

Tres Pinos Water District

Regular Meeting Minutes

REGULAR MTG. DATE & TIME

Tuesday November 21, 2023 @ 5:30 p.m.

LOCATION

District Office
6850 Airline Hwy

PUBLIC COMMENTS DURING PUBLIC COMMENT PERIODS AND PUBLIC HEARINGS

During Public Comment, anyone may speak for a maximum of three minutes. For items on the agenda, members of the public have the opportunity to speak for a maximum of three minutes during the public hearing on that item.

• CALL TO ORDER

Director Schmidt called the meeting to order at 5:35 pm.

• ROLL CALL

Director Schmidt, Director Rule, Director Maroney, Director Kelly and Director Spencer were all present. Director Kelly exited the meeting at 6:35 P.M.

• GUEST

Greg Alvarado, Paul Hain

• PLEDGE OF ALLEGIANCE

Director Schmidt led the flag salute

• PUBLIC COMMENT

Public guest Mr. Alvarado stated that he has not had the opportunity to provide a sample resolution for use in the future. Paul Hain stated he was at the meeting representing the Historical Society. They are interested in moving the district's little red house to the Historical Park.

MINUTES

Approval of Regular Meeting Minutes of November 21,2023 and Special Meeting of November 29,2023
Director Kelly motioned to approve the minutes with corrections to grammatical errors noted on the draft.
Director Spencer seconded the motion. Director Schmidt abstained Motion carried. 5-0

1. REPORTS

FINANCE REPORT

- Revised budget for Approval- Accountant Yvonne Caporgno was not present this item was tabled for next meeting.
- Financials- Accountant Yvonne Caporgno was not present, this item was tabled for next meeting.
- Bills for approval- Accountant Yvonne Caporgno was not present, this item was tabled for next meeting or until clear financials were presented.
- Checks for ratification- Director Maroney motioned to ratify checks written for payment prior to the meeting in the amount of \$16,558.30 for October and \$2,069.96 for November, seconded by Director Rule Motion carried 5-0

2. DISTRICT OFFICE REPORT

• Reminder Notices/Delinquent Accounts/Shut off notices

Office Manager reported 8 delinquent notices and 3 shut-off notice posted, no shut-offs.
The well depth measurement of 36.5' for November.

- **Customer 0640 6770 F Street- Seeks extension on payment plan-Action Item.**

Office Manager reported that Customer completed 18-month payment plan in August 2023. Customer made payments, but not the agreed upon payments and consequently did not bring account current. The late fees alone will substantially increase the amount owed on this account. Balance is noted on customers doctor note. Because the district is under 200 connections, it is not obligated/bound to abide/accept medical notes. Directors were provided a copy of the "Water Protection Act SB 998". On a motion made by Director Maroney to deny an additional extension to customer account #0640 and seconded by Director Kelly motion carried 5-0.

Customer 0652 6760 F Street- Response regarding second connection.

A copy of the written response from customer account #0652 was provided to the Directors. Guest Greg Alvarado suggested that the customer present pictures supporting the written response. After discussion, the board agreed and Director Schmidt directed the Office Manager to request pictures or drive out to the customers residence and take pictures.

3. BOARD MEMBER'S REPORT

- **Water System Planning/Consolidation Status/Timeline Report.**

Director Schmidt read an email from Sirichad Ouitivon of State Water Board which read:

We are now pivoting this meeting to cover the larger Sunnyslope CWD consolidation project to include Best Road, Venture Estates, Tres Pinos CWD, and Stonegate WS. This is project that is co-funded by the Department of Water Resources' (Small Community Drought Relief Fund and Urban Community Drought Relief Fund) and the State Water Resources Control Board's Drinking Water State Revolving Fund to provide safe drinking water to the area. Our first kick-off meeting is Tuesday, December 5th from 3:30 p.m. to 4:30 p.m. for a round of introductions and project updates.

A motion was made by Director Kelly to have the Office Manager contact the district's lawyer and have him review all the grant information and advice whether to proceed with this grant or drop out, seconded by Director Rule. Motion carried 5-0.

- **6971 Airline Hwy Capping-Kelly**

Director Kelly presented pictures of capping site.

- **Customer seeks to abandon a sewer hookup and connect at a different location-Spencer**

Director Spencer reported that there is a customer that wishes to close out a bathroom upstairs and replace it with a bathroom down stairs on the main floor. Director Kelly proposed that they follow the process of cutting and capping exiting connection and bring proof to the board.

- **Customer wishes to replace meters at commercial establishment-Spencer**

Director Spencer reported that a commercial customer wishes to install new meters to each of their establishments. Right now, they are all connected to one meter. After a discussion it was determined that if the customer wanted meters for each of their business establishment they could do so at their own expense.

4. GENERAL MANAGER (QUARTERLY REPORT FROM BRACEWELL) (Jan, April, July, Oct)

Chris Hauge of Bracewell Engineering reported that the Waste Pond Aerator is in need of a new motor. He will get a cost proposal and send it over to the office by the next day. He further reported that the banks of the Wastewater System Ponds 1 & 2 are in need of repair. He will also get a quote from the contractor that generally makes these repairs. Regarding the Valve repair at 6750 F Street, he has been attempting to have A&N plumbing come out and replace the valve but has been unable to reach them. He will reach out to other vendors and collect another cost estimate.

5. OLD BUSINESS

- **8515 Southside Road Repairs- FEMA Funding update.**

Office Manager reported that all documents were uploaded to the FEMA portal. The application was returned with a few questions and 48 hours to respond. All the responses were accepted except the 40% complete. They could not accept that the work completed was worth \$14,000. Even though supporting documentation was included. The application was re-submitted asking FEMA to estimate the cost. We are awaiting their response.

- **LAFCO Local Agency Formation Commission**

Office Manager reported that she attended the meeting on September 25,2023. Each agency was given a portal to upload requested documents. The questionnaire was completed and requested documentation submitted.

6. NEW BUSINESS

- **Backflow Device Testing**

Office Manager reported that September 28,2023, letters were sent out to all customers that have a backflow device. Reminders Sent October 30,2023. Six of the ten backflows have been tested.

Chris of Bracewell Engineering, added that it is important that the backflow devices are tested within a year. Office Manager was directed to follow up with those who have not submitted test results and remind them that their water will be shut-off if they don't submit test results.

- **Grease Trap Inspections**

Office Manager Reported that the inspections are on the calendar. Chris of Bracewell Engineering added that the inspections were complete and he would send the results the following day.

- **Resolution to Change Meeting Time**

Resolution 216 to change meeting time from the third Tuesday of the Month at 5:30 P.M. to third Tuesday of the month at 6:30 P.M. on a motion by Director Maroney and seconded by Director Rule motion carried 4-0.

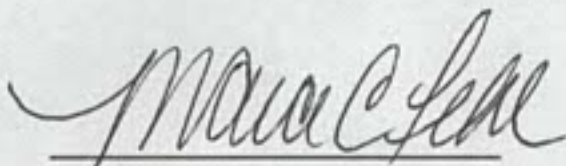
- **Resolution to Apply and Sign Arrearages Grant Funding**

Resolution to Apply and Sign Arrearages Grant Funding was presented for Board Approval.

On a motion to approve by Director Maroney and seconded by Director Spencer motion carried 4-0.

7. ADJOURNMENT

Adjourn to next Regular Meeting on November 29, 2023 at 6:30. Director Maroney motioned to adjourn; Director Spencer seconded at 7:07 P.M. Motion carried 4-0.


Maria Feh, Recording Secretary


Ed Schmidt, President