

MINUTES

WASHINGTON COUNTY WATER DISTRICT

Regular Meeting

March 14, 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 265-4323 - prior to the meeting.

PRESENT: W. Helm, K. Kozloski, D. Pettis, W. Ahrens, Chief Kurpies, Captain Cole, L. Hillmann (admin asst), S. Rowland (secretary), Charity Jackson, Dylan Askew, Public- 3

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

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES FROM REGULAR MEETING –FEBRUARY 14, 2019

W. HELM MOVES TO APPROVE AGENDA AND MINUTES, D. PETTIS 2ND- ALL APPROVE

Fire Department Meeting

- I. Monthly Fire Chief's Report (Department Representative)

Captain Cole reads report:

March 14, 2019

Captains report:

Since my last report there have been a total of 6 calls, some of these fall under multiple categories.

5-Medical aid calls, all transported by ground ambulance.

[1-From dispatch to responding 2 minutes, at scene in 13 minutes, 4 personnel were committed for 2 hours & 5minutes.]

[1-From dispatch to responding 1 minute, at scene in 7 minutes, 2 personnel were committed for 46 minutes.]

[1-From dispatch to responding 4 minutes, at scene in 1 minute, 3 personnel were committed for 46 minutes.]

1-From dispatch to responding 7 minutes, at scene in 4minutes, 4 personnel were committed for 34 minutes.]

[1-From dispatch to responding 1minute, at scene in 8 minutes, 4 personnel were committed for 1 hour & 2 minutes.]

1- Structure smoke/fire alarm.

[From dispatch to responding was 4 minutes, we were cancelled while in route, 3 personnel were committed for 13 minutes.]

1-Vehicle accident involving 2 autos, this was a head on collision with 5 people involved.

[1- Patient was transported by ambulance (covered under medical section above,

The resources that were on the initial dispatch for this call were,

Cal-Fire B-2314, E-2352, E-2362, WAF R-60, B-60, NCCFD E-84, E-86,

NCFD E-5482, Sierra Nevada Med-2, Med-5, and SNA Paramedic supervisor 101,

CHP-42 unit, CHP air unit H-20, and 1 wrecker.

The Bat Chief, 4 engines and 1 ambulance were cancelled while in route.]

Yesterday I attended the Western Nevada County Fire Agency (WNCFA) meeting and they are wanting more of the stakeholder agencies to start attending the meetings, so in order for the fire departments to have time to

take this request back to their boards, the next meeting will be on May 15, 2019 they hope to have a LAFCO rep, and a member of the Nevada County Board of Supervisors at this meeting also.

Doug Cole

Captain, Washington Fire & Rescue

ROSTER:

Fire Department Roster
2019

NAME	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.
D. Cole	Y	Y	Y										
K. Potter	Y	Y	Y										
L. Kurpies	Y	Y	Y										
R. Kozloski	Y	Y	Y										
D. Wittler	Y	Y	Y										

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

Captain Cole asks W. Helm to attend upcoming WNCFA meeting, W. Helm agrees and asks when WNCFA will be taking over the FD. They are trying to get all stakeholders together so that they can move forward, WNCFA is also hoping to have a Rep from BOS so that they can see how County rules affect Fire Dept business.

Chief Kurpies tells Board that the guys are about halfway through with EMR training

II. Report on Fire Wise Coalition (R. Gotham)

Report from Rorie Lin Gotham:

Hello Everyone:

Thank you for allowing me time to present to you the interest and need to get Washington status of a Fire Wise Community at the last Water Board meeting.

As promised:

Attaching information from the Nevada County Fire Safe Council and the Fire Wise Coalition on Fire Wise Communities

Working Together to Stay Safe:

How to Become a Fire Wise Community in Nevada County

Getting Started

Making it a Success

I have attended the last two monthly Fire Wise Coalition meetings, as well as the monthly Fire Safe Council meeting and will continue to attend meetings and be as active as possible to accomplish the task to get Washington educated and involved in becoming a Fire Wise Community. I am accumulating valuable information. Plus

Pat Leach from the North San Juan ACT community (she spoke at the recent Fire Discussion Presentation made in Washington at the School House) is willing to assist our forming a Fire Wise Community along with total support from the Fire Safe Council

Also attended the recent film "Wilder than Wild" Nevada County Office Of Emergency Services presented with a full panel representing Cal Fire, Consolidated Fire, GV-NC Fire, Tahoe Fire, OES, PG&E, and a fire scientist from the university of CA. An invitation to attend this presentation was posted at the Washington Hotel as well as at the Post office.

I have already received the initial mapping for establishing the Washington Boundary.

