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Board of Directors: Terry Lincoln - Chair
Scott McVay, Vice Chair
Directors – Pam Beaver, Beverly Fickes, Logan Johnston

General Manager: Paul Kelley

REGULAR MEETING: September 18th, 2024, at 6:00PM: District Office Board Room

MINUTES

- 1. CALL TO ORDER** – *Chair Lincoln at 6PM*
- 2. PLEDGE OF ALLEGIANCE** – *Director McVay led*
- 3. ROLL CALL** – *Chair Lincoln, Vice-Chair McVay, Directors Beaver, Fickes, and Johnston*
 - *GM Kelley, Admin Assistant Valdez*
- 4. OPEN TIME/PUBLIC COMMENT:** *Sandy Winters – Firewise October 26th at the Community Center. November is the deadline to turn in your Firewise compliance forms.*
- 5. CONSENT AGENDA (Action)** – *Motion to Approve Consent: D. Beaver, 2nd: D. McVay – Vote 5-0 Unanimous*
The following items are expected to be routine. Any interested party may comment or request an item be removed from the consent agenda for separate discussion/action.
 - a. Minutes from Meetings – Regular meeting 8/21//24
 - b. Paid Bills: 8/14/24 – 9/12/24 – *Dir McVay mentioned the Cost of SCADA Software License, GM Kelley also commented on the attached bill from Web hosting company and its excellent value.*
 - c. Payroll: 8-1-24, 8-15-24, 8-29-24
 - d. Activity P&L Report: ~~July, August & September~~ - *Not available this month – We were able to find a CPA, they are working with us to ensure to get our P&L's current.*
- 6. OLD BUSINESS/NEW BUSINESS (Discussion/Action)**
 - a. O.B. – USBR Account Reconciliation - (Discussion) – *GM Kelley discussed how the USBR Fiscal year ends September 30th and requested that water usage reports and payments be submitted prior to September 15th. There are no recent updates regarding the account reconciliations. The Dam tour will be on September 20th 10:00AM – 12:00PM. Forty-five people RSVP'd.*
 - b. District Statement Mailing Insert Policy (Discussion/Action) – *GM Kelley initiated a discussion regarding the potential implementation of a Mailing Insert Policy for community requests to include event flyers in our monthly billing statements. Historically, the District has permitted inserts from local*

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- community groups, such as Citizens Patrol. However, there is a cost associated with adding additional inserts to the monthly billing. GM Kelley sought the board's input on determining the criteria for allowing inserts in the mailings. He also presented the Harvest Printing quote, detailing the associated pricing. The board deliberated on the pricing, guidelines and the number of promotional ads that can be accommodated in our monthly newsletter, considering various sizes. GM Kelley will conduct further investigation in o refine the policy guidelines and provide a draft for the board to review.
- c. District Grants Update – (Discussion) – GM Kelley provided updates on the ongoing Grants Projects, accompanied by pictures. The \$6 million Backwash Ponds Grant project is still in progress, with preparations underway for concrete lining. GM Kelley also discussed the recently funded Grant Anticipation Loan with RCAC, noting that fund requests are being received from the contractor. He provided a refresher on the project grant details. Additionally, GM Kelley discussed the South Wells Emergency Electrical/SCADA Grant, highlighting several key upgrades: Replacement of the Three Well soft start mechanisms, enabling the operation of two wells simultaneously. Installation of a fiber communications line from the wells to the south booster, connecting to the internet through a firewall. This upgrade allowed the District to cancel the AT&T line, saving \$350 per month. Implementation of new programmable logic control panels and a new vault with valve and meter. These upgrades ensure that all information can be integrated into the SCADA system.
- The Distribution System Assessment Grant (Distribution Rehab Project) - The State Water Board informed us in March that, due to state budget challenges, our grant application will not be considered until next year. Pace Engineering has assisted us in compiling a list of items that the state requires for the revised grant application, which we will re-submit next year.
- GM Kelley also discussed the progress of the ARPA – County Water District Grant for Registers & Transponders. Additionally, he notified the board that the EPA-Wildfire Resiliency Grant Application was denied in August.
- d. Water Loss Analysis to date report – (Discussion) – GM Kelley discussed and provided the Assessment of Water Loss spreadsheet. This is not required by the state however it is a good practice to help with future decisions and potential grant applications. GM explained the water usage and revenue for the water year March 2023-February 2024. The spreadsheet provided is what we report to the Bureau. It was explained that water loss can be caused by many things but most likely caused at the Water Treatment Plant. Industry standard is 5-8% water loss; the District is at 14% water loss.

