

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
GREEN VALLEY COUNTY WATER  
DISTRICT HELD JULY 14, 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 July 14, 2022, at the District Office, 39520 Calle Cascada. 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 and Anthony Castaneda. Also, present were General Manager, Kevin Francis and District Secretary, Valerie Waidner. Director Garth was 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 Castaneda and carried (4-0).

**Item 6 Approval of Minutes**

The President called for a motion to approve the Regular Meeting Minutes of June 9, 2022 and Special Meeting Minutes of July 6, 2022. A motion was made to approve the Regular Meeting Minutes of June 9, 2022 and Special Meeting Minutes of July 6, 2022 by Director Randles and seconded by Director Castaneda and carried (4-0).

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

The President called for a motion to approve the Cash Disbursements from 06-01-22 through 06-30-22 and to approve the Treasurer's Report of June 2022. A motion was made to approve the Cash Disbursements from 06-01-22 through 06-30-22 and to approve the Treasurer's Report of June 2022 by Director Castaneda and seconded by Director Randles and carried (4-0).

As of June, the Audit for 2020 has been completed. The auditor had a few suggestions for the District for improvement. He suggested that the District should have Schedules of Capitalized Assets and Construction-in-Process. This will allow the District to maintain an inventory of capital assets by type, the depreciable lives ascribed to those assets, and the basis for calculating annual depreciation expense and track the accumulated depreciation on those assets over their economic lives. The Construction-in-Process will keep the records of current projects organized with more detailed information. A motion was made to approve the 2020 audit by Director Castaneda and seconded by Director Randles and carried (4-0).

The state has approved the grant for the Hauling Water application that was submitted to the Small Community Drought Relief in April. The grant is good for two years and can only be used in the event of hauling water. This grant is to be used for emergency purposes only. The Grants Committee is meeting with the project manager on July 15<sup>th</sup> to gather more information involving the grant. They are continuing to work on the other two grant applications.

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

Members of the community requested that the District Website be updated with more information regarding the grants, minutes and any information that will keep the community updated on current information.

**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 community is doing well conserving water, however, due to summer heat the water usage level has gone up.

Due to high usage by some customers, the General Manager asked the Board how they felt about lowering the excessive water limit from 23 units and above to 20 units and above for Resolution 09-21-339. The Board agreed and edited version will be included in next month's meeting.

The District's equipment and water system are in need of repair. The General Manager suggested applying for grants to repair the infrastructure to lessen leaks.

Last meeting, the District had a customer contact by mail stating they wanted their high water usage amount to be revoked. The General Manager decided after investigating the situation that the District will allow a 50% discount on her bill if she agreed to have her meters checked every 2 weeks. This will prevent more major water leaks from her multiple properties in the future instead of every 2 months when the meters are read for billing. The customer wrote back and declined the offer. The General Manager stated that the District needs to inform the customer that she needs to agree to the terms or she will owe the whole balance due.

The Board and the General Manager updated the Capital Improvements and Maintenance projects list for last month's board meeting. However, the President has requested a more thorough breakdown of the list. He would also like the list to be put in order to know which project needs to be completed next.

The District is still searching for a new Utility Assistant. The District will need to work on an ad and gather information on advertising the position on Indeed and around town.

The General Manager has found a Utility Vehicle within the District's budget. He is requesting to purchase the Vehicle. A motion was made to approve the purchase of the new (used) utility vehicle by Director Castaneda and Director Randles (4-0).

#### **Item 10 BOARD PRESENTATIONS**

##### **10.1 Discussion and decision on joining the California Special Districts Association.**

The District Secretary presented to the Board why she believed it would be beneficial to join the California Special Districts Association. While the Board agreed with her that the association would benefit the District, they were not sure how relevant it would work for Special Water Districts and how many special water districts use this Association. They asked the District Secretary to do more research on how exactly it can help the District and present it to the next meeting.

##### **10.2 Discussion and decision on updating District Office and Operating System.**

The District is in the process of updating the operating system to paperless. The District will be scanning District Maps, uploading minutes/agendas to website, purchasing a tablet for General Manager. The District can get unlimited cloud space for \$78 a year. This will be a continuing project that will benefit the District to be more productive.

##### **10.3 Resolution 07-22-\_\_\_ (354 Leak Adjustment)**

The President read the title of a resolution entitled:

"A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GREEN VALLEY COUNTY WATER DISTRICT POTENTIALLY APPLYING A WATER BILLING ADJUSTMENT WITHIN A 5 YEAR PERIOD FOR WATER LEAKS NOT CAUSED BY NEGLIGENCE."

The board wanted to make an adjustment before approving the resolution. They would like to take out the 5 year period and leave the decision up to the General Manager on when they are allowed water adjustments..

10.4 Letter from Stephan Ciappetta regarding light attached to office building

Last month's meeting, the Board discussed the customer's request to lower lightbulb wattage to a lower wattage that is located on top of the office building. The request was granted and the wattage was lowered, however, the customer still said it was still too bright. The board suggested to put recess lighting and see if that will help the situation. Will contact the customer to see if the light brightness has improved.

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

This was discussed in the Grants section. The Board did ask the audience for any additional help regarding the grant writing process.

**Item 11 Adjournment to CLOSED SESSION**

Director McCracken 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 SALARY NEGOTIATIONS (pursuant to California Code Section 54956.7), a. General Manager's Salary/Benefits for 2022/2023, and b. District Secretary's Salary/Benefits for 2022/2023. The meeting was adjourned to CLOSED SESSION at 7:48 P.M.

**Item 13 Adjournment to OPEN SESSION**

Director McCracken 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 OPEN SESSION. The meeting was adjourned to OPEN SESSION at 8:15 P.M.

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

The President reported the Board action taken during the CLOSED SESSION as follows:

A motion was made to increase the General Manager's salary 10% by Director Castaneda and seconded by Director Randles carried (4-0).


A motion was made to increase the District Secretary's salary 6% by Director Randles and seconded by Director McCracken carried (4-0).

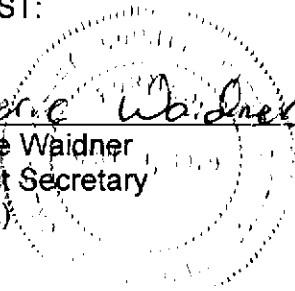
**Item 15 Agenda Items for Next Regular Meeting, August 11, 2022**

In addition to the regular agenda items, there will be an update on grants/projects, Resolutions

There being no further business, Director Randles made a motion which was seconded by Director Castaneda 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 July 14, 2022 at 8:40 P.M. The next regular meeting of the Green Valley County Water District's Board of Directors will be August 11, 2022 at 6:00 P.M.

ATTEST:

  
Valerie Waidner  
District Secretary  
(SEAL)



  
David Phillips  
President of the Board of Directors