## REGULAR MEETING – BUTTONWILLOW COUNTY WATER DISTRICT

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

August 20, 2025

The regular meeting of the Board of Directors of the Buttonwillow County Water District was called to order by Chairman Richard Garcia at 5:33 PM at the Ag Center, 289 Main Street, Buttonwillow, CA.

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

Others in attendance: Regina Houchin, Mario Cervantes, John Parsons, Cindy Banducci, representing the Buttonwillow Recreation & Park District, and Tim Ashlock of Buena Vista Water Storage District. Jeff Eklund and Melissa Bergen attended telephonically.

The minutes of July 16, 2025, regular meeting were read and approved on a motion by Albert Ghilarducci, second by Samuel Ghilarducci. Carried. (Ayes 3: RG, AG, SG; Absent: MB, MM).

# Accounts Payable

The Board reviewed the accounts payable for August 20, 2025. On a motion by Sam Ghilarducci, second by Albert Ghilarducci, the following checks were approved for payment:

M & O – Sewer $ 16,946.79 Vouchers #5558-5584 General – Water $ 22,684.84 Vouchers #5558-5584

 Well #2 $ 2,494.50 Vouchers #5558-5584

 Well #4 $ 6,023.01 Vouchers #5558-5584

 Well #5 $ .00 Vouchers #5558-5584

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

for a cash disbursement total of $48,120.45. Carried. (Ayes 3: RG, AG, SG; Absent: MB, MM).

# Accounts Receivable

Board members reviewed the delinquent accounts receivable report. Thirty-Six customer accounts over 90 days totaled $17,654.85. Currently service for ten customers has been shut off. Eleven customers are currently making payments based on a payment plan. The remaining fifteen customers received notification of their delinquency and facing shut-off status. Once a response to the shutoff investigation is received, the district will move forward with notification and shutoffs.

Review Bank Reconciliations and Manual Journal Entries

The July Bank Reconciliations and July/August Journal Entries were presented for review. Acknowledgement of receipt and review was made on a motion by Albert Ghilarducci, second by Samuel Ghilarducci. Carried (Ayes 3: RG, AG, SG; Absent: MB, MM).

Correspondence:

* P G & E Notice of High Fire-Risk Area
* Department of Toxic Substances Control – Clean Harbors Buttonwillow - Notification of typographical error on Public Comment Form
* Cal Mutuals JPRIMA – Invitation to the 2025 CA Association of Mutual Water companies Meeting and Workshop – Sept 29-30
* Cal Mutuals – Board of Directors Election – Submitted Proxy for the purpose of quorum only.
* Pipeline Association for Public Awareness – provided safety information. Provided list of member companies operating pipeline facilities in Kern County.
* Cal Rural Water Assn – Summer-Fall 2025 Training Schedule

Public Time:

John Parsons and Cindy Banducci representing the Buttonwillow Recreation & Park District were present to find out why the irrigation water was shutoff of the park without notification. He said the rec was having irrigation issues on several stations where water could not be scheduled for nighttime watering. Mario reported that the park was watering multiple stations during the day and when temperatures rose and the community demand increased, he contacted the rec and informed them all watering needed to be done at night. When they continued to run water during the day, and the recreation pump indicated usage was 300 gpm, and the system pump operates at 300 gpm, watering had to cease. The tank level was getting critically low and would prevent water being distributed to residential customers. Mario called John, who did not answer, so he proceeded with the shutdown of irrigation water. John expressed his concern with the fact that the water could be shut down without notification and how that would affect their pumps. John said he spoke with Mario, and they agreed that water could be used to test and repair valves during the day but not to water the park. After further discussion it was agreed that testing runs of 30 minutes on stations where individual valve repairs were completed would be okay. Once 30-minute testing was completed the station would be shut off.

