

HILMAR COUNTY WATER DISTRICT  
BOARD OF DIRECTORS MEETING  
October 4, 2022

Members Present – Jim Jones, David Anderson, Jim Gerdes, Frank Hilliard and Tony Salvador.

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 Frank Hilliard.  
Motion passed 4-0.

A motion to approve Bills Payable: October 2022 was made by Jim Gerdes and seconded by David Anderson. Motion passed 5-0.

A motion to approve the extension of the Conditional Can and Will Serve Letter for Villa Cordoba Unit IV Subdivision – Residential Partners, LP was made by Frank Hilliard and seconded by Tony Salvador.  
Motion passed 5-0.

A motion to adopt Resolution No. 556 – A Resolution Accepting Dedication and Conveyance of Water Distribution, Wastewater Collection, and Storm Drainage Infrastructure to the District Upon Completion of Villa Cordoba Development Phase I and II was made by David Anderson and seconded by Jim Gerdes.  
Motion passed 5-0.

A motion to adopt Resolution No. 557 – A Resolution Adopting Ordinance 2022-01 Amending Hilmar Ordinance 2.01.005 and Increasing Compensation of Board Members was made by Jim Gerdes and seconded by Frank Hilliard. Motion passed 5-0.

A motion to Approve CIP Project Updates for FY 2022/2023 was made by Frank Hilliard and seconded by Jim Gerdes. Motion passed 5-0.

**Meeting – 10/04/22**  
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The meeting was called to order at 5:30 p.m. by President Jim Jones.

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

**Public Forum** – None.

**Directors Organizational Proceedings Conducted by District Secretary –**

Curtis Jorritsma administered the Oath of Office to Mr. Tony Salvador, who was appointed to the Board at the September Board meeting.

## **District Manager's Report –**

Curtis reported this is the second month we have had TSS and BOD under the standard of 40mg/L. TSS was 35mg/L and BOD was 25mg/L. Jonathon continues to work with Aquafix as we find other opportunities to use their products at the WWTF. So far, we are seeing positive results. Curtis also reported the total water pumped in September was 35.130MG and we billed for 34.051MG for a percentage loss of 1.7%.

Curtis provided an update on Well #7 issue; sand got into the system and we stopped pumping water from it, making the Jake well the lead well while we schedule repairs for Well #7. It is scheduled to start this coming Friday, where we will pull the well, camera it and then check the status. The process should take about a week. We will then flush the whole water distribution system. Customers will be notified in advance of the flushing of the system. We continue to receive calls from the Dover/Sanford neighborhood stating there continues to be sand in their water.

Curtis informed the Board the lead and copper sampling was done last week. We have not yet received results.

Curtis reported he continues to have conversations with Hilmar Cheese Company regarding the possibility of drilling a test hole in calibration with them and the EPA.

Board Members were provided with updates to their Board policy binders.

**Director Reports –** Mr. Hilliard asked how is the Jake well testing? Curtis stated that up this point the results have been good.

## **Public Hearing – Intent to Adopt Ordinance 2022-01, Amending Hilmar Ordinance 2.01.005 and Increasing Compensation of Board of Members**

The Public Hearing was called to order at 5:52 p.m.

The Public Hearing to adopt the proposed Ordinance 2022-01, Amending Hilmar Ordinance 2.01.005 and Increasing Compensation of Board of Members has been legally noticed in the Hilmar Times and posted at the three sites in Hilmar. We received no written comments and there was no public in attendance. The Public Hearing was closed at 5:53 p.m.

## **Action Items –**

- A) The bills that are due to be paid in October were presented. A motion was made and seconded to pay the bills presented.
- B) The Conditional Can and Will Serve Letter for Villa Cordoba Unit IV Subdivision – Residential Partners, LP was presented, and a motion was made and seconded to extend the Conditional Can and Will Serve Letter.
- C) Curtis presented Resolution No. 556 – A Resolution Accepting Dedication and Conveyance of Water Distribution, Wastewater Collection, and Storm Drainage Infrastructure to the District Upon Completion of Villa Cordoba Development Phase I and Phase II. This resolution is a

formality the District had not taken as the two phases have now been completed and have become part of our system. A motion was made and seconded to adopt Resolution No. 556.

- D) Curtis and Mr. Stuart Spencer presented Resolution No. 557 – A Resolution Adopting Ordinance 2022-01 Amending Hilmar Ordinance 2.01.005 and Increasing Compensation of Board Members. A motion was made and seconded to adopt Resolution No. 557.
- E) Curtis provided the updated 2022/2023 CIP report. There are no new projects slated for 22/23 FY. The SCADA project is under way. Mr. Hilliard asked if the District were to install a new well can the components for the new well be part of the current SCADA project? Curtis replied that SCADA is standard, and it would be built into the well project. The Safety Improvements project is going out to bid soon. There are 6 projects listed for 23/24 for a total value of \$7.5 million. The projects are:
  - a. 1MG Storage Tank – Project Total \$6,525,000
  - b. Collection System Condition Assessment Project Phase 1– Project Total \$386,100
  - c. Sewer Infrastructure Mapping Updates – Project Total \$18,700
  - d. Echo Lift Station Improvements – Project Total \$286,200
  - e. Process Improvements Phase 1 of 3 – Project Total \$562,500
  - f. Solar Analysis @ WWTF – Project Total \$13,200

Staff recommends approval of this document. After additional discussion, a motion was made and seconded to approve the CIP Project Updates for FY 2022/2023.

