

MINUTES

WASHINGTON COUNTY WATER DISTRICT

Regular Meeting

August 8, 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: D. Pettis, W. Helm, A. Boyle, C. Jackson, K. Kozloski, Chief Stewart, Captain Cole, Firefighter Wallace, P. Rose, S. Rowland (gm), 1 member of the public

W. Helm opens meeting at 6:01 P.M.

W. Helm moves to put item C. in Old Business to the top of the agenda, D. Pettis 2nd- ALL APPROVE

APPROVAL OF THE AGENDA W. HELM MOVES TO APPROVE THE AGENDA, A. BOYLE 2ND- ALL APPROVE

APPROVAL OF THE MINUTES FROM REGULAR MEETING –JULY 11, 2019

W. HELM 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 tells the Board that the annual fundraiser put on the Auxiliary was a huge success and it could not be done without the firefighters from Crockett.
Chief Stewart says the roof siren has been sent in for repair- after research this was best option- this will cost \$800 and was made possible by C. Jackson she is a fundraising machine and it only took her about 15 minutes to get it done, siren should be back in 2-3 weeks
After doing some training Chief Stewart has found that B60's priming pump is shot and there is no way to get that part, there will be a work party on Sunday and the FF's will be cleaning out the Water Board shed and finishing the remodel that was started years ago, so the WCWD office can be moved out of firehouse- D. Pettis offers sheetrock for project, W. Helm offers insulation
Chief Stewart found parts for E60 in the shed that are worth in excess of \$5000
Phelps Hill HOA has asked Chief Stewart to speak to them
The Chief also spoke to Supervisor Anderson about Transient Occupancy Tax (T.O.T) and found that it goes to county general fund and that this would be the right time to fight for some of this money- He also found that the Fire Dept should be getting \$7400 NOT the \$4200 that WCWD budget shows
- II. WNCFA update (D. Cole)
Chief Stewart says this is still slowly moving the next meeting is on Wed and he will attend he spoke with Chief Mathias who said that he will help look for funding

W. Helm tells Chief that the MOU between the Board and Chief will get done

Captain Cole reads his report:

August 8, 2019

Captains report:

Since my last report there have been a total of 2 calls.

2-Medical aid calls, both transported by ground ambulance.

[1-From dispatch to responding 4 minutes, at scene in 11 minutes, 2 personnel were committed for 37 minutes.]

[1-From dispatch to responding 1 minute, at scene in 4 minutes, 3 personnel were committed for 41 minutes.]

Doug Cole

Captain, Washington Fire & Rescue:

Fire Department Roster
2019

NAME	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.
D. Cole	Y	Y	Y	Y	Y	Y	Y	Y
K. Potter	Y	Y	Y	Y	Y	Y	Y	Y
L. Kurpies	Y	Y	Y	Y	Y	X	X	X
R. Kozloski	Y	Y	Y	Y	Y	Y	Y	Y
D. Wittler	Y	Y	Y	Y	Y	Y	Y	Y
C. Wallace						Y	Y	Y
M. Stewart							Y	Y

Codes
Y=yes
X= inactive or moved
Had not joined yet

- III. Report on Fire Wise Coalition (R. Gotham) **NONE**
Chief Stewart adds that there is no current agreement exists with the Forest Service it needs to be re-done every January
He tells everyone that fuels are drying out and fires are picking up

- C. Jackson brings up the fact that the Auxiliary paid for the battery for E60- she is concerned about the fact that this is WCWD responsibility**
- W. Helm says that he asked the Aux to buy the battery this once**
- C. Jackson asks if W. Helm intends on the WCWD repaying this money to Aux**
- W. Helm says no, that was not his intention**
- C. Jackson is worried about setting a precedent of the Aux taking care of the Districts equipment**

W. Helm asks her if she would rather the District run out of money

C. Jackson replies that no, she would rather the District manage their money better and maintain their own equipment

A. Boyle would like to District to pay the money back

Chief Stewart says that it is dangerous to rely on any auxiliary organization

W. Helm explains his position and the fact that there is very little money that is able to be put toward the FD

Chief Stewart asks why then is the \$ 100/month phone bill coming out of FD budget when the Water District is main user of the phone

S. Rowland says that the Board tried to change this months ago but she thinks that when J. Price (bookkeeper at that time) tried to change it that county said that because it has been on the FD expenses it could not change it to a Water District expense

