

Tres Pinos Water District

Regular Meeting Minutes

REGULAR MTG. DATE & TIME
Tuesday December 20, 2022 @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.

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- **CALL TO ORDER**
Director Schmidt called the meeting to order at 5:32 pm.
 - **ROLL CALL**
 - Director Schmidt, Director Spencer, Director Rule, Director Kelly, Director Maroney were all present.
 - **GUEST**
Greg Alvarado
 - **PLEDGE OF ALLEGIANCE**
Director Schmidt led the flag salute
 - **ACKNOWLEDGEMENT OF AGENDA POSTING**
Director Schmidt acknowledged posting the agenda per the Ralph M. Brown Act requirements, on Friday December 16, 2022.
 - **APPROVE AGENDA**
Director Kelly motioned to approve agenda without modifications. Director Maroney seconded the motion. Motion carried 5-0.
 - **PUBLIC COMMENT** –
None

MINUTES

1. Approval of Regular Meeting Minutes of September 20, 2022- A motion made by Director Spencer to approve the minutes as presented, seconded by Director Kelly. Motion carried 5-0
2. Approval of Special Meeting Minutes of October 31, 2022. - A motion made by Director Spencer to approve the minutes as presented, seconded by Director Maroney. Motion carried 5-0
3. Approval of Regular meeting minutes of November 18, 2022- A motion made by Director Kelly to approve the minutes as presented, seconded by Director Maroney. Motion carried 5-0
4. Approval of Special meeting minutes of November 28, 2022- A motion made by Director Kelly to approve the minutes as presented, seconded by Director Rule. Motion carried 5-0

1. REPORTS

FINANCE REPORT

1. **Financial Reports** – Office manager reported that she and the bookkeeper spent much of hour with the American Business System (ABS) Operator discussing why monthly account reports are not accurate. During this discussion it was discovered that the reports are all dependent on properly closing each month. Any data entered into system before closing the month will remain with the current month regardless of the date entered. This includes accounts payable and accounts receivable. Electronic payments made by customer must also be recorded.
Office manager has since set up reminders to properly close out each month.

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2. Audit Status- Office manager present and email from Auditor indicating that stated final Audit will be completed by mid-January 2023.
3. Checks for Ratification- Director Rule motioned to ratify checks in the amount of \$14,562.79 Director Maroney seconded. Motion carried 5-0.
4. Bills for Approval- Director Kelly motioned to approve the bills in the amount of \$21,887.34 Director Spencer seconded. Motion carried 5-0.

1. DISTRICT OFFICE REPORT

1. Reminder Notices/Delinquent Accounts/Shut off notices – Office Manager reported			
<u>Late notices</u> issued December 2022	<u>12</u>	Prior month November 2022	<u>7</u>
<u>*Shut off notices</u> issued December 2022	<u>5</u>	Prior month November 2022	<u>0</u>
<u>*Anticipated</u>			

1 Paid past due	3 paid in full account current
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1. Customer request for reimbursement of plumbing costs- After much discussion it was determined that per Ordinance 5 & 6 it is the customers responsibility for any repair costs.
2. Volunteers for District Office- Concerns were raised regarding the district’s liability risk for having volunteers. Office Manager was directed to seek further information and seek legal counsel before boards further consideration.

2. BOARD MEMBER’S REPORT

1. Water System Planning/Consolidation Discussion- Director Schmidt presented the answers to questions submitted to the Planning/Consolidation Committee. Mr. Greg Alvarado stated that if District consolidates with Sunnyslope Water and can only draw water from wells, he would like to know which wells will be used. Some wells are contaminated. Board members also wanted to know what to know what happens to the district’s current well after consolidation. Will it be lost or serve as a backup. Director Schmidt indicated that he will bring up the boards questions/concerns at the next stake holders meeting scheduled for January 11,2023.

3. GENERAL MANAGER (QUARTERLY REPORT FROM BRACEWELL) (Jan, April, July, Oc

1. Bracewell Operator’s Reports- Bracewell’s November 2022 report included:
 The monthly routine distribution system bacteriological sample was negative for total coliforms and E. coli.
 A main water line on First Street had to be repaired during the month requiring water service on two streets to be shut off to complete the repair. We passed out a Shut Off Notice and a DDW approved Boil Water Notice and collected two sets of bacteriological samples after the repair was completed and the water main flushed. A Boil Water Cancellation Notice was distributed after receiving permission to lift the BWN from DDW staff.

