

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

REGULAR MEETING  
May 20, 2021  
MINUTES

**1. CALL TO ORDER**

Chair Andrew Wells called the meeting to order at 6:20 pm.

**2. ROLL CALL**

**Present:**

- Directors: Frank Gonzalez, Andrew Wells, Carlos Lua, Charles Stormont and Steve Gomez
- Not present:
- District Counsel: Not present.
- General Manager/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 Frank Gonzalez.

**Discussion:** Move approval of minutes to next meeting.

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

**4. PUBLIC COMMENTS:** None.

**5. CORRESPONDENCE:** None.

**6. APPROVAL OF MINUTES**

Moved to next meeting.

**Motion by:** None.

**Second by:**

**Discussion:** None.

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

## 7. APPROVAL OF CLAIMS

Chair Andrew Wells asked for a motion to approve the claims for 04/30/2021.

**Motion by:** Director Carlos Lua to approve the claims for 04/30/2021.

**Second by:** Director Steve Gomez.

**Discussion:** GM pointed out the cost of a major repair that included replacing shutoff valve in front of Viking Propane to do a repair at Migrant Housing and its effect on budget. Discussion followed regarding the parts used in repairs and process of completing them.

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

Chair Andrew Wells asked for a motion to approve the claims for 05/07/2021.

**Motion by:** Director Charles Stormont to approve the claims for 05/07/2021.

**Second by:** Director Frank Gonzalez.

**Discussion:** GM pointed out reimbursable charges for KLCSD on credit card statement. Tracking will get easier and more efficient since we have added a card just for KLCSD purchases. Trucks are getting worse and costing money. The issues with them are compounding even though we have been repairing several items on them.

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

## 8. FINANCIAL REPORT

- **EXPENSES:** GM went over the expenses. Still have Migrant Housing Well abandonment project to complete. Have most of parts to complete other planned repairs and some extra in stock for unanticipated repairs. Had a challenging repair at a home service connection. PG&E will likely be over. For the most part should finish this year right at even maybe very slightly over budget.
- **INCOME:** GM reported income for April was \$22,089.26 slightly above budget. Anticipating finishing year on or above projected annual income. We are at 100% percent now. Does not include income lost to not charging late fees. The credit card income

Will need to establish a lien process. The Title Companies are not verifying balances owed. Some properties are being sold for cash could be part of the problem. The Issue with the missing money through BOW has been resolved and the money has been credited to the account.

**9. DISCUSSION ITEMS:**

**Form 470, form 700, ABC 123 Training, Stipends:** Discussion followed about the status of these forms and training. GM went through how to sign on to the 123 training on FFPC website.

**Board Stipends:** Discussion followed about the processing of Board Stipends. Will stay the same for now.

**10. ACTION ITEMS:**

**A. Drought response and water conservation plan.**

**Motion by:** None.

**Second by:** None.

**Discussion:** GM informed board about the emergency drought proclamation and that we will need to enact conservation measures. Currently working on a static water level monitoring plan that includes collaboration with KLCSD, Cacheville CSD, ECSD, YCFCWCD and Wood Rodgers Engineering. This will offer reactionary trigger points based on static water level in the wells and surrounding groundwater well data. Still finishing up the hydrology and data acquisition to finalize the trigger points. Cost will be shared among the four CSD's. Though we are nearing 2015 levels we still have some time but will need to implement a conservation plan. Will bring back to board at the June meeting.

**Vote: Ayes: 0 No: 0 Abstain: 0 Motion: N/A**

**B. Approve resolution authorizing joining ERMA (Employment Risk Management Authority) via YCPARMIA.**

Chair Andrew Wells asked for a motion on this matter.

**Motion by:** Director Carlos Lua to approve resolution #05202021 authorizing joining ERMA. (Employment Risk Management Authority)

**Second by:** Director Frank Gonzalez

**Discussion:** Discussion followed about what ERMA provides and their role with YCPARMIA. Including employee training and policies and procedures.

**Roll Call Vote:** W: Y G: Y FG: Y S: Y L: Y

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

**C. GENERAL MANAGERS REPORT**

- Ponds are Same.
- Water is good. Testing up to date.
- Had a few repairs. Found some missing water shut off boxes.
- Finished the annual DRINC report.
- CCR finished ready to mail out

- Was able to do a Zoom meeting with CSDA, ECSD and Senator Bill Dodds to discuss impact of COVID on district funds and the importance and needs for infrastructure improvements. Represented: MCSD, Cacheville CSD and KLCSD.
- Getting ready to start working on the Madison infrastructure improvement project.
- Getting ready to start on the Prop 68 park improvement project. Not watering due to upcoming work and the need to conserve.
- Still waiting to hear back on the status of the generator transfer switch upgrade grant through OES and PSPS Resiliency Funds.
- Working on drought related issues and sustainability with WRA.
- COVID-19 not going away. Going to assume it's here to stay at least through June.
- Knights Landing CSD is challenging but improving. Been a couple of breaks and calls. Did receive NOV. Working on response to NOV. Working on grant to improve WWTF.

**D. FUTURE AGENDA ITEMS**

Drought response plan, 2021-2022 Budget, April meeting minutes and possibly Lien process.

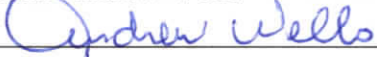
Director Carlos Lua asked about hiring extra help for and the process of finding the water shutoffs that are missing including sewer cleanouts if they exist. Discussion followed about the process and need to locate the all shutoffs and cleanouts.

**E. ADJOURNMENT**


Meeting adjourned at 7:13 pm by Chair Andrew Wells

**NEXT MEETING DATE:** Thursday, 06-17-2021 @ 6:00 pm

Chair Andrew Wells

  
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 Date: 06-17-21

Board Clerk Leo Refsland

  
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 Date: 06-17-21