



*Madison Service District*

P.O. Box 40  
Madison, CA 95653  
(530) 666-2888

**BOARD OF DIRECTORS MEETING  
MADISON COMMUNITY SERVICE DISTRICT**

**REGULAR MEETING  
February 12, 2020  
MINUTES**

**1. CALL TO ORDER**

Chair Andrew Wells called the meeting to order at 6:01 pm.

**2. ROLL CALL**

**Present:**

- Directors: Steve Gomez, Frank Gonzalez, Dan Barnett, Charles Stormont and Andrew Wells
- Not present:
- District Counsel: Not present
- General Manager: Leo Refsland
- Board Clerk: Leo Refsland

**Public:** none

**3. APPROVAL OF AGENDA**

Chair Andrew Wells called for a motion to approve the agenda.

**Motion by:** Director Dan Barnett to approve the agenda as presented

**Second by:** Director Steve Gomez

**Discussion:** None

**Vote:**    **Ayes:** 5    **No:** 0    **Abstain:** 0    **Motion:** Passed

**4. PUBLIC COMMENTS**

Chair Andrew Wells called for public comment-None

5. **LAFCO presentation Q & A:** Christine Crawford from LAFCO gave an introduction into the role of the Local Agency Formation Commission (LAFCO) including our Sphere of Influence (SOI) Study that is completed every 5 years. There was discussion about the process, contents and purpose of the study. The study will be completed in the next two months with a draft copy available for comment then.

6. **CORRESPONDENCE:** **A.** County is offering Brown Act training. Information regarding dates and general info were distributed. **B.** CSDA Training opportunities for Board members.

7. **FINANCIAL REPORT:**

- General Manager informed the board that Income is running slightly short. Could be because of people catching up from the holidays and some empty houses. Shut off list has had more people on it lately as well. Could still easily make up the difference. Expenses are running at about 50% of budget which is where we want to be. Have the paving job coming up soon. Money for that is set aside. Doing Three audits, only budgeted for one however we have been putting money away for the audits in prior years. Equipment rentals are high due to abnormal amount and significance of repairs lately. Utilities usually balance out.
- The monthly check to the county for December revenue will be \$20,403.98
- The monthly check to the county for January revenue will be \$21,169.62

8. **APPROVAL OF MINUTES:**

Chair Andrew Wells called for a motion to approve the minutes of 12/11/2019

**Motion by:** Director Steve Gomez to approve the December 11, 2019 Minutes.

**Second by:** Director Frank Gonzalez

**Discussion:** GM reminded Board that Director Dan Barnett was absent from the December 11, 2019 meeting.

**Vote:**    **Ayes:** 4        **No:**            **Abstain:** 1 Barnett            **Motion:** Passed

Chair Andrew Wells called for a motion to approve the minutes of 01/08/2020

**Motion by:** Director Steve Gomez to approve the January 08, 2020 Minutes.

**Second by:** Director Dan Barnett

**Discussion:** Director Charles Stormont asked about the status of the pump at the ponds. GM gave brief update on the status. All is good.

**Vote:**    **Ayes:** 5        **No:**            **Abstain:**            **Motion:** Passed



**9. APPROVAL OF CLAIMS:**

Chair Andrew Wells asked for a motion to approve the claims for 01/20 & 2/20

**Motion by:** Director Dan Barnett to approve the claims for 01/20 & 02/20

**Second by:** Director Frank Gonzalez

**Discussion:** Chair Andrew Wells asked about a charge for a meter from pace. GM gave a description of a repair at the School that required the part in question. GM reiterated the repairs have been high this year. GM also explained the issues of trying to repair the mini excavator and that parts are becoming obsolete. GM also went over codes for new Board Members. Director Charles Stormont had a question about the pond operator fee.

**Vote:**    **Ayes:** 5        **No:** 0    **Abstain:** 0        **Motion:** Passed

**10. ACTION ITEMS:**

**a) Explore rate increase for new budget year 2021**

Chair Andrew Wells called for a motion to approve moving forward with exploring a rate increase for the fiscal year of 2021

**Motion by:** Director Steve Gomez

**Second by:** Director Charles Stormont

**Discussion:** GM explained the different possibilities of rates and the reasons why the increase is needed. There was discussion of escalating costs and maintenance to the facilities and system. The lack of new development and other revenue sources was also discussed. The only possible development would be infill and there are not many lots to develop. Past timing of rate increases were discussed.

**Vote:**    **Ayes:** 4        **No:** 0    **Abstain:** 1 B        **Motion:** Passed

**b) Audit 2017, 2018 & 2019**

Chair Andrew Wells announced this item will continue on agenda until completed

**Motion by:** None

**Second by:**

**Discussion:** GM informed board audit is still ongoing and asked for this be moved to next meeting.

**Vote:**    **Ayes:** 0        **No:** 0    **Abstain:** 0        **Motion:** None

**c) Shut off procedure & policy**

Chair Andrew Wells announced this item will continue on agenda until completed

**Motion by:** None

**Second by:**

**Discussion:** GM informed board About troubled customer not following instructions on what to do for water service. Going to ECSD saying different things. ECSD keeps telling them what they need to do. Customer then does not follow up with MCSD. More time needed to put the policies together that address this situation.

**Vote:**    **Ayes:** 0        **No:** 0    **Abstain:** 0        **Motion:** None

## 11. GENERAL MANAGERS REPORT

- Work will be starting on new LAFC SOI study. Meeting with them this week.
- Have inspection by Environmental Health they will be looking at wells.
- Still working on Audits. Things are getting better in our record keeping and more work needs to be done.
- There is a lot going on at the same time right now been hard to keep up with it all.
- Will be having an inspection by the State at the ponds soon. Went through and did more cleanup. Disposed of things that were not used any more. Capacity at ponds is in good shape no water in pond #4 and #2 has very little. Testing pond two ended. The pump that had the cable issues is working good.
- Park is in good shape staying on top of it.
- Well is working good. All the water tests have been good
- Gave update on building repairs.
- Audits have started for 2017, 2018 and 2019.
- Need to start working on budget for new fiscal year.
- Went to a training class on water tanks.
- Gave update on repairs completed and needed.
- Have not had a chance to work on enforcement policy.
- Discussion about CALTRANS, flood and drainage improvements.

## 12. FUTURE AGENDA ITEMS

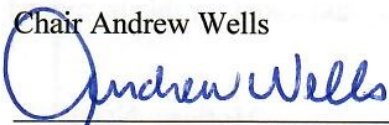
Audits, Claims and Shut off policy

## 13. ADJOURNMENT

Meeting adjourned at 7:03 pm by Chair Andrew Wells

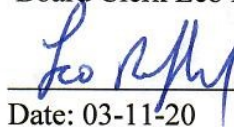
**NEXT MEETING DATE:** Wednesday, 03-11-2020 @ 6:00 pm

Chair Andrew Wells



Date: 03-11-20

Board Clerk Leo Refsland



Date: 03-11-20