

# OAKWOOD LAKE WATER DISTRICT

## REGULAR MEETING MINUTES OF DECEMBER 22, 2020

### HELD REMOTELY VIA ZOOM<sup>1</sup>

A Regular Meeting of the Oakwood Lake Water District was held remotely, via Zoom, on Tuesday, December 22, 2020 at 7:00 p.m.

1. CALL TO ORDER; ROLL CALL. The meeting was brought to order at 7:00 p.m. by President Gene Oliver. Secretary Knight took roll and the following Directors and staff were remotely present:

Gene Oliver, President  
Steve Marino, Vice President  
Tim Smith, Director  
Nelson Bahler, Director  
Jean Knight, District Secretary  
Doug Coty, Legal Counsel  
Bert Michalczyk, District Engineer

Others Present Were:

Casey Wichert, Valley Operators  
Lynne Wichert, Valley Operators

Absent Was:

Glen Campi, Director

### 2. PUBLIC COMMENT

- a. Audience members may address the Board on any item pertaining to Oakwood Lake Water District's jurisdiction not appearing on the agenda. Please limit each presentation to five minutes. No public present.
- b. Written correspondence received via District email. No e-mails received.

### 3. CONSENT ITEMS:

*The following items can be acted on in one consolidated motion as recommended or may be removed from Consent and separately considered at the request of any Director.*

- a. Approve Minutes for Regular Meeting of November 24, 2020
- b. Accept Financial Reports for November 2020
- c. Receive Capital Projects Status Report for November 2020
- d. Receive Fiscal Year Goals Status Report for November 2020

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<sup>1</sup> Pursuant to Governor Newson's Executive Order N-29-20, N-33-20 and subsequent orders, Directors will participate in this meeting remotely. No physical meeting location will be provided in order to comply with Shelter in Place Order and closure of the Oakwood Shores Association Clubhouse.

- e. Infrastructure Finance and Construction Agreement Status Report for November 2020
- f. Time Schedule Order Status Report for November 2020

After discussion,

It was moved/seconded (T.Smith; N. Bahler), roll call<sup>2</sup> by Secretary Knight was responded to as follows: Gene Oliver; Aye; Steve Marino; Aye, Nelson Bahler: Aye, Tim Smith, Aye, and unanimously carried by the Board of Directors of the Oakwood Lake Water District that a. the Minutes November 24, 2020 were approved; b. The Financial Reports for November 2020 were accepted; c. The Capital Projects Status Report for November 2020 was received; d. The Fiscal Year Goals Status Report for October 2020 was received; e. The Infrastructure Finance and Construction Agreement Status Report for November was accepted; and f. The Time Schedule Order Status Report for October 2020 was accepted.

4. ACTION/ ITEMS - None

5. STAFF REPORTS

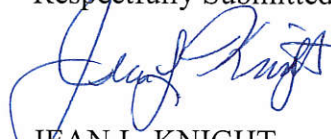
- a. Director Reports – No reports
- b. Staff Reports – Bert Michalczyk gave a report on the status of various project within the District. Attached to these minutes (Attachment 1) is a written summary of this report. Attorney Coty did not give a report but wanted to wish everyone a Merry Christmas.
- c. Committee Report (Ad-Hoc Chiavari Landscape Replacement Water Committee). A report on the status of the Ad-Hoc Chiavari Landscape Replacement Committee is included within Attachment 1 to this document.

6. CLOSED SESSION – None scheduled

7. ADJOURN - The meeting was adjourned at 7:43 p.m.

The Agenda for this meeting was posted in a sign board in front of the Oakwood Shores Clubhouse, 1699 Bella Lago Way, Manteca, CA at least 72 hours preceding the meeting.

Respectfully Submitted,



JEAN L. KNIGHT  
District Secretary

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<sup>2</sup> All actions taken at this meeting will require a roll call vote. The Secretary will perform all roll calls.

