## REGULAR MEETING

SEWER, KERN MUTUAL, BID#1, WSV DISTRICT

JULY 21, 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 at the Buttonwillow Lions Club, 291 Main Street, Buttonwillow. Use of their facility allowed for social distancing so that an in-person meeting could be held.

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

Others in attendance: Mario Cervantes, Regina Houchin, and Jeane Hill of Provost and Pritchard

The minutes of the June 17, 2020 regular meeting were read. A correction was needed to indicate the board decided to move the regular meeting to “July 21, 2020” at 5:30. With that correction the minutes were approved on a motion by Albert Ghilarducci, second by Vanessa Montemayor. (Ayes 4 - M, B, AG, RG; Absent 1-SG)

# Accounts Payable

The Board reviewed the accounts payable for July 21, 2020. On a motion by Vanessa Montemayor, second by Albert Ghilarducci, the following were approved for payment:

 M & O – Sewer $ 10,251.26 Vouchers #4112-4131

 General – Water $ 18,688.91 Vouchers #4112-4131

 Well #2 $ 469.16 Vouchers #4112-4131

 Well #3 $ .00 Vouchers #4112-4131

 Well #4 $ 4,714.92 Vouchers #4112-4131

 Less: P/R Tax $ ( 28.67) to be paid with Payroll Returns

for a cash disbursement total of $34,095.58. (Ayes 4 - M, B, AG, RG; Absent 1-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 July 21, 2020. 33 accounts, up from 28 last month, were in the 91+ days. Ageing showed 61-90 - $3,311.85 and 91+ $3,995.15. It was reported that the past due accounts are steadily increasing due to the Governor’s Order disallowing shut offs for non-payment. In 7/2019 the 91+ was zero and in 7/2018 $290.00. The board shared obvious concerns about the large increase and the difficulty in bringing these accounts current once the governors order is lifted.

Correspondence

* Notification of USDA FSA Agricultural Risk Coverage Signup. Not required as no longer farming
* P G & E – Tower Improvements – No work is being performed within District Boundaries.
* Kern County Planning – Copy of Draft Environmental Report for Clean Harbors project.

Public Time:

No one was present.

District Business

Mario Cervantes presented his June/July monthly report. He reported that replacing the WWTP chain has been difficult and he will need to drain the tank to reset the chain. He attended the Pre-Bid meeting at the Well #5 site. Continues to work with office to recognize and replace bad meters.

The board discussed the progress of the Well #5 Equipping and pipeline project. Contract addendums #1 & #2 were reviewed and presented by Jeane Hill of Provost and Pritchard. On a motion by Vanessa Montemayor, second by Albert Ghilarducci, the addendums were approved. (Ayes 4 - M, B, AG, RG; Absent 1-SG). A Canvas of Bids was presented showing a total of 5 bids were received. Jeane reported that P & P has reviewed the bids and four of the five were complete with required information and one was missing the preliminary construction schedule. The apparent low bid was received from Unified Field Services. Jeane reported that they are currently working with this company on a job and have had no issues. The Unified Field Services bid came in at $933,828.91 and it was noted the engineers estimate for the job was $899,404. Three of the bids were within $20,000.00 of each other. After further discussion and recommendation by P & P, a motion was made by Vanessa Montemayor, second by Mike Burleson to accept and award the Well #5 Equipping and Pipeline job to Unified Field Services. (Ayes 4 - M, B, AG, RG; Absent 1-SG). Due to the need to execute documents during the project, a motion was made by Vanessa Montemayor, second by Mike Burleson to designate the Chairman authority to sign any documents relating to the Well #5 project. Carried. (Ayes 4 - M, B, AG, RG; Absent 1-SG). Regina reported that the P G & E contract to supply the electrical service and perform the work was received. After discussing variables regarding drought, SGMA and subsequent contaminant possibilities over the next 10 years, Regina recommended the Non-Refundable 50% Discount Option. A motion was made by Mike Burleson, second by Vanessa Montemayor to complete the document for the Non-Refundable 50% Discount Option. (Ayes 4 - M, B, AG, RG; Absent 1-SG)

Jeane Hill shared the follow-up conversations she had regarding the WWTP Project. The State is still reviewing the documents. It appears the State has reviewed the financial documents showing the District’s ability to provide the on-going M & O. Unfortunately, due to the remote work environment everything takes longer.

Regina reported that she had no response from the 3 faxes and one email sent to County Planning as recommended by the Board, requesting clarity on the Cuevas Will Serve request. She drafted the letter, adding portions that clearly indicate the requirement for individual water and sewer hookups as previously advised by the attorney and the need to contact Mario when the hookup is to take place. Regina will contact Mr. Cuevas and give him the letter and discuss the requirements.

A copy of the June 30, 2019 Audit has been submitted to the Kern County Auditor-Controller as requested.

Regina shared information regarding Filing Requirements for the Board positions. Albert Ghilarducci, Mike Burleson, and Richard Garcia terms are up for election. Declaration of Candidacy forms are available from July 13 until August 7, 2020 at 5:00 PM. All forms and filing will be done electronically. Regina spoke with Melissa Nightengale and she said once the forms are completed and sent in the candidate would be contacted and an appointment set up to complete the process.

There was nothing to report on items pending.

Secretary - Nothing

### Chairman – Received the letter communicating matters related to the planned scope and timing of the 6/30/2020 audit. Filed for future reference

Directors - Nothing

With no additional business, the meeting was adjourned at 6:10 P.M. The next meeting is scheduled for August 19, 2020 at 5:30 PM.

Meeting adjourned,

Regina Houchin, Secretary