

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
GREEN VALLEY COUNTY WATER
DISTRICT HELD February 10, 2022**

The Regular Meeting of the Board of Directors of the Green Valley County Water District was called to order by President Phillips at the hour of 6:00 P.M. on February 10, 2022, at 16003 Spunky Canyon Road. Due to Covid 19, the meeting was held outside with masks and social distancing. The meeting began with the recitation of the Pledge of Allegiance.

Directors present were: Jeff McCracken, Dave Phillips, Bob Garth and Joe Randle. Also, present were General Manager, Kevin Francis and District Secretary, Valerie Waidner. Director Castaneda were absent.

Item 5 Approval of Agenda

The President asked for a motion to approve the agenda. A motion was made to approve the agenda by Director Randles and seconded by Director McCracken and carried (4-0).

Item 6, Election of Officers

A nomination of Dave Phillips for President was made by Director Randles and seconded by Director McCracken. Dave Phillips was elected President (3-0), President Phillips abstained.

A nomination of Jeff McCracken for Vice President was made by Director Randles and seconded by Director Phillips. Jeff McCracken was elected Vice President (3-0). Vice President McCracken abstained.

A nomination of Joe Randles for Treasurer was made by Director McCracken and seconded by Director Phillips. Director Randles was elected Treasurer (3-0). Treasurer Randles abstained.

Item 7 Approval of Minutes

The President called for a motion to approve the Regular Meeting Minutes of January 13, 2022. A motion was made to approve the Regular Meeting Minutes of January 13, 2022 by Director McCracken and seconded by Director Garth and carried (4-0).

Item 8 Approval of Treasurer's Reports

The President called for a motion to approve the Cash Disbursements from 01-01-22 through 01-31-22 and to approve the Treasurer's Report of January 2022. A motion was made to approve the Cash Disbursements from 01-01-22 through 01-31-22 and to approve the Treasurer's Report of January 2022 by Director Randles and seconded by Director McCracken and carried (4-0).

The Grants Committee is continuing to work on the Small Community Drought Relief Program (SCDRP) grant applications for all 3 projects (hauling water, additional well and pipeline project). The hauling water application is close to being submitted. They will be able to submit the application once the committee has completed gathering and entered all the hauling water data. The committee is still working on the other applications. The current obstacle the committee is facing is getting quote responses that was submitted to companies that can construct these projects. Director Randles suggested

having the attorney help the District complete the grants. Director McCracken suggested to send out a request to the community to see if anyone is willing to help the District who has experience with grant writing before asking the attorney in order to save on cost. He also suggested that the District contact other water groups that the District is affiliated with to see if they can assist.

Currently the District needs an updated map of the aquifer where the additional well will be placed. A request was made by the Grants Committee to get a new ground radar map/survey of the aquifer. This will help strengthen the additional well application. The last map/survey the District had completed was in the 1990's. Unfortunately, due to the age of the map/survey, it is now considered no longer valid and the District needs a new one. The cost of the map/survey is \$1,200 to get started and \$2,400 to complete the whole aquifer. The Board has asked the Grants Committee to get a proposal and gather more information before a decision can be made.

The Grants Committee will also need to contact a geologist to find out what permits will be needed to be pulled for these projects. The Committee will continue to work on the applications and report their progress next month.

Item 9 Public Comment and Non Agenda Items

An audience member asked the District Secretary to clarify the Payment Plan and late payments/meter disconnection. The District Secretary explained that there is a temporary payment plan available for customers who have a balance and cannot pay their full balance amount. This temporary payment plan is structured to make sure the customer is paying off their balance and not increasing it. Once the balance is paid the customer will not be eligible to go back on the payment plan. This plan is only in place for customers who have a balance that was built up during the Covid memorandum (March 2020 to April 2022).

Customers who are on the payment plan will not receive late payments charges or meter disconnection as long as they follow the agreement of the payment plan. They must pay the amount due by the due date that is set on the payment plan. If the customer violates the agreement they will no longer be eligible to be on the payment plan and will be eligible for late payments and meter disconnection.

