

HILMAR COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
MARCH 3, 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: March 2020 was made by Jim Gerdes and seconded by David Anderson. Motion passed 5-0.

A motion to approve the extension of the Conditional Can and Will Serve Letter for Mike Wadsworth – Wadsworth Properties Limited Partnership was made by David Anderson and seconded by Joe Sequeira. Motion passed 5-0.

A motion to approve Resolution No. 526 Amending and Restating the District’s Conflict of Interest Code for Designated Employees, Which Incorporates by Reference the Fair Political Practices Commission’s Standard Model Conflict of Interest Code and Designating Employees Who Must Disclose and Categories of Disclosure was made by Jim Gerdes and seconded by Frank Hilliard. Motion passed 5-0.

A motion to approve Resolution No. 527 Establishing a Policy on the Discontinuance of Residential Water Service 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 6:58 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 the Jake Well pumped 35,000 gallons and the Woody Well pumped 17.448 MG for a total of 17.483 MG. We billed for 16.703 MG for a loss of 4.4%. At the wastewater treatment facility, the total flow was 11.761 MG. Our TSS and BOD results are incomplete for the month. We are waiting for some additional results.

Curtis reported we received the final billing for the Southside Utility Project this morning. The project will be closed at the April meeting.

Curtis provided update on the Development procedures. He has been working with our engineer, Mr. Spencer Supinger and our legal counsel, Mr. Stuart Spencer. He distributed a map of the district reflecting the infill projects. These infill projects are open lots/areas we have within our district boundary. Should the owners of these open lots/areas decide to build, the District would be committed to provide water service. Based on this, the current EDU's available would need to be adjusted based on the remaining infill open lots/areas. Where do we go from here? First step will be, how do we handle the current Conditional Can and Will Serve Letters. Curtis will continue to work with Mr. Supinger and Mr. Spencer on the process and report more at the next meeting.

Curtis reported the annual hazardous reporting has been completed. He also reported the Merced County Mosquito Abatement will be out this month. Curtis will also start working on the consumer confidence report. We will have to include a "Reporting Violation" for Nitrates for missing a scheduled sample.

Curtis informed the Board Justin Rentfro passed his 60-day probationary period.

Curtis also reported the Master Plan RFP is out. Proposals are due back by March 26th.

Curtis did notify Mr. Tuckfield that the Board had decided to complete a Master Plan. Mr. Tuckfield stated that it was very prudent of the Board to complete a Master Plan and then come back to complete the rate study. The rate study is 90% complete.

Curtis informed the Board that Jonathon Sousa will be taking the certification test for his Wastewater Treatment Operator II and Curtis will be taking the certification test for his Wastewater Treatment Operator III.

Curtis reminded the Board the District will be flushing the water lines the week of March 9th to the 13th.

Directors Reports – None.

Action Items –

- A) The bills that are due to be paid in March 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 Mike Wadsworth – Wadsworth Properties Limited Partnership. This project is located at the south side of town. Mr. Wadsworth has submitted the vesting tentative map to Merced County and he is waiting on their response. 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.
- C) Mr. Stuart Spencer presented Resolution No. 526. This resolution reflects the District's Conflict of Interest Code. The District looks at the District's Conflict of Interest Code every two years. This has to do with the annual Statement of Economic Interest Form 700. Form 700 reports anything that is a conflict of interest. The law states we are able to just adopt the model code. The only change to the model code this year is the dollar amount a Board member may receive and not have to report it. The amount is now \$500.00. Another

change we are making is we are adding the Office Manager position to the list of designated employees and disclosure category. A motion was made and seconded to approve Resolution No. 526 Amending and Restating the District's Conflict of Interest Code for Designated Employees, Which Incorporates by Reference the Fair Political Practices Commission's Standard Model Conflict of Interest Code and Designating Employees Who Must Disclose and Categories of Disclosure.

- D) Curtis presented Resolution No. 527 Establishing a Policy on the Discontinuance of Residential Water Service. This policy provides additional procedural protections for customers prior to terminating residential water service for nonpayment. This needs to be in place by April 1, 2020. Curtis felt we need to have the specific fees etc. spelled out before approving the resolution. There was a motion by Mr. Frank Hilliard who later rescinded that motion based on continued discussion with the attorney. Per Mr. Stuart Spencer the summary of the policy needs to be in place by April 1st and all other aspects of the policy; for example – staff procedures and documents necessary to implement the policy will need to be taken care of after the resolution passes. Another motion was made and seconded to approve Resolution No. 527.

Discussion Items –

- A) Curtis presented the Draft copy of the Credit Card Policy. At our last audit, the auditor recommended the Board and management to establish a credit card policy that would set out limits, purpose of use, documentation (such as receipts), and safeguarding the card(s). Curtis directed the Board to read the policy and to contact staff with any questions. This will be on the April agenda as a resolution.
- B) Curtis presented a short video from the West Turlock Subbasin Groundwater Sustainability Agency. The Sustainable Groundwater Management Act (SGMA) enables local agencies to manage groundwater locally so long as specific actions are taken and timelines met. SGMA required local agencies to form Groundwater Sustainability Agencies (GSAs) covering the entire Turlock Subbasin. GSAs are required to develop and implement a Groundwater Sustainability Plan (GSP). As a result, two GSAs formed within the Subbasin: the West Turlock Subbasin Groundwater Sustainability Agency and the East Turlock Subbasin Groundwater Sustainability Agency. Our district is part of the West Turlock Subbasin Groundwater Sustainability Agency.

The Directors Convened to Closed Session at 8:10 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 8:41 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 8:41 p.m.

Respectfully Submitted,

Dina Borgs

Approved by:

Jim Jones

Board Member

4-8-20

Date