

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
GREEN VALLEY COUNTY WATER  
DISTRICT HELD April 14, 2022**

The Regular Meeting of the Board of Directors of the Green Valley County Water District was called to order by Vice President McCracken at the hour of 6:04 P.M. on April 14, 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, Joe Randles, Bob Garth, and Anthony Castaneda. Also, present were General Manager, Kevin Francis and District Secretary, Valerie Waidner.

**Item 5 Approval of Agenda**

The Vice President asked for a motion to approve the agenda. A motion was made to approve the agenda by Director Randles and seconded by Director Castaneda and carried (5-0).

**Item 6 Approval of Minutes**

The Vice President called for a motion to approve the Regular Meeting Minutes of March 10, 2022. A motion was made to approve the Regular Meeting Minutes of March 10, 2022 by Director Randles and seconded by Director Garth and carried (5-0).

**Item 7 Approval of Treasurer's Reports**

The Vice President called for a motion to approve the Cash Disbursements from 03-01-22 through 03-31-22 and to approve the Treasurer's Report of March 2022. A motion was made to approve the Cash Disbursements from 03-01-22 through 03-31-22 and to approve the Treasurer's Report of March 2022 by Director Castaneda and seconded by Director Randles and carried (5-0).

The Vice President called for a motion to approve the 3rd Qtr Budget Report for the Fiscal Year Ending June 30, 2022. A motion was made to approve the 3rd Qtr Budget Report for the Fiscal Year Ending June 30, 2022 by Director Randles and seconded by Director Castaneda and carried (5-0).

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 grant application was submitted to the State however some additional information was requested. The committee is mentioning the other projects (additional well and pipeline) to show the District is not just dependent on Hauling Water as the only backup source of water for the community. The committee also spoke with a hydrologist who will survey the area of the aquifer where the District would like to put the additional well. The committee would like to know how the aquifer runs throughout the valley.

**Item 8 Public Comment and Non Agenda Items**

8.1 A suggestion by an audience member mentioned adding Infrastructure to the grants. This has been a consideration and the committee believes that the additional well will fit into this category.

8.2 Director Randles has contacted an outside agency who can help the committee with the grant writing. The contact person is Peter Massey with the Tree people. The District had a video conference with them and explained the District's situation. The District is waiting for a response to see if they will be able to help the District.

### **Item 9 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 the gallons used by residences for the month was below average and the pumping levels for the wells are stable. The District would like the residences to continue conserving and to keep usage down. The General Manager also reported that the valve has been installed at the Spunky Booster Station.

The District had one leak this month and the General Manager asked for the approval of the Board to repair the valves on El Clavelito. The Board approved this repair request and budgeted up to \$4,000. If there is any additional cost, it will need to be approved by the President.

The General Manager requested some additional work to be done on the Utility Vehicle. The board approved and gave a budget of \$1,200.00. If there is any additional cost, it will need to be approved by the President.

The final request from the General Manager was to have some assistance to spread some bark on the road leading to the Spunky and Miller tanks. Rick Kirchner has a tractor that can help get the bark up the road and it will make it easier for the General Manager. Mr. Kirchner is charging \$50 an hour which includes his labor and tractor. The General Manager would spread this task out for a few months only working on it one or two times a month. The Board approved his request.

### **Item 10 BOARD PRESENTATIONS**

10.1 Public Hearing for Consideration of adding Delinquent Customer Water Debt to Customer Yearly Property Tax.

The Board discussed and explained the reasoning behind adding unpaid water debt to customer's property tax; customers have abandoned houses or not paying their bills. The District needs to recover this unpaid balance. There were no further questions from the audience. A motion was made to move forward to the reading of Resolution 04-22-349 by Director Castaneda and seconded by Director Garth and carried (5-0).

10.2 Resolution 04-22-\_\_\_ (349 Property Tax)

The Vice-President read the title of a resolution entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREEN VALLEY COUNTY WATER DISTRICT AUTHORIZING THE PROCESS OF ADDING CUSTOMER'S WATER BILL DEBT TO THEIR YEARLY PROPERTY TAX.

A motion was made to waive full reading and adopt Resolution 04-22-349 by Director Castaneda and seconded by Director Garth and carried (5-0).