4. OLD BUSINESS

1. Backflow Device Yearly Testing Update – Office Manager reported that all testing reports have been received and all are in compliance.
2. Grese Trap Third Quarter Inspections Update-Office Manager reported that all reports have been received and all are in compliance.

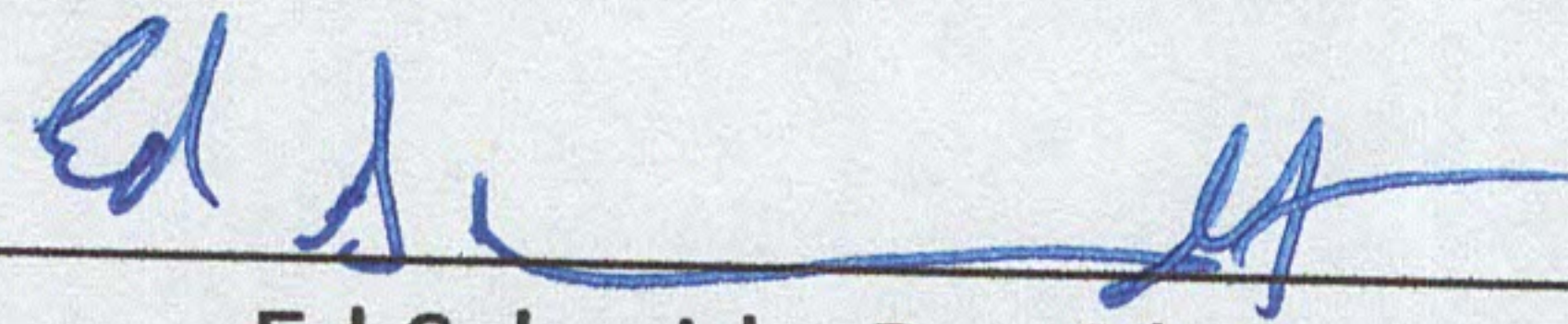
5. **NEW BUSINESS**

1. **Employee Evaluation and Possible Wage Increase**- A subcommittee was assembled comprising of Director Maroney and Director Spencer to evaluate after the new year. Office manager will forward job description and evaluation tool.

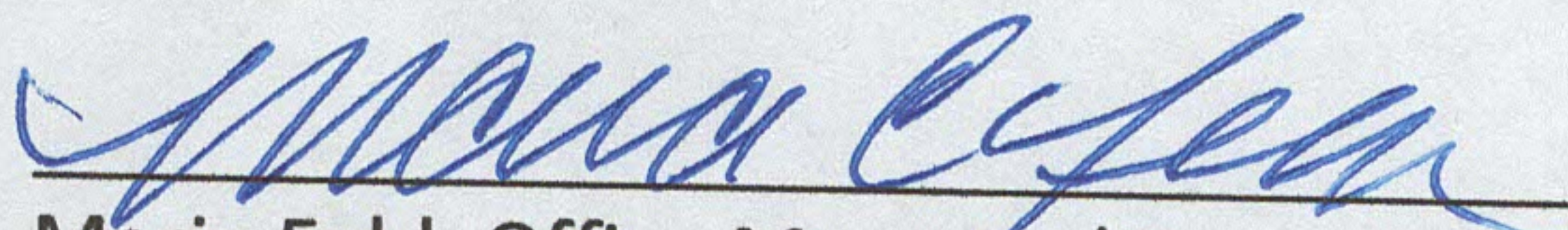
6. **ADJOURNMENT**

Adjourn to next Regular Meeting on January 17, 2023, Director Spencer motioned to adjourn, Director Kelly second at 6:39. Motion carried 5-0.

Approved as presented without modifications 1/17/2023 motion by Director Spencer, second by Director Rule motion carried 3-0



Ed Schmidt, President



Maria Feh, Office Manager/ Recording Secretary