

**MINUTES**  
WASHINGTON COUNTY WATER DISTRICT  
*Regular Meeting*  
July 11, 2019  
**6:00 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 - 24 hours prior to the meeting.

**PRESENT:** K. Kozloski, A. Boyle, D. Pettis, W. Helm (phone), J. Price, Chief Stewart, Captain Cole, Charity Jackson (business consultant) S. Rowland (g.m.), 4 members of the Public

K. Kozloski opens meeting at 6:10 P.M.

K. Kozloski moves to put item II of Fire Department Meeting off until Liz Kurpies arrives, D. Pettis 2nd- ALL APPROVE

**APPROVAL OF THE AGENDA**      **K. KOZLOSKI MOVES TO APPROVE AGENDA WITH CHANGE, D. PETTIS 2ND- ALL APPROVE**

**APPROVAL OF THE MINUTES FROM REGULAR MEETING –JUNE 13, 2019**

**K. KOZLOSKI MOVES TO APPROVE THE MINUTES, D. PETTIS 2ND- ALL APPROVE**

### **PUBLIC COMMENT**

This portion of the agenda is reserved for the public to discuss matters of interest, within the District's jurisdiction, which are **not on the agenda**. For public comment on items not on the agenda, no action may be taken by the Board, except to refer the matter to staff and/or place it on a future agenda. It is in the best interest of the person speaking to the Board to be concise and to the point. **A time limit of Three minutes per individual will be allowed.** Visitors are reminded to please refrain from making comments or talking amongst themselves while the meeting is in progress.

Public comments may be made when a Discussion/Action Item is being discussed, provided the visitor raises his/her hand **and** is recognized by the President and states their name for the record prior to comments. Please note that the meetings are recorded.

### **Fire Department Meeting**

- I. Monthly Fire Chief's Report (Department Representative)  
Chief Stewart is still trying to get a handle on where the FD is on things. Equipment-wise: E- 60 runs and they drove it in the parade, it did need to be jumped because the batteries are very old- cost of new batteries is about \$400. B-60 has some issues that the FD is still trying to figure out exactly what the issues are. The siren on top of building is broken, it will cost about \$800 to fix, Chief Stewart is looking for funding for that.  
Chief Stewart has done 2 trainings with the FF, mostly just covering where everyone is at with their training and certs  
Chief Stewart says he is happy to see the Reso thanking Liz Kurpies, he says she did a great job  
All of the FF's are motivated to work hard  
Chief Stewart is working with Ready Set Go for emergency planning, evacuation signage etc  
K. Kozloski asks if Auxiliary can pay for siren- Chief Stewart says that Aux treasurer is out of town, so he cannot request that at this time

Captain Cole reads his report:

July 11, 2019

Captains report:

Since my last report there have been a total of 5 calls, some of these falls under multiple categories.

4-Medical calls , 3 transported by ground ambulance and 1 by air ambulance.

[1-From dispatch to responding and at scene in 3 minutes, 2 personnel were committed for 39 minutes.]

[1- From dispatch to responding 2 minutes, at scene in 11 minutes, 4 personnel were committed for 1 hour and 31 minutes.]

[1-From dispatch to responding 1 minute, at scene in 5 minutes, 4 personnel were committed for 34 minutes.]

[1-From dispatch to responding 11 minutes, at scene in 2 minutes, 1 personnel was committed for 39 minutes.]

1- Water rescue of 2 people in the river on pool tubes, that were going to float from Pineaire to River Rest campground. They ended up about 4 ½ miles downriver at Little Brown Bear Creek. This was a multi-agency response of TNF E-333, Div-3, NCCFD R-84, NCFD U-5430, CHP H-24, and SNMH Med-1.

[From dispatch to responding 6 minutes, at scene in 12 minutes, 4 personnel were committed for 1 hour and 54 minutes.

