

Herlong Public Utility District



Regular Board Meeting August 27, 2024

CALL TO ORDER: Director Swistowicz called the meeting to order at 5:31 PM.

FLAG SALUTE: Director Swistowicz led the flag salute.

ROLL CALL: Director Swistowicz called roll call., Director Reed, Director Swistowicz, Director Harris were present. Director Johnson and Director Flores were absent

APPROVAL OF AGENDA: Director Reed made a motion to accept the agenda, Director Harris seconded the motion. Aye votes: Swistowicz, Harris, and Reed. Nay votes: None. Absent: Johnson, Flores.

PUBLIC COMMENT: Resident Edwin Kelsey suggested a key pass or card for quicker entry to the fire building. Mr. Kelsey also suggested a new solid waste device with a good service contract.

FINANCIALS: General Manager Raffelson pointed out June loan payments made on both water and wastewater loans to USDA, and annual payments made for property liability and workman's compensation insurances. Director Swistowicz asked for amounts for Workman's Comp and the building insurances. GM gave amounts of approximately \$26,000 for Workman's Comp and approximately \$90,000 for property liability. Director Reed had questions regarding checks made to Trisha Wood, Specialized Utility Service Program (SUSP), Western Sanitation and SeaPac Engineering. Explanations: Trisha Wood: Training of office personnel on NIFRS and 5 months of entries to that program. SUSP: Required half of their fees up front for rate study. Western Sanitation: Port-a-Potty at the fire building and SeaPac: Refund for water bill after they moved out of SIRCO housing. Director Reed made a motion to accept Financials as presented, Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores.

MINUTES: Director Swistowicz questioned the statement "This is not the time to rehash last month's meeting, It is an item to approve or make changes to the written document in your possession." GM Raffelson explained that to do anything else is a violation of the Brown Act. Director Reed made a motion to accept minutes from the July 23rd board meeting as presented; Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores.

FIRE DEPARTMENT UPDATES: 10 Calls in July: 8 medical and 2 were fire, one in Doyle that they were canceled in route and 1 burning barrel fire, that BLM handled. August 29th there will be a fire chief/officers' meeting where several items will be discussed Countywide. Enosh has resigned from the volunteer fire department because of increasingly more responsibilities of his church duties and preparing to be a husband; currently he does not have time to volunteer. A medical meeting will be held in Janesville, Aug. 27th; 3 of the 4 volunteers are planning on attending. Director Reed asked if the 4 volunteers were coming to the training. GM Raffelson stated that a meeting is set for Sept. 4th to gather more information on volunteers. 2 of the 4 are

Herlong Public Utility District



Regular Board Meeting August 27, 2024

wanting to take classes at LCC with HVFD picking up the expense. Those 2 have not participated in any calls in the past 4 months. Until they are active no training fees will be paid out. Hunter Perez did not realize he could participate while working on Depot. He will try to participate more. Due to volunteers working on Depot meetings that were previously held in the mornings will now be scheduled for evenings. Hunter and Mike are the only ones qualified for medical calls. Any volunteers wanting to commit to HVFD will need to take a CPR class. Director Reed asked about SIAD FD going on calls. Director Reed attendance was requested by a client during an active call, and it appeared SIAD firemen were the ones asking most of the questions and paperwork. GM Raffelson explained that Mike had been taking most of the calls by himself for the past 3 to 4 months, with Enosh helping before that. When calls are placed HVFD is the lead and SIAD becomes the supporting agency because of a mutual aid agreement. HVFD has no current EMT's so SIAD would be the lead on all paperwork going to the hospital.

Volunteer Mike Price is excited that SIAD has invited HVFD to some of SIAD's training sessions. Director Reed asked if adding required background checks could be added to the agenda. Director Reed would like to see background checks added to a future meeting. Discussion on letter from CalFire regarding their reimbursement policy. At this time, no fire crew from HVFD can be sent. HVFD would need at least 6 to 10 crew members before anyone could be sent on a CalFire fire so 3 crew members would be able to cover the needs of the community. We are still looking into a community meeting or recruitment. The hiring of a part-time fire Chief was on the report as it had been brought up previously. That item failed in further conversation. Suggestion: Resident Edwin Kelsey asked about the fire hydrants in West Patton Village being flushed. All hydrants were flushed during the water and sewer project with new ones being added. Shaw Engineering will be providing a schematic of all the fire hydrant locations. Director Reed made a motion to accept the fire report as presented. Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores

NEW BUSINESS:

