



District Attendees

Michael McRae	Board Vice President
Gary Page	Board Member
Misha Sarkovich	Board Member
Tom R. Gray	General Manager
Michael Nisenboym	Operations Manager
Chi Ha-Ly	Finance Manager
Shawn Huckaby	Customer Service Manager
Ben Voight	Operations Superintendent

Other Attendees

Tim Menezes	Visitor
George Babcock	Visitor
Mike Carey	Visitor

Absent

Randy Marx	Board President (Excused absence)
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AGENDA ITEMS

I. Call to Order

- Vice President McRae called the meeting to order at 6:30 p.m. and introduced Mike Carey, incoming Board Member, noting he had previously served on the FOWD Board from 1971-1994.

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 August 13, 2018
2. Accept and File Treasurer's Report for the month August 2018

3. Accept and File Investment Report for the month of July 2018
4. Accept and File Financial Expense Report for the month August 2018
5. Approval of Warrants
6. Approval of Cal Card Statements for the month of August 2018
7. Approval of Board Expense Report for the month of August 2018

Director Sarkovich moved to approve the consent calendar.

Director Page seconded the motion.

Motion carried with the following votes: McRae – aye, Page – aye and Sarkovich – aye

IV. PRESENTATION & CORRESPONDENCE

1. **Correspondence dated August 2018 from the California Department of Water Resources titled “Making Water Conservation a California Way of Life”**
 - General Manager Gray provided an overview of the Public Review Draft “Making Water Conservation a California Way of Life.”

V. DISCUSSION AND ACTION ITEMS: OLD BUSINESS

1. **Update and discussion on Regional Water Authority (RWA) Lobbying Subscription Program activities**
 - General Manager Gray stated that RWA is recruiting for the lobbyist position.
2. **Update and discussion on the 2018 Water Transfer Project**
 - General Manager Gray provided an overview of the pumping completed by FOWD and FOWD’s revenues related to the water transfer project.
3. **Update and discussion on FOWD Corp Yard Project**
 - General Manager Gray provided a status update on the 10317 FOB Building. He stated the RFP was released on August 1, 2018. There were 23 Architectural Firms that attended FOWD’s mandatory site visit on September 6, 2018. The RFP is due back in October 2018.
4. **Update and discussion on the FOWD Website Project**
 - General Manager Gray recommended that the Board direct staff to use the local company Streamline to do a complete makeover of the FOWD website and to maintain and host the website in the future.
 - General Manager Gray stated at a regular meeting of the FOWD Board of Directors, staff was directed to use the company LiveImpact for the 2018 FOWD Website Project. Based on this direction, it was the intention of staff to meet with LiveImpact representatives, develop a scope of work, negotiate a project cost and bring a sole source contract for professional services to the FOWD Board for

approval as instructed. Based on the information provided by LiveImpact, the FOWD management team questioned the fit relative to them meeting the needs of the FOWD Website Project. General Manager Gray provided a listing of issues for Board consideration.

- General Manager Gray provided an overview of the cost comparisons for Michael Baker International (\$44,700), LiveImpact (\$30,600), Streamline (\$3,600). Streamline was the lowest because there is no upfront cost. General Manager Gray stated the goals/direction from the Board is to have the website a) fully ADA and Section 508 compliant; b) simple and intuitive to navigate by the customers; and c) efficiently used to convey current information to customers. Attached are the background and proposal from each company.
- Director Sarkovich inquired how staff discovered Streamline.
- General Manager Gray stated staff attended a training that Streamline provided through the California Special District's Association on ADA and Section 508 compliant websites. He stated staff contacted Streamline representatives seeking help relative to the FOWD Website Project. General Manager Gray stated many Special Districts are using Streamline including SJWD.
- Director Page stated he disagrees with General Manager Gray as to what the Board was looking for on the website. He stated he would like FOWD to have an interactive website that can make an impact not based on costs. He was looking for a more advanced, proactive and world class website. Director Page stated that if FOWD wanted cheaper then Streamline is cheaper.
- General Manager Gray stated he understood that the main driver for redoing the website was ADA and Section 508 compliance and that LiveImpact did not include ADA compliance in their proposal.
- Director Page stated that making the website ADA and Section 508 compliant will not be difficult to do. He believes that LiveImpact should not be eliminated based on these criteria alone. LiveImpact's platform allows for data collection and client interactivity which FOWD does not have and Streamline does not offer.
- Director Sarkovich inquired if Streamline's contract is month to month.
- General Manager Gray stated that Streamline is month to month.
- Director Sarkovich stated the District can pay \$300 month to month. If it does not work out, FOWD can discontinue using Streamline.
- General Manager Gray stated that Streamline has a transparency hub that will allow customers to search for documents easily.
- Director Sarkovich stated that FOWD can continue to explore interactive website capabilities with Streamline.
- Director Page stated FOWD's current website only allows posting of information. He would like the website to have the ability to interact with customers.
- Director Sarkovich stated Streamline has a feature that can easily embed social media feed and an event calendar. Director Sarkovich stated he agrees with Director Page that FOWD needs a better website. He stated Streamline is an improvement and cost effective.
- Director Page stated he agrees with Director Sarkovich that Streamline is an improvement and cost effective; but he does not believe it can go as far as he would like it to go.