To launch the beginning of the process to get Washington established as a Fire Wise Community, the following people are going to work together to accomplish this task:

Walter Helms (WCWD) , Charity Jackson (Hotel and Cafe), Katy Potter (Washington Fire Department)

and Rorie Lin GothamI (Washington Fire Auxiliary) so we have a start to the formation. There are other volunteers willing to help out: Debbie Shipley Burgess, Rachel Kozloski and Ann Stark. I am willing to claim that as this project unfolds, there will be more property owners and residents who will help with this endeavor:

ie informative meetings, road clearing, chipping, helping those in need, evacuation routes, neighborhood notices (phone tree) safe zones, etc. The most important part is to get started so Washington can benefit from these tasks.

This community membership will lead our neighborhood to access both federal and state funds with support from the Fire Safe Council. How to Become a Firewise Community in Nevada County: ,

CA Code 4291 Defensible Space of 100 Feet is the law and is going to be used by the State and local governments to generate action by property owners to have defensible space and going forward may become part of real estate transactions where a seller meets defensible space requirements when selling property.

here is no need to invent the wheel on establishing a Fire Wise Community, and for being prepared, I find there are plenty of guidelines which I am learning about plus having access to valuable information and printed materials

Here is the link to further initial information.

[Fire Safe Council of Nevada County :: Firewise Communities](#)

Nevada County is committed to making Nevada County ready for Fire Safety.

I am committed to helping make Washington a Fire Wise Community.

More to come

Sincerely,

Rorie Lin Gotham

(530) 478-0258

W. Helm is meeting with Rorie again on March 15, 2019 to get some more info- he will report back at the April 2019 WCWD meeting
Discussion of Firewise Community and what that means-
Captain Cole explains the difference in firefighting tactics for firesafe and un-safe properties
Closure of the Fire District Meeting

Water Agency Meeting

I. Monthly Reports

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

Requests for Warrants WCWD

Date	Vendor	Amount	Description
02.25.19	AT&T	100.00	530-265-0580
01.15.19	AIRGAS	98.57	Inv 9085266547
02.06.19	Cranmer Engineering	33.00	Inv GBA0291 Colilert QT Low 18 hour
02.06.19	Cranmer Engineering	28.00	Inv GBA0292 Colilert QT Low 18 hour
02.06.19	Cranmer Engineering	28.00	Inv GBA0293 Colilert P/A 18 hour
03.05.19	Cranmer Engineering	56.00	Inv GBA0300 Colilert P/A 18 hour
03.05.19	Cranmer Engineering	33.00	Inv GBA0304 Colilert QT Low 18 hour
02.07.19	Ferrell Gas	629.95	Propane purchase 02.04.19
11.02.18	Golden State Flow Measurement Inc.	529.31	Inv 1-60138 6 water meters
03.13.18	Tyson Hamilton	400.00	Invoice 02.21 - 03.13.19
02.25.19	Hill Flat Lumber Co.	209.54	Acct 4497 02/23-02/25/19 Rprs & Maint
02.07.19	Hughes Net	114.24	Internet Svc March
03.13.19	Jessica Price	1,800.00	February-March Bookkeeping

03.01.19	PG&E	12.00	February 2019 6127729064-1 Water Shed
03.01.19	PG&E	245.00	February 2019 6097898469 Chlorination Sys
02.28.19	Robinson Enterprises	200.00	Fuel 2/1-2/28/19
03.04.19	Rose Water System Mgnt	1,020.00	February Prof services
01.07.19	Washington Petty Cash	338.95	Clearing tree off line, Maybert repair
03.14.19	State Compensation Fund	289.93	01/30-02/28/19 Work comp
			W/C warrant issued 03.14.19
03.07.19	USDA Rural Development	5,272.00	Loan payment due 6/19/19
02.12.19	USDA Forest Service	1,142.01	1/1/19-12/31-19 Trans pipeline permit
	Total	12,579.50	-289.93=\$12,289.57
	Payroll Approval WCWD		
Date	Vendor	Amount	Description
02.15.19	Sara Rowland	1216.42	Payroll 02/01-02/15/19
02.15.19	Russell Johns	0.00	Payroll 02/01-02/15/19
02.15.19	Linda Hillman	221.64	Payroll 02/01-02/15/19
02.28.19	Sara Rowland	1108.08	Payroll 02/16-02/28/19
02.28.19	Russell Johns	0	Payroll 02/16-02/28/19
02.28.19	Linda Hillman	110.82	Payroll 02/16-02/28/19
	Total	2,656.96	All Payroll checks have been issued
	Fire Department Request for Warrants		
Date	Vendor	Amount	Description
02.25.19	AT&T	100.00	530 265 4720
03.01.19	PG&E	75.00	4972894369-4
02.28.19	Robinson Enterprises	0.00	(\$165 Credit balance on account)
03.14.19	State Compensation Fund	455.03	01/30-02/28/19 Work comp
	Total	630.03	-455.03= 175.00 W/C Warrant Issued 3.14.19
	GRAND TOTAL ALL CHECKS	15,866.49	Approved at 03.14.19 Mtg

Amount already disbursed: 744.96 AP checks
Amount already disbursed: 2,656.96 Payroll Checks
Adjusted Amt to be disbursed: 12,464.57

K. Kozloski reads warrants,

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

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

C. System Operations Report: (S. Rowland)

S. Rowland tells Board that she is now Operator of Record and as such is beginning to put together and turn in all required reports- Annual Report, Consumer Confidence Report,

Monthly CT Report, Diversion Filings- she is also working to stay up on all required compliance testing and reporting.

