



REGULAR MINUTES

Wednesday, January 9, 2019
ACTION MINUTES

1. **CALL TO ORDER:** The meeting was called to order by Vice-Chairman Raymond at 5:30 p.m.

2. **ROLL CALL:**

Director Rosce Raymond

Director Anita Ebbinghausen

Director Patrick Henry

Director Richard Miller

Candi Bingham, General Manager – Via Phone

Gisele Wurzbarger, Board Clerk

ABSENT: Director Mark Etter

3. **PLEDGE OF ALLEGIANCE:** Chairman Miller led the Pledge of Allegiance.

4. **AGENDA:**

Motion by Board Member Henry, seconded by Chairman Miller, and carried by a 4 to 0 vote (Board Member Etter absent) to approve the Regular Agenda dated January 9, 2019 as provided.

Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond

NOES: None

ABSTAIN: None

ABSENT: Etter

5. **PUBLIC COMMENT FOR MATTERS NOT ON THE AGENDA:**

Karla Christenson, was present to ask several customer account related matters for various customers. General Manager Bingham addressed each of the items to the satisfaction of Karla Christenson.

6. **MINUTES: Discussion / Approval.**

A. November 14, 2018 Regular Meeting.

Motion by Chairman Miller, seconded by Board Member Ebbinghausen, and carried by a 4 to 0 vote (Board Member Etter absent) to approve the Minutes dated November 14, 2018 as amended.

Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond

NOES: None

ABSTAIN: None

ABSENT: Etter

7. CONSENT ITEMS:

- a. Monthly Financial Statements - Period Ending November 30 and December 21, 2018.
- b. Expenditure Report - Submitted Check Approval through November 30 and December 21, 2018.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

Motion by Vice-Chairman Raymond, seconded by Chairman Miller, and carried by a 4 to 0 vote (Board Member Etter absent) to approve the Consent Items - Period Ending November 30 and December 21, 2018. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

8. MONTHLY OPERATIONS REPORT: Discussion. Any matter requiring action will be placed on an upcoming agenda for consideration.

A. Monthly Operations Report.

The report included updates from AWA staff, construction, wastewater and water – no report was submitted.

December Water Production/Sold Information:

Well 2 - 499,100 gallons	Total Produced – 961,518 gallons
Well 3R - 435,100 gallons	Total Sold – 452,960 gallons
Well 6R - 27,318 gallons	Total Lost - 53%

General Manager Bingham explained 535 was misleading as there are 7 days of additional production counted. When looking at total water production for the year over what was sold for the year the unaccounted loss comes in at 30%.

September Wastewater Production:

Influent flow: 1,191,000 gallons Effluent 583,100 gallons

General Manager Bingham stated she would speak to the Amador Water Agency regarding the big difference in the Water Production Total Loss percentage number - total lost was 53%.

B. Monthly General Manager Report.

The Monthly General Manager Report included updates from the General Manager – see report for complete details.

General Manager Bingham reported she would be at the office January 21 through January 24.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

9. BOARD MATTERS: Discussion / Action / Direction to Staff.

- a. **Resignation Board Clerk Wurzburger. Discussion Only.**

Board Clerk Wurzburger submitted her letter of resignation effective after the completion of the January 9 Minutes because she will be moving out to the area.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

The Board requested Board Clerk Wurzburger to provide a job description to assist a new Board Clerk during this transition. It was noted that a new Board Clerk would possibly be required to take a class on public meeting procedures.

Board Member Ebbinghausen inquired if there was a possibility that Board Clerk Wurzburger would consider working remotely like General Manager Bingham was currently performing. It was noted that if the Board approves changing the Board Meeting date to the third Wednesday of each calendar month it was the week General Manager Bingham works at the District Office. Board Clerk Wurzburger stated she would consider that option.

Motion by Board Member Henry, seconded by Vice-Chairman Raymond, and carried by a 4 to 0 vote (Board Member Etter absent) to directed staff to draft a contract approving remote employment with Gisele Wurzburger as the Board Clerk be place an item for on the next agenda for discussion and consideration. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

b. Change Board Meetings to Third Wednesday of each Month. Discussion/Action.

