



*Madison Service District*

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

REGULAR MEETING  
May 13, 2020  
MINUTES

**1. CALL TO ORDER**

Chair Andrew Wells called the meeting to order at 6:06 pm.

**2. ROLL CALL**

**Present:**

- Directors: Frank Gonzalez, Charles Stormont, Andrew Wells and Dan Barnett.
- Not present: Steve Gomez. (Joined meeting @ 6:11 PM).
- District Counsel: Not present.
- General Manager: Leo Refsland.
- Board Clerk: Leo Refsland.
- Cessna Refsland: Zoom expert.

**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 Charles Stormont.

**Discussion:** None.

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

**4. PUBLIC COMMENTS**

Chair Andrew Wells called for public comment – None.

Steve Gomez joins the meeting @ 6:11PM.

**5. CORRESPONDENCE:** None.

**6. APPROVAL OF MINUTES:**

Chair Andrew Wells called for a motion to approve the minutes of 03/11/2020.

**Motion by:** Director Steve Gomez to approve the March 11, 2020 Minutes.

**Second by:** Director Frank Gonzalez.

**Discussion:** None.

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

Chair Andrew Wells called for a motion to approve the minutes of 04/08/2020.

**Motion by:** Director Frank Gonzalez to approve the April 08, 2020 Minutes.

Meeting was cancelled April 02, 2020.

**Second by:** Director Dan Barnett.

**Discussion:** GM explained that even though the meeting was cancelled, minutes are created to show as a factual historical document the meeting was scheduled and an agenda was created and then cancelled after the fact. Director Stormont asked when meeting was cancelled? GM responded couple days before due to emerging COVID 19 restrictions and precautions. GM looked up the exact cancellation date of 04/02/2020.

**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 04/15/2020.

**Motion by:** Director Dan Barnett to approve the claims for 04/15/2020.

**Second by:** Director Steve Gomez.

**Discussion:** GM explained that he would individually get signatures from those that are tuning in remotely. GM explained the reason behind the Streamline Plumbing invoices. Will be making some changes on the vacuum trailer to give it a Jetter function and treating the root problem with chemical mixture. This should greatly reduce the need to call in outside help. Director Barnett asked about Global Machinery invoice. GM explained it was for Mini Excavator parts. Director Gomez asked about the invoice for the audits. GM explained it was progress payment for three years of audits. Director Stormont asked if the charge from ECSD for admin is quarterly. GM answered yes. There was discussion about the cost and timing of audits and professional services and the impact on the district's budget. GM also explained the process of going through an audit is getting streamlined as more efficient. Having Mark K. involved has greatly helped with improvement.

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



Chair Andrew Wells asked for a motion to approve the claims for 05/08/2020.

**Motion by:** Director Steve Gomez to approve the claims for 05/08/2020.

**Second by:** Director Dan Barnett.

**Discussion:** Discussion followed about the fore mentioned Vac Trailer improvements, Mini Excavator repairs and also cost of testing requirements and frequency.

There was also discussion about how the coding for expenses work and how they are applied to depts and their codes. GM also explained how this is crucial to monitoring the annual budget.

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

## 8. FINANCIAL REPORT:

- GM went over the expense budget. It was reiterated some areas are way over and others are way under. Part of this is because the coding of costs has been corrected. Those changes occurred post budget approval. The other part is because some of the costs have been higher than expected. Might need to do a budget adjustment to make the corrections more accurately reflected. Have the paving job coming up soon. Money for that is set aside. Utilities will balance out. Looks like the budget year is on track to finish even. Director Stormont asked if the GM prepares the financial report and what does ECSD do at this level. GM replied that he prepares the financial report and that ECSD handles the billing and preparing and submitting of the claims. The GM has the responsibility of oversight. Through the billing process and deposits there are two sets of eyes at ECSD and two sets here at MCSD.
- General Manager presented a new concise format for reporting the income received to the income budgeted. GM gave a brief explanation how the information is collected and reported. GM informed the board that Income is running on track. GM informed the board that even though MCSD is operating within budget it does not mean there is not a need for increased revenues.
- GM went into further depth of how ECSD deposits payments received throughout the month. Our efficiency in this area has greatly improved with payments being processed in more timely manner, how that information is logged and how we are able to back up the deposits for reporting income. The monthly check to the county for March revenue will be \$19,298.44 for February will be 23,298.44 The checks are written the next month following to keep average balance up to avoid fees. Director Stormont asked how the month end deposits work. GM explained how the payments are collected on the last day and delivered to ECSD and then the month is closed out.

