

HERLONG PUBLIC UTILITY DISTRICT

REGULAR MEETING

2:00PM TUESDAY February 9, 2021

HERLONG PUBLIC UTILITY DISTRICT BOARD ROOM

447-855 Plumas Avenue

Herlong CA 96113

AGENDA

**THIS MEETING IS HELD PURSUANT TO EXECUTIVE ORDER N-29-20
ISSUED BY GOVERNOR GAVIN NEWSOM ON
MARCH 17, 2020**

PUBLIC PARTICIPATION

If you wish to make a general public comment or to comment on a specific agenda item, the following methods are available:

READ INTO THE RECORD AT THE MEETING: Submit your comment via email prior to the start of the meeting, provided that the reading shall not exceed three (3) minutes. Please state in your email that you would like this "read into the record". In those cases where the meeting author requests that the email be read aloud as though it were being delivered orally at the meeting, the email will be read aloud by the Board Clerk up to a maximum of three minutes. Comments received after the meeting has begun, will be placed into the record, and distributed appropriately. sandy@herlongpud.com

- 1) CALL TO ORDER
- 2) FLAG SALUTE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) OATH OF OFFICE –Oath of office for Lee Harris
- 6) ORGANIZTIONAL MEETING – Discussion and action regarding electing 2021 offices: President, Vice President, Secretary and District Clerk/Treasurer
- 7) PUBLIC COMMENT – In person or read into the record not to exceed three minutes each.
- 8) MINUTES – Discussion and possible action approving the minutes of January 12, 2021.
- 9) FINANCIALS – Receive and file Preliminary Year-End 2020 Financial Statements.
 - Motion to update **all bank accounts** to include signers Director Ayers, Director Everett, Director Johnson, Director Harris, Director Swistowicz, add Office Manager Trisha Wood and keep General Manager Sandy Seifert-Raffelson as signor.
 - Plumas Bank here March 9th, all board members will need to be present
- 10) FIRE DEPARTMENT UPDATE – 1) Chief's Report
 - Director Swistowicz – requested Fire Department Discussion
 - a. Property Hazard Updates- information from CAL Fire, Lassen Air Quality Control and County Code Enforcement (handouts)

- b. Currently drafting Strategic Plan, calls placed to collect bids for remodel on fire buildings or Replacement.
- c. Update on Fire Tax Billing – Mrs. Wood

OLD BUSINESS

- 11) POLICY 2040 SICK LEAVE: This is the second review of this policy. Discussion and possible action on approving a new sick leave policy.

NEW BUSINESS

- 12) POLICIES 2275 CELL PHONE POLICY USAGE – Director Swistowicz would like the board to review this policy.
- 13) POLICY 2045 FAMILY MEDICAL LEAVE – 1ST review of this policy to update and meet current state guidelines due to COVID-19.
- 14) TRANSPARENCY CHALLENGE – Mrs. Wood has entered the District into the SDLF -Special District Transparency Challenge, deadline is Nov 2021; ALL directors need to be current on Governance Class Education, Ethics and Sexual Harassment; SDRMA holding Safety Day on March 3rd & 4th
- 15) SIERRA CONTROL UPGRADES AND REPLACEMENT – Discussion and possible action to upgrade and replace 8-year-old computer and 12-year-old software to be compatible with SCADA
- 16) PROPOSAL FOR FLOORING AT THE PLANT – Discussion and possible action on accepting a proposal for the Plant Floor Covering
- 17) GM REPORT
 - A) WPV project update
 - B) Green Way updates
 - C) Staff
 - D) Newsletter
- 18) DIRECTOR COMMENTS
- 19) ADJOURNMENT

The agenda is available for review at the Herlong Public Utility District Office, the Herlong CA Post Office and at www.herlongpud.com

Posted February 5, 2021



Trisha Wood
Office Manager

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the Administration Manager and are available for public inspection. If you have any questions on any agenda items, contact the Administrator at (530)827-3150.

NEXT MEETING March 9, 2021 @ 2pm
*Field Trip to see plant @ 1pm