

AGENDA

WASHINGTON COUNTY WATER DISTRICT

Regular Meeting

May 18, 2017

5:30 P.M. – 7:30 P.M.

At The Fire House

Please Note: In compliance with the Federal “Americans with Disabilities Act”, any person who requires special accommodations in order to attend or participate in the meeting, please contact 265-4323 - prior to the meeting.

PRESENT: ANN STARK, DON PETTIS, WALT AHRENS, KASS KOZLOSKI

ABSENT: TERESA MORRISON,

APPROVAL OF THE AGENDA

APPROVAL OF THE MINUTES FROM REGULAR MEETING – APRIL 20, 2017

Water Agency Meeting: OPENED AT 5:15

I. Monthly Reports

A. Finance Coordinator Report and Approval of Warrants (Directors) – READ, APPROVED AND SIGNED

Requests for Warrants WCWD

Date	Vendor	Amount	Description
4.25.17	AT&T	75.00	530 265-0580 816 3
2.16.17	C&D Contractors, Inc.	2,522.90	Inv 17003-1 Emergency flooding
5.9.17	Cranmer Engineering	33.00	Inv 166206 Drinking Water QT
5.9.17	Cranmer Engineering	56.00	Inv 166207 Drinking Water Test
4.25.17	Hills Flat Lumber	32.22	Repair & Maintenance
5.8.17	Hughesnet	8.00	June Internet Service
5.17.17	Jessica Price	955.59	April-May Prof Svces & \$55.59 postage/stamps
5.3.17	PG&E	150.00	Utilities 6097898469-2 Maybert
5.3.17	PG&E	12.00	Utilities 6127729064-1 15406 Wash Rd
4.24.17	Riebes	35.62	Repair & Maintenance
5.4.17	Rose Water System Mgnt	2,310.00	April Professional Services

3.13.17	USABlueBook	88.95	Inv 203525 Hach Free Chlorine Test
	Total	6,279.28	
	Payroll Approval WCWD		
Date	Vendor	Amount	Description
5.3.17	Robert Kelley	407.96	Payroll 4/16-4/30/17
5.3.17	Sara Rowland	336.15	Payroll 4/16-4/30/17
	Total	744.11	
	Fire Department Request for Warrants		
Date	Vendor	Amount	Description
4.25.17	AT&T	90.00	530 265 4720
5.3.17	PG&E	150.00	4972894369-4
	Total	240.00	
	GRAND TOTAL ALL CHECKS	7,263.39	

B. Director's Announcements (Directors)

C. System Operations Report: (P. Rose) – NO SIGNIFICANT ISSUES, OPERATIONS ARE SMOOTH, OIT- PROGRAM IS DOING WELL – SARA IS GOING TO A CLASS THIS WEEK AND GETS TESTED ON SATURDAY – PAUL EXPECTS HER TO PASS SO IS STEP TOWARDS GETTING A LOCAL LICENSED OPERATOR, NOT IN TOUCH WITH THE OTHER GAL (SSI) WHO WILL ALSO BE DOING A TEST AND COULD BE A BACKUP TO SARA.

MAYBERT LINE CONTRACTOR IS ONSITE AND BEGINNING TO WORK – IS PREPARING THE 18 AREAS OF ACCESS, SO WORK IS IN PROGRESS – THE TANK WILL HAVE TO BE DROPPED OUT OF SERVICE ONE EVENING MID WEEK AND THE TOWN WILL BE RUN OFF THE FILTERS DIRECTLY TO DO SOME MAINTENANCE WORK SO TANK WONT NEED TO BE DISCONNECTED IN THE FUTURE ALSO SOME LEVEL EQUIPMENT – MAY TAKE A FEW DAYS TO RECOVER. DOUG SUGGESTS THE WEEK AFTER MEMORIAL DAY.

