

# Tres Pinos Water District

## Regular Meeting Minutes

### REGULAR MTG. DATE & TIME

Tuesday October 18, 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 5:30 pm.
- **ROLL CALL** – Director Schmidt, Director Spencer, Director Maroney, were all present. Director Kelly arrived later. Director Rule was absent.
- **GUEST** – Greg Alvarado
- **PLEDGE OF ALLEGIANCE** – Director Schmidt lead the flag salute
- **ACKNOWLEDGEMENT OF AGENDA POSTING** – Office manager acknowledged posting the agenda per the Ralph M. Brown Act requirements, on Friday October 14, 2022.
- **APPROVE AGENDA** – Motion to approve agenda made by Director Spencer seconded by Director Maroney. Motion carried 3-0.
- **PUBLIC COMMENT** – Greg Alvarado- voiced concerns regarding ordinance in place that we are not currently following. He further indicated that he has all ordinances with the exception of any new ones the board has set in place. He will provide office manager a USB drive so that she can down load all new ordinances for him.

### MINUTES

1. Approval of Regular Meeting Minutes of October 18, 2022. – Director Spencer and Director Maroney found corrections to the minutes. Office Manager will make the necessary corrections and present them at the November meeting.

#### **2. REPORTS**

##### **A. FINANCE REPORT**

1. Financial Reports – Bookkeeper Yvonne Caporgno reported that financials are updated up to year 2021. Ready to meet with auditors on October 19,20, and 21, 2022. Yvonne provided the board with a draft financial report. She further indicated that she has been working on adjustments for checks that did not clear, categorizing accounts according to water, sewer or admin. She suggested adding a lien item to chart of accounts for accounts with large amount of late fees and are in the lien status. Yvonne will also provide a proposed budget at next meeting.
2. Checks for Ratification- Director Maroney motioned to ratify checks written prior to meeting in the amount of \$22,941.52 Director Maroney seconded. Motion carried 4 -0.
3. Bills for Approval- Director Kelly motioned to approve the bills in the amount of \$20,965.61 Director Rule seconded. Motion carried 5-0.

##### **B. DISTRICT OFFICE REPORT**

1. Reminder Notices/Delinquent Accounts/Shut off notices – Office Manager reported  
**Late notices** issued October 2022 5 Prior month September 2022 0

**\*Shut off notices** issued October 2022 2 Prior month September 2022 0

**Meter locks reinstalled** October 2022 0 Prior month September 2022 0

\*Two homes closed escrow three (3) weeks ago new owners have not come in to start service.  
Water was shut October 14,2022 at 6940 F Street and 6850 F Street.

**C. BOARD MEMBER'S REPORT**

1. Water System Planning Grant Update- Director Schmidt reported that good progress has been made. The study is almost complete and final results are expected by the end of the month. Director Schmidt also reported that he is discussion with Mark Lemus of the State Water Boards-Waste Discharge Division and staff from RCAC regarding expansion the sewer ponds.

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

1. Bracewell Operator's Reports – Copy of monthly report provided.
2. Grease Trap Quarterly Inspection Update-Staff presented pictures of grease traps provided by Bracewell Engineers Robert Campos. Board members express concerns regarding only one restaurant providing a FOG Pump out Report. Board directed staff to provide copy of Grese Trap Pump out ordinance at next board meeting. Staff was further directed to follow ordinance carrying out violation fines as directed by said ordinance. Mr. Greg Alvarado expressed his concern regarding man hole located on Fourth Street which grease traps could affect.

**E. OLD BUSINESS**

1. Update on Meter Reader-Maintenance- Director Schmidt reported that he interviewed Alex Medina, a stay-at-home dad. Alex's children attend Southside School, so it makes easy for him to come in and work after dropping off his children at school. He is also open to minor maintenance at district house and ponds. On a motion by Director Spencer and seconded by Director Maroney to offer the Meter Reader/Maintenance Position to Alex Medina. Motion carried 4-0.

**F. NEW BUSINESS**

1. Funding Opportunities- Staff reported that funding opportunities present themselves from time to time. However, staff believes that focus on moving forward with current projects ought to be a priority. This will make district more appealing for future funding. Staff will maintain board informed of funding announcements that become available.
2. Shut-offs/Damage to Public Property Protocol- This item was tabled for next month's meeting.
3. Fire Hydrant Repairs- Nothing to report
4. River Bed Entrance Block- Director Kelly reported that He has met with Granite Rock's President of Construction and toured the riverbed. He pointed out the trash and security issues. He now has a meeting with a second Department Head to address the same issues and possibly provide the necessary means to complete these tasks.
5. Board Elections- Staff reported that the County's Election Department provided information that was unclear. Copies of proposed appointments were provided. After review of presented documents and much discussion it was agreed to table this item. The Board instructed staff to contact the County's Election Office Manager and seek clarification on Board appointments and report back to Board.

**ADJOURNMENT**

Adjourn to next Regular Meeting on November 15,2022 Director Kelly motioned to adjourn, Director Spencer second at 6:40. Motion carried 4-0.

