

Warren Shannon, President
Douglas Colucci, Vice President
Michael Clemons, Director
Craig Hawbaker, Director
Daryl Payne, Director

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WOODBIDGE SANITARY DISTRICT

AGENDA

REGULAR MEETING OF THE BOARD OF DIRECTORS
TO BE HELD AT THE WOODBRIDGE FIRE STATION
400 E. AUGUSTA STREET, WOODBRIDGE, CA 95258

OCTOBER 11, 2023 @ 5:30 PM

CALL TO ORDER:

ROLL CALL:

President: Warren Shannon
Vice-President: Douglas Colucci
Directors: Michael Clemons, Craig Hawbaker, Daryl Payne

Flag Salute

I. PUBLIC COMMENT: Members of the audience may address the Board of Directors on any item not on the agenda that is within the District's subject matter jurisdiction, or that has been described in the notice for the meeting before consideration of that item.

II. INFORMATION, DISCUSSION & POSSIBLE ACTION :

1. Consent Calendar:

- a. **GM Report**
- b. **Minutes:** Approval of Minutes for 09/13/2023
- c. **Warrants:** Approval of Regular and US Bank Warrants

2. Old Business:

- a. **Salaries and Benefits:**
 1. Personnel Manual: Discuss and review current employee benefits.
 2. Board discussion and consider formally approving proposed changes to employee salaries and benefits.
- b. **Annual Audit**
 1. Discuss and consider approval of the draft 6/30/22 audit report with consideration given to the auditor's letter to management/board.
- c. **District Budget:** Discuss and review the District's 2024-25 Budget.
 1. Discuss and consider updating operating expenses.
 2. Discuss and consider formally updating the Short-lived Asset amount.
 3. Discuss and consider formally approving the Operating Reserve and Capital Reserve when completing a budget.

3. New Business:

- a. **Discharge Permit Update**: Review and consider approving the Notice of Intent to comply with the updated Nitrate Control Program requirements per the Central Valley Water Board.
- b. **Waste Collection Services**: Discuss and review the District's role regarding the exclusivity aspects of the contract with Cal Waste.
- c. **Salary Increase**: Discuss and consider salary increase for General Manager & Office Manager/Board Secretary.
- d. **District Staffing**: Discuss and consider approving the position to hire a part-time wastewater maintenance worker.

PUBLIC COMMENTS:

LEGAL COUNSEL COMMENTS:

DIRECTOR COMMENTS:

ADJOURNMENT:

Materials related to items on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District Office at 19720 Benedict Drive, Woodbridge, CA during normal business hours. Regular meetings of the Board of Directors of the Woodbridge Sanitary District are held the second Wednesday of every month at 5:30 PM at the Woodbridge Fire Station, 400 E. Augusta St. "This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. & 12132) and the Ralph M. Brown Act (CA Government code & 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact Lily Mora @ (209) 368-0900 during regular business hours, at least twenty-four hours prior to the time of the meeting." **POSTED DATE 10-06-2023**