

MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
DIABLO WATER DISTRICT
HELD ON MAY 23, 2018

The regular meeting of the Board of Directors of Diablo Water District was called to order by President Edward Garcia, at the District's office, 87 Carol Lane, Oakley, California at 7:30 p.m. on May 23, 2018.

ROLL CALL

Directors Present:	Garcia, Crockett, Hobbs, Cinquini, and de Fremery
Directors Absent:	None
Staff Present:	Mike Yeraka, General Manager
General Counsel:	Jeffrey Polisner
Consultant:	Bill Brick, CDM Smith
Others Present:	Claire Alaura, City of Oakley Councilmember; and Doug Scheer, Ironhouse Sanitary District Director

PLEDGE OF ALLEGIANCE

President Garcia asked Bill Brick to lead the Pledge of Allegiance, which he did.

PUBLIC INPUT

There were no comments from members of the public.

APPROVAL OF MINUTES OF THE REGULAR MEETING OF APRIL 25, 2018.

It was moved by Director Hobbs, seconded by Director de Fremery, and unanimously carried to approve the minutes of the regular meeting of April 25, 2018.

REVIEW OF FISCAL YEAR 2018 – 2019 BUDGET; APPROVAL OF EMPLOYEE SALARIES; AND COST OF LIVING ADJUSTMENT

Mr. Yeraka reviewed the Fiscal Year 2018 – 2019 Budget along with his recommendation for a 3.5 percent cost of living adjustment for all employees. Mr. Yeraka also recommended a 5 percent salary increase for Accounting Operations Manager, Jennifer McCoy, in addition to an increase to her salary range by 5 percent. Mr. Yeraka also recommended a 1.4 percent increase to the salary range of the Customer Service Clerk III; a 3.8 percent increase to the salary range of the Customer Service Clerk II; a 1 percent increase to the salary range of the Customer Service Clerk I; a 3.8 percent increase to the salary range of the Administrative Analyst; a 1 percent increase to the

salary range of the Manager of Maintenance and Construction; a 1 percent increase to the salary range of the Manager of Water Operations; and a 2 percent increase to the salary range of the Senior Water System Operator.

Director de Fremery indicated that he was prepared to recommend that the Board approve the budget in the form presented including the General Manager's recommendation on salaries and salary ranges including a 3.5 percent cost of living adjustment for all employees including the General Manager and the District's General Counsel.

After discussion, it was moved by Director de Fremery, seconded by Director Cinquini, and unanimously carried to approve the increase in the employee's salary ranges as recommended by the General Manager in addition to a 5 percent increase in the salary of the Accounting Operations Manager all effective July 1, 2018.

After discussion, it was moved by Director Hobbs, seconded by Director de Fremery, and unanimously carried to approve a 3.5 percent salary cost of living adjustment effective July 1, 2018, for all District employees including the General Manager and the District's General Counsel, Jeffrey Polisner.

APPROVAL OF FISCAL YEAR 2018 – 2019 BUDGET

After discussion, it was moved by Director Cinquini, and seconded by Director Crockett, and unanimously carried to approve the Fiscal Year 2018 – 2019 Budget in form presented.

RESOLUTION 2018 – 4 UPDATING THE DISTRICT'S RECORDS RETENTION POLICY

After discussion, it was moved by Director Hobbs, seconded by Director Cinquini, and unanimously carried to adopt Resolution 2018 – 4 entitled, "A Resolution of the Board of Directors of Diablo Water District Adopting Regulation No. 125 – Records Management Program".

AUTHORIZATION TO SET PUBLIC HEARING DATE FOR A PROPOSED INCREASE IN WATER CHARGES FOR COUNTY WELL SYSTEM M-27

After discussion, it was moved by Director Crockett, seconded by Director de Fremery, and unanimously carried to set July 25, 2018, as the public hearing date to consider an increase to the water charges for County Well System M-27 by 5 percent.

CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD

After discussion, it was moved by Director Crockett, seconded by Director de Fremery, and unanimously carried to support Susan Morgan of Ironhouse Sanitary District as the Special District representative to the Countywide Redevelopment Agency Oversight Board.

DISCUSSION ITEMS AND REPORTS

Mr. Yeraka reported on the following items:

1. The East County Water Management Association Meeting of May 17, 2018
2. Letter dated May 1, 2018, from the Contra Costa County Clerk-Recorder-Elections Department indicating that the official filing period begins July 16, 2018, and ends August 10, 2018.
3. Letter dated April 26, 2018, from Mann, Urrutia, Nelson, CPAs and Associates, LLP to the Board of Directors indicating their responsibilities regarding auditing the District's financial statements for the year end June 30, 2018.

ENGINEER

Mr. Brick updated the Board regarding the status of the Delta Coves Project.

NEXT MEETINGS OF THE BOARD OF DIRECTORS

The next meetings of the Board of Directors were set for Wednesday, June 20, 2018, and Wednesday, July 25, 2018.

APPROVAL OF WARRANT REGISTER NUMBERS 2018 – 5 and 2018 – 5A

It was moved by Director Hobbs, seconded by Director de Fremery, and unanimously carried to approve Warrant Register Numbers 2018 – 5 and 2018 – 5A and that warrants numbered 48049 through 48176 be issued as thereon indicated.

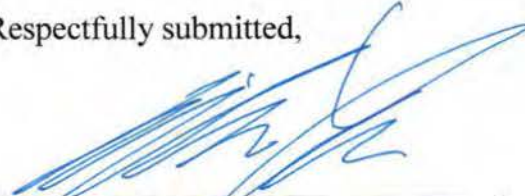
MONTHLY FINANCIAL REPORT

The Monthly Financial Report for the period of April 1, 2018, to April 30, 2018, was issued to each Director along with the April 2018, banking activity as well as a chart depicting Facilities Reserves and General Operating Fund balances for the previous 13 months.

ADJOURNMENT

It was moved by Director Crockett, seconded by Director Cinquini, and unanimously carried to adjourn the meeting at 8:45 p.m.

Respectfully submitted,



Mike Yeraka, Secretary