

## MINUTES OF THE REGULAR MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

**Wednesday, September 28, 2016**

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Chuck Dawson, Chair, at 9257 Elk Grove Blvd, Elk Grove CA.

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

Directors Present: Chuck Dawson, Bob Gray, Elliot Mulberg, Tom Nelson, Jeanne Sabin  
 Directors Absent: None  
 Staff Present: Mark J. Madison, General Manager; Stefani Phillips, Board Secretary; Bruce Kamilos, Assistant General Manager; Jim Malberg, Finance Manager  
 Associate Directors Present: Lisa Medina  
 General Counsel Present: Ann Siprelle, Best Best & Krieger (BB&K)  
 Consultants Present: None

### **Public Comment**

None

### **1. Closed Session**

- a. CONFERENCE WITH LABOR NEGOTIATORS (Gov't. Code Section 54957.6)  
 Agency designated representatives: Mark J. Madison, General Manager  
 Unrepresented employee: GIS Technician I

No reportable action was taken.

### **2. Proclamations and Announcements**

Mark Madison, General Manager, recognized Denise Maxwell, Senior Utility Billing Specialist, for her ten years of service (2006-2016) with the District.

Chuck Dawson, Chairman, stated that Ms. Maxwell does an outstanding job.

### **3. Consent Calendar**

- a. Minutes of Regular Board Meeting of July 27, 2016
- b. FRCD Cash Flow Worksheet – July, 2016
- c. FRCD Cash Flow Worksheet – August, 2016
- d. Warrants Paid – July, 2016
- e. Warrants Paid – August, 2016
- f. Active Accounts – July, 2016
- g. Active Accounts – August, 2016
- h. Bond Covenant Status for FY 2016-17 – July, 2016
- i. Bond Covenant Status for FY 2016-17 – August, 2016
- j. Revenues and Expenses – Actual vs Budget FY 2016-17 – July, 2016
- k. Revenues and Expenses – Actual vs Budget FY 2016-17 – August, 2016
- l. Cash Accounts – July, 2016
- m. Cash Accounts – August, 2016
- n. Consultants Expenses – July, 2016
- o. Consultants Expenses – August, 2016
- p. Major Capital Improvement Projects – July, 2016
- q. Major Capital Improvement Projects – August, 2016

r. Authorizing Deposit and Withdrawal of Monies from Farmers and Merchants Bank

Mr. Malberg updated item f to clarify the calculations and make it more transparent.

MSC (Mulberg/Sabin) to approve FRCD Consent Calendar items a. - q. 5/0: Ayes: Dawson, Gray, Mulberg, Nelson and Sabin.

MSC (Nelson/Sabin) to approve FRCD Consent Calendar item r. and adopt Resolution No. 09.28.16.01 of the Board of Directors of the Florin Resource Conservation District authorizing the deposit and withdrawal of monies from Farmers and Merchants Banks 5/0: Ayes: Dawson, Gray, Mulberg, Nelson and Sabin.

Bob Gray, Director, complimented Jim Malberg, Finance Manager, on the investment returns.

Director Gray inquired if there are any variable rates. Mr. Malberg replied no, there is not.

#### 4. **Natural Resources Conservation Services Report**

Dwane Coffey, District Conservationist, presented the Natural Resources Conservation Services Report to the Board.

Mr. Coffey commented that there is a new RCD Handbook available and to contact Amanda Platt for copies.

Stefani Phillips, Board Secretary stated she will ask for the new RCD Handbooks for the Board.

Elliot Mulberg, Director, inquired if there are any grant opportunities next year. Mr. Coffey responded there are small grant opportunities (a couple thousand) available. Mr. Mulberg asked Mr. Coffey to let Mr. Madison know of any grant opportunities.

#### 5. **Committee Meetings**

Stefani Phillips, Board Secretary, presented the Committee Meetings to the Board. There was one committee meeting held in the month of August:

- Conservation Committee Meeting – August 31, 2016

MSC (Sabin/Nelson) to accept the minutes of the Conservation Committee Meeting held on August 31, 2016. 5/0: Ayes: Dawson, Gray, Mulberg, Nelson and Sabin.