7. GENERAL MANAGERS REPORT

Staff Changes: A new Account Clerk has been hired, significantly alleviating the workload of the office staff. A Distribution position has been offered to a DI applicant, with another candidate currently under consideration. Unfortunately, one of our operators, who was still in the probationary period, was unable to meet the required standards despite extensions.

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CUSI Software: *There are ongoing issues with the CUSI customer database software not communicating accurately with our QuickBooks software. Efforts are underway to resolve this. The Bookkeeper has sought the assistance of a CPA to address these issues. We have received three inquiries and proposals, which should aid in future audits.*

8. OPERATIONS REPORT

Administration: *Due to staff transitions and shortages, there have been numerous delinquent accounts that have not been addressed. However, with the recent hiring of a new Account Clerk, who has proven to be a valuable asset, we are now able to alleviate the workload. This will enable us to resume normal operations and address the delinquencies effectively.*

Water Treatment Plant (WTP) Operations: *The WTP staff have been diligently engaged in routine maintenance, monitoring, and operational tasks to ensure the plant's smooth functioning.*

Distribution Operations: *Efforts are underway to enhance the efficiency of meter readings and to address and correct any discrepancies to ensure alignment with billing information. Significant progress has been made on our leak list, with numerous scheduled service line repairs completed. We have collaborated with Sunrise Paving to obtain quotes for paving areas where leak repairs were conducted. Additionally, we are working on improving the office grounds, including the front lawn area and sprinkler system. This structured approach will help us maintain operational efficiency and address any outstanding issues promptly.*

9. STANDING COMMITTEE REPORT –

- a. Agriculture – September 11th was the follow up Olive Growers meeting, We had a great presentation. Will send survey in next newsletter as well as a workshop. Vice Chair McVay let us know that the Farmers Market has been going well there were eighty plus customers. We are reaching out to Bonney's for time frame for next year's farmer's market.
- b. Finance – We are still working to resolve CUSI/QuickBooks issues. Hoping for a resolution by October meeting.
- c. Planning/Steering – Discussion of drought plans.

10. BOARD MEMBER ITEMS

D. McVay – Asked about recently adding another D1 employee in addition to the D2. GM Kelley explained that we hired D1 due one of our current ones not passing certification. We are being sensitive to the budget as well as trying to ensure that we do not get ourselves into a situation where we don't have enough staff.

D. Fickes – We are finding a lot of items that need repairs as well as ordering a lot of safety equipment. We want to ensure that we are not going over budget.

There was a general discussion regarding the PG&E bill dropping which was due to the standby charge being dropped to 1-2 hours instead of 50-60. We didn't use the standby, so we sent an inquiry to PG&E.

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11. CLOSED SESSION ANNOUNCEMENT: - Board Adjourned to Closed Session: 7:26PM

The Board will adjourn to Closed Session to discuss the following item:

- a. **Public Employee, to consider performance evaluation of General Manager pursuant to GC §54957(b)(1),**

Board Reconvened at 8:09PM – announced the board met on the posted item, no action was taken.

12. ADJOURN THE MEETING – 8:10PM

Approved: 10/16/24 Meeting



Signed:

**Secretary of the Board
General Manager: Paul Kelley**

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