



District Attendees

Barry Brown	Board Vice President
Daniel Gilliam	Board Member
Randy Marx	Board Member
Misha Sarkovich	Board Member
Michael Nisenboym	Operations Manager
Chi Ha-Ly	Sr. Financial Analyst
Chris Ames	Water Quality Technician
Tim Eggar	Engineering Technician

Other Attendees

Donald Weeks	Visitor
Dawn Weeks Alspaugh	Visitor
Patty Whedon	Visitor
Debbie Grigger	Visitor
Sid Cadwell	Visitor
Kathryn Cadwell	Visitor
Ann Weeks	Visitor
Barbara Browning	Visitor
Danna Krisica	Visitor
Barbara Luech	Visitor
Ingard Charloux	Visitor
Lia Patterson	Visitor
Teri Brown	Visitor
David Banuews	Visitor
Bob Carre	Visitor
Sid Johnson	Visitor
Pam Johnson	Visitor

Absent

Timothy Healey	Board President
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AGENDA ITEMS

I. Call to Order

Vice President Brown called the meeting to order at 6:31 p.m.

II. Public Comment

- General Manager Gray requested that item VI.3 be discussed after the consent calendar.
- General Manager Gray stated that there is a group that would like to discuss the properties at Sunset and Fair Oaks.
- Residents Sid Johnson (8142/8140 Sunset Ave.) and Bob Carre (8146 Sunset Ave.) stated that there was leak on a water main and they would like the District to fix the leak. The residents indicated that the District had previously fixed leaks on this portion of the main.
- General Manager Gray stated that normally the District does not fix leaks on private water mains. General Manager Gray stated that with the Board's approval, the District will fix this leak at this time, but this will be the last time the District will repair leak on this portion of private water main. The District will prepare a plan to install meters in the public right-of-way of Sunset Avenue for each property in the court. General Manager Gray emphasized that even if the District fixes the leak, the District will not own the line or warranty any of the repair work.

III. Consent Calendar

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

1. Approval of Minutes:
 - a. Regular Board Meeting of February 11, 2008
2. Accept and file: Treasurer's report for the month of February, 2008
3. Accept and file: Investment report for the month of January, 2008
4. Accept and file: Monthly Financial Expenses for January, 2008
5. Approval of Warrants
6. Approval of Cal Card Statement
7. Approval of Monthly Board Expense Report for February, 2008

First Motion

M/S Gilliam/Marx, to approve the consent calendar.

- Vice President Brown pulled item III.1a Regular Minutes of February 11, 2008.
- Vice President Brown stated that the language "is trying to be in compliance with NIMS" on page 2 of 7 on the 2/11/08 Minutes might be confusing and needs to be reworded.
- General Manager Gray suggested deleting the bullet on page 2 of 7 since page 3 of 7 included the language "Operations Manager Nisenboym stated that the District ERP is in full compliance with NIMS."
- Vice President Brown stated that on page 5 of 7 of the Minutes, the language "the District decided to move the construction of the new well to the existing Town Well site" is in conflict with the District's policy because the policy is to drill a new well.

- General Manager Gray stated that the Board approved for the transfer of the well site previously. The reason for the transfer was the availability of water production of Town Well—it provided the best yield.
- Vice President Brown stated that he thought Vintage Woods was donated.
- General Manager Gray stated that the District purchased Vintage Woods, with Board approval in 2000, for \$55,000.
- Vice President Brown stated that on page 7 of 7 of the Minutes, the language “staff will try to complete the ERP” doesn’t seem to indicate that staff is trying to meet the deadline.
- Director Sarkovich suggested replacing it with “schedule to complete.”

Amendment to first motion

M/S/C Gilliam/Marx to approve the consent calendar with the recommended changes.