Since the last meeting, Tyson fixed the major leak on Maybert Rd saving the Board about 80,000Gal of water a day, he also got the pacer/meter repositioned.

There is a small portion of exposed water main in a customers driveway- this customer says that he would like the Board to get a 10-wheel dumptruck of gravel to cover the line and that he would pay half of the cost and if the Board does not follow his recommendation he would like them to sign a paper for his insurance stating that he will not be held responsible if the pipe breaks.

W. Helm asks L. Hillmann to find the cost of gravel-

D. Meter Report (D. Askew)

readings are done and in to Jessica- no new leaks to report

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

A. Labeling of meters (L. Hillmann)

L. Hillmann tells the Board that she is just about done- there was some confusion with getting the meter numbers assigned, but it is taken care of now and the next readings will be done with pictures

B. Workman's Comp issue (S. Rowland/C. Jackson)

Charity explains how Workmans' Comp works through State Fund. She told the board that the Fire Department has coverage for 5 people through May 2019. Charity recommends that the board DOES NOT reduce coverage-that the state will go after board members individual assets. Charity is working to get at least 3 quotes and more info on Associations that require membership and at least one quote from an Association. She spoke with Captain Cole about a possible cap on volunteers

the Board should decide on whether to put a cap on volunteers or allot more money for coverage Discussion about work comp codes/ estimates for man hours

this is one of the questions that Charity is asking all companies

Charity hopes to have more definitive answers for the Board at April meeting

C. Late charges (W. Helm)

W. Helm would like to consider this again- there is a policy with a \$75 Admin fee but no one has ever had their water turned back on, so the fee has never been paid

W. Helm says that 10% of \$50 is only \$5 but there would be a consequence for the people that habitually pay WCWD late

W. Helm moves that a 10% late fee be placed on bills over 30 days- to begin in May 2019

W. Ahrens says that if they cannot pay the bill then they would not be able to pay the late fee

W. Helm says that this is for the people that do pay but are consistently late

In Depth Discussion of this and other options-

Charity suggests shelving this issue until other billing problems are resolved

W. Ahrens wants to remind everyone of how bad things were before Jessica was our bookkeeper-

Discussion of possible illegality of sending out bills without meter information on them

W. Ahrens brings up the fact that not everyone has a meter to be billed by

-W. Helm stops the discussion-

this is not the time or the place- this will be on next agenda

Charity informs the Board that people are going to call the County and she is concerned that the Board is not in compliance

W. Helm again moves to start charging a 10% late fee in May of 2019

K. Kozloski would like to see how this would actually affect the finances

DISCUSSION.....

W. Ahrens says that soon the District should go back to ditch water

K. Kozloski asks what exactly is being discussed....

New Business: for information, discussion and possible motion

A. Exposed pipe in John Weinman's driveway (S. Rowland)- covered in OP Report

B. Conference call (W. Helm/S. Rowland)

W. Helm tells the Board that he and S. Rowland had a conference call with EFN- they offer free help to water systems for looking at rates and compliance issues and also will look at P&P to be sure they are in compliance

C. Webinar (W. Helm/L. Hillmann)

this webinar was about Board roles and responsibilities...

Correspondence

General Public Comment

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.**

Jim Grill (public) would like to revisit the rates that were suggested by RCAC- he spoke with Mary Fleming (RCAC) and she agrees that there may be errors in the report he would like to set up a committee to work on this with Mary- W. Ahrens agrees and volunteers to help with this

Jim Grill believes that if meters were to be put on each APN at both campgrounds for all permanent residences that the District could get up to \$40,000 in water sales each year

Joe Lidwell (public) says that the base amount of 5000 gal a month is not sufficient- K. Kozloski says that it is a reasonable amount of water

Joe says to find the operating cost per year, divide by number of customers and charge that amount and let everyone use as much water as they want

Joe also has concerns about landlords being responsible for tenant water bill- he is told that this is State Law

Discussion of deposits for service

Closed meeting for personnel matters - audio of closed session is available for Board members upon request

RESULT OF CLOSED SESSION:

the Board unanimously agrees to give S. Rowland \$30/hr, plus \$800/month for healthcare- if this is not legal they will up hourly pay- and for emergencies \$90/hr to be reviewed in 3 months effective March 16, 2019

this will come with a more defined job description which K. Kozloski and S. Rowland will work on in the coming weeks

- III. **Close of the Water District Meeting**
W. Helm closes meeting at 7:15 P.M.