Closure of the Fire District Meeting

Water Agency Meeting

C. XiO Telemetry system proposal

P. Rose tells the Board that he is only here to explain the XIO telemetry system and answer questions that the Board has about it- he does not want to push a decision, just explain it

He would like to get a better estimate with more firm numbers and add a high-turbidity by-pass (he explains this in detail) along with 2 new valves- he would like to get the estimate with each line item listed, he would also like to get a soft quote from an electrician that he has used in the past

XiO told W. Helm that the installation would be more than covered by \$500 and P. Rose says that has not been his experience

C. Jackson asks P. Rose about email from him that says \$5000- P. Rose would like to get better numbers for the Board before they make a decision

P. Rose says that he heard the Board was concerned about the warranty- he says it is a lifetime warranty and he has been impressed with the warranty when he has used it in the past- P. Rose explains his experiences getting replacement components on warranty

C. Jackson was able to get Gold Country Satellite to come out on Monday- she hands an email to the members of the Board

District will need to get permission from property owners to trim trees and maintain line of sight for the satellite- also need to find out if the District can mount dish on a tree

C. Jackson wants to be absolutely sure about this before spending \$20,000- need permission first including written permission to maintain site in the future

Discussion of cell and satellite service in the area....

Captain Cole suggests talking to school district- they have high speed internet equip on a property near town- K. Kozloski says that he checked into that and it was cost prohibitive

Chief Stewart and P. Rose discuss irrigation ditch next to water plant and Chiefs concerns about the possibility of a house getting flooded- they discuss possible solutions

P. Rose says that he has put in a call to Nevada City water operations to see if they may have an operator to lend WCWD while making this transition

C. Jackson asks if there can just be a license on record and a laborer to do the work- P. Rose says this is not best practice- operator should be licensed

W. Helm asks Chief Stewart about easements for water plant

S. Rowland will find these easements

I. **Monthly Reports**

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

K. Kozloski reads warrants

W. Helm moves to approve, D. Pettis 2nd- ALL APPROVE

Requests for Warrants WCWD

Date	Vendor	Amount	Description
07.25.19	AT&T	100.00	530-265-0580
07.02.19	Cranmer Engineering	110.00	INV GBG0258 Monthly Bacteria
07.05.19	Cranmer Engineering	25.00	INV GBG0326 Chemical Analysis
70.25.19	Hill Flat Lumber Co.	-	Acct 4497 \$0 due - 6/26 - 7/20/19
08.08.19	HughesNet	114.24	Internet Svc August
08.07.19	Jessica Price	900.00	July-August Bookkeeping
08.01.19	PG&E	12.00	July 2019 6127729064-1 Water Shed
08.01.19	PG&E \$310 Credit Balance on account	-	July 2019 6097898469 Chlorination Sys
07.31.19	Robinson Enterprises	200.00	Fuel 7/1-7/31/19
07.25.19	Sierra Chemical Company	682.90	Inv 125175 Chemicals
	Total	2,144.14	

Payroll Approval WCWD

Date	Vendor	Amount	Description
07/15/19	Sara Rowland	1297.90	Payroll 07/01-07/15/19
07/15/19	Tyson Hamilton	323.23	Payroll 07/01-07/15/19
07/31/19	Sara Rowland	1809.71	Payroll 07/16-07/31/19
07/31/19	Tyson Hamilton	729.15	Payroll 07/16-07/31/19
	Total	4,159.99	All Payroll checks have been issued

Fire Department Request for Warrants

Date	Vendor	Amount	Description

07.25.19	AT&T	100.00	530 265 4720
07.01.19	PG&E	75.00	4972894369-4
07.31.19	Robinson Enterprises	0.00	(107.86 credit balance on account)
	Total	175.00	
	GRAND TOTAL ALL CHECKS	6,479.13	Approved at 8.08.19 Board meeting

Amount already disbursed: 0.00 AP checks
Amount already disbursed: 4,159.99 Payroll Checks
Adjusted Amt to be disbursed: 2,319.14

- B. Director's Announcements (Directors)
 - D. Pettis announces that this will be his last meeting- he is resigning**
- C. System Operations Report: (S. Rowland)
 - S. Rowland reads report:**

