

Herlong Public Utility District



Regular Board Meeting May 14, 2019

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 Maguire, Director Johnson were all present. Director Flowers and Director Harris were absent.

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

APPOINTMENT AND SIGNATURE CARDS: Brittany Hinkle from Plumas Bank will be here to have individuals sign signature cards from Plumas Bank. – Continue to next meeting. Ms. Hinkle is on vacation.

PUBLIC COMMENT: None.

Director Harris arrived 5:32pm.

MINUTES: Director Maguire made a motion to approve the minutes from April 9th, 2019, Director Johnson seconded. The motion carried. Yea votes: Wheeler, Maguire, Harris and Johnson; Nay votes: none; Absent: Flowers.

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

OLD BUSINESS:

POLICY 3155 REFUNDS: Director Johnson made a motion to accept Policy 3155 Refunds, Director Maguire seconded. The motion carried. Yea votes: Wheeler, Maguire, Harris and Johnson; Nay votes: none; Absent: Flowers.

POLICY 3090 RECORDS RETENTION: Director Maguire made a motion to accept Revised Policy 3090 Records Retention, Director Johnson seconded. The motion carried. Yea votes: Wheeler, Maguire, Harris and Johnson; Nay votes: none; Absent: Flowers.

NEW BUSINESS:

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2019 COST OF LIVING ALLOWANCE (COLA): Director Wheeler stepped out of the room at 5:33PM. Policy 2330 provides for annual COLA determination. Using the 2018 All Urban Consumer Price Index, U.S. City (Annual) Average (CPI) from the policy this year's COLA would be 2.5%. Director Maguire led out the discussion and questions. Director Johnson made a motion to accept the 2.5% COLA, Director Harris seconded the motion. The motion carried. Yea votes: Maguire, Harris and Johnson; Nay votes: none; Absent: Flowers; Abstain: Wheeler. Director Wheeler returned to the meeting at 5:38PM.

GM REPORT:

WEST PATTON SEWER AND WATER IMPROVEMENT PROJECT: Staff has received an email notification that the environmental review is complete, which is the final written notification. There is 1 finding regarding migratory birds that we will need to comply with when we go to construction. HPUD will need to address the Migratory Bird Act with every project that is done, so this is not something new or that we are not prepared for. Staff is still waiting on the FBOP to provide a letter of intent to renew the water & wastewater contracts for the State. Last Staff heard from the State they were completing their final reviews and those should be complete around the time we submit the letter from FBOP.

HVFD REPORT: Staff have begun monthly trainings on the 3rd Tuesday of each Month, but was cancelled in April because of vacations and availability. There will training in May, next Tuesday.

DIGITAL PATH LEASE: Office is up and working well with Digital Path. Still working on the Plant to connection due to HPUD's network needing some hardware updates. 2nd month receiving payments from Digital Path. Director Wheeler is highly unhappy with Digital Path, she can not get reception at her home. Mr. Williams will continue to work with Digital Path to bring the service online to the community.

WELL PROPERTY: Mr. Williams has been contacted by Billy Sorenson who owns the old Allen Farms. He would like to plant alfalfa in a corner of his property that is next to our property. Sorenson's piece is a triangle shape and HPUD owns the other half of the triangle which would make a 60-acre square if they were combined. He would be interested in a long-term lease. A few questions we all need to think about with a lease of this kind: 1) How to manage the use of fertilizers and pesticides used on the crop 2) The long-term use of the property could impact future development by HPUD. Staff is requesting the Boards input. Board consensus is not to farm.

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FIRE FLOW TEST CLAIM: Last month staff discovered a contractor working on the laundromat sprinkler system did their own fire flow test using HPUD's hydrants. When this was discovered, staff did not know what was going on or who was behind it; the security issue was reported to the Division of Drinking Water as an unauthorized use. SIAD contractor had no idea the hydrants did not belong to SIAD. Mr. Williams notified SIAD contracting office of the problem and asked for their help in resolving the issue. The Contracting office offered their apology and did not seem to want to address the problem. Mr. Williams meet with both the SIAD Chief and assistant Chief. Chief assured staff that he made the concern know to both the contracting office and contractor. Both Chief's were sincere in their apology that this happen. After much discussion, the Director's would like staff to do a grievance on Delta licenses (the Contractor) but not submit a claim with SIAD.

PROP 68 PARK: Prop 68 was a bond passed last year. The funding is now coming available and one of the key funding pieces is for parks in communities that do not have one. Staff has investigated this a little bit and think HPUD could qualify for funding if we did an application. This is for capital for the Park, this would not fund future maintenance on the park. Is the Board interested in this? Application are due in August or September. Board would like to have WPV project done but would like to investigate it a little more and Mr. Williams will bring more back to the Board next month.

SOUTH LASSEN COMMUNITY CENTER (SLCC): When HPUD first consolidated with WPV there was some discussion regarding the future of the SLCC. In talking with the County, they would not oppose HPUD taking the building. However, there are several areas of concern mainly over the age of the building and the deferred maintenance and upgrades. Lassen County has completed an ADA assessment of the building and there are major issues with pretty much every part of the building. The restrooms being the biggest issue as that are not ADA compliant at all. The cost could exceed \$250,000 to do upgrades and get the building in compliance for the community. Is this building something this Board wants staff to pursue? Director Johnson brought up that Fort Sage building has the chapel and room with a kitchen available to rent to for this community, so we would not be leaving the Community without another option. Directors discussed updates to bathrooms and front door to the building. This will be an on-going discussion as we get information from the County.

SIERRA ALLIANCE: Meetings are here at HPUD office the 3rd Thursday of each month at 5:30pm. SIRCO has provided the by-laws and doing non-profit paperwork. SIAD, SIRCO, Supervisor Hammond, the Community and the school has been involved along with staff from the Governors Military Council. The Board is invited to attend these meetings, but staff would remind the board that only 2 members should attend to avoid any Brown Act issues.

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JOINT LAND USE STUDY (JLUS): JLUS are funded by the Office of Economic Adjustment (OEA) which is part of the Secretary of Defenses office at DOD. A JLUS should have been done with the BRAC but the County did not complete one with the funding they received from the BRAC. The County has been approached 2 other times regarding this and has declined. This is used to help plan future development by both community and SIAD. Staff would like direction from the Board on how involved HPUD should be in a JLUS? HPUD can be the lead and would administer the project. The study itself would be contracted to a firm with the credentials to do this type of work. The Board is in agreement that HPUD should be the lead agency. Mr. Williams will continue to investigate this and bring information back to the Board.

TRAINING REPORT: Lou and Pat attended the CRWA Expo in South Lake Tahoe at the end of April. Mr. Williams spoke on behalf of NRWA. He also made several other connections that maybe beneficial to HPUD.

DIRECTORS UPDATES: Director Johnson reminded the Board of the upcoming Community BBQ on May 23rd at the Fort Sage Family Resource Center.

ADJOURNMENT: Director Maguire made a motion to adjourn the meeting at 7:07 pm, Director Harris seconded. The meeting was adjourned at 7:07pm.

Cindy Wheeler, President

ATTEST TO:

Sandy Raffelson, Financial Manager