## 9. ACTION ITEMS:

### a) Appoint Vice Chair

Chair Andrew Wells asked for a motion to nominate and approve a Vice Chair.

**Motion by:** Dan Barnett to appoint Director Steve Gomez Vice Chair.

**Second by:** Frank Gonzalez.

**Discussion:** There was discussion on how it would work and the role and responsibility of the Vice Chair.

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

### b) Explore rate increase for new budget year 2021

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

**Motion by:** None.

**Second by:** None.

**Discussion:** Director Stormont asked about the number of connections. It was pointed out that a \$5.00 increase would amount to approximately a little over \$700.00 per month to the monthly budget. Director Gonzalez asked about motorhomes and trailers used for residences and should they be billed. GM thinks there are some new laws related to this subject. GM will look into it. 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

### c) Audit 2017, 2018 & 2019

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

**Motion by:** None

**Second by:** None

**Discussion:** GM informed the board that all info has been submitted. There will be policies, procedures and oversight improvements and deficiencies that have been identified. 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

### d) Shut off procedure & policy

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

**Motion by:** None

**Second by:** None

**Discussion:** None, 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



**e) Budget 2020/2021**

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

**Motion by:** None

**Second by:** None

**Discussion:** None, 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

**f) Generator Purchase (Decide which quote to accept)**

Chair Andrew Wells called for a motion to authorize purchase of 150 KW generator

**Motion by:** Director Dan Barnett to accept quote and approve purchasing Doosan G150 KW generator for \$79,994.75 From PAC Machine Co.

**Second by:** Director Frank Gonzalez

**Discussion:** GM explained that Through Office of Emergency Services, Yolo County and the State of California. MCSD received \$80,000.00 to purchase a new generator to respond to PG&E Planned Power Shut Offs. when PG&E initiated the mandatory power shutoffs the County and OES inquired about the vulnerabilities of MCSD during a planned power outage. The generator that MCSD currently owns is big enough to handle basic health and safety needs but would not have enough power if there was a major demand on the water system. Yolo County and OES provided an emergency backup generator to MCSD that produced significantly more power for the planned power outage that Madison experienced. Recently MCSD was a recipient of Public Safety Power Shutoff Resiliency funds in the amount of \$80,000.00. GM had obtained several quotes for a 150 KW generator. The quotes based on cost were narrowed down to two. Generac MDG150DF4STD @ \$78,534.72 and Doosan G150WCU3AT4F @ \$79,994.75. The preferred one is the Doosan at \$79,994.75 It was originally \$85,742.84. Through the dealers request to the Doosan factory a reduction in the quote was achieved. The Doosan dealer is nearby and can provide parts and service if needed.

The dealer, PAC Machine CO. has presented excellent service in the process so far. Discussion included the different pricing and the cost of permitting. The benefits of having the larger KW.

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

**g) GENERAL MANAGERS REPORT**

- Ponds are still doing well. There is plenty of capacity. Starting to draw down because of increased evaporation.
- Water is good. Will be going through the expense of doing final demo of the Migrant Housing well in the next budget year. Approx. \$18,000
- Working on BSSP and DBP including mapping sampling sites with the County Health Dept. The inspection went well.
- Park is looking good keeping up with it.
- Not much going on with general government right now all the agencies are kind of quiet right now.
- Supposed to start paving anytime now.
- COVID-19 restrictions still in place. Remote meetings will more than likely be held for the rest of the year.
- GM Acknowledged and Thanked his wife Cessna Refsland for her help with getting the Zoom remote meeting set up and being here to help with glitches.

**h) FUTURE AGENDA ITEMS**

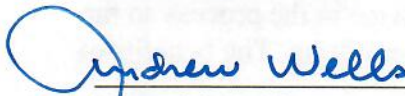
Audits, Claims, Shutoff policy, Rate increase, Budget.

**i) ADJOURNMENT**

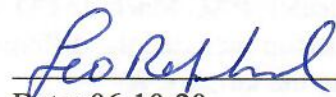
Meeting adjourned at 7:44 pm by Chair Andrew Wells

**NEXT MEETING DATE:** Wednesday, 06-10-2020 @ 6:00 pm

Chair Andrew Wells

  
Date: 06-10-20

Board Clerk Leo Refsland

  
Date: 06-10-20