Customers who are not on the temporary payment plan will be eligible for late fee or meter disconnection. If a bill is not paid by the due date of that billing cycle the customer will receive a \$10.00 late fee and a letter mailed to them explaining that they have a past due balance. This letter also has the disconnection date listed. Their meter will be disconnected if the balance has not been paid by the disconnection date.

Item 10 Manager's Report

The General Manager presented his report to the Board. The report is attached hereto and is made a part of these minutes by reference.

The General Manager reported that there has been no update on when Juan Arriola, the District's contact with the State Water Resources Control Board will come to visit the District. He is also continuing the remodeling of the front office. The front office has been painted and is now on the final steps of project completion.

He has reported that the status of the utility vehicle is declining. He believes the vehicle will only last a few more months unless the board would like to put more money into repairs. The District Secretary reported that she has mentioned to US Bank that the District is looking into a loan for a new/used utility vehicle. She will report the progress next meeting.

The General Manager reported that Well 5 is now offline and cannot be tested because of lack of water. Well 6 has been repaired and the pump has been replaced.

He also reported that pumping levels are currently holding strong and not dropping. He is not sure where the extra water is originating from. If the District's wells don't begin cycling before July, there is a chance we will not have to haul in water this year.

Jeff Adler, who set up the Telemetry Program for the General Manager has informed him that the Telemetry Program he has on his work computer is assessable anywhere. Meaning, he doesn't have to go to the office to examine how the wells are performing. He can look at the data on his personal computer at home. However, there is a cost of \$750. The General Manager does not see the need to purchase this at this time. If the District ever changes their mind, the District can revisit this. There is no deadline.

Item 11 BOARD PRESENTATIONS

11.1 Resolution 02-22-___ (346 Rates)

The President read the title of a resolution entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREEN VALLEY COUNTY WATER DISTRICT ESTABLISHING RATES FOR CUSTOMER REQUESTS REGARDING METER RE-READ AND / OR LEAK CHECK BY THE GENERAL MANAGER."

A motion was made to waive full reading and adopt Resolution 02-22-346 by Director McCracken and seconded by Director Randles and carried (4-0).

11.2 Resolution 02-22-___ (347 Rates)

The President read the title of a resolution entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREEN VALLEY COUNTY WATER DISTRICT ESTABLISHING RATES FOR METER DISCONNECTION AND RECONNECTION FEES DUE TO NON-PAYMENT"

A motion was made to waive full reading and adopt Resolution 02-22-347 by Director Randles and seconded by Director Garth and carried (4-0).

11.3 OT Check Request for General Manager, Kevin Francis

The General Manager has worked a lot of overtime due to being short staffed and finding the major leak in December 2021. He currently has 121.25 OT Hours. A motion was made to approve the pay 50% (60.625) of the General Manager's overtime hours by Director McCracken and seconded by Director Garth and carried (4-0).

11.4 Project Updates: Pipeline Project, Additional Well and Hauling Water

The update on these projects were mostly discussed in the Grants category. Director Randles did add that he had contacted multiple companies for estimates for the Pipeline Project. All the companies are in the Los Angeles area.

11.5 Review of Water Rates

This has been tabled for the time being. Rates will be change if the District starts hauling water.

11.6 Office Temporary Closed on Fridays

The District Secretary has requested to close the office on Fridays so she can organize. She will continue to process payments that come through the mail slot and answer the phone. However, she would to keep the office closed to discourage people from coming in and out. She will report her progress at the next meeting.

11.7 AT&T Phone Bill

The District's phone bill from AT&T has been very high. The District Secretary collected information about switching over to Spectrum. According to Spectrum, the District will be able to keep their numbers and have a battery backup when power goes out. Also, the cost will be cut in half from what the District is currently paying with AT&T. Director Randles, Treasurer, is going to contact AT&T to see if our bill can be decreased. He also mentioned the District is under contract with AT&T. This subject will be added to next month's agenda for further discussion.

