## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

JULY 17, 2024

The regular meeting of the Board of Directors of the Buttonwillow County Water District was called to order by Chairman Richard Garcia at 5:36 PM at the Ag Center, 289 Main Steet, Buttonwillow, CA.

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

Others in attendance: Regina Houchin and Jeff Ekland telephonically.

The minutes of the June 19, 2024, regular meeting and June 28, 2024, special meeting were read and approved on a motion by Albert Ghilarducci, second by Samuel Ghilarducci. Carried. (Ayes 5- MB, AG, SG, RG, MM).

# Accounts Payable

The Board reviewed the accounts payable for July 17, 2024. On a motion by Mike Burleson, second by Samuel Ghilarducci, the following checks were approved for payment:

M & O – Sewer $ 22,892.34 Vouchers #5235-5266 General – Water $ 10,969.35 Vouchers #5235-5266

 Well #2 $ 3,645.42 Vouchers #5235-5266

 Well #4 $ 2,263.79 Vouchers #5235-5266

 Well #5 $ 7,604.55 Vouchers #5235-5266

 Less: P/R Tax $ ( 45.89) to be paid with Payroll Returns

for a cash disbursement total of $47,329.56. Carried. (Ayes 5- MB, AG, SG, RG, MM).

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. 27 customer accounts over 90 days totaled $12,529.73. Required notifications have been mailed and disconnection notices hand delivered. One account is scheduled to be disconnected on July 29, 2024, six accounts scheduled for disconnection on August 21, 2024; seven have been shut off, and thirteen accounts have made payment arrangements.

Correspondence:

RACO – Deactivation of Monitoring Service – July 27, 2024.

Planning and Natural Resources – Notification of Availability for public review and hearing on the draft environmental report for the Carbon Frontier Carbon Capture and Storage Project. – 6/28 – 8/12/24

Public Time:

None

District Business:

Mario Cervantes was unable to attend the meeting, however, provided a written report for the June/July operation. Installed a new sewer pump at the old WW Plant and installed a new discharge pipe on pump #3. Called out for a broken water line at 201 W First Street. Turn water off for repairs. Due to high temperatures, he was called out for multiple electrical panel issues.

Jeff Eklund, P & P provided updates on the following items:

* Sewer Main Inspection Project – P & P awaiting comments form DFA on Draft PER. Submitted Quarterly reports and reimbursement requests. Confirm work should be put on hold pending DFA approval of grant schedule extension.
* WWTP Engineering – Tom Dodson continues to work on the CEQA Addendum. P & P has responded to questions and reviewed the project description. Awaiting DFA comments. Preparing 30% design proposal under Self-Help. Initiate survey and design upon approval.
* CDBG Well 2 Booster-Hydropnuematic Tank - December delivery still expected. P & P to finalize construction plans and specifications for bid at end of summer.
* CDBG Grant Application for Electrical Retrofit. Awaiting Kern County’s Action plan approval. Jeff sent an email requesting an update of the action plan.
* CRC EHO-SEP – Jeff reviewed the revised budget and the overage for the board’s consideration. After the site visit with the electrical engineer, it was determined that significant electrical work to the panel was required to allow the generator hookup. In addition, the increase in the generator cost and concrete pad came in higher than originally budgeted. The board requested the Air Board be contacted about the use of a temporary (portable) generator which would lower the cost. Should the Air Board approve, CRC would need to be contacted to see if project modifications could be made. It was suggested a Unified Field Services representative be invited to attend the next meeting to discuss possible costs savings. If necessary, a special board meeting will be called to discuss this option.
* Destruction of Well #1 – no update. Waiting for CRC to finalize plans to destroy Well #3 to see if both wells could be destroyed concurrently, saving the district mobilization costs.

At the request of the Board, Regina contacted Randy Merriman of Merriman Hurst and Associates regarding the appraisal cost for the WWTP property. The appraisal cost would be $2,800.00. After discussion, a motion was made by Albert Ghilarducci, second by Merced Moreno to move forward with the appraisal. Motion carried. (Ayes 5; AG, RG, MB, SG, MM) Regina would contact Randy Merriman of the board’s decision.

There was no action on the Avantus Solar Project Easement pending the appraisal and final comments from Attorney Schroeter.

Information regarding election deadlines, 7/15/24 through 8/9/24 was shared with the board. Board members Richard Garcia, Albert Ghilarducci, Mike Burleson, and Merced Moreno would need to file.

The Audit Letter to the Board was presented to each board member. Regina wanted to highlight recommendations included in the letter. The district should implement a policy and procedure over the review and approval of bank reconciliation and manual adjusting journal entries at monthly board meetings. Regina would provide the documents for approval as requested.

Attorney – Nothing

Secretary – No Additional information

Chairman – No comments

Directors – No comments

With no additional business, the meeting was adjourned at 7:01 P.M. The next meeting is scheduled for August 21, 2024, at 5:30 PM.

Minutes submitted by Regina Houchin, Secretary to the Board