



MINUTES OF LOMPICO ASSESSMENT DISTRICT OVERSIGHT COMMITTEE MEETING

Responsible for review of matters of revenue and expenses directly related to Assessment District 2016-1 projects.

Tuesday, February 26, 2019 at 5:30 pm at the Operations Building, 13057 Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 5:36 pm

Roll Call: J. Wright, J. Gomez, T. Norton, M. LoBalbo, D. Loewen present.

Staff: R. Rogers-Dist. Manager, S. Hill-Director of Finance, H. Hossack-Dist. Secretary

2. Oral Communications: None

4. New Business:

B. QUARTERLY LADOC FINANCIAL REPORT

S. Hill introduced and explained the Financial Report. Revenues were \$153,000 taxes and just under \$1900 interest. Expenses \$10,000 for 8 service lines replaced. PRVs \$14,000 in expenses. Madrone and Caskey tanks \$26,000 engineering consultants. NBS \$1200 management fees for the quarter. FY through Q2 had a cash balance of \$449,000 in the assessment fund.

T. Norton thanked S. Hill for her report.

D. Loewen asked about delinquencies and asked that the be on future agendas

T. Norton questioned site Engineering on the tanks.

R. Rogers explained that engineers won't put their stamp on other people's plans. Pipes are being replaced with High Density Polyethylene (HDP)

D. Loewen requested service line replacement list the address of site. She said the site address would be easier for her to identify and the charter says they may choose to inspect facilities.

S. Hill is okay with that as long as it is coordinated with District staff.

T. Norton questioned the PRV costs.

R. Rogers explained that SLVWD labor costs were from assisting the engineer with digging up connections to get pipe sizes,

C. QUARTERLY LADOC PROJECT UPDATE

R. Rogers said that 34 services have been replaced. At the last BoD meeting the Board approved the contract with Earthworks Paving Contractors, Inc. to replace the 6 PRVs. The Notice of Award of Bid has been sent out, they have 10 days to submit insurance and then we will issue the Notice to Proceed. The PRVs will come in a concrete, pre-manufactured vault. James Furtado will be inspector on the project. That will help to keep the costs down. Currently have the draft design reports for the Lewis, Caskey and Madrone tank sites. We are still replacing service lines. This is not part of the Assessment District but before the end of the year we need a generator for the Madrone booster.

T. Norton thanked Rick for his report.

R. Rogers because of increased prices we will be prioritizing projects to get the most important projects done before the assessment funds run out. Projects that don't get done will roll over to the District's capital improvement. He also plans to recommend that the service line change outs on the operations budget.

J. Gomez asked for clarification, the service line and meter change outs were budgeted at almost \$900,000 on the assessment district.

R. Rogers said that is correct and the meters have already been replaced. He feels that the replacement of the redwood tanks is where the funds are going to come up short.

T. Norton said she thinks the tanks are most important.

The Committee and staff discussed the Intertie.

Mary Ann LoBalbo left at 6:14pm

J. Gomez questioned if the Committee needs a motion to accept the reports. It was determined that it is not necessary.

C. Baughman asked about a take permit for the Lewis Tank replacement. Is that an assessment district charge?

R. Rogers said that mostly likely the assessment district will have to have to pay for the mitigation and he believes it is built in to the tank prices.

E. Frech questioned why is copper line is being replaced.

R. Rogers explained that even copper pipe can be damaged. The District won't replace lines that don't need to be replaced.

D. Loewen questioned why, if 200 or 250 of the lines have already been replaced, is the assessment district paying for 500.

R. Rogers explained that number is debatable.

3. Old Business:

A. REVIEW DRAFT COPY OF UPDATED LADOC CHARTER

T. Norton introduced the charter that she and Deb worked on.

J. Gomez feels the charter is not collaborative, would like to see more community involvement. LADOC is not the project managers and that should be specified in the charter.

T. Norton said that they report to a Board, they have no power, they are just an oversight committee and can't be project managers.

