



*Madison Service District*

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

REGULAR MEETING  
July 08, 2020  
MINUTES

**1. CALL TO ORDER**

Chair Andrew Wells called the meeting to order at 6:24 pm.

**2. ROLL CALL**

**Present:**

- Directors: Frank Gonzalez, Charles Stormont, Andrew Wells, Steve Gomez and VACANT.
- 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 Steve Gomez to approve the agenda as presented with modifications to the claims listing.

**Second by:** Director Frank Gonzalez.

**Discussion:** GM indicated that under the approval of claims he modified the actual claims that will be presented for approval to more accurately present and identify them in individual form.

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

**4. PUBLIC COMMENTS**

Chair Andrew Wells called for public comment – None.

**5. CORRESPONDENCE:** Resignation letter from Director Dan Barnett.

**6. APPROVAL OF MINUTES:**

Moved to next regularly scheduled meeting.

**Motion by:** None.

**Second by:** None.

**Discussion:** GM asked that the June 10 2020 and June 24 2020 meeting minutes get moved to the next regularly scheduled meeting.

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

**7. APPROVAL OF CLAIMS:**

Chair Andrew Wells asked for a motion to approve the claims for 06/19/2020.

**Motion by:** Director Charles Stormont to approve the claims for 06/19/2020.

**Second by:** Director Steve Gomez.

**Discussion:** Chairman Andrew Wells clarified the CCR expense was for Consumer Confidence Report. Director Charles Stormont asked why the cost was so much. GM explained it is a culmination of information gathered through the year via required tests. The district engineer gets those results looks for thresholds and reviews them then takes that info and prepares the CCR for the entire year past. MCSD will be preparing the majority of the CCR for 2020 and so on. Director Charles Stormont asked about the paving bill and if it was paid for by a grant? GM explained the cost of paving and the grant money received to complete the project.

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

Chair Andrew Wells asked for a motion to approve the claims for 07/06/2020.

**Motion by:** Director Steve Gomez to approve the claims for 07/06/2020.

Year-end fiscal year 2020 claims & Board Stipends

**Second by:** Director Charles Stormont.

**Discussion:** None

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

Chair Andrew Wells asked for a motion to approve the claims for 07/08/2020.

**Motion by:** Director Charles Stormont to approve the claims for 07/08/2020.

**Second by:** Director Frank Gonzalez.

**Discussion:** Director Charles Stormont asked about the insurance bill. GM explained about YCPARMIA and broke down the way it is billed. Chairman Andrew Wells asked about the high PG&E bill. GM explained it was for main well and it usually runs high this time of year.

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

Chair Andrew Wells asked for a motion to approve the GM phone reimbursement F/Y 2020.

**Motion by:** Director Charles Stormont to approve annual GM cell phone reimbursement for fiscal year 2020. 07-08-2020

**Second by:** Director Steve Gomez.

**Discussion:** None.

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

Chair Andrew Wells asked for a motion to approve the claim for generator purchase.

**Motion by:** Director Steve Gomez to approve the claim for generator purchase for 07/08/2020.

**Second by:** Director Frank Gonzalez.

**Discussion:** GM announced the new generator arrived and gave an overview of the generator and the options that it came with. There was discussion about specifications and safety.

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

## **8. FINANCIAL REPORT:**

- June 2020 check to county in the amount of \$19,334.50 presented and signed by GM and Board chair
- EXPENSES: GM went over the expenses too early to produce a report looking on track so far. Discussion about the office rehab project. Discussion about audits.
- INCOME: GM reported income for May was \$19,334.50 about 10% below projection for the month. It more than likely because of COVID-19 and the inability to charge late fees and shut off for nonpayment. Keeping track of the fees that should have been charged. All balances not paid are still owed to the district. gave a brief explanation how the information is collected and reported.

GM informed the board that Income is running on track. Balanced over the entire year still within 1% of projections.

**9. DISCUSSION ITEMS:** None

**10. ACTION ITEMS:**

**a) Adopt agreement to provide contracted services to Knights Landing CSD.**

**Motion by:** None

**Second by:** None

**Discussion:** GM informed board this item is still ongoing and asked for this be moved to next meeting. Possibly a special meeting. The final agreement is at County Council and our District Council for final preparation. Will present to board when complete. Director Andrew Wells asked how the Knights Landing meeting went. GM gave an overview of the meeting. Overall, it went well. They voted to move forward with doing a shared services agreement with MCSD.

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

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

**Motion by:** None

**Second by:** None

**Discussion:** None, Auditors still coming back with more questions. All good, just time consuming. This has been the toughest audit so far. District is in better shape than before but need to have fiscal policies and procedures put in place. GM informed board this item is still ongoing and asked for this be moved to next meeting.

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

**b) Adopt 2019/2020 Budget corrections and year end closing requirements**

**Motion by:** None

**Second by:** None

**Discussion:** None, GM informed board this item was not necessary after all.

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

**c) GENERAL MANAGERS REPORT**

- GM asked about moving the meeting date to the third Wednesday of the month. There was a conflict with that. The third Thursday had no conflict. Will put on next agenda for official vote.

- Ponds are still doing well. There is plenty of capacity. Doing a lot of weed eating, New annual report that is due. Annual Volumetric Report. Was time consuming to implement.
- Water is good.
- Finished BSSP and DBP including mapping sampling sites with the County Health Dept.
- Started the LAFCO Municipal Service Review. This is done every 5 years.
- Park is looking good keeping up with it.
- Audits still ongoing.
- New Generator project wrapping up.
- KL Agreement still moving forward
- Not much going on with general government right now all the agencies are kind of quiet right now.
- Office redo is wrapping up. Paving was signed off and finalized by YCPW. Just a few small things to do. Will need to tackle flooring, gutters and a new gate next.
- Getting back on finalizing Coleman Report.
- Sent out recognition plaques to Bonnie Stormont and Lewis Phillips
- COVID-19 restrictions still in place. Remote meetings will more than likely be held for the rest of the year.
- Need to find out if we can initiate the rate increase and figure out what to do about the delinquent accounts and the loss of late fees and interest. Also, no shutoffs.

**d) FUTURE AGENDA ITEMS**

Shared services agreement, Meeting date change,

**e) ADJOURNMENT**

Meeting adjourned at 7:25 pm by Chair Andrew Wells

**NEXT MEETING DATE:** Wednesday, 08-12-2020 @ 6:00 pm

Chair Andrew Wells



Date: 09-17-20

Board Clerk Leo Refsland



Date: 09-17-20