

REGULAR MINUTES

Wednesday, June 17, 2020

ACTION MINUTES

**In Compliance with Executive Department State of California
Executive Order N-29-20**

**Join Hangouts Meet: meet.google.com/znf-uhci-itf
Join by Phone: +1 617-675-4444 PINL 256 269 935 7810#**

1. CALL TO ORDER: The meeting was called to order by Vice-Chairman Christensen at 6:05 p.m.

2. ROLL CALL: Via Phone

Director Roscoe Raymond
Director Anita Ebbinghausen
Director Karla Christensen

Candi Bingham, General Manager
Gisele Wurzburger, Board Clerk

ABSENT:

Director Patrick Henry
Director John Chapman

3. PLEDGE OF ALLEGIANCE: Vice-Chairman Christensen led the Pledge of Allegiance.

4. AGENDA:

General Manager requested the following item be placed on the agenda for consideration: District to Credit, during Coronavirus, Customer's Cost for \$2.95 for Online Payments.

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Regular Agenda dated June 17, 2020 as amended. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond

NOES: None

ABSTAIN: None

ABSENT: Chapman, Henry

5. PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:

None.

6. MINUTES: Discussion / Approval.

A. May 20, 2020 Regular Meeting.

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 3 to 0 vote to approve the Minutes dated April 22, 2020 as presented. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond
NOES: None
ABSTAIN: None
ABSENT: Chapman, Henry

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending May 31, 2020.
- b. Expenditure Report - Submitted Check Approval through May 31, 2020.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Consent Items - Period Ending May 31, 2020. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond
NOES: None
ABSTAIN: None
ABSENT: Chapman, Henry

8. MONTHLY OPERATIONS REPORT: Discussion. Any matter requiring action will be placed on an upcoming agenda for consideration.

A. Monthly Operations Report.

The report included updates from AWA staff, construction, wastewater and water – see report for complete details for Regulatory Compliance Specialist, Wastewater, Water, Distribution and Electrical.

May 1 thru May 31, 2020 Water Production/Sold Information:

Well 2 - 555,200 gallons Total Produced – 1,046,297 gallons
Well 3R – 454,600 gallons Total Sold – 661,337 gallons
Well 6R - 36,497 gallons Unaccounted Loss - 37%
Staff Hours: Water 93.5 hours

May 1 thru May 31, 2020 Wastewater Production:

Influent flow: 1,173,400 gallons Effluent Discharged: 1,473,900 gallons
Staff Hours: Wastewater 113.0 hours

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

B. Monthly General Manager Report.

The Monthly General Manager Report included updates from the General Manager – see report for complete details.

General Manager Bingham reported she hoped to be in the office in July. Waiting on Coronavirus Home Order update.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

9. BOARD MATTERS: Discussion/Action.

a. Public Hearing Rate Increase. Discussion/Action.

General Manager Bingham stated this item would be continued to the September 16 meeting.

No action taken at this time.

b. Tax Roll Assessment. Discussion/Action.

General Manager Bingham provided the Direct Charges Secured Tax Roll 2020/2021 in the total amount \$16,358 and Resolution 2020-01 Approving and Confirming the Final Assessment Secured Tax Roll for 2020/2021 for discussion and action.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

After considerable discussion amongst the Board, the following motion was made:

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Direct Charges Secured Tax Roll 2020/2021 in the total amount \$16,358 and to adopt Resolution 2020-01 Approving and Confirming the Final Assessment Secured Tax Roll for 2020/2021. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond
NOES: None
ABSTAIN: None
ABSENT: Chapman, Henry

c. A-TEEM SCADA Contract. Discussion/Action.

No written report was submitted on this item. General Manager Bingham stated the field service report from ATEEM regarding the SCADA was presented and approved at the May 20 meeting. The report included information associated with the radio survey completed, SCADA software, radio frequency licensing, AT&T phone connectivity and Orbit radio cost for seven radios. Staff was directed to contact ATEEM to request a complete package delineating the contract for the installation of the new SCADA system for final approval.

