



AGENDA ITEM III.1a

Regular Board Meeting

Approved Minutes

February 11, 2008

District Attendees

Timothy Healey	Board President
Barry Brown	Board Vice President
Daniel Gilliam	Board Member
Randy Marx	Board Member
Misha Sarkovich	Board Member
Michael Nisenboym	Operations Manager
Shawn Huckaby	Operations Supervisor
Chi Ha-Ly	Sr. Financial Analyst

Other Attendees

Absent

AGENDA ITEMS

I. Call to Order

President Healey called the meeting to order at 6:30 p.m.

II. Public Comment

None.

III. Consent Calendar

The following consent calendar items were considered and acted upon as follows:

1. Approval of Minutes:
 - a. Regular Board Meeting of January 14, 2008
2. Accept and file: Treasurer's report for the month of January, 2008
3. Accept and file: Investment report for the month of December, 2007
4. Approval of Warrants
5. Approval of Cal Card Statement
6. Approval of Monthly Board Expense Report for January, 2008
 - Vice President Brown pulled item III.1a Regular Minutes of January 14, 2008

First Motion

M/S Gilliam/Marx, to approve the consent calendar except for the minutes

- Vice President Brown stated that under item VI.1 of the January 14, 2008 Regular Board Meeting Minutes, the second motion should be recorded to include individual vote as follow:

M/S Marx/Healey

Ayes: Brown, Healey, Marx

Noes: Gilliam, Sarkovich

Amendment to first motion

M/S/C Gilliam/Marx to approve the consent calendar with the change recommended by Vice President Brown.

IV. Presentation & Correspondence

1. Staff presentation of the DRAFT FOWD Emergency Response Plan

- Operations Manager Nisenboym stated that Mr. Shawn Huckaby, the FOWD Operations Supervisor, will be presenting the Emergency Response Plan (ERP). He stated that an overview of the ERP was presented to the Board back in September of 2007 and the Board provided direction. Staff incorporated the information in the ERP based on the Board's direction and Mr. Huckaby will provide an update of the ERP.
- Operations Supervisor Huckaby discussed the content and layout of the Draft copy of the FOWD's Emergency Response Plan (ERP). He stated in addition to the ERP, there is a quick reference guide that has key information such as contact name and phone number from the actual plan. He indicated that this quick reference would be valuable in an emergency; it would help guide through the big document at a glance. The ERP incorporates the Vulnerability Assessment that the District did in 1999. He stated that it would take sixty days to complete the ERP. Management will review it and then forward the final copy to the Board for approval. Once the ERP is adopted, a resolution will be needed for the General Manager to execute the plan. The individuals named in the ERP will be trained to carry out the plan. He stated that training will take approximately one month.
- Operations Supervisor Huckaby stated that the information on the ERP is confidential and will be kept in a secured area with limited access.
- Operations Supervisor Huckaby indicated that the list that was presented to the Board in September 2007 are being incorporated or in the process of being completed such as obtaining a resolution, incorporation of 1999 Vulnerability Assessment, Training and Certification.
- Vice President Brown indicated that he did not see the reference of the Vulnerability Assessment within the section that indicates relationship between ERP and other plans. He stated that it would be important to reference the Vulnerability Assessment in that section.

- Operations Supervisor Huckaby stated that the Vulnerability Assessment is referenced in section 1 of the ERP.
- Vice President Brown inquired whether the ERP will be reviewed by a consultant.
- Operations Manager Nisenboym stated that at this time management does not intend to have it reviewed by outside consultant. Operations Manager Nisenboym stated that the District ERP is in full compliance with NIMS and State Incident Management System (SIMS).
- Vice President Brown inquired on the frequency of the updating of the plan and what would happen if there are personnel changes.
- Operations Supervisor Huckaby stated that it would be updated annually in accordance with section 9 in the ERP.
- Operations Manager Nisenboym stated that any changes would be sent to the Department of Health Services immediately (via a one page written notification) but the District does not need to update the entire ERP as personnel may change.
- Operations Supervisor Huckaby added that if the key personnel such as the General Manager changed; then the whole plan will need revision during the annual update.

V. Action Items: Old Business

1. Discussion and possible action on appointments to serve as District representatives to various organizations.

M/S/C Gilliam/Sarkovich, to keep 2007 representatives as 2008.

The following is the matrix with Board assignment for 2008.

Assignment	2008 Primary	2008 Alternate
SGA	Brown	Marx
RWA	Marx	Gray
ACWA-JPIA	Gilliam	Sarkovich
SJWD Executive Committee	Brown	Gray
Water Forum SE	Healey	Gray

2. Discussion and possible action on appointments to serve on District committees.

- Vice President Healey stated that there was one change to the 2007 District Committees; he would like to replace Vice President Brown with Director Gilliam on the Personnel Committee.

M/S/C Gilliam/Marx, to keep 2007 representatives as 2008 with the amendment to the Personnel Committee.

The following list shows the 2008 members appointed to serve on District committees.

Standing Committee	2008 Member/Chair	2008 Member
Budget	Sarkovich	Healey, Gray
Capital Improvement	Gilliam	Sarkovich, Gray
Personnel	Marx	Gilliam, Gray
Public Relations	Brown	Healey, Gray
Technical Advisory	Brown	Marx, Gray

3. Discussion and possible action on 2008 FOWD tasks and priorities.

- Vice President Brown indicated that he had placed the priority based on #1 as top priority; therefore, it was the opposite of how the points are being tallied.
- Operations Manager Nisenboym indicated that staff will reflect the new information and bring back the result at the next Board meeting.
- Vice President Brown suggested changing the heading to “priority list.”
- Item Deferred to the next Regular Board Meeting.

