

**SWEETWATER SPRINGS WATER DISTRICT  
BOARD OF DIRECTORS MEETING**

**MINUTES\***  
(\*In order discussed)

Board of Directors Meeting  
Regular Meeting  
October 6, 2011  
6:30 p.m.

**Board Members Present:**

Victoria Wikle  
Jim Quigley  
Sukey Robb-Wilder  
Richard Holmer

**Board Members Absent:**

Gaylord Schaap (arr. 6:35 pm)

**Staff in Attendance:**

Steve Mack, General Manager  
Julie A. Kenny, Secretary to the Board

**Others in Attendance:**

Nancy Thorington, District Counsel  
Ken Wells  
Brenda Adelman  
Michael Janet, Coastland Engineering

**I. CALL TO ORDER**

The properly agendized meeting was called to Order by President Jim Quigley at 6:31 p.m.

**II. CHANGES TO AGENDA and DECLARATION OF CONFLICT (6:31 p.m.)**

The GM requested and it was agreed to pull Item V-B, Presentation by the Monte Rio Recreation and Park District re Russian River Watershed Adventure Park and Wonderland Trail.

The GM requested and it was agreed to add Item V-E, Rio Vista Terrace. President Quigley made a finding that this was an urgency item. On vote of 4-0, the item was moved from the General Manager's Report to the Administrative Calendar.

**III. CONSENT CALENDAR (6:33 p.m.)**

Director Robb-Wilder moved to approve the Consent Calendar as submitted. Director Wikle seconded. Motion carried 4-0. The following items were approved:

- A. Approval of the Minutes of the September 1, 2011 Board Meeting
- B. Approval of Operations Warrants/Online payments/EFT payment

- C. Receipt of Item(s) of Correspondence:
- D. Waive the full reading of the text and adopt, by title only, Ordinance 47, Replacing Section 2000 of the District's Policies and Procedures

#### IV. PUBLIC COMMENT (6:34 p.m.)

Public comment was made by Brenda Adelman. Board questions ensued.

\*\*\* Director Schaap arrived at 6:35 p.m.

#### V. ADMINISTRATIVE (6:41 p.m.)

- A. **(6:41 p.m.) Public Hearing; Discussion/Action re Resolution 11-25, Approving the 2010 Urban Water Management Report Plan, Including Approval of Method 1, the Gallons per Capita Per Day Approach, for Meeting the Water Conservation Goals of SBx7-7.** President Quigley opened the Public Hearing at 6:41 p.m. The GM made a PowerPoint presentation. Board questions and discussion ensued. The Public Hearing was closed at 7:08 p.m. Director Wikle moved to adopt Resolution 11-25, Adopting the 2010 Urban Water Management Plan and Adopting Method 1, Gallons per Capita Per Day Approach, for Meeting the Water Conservation Targets of the Water Conservation Act of 2009 (SBx7-7). Director Robb-Wilder seconded. Motion carried 5-0.
- B. *This item was pulled from the Agenda earlier in the meeting.*
- C. **(7:10 p.m.) Discussion/Action re Future Updates to the Policies and Procedures Manual.** The GM provided an overview of this item. Discussion ensued. No action was taken.
- D. **(7:20 p.m.) Discussion/Action re Design Services and Construction Management and Inspection Services for the 2013 Capital Improvement Project (CIP).** The GM provided an overview of this item. Board discussion ensued. Public comment was made by Michael Janet of Coastland Engineering. Further discussion ensued. No action was taken.
- E. **(7:26 p.m.) Discussion/Action re Rio Vista Terraces leak.** The GM provided an overview of this item. Board discussion ensued.

#### VI. GENERAL MANAGER'S REPORT (7:46 p.m.)

The GM reported on the following items:

1. Laboratory testing
2. Water Production and Sales
3. Leaks
4. 2012 CIP
5. Toilet Rebate Program
6. In-House Construction Projects
7. Urban Water Management Plan (UWMP)
8. Sonoma County Water Agency Water Rights Permit Revision Protest
9. Gantt Chart

**VII. BOARD MEMBERS' ANNOUNCEMENTS/COMMENTS**

(8 p.m.)

Director Schaap commented on the Monte Rio Recreation and Park District item.

Director Holmer also commented on the Monte Rio Recreation and Park District item.

Director Robb-Wilder announced she would need help signing checks at the November Board meeting.

**VIII. CLOSED SESSION (8:03 p.m.)**

At 8:03 p.m. President Quigley announced the items for discussion in Closed Session. At 8:05 p.m. the Board went into Closed Session. At 8:40 p.m. the meeting reconvened and the following actions on Closed Session items were announced:

- A. Pursuant to Gov. Code Section 54957 – Public Employee Performance Evaluation**  
**Title: General Manager**  
 Direction was given to staff.

**IX. ITEMS FOR THE NEXT AGENDA (8:41 p.m.)**

- 1. Toilet Rebate Program
- 2. 1<sup>st</sup> Quarter Actual vs. Budgeted report
- 3. Rio Vista Terrace leak
- 4. Contract for engineering services (Coastland)
- 5. Monte Rio Recreation and Park District
- 6. Surplus Lands

**ADJOURN**

The meeting adjourned at 8:43 p.m.

Respectfully submitted,

Julie A. Kenny  
Clerk to the Board of Directors

APPROVED:

Victoria Wikle: \_\_\_\_\_  
 Gaylord Schaap: \_\_\_\_\_  
 Sukey Robb-Wilder: \_\_\_\_\_  
 Jim Quigley: \_\_\_\_\_  
 Richard Holmer: \_\_\_\_\_