District Business:

Mario Cervantes presented his July/August operator’s report. Inspected the Generator cement pad at Well #4. Located water line at 421 Sudan. Meeting with BVWSD regarding work at Well #1. Called out for a Sewer Backup on Meadow, no backup located. Met with P & P regarding the WWTP. Mario requested permission to set up an account at Fortiline Waterworks. They carry repair parts for both water and sewer and would provide another company to purchase from. A motion was made by Samuel Ghilrducci, second by Albert Gilarducci to establish the credit line with Fortiline Waterworks. Motion carried. (Ayes 3: RG, AG, SG; Absent: MB, MM).).

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

* Kern Water Collaborative Voluntary Contribution Agreement-CV Salt – Nitrate Control Program Compliance. After reviewing a motion was made by Samuel Ghilarducci, second by Albert Ghilarducci to execute the Voluntary Contribution Agreement. Motion Carried. (Ayes 3: RG, AG, SG; Absent MB, MM).
* Sewer Collection System –DFA approved amendment for Grant schedule extension and shifting budget to SSMP. $40,000 will be shifted from the Sewer Collection Grant to regulatory services for the Sanitary Sewer Management Plan Development. P & P submitted a proposal to provide regulatory services for the project. The estimated fees over the next 8 months were expected not to exceed $50,000. After discussion, a motion to accept the proposal for Regulatory Services for the Buttonwillow CWD Sanitary Sewer Management Plan was made by Albert Ghilarducci, second by Samuel Ghilarducci. Carried. (Ayes 3: RG, AG, SG; Absent: MB, MM).
* WWTP Project –P & P submitted draft to CV RWQCB for initial review. Met with Salvador Vargas and provided a few comments. The CV Salts item discussed tonight will be added to the draft and resubmitted. There was no update on the Construction Funding Application. Melissa Bergen reported the CEQA is being updated to include updated maps for consistency.
* CDBG Well 2 Booster-Hydro Tank – Final design drawings and specification will be submitted to County for review in August. Projecting to go out to bid in September with constructions starting in winter and completing in spring 2026.
* CRC EHO-SEP – Per CRC instructions the invoice from Unified is not to be paid until final approval from CRC following their contribution to the project. The generator foundation is complete, and the generator will be set later this month. Finish electrical work to connect generator. Project should be completed in September.
* Destruction of Well #1 – project is on hold pending further discussions with BVWSD. Tim Ashlock discussed the process and believes the well can be used for monitoring at the 300’ level. BVWSD will be on site to resume work. The next step is to bale out and see the bottom of the well. Tim wanted to thank Richard Garcia for his participation on behalf of the board. His comments to the state board have been well received. There will be another Zoom meeting that Richard is planning to join later this month.

Will Serve Letter for 415 Sudan – Tabled until discussion with the contractor.

Regina reported on the status of the SWRCB – Office of Enforcement regarding California Water Shutoff Protection Act. Regina provided her response to the letter received from Laura Mooney regarding additional issues that need to be resolved. The Shutoff Policy has been uploaded to the website as required. Regina provided information regarding how notices are mailed and posted on the property. Any tenant would be aware that the water service was pending shutoff. Moving forward at the time of notification there would also be information on how a renter can establish service in their name. From reviewing the files, it does not appear any renter was informed that they would be responsible for paying the prior tenants bill before service would be established. Prior to the revised Water Act all contact was with the property owner as the party responsible. Regina is waiting for comments on the information she provided.

The Rural Community Development Initiative was presented to the board. While the information provided would have some benefit to new board members, the required Assurance Agreement with the USDA was not something the board wanted to sign. The board declined to participate in the initiative.

Chairman Garcia signed the representation letter for the 6/30/25 Audit. The letter was presented to the board for ratification. On a motion by Sanuel Ghilarducci, second by Albert Ghilarducce the representation letter was approved. Carried (Ayes 3: RG, AG, SG; Absent: MB, MM). Regina presented Daniells Phillips Vaughan & Bock’s Letter to the Board. she suggested any questions be directed to Bre Young, CPA.

Attorney – Nothing

Secretary – Nothing

Chairman- Nothing.

Directors – Nothing.

With no additional business, the meeting was adjourned at 7:02 P.M. The next meeting is scheduled for September 17, 2025, at 5:30 PM.

Minutes submitted by Regina Houchin, Secretary to the Board