



**District Attendees**

Lonny Gossett	Board Member
Randy Marx	Board Member
Michael McRae	Board Member
Tom R. Gray	General Manager
Michael Nisenboym	Operations Manager
Shawn Huckaby	Operations Superintendent
Chi Ha-Ly	Finance Manager

**Other Attendees**

Ted Costa	SJWD Board Member
Keith Durkin	SJWD Assistant General Manager
Jacob Swift	PMC
Steve Parker	PMC

**Absent**

Timothy Healey	Board President
Misha Sarkovich	Board Vice President

**AGENDA ITEMS**

**I. Call to Order**

Director Marx 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 June 11, 2012
2. Accept and file Treasurer's report for the month of June, 2012
3. Accept and file Investment Report for the month of May, 2012
4. Accept and file Monthly Financial Expenses for the month of June, 2012
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of June, 2012

7. Approval of Monthly Board Expense Report for the month of June, 2012

M/S/C Gossett/McRae, to approve the consent calendar.

Absent: Directors Healey and Sarkovich

**IV. Presentation & Correspondence**

**1. Presentation of FOWD's new website**

- General Manager Gray stated that the District has been working with Heather Hogan and Jacob Swift from PMC on FOWD's new website.
- Jacob Swift indicated that he and Steve Parker will be presenting the FOWD's new website. Mr. Swift stated that the District's new website is very easy to navigate and it is very organized compared to the old website. He stated that the site is designed so that it can be easily viewed using mobile tablets.
- FOWD management believes that the new website is customer friendly, very organized and contains current information that customers can access including forms, policies, financial data and coming soon, online payment options.
- General Manager Gray stated that the District intends to enter into contract with PMC for quarterly website maintenance for non-routine (complex) updates. The routine updates will be done by District staff.
- Director Gossett suggested that the contact phone number should be under the address on the home page beside the emergency contact phone number.
- Director Marx inquired on the approval process for posting information to the website.
- General Manager Gray stated that the request will go through either the Operations Manager or Operations Superintendent. Any policy related item will be going to the Board for approval and non-policy items will be going to the General Manager prior to items being posted on the website.
- Director Marx stated that the new website should be on the August's Board meeting agenda as an action item.

**2. Presentation of 2012 FOWD Salary Survey**

- General Manager Gray provided an overview of the salary survey of the agencies including Fair Oaks Water District, Carmichael Water District, Sacramento Suburban Water District, San Juan Water District and Citrus Heights Water District.
- Director Marx stated that the following should be met before the salary survey information gets posted to the website:

1. The information in the salary survey is accurate;
  2. The information in the salary survey is legal to be published; and
  3. He would like the agencies included in the salary survey to have a copy of the salary survey. He emphasized that the agencies should be given the opportunity to review the information and provide feedback prior to FOWD publishing the information on its website.
- General Manager Gray stated that the information included in FOWD's survey is available on the agencies' websites and is public information. He suggested that Director Marx discuss the salary survey at the Executive Committee meeting.

**3. Correspondence dated June 7, 2012 from ACWA JPIA**

- General Manager Gray stated Stacy Peterson, FOWD's Human Resources and Payroll Administrator, has been asked to serve on the ACWA JPIA Employee Benefits Program Committee and any travel related expenses will be reimbursed by ACWA JPIA.

**4. Correspondence dated June 20, 2012 from ACWA JPIA**

- General Manager Gray stated that ACWA-JPIA thanked Brian Singley, FOWD's DSO II-Inventory and other staff for hosting the CAL/OSHA 10-Hour Construction Safety Course Training.

**V. Discussion and Action Items: Old Business**

**1. Update and discussion on FOWD Water Supply for the month of June, 2012**

- Operations Manager Nisenboym provided an overview of water production and use during the month of June 2012 and YTD. Total consumption for June is 1,534 AF. The District received 1,266.79 AF of surface water from SJWD. June 2012 water consumption is slightly lower than the 10-year average.
- Director Marx inquired on the reduction in consumption projected in the budget compared to current consumption.
- General Manager Gray stated that the District projected a decrease of water consumption in the 2012 budget; however, based on current data, the District is ahead of that projection by 5% to 10%.