WCWD GENERAL MANAGERS REPORT

August 8, 2019

- **CT report-** completed and sent to county
- **compliance samples-** completed regular monthly and TTHM and HAA5 (disinfection byproducts)
- **TYSON GOT THE CALL FROM CALTRANS- LOOKING FOR A NEW OPERATOR**
- **staff-** put on indeed for bookkeeper and for GM/Operator- lots of applicants- results of interviews later in agenda....GM/operator is also posted on simply hire, our website and One Stop website- local, out of work people utilize onestop- it would be on more, but most job sites are expensive
- Mike Mcgee is interested in operator job- willing to get water license, has drivers license- would like to start training this weekend
- **projects-** got bid from contractor for maybert services, got current prices for sand, tyson is working to solve meter issues with one customer , chlorine delivered
- **issues-** cannot get a site survey for Hughesnet at plant- paul is working on this now- Charity also had someone she is going to call
- **a customer had a fire hose hooked to a hydrant- sheriff was called**
- **petty cash check was taken care of and money handed off to Amy along with the District gas card**
- **I got a job with USPS- not sure how involved with WCWD I will be, going forward...**

The Board did not agree to S. Rowland training Mr. Mcgee but has a couple of other possible candidates. S. Rowland says to have them meet her Sat morning to go on rounds

- D. Meter Report (D. Askew)
 - D. Askew is not present, S. Rowland is not aware of any new issues**

Joe Lidwell (public) says that he is having some issues with the way meters are being read and billed

C. Jackson suggests looking back at bills/meter reads to look at average and trends- his issue is with the April/May 2019 bill

Joe Lidwell asks about starting all meters at a reading of zero again

Firefighter Wallace also has some overages that he does not agree with- S. Rowland will look at averages over time

it may be that irrigation for another property is hooked to his meter....

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

A. Closed session: for review of Bookkeeper and potential assistant candidates

NO CLOSED SESSION- C. Jackson will re-contact candidates

K. Kozloski suggests going back to billing every other month to cut down on workload and save money

C. Jackson says that the skill set the District is looking for is unique she suggest finding someone to contract to only set up software and billing with no customer contact

discussion of building database versus using a database

B. New language for Forgiveness Policy and Meter Replacement Policy (W. Helm)

NEXT MONTH

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

A. Boyle got ahold of David Jones (CEO for Nevada County) he said that the Prop 172 was decided on over 20 years ago they used population, service area and 2 other metrics to divide the funds- this can be brought to a Board workshop in Jan to go before the Board of Supervisors for new analysis

A. Boyle will stay on this

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

There has been no response from letters

W. Helm says that WCWD is not making enough money with the current structure and if the District starts the process to change the way they bill it may coincide with any findings from the lawsuit

A. Boyle and C. Jackson have been playing with some numbers and they found that charging \$101/month would help make ends meet- it would have to be a minimum of \$65/month + overages

C. Jackson says that charging by meter size will not close the gap and she agrees that raising the rates is urgent

C. Jackson asks that the board put together a committee to work on this

Discussion of committee...

C. Jackson would like to dive in and get realistic with the numbers, she volunteers for Rate Committee

W. Helm moves to start rate study/committee with A. Boyle, C. Jackson and anyone who can help- including Mary Fleming (RCAC)

C. Jackson asks if the committee can meet as much and as often as needed- yes

D. Pettis 2nd- ALL APPROVE

This will be put on next agenda for a Prop 218 discussion

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

K. Kozloski got a letter from the maker of software he said the software is fine it is just lack of training on it

K. Kozloski suggests waiting until they find someone that can spend the time needed learning the software and then make decision- the maker is still willing to take time to train someone to use the program

G. Board member training and responsibilities, what is needed and when

- assign board member to follow up

W. Helm says that he will send a list out this coming month and it can be discussed at the next regular board meeting- things will change with D. Pettis resigning

H. Update status of safety platform

The Board looks at pictures of the platform that Tyson Hamilton built at intake

W. Helm likes it- it may wash away but it is a great start

I. Vote on confirmation of Bookkeeper selected - **No Action - deferred to a later date**

J. Approve transition training for new Bookkeeper if approved- **No Action - deferred to a later date**

K. C. Jackson Report **No Action - deferred to a later date**

L. update on sand for filters

S. Rowland gives Board the application for credit that SRI sent her and the email that P. Rose sent her

The Board asks why the costs are so different on each....S. Rowland will contact company to clear up discrepancies

Chief Stewart reminds the Board to think about disposal of old sand

W. Helm already has someone that wants it

New Business: for information, discussion and possible motion

A. Discuss attorneys for possible hire

S. Rowland tells Board that a customer called and was concerned that the plaintiff had passed on paperwork to her that showed the Board had hired a law firm without a vote at a public meeting

