

# MINUTES OF THE REGULAR MEETING OF THE FRCD BOARD

Wednesday, December 8, 2010

The regular meeting of the Board of Directors of the Florin Resource Conservation District was called to order at 6:30 p.m. by Barrie Lightfoot, Chair, at 8820 Elk Grove Blvd., Elk Grove, CA.

## Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Chuck Dawson, Barrie Lightfoot, Elliot Mulberg, Tom Nelson, and Tony Perez  
Directors Absent: None  
Staff Present: Ann Siprelle, general counsel; Tom Bartlett, treasurer/finance manager; Stefani Phillips, secretary/human resource specialist; Jeffrey Maupin, operations manager; Ellen Carlson, management analyst, and Donella Ouellette, finance supervisor  
Associate Directors Present: Donald Menasco  
Consultants Present: Lawrence Ernst (Wood Rodgers)  
Public Present: Duane Coffey, Bob Gray, Franklin High School students, Emily Hudson, teacher, and Roy Herburger

## Public Comment

No comments made.

## 1. Consent Calendar

- a. Approve Regular Meeting minutes for October 26, 2010 and Special Meeting minutes for November 16, 2010
- b. FRCD Cash Flow Worksheet – October, 2010
- c. Warrants Paid – October, 2010
- d. Monthly Water Connections – October, 2010
- e. Bond Covenant Requirements for FY 2010-2011
- f. Revenues and Expenses – Actual vs Budget
- g. CDARS Accounts
- h. Revenue Distribution Worksheet
- i. Consultants Expenses

MSC (Nelson/Perez) to approve items a-i, 5/0: Ayes: Dawson; Mulberg, Nelson, Perez, and Lightfoot.

## 2. Administer Oath of Office and Seat Directors

Stefani Phillips, Secretary, administered the Oath of Office and seated incumbants Barrie Lightfoot, Tom Nelson, and Tony Perez.

## 3. Recognition of Franklin High Students for the Forestry Challenge Competition

Barrie Lightfoot, Chairman of the Board, presented a certificate of recognition to the student participants of the Franklin High School Forestry Challenge Competition. The students gave an overview of their experience in preparation for the competition and what they learned while they were in the competition.

## 4. Engineering Contract with Wood Rodgers

Ann Siprelle, General Counsel, presented the contract and scopes of work for Wood Rodgers in the amount of \$65,000. Mr. Lightfoot stated that the work RBF was completing should not overlap the work that Wood Rodgers would begin. Jeff Maupin, Operations Manager, stated that he believed that the District has the last of the billing from RBF.

MSC (Mulberg/Dawson) to award a contract to Wood Rodgers for engineering services, 5/0: Ayes: Dawson; Mulberg, Nelson, Perez, and Lightfoot.

## 5. Shut-Off Policy

Donella Ouellette, Finance Supervisor, gave an overview of the Shut-Off Policy. Elliot Mulberg, Director, stated the Board members had concerns about the time in which the shut-off's were being performed based on customer complaints. Ms. Ouellette stated that she and Jeff Maupin, Operations Manager, had worked together to come to a resolution and in doing so they proposed to amend section 3.4 of Ordinance 04.23.08.01 to add two items; "(g)

Cessation of service shall commence prior to 7:00 a.m., and "(h) Restoration of service is only available during working hours from 8:00 a.m. to 5:00 p.m. Monday through Friday. Operations staff is not authorized to accept payment at any time or to restore service until satisfactory arrangements have been made with the billing department of EGWD". She stated that they would recommend bringing back the ordinance to the January meeting for adoption by the Board.

The Board voted 5-0 to bring back to the January Board meeting Ordinance 04.23.08.01 adding (g) and (h) to section 3.4.

## **6. Ordinance No. 12.08.10.01 Amending Section 3.4 of Ordinance 04.23.08.01 Regarding Refund of Overcharges and Adding Article 10 Regarding Claims and Lawsuits**

Ms. Siprelle presented a refund policy and procedures for claims and lawsuits against the District. A question and answer period occurred. The Board inquired what time periods other districts use to for backbilling and reimbursement. Ms. Siprelle stated she had information from Sacramento Suburban Water District and she believed they used three years.

The Board requested that the Ordinance be amended to three years for backbilling and reimbursement.

MSC (Mulberg/Dawson) to approve Ordinance No. 12.08.10.01 amending Section 3.4 of Ordinance 04.23.08.01 Regarding Refund of Overcharges and Adding Article 10 Regarding Claims and Lawsuits with amendments, 5/0: Ayes: Dawson; Mulberg, Nelson, Perez, and Lightfoot.

## **7. Operations Report**

Jeff Maupin, Operations Manager, gave a summary of the operations activities. Mr. Maupin addressed a couple of items that were not covered in his report. He stated that the improvements made to the SCADA system have proven to be intuitive and user friendly. SCADA needs to be addressed for the School Street site. Additionally, the dosage pump at the treatment plant needs to be made automated and functional with SCADA.

Mr. Maupin stated that the District is looking at bringing security in house.

Tony Perez, Director, inquired how often the crews check the fire hydrants. Mr. Maupin stated that the crew is establishing a fire flow program and putting it together on a GIS map. Mr. Maupin stated that he thought it would be under way within thirty days. Mr. Maupin stated that the District also has a valve exercising program to ensure that all hydrants are properly functioning.

## **8. Flex Choice 125 Cafeteria Plan**

Stefani Phillips, Human Resource Specialist, gave an overview of the cafeteria plan. Ms. Phillips stated that the District had the current plan since 2002 and performed the comparison of other plan providers because it had not been done in the past. She stated that the District selected Pacific Benefit Consultants, Inc. because they were a local company that was known for their customer service and competitive fees.

Mr. Mulberg stated that he would prefer to have the District use local providers when it is possible. He thanked Ms. Phillips for the details in the Board report and the Board concurred.

MSC (Dawson/Perez) to approve Resolution No. 12.08.10.01 of the Board of the Florin Resource Conservation District adopting an agreement with Pacific Benefit Consultants, Inc. for administration of the Districts Section 125 Cafeteria Plan, 5/0: Ayes: Dawson; Mulberg, Nelson, Perez, and Lightfoot.

## **9. California Urban Water Conservation Council Membership**

Tom Nelson summarized the purpose of the California Urban Water Conservation Council membership. He stated that it will give Northern California a voice. A brief discussion occurred.

MSC (Perez/Mulberg) to approve payment of invoice for California Urban Water Conservation Council membership dues in the amount of \$2,321, 4/1: Ayes: Mulberg, Nelson, Perez, and Lightfoot; Noes: Dawson.

## **10. Committee Meeting(s) Update**

Mr. Nelson gave a summary of the LAFCo meeting regarding the possibility of disbanding Rio Linda Elverta Water District.

**11. Directors Comments/Suggestions & Subjects for Future Board Meetings**

Mr. Lightfoot announced that the nominations for Board officers and committee selections would be made at the January board meeting.

**12. Closed Session**

PUBLIC EMPLOYEE APPOINTMENT (Gov't. Code Sec. 54957)

Title: General Manager

A closed session was not held.

Respectfully submitted,

Stefani Phillips, Secretary