

**FLORIN COUNTY WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
7090 McComber Street  
Sacramento, CA 95828  
Monday, February 12, 2024  
7:00 p.m.**

**1. CALL TO ORDER AND ROLL CALL:**

President Russell called the meeting to order at 7:00P.M.

**2. ESTABLISH QUORUM/APPROVAL OF AGENDA:**

Cindy Russell	Director	PRESENT
Leonard Heimericks	Director	PRESENT
Judi Johnson	Director	PRESENT
Gary Schopf	Director	PRESENT
Timothy Baliel	Director	PRESENT
Edmond Leggette	General Manager	PRESENT

Quorum established.

Board opted to hold off on approving the Agenda until after the closed session and open session reconvenes.

Director Johnson raised concern that at January's Board Meeting, discussion and/or appointment of a Vice President, and the District's septic tank, would be put on February's Meeting Agenda and those important items are not listed. Director Russell stated that due to the close session and other important items to be discussed those items are tabled and will be added to the March Meeting Agenda.

Director Johnson had a question about Agenda Item 12 and asked at what time was a sub-committee formed to create a draft Employee Handbook and why there was no motion and/or report that an official sub-committee was informed. Director Russell said the sub-committee was formed in either November or December of 2023. Director Baliel said it could have been during the closed session in one of the December meetings but he was not sure. General Manager Leggette stated they could also listen to the meeting audio for confirmation.

Attorney Bernadett reminded the Board that discussion of Agenda Items should be during that specific point in the meeting at this stage the Board either needs to approve and/or disapprove the Agenda before proceeding with the meeting.

Director Johnson made a motion to approve the Agenda as amended with the items she requested that are not shown on the current Agenda as requested.

Attorney Bernadett asked for clarification if she wanted that noted as part of her motion or added to the Agenda to which Director Johnson said she wants it part of her motion.

Director Heimericks second the motion.

Board not all in favor. Votes as follows:

**Director Johnson – YES**  
**Director Heimericks – YES**  
**Director Russell – YES**  
**Director Baliel – ABSTAIN**  
**Director Schopf – ABSTAIN**

Agenda approved by a majority vote.

**3. OPPORTUNITY FOR PUBLIC COMMENT ON CLOSED SESSION ITEM (Gov. Code § 54954.3(a))**

Closed session commenced at 7:03P.M.

**4. CONVENE CLOSED SESSION**  
**A. Arrow Construction Litigation**

**5. RECONVENE OPEN SESSION**

Open session reconvened at 7:44P.M.

**6. IF APPLICABLE, PUBLIC REPORT OF (1) ACTION TAKEN DURING CLOSED SESSION, IF ANY, AND (2) VOTE OR ABSTENTATION ON THE ACTION OF EVERY BOARD MEMBER PRESENT (Gov. Code § 54957.1(a))**

Director Russell notified the public that there is no reportable action to the public at this time.

Director Johnson made a motion to have the representative with Bryce Consulting (Agenda Item 9) be heard first before moving according to the Agenda. Board unanimously agreed.

**7. PUBLIC COMMENT**

A Member of the Public mentioned that it maybe a good idea to have the policies listed on the District's website so that the policies aren't mailed out to individuals. Gives the public easier and quicker access.

No other Public Comment.

**8. CONSENT CALENDAR**

**A. Minutes-**

Director Russell said she is still working on reviewing and correcting the minutes. Director Russell stated that she would agree to approve the January 8<sup>th</sup>, 2023 minutes and the December 26, 2023 minutes. Director Heimericks asked what she wanted to change. Director Russell answered that her notes are not with her and that she needs to still review the minutes. Director Johnson suggested to start at the top and go down the list.

**1. Revised August 14, 2023**

Director Russell does not approve.

**2. September 11, 2023**

Director Russell does not approve.

**3. September 19, 2023**

Director Russell does not approve.

**4. October 4, 2023**

Director Russell does not approve.

**5. October 10, 2023**

Director Russell does not approve.

- 6. October 30, 2023**  
Director Russell does not approve.
- 7. November 13, 2023**  
Director Russell does not approve.
- 8. November 27, 2023**  
Director Russell does not approve.
- 9. November 30, 2023**  
Director Russell does not approve.
- 10. December 11, 2023**  
Director Russell does not approve.
- 11. December 20, 2023**  
Director Russell does not approve.
- 12. December 26, 2023**
- 13. January 8, 2024**

Director Heimericks made a motion to approve the December 26, 2023, and the January 8, 2024 minutes as they are submitted.

Director Johnson second the motion.

Board unanimously agrees to approve only the December 26, 2023 and the January 8, 2024 minutes.

#### **B. Accounts Payable**

Director Johnson made a motion to approve the Accounts Payable.

Director Heimericks second the motion.

Board not all in favor. Votes as follows:

**Director Johnson – YES**  
**Director Heimericks – YES**  
**Director Russell – YES**  
**Director Baliel – NO**  
**Director Schopf – NO**

Accounts Payable approved by a majority vote.

#### **C. Adjustment Report**

Director Heimericks made a motion to approve the Adjustment Report.

Director Johnson second the motion.

Board not all in favor. Votes as follows:

**Director Heimericks – YES**  
**Director Johnson – YES**  
**Director Russell – YES**  
**Director Baliel – Stated he did not look at the report so his vote is a "NO." (42min 35sec)**  
**Director Schopf – NO**

Adjustment Report approved by a majority vote.