VI.3 Discussion and possible action on “Vintage Woods” well site

- General Manager Gray stated that the District has been working with Supervisor Roberta MacGlashan’s office, Vintage Woods Apartments property owner and Fair Oaks Recreation and Park District on issues with the Vintage Woods Well site. He stated that they have come up with the plan where the District would deed the property over to the Fair Oaks Recreation and Park District, the County would then complete all the necessary paperwork, permitting and waive all fees. The group would work with private enterprise in the local area to come up with a small amount of improvement money to pass onto Park District to improve the park condition for public use.
- Ms. Ann Weeks from Vintage Woods stated that she and the residents are concerned with the safety factor should the District close off the walk way. Ms. Donna Kramer stated that going through Madison Ave. is not safe. Ms. Barbara Brown stated that if the property was ever to be sold, she would like the District to include a provision to have it deeded where the residents would have the right of way, that the walk way would stay open. Ms. Ann Weeks stated that there are 199 residents (over 60% signed the petition) and 75% of the stores around the Vintage Woods Apartments area also signed the petition for the walkway access.
- Ms. Teri Brown from USA Multifamily Management requested the District to take the closing sign down.
- General Manager Gray stated that having the closing sign of 3/31/08 will put the pressure on everyone to complete the process.
- General Manager Gray recommended to the Board to direct staff to facilitate the conversion of this property into the park and bring a resolution forward to transfer title to the Park at no cost. Should the negotiations fail, he suggested turning the property over to USA Property.

M/S/C Gilliam/Sarkovich, to direct staff to facilitate the transfer of ownership and maintain public access

IV. Presentation & Correspondence

1. FOWD nominated for “People Helping People” award

- General Manager Gray stated that there will be a luncheon on April 24, 2008 at the Radisson Hotel, Sacramento for the award presentation.

2. County of Sacramento Voter Registration and Elections data request

- General Manager Gray stated that this information included guidelines for the District to adhere to for the upcoming election.

3. FOWD letter to Senator Cox – Public Safety Realignment Account (PSRA)

- General Manager Gray stated that he sent the letter to Senator Cox stating that FOWD supports ACWA in opposing the new ERAF. He indicated that this will indirectly affect the District.

4. FOWD letter to Assemblymember Neillo – Public Safety Realignment Account (PSRA)

- General Manager Gray stated that he sent the letter to Assemblymember Neillo stating that FOWD supports ACWA in opposing the new ERAF.

5. Staff presentation and discussion on the design of Hawaiian Tract Phase III improvements

- General Manager Gray provided a copy of the construction drawing prepared by District staff. He stated that the cost to have the documents prepared by a consultant would have been \$50k to \$75k.
- Mr. Nisenboym stated that the Hawaiian Tract Phase III and Phase IV were budgeted in 2008. He stated that the project objectives are to relocate the mains from customer’s backyard, install meters and improve fire flow.
- The District developed the design using aerial photographs and AutoCad. The District performed several fire flow tests and collected data from each house affected by the project to document pre-construction conditions. The District staff video surveyed existing streets, front yards and driveways and any unusual types of installations within the boundaries of the project. These records and data will help in dealing with possible customer issue during construction.

6. Staff presentation and discussion on the FOWD Flushing Program

- General Manager Gray stated that the FOWD annually reports to the Department of Public Health (DPH) that the District has a flushing program. Through the efforts of our technical and water quality staff, the District recently produced a formal flushing program. The program details the flushing, zoning and record keeping required for a successful flushing program. Chris Ames, the District’s water quality technician, provided an overview of the flushing program.
- Mr. Ames stated that in order to maintain water quality in the distribution system, the water needs to be flushed periodically from the mains. The stagnant water in combination with disinfectant (chlorine) produce – trihalomethanes (TTHM) and

Haloacetic Acids(HAA5) also known as disinfection-by-products. The District has approximately 421 dead-end mains. The District utilizes blow offs and hydrants to bring in fresh water supply. The reason for having fresh water supply is to prevent quality deterioration and to prevent chlorine residual from dropping. He stated that chlorine reduces bacterial growth.