RATIFY SHAW ENGINEERING CONTRACT FOR SCREW PRESS: Owen Wurgler presented a proposal from Shaw Engineering giving the scope of the work and cost of this project. The fee estimate is \$43,000. GM Raffelson explained that Director Swistowicz had asked her to sign the contract from Shaw and that she is asking the board to ratify that decision. Explanation that once Shaw Engineering had fulfilled the contract the work would then go out to bid. Director Reed made a motion to ratify the contract as presented. Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores

Public Hearing at 6pm Fire Tax & Utility Liens: Hearing entered at 6:04pm. A roll call vote is required to approve placing liens on properties that have not had their Fire Tax paid. Director Swistowicz asked if anyone here had any comments, seeing none; Director Swistowicz made a motion to approve liens being placed on said properties, Director Harris seconded the motion. Roll Call Vote: Aye votes: Harris and Swistowicz. Nay votes: Reed. Absent: Johnson and Flores.

Herlong Public Utility District



Regular Board Meeting August 27, 2024

Motion passed to put liens on past due fire tax list as presented. The public hearing was closed at 6:15pm. (after further review of Policy 5040 with legal counsel; PUD's can not pass any item without majority vote of the entire Board, therefore this item did not pass and will need to be brought back to the board.)

POLICY 3042 EMPLOYMENT OF OUTSIDE CONTRACTORS AND CONSULTANTS: Attorney Linden submitted updates to the policy. Discussion on wording of statement of work and board approval. Director Swistowicz liked the new policy without paragraph 3042.3. A motion to remove 3042.3 and leave remaining wording was made by Director Reed. Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores.

POLICY 2330.6 INCENTIVE PAY: GM Raffelson provided the board with requested information on how other agencies handle incentive pay. Discussion on employees eligible for incentive pay and what was before the board for approved. Board members had discussion about employee incentive pay; GM Raffelson directed the Board back to Policy 2330.6 and stated the Board needed to vote on 1) employee will be considerate for incentive pay if they complete goals agreed upon during their annual review 2) General Manager will determine eligibility of each employee 3) The Board of Directors will determine the eligibility of the GM and 4) amount of incentive pay from 1 to 5%. Director Reed made a motion to approve the Royce incentive pay. Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores. A second motion was made by Director Reed to approve a full 5% incentive pay to the eligible employee. Director Harris seconded the motion. Aye votes: Reed, Harris and Swistowicz. Nay votes: None. Absent: Johnson and Flores. A public member questions the Board about GM Raffelson performance review and pay. Director Reed felt that was not appropriate and not ok. She asked the public to be quiet. No other matters were discussed.

GM REPORT: The Sierra Alliance was held August 21st: Congressman Doug LaMalfa attended with a pack house for HPUD. We have just over 40 people in the conference room. LaMalfa was very supportive of what Sierra Alliance and 395 Coalition are trying to do for South County. Tribal personnel were here and stated when the community needed the MODS they would update them for Rent. Brandon from Brian Dahl office was in attendance too. Update on elections for 2025: HPUD will not be on the ballot because we only had 2 individuals apply and 2 seats available. Erinn will retain her seat and Cheri Kessler from SIRCO will replace Jim Swistowicz seat. Only having 2 run for the 2 open seats saves the District approximately \$5,000; since HPUD will not be on the ballot. Update on hiring utility workers: We held interviews on Monday the 19th and Royce and Ken Mallory were not impressed with the individuals that applied and would like to wait to find someone with experience. Our summer internship would like to become an apprenticeship under Royce. He is a senior this year and is available to work Tuesday and Thursdays during the school year. Possibility of Moving November Board meeting to the Tuesday before Thanksgiving, since most people are gone or not available that week. Director Reed would like it moved, but Director Swistowicz thinks it should stay the same, more

Herlong Public Utility District



Regular Board Meeting August 27, 2024

discussion next time. Rate Study with SUSP: Hope to have a conference call with them the week of September 2-6; GM Raffelson will be out of the office Sept. 8-12th 2024 for Conference. The next board meeting is Tuesday September 24th, 2024.

DIRECTORS UPDATES: Harris – none; Swistowicz – none; Director Reed requested to be part of future interviews or someone from the board should be included in all interviews. GM Raffelson explained that was the GM job.

ADJOURNMENT: Director Swistowicz adjourned the meeting at 7:20pm

Erinn Reed 10/30/24

Erinn Reed, Secretary

ATTEST TO:

Sandy Seifert-Raffelson

Sandy Seifert-Raffelson, GM