

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

Date: Friday January 11, 2019 / **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 Robert McCormick
Director Karen Heald

Director Richard Simpson joined the meeting by phone from 3326 Kipling St., Palo Alto, CA

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

Staff present by phone: Jeff Mitchell, District Counsel

Guests present: Jeff Krebill and Patrick Baird

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. Mr. Krebill said he wanted to publicly thank Director Oudegeest for his many years of service. He said he didn't blame Director Oudegeest for leaving and acknowledged him for how much he cared about the community. He also welcomed Director McCormick to Board.

Patrick Baird introduced himself to the Board as the newest member of the Utility Operator staff. He also said, in regard to Mr. Quesnel's pending retirement, that Mr. Quesnel provided a lot of utility knowledge and that he would be truly missed.

III. Approve Agenda: The agenda was presented to the Board for approval.

A motion was made by Director Heald and seconded by Director McCormick to approve the agenda as presented. The motion passed by a roll call vote. Ayes: Directors Lindquist, Stockton, McCormick, Heald and Simpson. Noes: none. Abstentions: none. Absent: none.

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 there had been some trouble with the water filter plant but that it was back up and working properly; the plant was now processing 170,000 gallons per filter run.

Mr. Quesnel reported that the broken pipes had to be fixed and that he would be sending samples of the pipes to the corrosion engineer for inspection. He also said, based on current evidence, he expected that the upcoming budget for next fiscal year would include an accelerated schedule for pipeline replacements. He said the broken pipe on Donner was indicative of what was coming. Director Stockton asked how many miles of AC pipe was in the District. Mr. Quesnel said almost the entire District was AC pipe. He also said the areas having the most problems were those areas with higher ground water levels. With staff's help, he said he would be able to develop a program pinpointing the older areas and those areas subject to higher ground water levels. He also said PVC pipe would be used to replace the current AC pipe. He anticipated that the current AC pipe could be left in place and lined with high density polyethylene pipe using a method called "directional boring". This would alleviate the need to dig and deal with high levels of ground water.

Director Simpson ask if there was a change in the number of non-reporting AMRs (Automatic Meter Read) with the increased snow level. Mrs. Nickerson said there were currently eight non-transmitting meters. Director Lindquist asked that the Operations Report include a section for AMR updates and Director Simpson said, due to the increase in the number of non-transmitting AMRs, it would be good to start mapping where the transmission problems were.

Director Lindquist asked if the Lopez Excavating invoice was related to the broken pipes. Mr. Quesnel said because the District didn't have the manpower or equipment to repair the deep break that happened just before Christmas, Lopez Excavating was brought up to help staff repair the water lateral. They were then asked to help find and fix a broken sewer lateral that was subsequently discovered. Director Lindquist said he thought bringing in outside help was the most effective way to handle the situation.

VI. Consent Items Calendar:

The Consent Items Calendar was presented to the Board for action. The Consent Items Calendar included the minutes from the December 14, 2018 Regular Meetings; the December 2018 Check Register; Disbursements for Board Approval; and financial reports for the month ending December 31, 2018. Director Lindquist asked if anyone wanted to pull anything off the consent calendar.

A motion was made by Director Heald and seconded by Director Stockton to approve the Consent Items Calendar. The motion passed by a roll call vote. Ayes: Directors Lindquist, Stockton, McCormick, Heald and Simpson. Noes: none. Abstentions: none. Absent: none.

VII. New Business:

A. General Manager Recruitment: Director Lindquist said he wanted to discuss a how the Board wanted to approach hiring a new General Manager. He suggested that a set of steps be developed starting with defining the General Manager's responsibilities, developing a job

description, including the minimum qualifications, followed by a recruitment process. Director Lindquist also asked how the Board felt about forming a subcommittee. Director Simpson recommended a subcommittee of Directors Lindquist and Stockton, based on their experience. Director Heald agreed with having a subcommittee but wanted the Board to discuss Mr. Quesnel's current job duties, give the committee input and develop guidelines. She felt the subcommittee would gather information from Mr. Quesnel, summarize the information in writing and bring it back to the Board for discussion. She also said, as part of developing the job description, the Board would need to consider the difficulty in finding a replacement that matched all of Mr. Quesnel's skill set. Director Lindquist said the plan could include both minimum and preferred qualifications. Director Lindquist said the Board needed to consider whether the position should be permanent or contract. Director Stockton said he needed some time to think. Director McCormick said the Board needed to determine whether the position should be full-time or part-time. The following are tasks discussed to begin the process:

1. Mr. Quesnel was asked to provide a breakdown of his job functions by categories. Including necessary function vs. optional functions.
2. Director Stockton said he would talk to staff.
3. Director Simpson said he would go through Ordinance 18.01 to see how many times the General Manager was mentioned.
4. Director Simpson said he could talk to Mr. Freedle about how the process was handled in the past.
5. Director Lindquist said he would come up with a process for recruitment.
6. Director McCormick said he would check with people at his firm and with North Star to see what they do.
7. The Committee would determine the cost implications of a permanent employee vs. a contract employee.

VIII. Old Business: NONE

IX. Administration:

A. A list of Follow-up Items from the December, 2018, board meeting was presented to the Board for consideration and possible action. All items were still pending.

B. The Status of Action Items remaining as of the January 2019 board meeting was presented to the Board for consideration and possible action. Director Lindquist asked that Mrs. Nickerson complete the Office Procedures Manual by June 1, 2019. Mrs. Nickerson said it was her intent to complete the manual before June. Mr. Quesnel said he would reconnect with the local producer to see about completing the stop-n-drain valve video. Mr. Quesnel said one of his goals before leaving the District was to finish developing information about best management practices and fertilization and the Policies and Procedures Review/Update.

X. Adjournment

A motion was made by Director Stockton and seconded by Director Heald to adjourn the meeting. The motion passed by a roll call vote. Ayes: Directors Lindquist, Stockton, McCormick, Heald and Simpson. Noes: none. Abstentions: none. Absent: none.

The minutes were approved at the Regular Meeting held on February 8, 2019, 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 rollcall vote: Ayes: Directors Lindquist, Stockton, Simpson, Heald and McCormick, Noes: none, Abstentions: none, Absent: none.