

HILMAR COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
October 5, 2021

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

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 Frank Hilliard. Motion passed 5-0.

A motion to approve Bills Payable: October 2021 was made by Frank Hilliard and seconded by David Anderson. Motion passed 5-0.

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

A motion to approve Resolution 547 – A Resolution Supporting Participation in the Bureau of Reclamation “WaterSmart” Water and Energy Efficiency Grants for Fiscal Year 2021/2022 was made by Frank Hilliard and seconded by David Alvares. Motion passed 5-0.

A motion to approve Resolution 548 – A Resolution Authorizing the Application, Acceptance, and Execution of the “Small Community Drought Relief” Grant was made by Frank Hilliard and seconded by Jim Gerdes. Motion passed 5-0.

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The meeting was called to order at 7:02 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 we pumped a total of 34.806 MG. Our water loss ratio for the month was 4.2%. Curtis also reported TSS was 45.5mg/L and BOD was 36.2mg/L. The average flow at the plant was .277MG, the max flow was .310MG and the total flow was 8.323MG. The average flow of .277 MG puts the plant at 50% total capacity. TSS was above the 40mg/L state standard. The decanting process was pushed out longer, which may have attributed to the higher levels. Temperatures are starting to cool off, and hopefully the levels will come down. Curtis reported there has been a lot of duckweed at the ponds at the WWTF. We have been using chemical to assist in controlling the duckweed. The duckweed or chemicals used have no effect on our treatment at the plant. Mr. Hilliard inquired, since we currently

do not have a curtain in the maturation ponds, is this causing our results to be higher? Curtis responded by stating, given the condition of the previous curtain there's not much difference by not having one in place.

Curtis informed the Board, the water shut off moratorium has been extended to December 31st. We won't be able to shut off water services due to non-payment until that date.

Curtis reported, the new CUSI billing system is up and running. Staff continues to work diligently to make sure all aspects of the system are working properly. Customers now have the ability to make payments online or call an automated phone system and make payments at any time. Staff is liking the new system thus far.

Curtis reported he went to training for the Grade 3 Wastewater Operator Certification and took the test. Unfortunately, he didn't pass the test by 4 points. With the new testing system, results are provided within 24 hours and you may retake it within 60 days. Zac and Jeff attended the Grade 1 Wastewater Operator review course. Both gentlemen stated it was a good course. Zac has submitted his application to take the test. Curtis also reported, he attended the California Special District Leadership Academy, it provided a lot of information on Board and General Manager Roles and Responsibilities. Curtis provided the Board with the Parliamentary Procedure Quick Reference Sheet he brought back from the conference.

Curtis informed the Board that we are pursuing three grants. The District is in a good position to apply for grant funds. With the grant opportunities, the District may be able to move up projects that are listed in our CIP list. Two of the grants are through the WaterSmart Program and it would consist of the water scada project and the sewer and storm scada project. The other grant opportunity is through the Small Community Drought Relief Infrastructure Program. The applications for the WaterSmart grants are due in November and we hope to have a response by February or March. We will work with California Consulting for those two applications. We are looking at a cost of \$7,000.00 to \$9,000.00 per grant based on the amount awarded. This grant program requires a 50% match. The third grant, "Small Community Drought Relief" Grant, gives the District the opportunity to apply for approximately eight million dollar grant with no match requirement. If the district were to provide a specific dollar match, it may provide the District with a better opportunity of receiving grant funds. This grant would be for the water tank, water treatment and new water transmission main line. This grant is based on the District being a disadvantage community and having less than a 10,000 population. We will be working with QK Engineering grant writers and we are looking at a cost of around \$7,000.00. The District is in this position of being able to go after these grants based on the decisions the Board has made. Mr. Frank Hilliard thanked staff for directing the Board in these decisions.

Director Reports – None.

Action Items –

- A) The bills that are due to be paid in October 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 Vila Cordoba Unit IV Subdivision – Residential Partners, LP. This subdivision is for 43 equivalent residential units at the lot on the corner of American Avenue and Villa Cordoba Avenue. The District's 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 Resolution No. 547: A resolution Supporting Participation in the Bureau of Reclamation "WaterSmart" Water and Energy Efficiency Grants for Fiscal Year 2021/2022. The resolution states the Board deems it to be in the best interest of the District to participate in the WaterSmart Program and gives District Administrative Staff authorization to execute all necessary forms. Staff recommends approval of Resolution 547. A motion was made and seconded to approve Resolution 547.
- D) Curtis presented Resolution No. 548: A resolution Authorizing the Application, Acceptance, and Execution of the "Small Community Drought Relief" Grant. The resolution authorizes Hilmar County Water District's General Manager or designee to execute the funding agreement and is directed to submit any required documents, invoices, and reports required to obtain grant funding with the Department of Water Resources. Staff recommends approval of Resolution 548. A motion was made and seconded to approve Resolution 548.

Discussion Items –

- A) Curtis distributed the Audit results. Based on the Financial Statements the District's system has a value of \$10,998,704.00. The value of our system has gone up consistently in the last 6-7 years. The average annual increase has been 5.8%. This is based on the investments the District has made with various projects, like the Southside Utility Project. The District is fortunate that COVID was not detrimental to our operations. Our total current debt is \$334,644.00 for the WWTF. We have two more annual payments. The report on accounting controls and procedures had zero findings. He informed the Board to look over the reports and let staff know if they have any questions.

There being no further business the meeting was adjourned at 7:58 p.m.

Respectfully Submitted,

Jina Borges

Approved by:

Jim Jones

Board Member

11-2-21

Date