



District Attendees

Misha Sarkovich	Board Vice President
Lonny Gossett	Board Member
Randy Marx	Board Member
Michael McRae	Board Member
Michael Nisenboym	Operations Manager
Shawn Huckaby	Operations Superintendent
Chi Ha-Ly	Finance Manager

Other Attendees

John Woodling	RWA Executive Director
Brett Robinson	Visitor
Jennifer Morita	Visitor
Neil Tamagni	FOWD Water Supply Operator

Absent

Timothy Healey	Board President
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AGENDA ITEMS

I. Call to Order

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

II. Public Comment

- Mr. Robinson inquired as to why the Backhoe was only sold for \$8,000 and whether the District received appraisals for the Backhoe.
- Operations Manager Nisenboym stated that it was a 1989 Backhoe and has been fully depreciated. The Meter Implementation Program has been completed and the District did not see a need for keeping the Backhoe. The District received one appraisal for the Backhoe.

III. Consent Calendar

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

1. Approval of minutes
 - a. Regular Board Meeting of July 16, 2012

2. Accept and file Treasurer's report for the month of July, 2012
3. Accept and file Investment Report for the month of June, 2012
4. Accept and file Monthly Financial Expenses for the month of July, 2012
5. Approval of Warrants
6. Approval of Cal-Card Statements for the month of July, 2012
7. Approval of Monthly Board Expense Report for the month of July, 2012

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

Absent: Director Healey

IV. Presentation & Correspondence

1. Presentation by John Woodling, Regional Water Authorities' Executive Director, on RWA's Public Relations subscription program and general update

- RWA Executive Director Woodling provided an overview of RWA and RWA's Public Relations Program. He stated RWA has four Foundational Goals including regional planning, assisting members with implementing water resources management strategies and programs such as grant funding, inform and educate members on water related issues, and advocating for member agencies regional needs and concerns including preserving water rights and entitlements.
- RWA Executive Director Woodling stated RWA has been working on the Water Forum Agreement, Water Conservation/Efficiency Program, and Delta Plan.
- RWA Executive Director Woodling stated that RWA seeks grant for the member agencies and overall, the total return is a 9 to 1 for all members (\$75M of grant funding received and \$8M in total dues). He stated FOWD incurred \$140K total in dues throughout the years and received \$1.8M in grants and other programs.
- RWA Executive Director Woodling stated that 16 of the 25 members and associates are currently participating in the Public Relations Program. He indicated that the participation cost is divided into three tiers and FOWD would fall in the middle tier with the cost of \$7,500.
- Vice President Sarkovich directed staff to add the Public Relations Program to the September Board agenda as an action item.

V. Discussion and Action Items: Old Business

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

- Operations Manager Nisenboym reported that consumption for June is 1,746 AF. The District received 1,373 AF of surface water from SJWD. The July 2012 groundwater production is slightly higher than the 10-year average. The District received 79% from surface water (SJWD) and 21% from groundwater.

- Director Marx inquired on the anticipated water revenues YTD in relations to the consumption thus far.
- Operations Superintendent Huckaby stated that the average water use is 49 CCF per household YTD.
- Operations Manager stated that the water revenues should be on target with the expected decrease in the last quarter consumption.

2. Discussion and possible action on Fair Oaks Water District's new website

- Operations Manager Nisenboym stated that the District presented the new website at the July 16, 2012 Regular Board meeting. Staff has incorporated suggestions from the Board into the new website. He indicated the water calculator has been updated on the new website. He stated that staff would like the Board to approve the new website and the August 24, 2012 launch date. The District will also include a message on the billing statement to inform the customers of the District's new website.
- Director Gossett informed Mr. Robinson that the District tried to inform him of the new website meeting; however, there was no contact information.
- Director Gossett inquired on posting the salary survey to the new website.
- Operations Manager Nisenboym stated that it can be added after the launch of the new website.
- Director Marx asked that staff look into the status of the distribution of the salary survey to the agencies involved in the salary survey to make them aware of the information.
- Operations Manager Nisenboym stated that the District would like to keep the website current; therefore, staff has been working with PMC on a maintenance agreement to perform complex updates and staff will perform routine updates. The District received the proposal and will review it.
- Director McCrae asked that staff bring the maintenance agreement proposal to the Board for review at the next Board meeting.
- Mr. Robinson asked that the District place on the website the benefits information.
- Director McCrae stated that the District will publish some benefits information on the website.
- Mr. Robinson inquired the possibility of having direct access to the Board of Directors rather than going through the District.

- Directors Marx, Gossett, Sarkovich and McCrae indicated that their personal email can be available at the District's website for customer to contact them directly.

M/S/C Gossett/Marx, to approve the new website August 24, 2012 launch date.

Absent: Director Healey

3. Update on the November 2012 General Election

- Operations Manager Nisenboym stated that the due date for filing the candidate statement was on 8/10/2012 for FOWD's Directors' seats. He indicated that Directors Marx, Sarkovich and McCrae elected to rerun.

VI. Discussion and Action Items: New Business

1. Discussion and possible action on changing November's Regular Board Meeting Date

- Operations Manager Nisenboym stated that the Board regularly meets on the second Monday of each month. The second Monday of this November is November 12, 2012, which falls on Veterans Day. He recommended that the Board considers rescheduling the Board meeting from November 12, 2012 to November 5, 2012 for public participation.

M/S/C Gossett/McCrae, approved to reschedule the November Regular Board meeting from November 12, 2012 to November 5, 2012.