Doug Cole

Captain, Washington Fire & Rescue:

Charity Jackson asks about reimbursement for calls

Captain Cole says the Liz was working on this and any money could only come from non-residents

Chief Stewart will look into this but when he tried this before only calls involving DUI could be reimbursed

Debbie Shipley says that this is what the Transient Occupancy Tax was originally for

K. Kozloski suggests to Captain Cole to put his report on the website

Captain Cole will find out first how Chief Stewart would like the Fire page to look

Chief Stewart cautions HIPAA is very restrictive on the information that can be made public

Discussion of categories of calls and penalties for violating HIPAA

Charity Jackson asks about red flag- Captain Cole says the FD has the flag and will be used during Red Flag hours

W. Helm would like all calls collated to help with Prop 172 funds- Captain Cole can get that data together

II. Resolution thanking Liz for her service as Fire Chief and recognizing her work for the community  
**SEE II G**

III. WNCFA update ( D. Cole) **Chief Stewart says there has been no action on this**

IV. Report on Fire Wise Coalition (R. Gotham) **Chief Stewart says there has been no action on this**  
Closure of the Fire District Meeting

### Water Agency Meeting

I. **Monthly Reports**

A. Finance Coordinator Report and Approval of Warrants (Directors)

**D. Pettis reads warrants:**

#### Requests for Warrants WCWD

Date	Vendor	Amount	Description
06.25.19	AT&T	100.00	530-265-0580
06.20.19	California Special Districts Assn	215.00	Membership Dues ck issued 6/24/19
06.04.19	Cranmer Engineering	35.00	Inv GBF0322 Colilert & Chlorine
06.04.19	Cranmer Engineering	35.00	Inv GBF0323 Colilert & Chlorine
06.04.19	Cranmer Engineering	40.00	Inv GBF0324 Colilert & Chlorine
06.30.19	Employment Development Dept	1,246.32	Qtr 2 2019 Payroll Taxes
06.25.19	Hill Flat Lumber Co.	64.63	Acct 4497 06/06-06/25/19 Rprs & Maint
07.08.19	HughesNet	114.24	Internet Svc July
07.10.19	Jessica Price	1,473.75	June - July Bookkeeping
06.24.19	Jessica Price	55.00	Stamps for July 2019 Billings & invoices
07.01.19	PG&E	12.00	June 2019 6127729064-1 Water Shed
07.01.19	PG&E	100.00	June 2019 6097898469 Clorination Sys
06.30.19	Robinson Enterprises		Fuel 6/1-6/30/19



		200.00	
06.24.19	Sierra Office Supply	109.23	Office supplies, ink, envelopes
06.30.19	United States Treasury	3,787.44	Qtr 2 2019 Payroll Taxes
06.24.19	USA Blue Book	61.07	Inv 932209
06.09.19	Washington Petty Cash	439.43	Weedeater & Camera purchased
	<b>Total</b>	<b>8,088.11</b>	<b>-215.00 = \$ 7,873.11</b>
	<b>Payroll Approval WCWD</b>		
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6.15.19	Sara Rowland	1508.29	Payroll 06/01-06/15/19
6.15.19	Tyson Hamilton	369.40	Payroll 06/01-06/15/19
06.30.19	Sara Rowland	1868.05	Payroll 06/16-06/30/19
06.30.19	Tyson Hamilton	531.01	Payroll 06/16-06/30/19
	<b>Total</b>	<b>4,276.75</b>	<b>All Payroll checks have been issued</b>
	<b>Fire Department Request for Warrants</b>		
<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
06.25.19	AT&T	100.00	530 265 4720
07.01.19	PG&E	75.00	4972894369-4
06.30.19	Robinson Enterprises	0.00	(126.97 credit balance on account)
05.29.19	Target Solutions	400.00	Training
	<b>Total</b>	<b>575.00</b>	
	<b>GRAND TOTAL ALL CHECKS</b>	<b>12,939.86</b>	Approved at 7.11.19 Mtg