- Mr. Ames stated that the District will evaluate and update the program as needed.
- General Manager Gray stated that the District will implement part of the flushing program at this time. The full program will be implemented after the completion of the MIP.
- General Manager Gray announced the completion of the development of a documented valve exercise program.
- General Manager Gray stated that the District has over 4,000 valves. These valves need be exercised routinely.
- General Manager Gray stated that he brought these programs forward to inform the Board and also to commend staff.

7. Staff presentation and discussion on the FOWD Valve Exercising Program

- See discussion from above.

8. Staff presentation and discussion of the draft San Juan Family Water Shortage Plan

- General Manager Gray stated that based on the draft San Juan Family Water Shortage Plan agreement, FOWD will receive an estimated annual revenue of approximately \$50k as a groundwater availability charge; plus revenue from actual sale of groundwater.
- The Board directed staff to continue work required to finalize the Shortage Policy for consideration at the April Board meeting.

V. Action Items: Old Business

1. Report back on AWWA 2008 Sustainable Water Sources Conference

- General Manager Gray stated that staff will attempt to implement useful information, applicable to FOWD operations, acquired by attending this AWWA Conference. The attached information included topics covered through the conference.

2. Update on FOWD banking fees

- General Manager Gray stated that the District will continue to monitor banking fees and provide periodic updates to the Board. He stated that the current increase in banking fees paid by FOWD is associated with the increase in customer credit card payments.

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

- General Manager Gray recommended the Board to approve the listed tasks and priorities for the FOWD, determine how many tasks can be achieved in 2008, and make those goals for 2008 District operations. He also asked if the Board would like to increase the 2008 budget for consultants in order to accomplish more tasks.
- The Board approved the current tasks and priorities list and no additional funding was committed for these tasks.

VI. Action Items: New Business

1. Discussion and possible action on Addendum to State of California Purchase Card Program Master Services Agreement

M/S/C Gilliam/Sarkovich, to approve and sign the proposed addendum to the FOWD's State of California Purchase Card Program Master Services Agreement.

2. Discussion and possible action on the development of an FOWD Traffic Citation Policy

- General Manager Gray stated that there is no written policy on traffic violations.
- Director Gilliam indicated that if an employee was fined for non-moving violation, such as fix it ticket, the District can pay but not for traffic violation.
- Director Sarkovich inquired on a policy going forward.
- Vice President Brown inquired on safety program at the District and if vehicles are inspected each day.
- General Manager Gray stated the District inspects the vehicles daily.
- Board directed staff to develop a traffic violation policy for the next policy update.

3. Discussion and possible action on "Vintage Woods" well site (Discussed right after the consent calendar III.)

4. Discussion and possible action on Hazel Avenue main construction project

- General Manager Gray reported that the Hazel Avenue main construction may take place in 2008. This project was not in the 2008 budget. The District will incur materials and labor cost.
- Director Gilliam inquired on the cost of the project.
- General Manager Gray stated the estimated cost would be around \$100k.

VII. Upcoming Events

1. CA-NV AWWA 2008 Spring Conference, April 21-24, 2008 Hollywood, CA

- Informational Item.

2. ACWA Spring Conference, May 5-9, 2008 Monterey, CA

- Informational Item.

VIII. Representative Reports

1. Sacramento Groundwater Authority (SGA)

- Vice President Brown reported that Jim English has been appointed the interim General Manager for SGA and RWA.
- Vice President Brown reported that the Water Accounting Framework is at its last stage. The SGA staff is interviewing agencies with groundwater banking programs and six agencies had agreed to be interviewed. They will be getting a good cross-section of the existing groundwater banking information.
- Vice President Brown reported that the groundwater management program was discussed. They will have new plan update. They are working on biannual report and should have it completed next month.
- Vice President Brown reported that an ASR (Aquifer Storage & Recovery Program), is being developed at Sacramento Suburban Water District.

2. Regional Water Authority (RWA)

- General Manager Gray stated that RWA will meet on Thursday on March 13, 2008 at Carmichael Water District.

