

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

REGULAR MEETING
April 15, 2021
MINUTES

1. CALL TO ORDER

Chair Andrew Wells called the meeting to order at 6:09 pm.

2. ROLL CALL

Present:

- Directors: Frank Gonzalez, Andrew Wells, Carlos Lua, Steve Gomez, Charles Stormont,
- Not present:
- District Counsel: Not present.
- General Manager/Board Clerk: Leo Refsland.
- **Public:** None.

3. APPROVAL OF AGENDA

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

Motion by: Director Carlos Lua to approve the agenda as presented.

Second by: Director Frank Gonzalez.

Discussion: GM added replacement of vehicles, board stipends to discussion items and extra help.

Change 3-26-21 claim approval to 3-31-21 claim approval. Remove 4-02-21 and 4-09-21 claims for approval. Move March minutes to next meeting.

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

4. PUBLIC COMMENTS: None.

5. CORRESPONDENCE: None.

6. APPROVAL OF MINUTES

Chair Andrew Wells called for a motion to approve the minutes of 02-18-2021.

Motion by: Director Steve Gomez to approve 02-18-2021 minutes.

Second by: Director Charles Stormont.

Discussion: Director Charles Stormont asked about KLCSD reimbursement.

GM went over current reimbursement. GM also notified Board that KLCSD now has a separate credit card but it is under MCSD because they do not qualify on their own at this point.

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

7. APPROVAL OF CLAIMS

Chair Andrew Wells asked for a motion to approve the claims for 03/31/2021.

Motion by: Director Charles Stormont to approve the claims for 03/31/2021.

Second by: Director Steve Gomez.

Discussion: Director Charles Stormont asked about CLS charges and the frequency of tests performed.

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

Chair Andrew Wells asked for a motion to approve the claims for 04/15/2021.

Motion by: Director Charles Stormont to approve the claims for 04/15/2021.

Second by: Director Frank Gonzalez.

Discussion: Chair Andrew Wells asked about the gravel charges GM went over charges and informed the Board that paperwork had been turned in for KLCSD to set up their own acct with CEMEX . Director Carlos Lua asked about getting camera equipment for inspecting the sewer lines.

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

8. FINANCIAL REPORT

- **EXPENSES:** GM went over the expenses. Everything looking good so far, some things are over others under. Maintenance/repairs on equipment and repairs to the service truck have been more than expected. System repairs are high too. Still have demo of camp well to finish. Overall, still in balance. GM went over the code/dept budget balances. Future anticipated needs and expenses.
- **INCOME:** GM reported income for the year is looking good. Check to County DFS for November 2020 is \$20,447.69 for December 2020 \$20,715.72 for January 2021 \$24325.90 and February \$ 21,609.70. Slightly below budget but within acceptable range of three tenths of a percent. Will need to establish a licn proccss. Have not been able to collect late fees and interest. Still cannot shut people off. Director Frank Gonzalez asked about the shut off list. KLCSD contract is paid up to FEB.

9. DISCUSSION ITEMS:

Forms 470 and 700 and ABC 123 Training: Discussion followed about the process and timelines to get all these forms filled out by next meeting.

New trucks for service district: The trucks are pretty much at the end of their reliable life and both are worn out. Only paid \$3500 for both of them in 2017. Would like to work with KLCSD and Yolo County for a grant and matching funds to purchase two new trucks. Will need to work on this first part of new fiscal year. Discussion followed about the possibilities of funding and purchasing.

Extra help: GM wants to add some summertime help to maintain, clean and or locate water shut offs. Will be important with getting grant to add meters. Pay would be about \$15.00 per hour preferably a student that only needs temporary work for the summer. Also help with other maintenance and upkeep. Discussion followed about the benefits of accomplishing this task.

Board stipends: Discussion followed about stipends and how they are paid.

10. ACTION ITEMS:

- A. Generator Upgrade to auto start and power office via OES Grant. Authorize GM to apply and seek grant funding through Yolo County OES from PSPS Resiliency allocation funds.**

Chair Andrew Wells asked for a motion on this matter.

Motion by: Director Carlos Lua to approve the proposed generator upgrade grant application through OES and PSPS resiliency funds.

Second by: Director Frank Gonzalez

Discussion: GM gave history on the original PSPS generator grant and an outline on the importance of adding an auto start transfer switch, adding the service district office and food closet to be set up for emergency power. Discussion followed about costs and efficiencies regarding our current generator setup and the effect of the last power outage on the district.

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

A. GENERAL MANAGERS REPORT

- Ponds are good. Still only 1 pond with water.
- We will be in a drought this summer. Possibly having to ration water in the near future.
- Water is good. Testing is good. Have a couple of big repairs coming up.
- Park is good keeping up with it. Not going to water because will need to do work on it because of grant and the drought is creating a need to conserve.
- COVID-19 not going away.
- Knights Landing CSD is going ok. Had an inspection by the State at the WWTF. Will more than likely result in a NOV. Rate increase started. A lot of work yet to do.

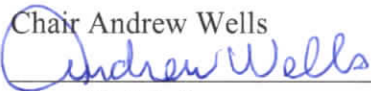
B. FUTURE AGENDA ITEMS

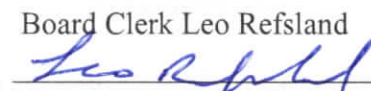
March Minutes, Forms 457, 700 and ABC 123, Lien process, Park, pickups, possible resolution on genset.

C. ADJOURNMENT

Meeting adjourned at 7:45 pm by Chair Andrew Wells

NEXT MEETING DATE: Thursday, 05-20-2021 @ 6:00 pm

Chair Andrew Wells

Date: 06-17-21

Board Clerk Leo Refsland

Date: 06-17-21