



District Attendees

Dave Underwood	Board President
Misha Sarkovich	Board Vice President
Michael McRae	Board Member
Tom R. Gray	General Manager
Chi Ha-Ly	Finance Manager

Other Attendees

Absent

AGENDA ITEMS

I. Call to Order

The meeting was called to order at 5:39 p.m.

II. Public Comment

None.

III. Discussion

1. Review and discussion of the Fair Oaks Water District's Draft Policy No. 5090: "Credit Card Policy."

- Vice President Sarkovich stated he used SMUD's Credit Card Policy to update the FOWD's Credit Card Policy.
- General Manager Gray asked Vice President Sarkovich to clarify business lunches. He stated generally, he would take the employees out for lunch using the employee recognition fund.
- Vice President Sarkovich stated he is fine with meeting meals that are for District approved functions.
- Director McRae stated breakfast snacks at the employee meeting would be fine. He stated the Christmas party prizes may be high.

- General Manager Gray stated for the San Juan Family General Manager’s breakfast meeting, they rotate who pays; he inquired whether he can still pay for the breakfast.
- Vice President Sarkovich stated he would not support those business meals.
- General Manager Gray stated that the updated Policy 5090 included the same single and monthly limit for all employees. He stated he would like to lower the limits for certain individuals based on the need to lower the risks for FOWD.
- Director McRae stated he is fine with that.
- Vice President Sarkovich stated he will revise the policy to reflect the General Manager’s ability to lower the limit for the employees.
- General Manager Gray stated he and Finance Manager Ha-Ly have also worked on the other policies related to procurement and authorization of expenses including policies 5020, 5060, 5110, and procedures for the procurement policy.
- Vice President Sarkovich stated he would like the MS Word electronic file for the 5000 series. He stated he would like the four mentioned draft policies and procedures in electronic format in two weeks.
- Vice President Sarkovich stated he would like to have legal review the draft Policy No. 5090.

2. Review and discussion of the Fair Oaks Water District’s Policy No. 6060: “Water Conservation.”

- General Manager Gray recommended that the District remain at Stage 4. He stated that the District can remove the pool restriction, item 16 under Stage 4 of the Water Conservation policy.
- Vice President Sarkovich stated he wants to remove items 16, 17 and 18 under Stage 4.
 - 16. Water use for pools, spas, and ornamental fountains/ponds is prohibited for newly constructed homes and buildings.
 - 17. Water Crisis/Emergency tiered pricing will be implemented.
 - 18. No commitments will be made to provide service for new water service connections.
- Staff will bring the updated policy No. 6060 to the April 11, 2016 with the removal of items 16, 17 and 18 under Stage 4.

IV. Adjournment

With no further business to come before the Board, President Underwood adjourned the meeting at 6:51 p.m.

The Board approved the preceding minutes on May 9, 2016

Tom R. Gray
General Manager/Board Secretary

Date