

**Linden County Water District  
Regular Board of Trustee Meeting Minutes  
April 18, 2019**

**Directors Present:** President Paul Brennan, Vice President David Fletcher, Director Elaine Reed and Director Lawrence Knapp

Board Secretary Barbara Kascht and General Manager Tom McCoy were also in attendance.

**Directors Absent:** Director Myron Blanton

**Public Comment:** None

**Agenda Items:**

**1. NEW BUSINESS**

- a. **Presentation by Daniel Eisenberg of SUEZ.** Mr. Eisenberg presented information about Advanced Metering Infrastructure (AMI). SUEZ provides a meter maintenance program, which includes the following:

- Turnkey project management
- Supply and installation of water meters integrated with AMI transmitters
- Supply and install the AMI network
- Supply and install a cloud-based meter data management system for storage and analysis of data
- Integration of AMI software with billing and other systems
- Activation and commissioning of backhaul communications

Their program increases meter reading efficiency and therefore revenue by more accurate readings and also improves customer service as well as increasing availability of utility staff resources for other activities. Mr. Eisenberg showed ways that utility companies benefitted from their service but did not have specific numbers based on the District's information. Ultimately, the Board will want to see if the proposed numbers check out with respect to whether or not there would be a benefit to the District.

- b. **2019-2020 Rates.** The Board instituted the water and sewer rate increases per Ordinances 15-02 and 15-03 for July 1, 2019 to June 30, 2020. The District remains in a Stage 1 Water Supply Shortage, with a 13% surcharge figured into usage charges over base.
- c. **2019-2020 Budget Draft.** Director Myron Blanton and Vice President David Fletcher presented estimated expense figures, based on current year annualized costs. Total 2019-2020 water and sewer budget is approximately \$560,000. Dues, subscriptions and fees are considerably more for sewer than water, with \$30,000 for wastewater and \$15,000 for water. Sewer utility costs should drop, although no adjustments were made at this time. It was noted that Engineering costs are for mostly capital replacement projects. The final budget will be presented for approval at the May meeting.

- d. **Management Services.** President Paul Brennan announced that as of April 4th he was in receipt of Tom McCoy's resignation letter and thanked McCoy for all his work as General Manager, which will continue through June 30th. Tom McCoy stated that he has been with the District for 11 years and his business model is changing. President Brennan has reached out to previous General Manager Teresa Tanaka, who would be willing to work on a short-term basis. California Rural Water Association also has the capability of providing management services. Tom McCoy suggested to look at restructuring to utilize existing staff and bring in a part time person to offset costs. The Board discussed promoting internally. John Villierme to move up to General Manager and Joe Chaves to become the Operations Supervisor. Hiring an Operator in Training would be advantageous for the District. Budgetary concerns were also considered. David Fletcher moved to restructure the District positions to the following: General Manager, Operations Supervisor and a 30-hour Operator in Training, and that the current Office Assistant position, designated as part time, would be eliminated effective July 1, 2019, seconded by Lawrence Knapp. **AYES:** 4 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 1 Motion carried. By next month, Tom McCoy will provide revised duties for each of those positions. President Brennan asked McCoy to check with the John Villierme and Joe Chaves about taking on new roles and responsibilities and also to speak with Office Assistant Rhonda Victor to explain that based on where the Board decided to go, there is no longer going to be a need for her position. President Brennan will also advise Teresa Tanaka and thank her for her offer of assistance.

## 2. **OLD BUSINESS**

- a. **2017-18 Audit.** The Board agreed that the District's net assets designated for future capital improvements would remain at \$1,121,249.
- b. **Time Card Policy.** Per the February Closed Session, the Board considered revising the District's current timekeeping procedures to a more accurate way of accounting for staff time and how it is being utilized. District Legal Counsel Dean Ruiz had been tasked with drafting a Time Card Policy and provided some information from Woodbridge Irrigation District. General Manager Tom McCoy and Office Manager Barbara Kascht are to decide what of those suggestions or recommendations would work for the District. Barbara Kascht has contacted San Joaquin County Payroll Department to give an estimate on tracking employee leave.
- c. **Water – Sewer Replacement Projects.** General Manager Tom McCoy advised that the notice of award has been provided to D.A. Wood for the base bid of \$530,993.00. Contracts have been signed by D.A. Wood, with all bonds and certificate of insurance received. Traffic control plan acknowledgment, monument preservation and other items have been submitted to San Joaquin County, however, permits have not yet been issued. Pre-construction meeting is pending. Weber, Ghio & Associates has a third party inspector who may be available for on-site inspection duties.
- d. **Solar Project.** General Manager Tom McCoy reported on the pre-construction meeting that was held on April 9th. NC Solar will develop a full plan set to be used in obtaining the permit, coordinating with PG&E and San Joaquin County.

- e. **Sustainable Groundwater Management.** Vice President David Fletcher provided a SGMA report from the April 17<sup>th</sup> meeting. The following six sustainability indicators were considered:
- Chronic Lowering of Groundwater Levels
  - Reduction of Groundwater Storage
  - Degraded Water Quality
  - Seawater Intrusion
  - Land subsidence
  - Depletion of Interconnected Surface Water
- f. **Water Usage.** There were no questions or comments on March water usage, which showed an increase from February and also last year at this time.

Barbara Kascht attended the California Financing Coordinating Committee (CFCC) funding fair in Sacramento on April 17<sup>th</sup>. Currently, the District does not qualify for grants based on Linden's median income. It may be beneficial to have a median income study done for only LCWD's service area, which could allow the District to qualify for a reduced interest rate on a USDA Rural Development loan. California Rural Water Associations (CSDA), Rural Community Assistance Corporation (RCAC) and IBank also offer loan programs.

Customer notification of future and upcoming projects was also discussed.

### **3. CONSENT CALENDAR**

David Fletcher moved to approve the consent calendar as follows:

- a. March 21, 2019 Regular Meeting Minutes
- b. Warrant Listing
- c. Financial Reports
- d. Operations Report
- e. Compliance Log
- f. Correspondence

seconded by Lawrence Knapp. **AYES:** 4 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 1 Motion carried.

### **4. ADJOURNMENT**

There being no further business, the meeting was adjourned.