



BOARD OF DIRECTORS
SAN LORENZO VALLEY WATER
DISTRICT
AGENDA
July 16, 2020

Thursday, July 16, 2020 at 6:30 p.m., via videoconference and teleconference.

1. Convene Meeting 6:30 p.m.
2. Roll Call: L. Henry, R. Moran, B. Fultz, S. Swan, L. Farris were present.
Staff: R. Rogers-District Manager, J. Furtado-Director of Operations, G. Nicholls-District Counsel, S. Hill-Director of Finance & Business Services, C. Blanchard-Environmental Planner, H. Hossack-District Secretary
3. Additions and Deletions to Agenda: None
4. Oral Communications: None
5. Unfinished Business:
 - a. PAST DUE PROCESS

R. Rogers introduced this item.

S. Hill presented the report. The Budget & Finance Committee has been monitoring the past due balances and they recommend that the Board consider reinstating the late fees on past dues balances. They do not recommend that shut offs be reinstated. The late fee notification will trigger some customers that they are past due, there is concern that some customers are digging a hole they won't be able to get out of. Payment plans are available through the District.

Discussion by the Board and staff regarding what other agencies are doing, one time waiver of late fees, promotion for auto-pay and the number of late customers.

T. To said that the school will not be starting school in the fall. So this will be a problem for people on unemployment.

J. Mosher said that he echoes what T. To said and that we should publicize the LIRA Program.

Discussion by the Board and staff regarding the LIRA Program, District costs related to late fees and reporting on late fees to the Board bi-monthly.

B. Fultz made a motion that the Board direct District staff to re-implement the late fees starting with the August bills. The motion was seconded.

All present voted in favor of the motion. Motion passed.

b. BOARD POLICY MANUAL

R. Rogers introduced this item.

G. Nicholls described this item and explained that it is to adopt Resolution No. 1 (20-21) allowing the District to take advantage of remote meetings and the distribution of materials for backup information.

Discussion by the Board and staff regarding this item, the recommendation by the Admin Committee and the scope of the resolution.

L. Henry made a motion to adopt Resolution No. 1 (20-21) to the Board Policy Manual. The motion was seconded.

All present voted in favor of the motion. Motion passed.

G. Nicholls commented that we have an unusual circumstance where we have an item later in today's meeting where a spread sheet that was included in the packet wasn't fully reproduced.

6. New Business:

a. CHATTERBOX CONTRACT EXTENSION

R. Rogers introduce this item.

C. Blanchard presented this item. Staff is recommending that we move forward with phase III with Chatterbox for \$23,000.

R. Rogers noted that since we started using Chatterbox we have had an increased presence on social media and other water districts have noticed.

Discussion by Board and staff regarding actionable information, targeting neighborhoods, mailers, press releases and cost.

S. Swan made a motion to authorize the District Manager to extend the contract with Chatterbox to continue to carry out the District's outreach needs in the amount of \$23,600. The motion was seconded.

B. Fultz questioned the time frame for the extention.

C. Blanchard responded.

L. Henry, R. Moran, S. Swan and L. Farris voted in favor of the motion.

B. Fultz voted no. Motion passed.

b. SALE OF SURPLUS PROPERTY

R. Rogers introduced this item. He explained that this is a 2 part presentation and no action is required this evening. He started by introducing the properties that are available for surplus. He read from the staff memo.

G. Nicholls suggested that the Board be allowed some discussion before moving on the next part of the presentation.

Discussion by the Board and staff regarding the Admin Bldg., the new law for surplus property, Bid-for-Auction, Zayante property and value of surplus property.

G. Nicholls presented her portion of the item. She said that staff is not looking for a formal agreement tonight. This is a draft policy to surplus land. She explained the 3 buckets that the properties will go into.

Discussion by the Board and staff regarding the 3 buckets and the description of each category.

J. Mosher said he supports getting rid of the small properties but is concerned about the watershed properties.

R. Rogers explained that the watershed in question is not the part of the Olympia Watershed. It is the Zayante Watershed and is not within the District.

C. Dzendzel also had concerns about the water rights and watershed.

Discussion by the public and staff regarding C. Dzendzel's concerns.

Discussion by the Board and staff regarding Lompico properties, Zayante Watershed, use of proceeds from sales and environmental issues.

S. Swan recommended that staff proceed with the disposing of property.

R. Rogers recapped that he heard that the Board wants to move ahead and develop the 3 buckets list and to further discuss the Zayante Watershed property. He suggested that the Zayante Watershed property be taken to the Environmental Committee.

Discussion by the Board and staff regarding consensus for moving ahead. The Board recommends moving ahead with the process as recommended as soon as possible.

7. Consent Agenda:

- a. MINUTES FROM BOARD OF DIRECTORS MEETING JUNE 18, 2020
No requests for discussion, minutes accepted.

8. District Reports:

- DEPARTMENT STATUS REPORTS

Receipt and consideration by the Board of Department Status Reports regarding ongoing projects and other activities.

- Engineering
- Environmental
- Finance & Business
- Legal
- Operations

L. Farris questioned the Operations overtime report for May.

J. Furtado said he will check on it and if missing he will make sure it's in the next status report.

Discussion by Board and staff regarding Environmental, Operations and Engineering status reports.

- COMMITTEE REPORTS

- Future Committee Agenda Items
- Committee Meeting Notes/Minutes
 - Environmental Committee Minutes 6.18.20
 - Facilities Committee Minutes 6.25.20

- DIRECTORS REPORTS
 - Director's Communication
 - R. Moran reported on that day's Environmental Committee.
 - Future Board of Directors Meeting Agenda Items

9. Written Communication: None

10. Informational Material:

- SLVWD Secures Additional Generators - Press Banner 7.10.20

11. Adjournment 9:01 p.m.