**Discussion Items –**

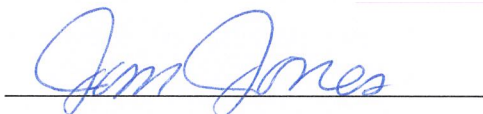
- A) Curtis distributed the Audit results. Based on the Financial Statements the District’s system has a value of \$11,721,469. He also reminded the Board they should have received an email from Dina with the letter dated September 2, 2022 from the Robert W. Johnson Accountancy Corporation regarding the results of the audit. He informed the Board to look over the reports and let staff know if they have any questions regarding the Financial Statements.

There being no further business the meeting was adjourned at 7:03 p.m.

Respectfully Submitted,



Approved by:



Board Member

11-1-22

Date

# 2022/2023 Capital Improvement Project Report

A few quick points:

- “Trust the process” – Our planning, research and dedication has brought us to this point.
- Find the savings – By taking on the CCTV work in house, we may realize significant savings in our proposed CIP projects.
- The calm before the very big storm! – We are going to be busy. In 2023/24, we will be taking on six new projects for roughly \$7.5M.
- Tentative evaluation of rates in 2024/25.

## Previously Approved CIP Projects Underway

### D01 – SCADA Implementation Project

This project will implement Supervisory Control and Data Acquisition (SCADA) capabilities throughout our entire system and across all three enterprises.

Project Cost: \$612,620

Funding Sources:

- Wells – Water Facilities Fees
- Collection System – Sewer Facilities Fees
- Storm Lift Stations – Storm Drain Impact Fees
- WWTF – Sewer Facilities Fees

Latest Update:

We recently reviewed control documents for the three wells and will look to move forward according to the schedule. Tentative project completion is still slated for early 2023 (portions of the project will be online prior to that).

### TF01 – Safety Improvements Project @ WWTF

Project TF01 will fix some current safety hazards while also addressing access in other locations. We looked to include some type of “end line” filtering as well as headworks adjustments but ultimately removed them from the scope of this project.

Project Cost: \$400,000

Funding Sources:

- WWTF – Sewer Facilities & Sewer Capital Improvement Fees

Latest Update:

This project will advertise next week and that will begin our normal bid procedures. A project schedule will be prepared at that time.

## **Current CIP Projects**

No new projects anticipated for FY 2022/23\*

\* - Per the rate study, \$17,000 is allocated this fiscal year for community outreach. This may be brought back to the Board at a later date, but will not be allocated at this time.

## **Future CIP Projects**

### **W03 – 1MG Storage Tank (FY 2023/24)**

CCTV portions of our sewer system which were installed prior to 1990.

Construction: \$4,500,000  
CM, Admin, Eng.: \$1,125,000  
Contingency: \$900,000  
PROJECT TOTAL: \$6,525,000

### **CS02 – Collection System Condition Assessment Project – Phase 1 (FY 2023/24)**

CCTV portions of our sewer system which were installed prior to 1990.

Construction: \$286,000  
CM, Admin, Eng.: \$71,500  
Contingency: \$28,600  
PROJECT TOTAL: \$386,100

### **CS04 – Sewer Infrastructure Mapping Updates (FY 2023/24)**

Update sewer system maps. Begin using a computerized maintenance program to log and track maintenance activities.

Construction: N/A  
CM, Admin, Eng.: \$17,000  
Contingency: \$1,700  
PROJECT TOTAL: \$18,700

**CS05 – Echo Lift Station Improvements (FY 2023/24)**

Pump and/or control replacement to address clogging issues; add generator; update SCADA.

Construction: \$212,000  
CM, Admin, Eng.: \$53,000  
Contingency: \$21,200  
PROJECT TOTAL: \$286,200

**TF02 – Process Improvements Phase 1 of 3 (FY 2023/24)**

Prepare preliminary and final design documents for construction of the following process improvements: 1) replacement of influent flow meter; 2) replacement of screen; 3) addition of washer/compacter for screenings; 4) BOD/TSS removal process; 5) Area for drying of solids removed by vactor truck.

Construction: \$450,000  
CM, Admin, Eng.: \$67,500  
Contingency: \$45,000  
PROJECT TOTAL: \$562,500

**TF04 – Solar Analysis @ WWTF (FY 2023/24)**

Cost benefit analysis for the addition of solar panels at the WWTF.

Construction: N/A  
CM, Admin, Eng.: \$12,000  
Contingency: \$1,200  
PROJECT TOTAL: \$13,200