



*Madison Service District*

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

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

REGULAR MEETING  
November 19, 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.
- Not present: Carlos Lua, Steve Gomez
- District Counsel: Not present.
- General Manager: Leo Refsland.
- Board Clerk: Leo Refsland.
- Note: Steve Gomez joined the meeting at 6:18 P.M.

**Public:** None.

**3. APPROVAL OF AGENDA**

Chair Andrew Wells called for a motion to approve the agenda.

**Motion by:** Director Frank Gonzalez to approve the agenda as presented.

**Second by:** Director Charles Stormont.

**Discussion:** None.

**Vote:**    **Ayes:** 3    **No:** 0    **Abstain:** 0    **Motion:** Passed

**4. PUBLIC COMMENTS**

Chair Andrew Wells called for public comment – None.

Director Steve Gomez joins the meeting 6:18 P.M.

**5. CORRESPONDENCE:** None.

**6. APPROVAL OF MINUTES:**

Chair Andrew Wells called for a motion to approve the minutes of 10-15-2020

**Motion by:** Director Charles Stormont

**Second by:** Director Steve Gomez

**Discussion:**

**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 10/16/2020.

**Motion by:** Director Steve Gomez to approve the claims for 10/16/2020.

**Second by:** Director Frank Gonzalez.

**Discussion:** Director Andrew Wells asked about landfill items.

GM explained they are for KLCSD and MCSD will be reimbursed for them.

The Ford invoice was for repairing broken exhaust manifold on service truck.

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

Chair Andrew Wells asked for a motion to approve the claims for 10/28/2020.

**Motion by:** Director Charles Stormont to approve the claims for 10/28/2020.

**Second by:** Director Steve Gomez.

**Discussion:** Director Charles Stormont asked about the Eaton pump bill.

GM explained it was for a new water tank air compressor.

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

Chair Andrew Wells asked for a motion to approve the claims for 11/06/2020.

**Motion by:** Director Steve Gomez to approve the claims for 11/06/2020.

**Second by:** Director Frank Gonzalez.

**Discussion:** Director Andrew Wells asked about the Barth Daly bill. GM explained it was for a KL matter and will be reimbursed. The tire was for the Ford Ranger that is headed to RB Auctions. GM spoke about the 2004 Chevy truck that already went to RB Auctions and sold for \$1,600.00

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

**8. FINANCIAL REPORT:**

- **EXPENSES:** GM went over the expenses noting 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 Building repair is doing alright. There is a decent amount of repair parts on hand. Enough for 3-4 typical repairs. The well abandonment should be around twelve to fourteen thousand. Memberships are over. GM may have miscalculated the total of memberships when preparing the budget. Rest of budget is looking decent. A leak on Scott Street was repaired. Having two people greatly reduced the time to perform the repair.

- **INCOME:** GM reported income for October was \$20,968.00 Same as check to County. Slightly below budget but within acceptable range of plus or minus percentage. Approx 3% below budget. COVID and Governor's order to not be able to do shutoffs is contributing to the shortage. Public hearing date for rate increase will be December 17, 2020. Power bill should go down during winter.
- Knights Landing CSD has been invoiced for July, August and September including a reimbursement invoice. Director Stormont asked about the agreement. GM went over the agreement and how the payments are disbursed.

**9. DISCUSSION ITEMS: None**

**10. ACTION ITEMS:**

- A. Review and approve MCSD matching funds with KLCSD for purchase of sewer line Jetter. Choose machine and bid price. Authorize General Manager to purchase and utilize Knights Landing CSD, Madison CSD matching funds and available grant funds through Yolo County.**

Chair Andrew Wells asked for a motion on this matter.

**Motion by:** Director Charles Stormont to authorize the GM to choose Jetter for purchase using MCSD reserves, Between \$6,000.00 and \$8,000.00, KLCSD matching funds and Yolo county grant money.

**Second by:** Director Steve Gomez

**Discussion:** GM went over the different quotes for the sewer line Jetter. He explained the models and their differences. A background was given on the funds coming from Yolo County along with the matching funds and ownership between the districts. There was discussion about cost differences, options, accessories and use.

**Vote:**    **Ayes:** 4        **No:** 0    **Abstain:** 0                    **Motion:** None.

**B. Reinstate Late Payment Fees beginning 01/10/2021**

Chair Andrew Wells asked for a motion on this matter.

**Motion by:** Director Steve Gomez to reinstate late payment fees starting January 01, 2021

**Second by:** Director Frank Gonzalez

**Discussion:** GM went over the NO shut off policy during COVID-19 restrictions issued by the Governor of CA. They do not include restrictions on charging late fees and penalties. Included was discussion about the impact on the annual budget. The No shut off policy would remain in effect.

**Vote:**    **Ayes:** 4        **No:** 0    **Abstain:** 0                    **Motion:** None.

**C. Receive and accept audits for fiscal years 2017,2018 and 2019**

Chair Andrew Wells asked for a motion on this matter.

**Motion by:** Director Steve Gomez to receive and accept audits for 2017,2018 and 2019

**Second by:** Director Frank Gonzalez

**Discussion:** There was discussion about review of the audits, findings and that the board can come back and inquire about anything in the audits at anytime.

**Vote:**    **Ayes:** 4        **No:** 0    **Abstain:** 0                    **Motion:** None.

**D. GENERAL MANAGERS REPORT**

- Ponds are looking good. Two of the four ponds are empty and ready for winter
- Water is good. Testing is good. Getting final bids for Migrant Housing abandonment.
- Had a couple of repairs.
- Park is good keeping up with it. Working on PROP 68 grant and quotes.
- COVID-19 not going away. May have to do something special for Public Hearing.
- Knights Landing CSD is keeping us busy. Some things taking more time than anticipated. Getting all the sites figured out and cleaned up. Starting to see benefits of work put in. Still challenging will take at least six more months to get stabilized. Been a couple of breaks and calls.
- The Wells family is going to set up Christmas tree at the park.

**E. FUTURE AGENDA ITEMS**

Park/Prop 68, Public Hearing Rate Increase.

**F. ADJOURNMENT**

Meeting adjourned at 7:36 pm by Chair Andrew Wells

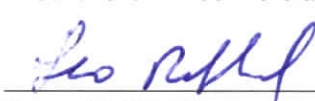
**NEXT MEETING DATE:** Thursday, 12-17-2020 @ 6:00 pm

Chair Andrew Wells



Date: 12-17-20

Board Clerk Leo Refsland



Date: 12-17-20