



*Madison Service District*

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

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

REGULAR MEETING  
December 12, 2018  
MINUTES

**1. CALL TO ORDER**

Chair Steve Gomez called the meeting to order at 6:10pm.

**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 Andrew Wells

**Discussion:** None

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

**4. PUBLIC COMMENTS**

Chair Steve Gomez called for public comment-None

**5. CORRESPONDENCE**

Chair Steve Gomez called for correspondence – GM informed board that he checked on the Brown Act training with the county and MCSD is qualified to attend. Two more sessions Jan and April. Director Bonnie Stormont informed the board that she had attended the Nov class.

## 6. FINANCIAL REPORT

- General Manager went over the deposits and checks to be written to the county. He also spoke about late fees and returned checks. GM then discussed the expenses and where the district is at with the budget.
- GM informed the board that the budget is on track and as we approach the midyear it looks like we will remain on track at this point. Discussion followed about departments, their number codes and how the budget affects the percentages. Increase will take effect at first of the year will help boost annual income. There are A couple of repairs needed. Will try to do them all at same time.

## 7. APPROVAL OF MINUTES

Chair Steve Gomez called for a motion to approve the minutes of 11/14/2018

**Motion by:** Director Bonnie Stormont to approve the ~~September~~ 11-14-18 minutes.

**Second by:** Director Lewis Phillips

**Discussion:** Next meeting date was incorrect. Should be Dec 12, 2018

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

## 8. APPROVAL OF CLAIMS

Chair Steve Gomez asked for a motion to approve the claims for 12/18

**Motion by:** Director Lewis Phillips to approve the claims for 12/18

**Second by:** Director Dan Barnett

**Discussion:** Discussion followed about the cost of the annual sewer ponds permit.

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

## 9. DISCUSSION- None

## 10. ACTION ITEMS

### a) Coleman Report

**Motion by:** None Item moved to January 2019.

**Second by:** None

**Discussion:** General Manager informed the board that he had reviewed at a glance and needed to delve further into the report. Saw some things that need to be addressed.

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

**b) Appoint Chairperson and Vice Chairperson**

**Motion by:** Director Dan Barnett to appoint Andrew Wells as Chairman effective 1-1-19 for a two year term

**Second by:** Director Lewis Phillips

**Discussion:** Discussion followed about length of terms and procedures. The Board Policy was opened and referred to.

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

**Motion by:** Director Dan Barnett to appoint Bonnie Stormont as Vice Chairman effective 1-1-19 for a two year term

**Second by:** Director Andrew Wells

**Discussion:**

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

**c) Board Stipends**

**Motion by:** Director Lewis Phillips

**Second by:** Director Bonnie Stormont

**Discussion:** None.

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

**d) Modify shutoff date to second month**

**Motion by:** Director Bonnie Stormont

**Second by:** Director Lewis Phillips

**Discussion:** Board Directed GM to come up with a written board policy regarding shutoffs and procedures. Board agreed the first shut off should be initiated at the second month of delinquency.

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

**e) Establish web hosting with Streamline.**

**Motion by:** Director Andrew Wells

**Second by:** Director Bonnie Stormont

**Discussion:** Discussion followed about the website and time lines

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

**11. GENERAL MANAGERS REPORT**

- Did some work on the pumps and the wet well at the ponds. Will need to do more. Pumps will need to be upgraded and replaced soon.
- Gave update on audits
- Ponds are in good shape. In a good spot for the rainy season
- Benefits of purchasing the dump trailer
- Update on Reyes property
- Reported on park condition.
- Have repairs that need to be done in the near future.

**12. FUTURE AGENDA ITEMS**

- Coleman Report, Shutoff policy, Audits

**13. ADJOURNMENT**

Meeting adjourned at 7:15 pm by Chair Steve Gomez

**NEXT MEETING DATE:** Wednesday, 01-09-2018 @ 6:00 pm

Via Chair Steve Gomez  
 BONNIE STORMONT  
Bonnie M. Stormont

Board Clerk Leo Refsland  
Leo Refsland

Date: 01-09-19

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