

Tres Pinos Water District

Regular Meeting Minutes

REGULAR MTG. DATE & TIME

Tuesday March 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 5:30 pm.
- **ROLL CALL**
Director Schmidt, Director Spencer, Director Rule, Director Maroney, Director Kelly were all present.
- **GUEST**
No guests present
- **PLEDGE OF ALLEGIANCE**
Director Kelly led the flag salute.
- **PUBLIC COMMENT**
There was no public comment
- **ACKNOWLEDGEMENT OF AGENDA POSTING**
Office Manager acknowledged posting the agenda per the Ralph M. Brown Act requirements, on Friday March 17, 2023.
- **APPROVE AGENDA**
Director Spencer motioned to approve agenda without modifications. Director Kelly seconded the motion. Motion carried 5-0.

1. **MINUTES**

- Approval of Regular Meeting Minutes of February 28, 2023.
Director Maroney noted that guest Greg Alvarado's name was written incorrectly. Sphere of influence was also misspelled and in need of correction. A motion made by Director Spencer to approve the minutes as amended, seconded by Director Maroney. Motion carried 5-0

2. **REPORTS**

FINANCE REPORT

- Financial Reports
Office Manager presented a sample report that will be provided at future meetings. The receivables that were not going in to the appropriate expense account have been corrected.
- Checks Ratification
Director Kelly motioned to ratify checks in the amount of \$16,112.36 Director Spencer seconded. Motion carried 5 -0.
- Bills for Approval
Director Rule motioned to approve invoices for payment in the amount of \$12,053.50 Director Kelly seconded. Motion carried 5-0.

3. **DISTRICT OFFICE REPORT**

- Reminder Notices/Delinquent Accounts/Shut off notices
Office Manager reported 13 delinquent notices 9 ten-day notices and one shut-off.

4. BOARD MEMBER'S REPORT

- Water System Planning/Consolidation Discussion

Director Schmidt reported that he had not heard if the Small Community Water System Consolidations grant application was funded. The feasibility study group's next meeting for this month was cancelled due to lack of quorum. Next scheduled meeting is for April 12, 2023 at 2:30 p.m.

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

Robert Campos is no longer with Bracewell Engineering. Robert has accepted a position with another company. Chris Hauge will be assuming Robert Campos responsibilities.

Emergency Call to Water Tank- Chris Hauge informed the board that the battery at the Water Tank had stopped working which triggered an emergency signal. He further stated that ideally the battery ought to be replaced yearly. Director Kelly specified that he clearly remembers the board giving direction to Bracewell's staff to replace the battery yearly. Chris indicated the perhaps Robert had misunderstood the board's request. Chris reassured the board that moving forward the battery will be replaced on a yearly basis.

Freeboard- Chriss conveyed that if one more big rain arrives the waste water ponds may well be in jeopardy. Ponds 3 and 4 have been scraped and buildup brought up to extend height of walls. Chris did not believe that individuals had to be certified to read the freeboard. Anyone who was willing could be trained to measure. Chris agreed to train the Water District's Meter Reader to read and complete the freeboard reports.

6. OLD BUSINESS

- Conflict of Interest form 700 filers

Office Manager reported that there was one director who had not filed.

- Audit Status

Office Manager reported that a line item in 2018's Audit was in need of clarification so that it won't be carried forward to current audits. The line item reads "Restricted by resolution/legislation in the amount of \$150,000. Board members were not aware of the nature of item being addressed in that line item. Office Manager will continue to conduct research.

- Board Training Status

Office Manager reported that only one board member, Director Kelly, had completed the Ethics Training.

7. NEW BUSINESS

- Storm Damage to Waste Water Treatment

Chris Hauge of Bracewell Engineering reported that one half of the road leading to the Waste Water Ponds was washed away. Granite Rock was able to repair the road enough to drive on temporarily. Director Kelly reported that currently there is exposed drain and pipe. He is currently seeking a quote to finalize repairs. Chris Hauge suggested acquiring two quotes.

- Accountant notice of new hourly rates

After review of new rates and brief discussion the accountant's new rates were approved by a motion by Director Maroney and second by Director Kelly. Motion carried 5-0.

8. CLOSED SESSION

- Closed session regarding employee performance evaluation pursuant to California Government Code Section 54957. Office Manager.

The board retreated to closed session at 6:40 p.m.

9. REPORT ON CLOSED SESSION

- Report on closed session

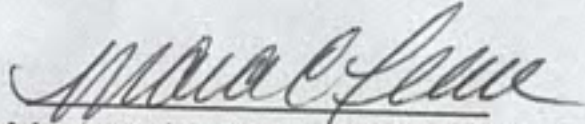
The board re-opened to open session at 6:47 p.m.

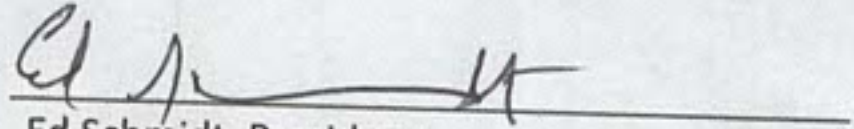
The board reported an increased to the hourly rate of Office Manager effective April 3,2023.

10. ADJOURNMENT

Adjourn to next Regular Meeting on April 18,2023, Director Kelly motioned to adjourn, Director Rule second at 6:47. Motion carried 5-0.

Approved with corrections 4/18/2023 motion by Director Maroney, second by Director Spencer motion carried 5-0


Maria Fehl, Recording Secretary


Ed Schmidt, President