



LOCATION 2: 4852 LA CANADA BLVD, LA CANADA CA 91011

MINUTES

REGULAR BOARD MEETING

DECLARATION OF A QUORUM

President James Bissell called the meeting to order at 9:43 A.M. Directors present were Stefaniya Becking, Vice President, via teleconference, John Boyle, Treasurer, and Ken Brown, Secretary. Staff present were Jeff Gouveia, General Manager and Judi Silber, Office Manager. No public present.

Public comments on agenda items will be limited to 3 minutes or otherwise at the discretion of the Board Chair.

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.

The Board addressed the business below out of order beginning with item 2. Procurement Policy – Resolution No. 497 in order to accommodate legal counsel Andy Pinasco from Neumiller & Beardsley.

BOARD BUSINESS

1. The Board will consider adoption of the November 19, 2018 Board Meeting minutes

Motion/Boyle Second/ Brown to accept the Minutes of the November 19, 2019 as presented.

AYES: Bissell, Becking, Boyle, & Brown

NOES:

ABSENT: Thordarson

MOTION CARRIED

2. Procurement Policy – Resolution No. 497 - Discussion and Possible Action Item

Andy Pinasco, legal counsel, opened the discussion by addressing the Director's questions on the proposed Resolution to adopt a Procurement Policy and thereby authorize the General Manager to approve execute contracts in accordance with an adopted budget. Pinasco advised that it was in the District's best interest to adopt a procurement policy. As proposed, projects under \$35K may be executed without written bid. California law requires all public projects in excess of \$25K to have a performance bond. Projects with the aggregate amount of services, labor and materials over \$35K shall conduct competitive bidding. Counsel pointed out the law doesn't require the District to bid professional services. Discussion ensued related to public projects where equipment may be purchased directly from the manufacturer and projects that go to bid may in fact be for labor only. Pinasco advised that typically public bid document generally state "Manufacturer A or equivalent" to

address this issue. Concern arose over purchasing equipment separately and how the District may potentially not be entitled to warranty claims. After further discussion, it was decided that the policy needs to be clearer, more concise, and more uniform. The Board decided to table the resolution until a future board meeting. Andy offered to accommodate updating the policy for the next board meeting.

3. Treatment Lagoon Baffle, Diffuser and Aeration System Upgrade – Preliminary Design Review

Discussion and Possible Action Item

The GM presented the preliminary design documents prepared by Weber, Ghio and Associates to the Board for review. District Engineer Gary Ghio concurred that the General Manager's proposal to utilize Triplepoint Environmental's solution was sound and cost effective. Engineer Ghio added that he believed it was wise to purchase the diffuser equipment directly from the manufacturer and, despite concerns raised during the discussion, did not see much risk in purchasing the equipment directly for this project. The Board found several minor changes in the specs that required correction. President Bissell and Secretary Brown offered to review the final specs once available. Engineer Ghio indicated he would put an ad in the Calaveras Enterprise as well as send Notice of Bids to all of the local contracting firms. Once bids are received, per the draft procurement policy, the Board will have to reconvene to award the contract. Ghio estimated that the engineering fees would run between \$20 – \$30K. It was determined that the total aggregate cost of equipment, labor and engineering could be as much as \$200,000.

Discussion ensued regarding amending the current fiscal year budget to reflect expenses that may occur during this FY. GM agreed to prepare a revised FY18-19 budget for the Board to review as well as include expenses related to the same project in the upcoming FY19-20 budget.

Motion/Bissell Second/Boyle to authorize the Weber, Ghio to proceed to send the project to bid and for the GM to enter into a purchase agreement with Triplepoint Environmental for the diffuser equipment after the Board awards the contract at its next meeting.

AYES: Bissell, Becking, Boyle, Brown

NOES:

ABSENT: Thordarson

MOTION CARRIED

4. Operations Report – General Manager

See attachment.