Board Member Raymond requested that an additional radio be purchased to enable staff to read the levels of the river which is a requirement of the State in order not to lose the District's Water Rights.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

After considerable discussion amongst the Board, the following motion was made:

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the contract for the installation of the new SCADA system in an amount not to exceed \$20,000. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond
NOES: None
ABSTAIN: None
ABSENT: Chapman, Henry

d. 2020/2021 Budget. Discussion/Action.

General Manager Bingham provided the Profit & Loss Budget Overview July 2020 through June 2021.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

After considerable discussion amongst the Board, General Manager Bingham requested additional changes or comments be email to her to revise the Budget for final submittal and approval at the next meeting.

No action taken at this time.

e. Community Clean Up Committee. Discussion.

No written report was submitted on this item. Vice-Chairman Christensen reported there was no additional information from Rick Miller regarding Rotary Cleanup. She stated there was no additional information from Board Member Chapman regarding the Community Clean Up.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Vice-Chairman Christensen closed the public discussion.

No action taken at this time.

f. Capital Improvement Plan. Discussion/Action.

General Manager Bingham provided the District Capital Improvement Plan. She reiterated District Auditor Robert Johnson has been requesting this Plan for the last two years. The Federal government is also requesting the Capital Improvement Plan be in place for the Distribution Project. She modeled the submitted Capital Improvement Plans from other Districts through the Special District Association.

Vice-Chairman Christensen opened the public discussion. Hearing no further comments from the public, Vice-Chairman Christensen closed the public discussion.

After considerable discussion amongst the Board, the following motion was made:

Motion by Board Member Ebbinghausen, seconded by Board Member Raymond, and carried by a 3 to 0 vote to approve the Capital Improvement Policy. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond
NOES: None
ABSTAIN: None
ABSENT: Chapman, Henry

g. Resolution Approving Manager to Apply Application USDA Construction. Discussion.

General Manager Bingham stated the Resolution was already approved.

No action taken at this time.

h. District to Credit, during Coronavirus, Customer's Cost for \$2.95 for Online Payments. Credit will be applied to Customer Account. Discussion/Action.

General Manager Bingham reported with the COVID-10 "Stay-at-Home Order" (except for those essential services), there is an inconvenience for customers to pay their bills. Paymentus, the District's online payment service which allows customers to pay their utility bill using a credit card, debit card or e-check, charges the customers \$2.95 per transaction.

The recommendation is that during this time, the District issue a \$2.95 credit to any customer who uses the online payment option. This credit would be applied to their account and reflected on their next month's invoice. It is recommended this credit would be applied for a six month.

Vice-Chairman Christensen opened the public discussion. Hearing no comments from the public, Chairman Henry closed the public discussion.

After consideration discussion amongst the Board and staff the following motion was made:

Motion by Board Member Raymond, seconded by Board Member Ebbinghausen, and carried by a 3 to 0 vote to approve the Issuance of a Monthly Credit in the amount of \$2.95 to Customers using Paymentus Online Payment Service to make their District Online Payments for a six months period - April through September and that this matter be placed on the October Agenda for further consideration. Motion passed by the following vote:

AYES: Christensen, Ebbinghausen, Raymond

NOES: None

ABSTAIN: None

ABSENT: Chapman, Henry

10. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.

A. Capital Improvements and general repairs necessary at the District. Continued Item.

Board Member Raymond reported the two signs for the river have been completed.

No action taken.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

a. Solar Panel Committee. Discussion/Possible Action.

No action taken.

b. Water Rights Committee. Discussion/Possible Action.

No action taken.

12. FUTURE AGENDA TOPICS:

a. 2020/2021 Budget. Discussion/Action.

b. Well 3R Well Driller Update. Discussion/Action

c. Community Clean Up Committee. Continued Discussion.

d. Rotary Cleanup Request. Discussion/Action.

13. ADJOURNMENT: The meeting adjourned at 7:13 p.m.