

REGULAR MEETING
Wednesday, August 12, 2015
6:30 P.M.

1. **CALL TO ORDER:** The meeting was called to order by Chairman Landgraf at 6:30 p.m.
2. **Roll Call:** All present at Roll Call.

Director Cathy Landgraf
Director Michael Gardner
Director Anita Ebbinghausen
Director Rene' Walden-Qualls

Candi Bingham, General Manager
Greg Guina, Plant Operator

ABSENT:

None

3. **PLEDGE OF ALLEGIANCE:** Chairman Landgraf led the Pledge of Allegiance to the Flag of the United States of America.
4. **AGENDA:** Approval of agenda for this date. Motion passed with the following vote:

AYES: Landgraf, Gardner, Ebbinghausen, Walden-Qualls

NOES: None

ABSENT: None

ABSTAIN: None

5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:**

None

6. **MINUTES:** Discussion and approval.
A. July 15, 2015 Regular meeting

Minutes approved with a few sentence structure changes.

7. **EXPENDITURE REPORT:** Discussion and approval. Submitted Check approval for August 5, 2015.

Motion by Director Walden-Qualls, seconded by Director Ebbinghausen and carried by a 3 to 0 vote to approve the Expenditure Report for August 5, 2015. Motion passed with the following vote:

AYES: Landgraf, Gardner, Ebbinghausen, Walden-Qualls

NOES: None

ABSENT: None
ABSTAIN: None

8. **MONTHLY OPERATIONS REPORT:** Discussion and Possible Action.

A. Monthly Operations Report. Discussion only, no formal action will be taken. Any Matter requiring action will be placed on an upcoming agenda for consideration.

Plant Operator Guina reported on the following items:

- Worked with California Department of Health to develop a startup procedure plan for Well 6R treatment plant. As part of this plan, Well 6R will be ran one time a week to insure that water in the CT tank remains fresh and that sufficient CL2 residual remains in the tank. Also stated that there will be a noticeable taste difference in the water quality.
- Due to power outage the generator at Well 2 ran all night. Generator was taken to the gas station for fueling.
- Work Order for water coming out of meter box. Replaced with a new one.
- Work Order for leak on Emigrant and Oak trail. USA ticket was ordered and Vac truck came from AWA to assist in the repair
- Work Order for broken meter box. Improper plastic meter box had been installed in a high traffic area. A new traffic rated meter box was purchased and installed.
- Pressure tank at Jaybird has become water logged. Tank was dewatered, pressurized with air and put back into service

B. **Monthly Office Staff report.** Discussion only, no formal action will be taken. Any matter requiring action will be placed on an upcoming Agenda for consideration.

General Manager Bingham reported on the following items:

- July 2015 water usage compared with 2013 illustrated a 60% reduction
- Received final payment for the 2014 Tax Roll - \$9,965.49
- Notary Class will be on August 24 – Office will be closed
- Purchased a new color high capacity office printer – Retailed for \$1,200 and was purchased for \$305.
- CAL FIRE grant bank account has been established
- District’s new website is “live”
- Emigrant & Oak Trail leak lacked response time
- Security system update

9. **BOARD MATTERS:** All items: Discussion/Possible Action & Direction to Staff.

A. Norm Spiva. Inquiring about employment with the District. Discussion and Possible Action. Following a discussion among board members, it was the consensus that sub-contracted employees must hold a business license and carry full insurance.

B. Accept Credit/Debit Cards from customers. Discussion and Possible Action

It was the consensus of the Board to supply customers with the option to pay their utility bills with the District using a credit or debit card as long as there are no fees to the District. The General Manager assured the Board that there are companies that will pass the fee onto the customer with no charge the District.

C. Utility Billing Software. Discussion and Possible Action.

The Board asked that the General Manager research Billing Software.

D. Approve Resolution to transfer funds from the Laif account for the purchase and installation of a new baseplate for the sewer system. Discussion and Possible Action.

Due to the fact that the Board did not have a total in cost, this item will be carried to a Special Meeting on Thursday, August 20, 2015.

E. Approve tree removal company to be used by Jensen Forest Management. Discussion and Possible Action.

Item carried to a Special Meeting on Thursday, August 20, 2015.

F. Signage for Park on Shenandoah Road. Discussion and Possible Action.

General Manager was instructed to contact the County for sign verbiage.

G. Priority Levels for Plant Operator. Discussion and Possible Action

Item was postponed.

H. Emergency Response Plan Update. Discussion and Possible Action.

Postponed to next meeting.

I. Continued Update on CDBG Grant Program. Discussion and Possible Action.

J. Continued Update on CAL FIRE Grant. Discussion and Possible Action

General Manager reported that the tree removal, due to the current fire situation, would not occur until December. She also stated that the curb-side chipping is still on schedule.

10. Board of Directors Comments/Reports. Discussion Only.

None

11. Future Agenda Topics. Continued Item.

Emergency Response Plan

Priority Levels for Plant Operator

Update Job Description for Plant Operator

12. Adjournment –

Meeting adjourned at 8:15 p.m. Next Regular Meeting September 9, 2015 at 6:30 p.m.

ATTEST:

Candi Bingham, General Manager