



Madison Service District

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

REGULAR MEETING
October 15, 2020
MINUTES

1. CALL TO ORDER

Chair Andrew Wells called the meeting to order at 6:15 pm.

2. ROLL CALL

Present:

- Directors: Frank Gonzalez, Charles Stormont, Andrew Wells, Steve Gomez and Carlos Lua.
- Not present:
- District Counsel: Not present.
- General Manager: Leo Refsland.
- Board Clerk: Leo Refsland.
- Note:

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.

Second by: Director Frank Gonzalez.

Discussion: None.

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

4. PUBLIC COMMENTS

Chair Andrew Wells called for public comment – None.

5. CORRESPONDENCE: None.

6. APPROVAL OF MINUTES:

Chair Andrew Wells called for a motion to approve the minutes of 9-17-2020

Motion by: Director Charles Stormont

Second by: Director Steve Gomez

Discussion: Director Carlos Lua abstained since he was not in attendance of the September 17, 2020 meeting.

Vote: Ayes: 4 No: 0 Abstain: 1 Motion: Passed.

7. APPROVAL OF CLAIMS:

Chair Andrew Wells asked for a motion to approve the claims for 09/23/2020.

Motion by: Director Carlos Lua to approve the claims for 09/23/2020.

Second by: Director Frank Gonzalez.

Discussion: Director Andrew Wells asked about some of the items in the claims. GM explained the items purchased and the reasons why they were purchased. There are some purchases that are for KLCSD and MCSD will be reimbursed for them.

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

Chair Andrew Wells asked for a motion to approve the claims for 10/09/2020.

Motion by: Director Carlos Lua to approve the claims for 10/09/2020.

Second by: Director Frank Gonzalez.

Discussion: Director Charles Stormont asked about the PG&E bills. GM explained why there are more than one and how they are tied to different uses.

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

8. FINANCIAL REPORT:

- **EXPENSES:** GM went over the expenses noting that MCSD is running at about 25% of year which is in line with how much of the fiscal year is complete. 1070 equipment maintenance will more than likely be over this year. There were several repairs needed for the service truck and it is likely that there will be other repairs on the other equipment as the year continues. GM explained that credit card statement charges usually lag about a month behind actual purchases. There were questions on other expense codes. GM explained those costs and how they are coded. GM spoke about efficiencies related to having extra help and duplicating tasks with KLCSD. Cost & time savings are starting to show. The rate increase notification was printed in house. Future print jobs such as CCR's will be done in house as well. Will see cost savings in that annual and other tasks.

- INCOME: GM reported income for September was \$21,092.91 Same as check to County. Slightly below budget but within acceptable range of plus or minus percentage. Need to start charging late fees again. Should start January 1, 2021 coinciding with the new rate effective date. Will send out courtesy letter. Public hearing date for rate increase will be December 17, 2020.

9. DISCUSSION ITEMS: None

10. ACTION ITEMS: None

a) GENERAL MANAGERS REPORT

- Ponds are looking good.
- Water is good. Testing is good just did the Lead Copper test. Done every 5 years. The work on the tank was completed and its operating normally.
- Had a couple of repairs
- Park is good keeping up with it.
- Still working with County on short- and long-term infrastructure funding needs.
- Still working on getting quotes to purchase a jetter. Director Andrew Wells offered to help and would like to be included in the process.
- Working on Per Capita ideas
- Knights Landing CSD is keeping us busy. Getting help from the County. Wrote a request letter. Request was granted. Some things taking more time than anticipated. Getting all the sites figured out and cleaned up. Working on 3-year rate increase and 3- years of budgets. Starting to see benefits of work put in. Still challenging will take about six months to get stabilized.

b) FUTURE AGENDA ITEMS

Audits, Possibly reinstating late fees.

c) ADJOURNMENT

Meeting adjourned at 7:15 pm by Chair Andrew Wells

NEXT MEETING DATE: Thursday, 11-19-2020 @ 6:00 pm

Chair Andrew Wells



Date: 11-19-20

Board Clerk Leo Refsland



Date: 11-19-20