## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

OCTOBER 20, 2021

The regular meeting of the Board of Directors of the Buttonwillow County Water District was called to order by Chairman Richard Garcia at 5:30 PM at the Ag Center, 289 Main Steet, Buttonwillow, CA.

The following directors were present: Richard Garcia, Vanessa Montemayor, Mike Burleson, Albert Ghilarducci, and Samuel Ghilarducci.

Others in attendance: Regina Houchin and Mario Cervantes. Jeff Eklund (P & P) and Melissa Bergen (Self-Help Enterprise) attended via teleconference.

The minutes of the September 15, 2021 were read and approved on a motion by Samuel Ghilarducci, second by Vanessa Montemayor. (Ayes 5 – RG, VM, MB, AG, SG)

# Accounts Payable

The Board reviewed the accounts payable for October 20, 2021. On a motion by Mike Burleson, second by Albert Ghilarducci, the following were approved for payment:

 M & O – Sewer $ 12,685.60 Vouchers #4442-4459

 General – Water $ 12,275.65 Vouchers #4442-4459

 Well #2 $ 1,267.83 Vouchers #4442-4459

 Well #3 $ .00 Vouchers #4442-4459

 Well #4 $ 3,227.25 Vouchers #4442-4459

 Well #5 $ 3,218.10 Vouchers #4442-4459

 Less: P/R Tax $ ( 22.96) to be paid with Payroll Returns

for a cash disbursement total of $32,651.47. Carried (Ayes 5 – RG, VM, MB, AG, SG)

Cash Account balance information, disbursement analysis, and P G & E analysis for accounts were provided by the secretary and reviewed by the Board. Noted was the payment from the Buttonwillow Recreation & Park District for their agreed share of Well #5 and the connection to their irrigation system.

# Accounts Receivable

Board members reviewed the delinquent accounts receivable report. 44 accounts were 91+ days past due for a total balance of $20,605.51.

Correspondence:

San Joaquin Valley Air Pollution Control District – Restriction on Agricultural Burning – Phase-Out Schedule. With few exceptions near-complete phase out for agricultural burning will be January 1, 2025.

Dan Hay stopped by the office to let the board know that he plans to remove the well components from the well located at the Sewer property, owned by Hay Brothers. Mario will contact Dan about timing as he will need access to water to wash down the plant.

Public Time:

None

District Business

Mario Cervantes presented his September/October monthly report. Mario continues to hand operate the Westside Lift Station. Repairs were made to the lift station; however, it did not correct the problem. A new submersible level transmitter from Tesco Controls, Inc. will be installed tomorrow, and the lift station issue corrected eliminating the hand operation. Mario responded to a broken water line at the Napa Auto Parts. He turned off the water for repairs. The break caused flooding of the West end of the school yard. The Park flow meter that operates the irrigation was removed for reprograming. Mario continues to work with the contractor and recreation district to resolve the problem.

Jeff Eklund provided an update on the WWTP project. Melissa Bergen reported the project is moving forward. All interested parties continue to meet virtually twice a month to discuss project. Once the workplan is approved, the environmental will follow. Jeff reviewed key components of the Report of Waste Discharge that was provided to board members last month. With no questions or comments, Jeff will submit to the State for comments.

Jeff reviewed the October Well #5 Equipping & Pipeline project status update prepared by Jeane Hill. The last item to be addressed is the meter at the irrigation site. It was recalibrated and is waiting delivery. The meter should be installed, and the issue corrected by next week. The Notice of Completion was provided for board consideration. Jeff indicated he would recommend approval, noting the project will be completed with the receipt and installation of the meter. The Notice will be recorded by the County Recorder, beginning the 35-day period for any subs or vendors to file claims. Once the 35-day period is up, the 5% retention can be released to Unified Field Service. The Title 22 water quality, including perchlorate and radiological samples were collected. The Radium 228 results were missing and DDW will not finalize the permit until the Radium 228 results are available. Mario said he will take the samples, which must be taken for four quarters. Jeff informed the board that this has nothing to do with the contractor. With no further questions, a motion was made by Samuel Ghilarducci, second by Vanessa Montemayor to approve and sign the Notice of Completion. Carried (Ayes 5 – RG, VM, MB, AG, SG). Action to approve Pay request #12, release of retention was delayed to the November meeting, which is before the end of the 35-day filing period. Noted is that Pay request #11 shows an overpayment due to change orders.

