

WALLACE COMMUNITY SERVICES DISTRICT

P.O. Box 398, Wallace, CA 95254 209 763-2882

SPECIAL MEETING, Board of Directors

Minutes

Thursday, August 6, 2009

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

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 7:06 PM by Board President Mark Fussleman. Present were directors Mark Fussleman, Charles Cantoni, Richard Guantone, William Pugh, and David Reyner. Also present was General Manager and Secretary/Treasurer David Edwards.

1. PROPOSED POLICY 2360, JOB DESCRIPTION, ADMINISTRATIVE ASSISTANT

President Fussleman opened the discussion on the job description for the Administrative Assistant and asked if anyone had any changes or deletions to the policy. Mr. Reyner asked if this was a policy we've always had in place. Mr. Cantoni said that the template for this job is from the CSDA policy manual and that it has been tailored specifically to our needs. Cathryn Jackson and Mr. Howen expressed the opinion that they thought it would be more cost effective to hire one person to do the accounting and the administrative duties. Mr. Cantoni said he had no problem hiring one qualified person to do both jobs, but the actual job descriptions should be kept separate. Mr. Howen pointed out that the job description for Administrative Assistant did not have the at will employment clause. The board agreed to add the at will clause and approved the job description, as corrected.

Motion: R. Guantone

Second: B. Pugh

Passed: 5-0-0-0

2. JOB SPECIFICATIONS

President Fussleman opened the discussion on job specifications for the General Manager, Facilities/Operations Manager, and the Administrative Assistant positions. He asked if anyone had any changes or deletions. The board started the discussion with the specifications for the General Manager position. After discussion, including public comment, the board agreed upon changes made and approved the specification.

Motion: C. Cantoni

Second: B. Pugh

Passed: 5-0-0-0

Next topic of discussion was the Facilities /Operation Manager position. Mr. Cantoni asked David Edwards if the certifications needed were correct. Mr. Edwards affirmed they were. After much discussion between the board members and comments from the public, the agreed upon changes were made. The board approved the job specification for the Facilities/Operation Manager.

Motion: C. Cantoni

Second: B. Pugh

Passed: 5-0-0-0

President Fussleman opened the discussion on job specifications for the Administrative Assistant. After reviewing the specifications the board approved it with no modifications.

Motion: C.Cantoni

Second: B. Pugh

Passed: 5-0-0-0

The board next discussed the bid instructions for the contractors and the time frames involved for them to present their bids. A meeting was set for Monday August 17th for the contractors proposals to be presented, with the hopes of making a final decision at the meeting on Aug. 20th. Bidders will be asked to have their proposals in by August 12, 2009. Mr. Cantoni said he spoke to CCWD and they or possibly Chris Ehlers or Luis Chin would be willing to provide Operator personnel on an interim basis, if the positions had not been filled prior to David Edwards leaving.

3. ADDITIONAL VFD EQUIPMENT FOR WCSD WELLS

President Fussleman opened the discussion on the possible need to upgrade well #2 to include a Variable Frequency Drive (VFD) capability and the need to install flow meters at well #2 and well #3 as required by the State, and as included in the FY 2010 Capital Improvements Plan. GM Edwards and Director Cantoni presented the scope of the project, with an expected cost of \$18,000. David Edwards stated that implementing this plan would allow us to get the most out of both wells and also extend their longevity. He also stated that the treatment modality would be much simpler. Mr. Cantoni asked if by doing this would it decrease the amount of sand produced in the wells. Mr. Edwards felt that it absolutely would help minimize this problem, by lowering the velocity of the water you decrease the amount of sand the water is picking up. After a lengthy discussion in regards to the cost and benefits of the proposed project the board voted to approve the project.

Motion: R. Guantone

Second: B. Pugh

Passed: 5-0-0-0

4. ADMINISTRATIVE MATTER – CHECK APPROVALS.

The board approved the payment of check #4301 in the amount of \$12,620.00.

Motion: C. Cantoni

Second: R. Guantone

Passed: 5-0-0-0

5. ADJOURNMENT TO REGULAR MEETING OF AUGUST 20, 2009

Upon motion duly made and seconded, the Board voted to adjourn the meeting.

Respectfully Submitted,

Tammy Jones, Admin. Assistant

Mark Fussleman, President