#### 6. **Florin Resource Conservation District Conservation Activities Report**

Mr. Madison presented the Florin Resource Conservation District Conservation Activities Report to the Board. In summary, most of the work conducted for FRCD related matters involved the exploration of potential development mitigation activities. Staff also expended efforts to research dry well construction, including working with the American River Basin Stormwater Resource Planning group funded by a Proposition 1 grant, and began researching the potential for urban farming in Elk Grove.

Chairman Dawson made a comment regarding dry wells and that he is not sure if the District needs groundwater recharge.

Lisa Medina, Associate Director, spoke on seepage pits and drywells.

Mr. Madison spoke more about the City of Elk Grove's projects.

Mr. Mulberg suggested to ask the County if they have any dry well projects.

## **7. Water Usage Report and Continuation with the Normal Water Stage of the Elk Grove Water District Water Shortage Contingency Plan**

Mr. Madison presented the Water Usage Report and Continuation with the Normal Water Stage of the Elk Grove Water District Water Shortage Contingency Plan to the Board. In summary, for the month of July, service area 1 reduced its waters consumption by 25.6% in comparison to July 2013 usage. Service area 2 reduced by 14.2% for the same period. The combined reduction for both service areas was 21.7%. For the month of August, service area 1 reduced its waters consumption by 22.5% in comparison to August 2013 usage. Service area 2 reduced by 15.2% for the same period. The combined reduction for both service areas was 20.0%.

Director Gray inquired if the percentage reduction in service area 2 was so low due to the schools. Mr. Madison responded that he would look into this and relay his findings to the Board.

The Board agreed to continue with the Normal Water Stage of the Elk Grove Water District's Water Shortage Contingency Plan.

## **8. Elk Grove Water District Operations Report – July and August 2016**

Mr. Madison presented summary points of the Elk Grove Water District Operations Report – July and August 2016 to the Board.

Comments and inquiries included:

- Door Hangers and shutoffs went up considerably in August, it appears to be due to vacations
- Staff continued to do a lot of hydrant maintenance and valve exercising
- Wells 4D, 11D, 14D, and 3 have been the main sources of supply for Service Area 1
- Well 3 – motor still runs very hot (just over 250 degrees)
- Total production for Service Area 1 was about the same for July and August – about 160 million gallons
- Total customer usage for EGWD (SA1 and SA2) is about the same as it was in 2014 (about 260 million gallons, but this is still down about 20% from 2013)
- The static and pumping water level data includes the third quarter measurements. The static levels still show that the water table remains stable
- There have been no problems with water quality or regulatory compliance
- There have been no wastewater discharges from wither the Railroad Plant of the Hampton Well and Plant
- All preventative maintenance activities have been performs in compliance with our Standard Operating Procedure
- 11 safety meetings held over the past two months and there has been 223 days since the District's last reportable injury.
- 4 service line leaks over the past two months and no main line leaks
- 6 service line replacements have been completed – the utility crew has been mainly working on the CSD and Railroad Water Line projects
- Pressures in both Service Areas 1 and 2 have remained sufficient and balanced

Chairman Dawson inquired if Well 3 is a potential hazard due to the motor running so hot. Mr. Madison responded stating that staff is watching the motor very carefully.

Sophia Sherman inquired what the status of selling Well 6 was. Bruce Kamilos, Assistant General Manager, responded and explained the process of how to sell the property.

Ms. Sherman inquired if the damaged fence on the well site off Emerald Oak could be repaired. Mr. Madison responded and stated that he would get that fixed immediately.

### **9. Truck Purchase for Replacement of Truck #301**

Mr. Kamilos presented the Truck Purchase for Replacement of Truck #301 to the Board. In summary, the replacement of Truck #301 was approved in the Fiscal Year Capital Improvement Program (FY 2016-17 CIP). Per FRCD Policy No. 3 (Purchases of Goods and Services from Outside Vendors), a competitive bidding process was used to acquire three (3) bids for a 1-ton truck with utility box. The lowest priced, qualified, responsible bidder is Downtown Ford with a bid amount of \$51,067.98.

