

**FLORIN COUNTY WATER DISTRICT  
BOARD OF DIRECTORS MEETING MINUTES  
7090 McComber Street  
Sacramento, CA 95828  
Monday, August 14, 2023  
7:00 p.m.**

**CALL TO ORDER AND ROLL CALL:**

President Baliel called meeting to order at **7:00PM**.

<b>1.</b>	Timothy Baliel	President	Present
	Gary Schopf	Director	Present
	Judi Johnson	Director	Present
	Leonard Heimericks	Director	Present
	Cindy Russell	Director	Present
	Edmond Leggette	General Manager	Present

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

Quorum established. Agenda approved.

**3. PUBLIC COMMENT:**

A member of the public congratulated Cindy on her appointment to the Board.

Another member of the public, Mr. Taylor, ask that the Board act mature and set the example for the community and be positive, especially towards each other. He asked that the Board help each other and be sensitive to other people's emotions. He pleaded with the Board to work together and hopefully that would change the friction amongst the Board.

Another member requested the meeting minutes be more factual and less editorial/conversational. This way the minutes do not single any one person out for less than professional behavior.

**4. CONSENT CALENDAR:**

**A. MINUTES-** Director Johnson asked for clarification/reference from the June 12<sup>th</sup> minutes where President Baliel stated parking at the District Office was limited to 24hrs. President Baliel confirmed that he spoke to the Sheriff's Office and on private property, which President Baliel informed the Florin County Water District Office is considered such, parking is limited to a 24-hour window. Director Johnson asked to see that information in writing to which President Baliel declined to provide proof.

Director Johnson ask that President Baliel provide examples to her of how she violated the Brown Act as he stated in a previous meeting. This request was denied.

President Baliel took a vote to approve the Meeting Minutes.

**Director Heimericks – YES**

**Director Russell – YES**

**Director Schopf – YES**

**Director Johnson – NO**

**Director Baliel – YES**

Director Heimericks recommended that when a vote is taken during a meeting and the outcome is not unanimous that every Directors' vote be recorded in the meeting minutes. The Board agreed.

**B. CHECK SIGNING POLICY-** Director Johnson made a motion to approve the check signing policy. Before the vote was taken there was discussion regarding the policy and it's reasoning. General Manager Leggette said having this policy in place would allow him to have a Director sign checks in the event a Board Meeting gets cancelled. General Manager Leggette reminded the Board due to July's Board Meeting being cancelled and in addition to normal check signing procedures, he was not authorized to have checks signed to pay vendors which resulted in the District accruing penalties and late fees. Having this policy enables the District to pay imperative vendors that allow the District to operate and provide service to the Public. President Baliel requested that the Office Manager email the Directors if checks are needing to be signed. General Manager Leggette informed President Baliel he sent multiple emails to President Baliel and those requests went unanswered. Director Russell suggested Board Packets be given to the Board prior to the Friday before a Board Meeting to allow the Board ample time to review information. Director Heimericks made a motion to have Board Packets delivered to all Directors along with other pertinent information for them to review as well as have the meeting agenda posted no later than 2PM on the Wednesday before a Board Meeting. Director Russell second the motion. All Directors not in favor.

**Director Heimericks – YES**

**Director Russell – YES**

**Director Schopf – YES**

**Director Johnson – NO**

**Director Baliel – YES**

Majority vote wins. New check signing policy adopted 8.14.2023. Board adopted motion to post meeting Agenda the Wednesday before a Board Meeting and Board Packets be delivered no later than 2PM the Wednesday before a Board Meeting.

**C. ACCOUNTS PAYABLE-** CalPers payment, approved by the Board. All Directors in favor. Director Heimericks made a motion to transfer money that will cover the cost of the bills. Director Russell second the motion. All Directors in favor. Motion to transfer money to cover essential District bills passed. Director Johnson made a motion that will allow a Director to reach out to the Attorney for clarification when a line item on an Attorney invoice is questioned on the condition that other Directors be notified of that Director's intent to reach out to the Attorney. Director Heimericks second the motion. All Directors in favor. Motion to allow Directors to contact the **District's personal Attorney** for clarification about Attorney invoices passed.

**D. ADJUSTMENT REPORT-** A member of the public asked how late fee are applied to an account. General Manager Leggette answered, when a customer is delinquent for two (2) billing cycles they will get a late fee applied to their account. A 10-day termination notice is sent, followed by a 48-hour notice, then a 48-hour door tag, and then water gets disconnected if payment is not received. To restore water service the customer will have to pay past due balance plus late fee plus reconnection fee as applicable. Director Johnson made a motion to approve the Adjustment Report. Director Schopf second the motion. All Directors in favor. Motion to approve the Adjustment Report passed.

## **5. PROPOSED BUDGET 2023-2024:**

A member of the public made the recommendation to postpone the District Office renovations until next year so that the District can focus on getting the wells up and running. The Board and General Manager Leggette discussed the possibility of approving the use of solar panels at well sites, District building, and District parking lot.

Director Johnson made a motion that the Board approve the budget since the approval of the budget had been delayed multiple times. She added that the Board can also review budget items more in depth after approval before dispersing funds.

