

Regular Meeting Minutes

REGULAR MTG. DATE & TIME

Tuesday March 19, 2024 @ 6:30 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 Kelly called the meeting to order at 6:30 pm.

• **ROLL CALL**

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

• **GUEST**

Greg Alvarado, Yvonne Caporgno.

• **PLEDGE OF ALLEGIANCE**

Director Kelly led the flag salute.

• **PUBLIC COMMENT**

• **ACKNOWLEDGEMENT OF AGENDA POSTING**

Office Manager acknowledged posting the agenda per the Ralph M. Brown Act requirements, on Thursday March 14, 2024.

• **APPROVE AGENDA**

Director Spencer motioned to approve the agenda as presented Director Maroney Seconded. Motion Carried 4-0.

Approval of Regular Meeting Minutes of the February 20, 2024 regular meeting.

Director Maroney motioned to approve the minutes of the February 20, 2024 meeting with corrections. Director Spencer seconded the motion. Motion carried. 4-0

1. **REPORTS**

FINANCE REPORT

• **Financials-** The Accountant Yvonne Caporgno reported that Financials are posted and currently in currency there is \$9,730.00 in principal checking account. There is \$41,000 in reserves and \$18,000 in customer deposits.

• **Bills for approval-** The Board was presented with a total of \$56,646.43 in bills for approval. Given that there is a total of \$ 9,730.00 in the regular checking and A/R still coming in a total of \$ 11,566.70 of bills were approved by a motion by Director Maroney and seconded by Director Rule. Motion carried 4-0.

(approved bills \$5,258 Bracewell Engineering, \$1,510 Bracewell Engineering, \$3,943.14 Infinity Staffing, \$330.00 Griffith, Masuda & Hobbs, \$525.00 Yvonne Caporgno)

Public member Greg Alvarado suggested offering Bracewell Engineering a set monthly amount i.e. \$7,000 a month and they can determine which invoices to credit. Director Kelly asked Office Manager to approach Bracewell with the notion of a fixed monthly payment.

• **Checks for ratification-** Director Maroney motioned to ratify checks written for payment prior to the meeting in the amount of \$21,892.62 for February 2024, seconded by Director Spencer Motion carried 4-0.

2. DISTRICT OFFICE REPORT

- **Reminder Notices/Delinquent Accounts/Shut off notices**

Office Manager reported twelve (12) late notices had been sent out. No shut offs in February. The well depth measurement is at 36' for March 2024. Office Manager reported that a customer wished to move and replace their leaky meter. Director Kelly asked Office Manager to work with the customer and ask that they put their request in writing.

3. BOARD MEMBER'S REPORT

Director Spencer reported that she began paying for two connections. She recommends adoption of a policy explaining that customers with additional units will be charged for an extra connection. Director Spencer was provided with Ordinance #35 which outlines additional connections will receive an additional charge.

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

Office Manager reported that Kari Wagner of the Wallace Engineering Group has confirmed her presence at the April 16,2024 Board Meeting via zoom.

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

A list of maintenance and repairs completed for district facilities was presented.

5. OLD BUSINESS

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

Office Manager reported that the district's application has been at the state level. She further explained that she has been unsuccessful in communicating with the State Representative. Director Kelly asked Office Manager to seek guidance from FEMA representatives.

- **700 Forms** Reminders that the form is due by the end of March 2024.

- **Lead Copper Rule Status Update**

Office Manager reported that she and maintenance Alex have tentatively set two mornings a week on Tuesdays and Thursdays beginning April 2,2024 to begin examining meters. This schedule will be maintained until all the meters have been examined.

6. NEW BUSINESS

- **Resolution Numbering**

Public guest Greg Alvarado stated that the resolutions were not numerically correct. He had presented a list of resolutions with incorrect numbers and the correct numeration and nothing has been done. Director Kelly asked the Office Manager to put together a resolution referencing the re-numbering of mentioned resolutions and present it at the next board meeting for approval.

- **Granny Units**

Public guest Greg Alvarado stated that he simply wanted to know the progress made in identifying additional units in Tres Pinos homes. Director Rule informed Mr. Alvarado that the Office Manager's report stated that the ADU/Granny Units will be identified while checking meters for Copper and Lead piping.

- **Position of Secretary and bonding**

Office Manager reported that although she did not contact the District's Lawyer, she did contact the surrounding water districts. None of the water districts have a secretary or treasurer on their board. She has removed Director Rule as the Secretary/Treasure of the board and he is now listed as a director. Additionally, none of the districts have a secretary that is bonded. They use a staff person for board agendas, minutes, payroll etc.

7. CLOSED SESSION

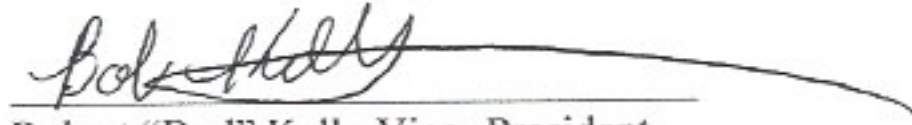
Closed session regarding employee performance evaluation pursuant to California Government Code Section 5495. Maintenance.

By a motion by Director Maroney and Seconded by Director Spencer this item was tabled for the meeting on April 16,2024. Motion carried 4-0

8. ADJOURNMENT

Adjourn to next Regular Meeting on Tuesday April 16, 2024 at 6:30. Director Maroney motioned to adjourn; Director Spencer seconded at 7:45 P.M. Motion carried 4-0.


Maria Feh, Recording Secretary


Robert "Bud" Kelly Vice- President