



Madison Service District

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

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

REGULAR MEETING
MAY 08, 2019
MINUTES

1. CALL TO ORDER

Chair Andrew Wells called the meeting to order at 6:00 pm.

2. ROLL CALL

Present:

- Directors: Steve Gomez, Bonnie Stormont, Lewis Phillips Dan Barnett and Andrew Wells
- NONE: Not present
- District Counsel: Not present
- General Manager: Leo Refsland
- Board Clerk: Leo Refsland

Public: Two public members present

3. APPROVAL OF AGENDA

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

Motion by: Director Bonnie Stormont to approve the agenda as presented with the exception of moving the timeline of item 10. A to the top of the agenda.

Second by: Director Dan Barnett

Discussion: None

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

10. A, Action Item late fees and shut off at 28875 Rudolph Street.

Motion by: Director Lewis Phillips to charge late fees of \$401.71 and to waive April and May late charges and fees. Account to be put in property owners name.

Second by: Director Bonnie Stormont

Discussion: The owners (Prado & Avina) of 28875 Rudolph were present. Ms. Prado presented info that she had gathered from Websites, ECSD staff and MCSD staff. She spoke about the late fees they as property owners absorbed as a result of tenants not paying for services. She also presented her understanding of both MCSD and ECSD policies and procedures regarding property liens, late fees and shut off policy including the role and responsibility of the GM regarding implementation of enforcement. The board explained the fees follow the property. They further explained that the fees follow the property and that the property owners are responsible for those fees. Liens may or may not be assessed. The board discussed that no accounts should be put in tenants name. GM informed board that the current policy and procedures are guidelines and reference points. There is freedom to make decisions on those policies also there are new laws that prohibit shut off of services to medically challenged people and this is why he has been working toward new policy and procedure documentation that provides a clear path for enforcement when needed.

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

4. PUBLIC COMMENTS

Chair Andrew Wells called for public comment-None

5. CORRESPONDENCE

None

6. FORM 700

Board filled out their form 700 and signed them. Discussion of ethics training and possible board vacancies that may arise over the next few months.

7. FINANCIAL REPORT

- General Manager informed the board that the monthly check to the county for April revenue will be \$23,916.95 and a separate check for \$50,000.00 for grant proceeds received. GM Went over deposits and informed board the income will be close to projections maybe a little less than expected. GM may have been a little too optimistic about vacant homes returning to use and paying for services. In the past the CSD budgeted for a higher than normal vacancy rate. The expense will be very close and possibly be over the projected budget. Cost of catching up audits were high, Gas prices increased higher than projected as well as utility rates. will know closer to the end of June on both Income and Expense. A budget adjustment may be needed. Building improvements going good in budget.
- GM informed board on Shut offs and some of the problem homes.

8. APPROVAL OF MINUTES

Chair Andrew Wells called for a motion to approve the minutes of 04/10/2019

Motion by: Director Lewis Phillips to approve the April 10, 2019 minutes.

Second by: Director Steve Gomez

Discussion: None

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

9. APPROVAL OF CLAIMS

Chair Andrew Wells asked for a motion to approve the claims for 5/19

Motion by: Director Bonnie Stormont to approve the claims for 5/19

Second by: Director Steve Gomez

Discussion: NONE

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

10. ACTION ITEMS

a) Late fees and shut off at 28875 Rudolph Street. (see above)

b) Budget 2019/2020

Motion by: None Item moved to June 2019.

Second by: None

Discussion: GM informed board the budget has not been completed, need more time to finish

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

c) Coleman report

Motion by: None Item moved to June 2019.

Second by: None

Discussion: GM informed board the report has not been completed, need more time to finish

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

d) Establish shut off policy

Motion by: None Item moved to June 2019.

Second by: None

Discussion: GM informed board the policy has not been completed, need more time to finish. Laws have changed it's getting harder and harder to actually shut the water off. Need more time to research and make sure we get it right.

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

e) Audits update

Motion by: None Item moved to June 2019.

Second by: None

Discussion: Gm gave update on status. Still moving forward. GM has Mark Krummenacker assisting in the audit. There have been many questions asked by the auditor and records requests that have taken time to locate. In final stages hopefully wrapped up by next meeting.

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

f) Revisit D1 Compensation/ECSD CAL PERS

Motion by: None

Second by:

Discussion: GM informed the board that he was unable to complete researching the possibilities and confirm the numbers for this. Need to continue to next month.

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

11. GENERAL MANAGERS REPORT

- Capacity at ponds is in good shape
- Hard to keep up with weeds with the intermittent rains
- Took soccer nets down for rebuilding & modification. Will take approx. a month
- Will be getting the mowing of park caught up
- Wells and everything else working good.
- There are some small things to deal with the flooding in the works. Hopefully some reportable information will be available soon.
- SR 16 safety improvement in progress
- Gave update on building repairs.

12. FUTURE AGENDA ITEMS

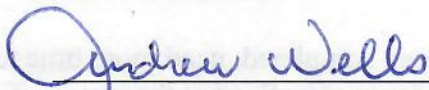
Coleman Report, Shutoff policy, Audits, D1 compensation/ECSD CALPERS, Elections, Board Vacancies, Budget, CC payment program for website

13. ADJOURNMENT

Meeting adjourned at 7:40 pm by Chair Andrew Wells

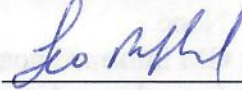
NEXT MEETING DATE: Wednesday, 06-12-2019 @ 6:00 pm

Chair Andrew Wells



Date: 06-12-19

Board Clerk Leo Refsland



Date: 06-12-19