## REGULAR MEETING

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

September 16, 2020

The regular meeting of the Board of Directors of the Buttonwillow County Water District was called to order by Chairman Richard Garcia at 5:30 PM at the Ag Center, 289 Main Street, Buttonwillow.

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

Others in attendance: Mario Cervantes, Regina Houchin

The minutes of the August 19, 2020 regular meeting were read and approved on a motion by Vanessa Montemayor, second by Albert Ghilarducci. (Ayes 3 – RG, VM, AG; Absent 2 - MB, SG)

# Accounts Payable

The Board reviewed the accounts payable for September 16, 2020. On a motion by Vanessa Montemayor, second by Samuel Ghilarducci, the following were approved for payment:

 M & O – Sewer $ 7,711.92 Vouchers #4152-4169

 General – Water $ 30,643.17 Vouchers #4152-4169

 Well #2 $ 3,050.23 Vouchers #4152-4169

 Well #3 $ .00 Vouchers #4152-4169

 Well #4 $ 4,213.56 Vouchers #4152-4169

 Less: P/R Tax $ ( 28.70) to be paid with Payroll Returns

for a cash disbursement total of $45,590.18. (Ayes 3 – RG, VM, AG; Absent 2 - MB, SG)

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 September 16, 2020. 64 accounts were 61+ days past due, totaling $12,841.58. The board shared their concern about these accounts. By way of an email, Attorney Schroeter advised the board to be aggressive in recording liens. He indicated that the District’s billing policy allows recording liens for any account not paid by the 15th day following billing.

Correspondence: None

Public Time: No one was present.

District Business

Mario Cervantes presented his August/September monthly report. Called out to 256 4th for a water leak. Turned off for repairs. Continued to have extra monitoring at the WWTP.

Jeff Eklund provided an update via email. A Pre-Construction meeting was help with Unified Field Services (UFSC), the contractor, on August 25th. P & P is reviewing the submittals and responding to requests for information. Mario contacted P & P to change the lubrication from water to oil drip. A credit should be applied for the change. Submitted pay request #1. UFSC’s construction schedule was provided. Project is scheduled to be completed by 3/21/2021 and clean up completed by 3/29/21.

Helena Gutierrez provided a written update that indicated comments going back and forth between Self Help and the credit review department at the state. A meeting is scheduled next week between the environmental consultant Tom Dodson and the state. The state is suggesting an initial study, which is an in-depth environmental report. She will keep the board updated.

P & P is reviewing comments and preparing the analysis of the Report of Waste Discharge.

The secretary was advised to contact Kern Plumbing & Backflow Services, Inc. to schedule the 2020 Sanitary Survey/Cross Connection report.

Based on information from Attorney Schroeter, the draft payment arrangements for Delinquent Payments is acceptable. Regina would have a final draft for approval at the October meeting.

Regina shared the request from Michael Houchin account 830.51, to remove the meter. He reported that this was one parcel, and the second meter is not necessary. After discussion, the board asked that Mario review the situation and follow-up with verification of Mr. Houchin’s statements. Concern was that the line might service additional properties due to the unusual piping in the area.

P & P provided a template letter along with an updated list of parcels needing annexation. The next step is to issue the letters to the property owners to gain annexation approval.

Secretary

Regina reported that the $10.00 previously approved credit had been applied to Frontier Communication for the 15-day period during filing Bankruptcy.

Chairman – Nothing

Directors – Nothing.

With no additional business, the meeting was adjourned at 5:58 P.M. The next meeting is scheduled for October 21, 2020 at 5:30 PM.

Meeting adjourned,

Regina Houchin, Secretary to the Board