- Director McRae inquired on the website being mobile friendly.
- General Manager Gray stated that it would provide a mobile friendly platform.
- Director McRae stated he would like to give kudos to Director Page for pushing forward and being persistent for a better FOWD website.
- Director Page suggested that after the FOWD website is made compliant and up and running, FOWD should contact LiveImpact again to explore more on interactive websites to better engage the community.
- General Manager Gray stated that staff can work with the vendor to provide customers the ability to view their account history and invoice online. He stated this would be an interactive feature that customers have been requesting.
- Director Sarkovich stated that based on the rate payers in his area, they are primarily interested in price and quality of the water and nothing else.
- Director Page stated that staff has been operating at the lowest cost. He would like staff to open up a little; as not everything of value can be measured by price alone.
- The Board directed staff to use Streamline for FOWD's website and provide a review within six months on an interactive website.
- General Manager Gray stated top of his list is the online interactive billing where customers can view their invoice and pay online. He stated this item would be implemented immediately.
- Customer Service Manager Huckaby stated that the number one request from FOWD customers is to have the ability to view their consumption and bill online. Another feature they would like to see is to be able to have recurring payments based on the invoice amount.
- The Board agreed that the online billing feature is important.
- General Manager Gray emphasized that unless redirected, staff will immediately implement the online bill pay, the initial startup may be around \$20,000.
- Director Page stated he would like staff to look at all the possible interactive features available to FOWD and come back with a list.

VI. DISCUSSION AND ACTION ITEMS: NEW BUSINESS

1. Discussion and possible action on Board goals for the development of a 2019 FOWD Annual Budget

- General Manager Gray stated staff put together the schedule for the 2019 budget. General Manager Gray stated some items the Board may consider include the water mix (ground vs. surface), no debt and the big capital outlay that the District is already committed to.
- Director Sarkovich stated the Board will provide staff with the general guideline for the 2019 Budget. He stated the budget schedule provided by staff is fine. He stated there will be no new debt and no new rates. He asked staff to request engineering costs for rehabilitating the New York Well and the Fair Oaks Park Well.
- General Manager Gray stated the design for the each will cost around \$150,000.
- Director Sarkovich directed staff to place \$300,000 for the designs of the two wells in the budget.

- Director Sarkovich stated that money needed for capital improvement projects will be funded by raising capital through private placement rather than through rates.
- General Manager Gray stated FOWD has money in the reserve to fund these projects for 2019. He stated the reserve will be drawn down.
- Vice President McRae stated he would like to see a multi-year projection of the capital projects and see where the reserves are at the end of each year including the new rate from SJWD.
- Director Sarkovich stated that he is okay, for budgeting purposes, to put 70% surface water and 30% groundwater in the 2019 Budget for the water mix.
- Director Sarkovich stated he is fine with the \$60,000 for public outreach.

2. Update and discussion on FOWD water supply for the month of August 2018

- Operations Manager Nisenboym reported average temperature in August was below historic average. FOWD total system demand from all sources for the month of August was recorded at 1,380.37 AC-FT. The San Juan wholesale connections provided 651.69 AC-FT and groundwater wells produced 728.68 AC-FT of the total water demand. No problems in August. CTP connection is the only wholesale connection. The August 2018 total demand represents a decrease of 13% from the August 10-year average and a 15.4% reduction from August 2013.