11.8 Update on Switching Banks

There has been progress on opening the US Bank Account and has been officially opened. Director Phillips has been able to apply for the credit cards for both District Secretary, Valerie Waidner, and General Manager, Kevin Francis. The District Secretary was approved and is in the process of setting up the new debit/credit card processing link added to the District website. This link will allow customers to pay their bills online with their debit/credit cards. US Bank debit/credit card processing is cheaper than Merchant Services, who the District currently uses. For each debit card processed, US Bank will charge the District 1% plus \$0.25 and no charge if a credit card is processed. Merchant Services charges the District \$1.50 each transaction. Merchant Services will be closed once the payment link is linked to the District website. The District Secretary is also gathering information on depositing checks directly from the office in addition to a loan for a new/used utility vehicle.

The board has also accepted the request for General Manager Kevin Francis, Director McCracken and Director Randles to be added to the account. District Secretary will submit a letter to US Bank requesting to add new signers to the account. All three signers will need to go to a branch with the District Secretary to officially be added to the account. No formal action needed by the District, such as resolutions or votes, because all three individuals were already signers on the Wells Fargo account.

11.9 Update on Loan for Utility Vehicle

As mentioned in the General Managers report, the District Secretary reported that she has mentioned to US Bank that the District is looking into a loan for a new/used utility vehicle. She will report the progress next meeting.

11.10 Outstanding Accounts – Issuing Liens

The District Secretary is in communication with the attorney to be able to add customer debt to customers property taxes. Director McCracken will be helping her through this process if she has any questions. The attorney sent a timeline to the District Secretary on what needs to be done. She will need to do the following:

- Prepare report describing parcels and delinquent charges
- Set up public hearing
- Mail notice of public hearing
- Publish notice of hearing under government code section 6066
- Hold public hearing
- Submit information to county

The District also has the choice to make a Resolution for this which the Board agreed to. The District will only have to hold a public hearing one time. Once everything is set up, the District Secretary will be able to submit a report to the county in August of each year. The debt will be added to the customers property tax and it will be paid each year.

11.11 Annual Customer Letter 2022

The Annual Customer Letter is usually mailed to our customers with the Consumer Confidence Report (CCR) each year. However due to the Districts water situation the board feels the annual letter needs to be mailed out sooner than the CCR. Some of the topics that should be on the letter are conserving water, update on hauling water, trucking, lack of rain, rates, fine for outside watering and fine for excessive water use. Director Phillips will draft the letter and the District Secretary will format it and mail it out to customers. The Board would like to get the letter out as soon as possible. The District will put this on next month's agenda.

11.12 New Applications/Grant Deeds

The District Secretary is cleaning up the office and has noticed that the office is missing many Grant Deeds that belong with the applications. She would like to contact an agency to help her get the missing documents. First she will need to create a list of all the accounts that are missing. Once the list has been made then she can contact an agency to see if they are willing to work with her to retrieve the missing documents.

11.13 County of Los Angeles 2022A Online Property Auction

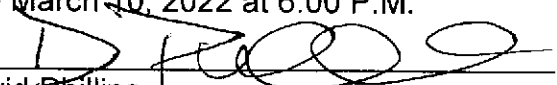
The District Secretary submitted 2 properties that could be a possibility for new well sites, however, the lots turned out to be not big enough for an additional well. A new well site needs to have a 200 foot radius. However, there is a possibility of annexing a site in the future if a good location is found. Annexing can be pricey but it can be done. The District might need to do a water study to find good locations. Director McCracken volunteered to look up any properties in the area that might be good to annex for a future well site.

Item 12 Agenda Items for the Next Regular Meeting

In addition to the regular agenda items, there will be update on grants/projects, update on bank switch with loan information, status update on temporary office closed on Friday, annual customer letter 2022, review of water rates and lien information update. .

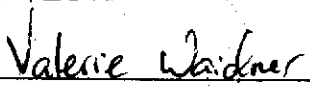
District Secretary will include an update on gathering grant information.

There being no further business, Director Garth made a motion which was seconded by Director McCracken and carried (4-0), that the Regular Meeting of the Board of Directors of the Green Valley County Water District be adjourned. The meeting was adjourned February 10, 2022 at 7:43 P.M. The next regular meeting of the Green Valley County Water District's Board of Directors will be March 10, 2022 at 6:00 P.M.



David Phillips
President of the Board of Directors

ATTEST:



Valerie Waidner
District Secretary
(SEAL)