## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

MARCH 20, 2024

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

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

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

The minutes of the February 21, 2024, meeting were read and approved on a motion by Albert Ghilarducci, second by Vanessa Montemayor. Carried. (Ayes 5- MB, AG, RG, SG, VM) It was noted the next meeting date was incorrectly typed on the agenda. The next regular meeting is Wednesday, April 17, 2024.

# Accounts Payable

The Board reviewed the accounts payable for March 20, 2024. On a motion by Samuel Ghilarducci, second by Mike Burleson, the following checks were approved for payment:

M & O – Sewer $ 34,617.47 Vouchers #5140 - 5161 General – Water $ 10,516.49 Vouchers #5140 - 5161

 Well #2 $ 1,074.17 Vouchers #5140 - 5161

 Well #4 $ 1,767.89 Vouchers #5140 - 5161

 Well #5 $ 727.79 Vouchers #5140 - 5161

 Less: P/R Tax $ ( 22.92) to be paid with Payroll Returns

for a cash disbursement total of $48,680.89. Carried. (Ayes 5- MB, AG, RG, SG, VM)

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. 30 customer accounts over 90 days totaled $13,628.49. Required notifications have been mailed and disconnection notifications hand delivered. Six accounts are scheduled to be disconnected on March 27, 2024, and nine accounts will be disconnected on April 17, 2024, if not paid. Remaining accounts have made payment arrangements or service has been shut off.

Correspondence:

* Notice of Public Hearing on Housing Element Kern County – Public Hearing held before the Board of Supervisors.
* CRC Carbon TerraVault I Public hearing at the Kern County Planning Commission will be held March 28, 2024, at 7:00 PM.
* Notification from Kern County Auditor/Controller indicated Buttonwillow County Water District’s share of property tax administration for 2023-24 is $279.00.
* Inquiry from Gemini Group offering CCR Services.
* Self-Help Enterprises 2023 Annual Report was available for review.

Public Time:

No Public Time

District Business:

Mario presented his February/March operators report. Responded to call out for a backed-up sewer line and found the plug on the customer’s side. Called out to 300 Sudan due to a broken water line. Found fire hydrant was leaking and have ordered part to repair. If the seal does not work, the hydrant may need to be replaced. Met with Provost and Pritchard for the Sewer Main Project. Brought up concerns regarding the proposed lining. Met with CRC for Wells #3 abandonment, Tank removal, and installation of generator at Well #4.

Jeff Eklund, P & P, was unable to attend the meeting however provided written updates on projects. Melissa Bergen of Self-Help Enterprises was available by telephone for comments and questions.

* Sewer Main Inspection Project –Jeff reported the draft PER is being revised based on comments, removing, and replacing more of the sewer trunkline. Plans are to submit Draft PER to the State by 4/5/24. If there are any questions, please do not hesitate to contact him.
* WWTP Engineering – State Water Board is still reviewing the Workplan submitted by Self Help Enterprises. Melissa reported she continues to supply comments to the state, to expedite the approval. Once the State approves, Tom Dodson will begin preparation of the Addendum. Revision of the Draft PER with the WWTP location change, with discussion and review expected at the 4/17/24 board meeting. Intension is to submit to the State before the end of April.
* CDBG Funded Project - Tiger Tank has received payment for the Hydro pneumatic Tank and is preparing fabrication drawings for mid-Aril. Delivery of tank is estimated to be November 2024 at the earliest. Finalize construction plans and specifications for booster pumps, piping/valves, and tank installation for bid at the end of summer. Still waiting for CDBG response to the request for Electrical Retrofit funding.
* CRC EHO-SEP – On-going coordination with CRC regarding execution of the project. The proposed plan is for Unified Field Services to conduct a design-build contract with CRC for the work. P & P and Unified to perform field review within 2 weeks to review scope and finalize costs.
* No contact or update with Avantus Powerline Easement.

Regina reported that CRC and Jeff Eklund are aware that the district would like to abandon Well #1 concurrently with the CRC Well #3 abandonment project. They will need a cost estimate when available to make the final decision to move forward with Well #1 abandonment.

The board addressed the Connection Fee issue at 410 Cotton Avenue. This property was physically disconnected, and the meter removed due to on-going water theft. During the County Auction process a request was made by the realtor to reconnect the water, done January 2022. The full water bill was paid, and a letter sent stating a $1,500.00 connection fee would be required for continued water availability. The property was sold at auction without notifying the office, and according to Kern Data documents, has changed hands twice since then. The new owner came in to change water to his name and that triggered the research to find the connection fee had never been paid. The board instructed the secretary to draft a letter indicating the $1,500.00 dollars is due and as those costs remain with the property will need to be paid to continue water service.

Regina brought to the board’s attention the request for water for a construction project at the Buttonwillow School. Typically, the district office receives 3 or 4 requests for temporary water annually. As the district ceased selling water for construction projects ten or more years ago, calls are directed to local districts that continue to sell water. Vanessa indicated that Est Niles sells outside water, and has rates included in their rate study and is part of their Prop 218 process. Prior to discontinuing to sell water, the fee only covered the electricity to pump the water. Should the board decide to resume selling water, administrative and overhead costs should be part of the fee, in addition to the meter rental. Mario indicated that he could modify Well #2 to be used for construction water at a minimal cost. The board advised the secretary to gather information from Attorney Schroeter regarding setting rates and what needs to be done should the board wish to proceed with outside water sales. Regina requested a resolution, policy, or guidelines to avoid conflicts when dealing with contractors.

Attorney – Nothing

Secretary –Regina reported that the State Compensation Insurance minimal coverage increased $2.52 based on the renewal notice received. The 2023 Government Compensation in California Report will be completed by the 4/30/24 due date.

Chairman – Nothing

Directors – Samuel inquired about recognizing John Cauzzas contribution to the board. Regina would send a card on behalf of the board.

With no additional business, the meeting was adjourned at 6:35 P.M. The next meeting is scheduled for April 17, 2024, at 5:30 PM.

Minutes submitted by Regina Houchin, Secretary to the Board