K. Kozloski asks if he can start from beginning-

he contacted 2 law firms at start of month, the Board only has 30 days to respond to lawsuit (unclear is that is from file date or date of service)

one firm responded positively and they encouraged answering before 30 days from the file date

K. Kozloski did email with attorney- attorney talked with plaintiff and a Judge that will do mediation free of charge- but can't until Nov

K. Kozloski told them to go ahead and schedule mediation but he also told them that Board approval was needed before they would be officially retained or paid

The Board did not hire any firm before this meeting

W. Helm moves to hire Colantuono, Highsmith and Whatley, D. Pettis 2nd- ALL APPROVE

K. KOZLOSKI OFFERS TO PUT A TIMELINE OF EVENTS TOGETHER FOR THE FIRM- BOARD SAYS THAT THEY PROBABLY WILL ONLY DEAL WITH POINTS IN THE LAWSUIT, NOTHING THAT HAPPENED BEFORE IT WAS FILED- BUT TO ASK FIRM IF THEY WOULD LIKE TIMELINE

DISCUSSION OF FINER POINTS

C. JACKSON ASKS IF PERMANENT RESIDENTS CAN BE CHARGED \$50/MONTH WITH OUT METERS

IN DEPTH DISCUSSION..... S. ROWLAND WILL GET LOGIN INFORMATION FOR ALL BOARD MEMBERS TO CSDA WEBSITE

B. Discuss scheduling for Tyson and Sara-posting of operator/GM job and restructuring

Bookkeeper job to include some operations and hiring local assistant

C. Jackson announces a conflict of interest- her mother and brother are both interested in working for the District and they are both qualified for the work

S. Rowland will check ethics rules to see how this would work

C. Discontinuation of residential service for nonpayment; requirements for review and possible adoption

P. Rose brought a new rule to the attention of the Board:

West's Ann.Cal.Health & Safety Code § 116908

§ 116908. Discontinuation of residential service for nonpayment; requirements

Effective: January 1, 2019

Currentness

(a)(1)(A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential

§ 116908. Discontinuation of residential service for..., CA HLTH & S § 116908

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service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

Credits

(Added by Stats.2018, c. 891 (S.B.998), § 2, eff. Jan. 1, 2019.)

West's Ann. Cal. Health & Safety Code § 116908, CA HLTH & S § 116908 Current with urgency legislation through Ch. 120 of the 2019 Reg.Sess. Some statute sections may be more current, see credits for details.

The District already does this but the wording is a little different

W. Helm moves to revise Policies and Procedures to reflect this new rule, K. Kozloski 2nd- ALL APPROVE

D. Budget discussion

SEE ITEM E OF OLD BUSINESS

Correspondence

A. email from customer

walt ahrens

Wed, Jul 31, 11:23 PM (11 days ago)

WASHINGTON COUNTY WATER DISTRICT

AUGUST 1, 2019

YOU HAD A \$750.00 LEAN PLACED AGAINST MY PROPERTY

15435 WASHINGTON ROAD

FOR DELINQUENT PAYMENT OF WATER BILL

IN AN EARLIER EMAIL

YOU AGREED THAT YOU RECEIVED THIS MONEY
FROM THE COUNTY TAX COLLECTOR

AT \$50.00 A MONTH
YOU LET THIS BILL GROW FOR 15 MONTHS

YOUR POLICY AND PROCEDURE STATES THAT
A DELINQUENT BILL WILL BE TOLERATED FOR TWO MONTHS
WHILE A SERIES OF NOTICES WILL BE SENT OUT
AND THEN
A TEN DAY NOTICE WILL BE SENT OUT
REGISTERED MAIL
AFTER THE TEN DAY IS UP
THE WATER SERVICE WILL BE SHUT OFF

QUESTION?

WHY WAS THIS SITUATION NOT
TAKEN CARE OF IN A TIMELY MANNER?

MY CALCULATIONS ARE

YOU OWE ME \$650.00

ALSO

CAN YOU SEND ME ALL COPIES
OF THE NOTICES SENT OUT TO ME
AND ANY OTHER PUBLIC INFORMATION
YOU HAVE RELATED TO THIS SHUT OFF

I HOPE TO GET A REPLY TO MY QUESTION
SOON

SINCERELY

WALT AHRENS

W. Helm says that this guy was on the Board during the time in question, W. Helm instructs S. Rowland to draft a letter denying this request for refund

Close of the Water District Meeting

W. Helm closed meeting at 8:05 P.M.