



Madison Service District

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

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

REGULAR MEETING
August 9, 2017
MINUTES

1. CALL TO ORDER

Chair Steve Gomez called the meeting to order at 6:00 pm.

2. ROLL CALL

Present:

- Directors: Steve Gomez, Bonnie Stormont, Dan Barnett, Andrew Wells, Lewis Phillips
- District Counsel: Not present
- General Manager: Leo Refsland
- Board Clerk: Leo Refsland

Public: No public present

3. APPROVAL OF AGENDA

Chair Steve Gomez called for a motion to approve the agenda.

Motion by: Director Bonnie Stormont to approve the agenda as presented

Second by: Director Lewis Phillips

Discussion: None

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

4. PUBLIC COMMENTS

Chair Steve Gomez opened public comments - None received

5. CORRESPONDENCE

Chair Steve Gomez called for correspondence: None received

6. APPROVAL OF MINUTES

Chair Steve Gomez called for a motion to approve the minutes of 7-12-17

Motion by: Director Dan Barnett to approve the minutes of 7-12-17

Second by: Director Andrew Wells

Discussion: None

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

7 APPROVAL OF CLAIMS

General Manager explained the new claims processing system, this new streamed line system will allow our claims to be processed quickly and eliminate late fees. As invoices come in I will approve and forward them to ECSD for processing, a claims packed will be prepared and sent back for board approval, at that time the board can address any question on the claims prior to approving. General Manager indicated he would ask ECSD to email a copy of the claims packet to each director prior to the meeting so they can review the claims prior to the meeting.

Questions followed.

Chair Steve Gomez asked for a motion to approve the claims for 6-28, 7-18 and 7-27-2017

Motion by: Director Dan Barnett to approve the claims for 6-28, 7-18 and 7-27-2017

Second by: Director Lewis Phillips

Discussion: Questions on container purchase, AT&T and Verizon.

General Manager addressed the questions. He also indicated it would take a couple of meetings for the board to get familiar with the new claims processing system.

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

1. ACTION ITEMS – DISCUSS AND APPROVE 2017/2018 BUDGET

General Manager asked the board members if they had reviewed the budget.

He referenced changes starting with Income, back in the housing crunch we started to short cut the budget based on the anticipated foreclosure of homes, we operated 10% to 15% of normal which provided a buffer. However last year the buffer was too high and it appeared we were out of funds. The increase in sewer funds received indicated a more realistic take of the funds, a decrease in our labor cost helped as well. No funds have been appropriated this year for extra help; however he indicated an agreement with

ECSD to supply help when needed; funds are available in Specialized Services to pay the cost. He went to note differences in payroll and the additional cost of \$17,000, (\$5000 for SIGMA and \$12,000 to ECSD for administrative services). Reference was made regarding the savings noted in different areas as well as the increase to the budgeted amount for improvements and repairs.

Discussion and questions followed.

Motion by: Director Lewis Phillips to approve the 2017/2018 budget

Second by: Director Dan Barnett

Discussion: None

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

2. GENERAL MANAGERS REPORT

Repairs: three repairs in process

1. Pipe line replacement, notice sent to residents, scheduled for next week, Mike from ECSD will help with the pipe line repair
2. Leak at new house
3. Leak at Paul Greens home

Vacuum Trailer: will look at on Friday, it is a used one from the rental yard, if it is in good shape we should consider purchasing it.

Files/Paperwork: going through re-organizing current open files, destroying duplicate and triplicate copies no longer needed. General Manager indicated how the files would be set up in an organized manner for ease of operation and retrieval of documents. Archived boxes will note the year of service.

Well: issue still on hold

Ponds: No problems, rural initiative for container removal finished

County Inspection: went fine, need to finish up, will email of copy of the report to each board member when complete.

Park: looking bad, trying to water perimeter, hard to keep up

3. FUTURE AGENDA ITEMS- None

4. ADJOURNMENT

Meeting adjourned at 6:30 pm by Chair Steve Gomez

5. NEXT MEETING DATE: September 13, 2017 @ 6:00 pm

Chair Steve Gomez

Steve J. Gomez

Date: 9-13-17

Board Clerk Leo Refsland

Leo Refsland

Date: 9-13-17