5. Financial Report – General Manager

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

Motion/Boyle Second/Bissell to approve the P&L and Balance Sheet Reports as presented.

AYES: Bissell, Becking, Boyle, Brown

NOES:

ABSENT: Thordarson

MOTION CARRIED

5.2 Accounts Payable Report - Discussion and Possible Action Item

Motion/Boyle Second/Bissell to approve the Accounts Payable Reports as presented.

AYES: Bissell, Becking, Boyle, Brown

NOES:

ABSENT: Thordarson

MOTION CARRIED

5.3 A/R & Aging Reports – Discussion

Accounts Receivable balance as of February 15, 2019 was \$19,026.70 versus the balance for the previous year of \$28,315.99. The variance is most likely due to the increased customers paying for a full year in advance. There are a lot of credits on accounts.

5.4 FY 2017-18 Audit - Discussion and Possible Action Item

Motion/Boyle Second/Brown to accept the FY2017-18 Audit as presented.

AYES: Bissell, Becking, Boyle, Brown

NOES:

ABSENT: Thordarson

MOTION CARRIED

**6. Closed Session – Public Employment (GC § 54954.5 and 54957)
Public Employee Performance**

POSITIVE DISCUSSION - NO ACTION TAKEN.

7. Board Member Reports

The next board meeting was set for May 20th at 9:00 A.M.

President Bissell adjourned the meeting at 1:02 P.M.



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

ATTEST:

Judieth L. Silber
Office Manager
Bear Valley Water District



AGENDA ITEM

DATE: FEBRUARY 19, 2019

TO: BVWD BOARD OF DIRECTORS

FROM: JEFF GOUVEIA, DISTRICT GENERAL MANAGER

RE: MONTHLY OPERATIONS REPORT

1. Collections, Treatment & Disposal Operations - Update

a. Flows - Influent Flows & Pond Transfers

No data available at this time due to rain events and flooding.

a. Volumes - Storage, Capacity & Disposal

Current Storage Volume = 7069.5 = 13.81 MG = 18.06% as of 2/13/2019.

2. Permit Compliance & Monitoring & Reporting Programs (MRPs) - Update

a. WDR MRP - Land Discharge Permit – Compliance & Reporting Update

i. Reporting Status Matrix – All Monthly Reporting Submitted On-Time

ii. Groundwater Monitoring Program – 3rd Tri Annual Monitoring Report Submitted On Time (Jan 24)

iii. 2018 Annual Operations Report – Submitted On Time (Jan 24)

b. NPDES MRP – Surface Water Discharge Permit – Compliance & Reporting Update

i. Reporting Status Matrix – All Monthly Reporting Submitted On-Time

ii. CVRWQCB Self-Monitoring Report Review – July – Oct 2018 – No Violations of WDRs/MRP

iii. 2018 Annual Operations Report – Submitted On Time (Jan 24)

3. Other

a. DSOD Dam Break Analysis / Inundation Mapping – 38 % Complete – March 29 Deliverables Target

DWR finalized their inundation mapping regulation and they went into effect on November 29, 2018.

Ryan Greif, PE, at Mead & Hunt was unaware of the completion and found out about it on In January. Mead & Hunt should have the draft copy of the inundation mapping completed by the end of March for review.

b. Weber, Ghio & Associates (WGA) – Compensation for Engineering Services

Weber, Ghio & Associates has not raised their compensation rate since 2015 and has now requested a rate increase for all services provided. They feel that their new rates are comparable or lower than local professionals providing these services.

c. Senate Bill 1343 – Sexual Harassment Training for employers with 5 or more employees

Under this new law, all employees must complete their sexual harassment training before January 1, 2020.

d. Winter 18-19 Operations Update:

Power was restored on the 14th at the Lake Alpine area. It went out again on the 16th. The generator at the LABR station required mid-winter repairs and the GM had to have Ebbetts Pass Gas bring in more propane over snow. GM is targeting May or June to begin the discharge into Bloods Creek.