



Regular Meeting Minutes

LOCATION

District Office
6850 Airline Hwy

REGULAR MTG. DATE & TIME
Tuesday December 19, 2023 @ 6:30 p.m.

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 6:30 pm.

ROLL CALL

Director Schmidt, Director Rule, Director Maroney, and Director Spencer were all present. Director Kelly was absent.

GUEST

Greg Alvarado, Yvonne Caporgno

PLEDGE OF ALLEGIANCE

Director Schmidt led the flag salute

PUBLIC COMMENT

None given.

ANNUAL REORGANIZATION

Nominations and Elections of Board Officers

President: Director Spencer motioned to nominate Ed Schmidt for President Director Rule Seconded motion carried 3-0 Ed Schmidt abstained.

Vice President: Director Rule motioned to nominate Robert (Bud) Kelly for Vice-President Director Maroney seconded motion carried 4-0 Robert Kelly was absent.

Guest Greg Alvarado maintained that the board of a Water District does not require a Secretary/Treasurer. A

secretary is a staff person not a board member. Director Schmidt directed Office Manager to further research the matter and come back to the next board meeting with the results.

Secretary/Treasurer: Director Maroney motioned to nominate Adam Rule Director Spencer seconded motion

carried 3-0 pending Office Managers research results. Adam Rule abstained

MINUTES

- **Approval of Regular Meeting Minutes of the November 21, 2023 regular meeting and November 29, 2023 Special meeting.**

Director Maroney motioned to approve the minutes of the November 29, 2023 meeting as presented and the November 21 with the following correction remove the September 19, 2023 minutes and replace with November 21, 2023 meeting minutes. Director Rule seconded the motion. Motion carried. 4-0

2. REPORTS
FINANCE REPORT

- **Financials-** Accountant Yvonne Caporgno reported that she finished reconciling November 23 bank statements. She indicated that there is a \$12,000 balance in regular checking and another \$12,000 in December 2023 deposits for a total of \$24,000. Additionally, there is approximately \$4,000 in checks that have not cleared since 2018. She will void these checks and credit the regular account the amount of \$4,000.
- **Bills for approval-** The Board was presented with a total of \$60,403.76 in bills for approval. Given that there is a total of \$24,000 reconciled in the regular checking \$22,398.00 of bill were approved by a motion Director Maroney and seconded by Director Spencer. Motion carried 4-0. (approved bills \$5,258 Brace Well Engineering, \$4,119.26 Infinity Staffing, \$3,746.00 annual Waste Water Permit, \$8,431.00 annual Water Permit, \$843.75 Yvonne Caporgno)
- **Checks for ratification-** Director Maroney motioned to ratify checks written for payment prior to the meeting in the amount of \$23,238.11 for November, seconded by Director Rule Motion carried 4-0

3. DISTRICT OFFICE REPORT

- **Reminder Notices/Delinquent Accounts/Shut off notices**
Office Manager reported six (6) late notices have been sent out. No shut offs in November 23. The well depth measurement of 37.5' for December 2023.

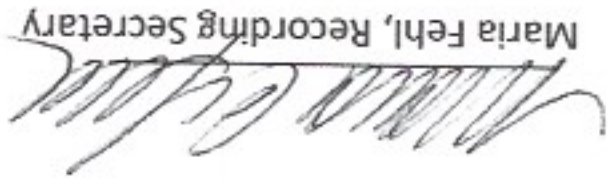
- **Customer 0749 6841 F Street- Replacement of Broken Meter.**
Office Manager reported that Customer received a new meter. The replacement labor was more than expected due to the difficulty in removing the damaged meter. The existing meter was full of cemented rocks. Given that the existing meter was damaged by customer, the customer will be billed the entire cost of labor and material.

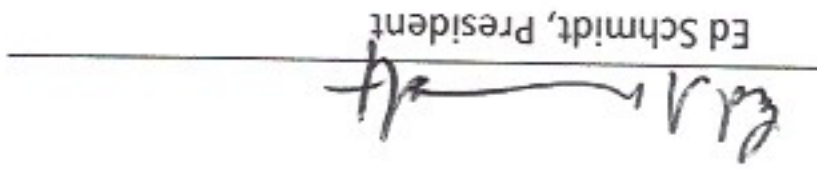
- **Customer 4316-01 80 5th Street Read Historical Information**
The Board was provided with copies of historical data on customer #4316-03 including Balance owed, previous attempts to collect and any responses from customer. Board members requested a total owed on this account minus late charges. Additionally, the board requested information on collection agencies and how can the district refer customers with Outstanding balances.

4. BOARD MEMBER'S REPORT

- **Water System Planning/Consolidation Status/Timeline Report.**
The Board members were presented with meeting notes from the meeting held on December 5, 2023. The Office Manager reported a telephone conversation with the District's Legal Counsel on December 14, 2023. David Hobbs (the Lawyer) represents many small water districts. They have tried power point presentations; financial education and their experience has been that customers ignore the information. People won't understand that the district is in extreme financial despair.

- **Water System Planning/Consolidation Available Funding**
Director Schmidt reported that Kathy Truong and Leah Lemoine of State Water Board-Waste Water Department called and confirmed via email that funding has become available for Waste Water Systems. They have forwarded the Tres Pinos Water District's name for funding.

Maria Fehl, Recording Secretary


Ed Schmidt, President


8. **ADJOURNMENT**
Adjourn to next Regular Meeting on January 16, 2024 at 6:30. Director Maroney motioned to adjourn; Director Rule seconded at 7:50 P.M. Motion carried 4-0.

- **Granny Unit Inspections**
Letters were sent to all the customers that our concerned citizen brought to the district's attention.
- **Structures behind commercial building**
Director Spencer wanted to bring to the boards attention that there are a few building structures behind the restaurant "The Inn at Tres Pinos". Director Schmidt asked office manager to send the owners a letter requesting information regarding the units.

- 7. **NEW BUSINESS**
 - **Backflow Device Testing**
Office Manager reported that testing has been completed and results forwarded to Bracewell for processing.
 - **8515 Southside Road Repairs- FEMA Funding update.**
Office Manager reported that the district's application is at environmental review.

- 6. **OLD BUSINESS**
 - **List of maintenance and repairs of district facilities**
A list of upcoming maintenance and repairs and some repairs in progress were presented to the Board of Directors.

- **Green Line Estimate-Action Item**
Green line's quarterly hydro has increased by \$280.00. Additionally, the lift station with receive the annual hydro cleaning at an additional cost of \$1,510.00 for a grand total of \$3,490.00. If approved hydro cleaning is scheduled for Thursday January 4, 2023. A motion was made by Director Spencer to approve the proposed hydro cleaning and lift station hydro cleaning in the amount of \$3,490 seconded by Director Rule. Motion carried 4-0.

- **Management proposal for calendar year 2024- Action Item.**
The Board was presented with Operator's cost proposal for 2024. There is a total rate increase of 5%. Operator's time has increased to 2.5 hours a week due to the state permit's increased of operator's visits to twice a week. Mileage increased significantly due to the increase fuel prices. After a discussion by board members a motion by Director Spencer was made to approve and accept the Operator's cost proposal year 2024 seconded by Director Maroney. Motion carried 4-0

- 5. **GENERAL MANAGER (QUARTERLY REPORT FROM BRACEWELL) (Jan, April, July, Oct)**