The district was notified that the funding application for the Electrical upgrade at Well #2 has been approved and was added to the annual action plan of funding for the 2021-22 year. Kathleen Barker, Planner, will be the contact throughout the project and reported that the environmental impact study will begin within the next week. Once it is started, she will be able to provide a better timetable for the project. The Project cost at the time of the application was $73,600.00. With recent overall price increases, that amount may be insufficient for the work needed. Jeff indicated he included a small contingency fee in the proposal, but likely not enough to cover price increases.

The board was presented with three Will Serve requests. Once the board agrees to provide water and sewer if available, a letter is drafted outlining the requirements necessary prior to hooking up to the system. Historically, the planning department would not issue a building permit until the source of water/sewer was available.

The Will Serve application for 25965 William Road was reviewed. The application was complete and included the requested documentation. Mario explained that there may be an issue with the connection to the water main as there are only two homes on the south side of Williams Road and the length of the line is not known at this time. Mario will examine the connecting point for the will serve letter as the homeowner is responsible for the cost to connect, including meter, district inspection and any other costs that may be required. Pending compliance with the instructions contained in the will serve letter, a motion was made by Vanessa Montemayor, second by Albert Ghilarducci to issue the Will Serve letter. Carried. (Ayes 5 – RG, VM, MB, AG, SG)

The Will Serve application for 280 4th Street was reviewed. The application included a map showing the location of the property. Although it is a vacant lot, it is in a designated block and hookup should not be an issue. Pending compliance with the instructions contained in the will serve letter, a motion was made by Mike Burleson, second by Samuel Ghilarducci to issue the Will Serve letter. Carried. (Ayes 5 – RG, VM, MB, AG, SG)

Regina reported that the Will Serve request for 280 E First Street was submitted today, although discussion and approval was included in the agenda. The application did not include the requested plat showing the location of the property, and the completion date not provided. There are ongoing issues with this property, as the contractor on multiple occasions was told no water or sewer service was available without properly completing and submitting the application for approval. In addition, the lines have been

laid, foundation poured, and construction of roof and walls started, without the consent or approval of the board for services. Concern is location and size of service lines may not be suitable for connection. Mario indicated that the sewer mainline may not extend beyond the property to the West which may create an issue for the property owner. With no application and payment of connection fees paid, the district is being asked to provide service after the lines have been installed and concrete poured. Regina indicated that the board could approve providing water and sewer service and include details in the will serve letter that would need to be satisfied prior to connecting to the district services. Unfortunately, there may be many unforeseen costs to the property owner should connection issues arise. Timing of the request may require additional information in the will serve letter that should be reviewed and addressed by the attorney. Regina would draft the Will Serve letter and forward to Attorney Schroeter for review. Pending compliance with the instructions contained in the will serve letter, a motion was made by Vanessa Montemayor, second by Albert Ghilarducci to issue the Will Serve letter for 280 E First Street. Motion carried. (Ayes 4 – RG, VM, MB, SG; Abstain 1 – AG)

The water shutoff moratorium has been extended to December 31, 2021. The district is unable to discontinue water service for non-payment. There has been no discussion about extending the arrearage timeline to accommodate those customers whose accounts are severely late past the original June 15, 2021 delinquency date.

Regina is updating the arrearages survey numbers with current data to finalize the State Water Board Arrearage Application. Reports include water delinquencies only, and removal of sewer charges and payments must be made to provide accurate numbers for the application.

Attorney

Nothing

Secretary

Nothing

Chairman

### Special thanks to Regina Houchin for gathering the information and submitting the Grant for Well #2 Electrical upgrade. He appreciates her willingness to search out and follow-up on funding sources for the district.

Directors

Nothing

With no additional business, the meeting was adjourned at 6:33 P.M. The next meeting is scheduled for November 17, 2021 at 5:30 PM.

Minutes submitted by,

Regina Houchin, Secretary to the Board