## REGULAR MEETING

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

MAY 20, 2020

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 via teleconference/Microsoft Teams Meeting. Regina Houchin was present at 289 Main Street, Buttonwillow to address any public wanting to participate in the meeting.

The following directors were present in the Microsoft Teams Meeting format: Richard Garcia, Vanessa Montemayor, Samuel Ghilarducci and Mike Burleson and via teleconference: Albert Ghilarducci

Also present via teleconference/Microsoft Teams Meeting were Regina Houchin, physical location, Mario Cervantes, and Jeff Eklund. No public participation at either the physical location or via teleconference were present.

The minutes of the April 15, 2020 regular meeting were read and approved on a motion by Samuel Ghilarducci, second by Mike Burleson with the correction of completing the word “water” on the third line of District Business. (Ayes 5 - M, B, SG, AG, RG)

# Accounts Payable

The Board reviewed the accounts payable for May 20, 2020. On a motion by Vanessa Montemayor, second by Albert Ghilarducci, the following were approved for payment:

 M & O – Sewer $ 12,218.97 Vouchers #4067-4091

 General – Water $ 15,400.81 Vouchers #4067-4091

 Well #2 $ 187.29 Vouchers #4067-4091

 Well #3 $ .00 Vouchers #4067-4091

 Well #4 $ 1,787.96 Vouchers #4067-4091

 Less: P/R Tax $ (28.69) to be paid with Payroll Returns

for a cash disbursement total of $29,566.34. (Ayes 5 - AG, M, B, SG, RG)

Cash Account balance information, P G & E and Disbursement Analysis for month and year to date comparisons were provided by the secretary and reviewed by the Board.

# Accounts Receivable

Board members reviewed the accounts Receivable Report for May 18, 2020. 22 accounts were in the 91+ days and notified that while the Governor’s Executive Order prohibits the District from disconnecting residential water for non-payment, it does not remove or relieve them of the amount due. Ageing showed 61-90 - $2,542.80 and 91+ $2,521.05. Regina reported that as accounts move to the 91+ column, liens will be filed if it appears the house is vacant or put on the market.

Correspondence

* Californians to Save Prop 13 – Richard Garcia wanted to make the board aware of possible ramifications. He would like to support the coalition and sign his name as Chairman of the Buttonwillow County Water District. Regina advised Richard that it may not be appropriate to use the title and name of the District and would check into it and get back to him.
* County of Kern – Notice of preparation of the Draft Supplemental Recirculated Environmental Impact Report was available for review. Responses must be received by 5/29/20.
* CA Department of Transportation – Final Initial Study with a Mitigated Negative Dec for Buttonwillow Bridges was available for anyone wanting more information.

Public Time:

No one was present.

District Business

Mario Cervantes provided his April/May monthly report. In addition to normal monthly maintenance and meter reads, was called out to repair a leak in the alley at 433 Cotton Avenue requiring him to dig up mainline and repair. Mario had to install a new valve at 317 Sudan due to a broken shutoff valve. The Fire Hydrant at 385 3rd Street was broken. He put on a 4” Clamp and will replace upon approval. The board directed Mario to replace the hydrant. The valve at 417 Cotton Avenue has to be replaced due to a broken shut off valve. Sewer continues to be monitored daily due to operational needs.

Jeff Eklund, P & P, reported that Self-Help Enterprises is preparing the work plan. Helena sent an email indicating they are almost done updating the plan which is included in the report of wastewater discharge. Once the plan has been approved, P & P will proceed with the Wastewater Discharge report.

The Well #5 Construction Plans are at DWR for review and approval. Once the process is complete the project will be ready to bid. Regina reported that she is still waiting for Cindy Banducci to sign the easement documents. She will call again tomorrow and let her know the project cannot move forward until the documents are signed.

P & P have completed the draft specifications and contract documents for bidding the Well #5 Equipping and Pipeline project. Would the board want these documents reviewed by the District’s legal counsel? After discussion, a motion was made by Vanessa Montemayor, second by Albert Ghilarducci to have the documents approved by Attorney Schroeter. Motion Carried. (Ayes 5 - M, B, SG, AG, RG) It was noted that P G & E will design the portion of the new service extension at Well #5, as recommended.

Jeff reported on the annual reporting requirement for the IRWM 2014 Drought Grant. Annual reporting is required for 3 years following completion of the project. Once the first report is completed, Regina thought she would be able to file subsequent reports. The initial report for P & P would be no more than $4,000.00. After discussion, it was moved by Vanessa Montemayor, second by Samuel Ghilarducci to approve the Scope of Work and contract with Provost and Pritchard to complete the 2020 DWR Proposition 84 Post-Implementation Annual Report. Carried (Ayes 5 - M, B, SG, AG, RG)

The 6/30/2019 Audit Report, prepared by Daniells Phillips Vaughan & Bock was accepted on a motion by Albert Ghilarducci, second by Mike Burleson. Carried (Ayes 5 - M, B, SG, AG, RG)

Samuel Ghilarducci moved to sign the Arrangement Letter with Daniells Phillips Vaughan and Bock for the 6/30/2020 Audit. The audit amount as indicated in the letter is $10,900.00. Motion second by Vanessa Montemayor and carried. (Ayes 5 - M, B, SG, AG, RG)

Mario Cervantes will follow-up on the Utility Verification Letter regarding sidewalk upgrades. There are 4 noted project locations in Buttonwillow.

Information regarding Frontier Communication Chapter 11 Bankruptcy was presented. The amount claimed by the District during the 15-day period would be $13.00. It was agreed that the cost to claim the $13.00 would far exceed that amount and no claim was filed.

Mario Cervantes reported that the State extended the deadline for the annual Volumetric Reporting Data reporting. He will file the report by the extended deadline.

The board received a notice from State Compensation Insurance Fund regarding contractors and their classification. Regina wanted the board to be aware that many employees are being classified as contractors. In the case of Golden Empire Water and Ag Center Accounting and the jobs performed for the District, the contractor classification seems to be correct. Any additional information received will be provided to the board for review.

Pending Items noted as K 1-3 remain open.

Secretary

Nothing

### Chairman

### Chairman Garcia expressed his appreciation to Mario, Jeff, and Regina for keeping the District moving forward. He shared that the Buttonwillow School is looking at a solar installation by way of a CA Energy Commission zero interest loan. He inquired if Jeff had looked at that option for the water district. Jeff reported solar at the WWTP is part of the pending construction project. Mario reminded the board that Dave Warner, Self-Help Enterprises, has been looking at possible grant funding opportunities as well.

Directors

Nothing to add.

With no additional business, the meeting was adjourned at 6:06 P.M. The next meeting is scheduled for June 17, 2020 at 5:30 PM. Plans are to have an “in person” meeting, however the board will be notified if that is possible pending the Covid-19 Governor’s Orders.

Meeting adjourned,

Regina Houchin, Secretary