

Meeting Minutes

MTG. DATE & TIME

Tuesday January 21,2025 @ 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 Schmidt called the meeting to order at 6:40 pm.

• **ROLL CALL**

Director Kelly, Director Watson, Director Schmidt, Director Maroney, Director Rule were all present.

GUEST

Greg Alvarado, Yvonne Carporgno

• **PLEDGE OF ALLEGIANCE**

Director Schmidt led the flag salute.

• **PUBLIC COMMENT**

No Public Comment

• **ACKNOWLEDGEMENT OF AGENDA POSTING**

The Office Manager acknowledged posting the agenda per the Ralph M. Brown Act requirements, on Thursday January 16,2025.

• **APPROVE AGENDA**

Director Kelly motioned to approve the agenda as presented, Director Watson Seconded. Motion Carried 5-0.

MINUTES

Meeting Minutes of December 17 ,2024.

A motion made by Director Maroney to approve the Meeting Minutes of the December 17, 2024 meeting as presented. Director Kelly seconded the motion. Motion Carried 5-0.

1. REPORTS

FINANCE REPORT

• **Financials**

The Accountant, Yvonne Carporgno, reported that financials are posted and current. She also provided written financial reports and asked the board to pay close attention to the monthly deficits of \$4,290.54 for water and \$4,196.56 for wastewater.

• **Bills for approval**

The Board was presented with a total of \$67,285.16 in bills for approval. The accountant reported that there was \$14,300 available for Accounts Payable and \$5,000 in accounts receivable. A total of \$17,582.69 was approved for payment, by a motion made by Director Maroney and seconded by Director Kelly. Motion carried 5-0.

(Approved bills \$587.75 for Bracewell Engineering, \$1,080.00 Best Road Mutual Water Company, \$495.00 Griffith Masuda & Hobbs, \$10,132.44 Infinity Staffing, \$787.00 Yvonne Caportno, and \$4,500 to Chavan and Associates as funds become available.

- **Checks for ratification**

Director Kelly motioned to ratify checks written for payment prior to the meeting in the amount of \$15,941.66 for December 2024, seconded by Director Rule Motion carried 5-0.

2. DISTRICT OFFICE REPORT

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

The Office Manager reported that there were three (3) shut offs in December 2024, on January 10, 2025, seven (7) late notices were sent out. The well depth measurement is at 34' for January 2025.

3. BOARD MEMBER'S REPORT

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

The Office Manager provided meeting notes from the meeting held earlier in the day.

4. GENERAL MANAGER (QUARTERLY REPORT FROM BRACEWELL)

- **Bracewell Engineering Reduction of Services /Temporary Assignments Report**

As you are aware, at the September 25, 2024 Special meeting, the Office Manager was appointed as the temporary acting General Manager until a more permanent solution can be found. She presented the board with a written report.

- **Bracewell Engineering 2025 agreement for approval**

The office manager provided a proposal from Bracewell Engineering for the operation of Water and Wastewater. The accountant pointed out that it was only a 5% percent increase from 2024. After a brief discussion Director Maroney motioned to accept Bracewell Engineering's proposal as presented and to start soliciting bids/options for next year seconded by Director Kelly. Motion carried 5-0.

- **Request for approval to purchase a replacement Influent Meter for Lift Station**

The office manager reported that the Influent Meter at Lift Station needs to be replaced it continues to reset itself (turn off). A Technician from Cooper Controls confirmed that the meter was not working. The Technician advised staff of the model and make of meter to purchase. Cooper Controls agreed to install the meter. The connectors have been dug/cleared therefore all the Tech needs to do is connect the meter. Director Kelly motioned to approve the purchase of the Influent Meter recommended by Cooper Controls and seconded by Director Rule. Motion Carried 5-0.

5. OLD BUSINESS

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

Staff reported that a request for an extension was submitted with supporting documentation to Cal OES (State of California). The Extension until the first payment from FEMA is received was approved. Two documents in need of correction were returned to the district. One document was missing date at signature the other the "t" at district. These documents have been corrected and returned.

- **Lead Copper Rule Status Update**

Staff reported that the report is 100% complete. The report was submitted to the State electronically. The corrections that the state had requested (verification of missing 5 connections) were submitted. The report has been accepted and forwarded to EPA. The letters to customers were approved by the state and mailed to customers. A copy of the report will be posted at the Post Office, and a copy will be available at the district office.

- **RCAC Request for Assistance with Income Survey**

Staff reported that approval of the budget and survey was received by the state. Final review of address was completed we are all set to begin the survey. When speaking to neighbors remind them of the importance of completing and submitting the survey. A letter will also be included with January's statements reminding customers of the upcoming income survey and stressing that no names will be used

- **ADU units update**

The second account number will be set up for the two identified units. Additionally, letters will be sent informing the customers of the second account. A courtesy phone call will be made to homeowners.

- **Customer 0583-04 6860 F Street Request to add a second bathroom update**

The customer has decided (for now) to wait until the moratorium is lifted before adding a second bathroom.


6. NEW BUSINESS

None

7. ADJOURNMENT

Adjourn to the next Regular Meeting on Tuesday February 18, 2025, at 6:30. Director Kelly motioned to adjourn; Director Rule seconded at 7:25 P.M. Motion carried 5-0.


Maria Fehl, Recording Secretary


Ed Schmidt, President