ATTACHMENT 1  
(to the December 22, 2020 Oakwood Lake Water District Minutes  
Prepared by Engineer Bert Michalczyk)

5b - Staff Reports - The District Engineer reported the following related to the various consent calendar items for efforts that have occurred in December since the November 30, 2020 date of the reports:

- Financial Report - The District Engineer noted that the balance sheet and profit and loss statements show new accounts related to the receipt of settlement proceeds. The proceeds have been deposited into a new bank account (and recorded with a new asset account) to prevent them from being commingled with other District funds. Upon the advice of the District's auditor, these funds have not yet been "classified" as to water vs. wastewater; that policy decision must be made before the end of the fiscal year. The District Engineer stated that he is waiting for more progress to be made on the Water Reservoir Facility Plan and Pre-Design project and on the Wastewater Collection System Master Plan project. Once that information is in hand a more informed discussion can take place as to how to classify the settlement proceeds. Director Bahler asked if as a first step the funds could be restricted to use for capital expenditures. After discussion, it was agreed that doing so would require Board action and that this would be agendaized for the January 2021 Board meeting.
  
- Capital Project Status Report - The District Engineer reported on the following efforts that have occurred in December:
  - Sludge removal from one of the ponds at the wastewater treatment plant took place from December 17 through 21 and is complete (Project 9000.20)
  - The Lake Intertie Inspection has been completed. No defects were visually observed via the remote operated vehicle that was used but we are awaiting the engineer's report; there was moderate sediment buildup in the pipe and while the dive company was on site, they were authorized to remove it. The District Engineer opined that inspection / sediment removal should be scheduled for every five (5) years. (Project 9000.31)
  - The District Engineer reported that construction was started on the Manteca Option Facilities project but then had to be immediately shut down because the contractor did not provide the specified levels of insurance and provided bonds of the wrong form. The District Engineer is working with Bold Polisner to help remedy the bonds and the insurance. The Board discussed insurance options that might be possible as well as possible remedies available to the District for those and other Lafferty deficiencies. A Special Board meeting may be required in early January, 2021 related to these matters. The District Engineer reported that he has not filed the deed restrictions for three lots because it has always seemed that resolution of the issues was three days away. No additional will serve letters have been released. (Project 9000.40 and 9000.42)
  - The Castellina Water Main replacement is complete, and a Notice of Completion has been filed with San Joaquin County. A large progress payment will be

processed in December and the Board will be asked to consider an approximate \$35,000 change order at its next meeting related to the failed existing line that occurred during the project. (Project 9000.48)

- A radio path survey has been completed to identify where there exist obstructions that prevent reliable communication between District facilities. The communication between Pond 2 and the WWTP was found to be very marginal because of tree growth in the Mobile Home Park. To remedy this, the antenna at Pond 2 will be raised approximately 20 feet. A proposal to accomplish this work for approximately \$5,700 has been received; the work will be scheduled for the January / February timeframe (Project 9000.49)
- Twelve catch basins have been replaced. The work is not 100% complete - debris cleanup, fixing a few "rocking" grates and proper installation of the "drain to lake" markers remain to be completed. The installation of the gratings had to be field adjusted to match the underground vault that the drainage drops into with the result being that the flow line of the catch basins had to be set so that they protrude about 3-4 inches into the concrete gutter. The Board discussed future work and directed that the capital project budget should target approximately 12 catch basins per year for rebuilding pending the District's financial ability to do so and targeting the worst remaining basins each year. (Project 9000.55)
- Operations
  - The landscaping around the water treatment plant and well 4 has been pruned back as budgeted in the operations budget
  - The District Engineer along with Casey Wichert reported on the recent failure of a programmable logic controller at the WTP over the past weekend. The impact of the failure of this unit is that water operations are being done manually for the foreseeable future. The actual problem has been traced to a faulty printed circuit card. It is unknown how long it will take to replace the card or the cost. In addition, water operations staffing will increase until the card is replaced.

5c - Committee Report - The District Engineer reported that the Committee met in advance of the Board meeting. At the meeting he briefed the Committee on his attendance at the HOA meeting on December 2, 2020. At that meeting he explained why the landscaping would no longer be irrigated, that the District was willing to reasonably partner with the HOA and that in the absence of any willingness to do so by the HOA the irrigation would be shut off sometime this summer. He will be meeting with the HOA at their January 2021 meeting to ascertain if they have any interest in partnering with the District. He reported that the Committee felt that the HOA needs to be the driver for any continued use of the site. The Committee asked that an item be placed on the January, 2021 Board meeting to authorize (a) sending a letter to the HOA notifying them that irrigation for the landscaping would be terminated shortly after flows commence to Manteca and (2) providing notice to all residents of the same once a good completion date of the Manteca facilities is determined