

Linden County Water District
Regular Board of Trustee Meeting Minutes
July 16, 2020
via Teleconference

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

Board Secretary Barbara Kascht, General Manager John Villierme, District Legal Counsel Dean Ruiz and Rate Study Consultant Catherine Hansford were also in attendance

Directors Absent: None

Public Comment: None

Agenda Items:

President Paul Brennan asked to add an item under New Business, Item b. Rate Study. David Fletcher moved to add the late agenda item, seconded by Lawrence Knapp. **AYES:** 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0 Motion carried.

1. OLD BUSINESS

- a. F&M Bank Loan.** President Paul Brennan stated that F&M Bank had made the changes the Board had requested. Director Elaine Reed asked if the \$2.4 million was a line of credit, which would not have to be used in its entirety and expenditures to be approved by the Board. President Brennan said it would be evident within the next two years how much will be spent on the projects. He had spoken with District Engineer Matt Ospital, who advised there was still some fine tuning to do before getting bids out for infrastructure projects 1A, 1B and 1C, as well as for the tank project. Lawrence Knapp moved to approve, seconded by Myron Blanton. **AYES:** 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0 Motion carried.
- b. Water Storage Tank.** In District Engineer Matt Ospital's absence, General Manager John Villierme advised there were no updates on the tank project.
- c. 2020 Capital Improvement Program.** General Manager John Villierme and Operations Supervisor Joe Chaves did a job walk of the Zylstra Project with WGA staff.
- d. Solar Project.** General Manager John Villierme reported Frank Neto was on site with the pole but PG&E did not show up as scheduled. Villierme now has appointment on Tuesday with PG&E, Frank Neto and John Schmidt with WGA. Neto can't set the pole without PG&E inspectors. Director Elaine Reed asked if the District would have to pay for the upgraded solar panels. It is not known at this time who will absorb the added cost. President Brennan asked General Manager Villierme to email the Board results of Tuesday's meeting and also forward a copy of the contract.

- e. **Sustainable Groundwater Management.** Vice President David Fletcher advised there was no meeting in July so the next meeting is August 13, 2020

2. **NEW BUSINESS**

- a. **Resolution 20-03 Approving Financing for a Distribution System Improvement Project Including a New Water Storage Tank.** David Fletcher moved to approve the resolution, seconded by Myron Blanton. **AYES:** 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0 Motion carried. Vice President David Fletcher asked if all Board members needed to sign. District Legal Counsel Dean Ruiz stated the vote will be recorded so no signatures other than President Paul Brennan's are necessary.
- b. **Rate Study.** President Paul Brennan said he talked with Matt Ospital and Catherine Hansford about resuming the rate study. Catherine Hansford provided a revised timeline, advising her contract expires at the end of December. Any rate changes do not have to take effect immediately and could be instituted in July 1, 2021 for example. She will work with Barbara Kascht and District CPA Dave Vaughn to obtain information and present her findings at the August Board meeting. After receiving feedback, a draft rate study would be presented at the September Board meeting. Public workshops will need to be scheduled. President Paul Brennan posed the potential problem of having informational sessions online instead of in person due to Covid. Sending additional letters to customers who would be impacted the most is also an option, per Catherine Hansford. Vice President Dave Fletcher suggested including an insert in the next billing for customers to update their contact information including email address. At the October Board meeting, Hansford would present the final draft, which would include any public input. The Board could then approve the Public Hearing notice to be sent to all customers 45 days prior. A special meeting for the Public Hearing would be held in early December with the Ordinance introduced after the hearing and formally adopted at the December regular Board meeting.

3. **CONSENT CALENDAR**

Director Elaine Reed inquired about the number of delinquent customers. Barbara Kascht explained the situation and approximated there are about 30 past due out of 612 water and 575 sewer customers. Lawrence Knapp moved to approve the consent calendar as follows:

- a. Minutes – June 18, 2020
- b. Warrant Listing
- c. Financial Reports
- d. Operations Reports
- e. Compliance Log
- f. Correspondence
- g. Water Usage Reports

seconded by Elaine Reed. **AYES:** 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0 Motion carried.

4. **ADJOURNMENT**

There being no further business, Elaine Reed moved to adjourn the meeting, seconded by Myron Blanton. **AYES:** 5 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 0 Motion carried.