Absent: Director Healey

2. Discussion and possible action on the updated Policy No. 1010: "Conflict of Interest"

- Operations Manager Nisenboym stated that attached is the current and updated "Conflict of Interest" Policy No. 1010. He stated that there were changes to the policy particularly under Part I – Designated Employees. He indicated that this section includes the position and disclosure category.
- Finance Manager Ha-Ly stated there were changes to the positions and title including the removal of the Senior Financial Analyst and Maintenance Supervisor positions and title change for the Finance Manager. She stated that the District is required to update and submit this revised "Conflict of Interest" policy to the County of Sacramento Board of Supervisors. This "Conflict of Interest" policy will be used for the filing of form 700.

M/S/C Marx/Gossett, to approve the updated Policy No. 1010: "Conflict of Interest."

Absent: Director Healey

3. Discussion and possible action on Resolution No. 12-04: “A Resolution for the Fair Oaks Water District Bureau of Reclamation *Five-Year Water Management Plan Update*”

- Operations Manager Nisenboym stated that the USBR asked for a resolution from FOWD’s Board for the 2010 *Five-Year Water Management Plan Update*. He stated that the District’s 2010 *Five-Year Water Management Plan Update* was submitted to the USBR through SJWD because SJWD is the formal contractor.

M/S/C Marx/Gossett, to approve Resolution No. 12-04.

Absent: Director Healey

4. Discussion and possible action on authorization of additional funds to complete water mains relocation for Fair Oaks Streetscape Project

- Operations Manager Nisenboym stated the County will be working on the Streetscape Project in the Fair Oaks Village and FOWD is required to relocate 450 LF of water mains, 4 isolation valves, a fire hydrant and services to accommodate the Streetscape Project. He stated that the total project is estimated at \$82,500. The District’s labor of \$42,000 will be covered by the operating budget. Staff requests the Board to authorize \$40,500 for the materials, supply, equipment and contingency to be funded from District’s reserves.
- Vice President Sarkovich inquired if there will be Federal Grant funding for some of the costs to be incurred by FOWD.
- Operations Manager Nisenboym stated that there is no funding for FOWD to offset the costs from Federal Grant.
- Director McCrae inquired if the District has an emergency reserve.
- Vice President Sarkovich responded that the District has an emergency reserve.

M/S/C Marx/Gossett, to approve the \$40,500 funding to be taken from reserves to fund the Streetscape Project.

Absent: Director Healey

5. Update and discussion on the Cogsdale maintenance contract

- Operations Manager Nisenboym stated Cogsdale Company is a developer and provider for customer service, budgeting and financial management, payroll, inventory controls and assets management. The maintenance contract includes upgrades, updates and maintenance support. The District negotiated the maintenance costs, which was budgeted for \$33,000 for \$23,547. He informed the Board that the invoice was paid prior to the Board President’s approval due to the timing and discount availability.

6. Discussion and possible action on FOWD's facilities tour

- Operations Manager Nisenboym stated that Mr. Tamagni, FOWD's Water Supply Operator, will be providing an overview of the District's facilities.
- Mr. Tamagni thanked the Board for the opportunity to do the presentation. He provided an overview of the Town and Casa Bella Wells, its production capacity and usage along with other facilities. He asked the Board to join him on the tour of the District's facilities.
- The Board asked that staff provide three dates around 4 p.m. and no Tuesdays.
- Vice President Sarkovich reminded staff to post the agenda once the facility tour date is set.

VII. Upcoming Events

1. August 15, 2012 / Supervisor Susan Peters Community Coffee Meeting / Dianda's Bakery / Fair Oaks

- Information only.

VIII. Representative Reports

1. Sacramento Groundwater Authority (SGA)

- Executive Director Woodling reported that there was a presentation from the Palmer Water Management Company Agency on groundwater model. He stated that the City of Roseville also has a groundwater model that covers a broad area of the region. He indicated that they need to consider which models to use, determine what the needs are and go from there.

2. Regional Water Authority (RWA)

- No report.

3. San Juan Family of Agencies Executive Committee

- Operations Manager Nisenboym informed the Board that he attended the Engineering Committee meeting and that SJWD will be awarding a contract for the facility security of \$160,000.
- The Board asked that Operations Manager Nisenboym report back on the specifics of the \$160,000 for the security.
- Operations Manager Nisenboym stated that the Engineering Committee reviewed the construction plan of the FO-40 Rehabilitation and intends to go out for bid in August.

- Operations Manager Nisenboym also provided a brief overview of the Hinkle Reservoir and the American River Canyon Crossing.

4. Other

- None.

IX. Directors' Reports & Comments

1. Budget Committee – (Sarkovich, Healey)

- No meeting.

2. Technical Advisory Committee – (McRae, Marx)

- No meeting.

3. Capital Improvement Committee – (McRae, Sarkovich)

- No meeting.

4. Personnel Committee – (Marx, McRae)

- No meeting.

5. Public Relations Committee – (Gossett, Healey)

- No meeting.

6. Other

- None.

X. General Manager's Reports

1. Monthly Work Performance Report.

- Operations Manager Nisenboym stated there is a lag effect of the cash flow as of July, 2012. The District has not collected money for 2,500 AF that was delivered. Operations Manager Nisenboym provided a brief overview of the items completed in the monthly performance report for July, 2012.
- Director Gossett inquired on the number of meters downsize YTD.
- Operations Superintendent Huckaby responded that there were 128 meters downsized as of July, 2012.

2. Operate within 2012 Budget

- No report.

3. Metered Rates Conversion Project

- No report.

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

- Discussed earlier.

5. Delta Issues – Update on Regional Involvement

- No report.

6. Other

- The Board directed Operations Manager Nisenboym to inquired with Legal Counsel on the Status of the Fair Oaks 40-Inch.

XI. Public Comment

- None.

XII. Adjournment

With no further business to come before the Board, Vice President Sarkovich adjourned the meeting at 8:23 p.m.

The Board approved the preceding minutes on September 10, 2012

Michael Nisenboym
Operations Manager

Date