



**Minutes
Regular Board Meeting**

DECLARATION OF A QUORUM

President James Bissell called the meeting to order at 9:10 A.M. Directors present were Vice President, Stefaniya Becking, Secretary, Ken Brown, Treasurer John Boyle, and Director Gunnar Thordarson. Staff present were General Manager Jeff Gouveia and Office Manager Judi Silber. No public attended.

PUBLIC FORUM

Any member of the public may address and ask questions of the Board relating to any matter within the Board's jurisdiction provided the matter is not on the agenda or pending before the Board.

BOARD BUSINESS

1. The Board will consider adoption of the January 22, 2018 Board Meeting Minutes.

Motion/Boyle Second/Brown to accept the January 22, 2018 Minutes as presented.

ALL AYES; MOTION CARRIED.

2. Division of Safety of Dams (DSOD) Compliance Proposals – Discussion and Possible Action Item

GM presented proposals from (5) engineering firms to provide a dam break analysis and create an inundation map for the District's Dam No.1088 to meet recent DSOD requirements. GM recommended the proposal from Mead & Hunt based on the inclusion of costs related to potential amendments necessary following DSOD comment on the original submission. Mead & Hunt are performing similar work for the Calaveras County Water District. The final DSOD regulations are anticipated this fall and GM intends to commission the work once the final regulations are released. Vice President Becking indicated she knew the General Manager at Yolo County Water District, a client of Mead & Hunt, and would be glad to consult with him for an additional point of reference. Director Becking also expressed support for a local vendor. President Bissell expressed a favorable position on Mead & Hunt for the District to meet the requirements. Treasurer Boyle recommended having Condor Earth sign for a Standard Industry Liability Policy the size of their fee or \$5K.

GM Gouveia noted he is confident the District can complete the associated emergency action plan (EAP) in house once the dam break analysis and inundation map are complete. The District's dam No. 1088 is classified as a "significant" hazard dam classification. Based on this level of classification, the (EAP) must be submitted no later than January 1, 2021. GM plans to complete and submit the entire EAP this fiscal year.

Motion/Bissell Second/Boyle to authorize GM Gouveia to move forward with the hiring of a consultant of his choice based on references.

ALL AYES; MOTION CARRIED

3. Personnel Manual Update – Resolution 495 - Discussion and Possible Action Item

GM presented a revised employee manual based on a template from HR California. The emphasis in this latest revision was to ensure compliance with current state and federal employment policies as well as to update the manual to reflect how the District is operated today.

Legal Counsel Schroeder reviewed the manual and specifically provided comment on on-duty lunch periods, rest periods, banked time, call-out time and overtime.

Motion Boyle Second Thordarson to accept the Personnel Manual as presented.
ALL AYES; MOTION CARRIED

4. Capacity Charges (Buy-In Fee) – Ordinance 73 - Discussion and Possible Action Item

Legal Counsel Dan Schroeder advised GM that a public hearing was not legally required for the Board to increase capacity charges. The District simply must post a notice of intent on the door five days before the meeting. District Engineer Ghio's memorandum dated January 9, 2018, recommended the adoption of Ordinance No. 73, amending Ordinance No. 71 based on several years of creek flow data and other information that was not previously available. The District's current NPDES permit, removing two-thirds full clause and applying dilution credits for certain constituents, has enabled the District to discharge two consecutive years in a row. This has resulted in an increase in capacity of an additional 1,196 EDUs for a total District capacity of 1,846 EDUs. The District's depreciation schedule was updated to reflect the actual cost of the District's collection, treatment and disposal systems using the ENR 20 City Construction Cost Index to escalate the assets to a 2018 basis. The District Engineer's calculation of the Buy-In-Fee using this new information is \$7,370 per EDU. Treasurer Boyle stated that the District needs to stress that the increase is not due to inflation just clearer data.

Motion Bissell Second Boyle to adopt amended Ordinance No. 73.
ALL AYES; MOTION CARRIED.

5. Reserve Funds - Discussion and Possible Action Item

Discussion ensued on funding the (3) new reserve funds as follows:

1. Sewer Operations and Maintenance (O & M) Emergency Reserve Fund - \$150,000.
2. Sewer Capital Improvement & Replacement Program (CIP) Reserve Fund - \$425,000.
3. Sewer System capacity Fee Reserve Fund - \$21,656.

The District's auditor Robert Johnson, CPA was consulted and expressed support for this approach and advised staff to use the "pool" approach to account for these funds on the balance sheet in lieu of opening separate bank accounts. Treasurer Boyle recommended waiting until this fiscal year end to fund the reserves based on the real bank balances and the proposed FY18/19 budget.

Motion Boyle Second Thordarson to fund the (3) new reserve funds at year-end
ALL AYES; MOTION CARRIED.

Operations Report – General Manager

See attachment.

6. Financial Report – General Manager

6.1 P&L and Balance Sheet Reports - Discussion and Possible Action Item

Motion Boyle Second Becking to accept the P&L and Balance Sheet as presented.
ALL AYES; MOTION CARRIED.

6.2 Accounts Payable Report - Discussion and Possible Action Item

Motion Boyle Second Becking to accept the Accounts Payable Reports as presented.
ALL AYES; MOTION CARRIED

6.3 A/R & Aging Reports – Discussion

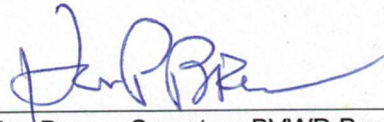
The Accounts Receivable total on April 5, 2018 was **\$128,688.23** versus the Accounts Receivable total on April 5, 2017, in the amount of \$132,173.78. The variance was \$9K increased credits in 2018.

6.4 FY 2016-17 Audit - Discussion and Possible Action Item

Motion Bissell Second Boyle to accept the FY 2016-17 Audit Reports as presented.
ALL AYES; MOTION CARRIED

7. Board Member Reports

The next board meeting was set for Monday, June 11th at 9:00 a.m. President Bissell adjourned the board meeting at 2:14 p.m.



Ken Brown, Secretary BVWD Board of Directors
Alpine County, California

ATTEST:

Judieth L. Silber
Office Manger
Bear Valley Water District

