

AGENDA  
REGULAR MEETING  
BOARD OF DIRECTORS  
BEAR VALLEY WATER DISTRICT  
Monday April 19<sup>th</sup>, 2010

Time: 1:00p.m.

Place: 441 Creekside Drive, Bear Valley, CA 95223

- A. Roll Call
- B. Approval of March 15, 2010 Minutes
- C. Public Comment (no action can be taken by the Board on non-agenda matters)
- D. Correspondence
- E. Office Manager's Reports
  - 1. Review of Accounts Payable for March-April
  - 2. Insurance claim from power surge caused by PG&E
  - 3. Signing of Bank Cards by Board & Staff
- F. General Manager's Report
  - 1. Review of Plant Operations
  - 2. Bloods Creek Stream Gaging, update
  - 3. Chlorine contact tank project, update
  - 4. Request for authorization to purchase EPA-approved chlorine residual testing equipment, action item
  - 5. Scheduled training, request for reimbursement, action item
- G. Unfinished Business
  - 1. Report of waste discharge, update
  - 2. Capacity Study, possible need for disposal land acquisition, action item
  - 3. Design Standards, action item
  - 4. By-law Committee final draft for consideration, possible action item
  - 5. Financial Oversight Committee, review of financial reports; action item, request to eliminate committee
  - 6. Community request of call in capability, update
  - 7. Ordinance on establishing sewer service rates, possible board action
- New Business
  - 1. Action item, A Resolution Directing Delinquent and Unpaid Sewer Service Charges added to the 2010 Tax Roll and fixing the time and place for hearing on said Unpaid List.
- H. Board Members Reports & Comments
- J. Adjournment

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“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans With Disabilities Act of 1990 (42U.S.C.#12132) Ralph M. Brown Act. CA Gov. Code # 54954.2, Any persons requesting a disability related modification or accommodation in order to participate in the meeting should contact, Tia White at 209-753-2112, during regular business hours, at least 72 hours prior to the meetings. All regular meetings held on the third Mondays of the month.

“Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District Office at 441 Creekside Drive, Bear Valley, CA. 95223 during normal business hours. Information on materials in the agenda is also available on the Bear Valley Water District website at [bearvalleywater.org](http://bearvalleywater.org), subject to staff’s ability to post the documents before the meeting.”

Any material provided to the legislative body at the meeting by agency staff or a member of the legislative body will be available at the public meeting, documents provided by others will be available right after the meeting.

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

Place: 441 Creekside Drive, Bear Valley, CA 95223

Time: 1:00p.m.

President Ritchie called the meeting to order at 1:00p.m.

(A) Roll Call; Directors present, President Ritchie, Directors Bissell, Coffman, Nelson

Staff Present: General Manager, Julio Guerra & Administrative Asst. Tia White

Guests included Barbara Goodrich, Bear Valley resident; Eric Jung, Cub Reporter; John Hamilton, The Pine Tree.Net

(B) Action Item: Approval of March 15, 2010 Minutes

On motion by Director Coffman and seconded by Director Bissell, the minutes for March 15, 2010 were approved by unanimous vote.

(C) Public Comment

No Public Comment

(D) Correspondence

President Ritchie read a letter dated April 19, 2010, from Director Phil Davis asking the Board to accept his resignation from the Board of Directors. Director Davis has been on the Board since May of 1996. The letter stated that this action resulted from "personal reasons." He also stated in the letter it was his sincere hope that a replacement could be found to carry on with the important work before the board. The Board reviewed the legal requirement that the vacant seat must be filled within 60 days or the Alpine County Board of Supervisors would exercise its authority to nominate a successor.

The Board requested that the matter of Director Davis's successor be on the May Board Meeting agenda. The Board also discussed the possible necessity of moving the June Board meeting up to the 14<sup>th</sup> (a second Monday) to take action before expiration of the 60-day limitation.

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

(E) Office Manager's Reports

(1) Action Item:

President Ritchie asked that Director Davis's fees for the month of April be taken off the list of accounts payable.

After review of Accounts Payable, on motion by Director Bissell and seconded by Director Coffman, a motion to pay the amount of \$27,080.56 was carried by unanimous vote.

(2) Insurance claim from power surge caused by PG&E: this item to be carried over, more information is needed before we can submit our claim.

(3) Signing of Bank Cards by Board & Staff:

Office Manager asked Board Members to complete the signing of the bank cards to be on file with the F&M Bank.