Amount already disbursed: 215.00 AP checks  
Amount already disbursed: 4,276.75 Payroll Checks  
Adjusted Amt to be disbursed: 8,448.11

**K. Kozloski moves to approve warrants, D. Pettis 2nd- ALL APPROVE**

B. Director's Announcements (Directors) **NONE**

C. System Operations Report: (S. Rowland)

**S. Rowland reads GM report:**

### **WCWD GENERAL MANAGERS REPORT**

**July 11, 2019**

- **CT report-** completed and sent to county

- **compliance samples-** completed and came back clean, the raw coliform is a little high, but post-filter shows absent
- **staff-** still looking for a bookkeeper
- **projects-** found placement for 2 new services up maybert- have a local contractor that will be bidding, talking with Hughesnet to schedule site survey, talking with sand provider( SRI out of Marysville),
- **issues-** customer with meter issue- need the Board to set a policy on how to deal with this- form, charge, etc
- **taking 7/14-7/17 off, will be back to work 7/18- no cell service**

**DISCUSSION OF CUSTOMER METER ISSUE**

W. Helm says that the way to deal with customer issue is to swap out meter and if it is found to be functioning properly \$200 will be added to customer bill- if the meter is defective there will be no cost to customer

W. Helm will bring language for Policy to next meeting

S. Rowland will draft a form/contract stating the cost with a list of things for homeowner to check for leaks and will have homeowner sign before any work is done

D. Meter Report (D. Askew)

Dylan not present- S. Rowland says that Dylan and Tyson did readings together- W. Helm mentions a mistake on the read sheet- S. Rowland will look at pictures to fix mistake

K. Kozloski asks about leaks and exposed pipe- S. Rowland tells him that Tyson has been painting pipe and she is only aware of the leaky hydrant at Gaston- Charity says that was the only leak she saw but there was a lot of exposed pipe with trees and debris

**II. Old business: for information, discussion and possible motion.**

- A. CABY/ other grant opportunities update (W. Helm) **no update**
- B. New language for Forgiveness Policy **none**
- C. XiO Telemetry system proposal

S. Rowland tells the Board that the site survey has not been done- been in contact with Hughesnet waiting for an appointment

W. Helm moves to approve pending internet

A. Boyle asks about the warranty, W. Helm says that the warranty is not a big deal, it is not like a car warranty- the parts are reliable and cheap to replace when needed. W. Helm would like to vote on this now to save time and money later

Charity Jackson asks if someone has been appointed to work with Paul and XiO on this- S. Rowland says no

S. Rowland says that Paul suggested the Board not approve this yet

A. Boyle says this was tabled last time due to uncertainty and the budget... K. Kozloski says this will save time and money....W. Helm says that as soon as this system goes online it will save \$1000/month

**IN-DEPTH DISCUSSION OF S. ROWLANDS TIME AND PRODUCTIVITY**

S. Rowland asks if the Board is going to vote on this item

A. Boyle asks why can the District spend \$15,000 on this and not \$400 for the FD to get a battery for Engine 60



W. Helm says that this will save money and then the District can build up reserves again and give more money to the Fire Department

K. Kozloski proposes approving the purchase of XiO SCADA system pending Hughesnet, W. Helm 2nd- 2 AYE, 2 NAY- DOES NOT PASS

this will be put on next month agenda

Charity Jackson asks if someone will be appointed to work with Paul on this, \$15,000 is a huge purchase compared to the Districts budget and this should be more thoroughly researched

Charity and Debbie questioning the information that the Board has been provided

W. Helm says no more public comment at this time

D. Status of Prop 172 funds for Fire department due to population (Jessica)

J. Price tells the Board that in order to change the disbursement of Prop 172 funds, all of the Fire Districts will have to get back together and decide how to redistribute

W. Helm thanks J. Price for her work on this and asks who on the Board would contact Prudence at County- J. Price suggests contacting CEO instead- A. Boyle volunteers

E. Status of Customer concerns of billing fairness and meeting with county council.

S. Rowland reads email from James Grill:

Dear Water Board:

Yesterday, I filed a lawsuit in the Nevada County Superior Court for declaratory and injunctive relief as promised.

