

WALLACE COMMUNITY SERVICES DISTRICT

P.O. BOX 398
Wallace, CA 95254

MINUTES

Special Meeting of the Board of Directors

March 22, 2006

Meeting Place:

Mark Fusselman's Barn, 9500 Wallace Lake Drive, Wallace, Ca 95254

1. ROLL CALL.

Vice President, Charles Cantoni called the meeting to order at 7:00PM. Directors present were Charles Cantoni, Mark Fusselman, Cathryn Jackson, and William Pugh. Also present were Facilities Manager Gary DeJesus and volunteer note taker Jackie Neill.

2. PUBLIC COMMENT.

The public was invited to speak to the Board on any item not on the agenda.

3. GOVERNANCE GUIDELINES, CHANGES TO.

Several additions to the Governance Guidelines were presented to the Directors. (See Exhibit 1) The formation and membership of District Board Committees was discussed and amended to include; "Board must approve expenditures, Committee Members must be residents within Wallace Community Services District. Chairpersons of Committees will be elected and serve a one year term." (An exception was made for the Finance Committee. Finance Committee Chairperson will be appointed by the District President). Cathryn Jackson is Finance Committee Chairperson. Approval was also given for the proposal to make future changes to the Governance Guidelines by Majority vote of the Board. A motion was made to accept the changes as amended. MSP (4-0) Gary DeJesus suggested that changes with dates be noted on the individual amended pages of the Governance Guidelines. The Directors agreed that a tracking system was needed..

4. APPLICATION FOR SERVICES, LOT 24.

Mr. Ahmad Al-Ruosan provided a signed Application for Will-Serve Letter. There was an error made, because the form letter was not clear and Mr. Al-Ruosan checked some boxes meant to be completed by District Staff. The Form letter will be revised to make clear which portions should be completed by the Developer. The Directors discussed the amount of Reimbursement Deposit needed. Upon motion made and seconded a \$5000.00 Reimbursement Deposit will be required. Mr. Al-Ruosan will be given the revised Application for Will-Serve Letter. MSP

(4-0)

5. EMERGENCY CONTACTS.

Gary DeJesus requested two additional contact persons for the Water Quality Emergency Notification Plan. Gary Explained DHS required three contacts. Gary DeJesus is the first contact person and William Pugh and Cathryn Jackson will be the additional contacts. Mr. Pugh suggested an updated version of the telephone notification system be started and reminded everyone of his community E-mail list. Gary said telephone, mail, and door to door notification could be needed in an emergency.

Gary also reminded the Board that he needs new copies of the Drawings of the Subdivision and he has not received a response to his request from Roark Weber. Mr. Cantoni said he would make a second request.

6. BOARD VACANCY.

Lowell (Scotty) Reiswig's resignation letter was read and accepted by the Board. Notice of the Vacancy will be posted immediately and the Board will attempt to fill the vacancy at the May Regular Meeting. Vice President Charles Cantoni will assume the duties of Interim President until Board Elections are held.

7. CLOSED SESSION / HUMAN RESOURCES.

Gary DeJesus was named the Interim General Manager and will retain his Facilities Manager title. A letter of agreement will be drafted for his signature. MSP (4-0)

The position of Administrative Assistant, which had been posted for approximately 50 days, received only one applicant. The Board interviewed Jackie Neill for the job. Upon motion made and seconded, the Board agreed to make an offer to Ms Neill to fill that position effective March 13, 2006, and that she will report to the General Manager.. MSP (4-0) An offer letter will be sent to Ms Neill. This position is for a maximum of 50 hours per month and is a temporary position until the District can fund an office and more staff. MSP (3-0) Cathryn Jackson abstained.

Gary DeJesus suggested the insurance policy should be reviewed to ascertain coverage for additional District employees.

The closed session ended and the results were reported to the public.

8. DIRECTOR'S COMMENTS.

Bill Pugh reported that resident Scott Wilson was assisting him with the night-time static problem at the gate. Bill will investigate purchasing parts and hiring Scott Wilson to fix the gate problem.

Cathryn Jackson said the Board is going to need a General Financial Plan, and a study of connection fees which will require information from the General Manager as well as from the District's Engineer. There is also a need for Capital Improvement Plan. Audience member, Al Plessel volunteered for the Finance Committee and was given an application form to complete.

Chuck Cantoni wants to get public input on budget questions at the April meeting and would like to have a preliminary budget available for board discussion at the meeting in May with the final budget ready for Board vote in June.

The Board needs to determine exactly how many EDU's are available. Bill Pugh pointed out that Gary DeJesus previously presented an actual five year study with real data about present sewer usage. Gary said there is still a need to get an engineer to study the issue and then the board must decide based on all available data. Gary further stated that it was unrealistic to assume that a plant built in 1990 can be run at 100% capacity and that the District needs to develop a Master Plan to make these and other decisions easier in the future. The Districts Engineer will be asked to research capacity.

9. ADJOURNMENT TO THE SPECIAL MEETING APRIL 13, 2006

The business meeting was adjourned at 9:50 PM. with a study session to follow

Respectfully submitted,
FINAL MINUTES

Jackie Neill, Administrative Assistant

Charles Cantoni, Interim President, WCSD