General Manager Bingham at a previous meeting the Board of Directors discussed the the possibility of changing the date and time of the Board meetings to the third Wednesday of the calendar month and the time to 6:00 p.m. Board Matter 9c is the Resolution being submitted for consideration and action.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

c. Resolution 2018-15 Changing Board Meeting Date. Discussion/Action.

Board Clerk Wurzburger noted for the record this resolution needed to be amended to Resolution 2019-01.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

Motion by Board Member Henry, seconded by Board Member Ebbinghausen, and carried by a 4 to 0 vote (Board Member Etter absent) to Adopt Resolution 2019-01 Changing Board Meeting Date and Time to the “Third Wednesday of each calendar month at six (6:00) o’clock p.m. as amended. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

d. Adoption of Ordinance 2018-01 Amendment of Bylaws, Rule and Procedures by Second Reading. Discussion/Action.

Board Clerk Wurzburger reported Ordinance 2018-01 Amendment of Bylaws, Rule and Procedures will be effective 30 days after adoption and noted the Ordinance should be amended to February 7, 2019.

Chairman Miller opened the public hearing. Hearing no comments from the public, Chairman Miller closed the public hearing.

Motion by Vice-Chairman Raymond, seconded by Board Member Ebbinghausen, and carried by a 4 to 0 vote (Board Member Etter absent) to Adopt Ordinance 2018-01 Amendment of Bylaws, Rule and Procedures by Second Reading t. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

e. Adoption of Ordinance 2018-02 Amending of Standby Fee Ordinance by Second Reading. Discussion/Action.

Board Clerk Wurzburger reported Ordinance 2018-02 Amending of Standby Fee will be effective 30 days after adoption and noted the Ordinance should be amended to February 7, 2019.

Chairman Miller opened the public hearing. Hearing no comments from the public, Chairman Miller closed the public hearing.

Motion by Vice-Chairman Raymond, seconded by Chairman Miller, and carried by a 4 to 0 vote (Board Member Etter absent) to Adopt Ordinance 2018-02 Amending of Standby Fee Ordinance. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None
ABSENT: Etter

f. Chlorine Injection Pump Well 2/3R Purchase. Discussion/Action.

General Manager Bingham provided an email from Joel Mottishaw regarding the purchase of the Chlorine Injection Pump Well 2/3R in the amount of \$4,357.79.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

Motion by Board Member Henry, seconded by Board Member Ebbinghausen, and carried by a 4 to 0 vote (Board Member Etter absent) to approve the purchase of the Chlorine Injection Pump Well 2/3R in the amount of \$4,357.79. Motion passed by the following vote:

AYES: Ebbinghausen, Henry, Miller, Raymond
NOES: None
ABSTAIN: None

ABSENT: Etter

g. Monitoring Wells Update. Discussion/Action.

General Manager Bingham reported this item was discussed under the General Manager's Report Item 4.

No action taken.

h. Approve \$2,500 Graveling Access Road to Horseshoe Lift Station. Discussion/Action.

General Manager Bingham reported this item was discussed under the General Manager's Report Item 3.

Chairman Miller opened the public discussion. Hearing no comments from the public, Chairman Miller closed the public discussion.

After considerable discussion amongst the Board, staff was directed to contact other propane companies to get estimates to fill the Horseshoe Lift Station propane tank with the current road conditions. This item was continued to the February 20 meeting.

10. BOARD OF DIRECTORS COMMENTS/REPORTS: Discussion Only.

A. Capital Improvements and general repairs necessary at the District. Continued Item.

No action taken – continued to the February 20 meeting.

11. COMMITTEE COMMENTS/REPORTS: Continued Item.

- a. Solar Panel Committee. Discussion/Possible Action.
- b. Water Rights Committee. Discussion/Possible Action.

No action taken – continued to the February 20 meeting.

12. FUTURE AGENDA TOPICS:

- a. Contract approving remote employment with Gisele Wurzburger as the Board Clerk.
- b. Graveling Access Road to Horseshoe Lift Station/Propane Proposals.
- c. Monitoring Wells Update.

13. ADJOURNMENT: The meeting adjourned at 6:51 p.m.

Respectively submitted,
Gisele Wurzburger, Board Clerk