

HILMAR COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
February 4, 2020

Members present – Jim Jones, Jim Gerdes, Joe Sequeira, David Anderson and Frank Hilliard.

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 Joe Sequeira. Motion passed 5-0.

A motion to approve Bills Payable: February 2020 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 Richard Ellington Subdivision (Richard & Juanita Ellington) was made by David Anderson and seconded by Frank Hilliard. Motion passed 5-0.

Meeting –02/04/20
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The meeting was called to order at 6:58 p.m. by President Jim Jones.

Consent Items – Curtis informed the Directors item 2d on the consent items is to accept Project 18-01 (misstated on agenda as 18-05) Test Holes and Water Sampling and allows Staff to issue the Notice of Completion for this project.

Public Forum – None.

District Manager’s Report –

Curtis Jorritsma provided the Directors with the February Meeting Notes. He stated Well #7 pumped 14.667 million gallons and the Jake Well #6 pumped 11,000 gallons. Total pumped for the month was 14.688 million gallons and we billed for 14.262 million gallons for a 3% water loss. Our average flow at the WWTF was 348,000 gallons, with a maximum flow of 388,000 gallons. Our TSS and BOD levels have come down since we have been filtering our effluent at the WWTF. We continue to improve the process at the maturation pond in hopes of bringing the levels back to normal levels very soon.

Curtis reported the Southside Utility Project is substantially complete. We are waiting for punchlist items to be completed and final billing to come through. There was a change order in the amount of \$20,000.00 for extra work. The project took slightly longer than originally planned but Rolfe Construction did a good job.

Curtis reported we are back to full staff in the Operations Department with Bill being back to work.

Curtis informed the Board he met with Mr. Stuart Spencer and Mr. Spencer Supinger regarding updating the Development Procedures. We need to determine In-Fill land available within District Boundary. Mr. Stuart Spencer will be looking at our existing development policies and make note of any inconsistencies. He plans to report their findings to the Board, possibly at the April meeting. Key points of the Development Procedure will be: The District will put the responsibility on the developer to provide water for their project, according to standards set by the District. It has to be threshold driven, using number of lots or acres to calculate. We need to make sure we can justify all of our actions.

Curtis reported the Operations staff attended a training on Chlorine Gas and brought back good information.

Curtis informed the Board the next WTSGSA meeting will be this Thursday at 6 p.m.

Directors Reports – Mr. Frank Hilliard inquired as to what was the issue at the corner of First Street and Cypress Street? The District has had a couple of Barricades at this location for a while. Curtis will follow up with the Operations staff.

Action Items –

- A) The bills that are due to be paid in February 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 Richard Ellington Subdivision (Richard & Juanita Ellington). 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.

Discussion Items –

- A) Curtis presented the six-month budget figures. We are on track with the mid-year figures and may have some minor adjustments at year end. But overall everything seems good.
- B) Curtis informed the Board we do not have the draft copy of the rate study. Curtis and Dina had a phone conference with Mr. Tuckfield to go over the first draft results and go over different aspects. The District had provided the 2 year CIP Project list to Mr. Tuckfield as part of the rate study and based on the CIP, the rate study projected an increase based on the 2-year plan and nothing after that. What we came to discover was that if you don't have a project listed, it will not be built into the rate study and therefore have no way to fund it. Curtis worked on a 5-year CIP Project list and provided it to Mr. Tuckfield. Curtis provided the Board with the 5-year CIP Project Listing. Based on the 5 year CIP Project list the increase for water would be approximately 15.2% per year and 9% per year for the sewer for 5 consecutive years. Water would be based on tiered rate structure. Based on the annual depreciation of our water and wastewater systems, we should be making annual capital contributions in the amount of \$68,000.00 for water and \$180,000.00 for wastewater. This is an increase from the current amounts of \$36,000.00 and \$24,000.00, respectively. Mr. Tuckfield stated, according to industry standards a Master Plan determines what would be part of the rate study. A Master Plan will look at the potential

projects and our ordinances and would provide at a minimum, a 10-year plan. Curtis asked what might a Master Plan cost and the response was on average it could cost around \$60,000.00 per enterprise. Curtis requested input from the Board on whether we complete a Master Plan and put the rate study on hold or do we finish the rate study and implement new rates and then complete a Master Plan? Staff was given direction to proceed with an RFP for a master plan and put the rate study on hold until those results are available.

The Directors Convened to Closed Session at 8:36 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 9:04 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 9:04 p.m.

Respectfully Submitted,



Approved by:



Board Member



Date