## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

SEPTEMBER 17, 2025

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, CA.

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

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

The minutes of August 20, 2025, regular meeting were read and approved on a motion by Albert Ghilarducci, second by Merced Moreno. Carried. (Ayes 4: RG, AG, MB, MM; Absent:1 SG).

# Accounts Payable

The Board reviewed the accounts payable for September 17, 2025. On a motion by Mike Burleson, second by Albert Ghilarducci, the following checks were approved for payment:

M & O – Sewer $ 16,098.70 Vouchers #5585-5609 General – Water $ 15,600.51 Vouchers #5585-5609

Well #2 $ 2,532.51 Vouchers #5585-5609

Well #4 $ 5,835.16 Vouchers #5585-5609

Well #5 $ 7,322.45 Vouchers #5585-5609

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

for a cash disbursement total of $47,372.11. Carried. (Ayes 4: RG, AG, MB, MM; Absent:1 SG).

# Accounts Receivable

Board members reviewed the delinquent accounts receivable report. Forty-Five customer accounts over 90 days totaled $19,803.58. Currently service for ten customers has been shut off. Ten customers are currently making payments based on a payment plan. The remaining twenty-five customers received notification of their delinquency and facing shut-off status. The most recent correspondence dated September 16, 2025, responding to district correspondence dated August 22, 2025, indicated the Revised Shutoff Policy must be posted in all Languages required by Health & Safety Code section 116906, subdivision (a). As I read it the district may only need to post it in Spanish and English, however the Shutoff Policy dated 2020 required additional languages. Regina asked permission to contact Attorney Schroeter for assistance to close out this enforcement action. The board approved the request.

Review Bank Reconciliations and Manual Journal Entries

The August Bank Reconciliations and August/September Journal Entries were presented for review.

Correspondence: None

Public Time:

No public was present to address the board.

District Business:

Mario Cervantes presented his August/September operator’s report. A new PSI switch on booster #2 was installed. Mario reported that he responded to a sewer backup at 275 1st Street and found it was plugged up on the district side. After determining he was unable to remove the plug, he called Roto-Rooter to unplug the line. Buena Vista’s team scrubbed and cleaned out Well #1 for further inspection. Mario has not heard anything back regarding BV’s results. Continue to provide additional monitoring of the WWTP.

Jeff reviewed projects P & P is currently working on for the district.

* Sewer Collection System –DFA provided comments on the Draft PER on 9/16/25. P & P is addressing those comments. Initiate Sewer Main Rehab Design and Environmental. Expect to hold the SSMP kickoff meeting in October.
* WWTP Project –P & P submitted draft Report of Waste Discharge to RWQCB. They will be performing initial review. Submitted Form 200. Provided updated project cost to Melissa for the Construction Funding Application. Melissa reported that the application has been submitted to the state. No additional report regarding CEQA.
* CDBG Well 2 Booster-Hydro Tank – Will be meeting with Mario next week to review the plans. Once completed, it will be submitted to County for review. From there go out to bid Oct/Nov. Expect construction to start early 2026. Civil Scope will start first followed by electrical switchover mid-year.
* CRC EHP – SEP. Generator is in line to be completed, expecting mid-October. Hold up has been delayed receipt of exhaust components which are required for Stage 5 Certification. Set generator in October, finish electrical to connect generator. Project should be completed in October.
* Destruction of Well #1 – project still pending waiting for report from BVWSD.

Will Serve Letter for 415 Sudan – Still no response from property owner. Mario will reach out to him.

Regina reported on the status of the SWRCB – Office of Enforcement comments regarding posting requirements. Response is pending following discussion with Attorney Schroeter regarding language compliance.

Attorney – Nothing

Secretary – Nothing

Chairman- Chairman Garcia indicated he participated in the hearing and reported that the plan was best for the community. The committee did not receive any negative comments from Buttonwillow residents.

Directors – Member Merced Moreno shared with the board that his work and family commitments have increased, and he is finding it hard to fulfil his obligation to the board. He wanted to inform the board he is considering resigning from the board in early 2026.

With no additional business, the meeting was adjourned at 6:14 P.M. The next meeting is scheduled for October 15, 2025, at 5:30 PM.

Minutes submitted by Regina Houchin, Secretary to the Board