I need to serve you with the complaint.

Who is the agent for service of process? (County Counsel says they are not).

Please respond at your earliest opportunity.

Jim Grill

S. Rowland is informed that she should be the agent to be served with the papers, S. Rowland will contact Mr. Grill to let him know to serve her

K. Kozloski is a bit upset by this email because he has been trying to get a response from County Council and it has not worked- he will continue to try. J. Price suggests contacting CEO to express frustrations

W. Helm says that now the District will need an attorney to answer the lawsuit- this is when the District could really use guidance from County Council

K. Kozloski says that when Alison did respond to him, she gave him the names of 2 lawyers, K. Kozloski asks if he should follow up with the one that may do this pro-bono

W. Helm says yes

K. Kozloski says that when S. Rowland gets served she should post the papers on the District website

F. Consideration of starting process of new rates based upon meter size, reports from letters sent out.

S. Rowland informs the Board that there has been zero response

Debbie Shipley says she didn't respond because it isn't legal to charge customers to switch out a meter for another size when they didn't get a say in the meter size when it was installed.

At the last meeting it was decided that if customers wanted to change out their meter, the Board would cover the cost but in the letter that was sent, it said that customers would have to pay \$500

W. Helm says that the Board needs to decide whether or not to go through another rate study

A. Boyle says just raise the base rate- K. Kozloski says to keep it simple and charge by meter size

**K. Kozloski says this should wait until after the summer months to get more data to see if new rate structure is working**  
**after much discussion it is decided that**  
**W. Helm will contact Mary Fleming about another rate study**  
**This will be on next months agenda**

G. Latest meter reading and billing amounts for budget modification.

**COVERED ABOVE**

**K. KOZLOSKI READS RESOLUTION THANKING LIZ FOR HER SERVICE:**

RESOLUTION NO. 19-07-11

RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE WASHINGTON COUNTY WATER DISTRICT  
RECOGNIZING THE EXCELLENT SERVICE OF CHIEF LIZ KURPIES AS OUR  
VOLLENTEER FIRE CHIEF

---

**WHEREAS**, Liz Kurpies has be our fire chief since Sept. 15, 2016 and during that time has lead our fire department.

**WHEREAS**, Liz Kurpies has resigned as she plans to move out of the area.

**NOW, THEREFORE, BE IT RESOLVED** that the District does hereby resolve, determine and proclaimed as follows:

The board, as the representative of the Town of Washington, hereby wishes to formally thank and acknowledge Liz Kurpies for her excellent service to our community and for maintaining the excellence and professionalism of our fire department. Her selfless commitment to our community and the safety of our residents is appreciated by all.

All the foregoing being on the motion of Director Kozloski, seconded by Director Pettis, and authorized by the following vote, namely:

Ayes: 4  
Noes, 0  
Abstentions:  
Absent:

**I HEREBY CERTIFY** that the foregoing resolution is the resolution of the Washington County Water District as duly passed and adopted by said Board of Directors at a legally convened meeting held on the 11th day of July 2019.

Kuan Kozloski  
Board of Director

ATTESTED TO:  
[Signature]  
Secretary of the Board





H. Website update (K. Kozloski)

K. Kozloski put rates on website- updated Google listing with website

Charity suggests putting web address on statements- S. Rowland will get address to J. Price

