

HILMAR COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
April 7, 2020

Members present – Jim Jones, Jim Gerdes, David Anderson, Frank Hilliard and Joe Sequeira (arrived at 7:06 p.m).

Members absent – None.

Public in Attendance – None.

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Action Items

A motion to approve the Consent Items was made by Jim Gerdes and seconded by David Anderson. Motion passed 4-0.

A motion to approve Bills Payable: April 2020 was made by Frank Hilliard and seconded by Jim Gerdes. Motion passed 5-0.

A motion to approve the extension of the Conditional Can and Will Serve Letter for Bloss Woods (Woods Investment, LLC, John Dennis) was made by Jim Gerdes and seconded by Frank Hilliard. Motion passed 5-0.

A motion to approve the extension of the Conditional Can and Will Serve Letter for Villa Cordoba (Villa Cordoba, John Williams) was made by David Anderson and seconded by Joe Sequeira. Motion passed 5-0.

A motion to approve the extension of the Conditional Can and Will Serve Letter for Dayton Street Project (Alan & Erica Reis) was made by Jim Gerdes and seconded by Frank Hilliard. Motion passed 4-0-1. Mr. Sequeira abstained from voting.

A motion to approve Resolution No. 528, a Resolution adopting the Hilmar County Water District Credit Card Policy was made by Jim Gerdes and seconded by Joe Sequeira. Motion passed 5-0.

A motion to approve Resolution No. 529, a Resolution Ratifying the Board President’s Declaration Changing the Location of Regular Board Meeting Due to COVID-19 Emergency was made by Frank Hilliard and seconded by Jim Gerdes. Motion passed 5-0.

A motion to approve Resolution No. 530, a Resolution Ratifying Operational Changes and Precautions in Response to the COVID-19 Emergency was made by Jim Gerdes and seconded by Frank Hilliard. Motion passed 5-0.

A motion to approve Resolution No. 531, a Resolution Amending the Policy on the Discontinuance of Residential Water Service and Approving Fee Schedule was made by David Anderson and seconded by Joe Sequeira. Motion passed 5-0.

A motion to table Item 7i - to Consider Awarding Contracts for the Water, Sewer, and Storm Drain Master Plans was made by Frank Hilliard and Seconded by Jim Gerdes. Motion passed 5-0.

Meeting –04/07/20

The meeting was called to order at 7:04 p.m. by President Jim Jones.

Roll Call – Conducted by the Board Secretary.

Jim Jones, President	Present
Frank Hilliard, Vice-President	Present
David Anderson, Board Member	Present
Jim Gerdes, Board Member	Present
Joe Sequeira, Board Member	(Arrived at 7:06 p.m)

Also present was Mr. Stuart Spencer, Mr. Spencer Supinger and Dina Borges.

Consent Items – A motion was made and seconded to approve the Consent Items.

Public Forum – None.

District Manager’s Report –

Curtis Jorritsma reported we pumped a total of 22.713 MG of water. We billed for 22.025 MG for a loss of 3.1%. We pumped 9.2 MG more than compared to March 2019. We did flush the water system and customers have turned on their sprinkler systems. We are not able, at this time, to verify how much water was part of flushing the water system. At the wastewater treatment facility, the total flow was 12.774 MG. TSS was 62 mg/L and BOD was 92 mg/L for the month.

Curtis informed the Board, staff has made adjustments and are doing their best to confront the COVID-19 (Coronavirus). On the Administration side, the District office door is locked during office hours. We are allowing one customer in at a time, if they need to make a cash payment. We have had a few customers sign up for ACH payments (payment is taken out automatically from their checking account) and making payments with a credit/debit card over the phone. On the operations side, staff continues to work full time. They have been instructed to maintain social distancing. Curtis has adjusted the number of days they meet in the morning to 2 or 3 days. Mr. Gerdes inquired if staff’s morale was up. Curtis reported staff has been doing a great job. Curtis also reported the water is safe to drink. We use chlorine in the water and it kills any germs.

As stated at the last meeting, we missed one of our Nitrate monitoring dates last year for the Jake Well. We have since met all of the requirements set by the state. This was strictly a reporting violation. Our system was never in violation of any water standards. This will be reported in the consumer confidence report.

Curtis reported all classes and exams have been cancelled by the state. That affected Jonathan and himself from taking their exams in April. They have been post poned until the fall.

