

HILMAR COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
August 3, 2021

Members present – Jim Jones, David Anderson, David Alvares, Jim Gerdes, 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 David Anderson and seconded by Jim Gerdes. Motion passed 5-0.

A motion to approve Bills Payable: August 2021 was made by Jim Gerdes and seconded by David Anderson. Motion passed 5-0.

A motion to approve the extension of Conditional Can and Will Serve Letter for Richard Ellington Subdivision (Richard and Juanita Ellington) was made by Frank Hilliard and seconded by David Alvares. Motion passed 5-0.

A motion to approve the Proposal from QK for the Proposed Tank and Treatment Equipment Project was made by Jim Gerdes and seconded by Frank Hilliard. Motion passed 5-0.

Meeting – 08/03/21
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The meeting was called to order at 5:27 p.m. by President Jim Jones.

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

Public Forum – None.

District Manager’s Report –

Curtis Jorritsma reported TSS was 36.53mg/L and BOD was 12.08mg/L at the WWTF for the month of July. The levels were below the State standard. The average flow at the WWTF was .336 MG, the maximum flow was .369 MG and the total flow for the month was 9.737 MG. Based on the average flow for the month, the plant is at 61% capacity of the permitted total plant capacity of 550 MG. The total capacity of the plant is 1.1 MG. The wells pumped a total of 39.648 MG and we billed for 39.190 MG for a 1.6% water loss.

Curtis reported on staff adjustments and employee reviews. Cody Bettencourt was promoted to Operations Supervisor. He has done a good job of stepping into the new roll. The rest of the staff has a good understanding of the order of operations. Field staff has been jetting the sewer lines as part of our maintenance that we hadn’t been able to get to. Jeff and Zac, have both been getting familiar with using the jet machine. Applegate Teeples was out and cleaned the wet wells.

Curtis informed the Board we are working with Foster's Pumps to get parts in stock for Well #7 as discussed last month. Foster's is having issues with getting quotes for parts. The sound that Well #7 had been making is not as significant this month. We will continue to monitor it. Mr. Spencer Supinger inquired as to what are the static pumping levels, that may be the cause of the sound, in particular to the dry year. Curtis responded that he would pull those numbers and provide them.

Curtis provided the status of the new utility billing software. We are in the transition period with CUSI regarding the new utility billing software. August will be the last month of just using the old system. In September the current system and the new system will work side by side. Everything will be verified on both systems. In October we will be running on just the new system. Based on this transition, CUSI has advised the Staff to adjust the start date of the new rate implementation. This would mean the new rates would have a start date of September 21st in place of September 1st. The reason being, we will be comparing the billings for the month of September on both billing systems and if we have any issue with balancing and to implement a proration factor for the new rates it would make it difficult to determine the issue. Staff verified there's no legal issue with pushing out the rate increase. What it may affect is the estimated revenue for the period of September 1st to the 20th. Per legal counsel's advice, this should be on the agenda as an action item requesting implementation of the new rates to September 21st.

Curtis reported Jonathon Sousa officially received his Water Distribution Grade 1 Certificate.

Director Reports – Mr. Alvares inquired if there's a tank bid yet. The project has not gone out to bid as of yet. Mr. Gerdes inquired if there's been progress in potential property allocation for another well. Curtis informed the Board, there has not been, the acquisition may or may not be a necessity depending on the outcome of our future projects. Mr. Hilliard took the time to commend our operator, Jeff Larson, on assisting in getting a fire hydrant ready for the fire fighters for a house fire on Amethyst. Mr. Hilliard reported he will be taking a seat on the MAC Board. He took the time to thank Mr. Anderson for serving on the MAC Board. Mr. Anderson wanted to express his input into the value of having our legal and engineer consultants at the Board meeting. In the past, there's been the opinion of the Board that there wasn't the need to have the consultants attend the Board meeting. It's true the Board may not always have questions for the consultants at each meeting, but there's value to have the consultants present as they understand how our District works and have the potential to solve problems we may have. It was stated that the engineer firm does not charge the District for the engineer to attend the meeting and legal counsel provides a one-hour courtesy credit for attending the meeting.

Action Items –

- A) The bills that are due to be paid in August were presented and a motion was made and seconded to pay them.
- B) Curtis presented the request to extend the Conditional Can and Will Serve Letter for Richard Ellington Subdivision (Richard and Juanita Ellington). The parcel has been split into two parcels and the property is for sale. The water situation has not changed. Staff recommends approving 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.
- C) Curtis presented the proposal from QK for the Proposed Tank and Treatment Equipment Project. After last month's discussion regarding the tank project and making changes to accommodate treatment capabilities and additional work that falls into the scope of the

project. The total proposal is for \$95,600.00 and out of this amount \$32,200.00 would be for current work that will need to be done to update our plans in order to have it go out to bid. The remaining amount would be charged when construction is happening. The normal process will be putting the project out to bid, advertise the bid for 4 weeks, pre bid meeting. The project will be advertised in a local newspaper, Builders Exchange, CIP Listing (a free online website). Treatment will be an added item and we may or may not need to start using the treatment process. We will be mindful of how much treatment we will need. A motion was made and seconded to approve the proposal from Qk.

Discussion Items –

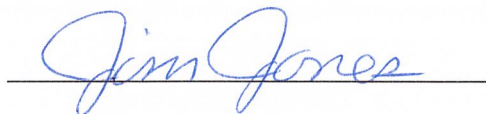
- A) Curtis informed the Board, notices were sent to our customers with the July bill regarding the request from the State of California for a voluntary 15% water reduction.
- B) Curtis reported to the Board, Staff is looking at shifting funds from the current certificates of deposit that will be maturing in August and transfer the funds to the corresponding checking accounts. Based on the poor interest yield and the higher cost analysis monthly fees, the hope is by having higher checking account balances it will reduce the monthly analysis fees. The accounts affected are the General Fund CD, Customer Service Deposits CD, and the W/S/SD Replacement Fund CD. Staff was directed to transfer the funds.
- C) Curtis presented the 2020-2021 FY Audit Letter of Understanding of Services from Robert W. Johnson an Accountancy Corporation. Mr. Johnson did pass away in December; he was a good individual. His daughter Mary and his staff member Kelly are running the business. The audit is scheduled for August 23rd and the 24th.

There being no further business the meeting was adjourned at 6:40 p.m.

Respectfully Submitted,



Approved by:



Board Member



Date