

# Herlong Public Utility District



## Regular Board Meeting April 9, 2019

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**CALL TO ORDER:** Director Wheeler called the meeting to order at 5:30p.m.

**PLEDGE OF ALLEGIANCE:** Director Wheeler led the pledge of allegiance.

**ROLL CALL:** Director Wheeler, Director Flowers, Director Maguire, Director Johnson and Director Harris were all present.

**APPROVAL OF AGENDA:** Director Maguire made a motion to approve agenda with adding a late item, Director Flowers seconded. The motion carried: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

**PUBLIC COMMENT:** None.

**MINUTES:** Director Flowers made a motion to approve the minutes from February 26th, 2019 as presented, Director Maguire seconded. The motion carried: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

**FINANCIAL REPORT:** Director Maguire made a motion to accept and file the 2018 Preliminary Year-end Financial Statements as presented; Director Flowers seconded. The motion carried: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

### **OLD BUSINESS:**

**POLICY 2190 HEALTH AND WELFARE BENEFITS:** Director Johnson made a motion to accept Policy 2190 Health and Welfare Benefits, Director Maguire seconded. The motion carried: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

**RESOLUTION 2019-01 SDRMA BOARD OF DIRECTORS NOMINATION:** Director Maguire made a motion to accept Resolution 2019-01, Director Johnson seconded. Motion carried with roll call vote: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

### **NEW BUSINESS:**

**POLICY 3155 REFUNDS:** This is the first reading of this Refund policy. This is the time to make changes or suggestions.

**POLICY 3090 RECORDS RETENTION:** This is a current Policy that we need to review and update and again this is the time to make changes and ask questions. There are minor revisions to this policy to update it with current regulations. If the Board is

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comfortable with the changes, you can adopt the revised policy at this meeting or can come back for final approval the next meeting. Board would like it to come back next meeting.

### **GM REPORT:**

**WEST PATTON SEWER AND WATER IMPROVEMENT PROJECT:** Mr. Williams has made some headway with the State and they are doing their credit review of the project. I have changed my communication with the state to email or follow up a phone conversation with an email of the conversation so there is a record. Shane Dyer called today and forwarded email from State approving our Environmental for this project.

**SEWER INSPECTION CONTRACT:** This is a continuation from last month due to the quote not being in the packet. This is a budget item, but the contract amount exceeds the Authorization from the GM to sign without Board approval. HPUD is required to inspect our collection system every 5 years. The timing of construction works well to do one area at a time, and this will be an ongoing expense. Director Flowers made a motion to allow GM to sign and approve contract for sewer inspection, Director Harris seconded. The motion carried: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

**SAMPLING FOR POLYFUORINATED ALKYL SUBSTANCES (PFAS):** PFAS is an emerging contaminant that is being found across the county in drinking water supplies. It is a widely used product in almost every product people use from Teflon coating, waxy paper used at restaurants, lotions, etc. It is also the main component in fire fighting foam. PFAS have been detected in one well at SIAD and staff would like the Board's approval to test for PFAS even though we are not required to at this time.

**HVFD DISCUSSION:** Staff have begun monthly trainings on the 3<sup>rd</sup> Tuesday of each month. Chief White and Mr. Williams have a calendar planned for the next 6 months and will be using various materials from training videos, drilling along with the routine items like safety meetings agility testing, equipment checks etc. There were 5 volunteers attend the last training. LAFCo is putting together an MSR for County wide Fire Department, but do not know where this will lead, if anywhere. Staff has had one more person pick up an application, but staff has not received the application back.

**SALE OF SURPLUS PROPERTY:** Staff received an offer of \$3,000 for the Mahindra tractor from Eric Nysven. In November 2018 the Board approved selling this as surplus but have had no offers to date. It has been on Craigslist a couple times with no serious offers. Staff is looking for a motion to accept or deny this offer. Director Johnson made a motion to accept Mr. Nysven offer of \$3,000 for the Mahindra tractor, Director Flowers

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seconded. The motion carried: Yea votes: Wheeler, Flowers, Maguire, Johnson and Harris; Nay votes: none; Absent: none.

**DIGITAL PATH LEASE** – Director Wheeler is very disappointed; she cannot get any reception and has already purchased her router. Digital Path Installer Informed Director Wheeler that she could not be hooked up at this time. Tomorrow Digital path is supposed to be hooking up to the Plant and office. Mr. Williams will contact Tyler at Digital Path about issues and see what resolution they can come up with.

**REPORT ON TRAINING** – Director Johnson really enjoyed the Training and main speaker. Leadership Academy in July in Napa, if Board members would like to go, Scholarship monies are available. Director Wheeler and Director Flowers have already completed this course.

**FORM 700 & TRAINING:** Form 700 was due last Tuesday April 2<sup>nd</sup>. If you have not completed your 700 form, please submit it to the office.

**LATE AGENDA ITEM FIRST BAPTIST CHURCH LETTER:** Staff received a letter from the First Baptist Church on Monday, April 8<sup>th</sup> requesting relief from a high bill due to broken water line. This is the second request the church has made and according to Policy 3039. This Policy allows for a one-time adjustment if the customer occupies the property. Directors gave this Customer a one-time credit last summer when they had a leak. No Action was taken.

**DIRECTORS UPDATES:** None.

**ADJOURNMENT:** Director Harris made a motion to adjourn the meeting at 7pm, Director Flowers seconded. The meeting was adjourned at 7pm.

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Cindy Wheeler, President

**ATTEST TO:**

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Sandy Raffelson, Financial Manager