Director Russell before seconding the motion said she wanted to review a couple items first. Director Russell asked General Manager Leggette why line 35, Training and Education, is so high. General Manager Leggette stated that with the previous General Manager continuing education and training was not a priority. General Manager Leggette said that as the current General Manager continuing training and education is vital to ensuring the safety of his employees and the public and in hopes enable his employees to be proud of the work they do for the Public. General Manager Leggette's goal is to have all his employees state certified as operators and certified in water treatment. A certification that previously was not available for all field employees to receive. The Board acknowledged his motivation and requests and the Board and Public agreed. President Baliel provided an example of how training is important and, in his example, he used a politically incorrect word for a piece of cable equipment. General Manager Leggette reiterated with President Baliel that albeit he is providing an example it is important that when we are representing the District and in a Public setting we need to be politically correct with the words we use and take into account how our actions affect others. Therefore, why completing Ethics training and other necessary training for Board Members and District employees is significant.

President Baliel requested Director Johnson to bring her motion back to the table. Director Johnson made a motion to approve the budget as presented before the Board. Director Russell added with exceptions. Director Heimericks said he would propose an amendment that we get an estimate for solar panels from SMUD before proceeding with any work. General Manager Leggette repeated that once the Budget is approved the Board will still need to approve any bids and/or projects before they are to begin. Director Heimericks second the motion. All Directors in favor. Motion to approve the 2023-2024 Budget approved.

## **6. AB 1234, SEXUAL HARASSMENT PREVENTION AND BROWN ACT TRAINING:**

General Manager Leggette said this training needs to be completed for Board Directors. Director Russell stated that Sexual Harassment training is not required for the Board and she will research if it is. General Manager Leggette noted he received certification of completion of AB 1234 training from only Director Johnson, Director Heimericks, and Director Russell.

No motion needed as this section is informational.

## **7. NEPOTISM:**

President Baliel stated he has discussed this topic heavily with the District's Attorney Jeff Mitchell. Attorney Mitchell confirmed with the Public and the Board that there is no state law banning nepotism. He advised the Board can adopt a policy but he strongly does not recommend they do. The Attorney stated that if the Board does want to adopt a nepotism policy, then he would need to research how it would be adopted, applied, etc. He also cautioned the Board to take into consideration the possible consequences and repercussions should they adopt a policy and enforce it.

**8. WATER METERS:**

President Baliel stated he wants to table this topic until the Board receives a third bid for water meters. General Manager Leggette and Director Johnson confirmed that meter companies are booked out at least six months for estimates which is why only two bids are presented. Director Russell made a motion to table the approval of a water meter proposal until the Board received a third bid. Director Schopf second the motion. General Manager Leggette stated a company is coming out on August 30<sup>th</sup> to provide that estimate and hopefully that company will be able to provide a third estimate by the next Board Meeting. Not all Directors in favor:

**President Baliel – Yes**

**Director Heimericks – Yes**

**Director Schopf – Yes**

**Director Johnson – No**

**Director Russell – Yes**

President Baliel announced majority vote and Water Meter Proposals will be tabled until the September Board Meeting to allow the District time to receive its third water meter bid.

**9. EMPLOYEE COMPENSATION STUDY:**

President Baliel suggested that this topic should be tabled until the next meeting to allow Director Russell time to review and get caught up to speed. All Directors in favor.

**10. WELL REHABILITATION/WELL SECURITY:**

Diana well work is completed and testing will happen soon before it can fully operate. Pump was installed in Fletcher well, however there are additional parts needed before the well can be up and running. French well recently had a transformer removed and is getting electrical and other necessary work. The District currently has seven wells operating.

No motion needed as this topic is informational.

**11. MANAGERS REPORT:**

General Manager Leggette notified the Board the Post Office was broken into multiple times and our box was one of the many effected. General Manager Leggette stated the Post Office gave us a letter to provide customers explaining what happened and how the Post Office is taking measures to prevent this from happening in the future. General Manager Leggette noted there is no way for us to determine what was taken, but if a customer receives a late notice but confirms they mailed payment around the time our box was broken into then we will extend the due date for those customers only so they can resend payment. General Manager Leggette said the Post Office was able to arrest one suspect.

General Manager Leggette wants to implement the ability for customers to be able to pay their bill online or in office by card and for that payment to be applied to their account immediately. This is constant feedback from customers.

General Manager Leggette brought up a question from a past meeting regarding Reese well security. General Manager Leggette confirmed he reviewed the security footage as far back as the DVR would allow and there was no breach at the well site and no danger to the Public. District water is safe and clean.

Last month the District upgraded service for 42 residences and got them ready for meter install which leaves 807 residences left to do. The goal is to stay around the 42 a month range to allow seamless install of meters once meter proposal is approved by the Board.

**DIRECTORS COMMENTS & SUGGESTIONS:**

Director Heimericks noted the Board doesn't have a strategic 5-year plan for the District. Director Heimericks suggests the Board form a committee to implement plans to help the District achieve maintenance goals, compensation goals, etc.

A member of the public asked if the Board hired a secretary to take meeting minutes. General Manager Leggette said that he hired someone and they will begin coming to meetings to take notes. Director Russell stated the Board should hire their own personnel. The Attorney repeated that the Board is only allowed to hire the General Manager and Board council. The Attorney recommended the Board not hire an entity to take meeting minutes and continued to reiterate that responsibility is typically a staff function whether it is the General Manager or another staff member.

**ADJOURNMENT: 9:23PM**

**Respectfully submitted by:**

**Edmond J. Leggette**

General Manager/Secretary to the Board

Next regularly scheduled meeting will be held on Monday, September 11, 2023, at 7:00PM.  
Proposed agenda items must be received by 4:00PM on Wednesday, August 30, 2023.

\*Recording of Board Meeting audio available upon request.