**VI. Discussion and Action Items: New Business**

**1. Discussion and possible action on the following FOWD Policies:**

- General Manager Gray stated that since the District converted to metered rates, there were changes to District's policies and procedures. The following are policies reflecting current District's operations requiring Board adoption:

- Policy No. 6130 – Dedicated Fire Service
- Policy No. 6200 – Meter Reading
- Policy No. 6210 – Rendering and Payment of Bills
- Policy No. 6220 – Discontinuance and Restoration of Service
- Policy No. 6240 – Collections
- Policy No. 7005 – Metered Water Service
- The Board reviewed and discussed each policy and made the following motion:

M/S/C Marx/Gossett, to adopt the above Policy No. 6130, 6200, 6210, 6220, 6240 and 7005.

Absent: Directors Healey and Sarkovich.

## **VII. Upcoming Events**

### **1. August 1, 2012 / Senator Ted Gaines' Community Leaders Breakfast / El Dorado Hills**

- Information only.

## **VIII. Representative Reports**

### **1. Sacramento Groundwater Authority (SGA)**

- No report.

### **2. Regional Water Authority (RWA)**

- Director Marx stated that there was a presentation on regional planning and approval of the Executive Director's salary increase of 5½%.
- General Manager Gray stated that the Integrated Regional Water Management Plan and the separate subscription programs were placed into four fundamental RWA objectives.

### **3. San Juan Family of Agencies Executive Committee**

- Director Marx stated that a status update of infrastructure projects was provided at the Executive Committee meeting and it appears that the capacity at Folsom Lake is good through this summer.

### **4. Other**

- None.

## **IX. Directors' Reports & Comments**

### **1. Budget Committee – (*Sarkovich, Healey*)**

- No meeting.

### **2. Technical Advisory Committee – (*McRae, Marx*)**

- Director Marx stated that the Committee met and discussed the San Juan Family Executive Committee guidelines and possible revisions, Bank Agreement, Fair Oaks 40-Inch Project, Aerojet Super Fund Site and other technical issues.
- Director McRae added that the Committee also reviewed the RWA Water Forum Agreement.
- General Manager Gray stated that the Committee saw the need to update FOWD's master plan and the Committee asked for a copy of the wholesale water agreement.
- Director Marx inquired whether the master plan will be done by District staff.
- General Manager Gray stated that he plans to have staff do the busy work (50%) and have the consultant do the tabulation, data compilation, background information and evaluations (50%).

### **3. Capital Improvement Committee – (*McRae, Sarkovich*)**

- No meeting.

### **4. Personnel Committee – (*Marx, McRae*)**

- No meeting.

### **5. Public Relations Committee – (*Gossett, Healey*)**

- General Manager Gray stated that the Directors made efforts but the schedule did not work out.

### **6. Other**

- None.

## **X. General Manager's Reports**

### **1. Monthly Work Performance Report.**

- General Manager Gray provided an overview of the monthly work performance.

### **2. Operate within 2012 Budget**

- General Manager Gray reported that, based on the monthly financial report, the District is currently operating around 16% below budget through June 2012.

### **3. Metered Rates Conversion Project**

- General Manager Gray stated that in general, District's water use is 5% ahead of projection of what the District had in the financial plan.

**4. Fair Oaks 40-inch Pipeline Project Planning & Design**

- Will be discussed in closed session.

**5. Delta Issues – Update on Regional Involvement**

- General Manager Gray provided a brief report on the RWA’s revisions of objectives.

**6. Other**

- General Manager Gray stated that the District would like to have a tour of every District’s facility including the administrative building, corporate yard, wells and tank sites. One of the staff compiled the report for the tour and will be presenting this information on the next Board meeting.
- Director Marx inquired if the tour would be open to public.
- General Manager Gray stated that only certain areas are open to public access.

**XI. Public Comment**

- SJWD Director Costa thanked FOWD Board members for attending SJWD Board meeting.

Director Marx closed the open session at 8:30 p.m.

Director Marx called the closed session meeting to order at 8:42 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: Bluff City Inc. vs. Fair Oaks Water District et al. Sacramento County Superior Court
2. Existing litigation; San Juan Water District vs. Fair Oaks Water District related to the Fair Oaks 40-Inch Pipeline Rehabilitation Project / Sacramento County Superior Court

Director Marx reopened the meeting to the public at 10:16 p.m.

**XIII. Report from Closed Session**

None.

**XII. Public Comment**

None.

**XII. Adjournment**

With no further business to come before the Board, Director Marx adjourned the meeting at 10:16 p.m.

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The Board approved the preceding minutes on August 13, 2012

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Michael Nisenboym  
Operations Manager

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Date