MSC (Nelson/Sabin) to authorize the General Manager to execute a purchase order, in the amount \$51,067.98 (including tax and license), with Downtown Ford to purchase a 1-ton truck to replace Truck #301 5/0: Ayes: Dawson, Gray, Mulberg, Nelson and Sabin.

### **10. Renew Small Utility Enterprise License Agreement for Esri ArcGIS Software**

Mr. Kamilos presented the Renewal of the Small Utility Enterprise License Agreement for Esri ArcGIS Software to the Board. In summary, the agreement that the EGWD has with Esri is nearing the end of its current three-year term. The agreement provides software tools that allow EGWD employees access to critical water system maps and information.

MSC (Mulberg/Dawson) to authorize the General Manager to execute an agreement in the amount of \$81,000 to renew the Small Utility Enterprise License Agreement with Esri for another three-year term. 5/0: Ayes: Dawson, Gray, Mulberg, Nelson and Sabin.

### **11. Florin Resource Conservation District/Elk Grove Water District 2018-2022 Strategic Plan**

Mr. Madison presented the Florin Resource Conservation District/Elk Grove Water District 2018-2022 Strategic Plan to the Board.

A discussion followed.

Director Sabin suggested to wait and start the Strategic Plan kickoff meeting in January 2017 after new board members are seated.

Director Mulberg suggested to have the Strategic Plan kickoff meeting in October.

The Board agreed to start scheduling the kickoff meeting as soon as possible.

Director Gray suggested to provide a definition of the Utility Crew in the Strategic Plan.

### **12. Voluntary Donations by Elk Grove Water District Customers to Non-Profit Organization**

Mr. Malberg presented the Voluntary Donations by Elk Grove Water District Customers to Non-Profit Organization to the Board.

A discussion followed.

Chairman Dawson made comments regarding why this interested him.

Director Mulberg suggested that the District create its own non-profit foundation. Mr. Malberg responded stating he will look into this.

Director Sabin inquired if the charities purpose is to help low income individuals or can donations go to other non-profit groups. Mr. Madison responded stating the District would need to entertain proposals from the non-profit groups.

Mr. Madison commented that the state will be hosting workshops and conducting a webinar for these types of programs within the next month.

Mr. Madison suggested to bring this item brought back to the Board in October. The board agreed to bring this item back to the regular board meeting in October.

Mr. Kamilos suggested that the District could have a portal available through the website that would go straight to the charitable organization and could be advertised through the Water Drop newsletter. The Board agreed that there would need to be more discussion on this item.

### **13. Candidate Statement Payment Source Discussion**

Ms. Phillips presented and provided background regarding the Candidate Statement Payment Source to the Board.

Chairman Dawson commented that he would like to give candidates a level playing field.

A discussion followed.

The board agreed to not take action on this item.

### **14. Conflict of Interest Code**

Ms. Phillips presented the Conflict of Interest Code to the Board. In summary, the Political Reform Act required that state and local government agencies review their Conflict of Interest Code every two years.

The following amendments have been made to include the following positions:

- Assistant General Manager
- Human Resources Administrator
- Program Manager

The following title changes have been made to the following positions:

- From Water Distribution Foreman to Water Distribution Supervisor
- From Water Treatment Foreman to Water Treatment Supervisor

Financial Consultants were removed from the code.

Director Gray inquired how the Treasurer was established. Mr. Madison responded stating that he could provide the Board documentation that validates the Treasurer position.

MSC (Mulberg/Nelson) to adopt Resolution 09.28.16.02 of the Board of Directors of the Florin Resource Conservation District Amending the Conflict of Interest Code Pursuant to the Political Reform Act of 1974. 5/0: Ayes: Dawson, Gray, Mulberg, Nelson and Sabin.

**15. General Manager's Report**

Mr. Madison presented the General Manager's Report to the Board. He covered through the lists of FRCD activities and EGWD activities.

**16. Directors Comments and Information**

Director Jeanne Sabin commented that on September 15, 2016 she attended a BBK event in Burbank, CA called, "Reimagining the Cadillac Desert."

Adjourn to Regular Meeting on Wednesday, October 26, 2016 at 6:30 p.m.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Board Secretary

SP/CR