

**BOARD OF DIRECTOR'S MINUTES
SAN LORENZO VALLEY WATER DISTRICT
BOULDER CREEK, CALIFORNIA**

March 4, 2004

The regular meeting of the Board of Directors of the San Lorenzo Valley Water District was called to order by Dir. Ross on Thursday, March 4, 2004 in the District's Operations Building, 13057 Highway 9, Boulder Creek, California at 7:30 p.m.

CONVENE MEETING/ROLL CALL:

Roll call showed Dirs. Ross, Nelson, Prather, Rapoza and Vierra present. District Manager Mueller and Counsel Hynes were also present.

MINUTES:

- a. Minutes of the Regular Meeting of February 19, 2004

Motion was made by Dir. Rapoza to approve the Minutes of the Regular Meeting of February 19, 2004, as presented.

ROLL CALL:

Ayes:	Rapoza, Nelson, Prather, Vierra, Ross
Noes:	None
Absent:	None

- b. Minutes of the Special Joint Meeting between the Board of Directors and the Education Program Advisory Commission of February 12, 2004

Motion was made by Dir. Rapoza to approve the Minutes of the Special Joint Meeting between the Board of Directors and the Education Program Advisory Commission of February 12, 2004, as presented.

ROLL CALL:

Ayes:	Rapoza, Nelson, Prather, Vierra, Ross
Noes:	None
Absent:	None

ADDITIONS AND DELETIONS TO THE AGENDA:

Motion was made by Dir. Vierra to add agenda item 9b-1 Report on Waterman Gap Parcel.

ROLL CALL:

Ayes:	Vierra, Nelson, Prather, Rapoza, Ross
Noes:	None
Absent:	None

03/04/2004

ORAL COMMUNICATIONS:

Lisa Rudnick was present and stated that the January 28, 2004 Watershed Acquisition Committee meeting does not reflect as a canceled meeting on the website.

WRITTEN COMMUNICATIONS: None

CONSENT AGENDA: None

UNFINISHED BUSINESS:

- a. Amendment to Board of Directors Policy Manual, 2004

Manager Mueller stated that the Board directed staff to bring this item back to the Board for approval after correction of Exhibit "A". Manager Mueller reported that the inconsistencies in Exhibit "A" have been corrected. In addition, Manager Mueller stated that a separate agenda item has been included with respect to Committee and Committee Assignment Procedures.

Motion was made by Dir. Ross to approve Resolution No. 19 (03-04) Amendment to Board of Directors Policy Manual, 2004.

ROLL CALL:

Ayes:	Ross, Nelson, Prather, Vierra, Rapoza
Noes:	None
Absent:	None

NEW BUSINESS:

- a. District Committees and Policy for Committee Assignment Procedures

Manager Mueller reported that the Board currently has five (5) Standing Committees and six (6) Ad-Hoc Committees. Staff has reviewed the meeting schedules of the various Committees and is recommending changes regarding the creation and abolishment of specific Board of Directors Committees. Staff recommended a Committee structure as follows:

Standing Committees:

Facilities and Planning
Finance
Water Conservation

Ad-Hoc Committee:

Cal-Am Acquisition

Dir. Ross felt that the reshaping of the Committee structure gave too much power to the Facilities and Planning Committee and would like to maintain the Environmental Committee. Dir. Ross suggested four (4) Standing Committees.

Dir. Rapoza stated that the Water Conservation Committee and Environmental Committee could be combined and anything related to Watershed Acquisition could fall under the Facilities and Planning Committee.

Dir. Vierra stated that the Watershed Acquisition Committee was formed during the sale of Waterman Gap. If the need arises, the Board can form an Ad-Hoc Committee for a particular project.

Dir. Prather agreed with Dir. Ross but cannot totally justify. Dir. Prather would like to combine the Water Conservation Committee, Environmental Committee and Watershed Acquisition Committee.

Dir. Nelson agreed with Dir. Prather. Dir. Nelson stated that the Environmental Committee could handle things related to conservation and watershed issues. An Ad-Hoc Committee could always be created if the need arises.

Dir. Rapoza stated that Standing Committees can have a range of duties and that Watershed Acquisition rises to the duty of a Standing Committee.

Dir. Nelson stated that the District should maintain the Facilities and Planning Committee and Finance Committee and combine the Water Conservation Committee, Environmental Committee and Watershed Acquisition Committee to be called the Environmental Committee.

Motion was made by Dir. Rapoza to approve Resolution No. 20 (03-04) District Committees and Policy for Committee Assignment Procedures.

ROLL CALL:

Ayes:	Rapoza, Nelson, Prather, Vierra, Ross
Noes:	None
Absent:	None

Motion was made by Dir. Rapoza to approve Resolution No. 21 (03-04) San Lorenzo Valley Water District Board of Directors Standing Committees, as amended.