(F) General Manager's Report

(1) Review of Plant operations

GM informed the Board that the district is transferring effluent to the Storage / Polishing Reservoir at an approximately 100 gpm flow rate split 70/30 between the 12-inch and 6-inch outfalls.

March influent flow averaged 0.058 MGD, compared to last year's 0.100 MGD monthly average. In 2009, flows went over 0.100 MGD consistently beginning 19 March, this year, even in April, while we are seeing some 0.100 MGD days, they are not yet consistently above that level.

GM informed the Board that testing for pH is taking place two to three times a day at the Storage/Polishing Reservoir and at Bloods Creek. pH levels at both locations are turning out to be in the upper 5 – lower 6 range. This is a real development as the previous District Engineer made much of the elevated pH to be expected in the reservoir from algae impact. Under current circumstances the district staff is not seeing that. Depressed pH in Bloods Creek would benefit from doses of higher pH as will be seen in the reservoir when the algae becomes more active towards June.

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

On 6 April, the auto-dialer in the equipment house, which transmits key alarms from the chlorine leak detection system and from the outfall discharge equipment, was placed back into service. It had not been working for an undetermined length of time. As soon as the replacement chlorine leak sensor is installed, the system will be fully functional.

The CI-17 inline chlorine analyzer was placed into service. It has yet to be calibrated.

**Safety Expenditures**

GM presented a list of safety equipment the district has purchased: \$761.52 & \$500.00 for gas detector calibration gas, two life preservers, rope, floatation vests, digital sound meter, gloves, two life ring hangers and a replacement sensor to detect chlorine gas leaks.

GM informed Board that analytical supplies in the amount of \$260.38 for a pH buffer, reagents to put chlorine residual analyzer into service and silicone oil for turbidity analysis had been ordered.

GM informed the board that on 13 April the district ordered the replacement pump for the Chickaree Station. The total cost will be \$3,930.56, and the pump will be delivered in five weeks.

**(2) Bloods Creek Stream Gaging update**

GM advised the Board that Balance Hydrology was on site for preliminary site assessment. They had installed a staff gage on the bridge, were looking at our recording equipment, and will be getting a stream flow measurement today.

**(3) Chlorine Contact Tank Project update**

The Chlorine tank is scheduled to be completed 27 April. GM stated that it should be installed at the earliest opportunity so that the 12-inch outfall from the reservoir can be purged of Treatment Pond effluent to allow for full-scale discrete testing of reservoir effluent through the outfall sample tap. GM informed the Board that, as of May 3, Paul Petersen will be gone for three weeks so any coordination will be done this week. GM also stated he would like to get the road out to the ponds plowed a little sooner.

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

(4) Request for authorization, purchase of EPA-approved amperometric titrator for chlorine residual analysis:

GM asked the Board for their approval to purchase an Amperometric Titrator for testing chlorine residual in wastewater. He had compared the prices, the ones that were less expensive would require a much more extensive QC effort by staff, and the more expensive Titrator was fully automated. On motion by Director Bissell and seconded by Director Coffman the purchase of the Titrator in the amount of \$3571.00 was approved. The ensuing vote was unanimous in support of the motion.

(5) Scheduled Training, Request for Reimbursement:

GM asked the Board if he could get help with some of the costs of his attendance at the CWEA 2010 Annual Conference. The Board discussed the amounts in question. On motion by Director Bissell and Seconded by Director Coffman a reimbursement amount not to exceed \$1,000.00 was approved by unanimous vote.

(G) Unfinished Business

(1) Report of Waste Discharge, update

The Report of Waste Discharge was technically due 180 days prior to the NPDES permit expiration date of 1 October 2010, which would be 3 April 2010. On 1 April the District received a one-week extension on submitting the document. A digital copy of it was transmitted to RWQCB staff on 11 April 2010. The 588-page document was mailed to RWQCB on Friday, 16 April.

(2) Capacity Study

There was no discussion regarding this item.

(3) Design Standards

The Board would like to receive a recommendation from the District Engineer on modification of the Design Standards for equivalent dwelling unit flow and peaking factors. On motion by Director Coffman and seconded by Director Nelson a proposal for the District Engineer to come back to the Board with his recommendation on these issues was approved. The ensuing vote was unanimous in favor of the motion.

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

(4) By-Law Committee final draft for consideration, Director Phill Coffman, Chairperson of the By-Laws Committee presented Comments and Rationale for the By-Law recommendations and a final draft of the by-laws from the committee for Board review.

