

HILMAR COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
January 2, 2019

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

Members absent – None.

Public in Attendance – Mr. Frank Enes, Mr. Manuel Avila and Mr. Glaucio Cota with Winton-Ireland, Strom and Green Insurance Agency.

.....
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: January 2019 was made by David Anderson and seconded by Jim Gerdes. Motion passed 5-0.

A motion to extend the Conditional Can and Will Serve Letter for Poquito Lakes Project (Poquito Lakes-JKB Homes) was made by Jim Gerdes and seconded by Joe Sequeira. Motion passed 5-0.

A motion to extend the Conditional Can and Will Serve Letter for 19465 American Avenue (Edward R. Ellington and Barbara Ellington) was made by David Anderson and seconded by Jim Gerdes. Motion passed 5-0.

Meeting –01/02/19
.....

The meeting was called to order at 7:00 p.m. by Vice-President Jim Jones.

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

Public Forum – Mr. Enes inquired as to what projects were listed on the last rate study? As he recalls, customers were told it would be a well and tank project. Curtis stated at the time the rate study was conducted, those were the only two projects identified. Our capital improvement projects list currently has several more important projects. Legal Counsel, Mr. Stuart Spencer, stated, generally speaking, a rate study will look at all the costs a District incurs. This can include operational costs and projected capital improvement costs among others, but also forecasts the District’s finances over a certain period, typically five years. Rates are based upon the projections at the time the study is conducted. The rate study, however, does not obligate the District to those projects.

Directors Organizational Proceedings Conducted by District Secretary –

- A) Curtis Jorritsma presented the procedure for selection of officers. Selection was duly made and Jim Jones will serve as President and Frank Hilliard will serve as Vice-President and Curtis Jorritsma will serve as Board Secretary.

District Manager’s Report –

Curtis Jorritsma reported the Contract with Well Industries has been executed. We are currently waiting to set a date for a preconstruction meeting later this month. Curtis also reported TSS for December was 27 mg/l and BOD was 50.5 mg/l. BOD was slightly above the normal range. We are working on stopping the coagulant and using a different process in the hopes controlling our BOD results, ultimately saving money.

Curtis reported he attended the December meeting of the West Turlock Subbasin Groundwater Sustainability Agency. The agency is working to put their GSP together. Curtis also attended a workshop with CV Salts. The workshop was in regards to the Nitrate rules the State of California has implemented. How it will affect the District is something we will need to watch for in regards to water discharge.

Directors Reports – None.

Action Items –

- A) The bills that are due to be paid in January were presented and a motion was made and seconded to pay them.
- B) Curtis presented the request to approve the extension of the Conditional Can and Will Serve Letter for Poquito Lakes Project (Poquito Lakes – JKB Homes). Curtis stated the developer has been notified in writing as to the current water capacity situation. They are set to go to the County Board of Supervisors board meeting in February. Staff recommends to approve the extension. A motion was dully made and approved the extension of the Conditional Can and Will Serve Letter.
- C) Curtis presented the request to approve the extension of the Conditional Can and Will Serve Letter for 19465 American Avenue (Edward R. Ellington and Barbara Ellington). Staff recommends the approval. A motion was dully made and approved the extension of the Conditional Can and Will Serve Letter.

Discussion Items –

- A) Curtis provided the Board members with the handout providing the Board Member with information in regards to their Roles and Responsibilities. This is a good time to review having a new board member starting his term. See attached handout.
- B) Curtis reported we had a customer call with the concern of the street flooding at American Avenue @ Birch Street and Acacia Street. Our storm drain line stops to the west of these intersections. Curtis wanted to bring this to the board as a potential storm drain project. We will need to be cautious in doing this project in order to make sure nothing else needs to be completed regarding sewer/water lines. The question was asked if the County will be responsible for any part of it as there's no sidewalks. Curtis will follow up with the County.

Mr. Glaucio Cota from Winton-Ireland, Strom & Green Insurance Agency was here to present the new Commercial, Business, Commercial Umbrella policy that is set to renew January 22nd. The carrier Allied World Assurance Company is the most competitive in coverage and prices. The new annual premium price is \$304.00 higher than this last year for a total of \$13,650.00 for 2019/2020 renewal. Glaucio went

over the different aspects of the policy. He stated our current liability limit is \$4 million. He also stated the Board may want to consider raising the limits. On average, per every million dollars the annual premium would be \$800.00 to \$850.00 more. Another issue the Board may want to consider is a pollution policy. Curtis reported we currently have a contract with TID for our storm water discharge. Glaucio requested to see the contract and verify the coverage. Curtis will be providing the contract to Glaucio. Glaucio thanked the Board for allowing Winton-Ireland, Strom & Green to provide this policy.

The Directors Convened to Closed Session at 8:31 p.m. to discuss Public Employee Evaluation – District Manager Review.

Directors returned to open session at 9:18 p.m. Staff reported an evaluation of the District Manager was performed and the District Manager entered into a new employee contract.

There being no further business the meeting was adjourned at 9:19 p.m.

Respectfully Submitted,

Dina Burge

Approved by:

James Jones
Board Member

2/5/2019
Date



HILMAR COUNTY WATER DISTRICT Board Member Roles and Responsibilities

This list is by no means a complete list of the roles and responsibilities you have as a Board Member for the Hilmar County Water District. It is meant to serve as an overview and provide some guidance that will help you to carry out your duties in the most effective manner possible. Any of these topics, or any other topics, can be discussed in more detail at a future meeting if that would be helpful.

1. **You are an elected official that represents those served by the Hilmar County Water District. It is your job to take the wishes, needs, and desires of the HCWD customers and transform them into the policies that govern the District.**
2. **There are five votes on every action taken. All Board Members are equally legitimate no matter how different or difficult an individual might be. The Board should look to have a “no secrets, no surprises” approach to doing business.**
3. **Even though there are five votes on every action taken, you are still one Board. There WILL be conflicts and differences. Though they are inevitable, they aren’t necessarily bad. Talking through topics and ensuring everyone at a minimum understands the issues is critical for success.**
4. **This Board sets the direction of the District and establishes strategic goals and objectives to do so. Everyday that you sit on this Board, you are laying the groundwork for the future residents within Hilmar County Water District.**
5. **An effective Board treats staff, customers and other Board Members with Dignity and Respect, even in the face of criticism and opposition. The job of Board Member isn’t always roses and cupcakes. In those times, we shouldn’t steer away from treating people with civility.**
6. **AS A BOARD, YOU MUST EXHIBIT CREATIVE THINKING, BE ABLE TO HANDLE FAILURE AND SUCCESS EQUALLY, ENCOURAGE CALCULATED RISKS, AND CREATE A SUPPORTIVE ENVIRONMENT.**

HILMAR COUNTY WATER DISTRICT IS RESPONSIBLE FOR TELLING OUR STORY!

Future Board Activities

Ethics Training

Brown Act Training

Conflict of Interest Discussions

1st Annual HCWD Strategic Rodeo

Next Month: General Manager Role vs Board of Director Role