3. Discussion and possible action on additional funding for 2018 expenses

- General Manager Gray provided an overview of the increase in costs for the telecommunications and 24-inch Transmission Water Main Project.
- Director Sarkovich moved to authorize the General Manager to transfer \$35,000 from the 2018 contingency fund to cover the telecommunications and \$55,000 from “Completing connections on Tommar Drive and Shadowood Way” to cover the cost of 24-inch Transmission Water Main Project.
- Director Page seconded the motion.
- Motion carried with the following votes: McRae – aye, Page – aye and Sarkovich – aye.
- Absent: President Marx

4. Discussion and possible action on water supply plan for 2019

- Discussed earlier.

5. Discussion and possible action on the RFP to provide engineering services for the T-Main Replacement Program

- Director Sarkovich moved to direct staff to seek proposals from qualified engineering consultants to provide engineering services and recommendations for the Transmission Mains Replacement Program.
- Director Page seconded the motion.

- Motion carried with the following votes: McRae – aye, Page – aye and Sarkovich – aye.
- Absent: President Marx

VII. UPCOMING EVENTS

- 1. Supervisor Susan Peters Community Meeting / September 12, 2018 / FOWD Administration Building**
 - Information only.
- 2. San Juan Water District Finance Committee Meeting / September 24, 2018 / SJWD Administration Building**
 - Information only.
- 3. San Juan Water District Special Board Meeting / September 25, 2018 / SJWD Administration Building**
 - Information only.
- 4. Sacramento Groundwater Authority 20 - Year Anniversary Celebration / October 18, 2018 / Lunch North Ridge Country Club**
 - Information only.

VIII. REPRESENTATIVE REPORTS

- 1. Sacramento Groundwater Authority (SGA)**
 - SGA is scheduled to meet on September 13, 2018.
- 2. Regional Water Authority (RWA)**
 - None.
- 3. Sacramento Water Forum**
 - None.
- 4. Other**
 - None.

IX. DIRECTORS' REPORTS & COMMENTS

- 1. Budget Committee – (Sarkovich, Page)**
 - None.
- 2. Technical Advisory Committee – (Marx, McRae)**
 - None.

- 3. Capital Improvement Committee – (McRae, Sarkovich)**
 - None.
- 4. Personnel Committee – (Sarkovich, McRae)**
 - None.
- 5. Public Relations Committee – (Sarkovich, Page)**
 - None.
- 6. Wholesale Water Agreement Ad-Hoc Committee – (Sarkovich, Marx)**
 - None.
- 7. Carmichael Water District Ad-Hoc Committee – (Sarkovich, Page)**
 - None.
- 8. Other**
 - Director Page inquired if there is a fire hydrant agreement and who pays for the usage.
 - General Manager Gray stated in general emergencies water is supplied at no cost.
 - Mr. Carey inquired who is responsible for maintaining the fire hydrants.
 - General Manager Gray stated in the interest of public safety, FOWD is currently maintaining the fire hydrants.
 - Director Sarkovich would like staff to post water rate comparisons on FOWD's website similar to SJWD.
 - General Manager Gray stated that FOWD used to have similar rate comparison chart.

X. GENERAL MANAGER'S REPORT

- 1. Monthly Maintenance Work Report**
 - Report provided; no discussion.
- 2. Capital Projects Status Reports**
 - Report provided; no discussion
- 3. Authorizations of Additional Funding**
 - Report provided; no discussion.
- 4. Water Transfer Status Report**
 - None.
- 5. Claims Against District**
 - Report provided; no discussion.

6. Employee Update

- None.

7. Water Issues – Update on Regional Involvement

- None.

8. Other

- General Manager Gray informed the Board that FOWD has a current leak map. He stated he will bring the leak map to the Technical Committee.

XI. PUBLIC COMMENT

- Mr. Babcock noted the flyer for the Director vacancy has inconsistencies on the numbering; it has a mixture of numbers and Roman Numerals
- General Manager Gray agreed that it should be consistent.

- Vice President McRae determined that closed session was not required.

XII. ADJOURNMENT

With no further business to come before the Board, Vice President McRae adjourned the meeting at 8:57 p.m.

The Board approved the preceding minutes on October 8, 2018

Tom R. Gray
General Manager/Board Secretary

Date