

**HYDESVILLE COUNTY WATER DISTRICT
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS
MINUTES**

December 12, 2023 at 6 pm

**Location: Hydesville County Water District
3455 Hwy 36, Hydesville, CA 95547
707-768-3000**

CALL TO ORDER

The meeting was called to order: Randall Stone at 6:03 pm. Directors present: Randall Stone, Russell Holmgren, Bill Christen. On the phone: Dave Jackson. Director's Staff present: Megan Lowe Austin Evans

Public Comment

None

1. Consent Agenda

2.1 Approve Board minutes of November 14, 2023

2.2 Approve Payment of Bills December

USA Bluebook invoices that were on the US Bank card are the invoices for the chlorine pump parts because they did not put it on our account, they sent invoices through emails. IRS tax payment is for payroll. Clyde's Towing is for a lock out on the service truck.

MOTION WAS MADE (Dave Jackson, Russ Holmgren) to approve the consent agenda/bills.
MOTION CARRIED (4, 0)

3. Old Business

3.1 Ordinance 48

2nd Reading for changing the new system service amount from \$2000 to \$2500. No calls or concerns from anyone in the community.

MOTION WAS MADE (Bill Christen, Russ Holmgren) to approve Ordinance 48.
MOTION CARRIED (4, 0)

3.2 Ordinance 49

2nd Reading for adding a tamper fee to anyone that touches and or damages our property. The first offense will be \$300, and after that it will be \$750 for 3 years.

MOTION WAS MADE (Russ Holmgren, Bill Christen) to approve Ordinance 49.
MOTION CARRIED (4, 0)

3.3 Grant Update

Had a meeting last week, starting to work out contracts with contractors themselves. Went over prices for certain projects to see amounts and if we need to send them out for our bidding process or not. Talked about capping the test well to turn it into a production well. Waiting for the budget to be

approved for now but transferring the funds from future sections of the project to get started now. Hopefully will have the new contract and updated schedule by next month. Location for test well has not been set, want to do pot holing which was one of the main reasons for price checks for contractors so that we can get this process started as soon as possible.

3.4 Tank Divers

Inland Potable Services will be here in Jan or Feb to do our tank cleaning and inspection. The total proposal is \$3,150. This is for our large tanks. Replaced locks on top as they were corroded. The green tank will probably need to be repainted in the next year or two, interior and exterior will both be done.

3.5 Hydrant Update

Meeting on Friday with Ryan and Greg, to go visit 4 hydrants that will be updated. Start work on Dec 27-29 for the hydrant at the school since it will be closed for winter break. Then continue with the others until all have been completed.

3.6 Truck

Want to look into repairing the truck, however A-1 Radiator is closing, and we will need to find a new avenue to get it repaired. Randall will try and reach out to Bobby Hawkins to see if there is anything that he may be able to do. We are required to go through a smog referee and get the proper paperwork for parts and repairs. Truck is losing power quite rapidly, and also truck is starting to have some transmission issues. May need to look into having it flushed.

3.7 Audit 21-22

Only question from Randall was about Capital assets, land not being depreciated. The cost bases for the building that has depreciated. More than likely the well site, it's the building had depreciated and that's what the book value is now as opposed to a market value. Land doesn't depreciate just the building.

MOTION WAS MADE (Dave Jackson, Russ Holmgren) to approve the consent agenda/bills.
MOTION CARRIED (4, 0)

4. New Business

4.1 Doxo Account

Megan was reached out to by a representative from Doxo to see about switching from paper checks to automatic deposit. We cannot stop payments from them as we have not signed up with them, the payments are from the customer's bill pay system that uses Doxo as their 3rd party payment system. The representative sent over a form to fill out if we wish to switch. Only concern from Megan was how they would reference the account that the payment was for, with the direct deposit. With the paper checks the account is printed in the memo line.

4.2 6273 Rohnerville Parcel/Address Assignment

County cannot give us any direction on where to go. They don't see a problem with any of it, but it is a LAFCO issue. We have made several attempts to try to reach out to LAFCO to get any answers but have been unsuccessful. Since they are in our sphere of influence there should not be a problem

from the county, and the meter will be in our district. May need to go to Arcata the LAFCO office to get some answers. The county did give us a new parcel number and address, as the parcel is now finally split. Austin will check to make sure that there is no well on the property anymore.

5. **County Planning Dept Project Referrals** – Vote to approve applications received to date.

None to Report

6. **High Bill Adjustments-** Vote to approve applications received to date:

6.1 Account #017700

6.2 Account #010800

MOTION WAS MADE (Bill Christen, Riss Holmgren) to approve High Bill Adjustment
MOTION CARRIED (4,0)

7. **Secretary's Report**

Sent out 29 Shut-off notices this month, had 13 door hangers for shut off tomorrow. Billed out \$56,362 for Oct-Nov, our lowest month so far. We have 28 people who are on auto pay, and several of the new folks that have moved out here have asked for the portal to set the auto pay up.

We have a new sonic detection guy out here, that can detect not only leaks underground but can locate the pipes as well. So, if folks are curious of where their lines are he can find them with this new machine.

Looked into readjusting the budget at the beginning of next year, have better numbers to go off of. May be able to look into getting more projects completed this year than we thought. Also needing to break down more of the budget into better more specific categories, as everything is very broad and not helpful.

Currently 3 meters are still shut off for non-payment. Still waiting for a few back flow tests to come in, have sent out another reminder and door hangers making them aware of water being shut off if not done by December 18th.

Had to reach out to the owner of account/property, whose tenant has been shut off since July. There is a lock on the gate that we have the combo too, but the number was changed, so Austin was unable to get into the property to get meter read. The property owner said we can do whatever is necessary to get into the property to get the meter read. After Austin cut the lock, found out that the tenant had turned water back on himself, turned it back off and locked it off. Let the owner know what the account standing was in, and that it would fall on him since he is the property owner.

Account 027000, he was on a payment plan, failed to keep up with it. Now has been behind again and only makes payments when he gets a shut off. Want to make payments past then time frames of shut offs. The board is leaving it up to our discretion of what and how we want to take care of these situations. There was no limit for what amount we shut off, if there is any amount due, we can shut it off if it is past due.

Megan read the Elections oath to Dave, Randall, and Bill. They signed the paperwork and Megan signed as the reading officer. Will get paperwork sent in after the Board members sign their oath sheets.

8. **Manager's Report**

Completed meter reads, a few leaks notated. Water daily average 73,386 gallons/day is our lowest month.

Christmas lights are up and all fixed, had some bulbs were missing. Need to get a new ladder for Austin, board agreed that a new one is needed. Also need to look into the ordering part for all if the hydrant replacements, and new lids for the meter boxes.

County encroachment permit paperwork has been filled out and sent off to the office for the annual yearly permit.

The Wahlund contract has been signed by Ryan and Austin, as we have the hydrant project in the books to start at the beginning of next year. Ron Peterson will be sending over insurance proof of verification for us to have on file.

9. **Board Member Comments**

10. **Items for Future Agenda**

11. **Adjournment**

MOTION WAS MADE (Ron Olsen, Russ Holmgren) to adjourn the meeting at 7:37 p.m.
MOTION CARRIED (4,0)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Megan Lowe', written in a cursive style.

Megan Lowe/Board Secretary