

Board Minutes

Regular Meeting

Wednesday, December 14, 2011

Camrosa Board Room
5:00 PM

Call to Order The meeting was convened at 5:00 P.M.

Present: President Al E. Fox
 Director Jeffrey C. Brown
 Director Timothy H. Hoag
 Vice-President Eugene F. West

Absent: Director Terry L. Foreman

Staff: Tony Stafford - Interim General Manager
 Tamara Sexton – Business Services Manager
 Joe Willingham – Panning & Data Systems Manager
 Terry Curson – Project Engineer
 Michael Perrett – Legal Counsel

Guests: Don Hauser, Calleguas

Approve Minutes of the Board Meeting of November 16, 2011.

Amendments: None

M/S/C (Hoag/West/) to approve the Minutes of the Board Meeting of November 16, 2011, as presented.

Public Comments

None

Special Presentations and Announcements

None

Consent Agenda

1. **Approval of Vendor Payments

Summary: A summary of accounts payable in the amount of \$1,557,781.58 is provided for Board information and approval.

M/S/C (West/Hoag/) to approve the payments to vendors as presented by staff in the amount of \$1,557,781.58.

2. **Bio-Solids Processing

Summary: The drying beds often reach their capacity during wet periods of the year and need to be emptied. To accomplish this, WBI will bring in a belt press to dewater the existing bio-solids and stock pile it for later hauling.

M/S/C (West/Hoag/) to authorize the Interim General Manager to enter into an agreement with WBI, Inc. to dewater four drying beds at the Water Reclamation Facility (WRF). This is a three year agreement.

Primary Agenda

4. Briefing of Projects and Opportunities

Summary: The Interim General Manager provided a briefing of the status of current projects and on future opportunities that will enhance the District's position of self reliance, reliability, affordability, and improved quality. No action taken, for information only.

Administrative Matters

11. **Executive Recruitment Services

Summary: In response to a request for proposals (RFP) for Executive Recruitment Services, the District received three proposals from consulting firms. The Ad Hoc committee has evaluated the proposals and briefed the Board and made recommendations to select Roberts Consulting Group, Inc.

M/S/C (Brown/West/) to authorize the Interim General Manager to issue purchase order and initiate a professional services agreement with the Roberts Consulting Group, Inc.

Roll Call: Director Brown-Aye; Director Hoag-Nay; Director West-Aye; President Fox-Aye; Director Foreman-Absent.

Primary Agenda - Continued

3. ****Adopt Resolution Establishing Criteria for Determining whether a Capital Project is "Substantially Complex"**

Summary: Recently, Senate Bill 293 was signed into law amending section 7201 of the Public Contract Code, limiting the amount of retention a special district can withhold from a contractor for a capital project to 5 percent of the contract amount. Typically, the District has withheld 10 percent to provide leverage and ensure satisfaction and timely completion. The revised Code does allow for higher retention for projects deemed "substantially complex." The attached resolution provides a framework to determine if a project is "substantially complex" meriting a higher retention amount.

M/S/C (Hoag/Brown/) to adopt a Resolution setting criteria in determining if a capital project is deemed "substantially complex."

Roll Call: Director Brown-Aye; Director Hoag-Aye; Director West-Aye; President Fox-Aye; Director Foreman-Absent.

5. ****FY 2011-12 CIP Mid-Year Requests**

Summary: Staff presented to the Board of Directors and overview of the end of year operating results, reserves and Mid-Year capital improvement project requests.

M/S/C (Brown/West/) to approve an update to the District's CIP Program.

6. ****Award of Contract for Directional Drilling of Various Pipelines at California State University, Channel Islands, Specification No. PW 11-02**

Summary: As part of the proposed Round Mountain Water Treatment Plant, portions of a supply and finished water pipelines must be constructed under Long Grade Canyon Creek. In addition, District staff desires to replace and re-align a section of its existing wastewater (recycled water) effluent line to coincide with new easements obtained from California State University, Channel Islands, as part of the CSUCI entrance road improvements. As required by the Department of Fish & Games, construction of these lines require boring under Long Grade Canyon Creek as not to disturb sensitive species and must be completed no later than February 1. Three bids were received in response to a solicitation.

M/S/C (Hoag/Brown/) to award the attached contract to the second lowest bidder, Turf Construction, Inc., in the amount of \$194,537.00 to directional drill various pipelines, Specification No. PW 11-02, and authorize the Interim General Manager to execute the contract; and authorize the Interim General Manager to amend the contract by up to \$20,000.00 (approximately 10% of the contract amount) for contingencies, if necessary.

7. **Solicit Request for Proposals (RFP) for Rate Study

Summary: The Board of Directors requested staff to solicit proposals to conduct a comprehensive rate study of both the water and wastewater operations and defer the proposed pass-through rate increase of imported water until the study has been completed. Director West briefed the Board of the agreed upon task and objectives incorporated into the RFP as a result of the meetings of the Ad Hoc Rates Committee.

M/S/C (West/Brown/) to authorize staff to release a RFP to solicit proposals for a comprehensive rate study. Also, authorize staff to amend the RFP and proposals as directed by the Ad Hoc Rates Committee.

8. **Set a Public Hearing to Consider Adopting a Resolution of Intention to Draft a Groundwater Management Plan

Summary: The existing Plan was last updated in 1997 under the authority of the Groundwater Management Act of the California Water Code. An update is needed to assist the District in optimizing the beneficial uses of the groundwater basin, preserve and enhance water quality, and assure preservation of the resource for future generations. Prior to Plan preparation, Assembly Bill (AB) 3030 of the California Water Code requires the District to hold a Public Hearing and adopt a Resolution of Intention to Draft a Groundwater Management Plan.

M/S/C (West/Hoag/) to set a Public Hearing date of January 11, 2012, to consider adopting a Resolution of Intention to Draft a Groundwater Management Plan for the Santa Rosa Basin (Plan).

9. **Award of a Contract for Hydrogeologic Services to Update the Santa Rosa Groundwater Management Plan

Summary: The item has been continued to a future Board meeting. No action taken.

10. **Required Amendments to the Camrosa 2010 Urban Water Management Plan

Summary: The Camrosa Water District Board of Directors adopted the 2010 Urban Water Management Plan (UWMP) at the June 8, 2011 board meeting. Because of Camrosa's selection to receive Prop-84 funding, the District's 2010 UWMP was put on the 'fast track' for review by DWR. Changes have been incorporated into the UWMP as requested by DWR.

M/S/C (Brown/West/) to set a public hearing date of January 25, 2012 to adopt the required changes.

Information Items

12. Report on ACWA Conference

Summary: The ACWA conference provides information on pending legislation and to discuss important issues of mutual interest to the water agencies of California. Direct West provided overview of conference topics of interest pertaining to ability to make changes to CalPers, upcoming tour of APT facility removing nitrates in Ranch Cucamonga, and updates related to Proposition 218.

Closed Session

None

Comments by General Manager

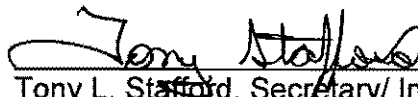
None

Comments by Directors

- President Fox reported on representation of Special Districts on the VRSD board.

Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at 6:15 P.M.



Tony L. Stafford, Secretary/ Interim Manager
Board of Directors
Camrosa Water District

ATTEST:



Al E. Fox, President
Board of Directors
Camrosa Water District