



## AGENDA ITEM III.1b

Special Board Meeting

Approved Minutes

November 17, 2008

---

### District Attendees

Timothy Healey	Board President
Barry Brown	Board Vice President
Daniel Gilliam	Board Member
Randy Marx	Board Member
Misha Sarkovich	Board Member
Tom R. Gray	General Manager
Michael Nisenboym	Operations Manager
Chi Ha-Ly	Senior Financial Analyst

### Other Attendees

Michael Kozlowski	ANOVA Architects, Inc.
-------------------	------------------------

### 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**

#### **1. Discussion and possible action on authorizing the General Manager to negotiate a contract for construction of the new District Administration Building.**

- Mr. Kozlowski stated that the District had 17 pre-qualified general contractors for the new administration building. Twelve contractors submitted bids. The average bid was \$2.5M with the highest bid of \$2.8M the lowest bid of \$2.17M. He noted that the lowest bid came in below the original estimated amount by approximately \$500k due to the current economy and the careful design of the project. He stated that the lowest bidder, Peterson Development, had completed several projects within the area and the bid contents looked fine. He indicated

one of the reasons for the bid being lower than other bids was that Peterson Development had kept its profit margin fairly low.

- Mr. Kozlowski recommended the Board to authorize the General Manager to enter into negotiation with Peterson Development for the building project.

M/S/C Gilliam/Sarkovich, to authorize the general manager to negotiate and approve a contract with Peterson Development for the construction of the new District administrative building in accordance with plans approved by the County of Sacramento. The General Manager shall not approve the construction contract for this project in excess of low bid plus a 10% contingency without a prior majority approval of the Fair Oaks Water District's Board of Directors by public vote.

## **2. Discussion and presentation by the District's Personnel Committee on the recently completed staff interviews.**

- Director Marx stated that he and Director Gilliam interviewed 11 staff members. He stated that the staff spoke openly and they received positive feedback with some suggestions for improvement. He would like the General Manager to provide a written response to the list of items the Personnel Committee generated based on the staff's comments and forward to the Personnel Committee prior to the next Board meeting.
- Director Marx stated that the Committee reviewed the salary ranges and thought that they were fine. The Personnel Committee would like to have documentations on how the salary ranges were developed.
- Director Marx stated that the Personnel Committee discussed the General Manager's salary review for next year and asked that the General Manager complete the self-review forms similar to last year including any recommendations prior to the next Board meeting.
- Directors Marx and Gilliam indicated that the Personnel Committee will review the General Manager's contract.

## **3. Discussion and presentation by staff on revisions to the District Certificate Incentive Program.**

- General Manager Gray stated that the Certificate Incentive Program has been revised and some of the changes include:
  - Only employees in the field will be qualified to receive incentive for the Treatment and Distribution certifications.
  - Distribution 1 will no longer qualify for an incentive.
  - Exempt employees will not be able to receive any incentive from the Certificate Incentive Program.
  - The incentive percentages have been reduced.

**IV. Public Comment**

- None.

**V. Adjournment**

With no further business to come before the Board, President Healey adjourned the meeting at 7:23 p.m.

---

---

The Board approved the preceding minutes on December 15, 2008

---

Tom R. Gray  
General Manager/Board Secretary

---

Date