I. Possible refund for current billing software system ( K. Kozloski)

J. Price got a response from CAMS- they said the old business owners would be responsible for this and that they will contact them to get this figured out

this will be on next agenda

K. Kozloski also asks S. Rowland to put OES update on next month

**New Business: for information, discussion and possible motion**

A. Board action on Charity Jackson as new Board Member

W. Helm moves to appoint Charity Jackson as Board Member, K. Kozloski 2nd- ALL APPROVE

S. Rowland gives Charity Jackson Oath of Office for signature

W. Helm says that now Charity Jackson is voting member of Board and her comments can be heard

C. Jacksons comments:

She feels that the Board needs to do their due diligence to respond to Mr. Grills complaints- look through original complaint, make action items list, and prepare a response to each, for example, one of his main complaints is that not every home has a meter- the Board should prepare a response that includes each property this is true and the reasons why

C. Jackson asks W. Helm about a meeting that he was trying to set up with Supervisor Richard Anderson about Transient Occupancy Tax (T.O.T)

W. Helm says that K. Kozloski is working on getting that meeting set up and W. Helm says that he would be happy to share his notes on all of these issues with C. Jackson

C. Jackson says that Mr. Grill references multiple cases in his letters and she would like to do more research on this- W. Helm will share what he has with her

C. Jackson says the Board should try to satisfy him if his requests are reasonable instead of going to court

she is also very interested in the T.O.T situation because between her business and the 2 campgrounds there is a potential \$40,000 and it looks like only \$400 comes back to our community. J.Price explained the \$400 is actually Prop 172 monies. \$0 comes from TOT.

W. Helm suggests she follow up with J. Price

C. Jackson references telemetry papers that were in the Board packet and points out some discrepancies, W. Helm says he has not seen this. C. Jackson says this is why the Board should not go ahead on the SCADA system yet- need to get the facts straight first

**IN-DEPTH DISCUSSION OF SCADA/XIO/SAVINGS**

C. Jackson reviewed spreadsheets and wrote a report she would like to present to the Board, she also volunteers to help with budget/rate analysis

W. Helm says to table this and move on to bookkeeper

C. Jackson agrees that hiring a bookkeeper is important

C. Jackson report will be on next agenda

B. Board member training, what is needed and when, assign board member to follow up

K. Kozloski got Ethics and sexual harassment done

A. Boyle has not completed yet

S. Rowland completed ethics and NIMS 700

C. Review Bookkeeper candidates and action to approve new Bookkeeper

W. Helm asks if any interested parties are present, S. Rowland says one was here earlier but she left

J. Price asks W. Helm about the 5 candidates he emailed her about

**W. Helm says that one said he would do it for a flat rate of \$1500/month**

**S. Rowland will follow up with 2 potential bookkeepers**

D. Approve transition training for new Bookkeeper if approved

E. Review Secretary candidates and action to approve hiring

F. Review new employee for unskilled jobs

**this was in response to Tyson doing unskilled work-**

**S. Rowland was reminded of a couple people that can do this work for the District and be paid by the job**

**DISCUSSION ABOUT PAYROLL, WORK COMP, CONTRACTORS, LIABILITY COVERAGE**

G. Review and consider safety platform for cleaning the screens

**W. Helm would like Tyson to build safety rails at the intake- Tyson provided sketch of his idea for this, S. Rowland will ask him for estimate of time and materials cost**

**Chief Stewart says that this railing would not last one winter, he will get with Tyson on this**

**A. Boyle tells Board how hard it is to clean the screens- DISCUSSION OF SCREENS BEING DAMAGED AND HIGH WATER**

**S. Rowland will research cost of new screens**

**C. Jackson says to have an anchor point to have a harness hooked to**

**C. Jackson would like to know her responsibilities as a Board member**

**A. Boyle says that C. Jackson is more qualified to do things than some other members, everyone agrees that the Board should play to their individual strengths**

**W. Helm say to have a list of duties for next meeting**

**C. Jackson asks about expenses how bills get paid, J. Price says that other places include receipts and invoices in Board packets**

**Debbie Shipley asks how checks get issued before approval at the meetings- a pay request must be signed by 2 Board members**

**Correspondence**

**Close of the Water District Meeting**

**K. Kozloski closes meeting at 7:43 P.M.**