3. San Juan Family of Agencies Executive Committee

- General Manager Gray stated that the Committee went over 2008 goals and discussion on San Juan Water Shortage Plan.
- Vice President Brown reported that San Juan is working on the wholesale meter replacement project for more accurate meter reading. He stated that they discussed the Fair Oaks 40 transmission main project. It was not cleared how many diversion points belong to Fair Oaks WD and how many belong to San Juan WD retail operation.

4. Other

- General Manager Gray stated that the Water Forum Successor Effort meets Thursday evening on 3/13/08.

IX. Director's Reports & Comments

1. Budget Committee – (Sarkovich, Healey)

- Director Sarkovich requested staff to provide an electronic file of the 2008 Budget and several years actual.

2. Technical Advisory Committee – (Brown, Marx)

- General Manager Gray stated that he has been working based on the Board's direction and will provide update in closed session.
3. **Capital Improvement Committee – (Gilliam, Sarkovich)**
 - Director Gilliam stated that the District applied for LEED certification program and will receive \$5,000 from SMUD. He stated that the Foothill Associates is preparing CEQA documentation.
 4. **Personnel Committee – (Marx, Gilliam)**
 - No report.
 5. **Public Relations Committee – (Brown, Healey)**
 - No report.
 6. **Other**
 - Vice President Brown suggested changing the title to Committee's Report and have a different section for Director's Comments.
 - General Manager Gray suggested that the District update the policy then update the format.
 - Vice President Brown inquired as to why the RFQ for the Public Relations has not been sent out. He specifically asked to have it on the agenda and it has not been addressed.
 - General Manager Gray stated that given the priorities and discussions with the Board President, he did not place it on the agenda.

X. General Manager's Reports

1. **Monthly Work Performance Report**
 - General Manager Gray reported that the District installed 133 meters in February which totaled 279 meters YTD. He stated the reason for the increase in meters was because the District worked in the area where the existing service line could remain in place.
2. **Water Quality Compliance**
 - Discussed earlier.
3. **Water Supply Agreements**
 - Discussed earlier.
4. **Groundwater Remediation Issues**
 - Will be discussed in closed session.
5. **New Building Projects**
 - Discussed earlier.

6. Five-Year Financial Plan

- Discussed earlier.

7. Update of Policy Manual

- General Manager Gray stated that staff will work on the policies and bring to a Board Committee; he would like to know which Committee that would be.
- Vice President Brown stated that would be up to President Healey and he also suggested establishing a new Committee for the policy manual.

8. Emergency Response Plan

- Discussed earlier.

9. Wholesale Meter Upgrade Project

- Discussed earlier.

10. Hydraulic Model Development

- No report.

11. Fair Oaks 40-inch Pipeline Project Planning and Design

- Discussed earlier.

12. Other

- None.

XI. Public Comment

- None.

Vice President Brown closed the open session at 9:38 p.m.

XII. Closed Session Pursuant to Government Code Sections 54956.8, 54956.9 and 54957

1. Existing Litigation (*Subdivision (a) of Section 54956.9*) Name of case: *Fair Oaks Water District vs. Richard Plecker et al. Sacramento County Superior Court Case No. 05AS0545*
2. Existing Litigation (*Subdivision (a) of Section 54956.9*) Name of case: *Diane Grass vs. Fair Oaks Water District et al. Sacramento County Superior Court Case No. 07AS03478*
3. Conference with Real Property Negotiators on parcel located at 4717 Chicago Avenue, Fair Oaks, California

XIII. Report from Closed Session

Vice President Brown reopened the open session of the meeting at 9:56 p.m. with no reportable action.

XIV. Public Comment

None.

XV. Adjournment

With no further business to come before the Board, Vice President Brown adjourned the meeting at 9:58 p.m.

The Board approved the preceding minutes on July 14, 2008

Tom R. Gray
General Manager/Board Secretary

Date