## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

JULY 20, 2022

The regular meeting of the Board of Directors of the Buttonwillow County Water District was called to order by Chairman Richard Garcia at 5:34 PM at the Ag Center, 289 Main Steet, Buttonwillow, CA.

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

Others in attendance: Regina Houchin. Melissa Bergen attended telephonically.

Closed Session was not held due to absence of information from the attorney.

The minutes of the June 15, 2022, meeting were read and approved on a motion by Albert Ghilarducci, second by Vanessa Montemayor. Carried. (Ayes 5- RG, MB, AG, VM, SG)

# Accounts Payable

The Board reviewed the accounts payable for July 20, 2022. On a motion by Vanessa Montemayor, second by Samuel Ghilarducci, the following were approved for payment:

 M & O – Sewer $ 21,051.39 Vouchers #4657-4679; 4681-4686

 General – Water $ 14,039.03 Vouchers #4657-4679; 4681-4686

 Well #2 $ 2,481.42 Vouchers #4657-4679; 4681-4686

 Well #4 $ 2,805.01 Vouchers #4657-4679; 4681-4686

 Well #5 $ .00 Vouchers #4657-4679; 4681-4686

 Less: P/R Tax $ ( 17.22) to be paid with Payroll Returns

for a cash disbursement total of $46,359.63. Carried (Ayes 5- RG, MB, AG, VM, SG) Check # 4680 was voided per board instructions, as this charge was not authorized by the board.

Invoice #48 in the amount of $4,168.35 was sent to State Wide Safety Systems to cover the cost of the State Wide Safety Systems pipeline repair. Payment has not been received.

Cash Account balance information, disbursement analysis and P G & E summary were provided by the secretary and reviewed by the Board.

# Accounts Receivable

Board members reviewed the delinquent accounts receivable report. Customer accounts over 90 days totaled $18,136.13. Payment arrangements have been made for 24 accounts. Reminders are given to those residents to avoid disconnect, however if they fail to respond a notice is posted on the door and water will be disconnected. 12 Customers have been added to the list for non-payments and notices mailed. Per instructions account 637.01 and 791 are on temporary hold. This notification process and record keeping is time consuming, and the Ag Center will bill for the extra hours to accommodate state requirements.

Correspondence:

Notification from PG & E was received alerting the district that Well #5 billing would be late, and the payment due date extended.

California Preliminary Notice was received for NorCal RotoCo Inc, dba Roto Rooter. This notification is submitted to make sure payment is received. If not received, the District would be liable for payment.

Public Time:

None

District Business:

Mario Cervantes provided his June/July monthly report. He was unable to attend the meeting as he was responding to an emergency repair. Mario was called out to 412 Sudan, due to a broken sewer line. Roto-Rooter was called out to unplug the sewer line. Mario indicated that due to the depth of the line, Sierra Construction was called and will be on site tomorrow to dig out and expose the mainline. Until the area is exposed the exact location or cause can’t be determined. Water at 412 Sudan was turned off per Lillian with Code Compliance. Property red tagged. Pump #1 at the WWTP was not working and had to be removed for repair. Customer at 208 E First St. called to have the water temporarily shut off for a repair.

Continued weekend and evening monitoring of the WWTP to prevent spills. Albert wanted to alert Mario of additional caps missing on the line to Palomas Ave.

Regina presented the progress report submitted by Jeff Eklund. The WWTP draft CEQA document has been submitted for review and Jeff will respond to the comments. With the CEQA complete the project report will be finalized, addressing comments from the State, and submitted in August. Concurrently the Report of Waste Discharge will be updated.

National’s Amendment #1 was revised to include their markup which was overlooked. National has completed the Kern County encroachment permit process and is working with Caltrans for permit approval. Melissa Bergen indicated she will contact someone who may be able to provide a timeline for the approval process. After discussion, Vanessa Montemayor made a motion, second by Mike Burleson to amend and increase the contract with National Plant Services Inc for $46,554.66, covering markups. Carried. (Ayes 5- RG, MB, AG, VM, SG).

Melissa concurred with Jeff’s report and had nothing else to add.

Mario will update the board regarding the repairs at 412 Sudan at the August 17, 2022, meeting.

Samuel Ghilarducci and Vanessa Montemayor were reminded of the timelines for submitting Declaration of Candidacy.

Regina reported that she will be updating the LAIF signature information and presenting it to the board at the August meeting. A resolution will be required due to the significant change in signers.

The 6/30/21 audited financial report prepared by Daniells, Phillips, Vaughan & Bock was reviewed and accepted on a motion by Vanessa Montemayor, second by Samuel Ghilarducci. (Ayes 5 – RG, MB, AG, VM, SG)

The 6/30/22 engagement letter with Daniells Phillips Vaughan & Bock in the amount of $12,100.00 was approved on a motion by Albert Ghilarducci, second by Mike Burleson. Carried. (Ayes 5 – RG, MB, AG, VM, SG)

Attorney – Nothing

Secretary – Nothing

Chairman – Chairman Garcia had signed a letter of reference for Provost and Pritchard Consulting Group outlining the work performed for the Buttonwillow County Water District, noting the firm exceeded the district’s expectation in working with them.

Directors – Nothing

With no additional business, the meeting was adjourned at 6:35 P.M. The next meeting is scheduled for August 17, 2022, at 5:30 PM.

Minutes submitted by Regina Houchin, Secretary to the Board