

UVSD Regular Board Meeting October 18, 2017

1. CALL TO ORDER – by Chair Ronco at 6:00 p.m.

Roll call by General Manager Tait - Directors McNerlin, Marshall, Page, and Chair Ronco present, Director Sakowicz absent.

2. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

Don Crawford comments stating that UVSD is a paragon of transparency and looks forward to enjoying the transparency. He then goes on describe the Public Records Act. Andrea Reed came up to the podium and asks about the current budget and the General Manager's salary. Director McNerlin directed Andrea Reed to UVSD's website which contains the budgets.

Don Crawford discusses the process of disbursement vouchers and says that the District has never once entered the approval of disbursement vouchers in the minutes. He also wants to know who is paying the media.

3. CONSENT CALENDAR

Don Crawford discusses the check register and wishes to discuss it. McNerlin made a motion to remove the check register from the consent calendar in order to have discussion on this item, seconded by Marshall. Check register is now item number 4. Tait asks Crawford to clarify what document he would like to discuss. Crawford responds saying that he is interested in the transparency. It was identified that Crawford's concern was not regarding the check register, but the checks that are disbursed through the County. McNerlin withdrew her motion and Marshall gave his consent to withdraw the motion. Chair Ronco explained that the consent calendar will be voted on and then the board will return to public expression for Mr. Crawford for matters that are not on the agenda. Motion to approve the consent calendar by McNerlin and seconded by Marshall, all in favor.

4. APPROVAL OF BOARD MEETING MINUTES

Marshall made comments regarding Lee Howard's public records request and whether or not he received the documents. Tait addressed Marshall's question and Howard did receive the documents. Marshall also asked if the Board was still looking for a CPA and Tait said yes. One correction will be made to the meeting minutes regarding something McNerlin said in the October 11, 2017 special meeting. Motion to approve the meeting minutes by Marshall, seconded by McNerlin, all in favor.

5. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED DISTRICT VEHICLE USE POLICY

Tait describes vehicle use policy and the reason why this item was brought to the Board is because there is not an existent vehicle use policy. McNerlin states that the CA minimum (insurance) is not enough. Doug Losak describes what the insurance policy would be that the District would seek/obtain. Don Crawford asked some questions regarding District vs. individual driver liability. Chair Ronco states that this policy is a general practice. Marshall explains that this is another one of the items that Tait has brought forward as part of the "house cleaning". Motion to adopt the policy by Page and seconded by Marshall, all in favor.

6. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED CREDIT CARD POLICY

General Manager Tait describes the policy and states that this is a standard policy he has used. Doug Losak and Chair Ronco confirmed that the District has never had a credit card. Tait has been acting as the District bank and I reimbursed every week. Don Crawford commented that credit card usage can be risky and he requests that what is charged be disclosed to the ratepayers. Tait said that the credit card expenses would become a part of the check register. McNerlin moved to approve the credit card policy, seconded by Marshall, all in favor.

7. DISCUSSION AND POSSIBLE ACTION REGARDING DISIGNATION OF GENERAL MANAGER AND DISTRICT CHAIR SIGNATURE AUTHORITY TO WITHDRAW FUND ON DEPOSITION IN DISTRICT'S BANK ACCOUNTS WITH BANK OF AMERICA AND SAVINGS BANK OF MENDOCINO COUNTY.

Tait discussed the closure of Bank of America and the opening of a new account at Savings Bank of Mendocino County. Marshall states that Savings Bank will give us more advantages and it was a good decision to change. Tait discusses the advantages of Savings Bank (investing, etc.) and other opportunities with Savings Bank. Don Crawford asks about check writing policies regarding signature authority. Tait addressed Crawford's question regarding the process of signing checks. Doug Losak clarifies that the resolution was required by the banks in order to get signing authority. Andrea Reed recommends the Board to have two signers for all checks and asked where the check register is available and asked questions regarding the District's current administrative budget. Losak clarifies that the resolution is in regards to who has authority to sign checks and has nothing to do with the amount of required signatures for checks. Losak then read the Resolution into record. Motion to approve by Marshall, seconded by Page, all in favor.

8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

Tait discusses working with HydroScience and projects that involve them, billing corrections with the City, comments Chelsea on her performance dealing with billing issues with customers, and discusses 1550 South State Street and their proposed development. He also reports that we have not received any specific letters.

9. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL

EXISTING LITIGATION (Paragraph (1) of Subdivision (d) of Section 54956.9) Ukiah Valley Sanitation District vs. City of Ukiah and Does 1 through 100 inclusive Sonoma County Superior Court Case No. SCV 256737.

Report out at 7:08 p.m. with nothing to report.

11. ADJOURNMENT

Meeting was adjourned at 7:08 p.m.