



*Madison Service District*

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

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

REGULAR MEETING  
March 11, 2020  
MINUTES

**1. CALL TO ORDER**

Chair Andrew Wells called the meeting to order at 6:04 pm.

**2. ROLL CALL**

**Present:**

- Directors: Steve Gomez, Frank Gonzalez, Charles Stormont and Andrew Wells
- Not present: Dan Barnett
- 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 Charles Stormont to approve the agenda as presented

**Second by:** Director Steve Gomez

**Discussion:** None

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

**4. PUBLIC COMMENTS**

Chair Andrew Wells called for public comment-None

**5. CORRESPONDENCE:**

- Yolo County press release regarding COVID 19. Important to wash hands and includes numbers of who to call with questions and concerns. GM had it posted to the website.

- GM wrote letter to Assemblyman Todd Gloria in opposition of Assembly Bill 2093. The bill would have identified all emails public record and thus would fall under the public records retention requirements. This includes all nonimportant correspondence such as marketing, general info, training etc.

#### 6. APPROVAL OF MINUTES:

Chair Andrew Wells called for a motion to approve the minutes of 02/12/2020

**Motion by:** Director Steve Gomez to approve the February 12, 2020 Minutes.

**Second by:** Director Frank Gonzalez

**Discussion:** Not all Directors received the minutes in their email. GM explained that he had been having trouble with his version of Outlook and had it upgraded in the last couple of days. The problem should be corrected. The internet service was also upgraded with a new WIFI receiver. Esparto Broadband was very helpful and responsive in resolving these issues. Director Charles Stormont asked about reason of Brown Act. GM went over the ethics and need for transparency in a public meeting environment. Including the structure of conducting meetings even when members of the public are not present. A general discussion and examples of Brown Act violations followed.

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

#### 7. APPROVAL OF CLAIMS:

Chair Andrew Wells asked for a motion to approve the claims for 03/05/2020

**Motion by:** Director Charles Stormont to approve the claims for 03/05/2020

**Second by:** Director Steve Gomez

**Discussion:** Brenda from Esparto CSD will be emailing the board at the same time she emails the county the claim packages. This is so the board can see in real time the bills that are being submitted for payment. Chairman Andrew Wells questioned the bill from Esparto CSD. GM explained it is billed quarterly. The bill for Aqua Tap was also questioned. GM explained it was for tapping new water connections. A discussion followed about the different sizes and the process of tapping live water mains. Also discussed was the challenges of some of the repairs the district is faced with.

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

#### 8. FINANCIAL REPORT:

- GM went over the expense budget. Some areas are way over and others are way under. Part of this is because the coding of costs has been corrected. 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.

Rentals and repairs have been higher than normal because of the uniqueness of them. Expenses are running at about 50% of budget which is where we want to be. Have the paving job coming up soon. Money for that is set aside. Utilities will balance out

- General Manager informed the board that Income is running on track.
- The monthly check to the county for February revenue will be \$23,298.44  
The check will be written next month to keep average balance up to avoid fees.  
Need to figure out which has a better return. Interest made or saving on fees. This will be until a better solution is implemented.

## **9. ACTION ITEMS:**

### **a) Explore rate increase for new budget year 2021**

**Motion by:** None

**Second by:** None

**Discussion:** GM explained the different possibilities of rates. GM also noted that for comparable purposes other CSD rates were compiled. As of now it looks like it will be close to a five dollar a month increase. It will be disbursed between water and sewer. More than likely a higher amount will be allocated on the water side because the expenses to deliver water is typically higher. There was discussion about migrant housing and the difficulty in establishing their rate because they are seasonal. Some of the expenses to deliver water to them is prorated throughout the year. Other expenses are based on a full year to keep the system in compliance because those expenses cannot be prorated. There was discussion of the importance to the large accounts and the impact if our CSD were to lose them. The example of the cement plant and the impact of loss of revenue when they closed was given. There is ever escalating costs and maintenance to the facilities and system. The lack of new development and other revenue sources was also discussed. The only possible development would be infill and there are not many lots to develop. Past timing of rate increases were discussed. The cost and possible funding of the needed water distribution upgrade was also discussed. The board was in agreement on the approx. rate increase amount and directed the GM to continue working on the increase and to keep on agenda until a vote on the increase can be taken.

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

### **b) Audit 2017, 2018 & 2019**

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

**Motion by:** None

**Second by:**

**Discussion:** 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

**c) Shut off procedure & policy**

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

**Motion by:** None

**Second by:**

**Discussion:** GM informed board that he discussed this with our Attorney. There are currently policies being written for other districts and that when complete we can utilize the experience in developing our own. Also discussed with Attorney about troubled customer not following instructions on what to do for water service. Going to ECSD saying different things. ECSD keeps telling them what they need to do. Customer then does not follow up with MCSD. We are entitled to all fees and penalties regarding the troubled account. The water was shut off by the Service District but the District upon inspection discovered the water lock out had been tampered with and turned back on without curing delinquency in the account. The District then cut the water supply and during that time the current resident became hostile and aggressive. There was agreement that when inspecting the troubled account that it would be a good idea to include the Health Dept. and the Sheriff's Dept. for district personnel safety. Moving forward the CSD needs to have policies that deal with the changing laws, COVID 19 stipulations and troubled accounts and property owners.

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

**d) Generator Grant / Purchase**

Chair Andrew Wells called for a motion to authorize moving forward working with Yolo County and OES in obtaining funding and purchasing 150 KW generator

**Motion by:** Director Steve Gomez to approve moving forward working with Yolo County and OES in obtaining funding and purchasing 150 KW generator for approx. \$85,742.84

**Second by:** Director Charles Stormont

**Discussion:** GM explained that 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 identified as a potential recipient of Public Safety Power Shutoff Resiliency funds. GM has obtained several quotes for a 150 KW generator. The preferred one is the Doosan at \$85,742.84. The Doosan dealer is nearby and can provide parts and service if needed. Discussion included the different pricing and the cost of permitting. The benefits of having the larger KW. How payments would possibly be handled. GM informed the Board this may or may not get funded that they are approving moving forward with the help to get the funding to purchase a generator.

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

## 10. GENERAL MANAGERS REPORT

- MCSD had the inspection by Yolo County Health. GM is responding to the results of the inspection and requirements.
- Working on LAFCO municipal service review.
- Working on the 2020-2021 budget.
- Ponds are still doing well. There is plenty of capacity.
- Water is good.
- 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 on the 16<sup>th</sup>.
- Need to have the Board work on the AB123 training and form 700
- Need to select a vice chairman

## 11. FUTURE AGENDA ITEMS

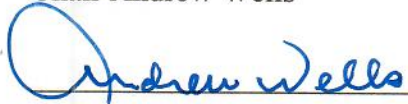
Audits, Claims, Generator purchase, choose a vice chair and Shut off policy, Rate increase, Budget.

## 12. ADJOURNMENT

Meeting adjourned at 7:17 pm by Chair Andrew Wells

**NEXT MEETING DATE:** Wednesday, 04-08-2020 @ 6:00 pm

Chair Andrew Wells

  
Date: 05-13-20

Board Clerk Leo Refsland

  
Date: 05-13-20