10.3 Project Updates: Pipeline Project, Additional Well and Hauling Water Reported under grants section.

#### 10.4 Check Deposit Machine for Office

District Secretary requested a Check Deposit Machine for the District office. This will help with daily deposits and the General Manager won't need go to the bank each week to deposit the checks. He would only need to deposit cash once a month. The District will receive funds next business day after checks have been scanned and deposited. A motion was made to approve the District Secretary request for a Check Deposit Machine by Director Castaneda and seconded by Director Randles and carried (5-0).

#### 10.5 Proposal of Rate Increase, and possible action to hold Public Hearing on Rate Increase. Possible action on rate increase for Hauled Water.

Vice President McCracken spoke to the Board about the inflation rates increasing. The increasing inflation prices has been putting a strain on the District finances. There also major maintenance projects that need financed. At some point a new Utility Assistant position will need to be filled. The resolution proposed to the Board stated that the base rate will be raised from \$85 to \$125 per billing period. This rate will be for the first 800 cubic feet of water used by the customer. For each additional 100 cubic feet rate will be raised from \$11 to \$15. A motion was made to approve the proposed rate increase by Director Castaneda and seconded by Director Randles and carried (5-0). The Board agreed to a hearing for June 9, 2022 with these proposed rates. The District Secretary will need to send out a public hearing letter to all customers by April 22<sup>nd</sup>, post 3 notices around town and publish two notices in the newspaper dated May 26<sup>th</sup> and June 2<sup>nd</sup>.

#### 10.6 Discussion and Possible Action of Late Fees

It was discussed at the last meeting about changing the late payment fees. California Health and Safety Code Section 5473.10 states "The entity may provide for a basic penalty of not more than 10 percent for nonpayment of the charges within the time and in the manner prescribed by it, and in addition may provide for a penalty of not exceeding 1 and one-half percent per month for nonpayment of the charges and basic penalty. It may provide for collection of the penalties herein provided for." The District Secretary will contact the billing software company to find out if the District can change the late fee rate from a flat fee to a percentage. This will topic will continue at the next meeting.

#### 10.7 Update on Loan for Utility Vehicle

The application the District sent to US Bank for a new/used Utility Vehicle was denied. The bank did not believe this product request was considered appropriate for this industry. The General Manager made a request during his report for some additional work to be done on the Utility Vehicle. This request was approved and will give the District some additional time to find a way to get the General Manager a new/used Utility Vehicle.

#### 10.8 Gas Reimbursement Cost for Employees

Gas prices have been increasing dramatically in the last 2 months. The State has not included this gas price increase into effect with the gas reimbursement rate. A request from the staff asking for some assistance for some additional funding for gas when staff has to run errands for the District in their personal vehicles. The Board agreed to add some additional funding to help with the gas used on District business. A motion was made to approve the gas reimbursement assistance by Director McCracken and seconded by Director Garth and carried (5-0). Currently the state gas reimbursement rate

is at \$0.585. The District will add an additional \$0.10 each mile for a regular compact car and \$0.15 each mile for a truck. Equaling to \$0.685 each mile for a regular compact car and \$0.735 each mile for a truck. This will continue till the end of the year when the state issues a new gas reimbursement rate.

10.9 Budget for Fiscal Year Ending June 30, 2023

This is tabled till next meeting.

**Item 11 Adjournment to CLOSED SESSION**

Director Castaneda made a motion which was seconded by Director Randles and carried (5-0), that the Regular Meeting of the Board of Directors of the Green Valley County Water District be adjourned to CLOSED SESSION to discuss Agenda Items 12.1 Meeting with General Manager and Board regarding confidential personnel issues . The meeting was adjourned to CLOSED SESSION at 7:15 P.M.

**Item 13 Adjournment to OPEN SESSION**

Director Randles made a motion, which was seconded by Director Castaneda and carried (5-0), that the Regular Meeting of the Board of Directors of the Green Valley County Water District be adjourned to OPEN SESSION. The meeting was adjourned to OPEN SESSION at 8:40 P.M.

**Item 14 Report to public of CLOSED SESSION**

No action taken

**Item 15 Agenda Items for the Next Regular Meeting**

In addition to the regular agenda items, there will be an update on grants/projects and Discussion on late fees.

There being no further business, Director Garth made a motion which was seconded by Director Randles and carried (5-0), that the Regular Meeting of the Board of Directors of the Green Valley County Water District be adjourned. The meeting was adjourned April 14, 2022 at 8:42 P.M. The next regular meeting of the Green Valley County Water District's Board of Directors will be May 12, 2022 at 6:00 P.M.



David Phillips  
President of the Board of Directors

ATTEST:



Valerie Waldner  
District Secretary  
(SEAL)