Curtis stated he is working on the annual consumer confidence report. The report will be included with either the April or May billing.

Curtis also reported on a few non district projects. Merced County has started the Geer Road Improvement project. Taylor Backhoe is performing the work. The project will consist of raising manholes and utility boxes. The District will be responsible for part of this cost. Caltrans has two projects lined up to be completed before the new school year. They will be installing the HAWK system lighting at the corners of Lander Avenue/Campbell Street and Lander Avenue/Echo Street.

The electronic annual state report has been submitted.

Directors Reports – None.

Action Items –

- A) The bills that are due to be paid in April were presented and a motion was made and seconded to pay them.
- B) Curtis presented the request for the extension of the Conditional Can and Will Serve Letter for Bloss Woods (Woods Investment, LLC, John Dennis). Curtis reported, Mr. Rick Mummert, engineer for the project, inquired into the possibility of a 12-month extension instead of the current 6-month extension based on the District's current water situation. Per Mr. Stuart Spencer, the Board has the discretion to extend the renewal for 12 months as long as all the CC&W are treated equally. After further discussion, the Board will grant the extension for 12 months. Legal counsel will provide at the next meeting, a resolution reflecting CC&W Notices will be extended for 12 months at renewal, until we have a new water source. Staff recommends approving the extension of the Conditional Can and Will Serve Letter. A motion was made and seconded to extend the Conditional Can and Will Serve Letter.
- C) Curtis presented the request for the extension of the Conditional Can and Will Serve Letter for Villa Cordoba (Villa Cordoba, John Williams). This CC&W is for the remaining phase of 43 lots. This property is already annexed into the District. Staff recommends approving the extension of the Conditional Can and Will Serve Letter for 12 months. A motion was made and seconded to extend the Conditional Can and Will Serve Letter.
- D) Curtis presented the request for the extension of the Conditional Can and Will Serve Letter for Dayton Street Project (Alan & Erica Reis). This project requests 12 residential units. The property is for sale. Staff recommends approving the extension of the Conditional Can and Will Serve Letter for 12 months. A motion was made and seconded to extend the Conditional Can and Will Serve Letter. Mr. Sequeira abstained from voting for personal reasons.
- E) Curtis presented Resolution No. 528. This resolution will adopt a credit card policy for the District. This policy was presented at the March meeting. This policy was a recommendation from our auditor. A motion was made and seconded to approve Resolution No. 528 adopting the Hilmar County Water District Credit Card Policy.
- F) Curtis presented Resolution No. 529. This resolution is ratifying the location of the Board meeting due to the COVID-19 local emergency. A motion was made and seconded to

approve Resolution No. 529, Ratifying the Board President's Declaration Changing the Location of Regular Board Meeting Due to COVID-19 Emergency.

- G) Curtis presented Resolution No. 530, a resolution Ratifying Operational Changes and Precautions in Response to the COVID-19 Emergency. This resolution specifies the District's response plan to COVID-19. A motion was made and seconded to approve Resolution No. 530.
- H) Curtis presented Resolution No. 531, a resolution Amending the Policy on the Discontinuance of Residential Water Service and Approving Fee Schedule. At the last meeting the Board approved the policy on the Discontinuance of Residential Water Service according to Senate Bill 998. On the Policy the late charges reflected as a percentage. This resolution will adjust the late fee to a flat fee of \$10.00. The attached "Schedule A" reflects the delinquent charges and charges for re-establishment of service. A motion was made and seconded to approve Resolution No. 531.
- I) Curtis requested this item to be tabled until next month. Two firms, QK Engineering and Blackwater Engineering, submitted proposals for the Water, Sewer, and Storm Drain Master Plans. Curtis is working on gathering more information before presenting it to the Board. A motion was made and seconded to table this item of awarding contracts for the Water, Sewer, and Storm Drain Master Plans.

Discussion Items –

This was addressed in the District Managers Report and the Resolutions.

Closed Session

The Directors Convened to Closed Session at 7:53 p.m. to conference with Real Property Negotiator per Government Code Section 54956.8. Property: APN 015-015-024.

Directors returned to Open Session at 8:05 p.m. Staff was given direction by the Board regarding property APN 015-015-024.

There being no further business the meeting was adjourned at 8:05 p.m.

Respectfully Submitted,



Approved by:



Board Member

5-6-20

Date