

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
SIERRA LAKES COUNTY WATER DISTRICT**

Date: Friday December 8, 2017 / **Time:** 6:00 p.m. / **Place:** 7305 Short Road, Serene Lakes, CA

I. Open Meeting:

Roll Call: Directors in attendance at the Sierra Lakes Boardroom were:

Director Michael Lindquist
Director Dan Stockton
Director Richard Simpson
Director Bill Oudegeest

Director absent from the meeting: Director Karen Heald

Staff members present: Bill Quesnel, General Manager
Anna Nickerson, Financial Consultant

Staff member present by phone: Jeff Mitchell, District Counsel

Guests present were: None

Minute Recorder: Anna Nickerson, Financial Consultant

II. Public Forum: An opportunity for members of the public to address the Board on items that were not on the agenda. There were no public comments.

III. Approve Agenda:

The agenda was presented to the Board for approval.

A motion was made by Director Oudegeest and seconded by Director Stockton to approve the agenda. The motion passed by a unanimous vote.

IV. Public Comments: An opportunity for the Board to consider comments received from the public after the agenda was posted, regarding items on the agenda. There were no public comments received after the agenda was posted.

V. Operations: Mr. Quesnel's operations report was presented to the Board for consideration and possible action. Mr. Quesnel said the issue with Placer County, regarding notification of building permits for remodels, was still not resolved. However, he said there was a meeting scheduled to take place the next week with Public Works, and he hoped the issued would be discussed.

Mr. Quesnel said he would be meeting with a videographer in Truckee to put together a user friendly stop&drain valve video for the website. He said most of the recent leaks were related to

issues with stop&drain valves. Director Lindquist suggested handing out little cups to use as listening devices to remind people to listen for hissing sounds, which indicate whether their stop&drain valves were properly opened or closed. Other Board members thought it was a good idea since it would help people be more aware of adverse symptoms when opening or closing valves.

Mr. Quesnel said samplings from the deep water intakes were consistently four degrees warmer than from the existing shallow intake. Sampling would continue through the winter. He said additional jar testing would be conducted the following week and that the District would also be trying the other polymer that had been suggested.

Director Simpson asked about the metal lid that could not be replaced by a composite lid after installation of the new end point devices. Mr. Quesnel said that the problem was rocks which had been placed around the meter access; those have since been rearranged and all 110 automatic meter readers (AMRs) are now operational with composite lids. Director Simpson then asked whether any thought had been given to how AMR data could be studied now that much larger numbers of measurements are being captured — with a view toward possibly adjusting rates by the State-mandated 2025 deadline for universal metering. Mr. Quesnel said the District needed to think about data usage. Director Simpson suggested determining which cabins were rentals by checking Vacation Rental by Owner (VRBO) and AirBnB; he also said that determining which properties belonged to full time residents could be useful.

Director Simpson asked for clarification on why Placer County was giving the District problems with remodel building permits. Mr. Quesnel said all utilities in the area are having the same issue with the building department. If the problem can't be resolved in the current discussions, he will consider escalating the issue to a higher authority. Mr. Quesnel said he was told that there had been a change in senior staff at Placer County and thought the problem was with Environmental Health's involvement with the issuance of permits for remodels. Director Lindquist asked why the District needed to know about remodels. Mr. Quesnel said there were three reasons. First, if a property owner was adding to a house or fixing a deck, the District would need to be sure that new footings were not being placed over existing sewer or water laterals. Second, thresholds in the District's ordinances trigger the need for water and/or sewer lateral tests. Finally, the same thresholds would trigger a plumbing fixture inspection. Mr. Mitchell suggested sending a joint letter from all utilities having issues with the change to Placer County.

VI. Consent Items Calendar:

The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the November 10, 2017, Regular Meeting, the November 2017 Check Register, Disbursements for Board Approval and November 2017 Financial Reports.

A motion was made by Director Simpson and seconded by Director Oudegeest to approve the Consent Items. The motion passed by a unanimous vote.

VII. New Business:

A. The topic of "Employee end of year bonuses" was presented by Director Lindquist for consideration and possible action. Director Lindquist said, while going through Mr. Quesnel's

operations reports, he realized that staff worked extra hard this last year because of complications from the unusually heavy winter. Therefore, in recognition of that extraordinary effort, he proposed a one-time, end of year bonus. He suggested a 1% of base pay bonus for both current and seasonal workers. The proposed bonus would result in a total cost of \$2,602.00. He said seasonal employees were included because they helped get a lot of work done in a very short summer season. Director Oudegeest asked Mr. Mitchell if there were any restrictions with gifting public funds. Mr. Mitchell said there was a constitutional limitation on compensation for past services. However, he said, there was also some good authority that allowed for a plan to improve employee morale. Mr. Mitchell added that a modest year-end bonus should not be a problem. The range of bonuses was \$129.00 to \$846.00. Director Stockton asked if bonuses could be a budgeted item. Mr. Quesnel said both the Town of Truckee and the Truckee Airport District had "Employee Relations" line items in their budgets for such occasions and thought a line item, with a modest amount, could be added to the next District budget. The proposed year-end bonuses would be paid with the December 15, 2017, payroll.

A motion was made by Director Simpson and seconded by Director Stockton to issue a 1% of base pay bonus for both current and seasonal employees. The motion passed by a unanimous vote.

