

**REDWOOD VALLEY COUNTY WATER DISTRICT**

2370 Webb Ranch Road  
P. O. Box 399  
Redwood Valley CA 95470  
(707) 485-0679

**MINUTES**

Special Meeting  
Board of Directors  
Tuesday, August 26, 2008

Directors Present: Donald E. Butow, Hal Voege, John W. Groth  
Directors Absent: Jeanette Hallman, Granville Pool  
Staff Present: General Manager Bill Koehler  
Office Manager/Board Secretary Linda Groth  
Members of the Public: None

CALLED TO ORDER: 5:33 P.M. by President, Board of Directors, Donald E. Butow

1. ROLL CALL.

Hal Voege, Director  
John W. Groth, Director  
Donald E. Butow, Director

2. HEARING OF COMMENTS OR QUESTIONS FROM THE ATTENDING PUBLIC.

No public in attendance.

3. APPROVE CONTRACT FOR FEMA PW1177, REPAIR TO TRANSMISSION MAIN.

General Manager Koehler reported that at least seven (7) packets were distributed, however only one (1) bid packet was submitted before the bid opening at 2:00 p.m. today, August 26, 2008. He further stated that a second company phoned the office at 2:08 p.m. to say their courier was attempting to deliver a bid packet, however the courier was lost and cannot locate the water district office. General Manager Koehler informed the Board of Directors that the courier did arrive at 2:15 p.m., however according to the rules of engagement, any bid that arrives after the posted time of bid opening, cannot be included. This was confirmed with the design engineer and the FEMA consultant.

The Directors and General Manager discussed the possibility of accepting the single bid that was received or else reopen the bid process with the bid to be structured in two parts, a) pour concrete before winter and b) set pipe in late spring.

**MOTION: Upon the General Manager's recommendation, the Board President is approved to sign the contract.**

Groth/Voege Discussion CARRIED  
Ayes: Groth, Voege, Butow  
Noes: None  
Absent: Hallman, Pool  
Abstain: None

4. APPROVE PAYMENT PROCESS WITH CERTAIN SERVICE PROVIDERS.

Director Groth suggested the District take advantage of the option to facilitate the on-line bill paying procedures offered through the bank with which the District does business. Discussion followed, acknowledging the advantages such as vendor discount terms of 2%/10, for example, and also saving gasoline to drive to individual Directors homes for signatures, plus the obvious time-saving and paper-saving features.

**MOTION: Staff discretion to begin the automatic on-line payment of routine bills.**

Voege/Groth Discussion CARRIED  
Ayes: Voege, Groth, Butow  
Noes: None  
Absent: Hallman, Pool  
Abstain: None

The Meeting ended at 5:50 p.m.

The next Regular Meeting is scheduled for 7:00 p.m. on Thursday, September 19, 2008 at the Water District Office, 2370 Webb Ranch Road, Redwood Valley, California.

APPROVED: \_\_\_\_\_ Board of Directors \_\_\_\_\_

DATE: \_\_\_\_\_ September 18, 2008 \_\_\_\_\_

SIGNED: \_\_\_\_\_ Linda Groth \_\_\_\_\_  
Secretary, Board of Directors