ROLL CALL:

Ayes:	Rapoza, Nelson, Prather, Vierra, Ross
Noes:	None
Absent:	None

Dir. Ross appointed Dir. Nelson, Dir. Prather and Dir. Ross to the Environmental Committee.

b. Declaration of Surplus Property; APN 071-291-33

Manager Mueller reported that the District received correspondence from Robert E. Clark requesting the District consider disposal of APN 71-291-33. The parcel was last utilized by the District for the El Solyo Tank, a small (10,000 \pm gallon) water storage tank servicing the Brackney/Sunnycroft area. The elevation of the subject parcel was too low in the distribution system to provide an adequate hydraulic gradient for the El Solyo Tank. The lack of an adequate hydraulic gradient resulted in stagnant water and associated water quality problems. The El Solyo Tank was removed from service by the District in 1975. The parcel is presently vacant. Staff is recommending that the District declare the parcel as surplus property and dispose of the property.

Motion was made by Dir. Rapoza to approve Resolution No. 22 (03-04)
Declaration of Surplus Property; APN 071-291-33

ROLL CALL:

Ayes:	Rapoza Nelson, Prather, Vierra, Ross
Noes:	None
Absent:	None

c. Budget Amendment for Document Imaging Services; Sytech Solutions, Inc. Fiscal Year 2003/2004

Manager Mueller reported that District staff would like to move forward with Phase II of document imaging services. Unfortunately, allocated funds available for this project in Fiscal Year 2003/2004 have almost been exhausted. (FY 2003/2004 Allocation; \$7,500.00 less FY 2002/2003 Expenditure; \$7,050.00 = Available Funds \$450.00). Staff is recommending that the District procure the services of Sytech Solutions, Inc. for document imaging services and authorize a budget amendment in the sum of \$6,100.00 for Fiscal Year 2003/2004.

Motion was made by Dir. Ross to approve Resolution No. 23 (03-04) Budget Amendment for Document Imaging Services; Sytech Solutions, Inc. Fiscal Year 2003/2004.

ROLL CALL:

Ayes:	Ross, Nelson, Prather, Rapoza, Vierra
Noes:	None
Absent:	None

GENERAL MANAGER'S REPORTS:

a. Manager

(1) Bill List Period Ending March 4, 2004

Motion was made by Dir. Nelson to approve the Bill List Period Ending March 4, 2004 in the amount of \$123,623.93.

ROLL CALL:

Ayes:	Nelson, Prather, Vierra, Rapoza, Ross
Noes:	None
Absent:	None

(2) Cash Flow Period Ending January 31, 2004

The Board received the Cash Flow Period Ending January 31, 2004.

(3) Department Status Reports

(i) Administration

Manager Mueller reported that he is having trouble getting return phone calls from the individuals that agreed to be the representatives for the Bear Creek Estates project.

(ii) Operations

The Board received the Operations Department Status Report.

(iii) Engineering

The Board received the Engineering Department Status Report.

b. Committee/Director Reports (Oral):

(1) Report of Waterman Gap Parcel

Dir. Vierra reported on a parcel of Waterman Gap land that was sold to Sempervirens Fund by the District. A certain parcel is showing the legal property owner as someone other than Sempervirens Fund. Dir. Vierra checked with various sources and was informed that his recordation was an error and the situation is being rectified. Attorneys have been contacted and a follow up from Sempervirens Fund will appear on the next agenda.

INFORMATIONAL MATERIAL:

- a. Newspaper Articles

The Board received the Newspaper Articles.

ADJOURNMENT TO CLOSED SESSION:

Dir. Ross adjourned the meeting to closed session at 8:13 p.m. to approve the Minutes of the Closed Session Meeting of February 19, 2004 and to confer with Legal Counsel - Anticipated Litigation, Significant Exposure to Litigation Pursuant to Subdivision (c) of Government Code Section 54956.9-One (1) Potential Case.

RECONVENE TO OPEN SESSION TO REPORT ACTIONS TAKEN IN CLOSED SESSION:

- a. Minutes of the Closed Session Meeting of February 19, 2004

Motion was made by Dir. Ross to approve the Minutes of the Closed Session Meeting of February 19, 2004, as presented.

ROLL CALL:

Ayes:	Ross, Nelson, Prather, Rapoza, Vierra
Noes:	None
Absent:	None

- b. CONFERENCE WITH LEGAL COUNSEL -
ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Subdivision (c) of Government Code Section 54956.9:
One (1) Potential Case

No reportable action.

ADJOURNMENT:

The meeting was adjourned at 8:41 p.m.

Kelly Stephens

District Secretary