CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board of Directors
Al E. Fox
Division 1
Jeffrey C. Brown
Division 2
Timothy H. Hoag
Division 3
Eugene F. West
Division 4
Terry L. Foreman
Division 5
General Manager
Tony L. Stafford

Board Minutes

Regular Meeting

Thursday, January 12, 2017

Camrosa Board Room
5:00 P.M.

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

Present: President Eugene F. West
Director Al E. Fox
Director Jeffrey C. Brown
Director Timothy H. Hoag
Director Terry L. Foreman

Absent: None

Staff: Tony Stafford – General Manager
Eric Garcia – Manager of Operations
Ian Prichard – Water Resource Manager
Josephine Scholl – Manager of Customer Accounts/Business
Tamara Sexton – Manager of Finance
Greg Jones – Legal Counsel

Guests: None

Public Comments

None

Special Presentations and Announcements

None

Consent Agenda

1. ***Approve Minutes of the Regular Meeting of December 15, 2016***

   Amendments: None

   M/S/C (Hoag/Fox) to approve the Minutes of the Regular Meeting of November 17, 2016. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

2. *****Approve Vendor Payments***

   Summary: A summary of accounts payable in the amount of $2,209,695.47 was provided for Board information and approval.

M/S/C (Hoag/Fox) to approve the payments to vendors as presented by Staff in the amount of $2,209,695.47. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

3. ***Adjustment of Meter Reading Date***

Summary: Staff evaluated adjusting the District's meter reading date to enhance data tracking. Moving the meter read date to the last day of the month will improve water use tracking and align the District's production read date as well as Calleguas billing.

M/S/C (Hoag/Fox) to approve adjusting the meter reading date to the last day of the month. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

4. ***Radio Replacement***

Summary: All communication east of the District office is transmitted through a network radio located at the District office. This radio is outdated and is causing slowdown in data flow. Replacing this radio would greatly enhance District data communication.

M/S/C (Hoag/Fox) to appropriate $15,000.00 from reserves to establish a fixed asset for the purchase and replacement of a network radio. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

General Manager's Report

None

Primary Agenda

5. ***Non-Potable Waterline and Casing Replacement Under Highway 101***

Summary: Plans and specifications are nearly complete for the subject project. The California Department of Transportation (Caltrans) has reviewed the draft plans as a condition for obtaining the necessary construction permit. Caltrans is requiring the installation of cathodic protection on the proposed 42-inch steel casing that is planned to be installed under Highway 101. Cathodic protection was not a general requirement in Caltrans's standards and therefore was not anticipated in the original scope of work. Cathodic protection requires specialty design services and resubmittal to Caltrans for final approval.

M/S/C (Brown/Hoag) to ratify the action taken to increase the approved Perliter & Ingalsbe (P&I) design contract by $8,901.00 for design of a cathodic protection system for the new pipe to be installed under US-Highway 101. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

6. ***Global Positioning System Receivers***

Summary: The District procured three survey-grade handheld GPS receivers to give staff the ability to mark and locate pipes, valves, and other appurtenances throughout the District. To properly account for this equipment, the cost needs to be moved from the operating expense budget to fixed assets.

M/S/C (Fox/Foreman) to appropriate $13,163.63 from reserves to establish and fund a Fixed Asset budget item, moving the cost of the survey-grade handheld Global Positioning System (GPS) receivers from the operating expense budget to fixed assets. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

7. ***Combine Meter Replacement and AMR Capital Improvement Projects***

   Summary: Meter Replacement and AMR are both approved CIPs in the current FY 2016-17 budget. There are also fund balances rolled over from the AMR project in FY 2014-15 and the Meter Replacement project in FY 2015-16 available. Staff recommended combining all four (4) CIPs and available fund balances into a single CIP for Meter Replacement/AMR.

   M/S/C (Brown/Fox) to approve combining the existing Meter Replacement and AMR CIPs into a single Meter Replacement/AMR CIP, and move existing funds in the separate CIPs into a single Meter Replacement/AMR CIP. *Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes.*

8. *****Budget Policy***

   Summary: The Budget Policy is being developed to establish procedures to ensure consistent practices for developing the yearly budget.

   No action necessary; for information only.

9. *****Budget Preparation Schedule***

   Summary: Staff presented the schedule for development and approval of the FY2017-18 Operating and Capital Budget.

   No action necessary; for information only.

Administrative Matters

None

Information Items

None

Comments by General Manager

- General Manager reported newsletter is coming soon.
- General Manager reported Santa Rosa MAC meeting is scheduled for 1/19/17.
- General Manager reported Outreach meeting for PV Well is scheduled for 1/24/17.
- General Manager reported Santa Rosa GSA/Camrosa outreach meeting for stakeholders is scheduled for 2/15/17.

Comments by Directors

- Director Foreman presented handouts regarding State water supply conditions and Sierra snowpack measurements.
- Director Foreman requested an update at a future meeting regarding the timing and progress of bond funded projects.

There being no further business, the meeting was adjourned at 5:29 P.M.

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

ATTEST:

Eugene F. West, President
Board of Directors
Camrosa Water District