## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

JULY 16, 2025

The regular meeting of the Board of Directors of the Buttonwillow County Water District was called to order by Chairman Richard Garcia at 5:32 PM at the Ag Center, 289 Main Street, Buttonwillow, CA.

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

Others in attendance: Regina Houchin, Mario Cervantes, and Jeff Eklund. Melissa Bergen attended telephonically.

The minutes of June 18, 2025, regular meeting were read and approved on a motion by Albert Ghilarducci, second by Mike Burleson. Carried. (Ayes 5: RG, AG, MB, MM, SG).

# Accounts Payable

The Board reviewed the accounts payable for July 16, 2025. On a motion by Sam Ghilarducci, second by Mike Burleson, the following checks were approved for payment:

M & O – Sewer $ 18,502.63 Vouchers #5535-5557 General – Water $ 11,685.63 Vouchers #5535-5557

 Well #2 $ 1,811.26 Vouchers #5535-5557

 Well #4 $ 5,089.77 Vouchers #5535-5557

 Well #5 $ 6,255.99 Vouchers #5535-5557

 Less: P/R Tax $ ( 22.94) to be paid with Payroll Returns

for a cash disbursement total of $43,322.34. Check #5555 was voided. Payment must be reviewed and approved by CRC EHO-SEP before the district can issue the check. Check #5542 in the amount of $9,925.00 was transferred to the WWTP Construction Account to cover future USDA automatic withdrawals. Carried. (Ayes 5: RG, AG, MB, MM, SG).

# Accounts Receivable

Board members reviewed the delinquent accounts receivable report. Thirty-Nine customer accounts over 90 days totaled $16,802.67. Currently service for ten customers has been shut off. Six customers are currently making payments based on a payment plan. The remaining twenty-three customers received notification of their delinquency and facing shut-off status. Once a response to the shutoff investigation is received, the district will move forward with notification and shutoffs.

Review Bank Reconciliations and Manual Journal Entries

The June Bank Reconciliations and June/July Journal Entries were presented for review.

Correspondence:

None

Public Time:

No public was present.

District Business:

Mario Cervantes presented his June/July operator’s report. Repaired broken water mainline at 170 Main Street. Inspection and installation of new electrical panel at Well #4 was completed. Met with P & P regarding the WWTP project. The county changed their road permits, now requiring both the district and contractor to submit before a permit is issued. The final asphalt repair on Dunford was completed.

Jeff reviewed projects P & P is currently working on for the district.

* Sewer Collection System –No change since last month’s report.
* WWTP Project –P & P presented draft Report of Waste Discharge (RoWD). Presented 30% design to the board. Updated budget in construction Funding Application. Reviewed RoWD and P & P will submit to CVRWQCB.
* CDBG Well 2 Booster-Hydro Tank – Final design drawings a specification will be submitted to County for review in August. Projecting to go out to bid in September with constructions starting in winter and completing in spring 2026.
* CRC EHO-SEP – Rebar set, pour foundation for generator scheduled for Friday. Ready to install generator when concrete cured – mid August. Finish electrical work to connect generator. Project completed by end of August.
* Destruction of Well #1 – On hold pending discussion with Buena Vista Water Storage regarding use of well #1 as a monitoring well.
* 415 Sudan - P & P to review plans submitted by the contractor to assess fixture units to determine sewer laterals. P & P will review and provide cost estimate.

Regina reported on the status of the SWRCB – Office of Enforcement regarding California Water Shutoff Protection Act. Documents have been submitted to the state. Waiting for approval to allow the district to move forward with shutoffs. Delinquent account balances continue to grow.

The 6/30/2024 Audited Financial Statements prepared by Daniells, Phillips, Vaughan, Bock, were distributed to board members. Any questions can be directed to Bre Young CPA or Regina.

Attorney – Nothing

Secretary – Nothing

Chairman- Nothing.

Directors – Nothing.

With no additional business, the meeting was adjourned at 6:26 P.M. The next meeting is scheduled for August 20, 2025, at 5:30 PM.

Minutes submitted by Regina Houchin, Secretary to the Board