

**BAY AREA WATER SUPPLY AND CONSERVATION AGENCY
BOARD OF DIRECTORS MEETING**

Foster City Community Center, 1000 E. Hillsdale Blvd., Foster City, CA
(Directions on Page 2)

November 20, 2003 – 7:00 p.m.

AGENDA

1. Call to Order/Roll Call/Salute to Flag (Ruskin)

2. Public Comments (Ruskin)

Members of the public may address the Board on any issues not listed on the agenda that are within the purview of the Agency. Comments on matters that are listed on the agenda may be made at the time the Board is considering each item. Each speaker is allowed a maximum of three (3) minutes.

3. Reports

A. Start-Up Advisory Committee (Parle)

B. Acting CEO's Report (Jensen)

1. Status of Actions Approved at Last Meeting
2. Update on BARWRP MOU
3. Progress Report on BAWSCA's Results for December 31, 2003
4. SFPUC: Recent Appointments to Commission
5. Update on Activation of the Regional Financing Authority
6. Policy Calendar (*Attachment*)

4. Consent Calendar

A. Approve Minutes of the October 3 and October 16, 2003 Meetings (*Attachment*) (Ruskin/Jensen)

B. Approve Amendments to Personnel Handbook (*Attachment*)
Start Up Advisory Committee(Committee) recommends Board Approval

C. Authorize Acting CEO to Execute Payroll Services Contract (*Attachment*)
Committee recommends Board Approval

5. Action Calendar

A. Water Supply Management – Endorse FY 2003-04 Activities (*Attachment*) (Jensen)
Committee recommends Board Endorsement of Water Supply Management Activities

- B. Approve Personnel Benefits Program (*Attachment*) (Jensen)
Committee recommends Board Approval
- Recommended Action:
- That the Board:
1. Authorize the Acting General Manager/CEO to execute documents and agreements to necessary to implement:
 - a. Group dental benefits with Delta Dental through ACWA
 - b. Group visions care with VSP through ACWA
 - c. An employee Assistance Program with Well-Point/Blue Cross through ACWA
 - d. Life Accidental Death Insurance with Standard Insurance through ACWA
 - e. Disability Insurance with Standard Insurance through ACWA
 2. By roll call vote, approve the attached resolution adopting the CalPERS medical plan. (*Separate Resolutions Packet*)
 3. By roll call vote, approve the attached Resolution of Intent and Employer Adoption Agreement for participation in the CalPERS 457 Deferred Compensation Plan. (*Resolutions Packet*)
 4. By roll call vote, approve the attached resolution JPA agreement to participate in the Special District Risk Management Authority (SDRMA) joint powers authority for Workers Compensation Insurance, through California Special District Association (CSDA). (*Resolutions Packet*)
- C. Approve Staff Salary Schedules for the Four Positions Approved on October 16, 2003 (*Attachment*) (Jensen)
Committee recommends Board Approval
- D. Approve Addition of Two Positions (Water Resources Planner and Executive Assistant) to the Approved Staff Complement (*Attachment*) (Jensen)
Committee recommends Board Approval
- E. Approve Salary Schedule for the Water Resources Planner Position and Authorize the Acting CEO to extend an offer of employment to fill the position (*Attachment*) (Jensen)
6. **Closed Session** (Ruskin)
- A. Public Employee Appointment (Gov. Code Section 54957). The Board will consider, and may act on, the appointment of Arthur Jensen as General Manager/CEO, together with an employment agreement for that position. (*Separate Closed Session Packet*)
Committee recommends Board Approval

7. **Report of Action Taken in Closed Session** (Ruskin)
- A. The Chair will report on action taken during the closed session, as well as on the vote or abstention of all directors present. Alternatively, the Board may reconvene in open session to take action on the matters described in Agenda Item 6
8. **Directors' Discussion: Comments, Questions and Agenda Requests**
9. **Date, Time and Location of Next Meeting** (Ruskin)
(See attached schedule of meetings)
10. **Adjournment**

*Upon request, the Bay Area Water Supply and Conservation Agency will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and the preferred alternative format or auxiliary aid or service at least two (2) days before the meeting. Requests should be sent to: **Carolynne Born** by mail at **Bay Area Water Users Association, 155 Bovet Road, Suite 302, San Mateo, CA 94402** or by e-mail at cborn@bawua.org.*

Directions to Foster City Library/Community Bldg.

1000 E. Hillsdale Blvd., Foster City

The Library/Community Bldg. is on the SE corner of Hillsdale and Shell Blvd.

From Hwy. 101 North, take the Hillsdale Ave. exit East. Turn Right into the parking lot just after the intersection with Shell Blvd. The Community Bldg. entrance is separate from the Library entrance and is marked by signage. The Wind Room will be at the top of the stairs on the right, across from the reception station (there is also an elevator).

From Hwy. 101 South, take 92 East, exiting at Foster City Blvd., preparing to turn Right (West) onto Metro Centre Blvd. at the traffic signal. Get in left-hand lane on Metro Centre to make a Left turn onto Shell Blvd. at next traffic signal (Costco will be on right). Proceed South on Shell Blvd. to Hillsdale, turning East onto Hillsdale and then South into parking lot for Library/Community Bldg. See underlined sentence in first paragraph above for remainder of directions. (Alternatively, take Hillsdale Ave., Eastbound, following same directions as from Hwy. 101 North. Taking 92, etc., eliminates what is usually a bottleneck on 101 southbound around Ralston)

From the East Bay, take Hwy. 92 West, exiting at Foster City Blvd., and going South on Foster City Blvd. to Hillsdale. Turn Right (West) onto Hillsdale and proceed to Shell Blvd., making a U-turn to be able to pull into parking lot on SE corner of Hillsdale and Shell. See underlined sentence of first paragraph above for remainder of directions.