D. Loewen said 3 committee members voted not to include anything about project management not being allowed, that's the democratic process. This needs to be approved tonight and sent to the Board.

R. Rogers read that the purpose of the committee is to review and oversee income and expenses related to construction projects for the assessment district. That says it all right there.

J. Gomez it would be good to state that we are not responsible for anything that goes bad in the future.

R. Rogers said you have no responsibility for material used on projects.

S. Hill suggested that you change the wording to say...to inform the Board, at least annually, concerning the revenue and expenditures of the assessment district proceeds on the projects approved by the voters.

E. Frech questioned if Dist. Counsel will look at this.

C. Baughman asked about the language that Debra suggested and wasn't fully flushed out. He suggested you look at that.

L. Henry said most charters don't state what you're not going to do. This is a committee; all you can do is make recommendations to the Board.

D. Loewen made a motion to accept the Charter with the amendment, under purpose; last sentence to read *on the projects* and to submit this to the Board of Directors for approval.

C. Baughman questioned section under, annual report, regarding the ballot measure engineer's report.

S. Hill it states that the committee is going to make statements, whether in their opinion, it was done in accordance with the engineer's report.

D. Loewen said it's the purpose of the oversight committee to report to the public and to the assessment district payers, they have seen that the projects are the ones that the assessment district is supposed to be handling. That's very standard language.

T. Nelson seconded the motion.

All present voted in favor of the motion (M. LoBalbo left). Motion passed.

4. New Business:

A. LADOC MISSION STATEMENT

T. Nelson introduced LADOC Mission Statement. She would like to add the first line of the Mission Statement to the agenda.

To serve as liaison between the Lompico Assessment District customers and the District.

T. Nelson made a motion to add the above line to the agenda.

All present voted in favor of the motion.

D. PLAN FOR PREPARING AND PUBLISHING QUARTERLY, ANNUAL AND INCEPTION TO CURRENT YEAR-TO-DATE LADOC PROJECT AND FINANCIAL REPORTS

T. Norton introduced this item and said she thinks the committee should go back to the first year, then the second year and then begin quarterly reports. She suggested forming a subcommittee to work on it.

D. Loewen said she thinks S. Hill's quarterly reports are good. She said they need to do an annual report. The first report needs to go back to day 1. The end of the fiscal year would be a good cut off point, June 30th. Her idea is to target the end of July for the report.

S. Hill after June 30th you can start on the FY 18/19 report.

J. Gomez said there is not much information so far. One report for the last 2 years 6/1/16 - 6/30/18 should suffice.

D. Loewen has an idea of what projects and reports

T. Norton thinks all should work on the document together and include the community. A workshop or subcommittee. Discuss with committee for ideas.

S. Hill biggest thing will be getting an outline and moving forward from there.

T. Norton said there should be a section about what's coming next.

J. Gomez suggested an outline be posted and then solicit public input.

T. Norton put the outline in **next regular meeting** and invite public comment.

S. Hill suggested outreach on the front end.

Meeting in early April workshop April 10th, April 17th, check with John Stipes

E. GRAND JURY REPORT REQUEST OF ASSISTANCE OF EXPERT IN ASSESSMENT DISTRICT OVERSIGHT

T. Norton agreed to move to next agenda.

S. Hill will look for an attorney.

F. PUBLIC OUTREACH PROGRAM

T. Norton said this would include the website. She's wants LADOC to have a larger presence on the website.

R. Rogers said he would look into it. We are working on a new website on the Admin Committee.

T. Norton asked the meetings be posted on Next Door.

J. Gomez for a LADOC Next Door page.

R. Rogers said he didn't think we would do that.

T. Norton requested an email address for ladoc@slvwd.com.

R. Rogers said he would look into a LADOC email. He'll check with Dist. Counsel.

5. Informational Material:

- Minutes from 1.28.19 LADOC Workshop meeting
- Draft of LADOC Charter updated with changes
- Example of agenda with single line charter in header
- LADOC 2nd Qtr. 2018-19 Financial Report

6. Adjournment 7:35