

**MINUTES**

**REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
NORTH YUBA WATER DISTRICT**

**Held at the District Office  
8691 LaPorte Road, Brownsville**

**Thursday, January 26, 2017**

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**A. ROLL CALL**

President Donald Forguson called the meeting to order at 5:00 PM at the District Office in Brownsville, CA. The recording secretary called the roll.

	<i>PRESENT</i>	<i>ABSENT</i>	<i>VISITORS</i>
<i>DIRECTORS</i>	President Donald Forguson Vice President Eric Hansard (arrived at 5:07p.m.)  Director Doug Neilson  Director Terry Brown  Director Gary Hawthorne		Charles Sharpe  Jenny Cavaliere  Donna Corson  Lew Neal  Margaret Kangas
<i>GENERAL MANAGER</i>	Jeff Maupin		

**ACTION ITEMS**

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**B. CONSENT ITEMS:**

1. Approval of **Minutes for Regular Board Meeting of December 22, 2016.**
2. Approval of **Minutes for Emergency Board Meeting of January 11, 2017.**
3. Approval of **Payroll for the Month of December 2016 - \$31,955.19**
4. Approval of **Bills for the Month of December 2016 - \$228,664.80**
5. Approval of **Warrant #52-29205, fund #637, payable to North Yuba Water District, in the amount of \$100,000.00, for bills and payroll. Warrant #52-29206, fund #650, payable to North Yuba Water District, in the amount of \$100,000.00 for services and supplies.**

**Director Neilson made a motion to approve Consent items 1-5. Director Brown seconded the motion. Director Neilson, President Forguson, Director Hawthorne, and Director Brown voted in favor. The motion passed with a majority vote.**

Discussion: Director Neilson confirmed that Warrant #52-29206, fund #650 included repairs on the ditch. A member of the public wanted to know the actual cost of ditch repair which was stated as about \$44,000.00.

### **C. FINANCIAL MANAGER'S REPORT**

Financial Manager, Heidi Naether, said Consent item #4 for the Bills for the month of December 2016 was a different amount than originally reported. Instead of \$228,664.80, it should have been \$305,625.99, which were for legal and approved costs, including but not limited to water main relocation, water testing, and fire hydrant replacement. These extra costs were paid using overages, insurance reimbursement, and extra income.

She reported as of December 31, 2016, the total income to date was \$885,367.86, total expenses to date were \$1,075,437.85, leaving a net loss of \$190,069.99.

She reported as of December 31, 2016, the total cash on hand was \$2,210,240.76.

She also reported district reserve amounts as \$ 278,293.72, and Forbestown Tank reserve amounts as \$108,240.76.

The grand total in all accounts was \$2,597,369.44.

**Director Hawthorne made a motion to approve the financial manager's report as presented. Director Neilson seconded the motion. The motion passed with a unanimous vote.**

Discussion: A member of the public wanted part of the Financial Manager's Report repeated.

### **D. NORTHSTAR ENGINEERING CONTRACT FOR FORBESTOWN PIPELINE PLANNING GRANT**

Agreement for Professional Services between client and consultant.

General Manager Maupin said during the meeting with NorthStar Engineering for the emergency repairs, they provided a bid not to exceed \$5,100.00 for their services. Currently, their bill is at \$3,700.00. The only further costs would be if they were needed to re-inspect the repairs in the event of further rain damage. At this point, the repairs seem to be holding up and erosion is under control. This contract only covers the emergency repair.

**Director Neilson made a motion to approve the contract with NorthStar Designing Solutions for the Forbestown Ditch Emergency Repair. Director Hawthorne seconded the motion. The motion passed with a unanimous vote.**

Discussion: A member of the public wanted to know if the district is required to get bids for the work. The Board is not required to get bids.

**E. BUDGET WORKSHOP**

The Board will take up the discussion of a date and time for a workshop in February for the 2017-2018 Annual Budget.

The Board discussed scheduling a workshop to review and discuss the 2017/2018 Annual Budget. The workshop will be set for a Saturday morning in February. Director Brown asked for the three previous years' budgets to be provided.

**F. PUBLIC OUTREACH WORKSHOP**

The Board would like to discuss how to communicate more effectively with its customers. A date and time for the workshop will need be set.

The Board discussed scheduling a Public Outreach Workshop for the same date as the Budget Workshop.

The Board scheduled a workshop for Saturday, February 11, 2017, at 9:00 a.m., at the NYWD office, to spend three hours on the budget and one hour on public outreach. They scheduled an additional workshop for Saturday, February 18, 2017, at 9:00 a.m., at the NYWD office, to spend four hours on the budget, as needed.

Director Brown wanted to know if the public has access to the board packet. Mr. Maupin said the packet is available on the front counter of the office.

**Director Hawthorne made a motion to set the dates for the 2017/2018 Budget Workshop/Public Outreach Workshop for February 11, 2017, and February 18, 2017. Director Brown seconded the motion. The motion passed with a unanimous vote.**

**DISCUSSION/REPORTS**

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**G. GENERAL MANAGER'S REPORT**

General Manager Maupin discussed the following:

1. Customer Correspondence – A customer brought a billing problem to the district's attention. The billing software (UBpro) had not updated properly due to changes in Microsoft. District staff made the proper adjustment and the one account affected has been corrected.
2. The Operations Memorandum submitted to Mr. Maupin by staff is a report of reactive and proactive work done during the month throughout the district.
3. Submission of financial reimbursement to OES – The bills for emergency ditch repairs will be submitted to OES by tomorrow to see if they qualify for reimbursement.
4. New York House Bridge update – Mr. Maupin has reviewed the completed plans which will now go to the county for approval. Once approved by the county and a time frame has been set, they will set the

specifications for the project.

**H. DIRECTORS' INPUT**

President Forguson read the rules for Director's input.

Director Hawthorne commended General Manager Maupin, the North Yuba Water District team and the engineers for a quick solution to ditch problem. Mr. Maupin will pass the commendation on to the staff.

President Forguson was also pleased with the construction company and asked Mr. Maupin to pass on the Board's appreciation.

**I. PUBLIC INPUT**

President Forguson read the rules for public input. Members of the public commented.

Discussion: A member of the public requested a storm damage report and wanted to know what repairs will be done. Some irrigation customers want a refund. Several members of the public requested their property not be sprayed with weed killer. They wanted the weeds cleared by hand.

**BOARD RESPONSE TO PUBLIC INPUT:**

Director Hawthorne wanted to know if there was an alternative to Roundup or Garlon for people who prefer organic spray or no spray. President Forguson will research organic weed killers. General Manager Maupin said either the weeds must be sprayed or man hours budgeted to manually remove weeds. President Forguson suggested CalFire prisoner crews might be able to clear ditch. They clear trees for public agencies for no charge. Mr. Maupin will look into it.

**J. ADJOURNMENT**

There being no further business to discuss, **Vice President Hansard made a motion to adjourn. Director Neilson seconded the motion. The motion passed with a unanimous vote.** The meeting was adjourned at 5:35 p.m.

Respectfully Submitted,



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Tina M. Parker, Recording Secretary