

Minutes

WASHINGTON COUNTY WATER DISTRICT

Regular Meeting

February 4th , 2020

6:15 P.M.

At The **SCHOOL**

Please Note: In compliance with the Federal “Americans with Disabilities Act”, any person who requires special accommodations in order to attend or participate in the meeting, please contact 265-4720 - prior to the meeting.

OPEN MEETING:6:15

APPROVAL OF THE AGENDA. : CHARITY J. ASKED FOR CHANGES TO AGENDA , SAYING SHE BELIEVES THAT THEY ARE LEGAL CHANGE DO TO NATURE OF SAID CHANGES. BONUS FOR EMPLOYEE , AND A LEGAL ISSUE WITH A CUSTOMER. TO BE PUT IN THE CLOSED SESSION FOR TONIGHT'S MEETING (02/04/2020.CHARITY J. MOTION, AMY B. 2ND ALL APPROVED.

APPROVAL OF THE MINUTES FROM JANUARY 7TH. APPROVAL FOR MINUTES KASS K. ASKED THAT AMY B. BE ADDED TO LAST PARAGRAPH ON FIRST PAGE STATING AMY B. WAS ALSO ON THE BOARD AT THE TIME . KASS.K MOTIONED CHARITY J. 2ND ALL APPROVED

Fire Department Meeting General : 6:20

- I. Monthly Fire Chief’s Report (Department Representative): FireWise meeting Jan , road side clean up on ingress and egress, and road signs . Mike stated him and Charity J. went to Board of supervisor meeting ,in public comment got it on record asking about the TOT taxes allocations. County as a ranking list of who pays the most TOT taxes and Riverrest Camp ground is 5th on that list. County does not have funding for Hazardous material removal like the spill on hwy 20 there are putting together committee to get funding to have money to pay for removal of hazard. Washington fire training this last month was Map reading , Medical equipment review, and rope rescue . Grand Jury inquiry on fire inspections on the Two commercial properties in town where done on time with no issues to report to be read into minutes in the water board meeting. Mike reminded All board members and staff to do FEMA training.
- II. Monthly Report by Doug C.
- III. February 3, 2020
- IV. Captains report: Since my last report there has been 1 call.
- V. 1 Medical aid call, transported by ground ambulance.

[1-From dispatch to responding in 4 minutes, at scene in 10 minutes, 2 personnel were committed for 36 minutes.]

Closure of the Fire District Meeting: 6:35

Public Comment: none

General Public Comment time (not related to existing agenda items) allowed on subjects relating to the water agency and/or Fire Department, total elapsed time **15 minutes, 3 minutes per individual speaker.**

Water Agency Meeting 6:35

Public Comment : none

General Public Comment time (not related to existing agenda items) allowed on subjects relating to the water agency and/or Fire Department, total elapsed time **15 minutes, 3 minutes per individual speaker.**

I. Monthly Reports

A. Director's Announcements (Director's): none

B. Operation's Report (A. Boyle, Tina J.) Tina J. Gave report stating Getting together all info on John Wiemann Covering exposed pipe in his drive way, Ordered Chlorine , went to county and got furniture for the work space wcwd is moving into, Going to meet with Bruce B. to get budget for getting filters resanded, Getting customers billings and photos to fix discrepancies . Meters read on time. Write up letter to make stairs on property's for meter reading.

C. Bookkeeping Report (C. Jackson, D. Shipley) Charity J Stated that a new bookkeeper was hired (Kym J.) and that the new software for bookkeeping is going good and that getting the bills out on time and Kym J. is catching on will.

D. Software update (Kass. K., C. Jackson) : Kass K. asked for this to be removed and put with bookkeeping reports from here on out.

E. Grant updates (Kass.K) Kass and Tina have been getting requested letters and other papers to Tim as they find them.

II. New Business: for information, discussion and possible motion

A. New Computers for bookkeeping and Operation Manger (Debbie S. Charity J.) Board asked if when can look into getting laptop from county first if not then look into buying new ones. Kass K. is going to try to get laptop we have updated with county software. Debbie S. motion to buy one laptop and Charity J. 2nd all approved.

B. Warrants (Charity J. Debbie S.) Charity J. rescued from warrants, Debbie S. read warrants into minutes, Kass K. 2nd all approved.

C. A truck with a Utility Bed (Charity J.) Tina J. is going to write a request letter to county for new truck .

D. Credit Card , Policy and Procedure , How much (Debbie S. Charity J.) Board what's a Policy and Procedures written with a secured credit card with a \$1500.00 limit . Asked Tina J. to look up a Policy and Procedure.

E. Sign on bonus For Sara Rowland (Amy B.) Moved to closed session.

III. Old business: for information, discussion and possible motion.

A. Discuss budget and rate increase and water increase combination(Charity J. Debbie S.) Still working on getting all of this worked out with the new bookkeeper being on board.

B. Sand purchase (C. Jackson, Tina J.) Sand purchase to be put in operations report.

C. *Cal OES Repair funds* (K. Kozloski) none at this time

Correspondence: President of the board sorted thru mail and assigned to appropriate board member s and employees

III. Close of the Water District Meeting : 7:27

Closed Session Meeting : open 7:27 closed 7:50

IF ANY BOARD MEMBER NEED TO ATTEND THE MEETING VIA CONFERENCE CALL, OR ANYONE WISHING TO JOIN THE MEETING BY CONFERENCE CALL CAN DIAL 712-770-5505 WITH THE CODE OF 369-457# FOR ALL BUT CLOSED SESSIONS.