**9. STATUS OF BRYCE CONSULTING EMPLOYEE COMPENSATION STUDY**

Representative shared the parameters of what she uses when doing the compensation study. She also shared what other districts she would be looking at when collection data in comparing to Florin County Water District.

She asked for the Board's approval to move forward with the study and start collecting data.

Board unanimously approves and she will try and have the information collected by the March 11<sup>th</sup> Board Meeting.

**10. STATUS OF RICHARDSON & COMPANY DISTRICT AUDIT**

Director Heimericks makes a motion that if Craig (the District's current Accountant as of January 2024), has the books closed then the District will accept that and if he does not have the books closed then the District will move forward with Richardson and Co.

Director Baliel second the motion.

Board unanimously approves. Board will allow one more day for Craig to close the books, if the work is not done then the Board will move forward with hiring a rep with Richardson and Company.

**11. STATUS OF REQUEST FOR PROPOSAL 5 YEAR STRATEGIC PLAN**

Director Heimericks notes the bids were due by the 29<sup>th</sup> of February which means the Board will need to have a special meeting to review those bids to pick a company.

General Manager Leggette said the District had previously received three bids for the Capital Improvement Plan. However, the Board requested for those companies to sign the RFP. Two of the companies declined to fill out the RFP. One company said they would fill out the RFP, but the District has not received that yet. No other companies have responded to fill out the RFP so all that leaves is the one company willing to do it.

Director Johnson made a motion to have a Special Meeting on February 29<sup>th</sup>, 2024, at 6:00PM for the purpose of...

Director Heimericks added for reviewing RFP responses for our strategic study.

Director Heimericks second the motion.

Board unanimously agrees. Special Meeting will be held on February 29, 2024, at 6:00PM to review information for the RFP.

**12. REPORT BY SUB-COMMITTEE ON PERSONNEL POLICIES**

Directors Heimericks and Russell are still working on this topic and therefore no action or other information needed at this time.

Director Russell said she would provide a copy of the Draft Employee Handbook to the District office so that employees and the Public may have the chance to review.

**13. PROPOSED DISTRICT POLICIES**

**A. Budget Preparation**

Director Johnson made a motion to approve the Budget Preparation as presented.

Director Heimericks second the motion.

Board not all in favor. Votes as follows:

**Director Johnson – YES**  
**Director Heimericks – YES**  
**Director Russell – YES**  
**Director Baliel – NO**  
**Director Schopf – NO**

Policy approved by a majority vote. Policy goes into effect 02.12.2024.

A Member of the Public raised concern over the first sentence in the fourth paragraph of the policy where it states, "The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June." The Member questions that this sentence says that no matter what the budget **shall** be adopted, what if there are changes needing to be made.

After discussion on changing the language to the policy, Director Heimericks made a motion to amend the first sentence of paragraph four of the policy to read, "The proposed annual budget may be adopted at the Board's regular meeting in June."

Director Johnson second the motion.

Board not all in favor. Votes as follows:

**Director Heimericks – YES**  
**Director Johnson – YES**  
**Director Russell – YES**  
**Director Schopf – YES**  
**Director Baliel – ABSTAIN**

Policy amended and final copy will be voted on at the next regularly scheduled Board Meeting.

#### **B. Purchase Orders/Purchases**

Director Heimericks made a motion to amend the language to the first paragraph to read, "Employees (Office Staff, Field Workers, etc.), shall identify a project name and/or vehicle ID on all invoices and receipts. Employee names may be used on any purchase orders or purchases."

Director Baliel second the motion.

Board not all in favor. Votes as follows:

**Director Heimericks – YES**  
**Director Baliel – YES**  
**Director Schopf – YES**  
**Director Russell – YES**  
**Director Johnson – NO**

Motion passed by a majority vote and policy will be updated and voted on at the next regularly scheduled Board Meeting.

#### **14. REPORT ON EPA 40cfr 141.84 STATUS**

No changes currently and this will be done by the June 2024 deadline. No other information to report.

**15. HEALTH BENEFITS FOR EMPLOYEE DEPENDANTS**

Director Russell opted to wait until the Rate Study comes back before the Board decides.

**16. TIME LIMIT ON PUBLIC COMMENT**

Director Russell stated she would like to hold off on this topic until the next regularly scheduled Board Meeting.

**17. GM WILL SUBMIT A WEEKLY PROGRESS REPORT ON THE DISTRICT**

Director Russell states that she would like the General Manager to give her a weekly progress report of work going on in the District.

Director Johnson questioned how this is any different than his monthly Managers Report at the Board Meetings when he is addressing the entire Board. She added since this is added work, the Board should look into hiring an assistant to help with the additional workload. Collectively the Board disagreed. Director Russell stated there are enough Office employees to assist in this matter.

**18. WELL REHABILITATION**

This section is for informational purposes only.

No action needed at this time.

**19. MANAGERS REPORT**

Tommy Circle has not started yet because the County said the District needed to change the wording on the plans.

General Manager Leggette went over other details regarding the Tommy Circle project.

Director Russell requested that General Manager Leggette take an inventory of the pipes as she is noticed quite a bit of homeless people loitering in the area.

**DIRECTORS COMMENTS & SUGGESTIONS**

No comments from Directors.

**ADJOURNMENT: 9:35P.M.**

**Respectfully submitted by:**

**Edmond J. Leggette**

General Manager/Secretary to the Board