VI. Action Items: New Business

1. Discussion and possible action on the 2007 Annual Financial Audit scheduled for February 19-28, 2008.

- Operations Manager Nisenboym stated staff is proposing the Board approve Richardson and Company to perform the District’s 2007 annual audit based on the engagement letter dated May 10, 2005.

M/S/C Sarkovich/Gilliam, to renew the contract for Richardson and Company to perform the District’s 2007 annual audit.

2. Discussion and possible action on Resolution No. 0801 “A Resolution of the Board of Directors of the Fair Oaks Water District Calling for a General Election” on November 04, 2008.

M/S/C Gilliam/Healey, to approve the resolution No. 0801.

3. Discussion and possible action on the Vintage Woods well site on Arbardee Drive.

- Operations Manager Nisenboym stated that the District acquired .4 acre of land for well site development back in 2001. Because the site water production was estimated to be low, the District decided to move the construction of the new well to the existing Town Well site.
- The District routinely receives complaints from neighbors about illegal activities at the Vintage Woods site. The neighbors used the sidewalk to access the adjacent shopping center. The District reported to the police and placed a closed sign at the site to avoid illegal activities. The District is currently working with

Roberta MacGlashan's office and with the County to mitigate and allow some access to the neighbors and reduce the liability to the District.

VII. Upcoming Events

- 1. Capital Improvement Committee Meeting / February 19, 2008 / Fair Oaks**
 - Director Gilliam stated that the meeting got changed to the 20th. He stated that the District had a joint meeting with Racy's engineer and the District's architects to discuss the retaining wall. From the meeting, the District will be building the 14 feet retaining wall and Racy will pay a portion of it.
- 2. 2008 CA-NV AWWA Spring Conference /April 21-24, 2008 / Hollywood, CA**
 - There will be no Board member attending this conference.
- 3. ACWA Spring Conference / May 5 – 9, 2008 / Monterey, CA**
 - Vice President Brown and Director Gilliam plan to attend the conference.

VIII. Representative Reports

- 1. Sacramento Groundwater Authority (SGA)**
 - No report.
- 2. Regional Water Authority (RWA)**
 - No report.
- 3. San Juan Family of Agencies Executive Committee**
 - No report.
- 4. Other**
 - None.

IX. Director's Reports & Comments

- 1. Budget Committee – (Sarkovich, Healey)**
 - Director Sarkovich plans to have a meeting soon to prepare the Five Year Financial Plan.
- 2. Technical Advisory Committee – (Brown, Marx)**
 - No report.
- 3. Capital Improvement Committee – (Gilliam, Sarkovich)**
 - Director Gilliam stated that the District met with the Architects every other week and the only thing to report was the retaining wall discussed earlier.
- 4. Personnel Committee – (Marx, Brown)**

- No report.

5. Public Relations Committee – (Brown, Healey)

- Vice President Brown emphasized that General Manager Gray again did not send out the RFQ for the public relations consultant. In the minutes, the Board President stated that the General Manager was to send out the RFQ and was supposed have it at the February 11, 2007 Board meeting.
- President Healey stated that General Manager Gray is not present to address this issue.

6. Other

X. General Manager’s Reports

1. Monthly Work Performance Report

- Operations Manager Nisenboym reported that in January, the District installed 146 meters. He stated considering the raining weather, the District did well.
- Vice President Brown asked to see if staff can add the annual goal for the year in the report.

2. Water Quality Compliance

- Operations Manager Nisenboym reported that the District is in compliance with water quality.

3. Water Supply Agreements

- No report.

4. Groundwater Remediation Issues

- No report.

5. New Building Projects

- No report.

6. Five-Year Financial Plan

- No report.

7. Update of Policy Manual

- No report.

8. Emergency Response Plan

- Operations Manager Nisenboym stated that staff will schedule to complete the ERP plan and bring the final report to the Board within 60 days.

9. Wholesale Meter Upgrade Project

- Operations Manager Nisenboym stated that General Manager Gray is working with San Juan Family on the meter reading to ensure that the readings of San Juan's meters are accurate.

10. Hydraulic Model Development

- Operations Manager Nisenboym stated that this Hydraulic Model Development is a new project that prepares family wide hydraulic model. San Juan Water District, Citrus Heights Water District, Orangevale, FOWD and the City of Folsom will be combined in one model. With this model, we will be able to assess our overall system capacity and family capacity. We will be able to move water from one system to another easily in case of emergency. We will better utilize our groundwater production.

11. Update on SJWD report on Fair Oaks 40" Main Pipeline

- Operations Manager Nisenboym reported that he and General Manager Gray are discussing with SJWD on the design and potential impact of the District on this project. One of the discussions is the size of the pipeline.

12. Other

- Vice President Brown would like to see the RFQ added back to the agenda.

XI. Public Comment

- None.

XII. Adjournment

With no further business to come before the Board, President Healey adjourned the meeting at 7:39 p.m.

The Board approved the preceding minutes on March 10, 2008

Tom R. Gray
General Manager/Board Secretary

Date