B. The topic of the "District Website" proposed by Director Oudegeest was tabled until the January 2018 meeting.

VIII. Old Business:

A. Mr. Quesnel's memorandum titled "Heating Oil Tank Financial Assistance Program Reimbursement and Enrollment Requests", dated November 30, 2017, was presented to the Board for consideration and action. Mr. Quesnel proposed the following:

1. 4005 Serene Road – Staff recommended a payment of \$4,820.25, which is 75% reimbursement (not to exceed \$5000), for the removal of an abandoned UST. Mr. Quesnel asked that either the Board President be authorized to sign the check with the understanding that the check would be held until the final two required documents were received or hold the issue over to the January 2018 meeting.

A motion was made by Director Oudegeest and seconded by Director Simpson to authorize the check be signed by the Board President to be held until the final documents were received. The motion passed by a unanimous vote.

2. 4171 Donner Drive – Mr. Quesnel said the buyers of the property asked to be enrolled in the program to remove a 1,000 gallon above ground tank containing 750 gallons of diesel fuel. Upon the close of escrow on December 15, 2017, the buyers proposed to have the tank pumped and removed.

A motion was made by Director Oudegeest and seconded by Director Stockton to approve the application. The motion passed by a unanimous vote.

B. Mr. Quesnel's memorandum titled "District Ordinance Update", dated November 30, 2017, was presented to the Board for consideration and possible action. At the meeting, the

Board used Director Simpson's annotated copy that was provided earlier in the day. The following is a list of proposed changes and the action taken:

- 1.03 No change made.
- 1.07 No change made.
- 1.19 Mr. Quesnel said he would look at what the State of California and other local Districts use to describe Multi-Family Dwellings.
- 1.21 Change to reflect "Authority having jurisdiction".
- 1.29 Mr. Quesnel suggested combining sections 1.28 and 1.29 and working in sewer collection system.
- 1.30 Mr. Quesnel said he would look at what the State of California and others use.
- 1.33 Take out "pressure" after 2.5 gals/minutes.
- 1.34 Make all words singular.
- 1.37 to 1.39 Alphabetical issue, resort.
- 2.07 and 2.08 Take out commas.
- 2.09 Make all words singular.
- 2.09 b. Remove repetitive language.
- 2.13 Change "neutral" to "neuter".
- 4.09 Change to 90 days.
- 4.11 Add "penalties" to the list of other things to be paid.
- 4.13 No change made.
- 5.02 Add comma and change "utility" to "water and sewer".
- 5.03 Change "terminated" to "discontinued".
- 5.03 c. 1 Jeff Mitchell to review.
- 5.03 c. 2 No change made.
- 5.05 Jeff Mitchell to review.
- 5.06 Omit "to any owner or customer".
- 5.09 Jeff Mitchell to look at amortization statement.
- 5.10 Change "a" to "an".
- 5.15 No change made.
- 10.08 Change to "residential dwelling" and add reference to 13.06.
- 10.12 Change "residence" to "residential dwelling".
- 10.15 a. Grammar changes and insert "dwellings" after "residential".
- 10.15 b. Change "The" to "A".
- 11.01 "a." should be "i." Replaced "&" with "and".
- 11.02 Remove subsection, only one section. Add "correction of the violation and".
- 11.03 Add "residential" in front of dwelling. Make "New Public Buildings" a new subsection. Change "Division 1 and" to "Division 1."
- 12.02 Add "the".
- 13.04 Omit "with".
- 13.07 Mr. Quesnel will review with multi-family issue.
- 13.08 Mr. Mitchell said to leave as is.
- 14.01 1. Change to "protect by isolating contamination" and 4. add "of" after creation.
- 14.02 Change "a" to "an".
- 14.03 Add "provide a replacement".
- 14.05 Change "home" to "property".

- 14.06 Change “he” to “tester”.
- 20.04 Omit “house”.
- 20.06 Change to “Residential Dwelling”.
- 20.07 No change made.
- 21.03 f. Spell out BOD – Biological Oxidation Demand
- 21.06 Remove comma.
- 21.07 Change to “sewer collection system”.
- 22.11 Remove **s.
- 22.13 Long sentence – see suggested rewording.
- 22.17 Change to “residential dwellings” and change “house” to “property”.
- 24.05 Add “The”.
- 30.10 Replace “&” to “and”.
- 30.16 Add language to allow “electric powered boats”. Mr. Quesnel to review.
- 31.03 Subsection d. change to “violation” and g. to “Manager or Security Officer”

The revised code will be reviewed at the January meeting and final adoption will be planned for the February 2018 meeting. Mr. Quesnel will provide a summary article to Director Oudegeest for the January SLPOA Newsletter. The January issue is traditionally distributed to all Serene Lakes property owners whether they are SLPOA members or not. Mr. Quesnel and Mrs. Nickerson will also post a summary notice in *Sierra Sun* about adoption of the revised code at the February 2018 meeting. After the January meeting, a copy of the District Code will be placed on the website for public review.

IX. Administration:

A. There were no Follow-up Items from the November 10, 2017 board meeting.

B. The Status of Action Items remaining as of the December 2017 Board meeting was presented to the Board for consideration and possible action. The Automatic Meter Reading (AMR) Study will be reflected at 100% and a new item for “AMR Data Collection and Analysis” will be added. Another action item will be added for a Winter Newsletter.

X. Adjournment

A motion was made by Director Oudegeest and seconded by Director Simpson to adjourn the meeting. The motion passed by a unanimous vote.

The minutes were approved at the Regular Meeting held on January 12, 2018, as part of the Consent Items Calendar. A motion was made by Director Stockton and seconded by Director Simpson to approve the Consent Items Calendar. The motion passed by a vote for 4-1, Director Heal abstained.