

**Burney Water District
Board of Director's Regular Meeting
January 17th, 2019**

ITEM

1. CALL TO ORDER AND ROLL CALL

PRESENT: Directors Jim Hamlin, Britta Rogers, Director Ellen Songer and District Manager Willie Rodriguez.

ABSENT: Director Roger Borkey and Fred Ryness.

CALL TO ORDER: President Jim Hamlin called the Regular Meeting to order at 6:32 p.m.

2. PUBLIC SPEAKERS:

None.

3. CONSENT CALENDAR:

3A. Approval of Minutes of the January 11th, 2019 Ethics AB 1234 Compliance Training Webinar. (Original to be signed at meeting)

3B. Approval of Minutes of the January 9th, 2019 Planning, Standards and Ordinances Standing Committee Meeting. (Original to be signed at meeting)

3C. Approval of Minutes of the December 13th, 2019 Regular Meeting. (Original to be signed at meeting)

3D. Financial Reports for the Month Ending November 30th, 2018.

3E. Financial Reports for the Month Ending December 31st, 2018.

Director Rogers found an error on item 3A, section 4, Director Borkey was not listed as absent and he should have been. Director Rogers made a motion to Approve the Consent Calendar with revisions. Director Songer seconded the motion.

AYES: HAMLIN, ROGERS, SONGER.

ABSENT: BORKEY, RYNESS.

CARRIED

BUSINESS:

4. Review 2019 Tentative Meeting Schedule: District Manager Willie Rodriguez summarized the 2019 Tentative Meeting Schedule with the Board.

5. Review Budget vs. Actual Reports Through December 31st, 2018: District Manager Willie Rodriguez summarized the Budget vs. Actual Reports Through December 31st, 2018. He covered all departments where we are projecting to go over budget that revisions need to be made to.

6. Revise Fiscal Year 2018/2019 Budget: District Manager Willie Rodriguez discussed the

accounts that are projected to go over budget that require revisions. He discussed the accounts that are under budget whose funds are available to the ones that we are projecting to go over budget. District Manager Willie Rodriguez requested to table this item until next meeting to make more revisions. Director Songer made a motion to table Revisions to the Fiscal Year 2018/2019 Budget until next meeting to make the adjustments. Director Rogers seconded the motion.

AYES: HAMLIN, ROGERS, SONGER.

ABSENT: BORKEY, RYNESS.

CARRIED

7. **Review 2018 Reimbursement Report:** District Manager Willie Rodriguez summarized the 2018 Reimbursement Report with the Board and answered questions.
8. **Review 2018 Public Water System Statistics:** District Manager Willie Rodriguez summarized the 2018 Public Water System Statistics and answered questions.
9. **Review 2018 Electrical Cost per 100 Cubic Feet Pumped:** District Manager Willie Rodriguez summarized the 2018 Electrical Cost per 100 Cubic Feet Pumped. He explained the difference in summer rates verses winter rates and why it costs more during winter than the summer months and answered questions. He also discussed that we normally pump during off-peak hours so we don't pay as much but in September and October we were pumping during partial-peak so that's why those months were so much higher.
10. **Review 2018 Groundwater Levels:** District Manager Willie Rodriguez summarized the 2018 Groundwater Levels and answered questions.
11. **Confirm Board Member Attendance for 2019 CSDA Board Trainings:** District Manager Willie Rodriguez discussed the upcoming 2019 CSDA Board Trainings and explained the purpose of each training.
12. **Review Form 700 Completion Process:** District Manager Willie Rodriguez summarized the purpose of Form 700 and gave a demonstration on how to complete Form 700 and answered questions.

REPORTS:

13. **Presidents Report:** None.
14. **Director Reports / Committee Reports:** None.
15. **Pool Manager's Report / Friends of the Pool Committee Report:** None.
16. **District Manager's Report:** Willie reported on the following items:
 - Reminder January 25th 10-12 Harassment prevention training webinar.
 - As of December 1st billing, we began taking credit and debit payments in the office, over the phone and online through Jet Pay. There is a \$2.00 processing fee that goes directly to Jet Pay. Our billing also changed from the postcard to 8 ½' x 11' statements that give more information.
 - Started engineering work on the water side to have our meter routes mapped to help with our efficiency while reading meters. Pace is using County Parcel Mapping and the

information from our billing system. Eventually, the field workers will be able to electronically pull up a map to locate mains and valves. This will help us make changes to the routes to make them more efficient until we switch over to radio reads.

- Keith has received his Grade 1 Wastewater Certification and is now certified to work the plant by himself. Now everyone has their wastewater certification and are now responsible for the plant while on-call.
- If we pay off the District vehicles now we would save around \$2,000.00 in interest. Need to review the loan contract to see if we can pay off in full without receiving a penalty. We have enough cash in our account to pay them off but are looking into transferring our depreciation into our reserves accounts at the county and that is our priority. If we have enough funds in the account after transferring the depreciations funds then we will look at paying off the fleet loan.

17. **Adjourn to Closed Session:** The Board went into closed session at 8:47.
Closed Session Per Section 54956.9(a) Conference with Legal Counsel – Existing Litigation
Title: Sibert v Burney Water District
18. **Adjourn to Closed Session pursuant to Government Code Section 54957.6 – Conference with Labor Negotiators.**
Agency Negotiators: Willie Rodriguez, Britta Rogers and Fred Ryness.
Employee Organization: Burney Classified Employees Association (BCEA) & Laborers Local 185.
19. **Reconvene Open Session and Announce Any Reportable Actions Taken in Closed Session:** Meeting was Reconvened at 8:56 p.m., there were no reportable actions taken.
20. **Review Future Agenda Items and Summarize Board Direction:** Fiscal Year 2018/2019 Budget Revisions, CSDA Trainings.
21. **Adjournment:** Director Songer made a motion for adjournment. Director Rogers seconded the motion. The meeting was adjourned at 8:57 p.m.

AYES: HAMLIN, ROGERS, SONGER.
ABSENT: BORKEY, RYNESS.

CARRIED



CHAIRPERSON



BOARD SECRETARY