The Board discussed duties performed by officers and management and voting procedures. Board member opinions differed on occasion and some sections of the proposal were dropped. After further discussion some changes were agreed upon. However, Board members realized that there was not enough time to go over the entire proposal. The Board decided to send in their comments to the General Manager and for him to work with the committee chair and bring this item back to the table.

(5) Financial Oversight Committee, request to eliminate committee  
Elimination of the Financial Oversight Committee, slated for action as a result of discussion during the March Board meeting, was put forward for consideration. On a motion by Director Nelson, which was seconded by Director Bissell, followed by a unanimous vote in favor of the action, the Financial Oversight Committee was eliminated.

**<Note> Review of Financial Report actually came after New Business, Resolution No. 477.**

Financial Report

- a) Update on ECO:LOGIC discussions.  
GM Julio Guerra discussed his telephone conferences since the last board meeting. Moving forward will require testimony from an independent engineer and demonstration of monetary damages. The Board agreed that further discussion should occur in a closed session.
  
- b) Financing  
GM Julio Guerra talked with Bill Morton of CSDA and a representative of City National Bank. District financials looked OK, but CNB thought, from website and BVRI website review, that there was too much uncertainty re the NPDES Permit to make a commitment before the renewal of the permit in October 2010.

Board President Dave Ritchie spoke with F&M Bank. They seem willing to extend the current loan over its remaining 6-year amortization. Further, they're willing to discuss a 10-year amortization. F&M will review 90 – 120 days out (5/25/10 – 6/25/10), by which time the 2010 / 2011 budget will be drafted.

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

c) Current Financials

3/31/10 Income statement vs. budget and prior year was presented, along with comparative balance sheets at 3/31. Volunteer Barbara Goodrich specifically addressed receivables aging and unusual liabilities. The directors proposed some caption changes.

d) New Procedure for Payables

Barbara Goodrich discussed internal controls and segregation of duties. She proposed that Tia be removed as a signatory and that the GM should see and approve every invoice prior to payment. While it's appropriate that the GM would sign routine checks, BG suggested that the Board retain that function in its efforts to improve internal controls and segregation of duties. However, she suggested that Julio sign payroll checks (which occur between board meetings) and other mid-cycle requirements, with a \$3000 limit. She proposed that all invoices paid between meetings be included at the bottom of the payables detail prepared for monthly board review so that, even when they don't sign the checks, they can be fully informed about District expenditures.

e) Budget

Volunteer Barbara Goodrich indicated that she and GM Julio Guerra have already made two budget drafts, neither of which is satisfactory as they didn't achieve revenue and expense breakeven. They will continue working on the budget and present a document for the board's review at the 5/17/10 meeting, with the expectation that the 2010 / 2011 fiscal year will be tight. Board President Ritchie thought the budget review could be accommodated during the normal meeting hours.

f) Status of Prior "To Do" List

Since the March 15, 2010 meeting, there has been substantial progress: We have identified billing problems, classification problems, and database problems. We had an accountant in to help with Quickbooks issues. The main outstanding item is bank reconciliation problems.

g) Next 30 days priority: Budget completion and continued financial clean up

Minutes  
Bear Valley Water District  
Board of Directors Regular Meeting  
April 19, 2010

(6) Community call in capability, update

ThePineTree.Net, did a live web-cast of the Board Meeting and the public had e-mail capability to contact Director Nelson during the meeting. No public comments were received. Director Nelson thanked John Hamilton of Pinetree.net for doing the live web cast.

(7) Ordinance on establishing sewer service rates

GM stated that this work will be done mostly in house. President Ritchie stated that there are typo's on ordinance No. 68 that will have to be corrected. This Item will be carried over.

(G) New Business

(1) A Resolution Directing Delinquent and Unpaid Sewer Service Charges added to the 2010 Tax Roll and fixing the time and place for hearing on said Unpaid List.

Director Nelson asked that the persons on the list be given a phone call from the General Manager. Some discussion ensued, including changing the resolution so the President of Board would sign it. On a motion by Director Coffman and seconded by Director Nelson, Resolution No. 477 was put to a vote. Resolution No. 477 was unanimously approved.

(H) Board Members Reports & Comments

Director Bissell thanked Pinetree.net for broadcasting the Board Meeting.

(J) Adjournment

Time: 4:04

On motion by Director Nelson and seconded by Director Bissell the regular meeting of the Board of Directors was adjourned.

Approved By: \_\_\_\_\_

*David B. Ritchie*

Next Meeting, May 17, 2010