ALL – MENTION THAT COMPLAINTS ABOUT THE SYSTEM ARE WAY WAY DOWN, ITS BECAUSE OF HOW PAUL AND HIS TEAM WORK WITH THE PUBLIC

II. Old business: for information, discussion and possible motion.

A. Meter Report (D. Askew) – ALL LOOKS GOOD – EXCEPT FOR LEAK ON RELIEF HILL NEAR CROWLEY – NEEDS TO BE FIXED – ITS AN OLD CLAMP THAT HAS FAILED – ITS ON THE MAIN LINE NOT ON A SERVICE – PAUL WILL WORK WITH SARA OR BRAD TO GET IT FIXED, MAYBE HAVE THEM BOTH DO IT TOGETHER SO SARA CAN LEARN – BOB HELM MAY HAVE A SMALL LEAK (WHERE PHILLIP LIVES) OR ELSE HIS IRRIGATION IS ON THE WAY UP – MAKE AN ANNOUNCEMENT THAT THERE IS NO LONGER A DROUGHT SITUATION. **POST A NO DROUGHT ANNOUNCEMENT**

B. Updates on meetings with state agencies about grant opportunities (K. Burdick) – MET WITH CRWA SPENT THE DAY NEED AN MHI. THE BOARD WILL TRY TO TALK TO PEOPLE TO GET HIGHER RESPONSE RATE (MAY DO TOWN COUNCIL MTG, AUXILIARY, ETC.). THEY WERE ENTHUSIASTIC. **ARE THE MHI FORMS ANONYMOUS? KT WILL TALK TO CRWA TO GET MORE DETAILS ABOUT HOW ITS DONE?** BOARD WILL STRATEGIZE HOW TO GET HIGHER COMPLIANCE. FROM ENGINEERING PERSPECTIVE – PAUL WENT OVER DISTRICT SYSTEM

AND THEN DID A SITE VISIT (INTAKE STRUCTURE, DAM STRUCTURE, NEW ROOF ON PLANT, GENERATOR, 2ND STORAGE TANK ON SAME PROPERTY, RECOATING OF OLD TANK, AS WELL AS SOME SCADA COMPONENTS/PIPES TO ADD MORE CAPACITY AT PLANT IF NOT FUNDED BY PROP 84). THEY WERE SUPPORTIVE, WILL DO THE MHI THEN SUBMIT OUR PIECES TO SWRCB FOR FUNDING, MORE TO COME ONCE KT GETS DETAIL ON THE MHI STRATEGY

REIMBURSE DISTRICT FOR FLOODING COSTS – SARA IS WORKING WITH PAUL TO GET US FUNDED – APPLICATION IS IN TO GET FUNDS REIMBURSED

NC LOCAL HAZARD MITIGATION PLAN – DOUG WORKING ON IT FOR FIRE DIST., PAUL IS WORKING ON IT FOR WATER TREATMENT (ITS FOR FEMA) – FOR FUTURE OES/FEMA FUNDS. EVEN IF WE CAN'T MITIGATE AT LEAST IT IS IDENTIFIED. WE SHOULD GET A 75% REIMBURSEMENT FOR PAUL BEING ON THE PROJECT/HAZARD MITIGATION PLAN.

- C. 2016/17 budget revisions and 2017/18 budget (K. Burdick) – ANN MAKES MOTION WALT SECONDS, DITTO, BOTH ADOPTED

Draft 2016/17 WCWD Budget	2016-2017	Actual +/-	2017-2018	WCWD	Fire
Ordinary Income/Expense					
Income					
Revenue					
Water Sales	72,000	72,000	72,000	72,000	
Proposition 172 for WF&R	4,200	4,200	4,200		4,200
Current Unsecured Taxes	525	525	525	525	
Current Secured Taxes	26,100	26,737	26,737	26,100	
Other/Prop 84 IG	2,000	12,940	13,000	2,000	
Donations	0	0	0	0	
Taxes	0	0	0		
Interest Income	550	848	848	550	
Revenue/truck/Work Comp Refund		2,975			
Total Revenue	105,375	120,225	117,310	101,175	4,200
Expense					
Payroll Expenses					
Salaries and Wages					
Salary & Wages	15,000	21,040	22,000	15,000	
Total Salaries and Wages	15,000	21,040		15,000	
Payroll Taxes	2,000	4,200	4,200	2,000	
Other Payroll Expenses					
Worker's Compensation	4,480	2,972	5,254	2,200	2,280
Total Payroll Expenses	21,480	28,212	31,454	19,200	2,280
Automobile Expense	4,000	4,000	4,000	3,700	300
County of Nevada Accounting Fees	600	550	600	500	100
Computer and Internet Expenses	1,550	810	1,300	1,190	360
Insurance Expense	0				
General Liability Insurance	8,200	8,200	8,200	8,200	
Fire Department Insurance	3,732	3,732	3,732		3,732
Interest Expense (USDA loan)	4,032	4,032	4,032	4,032	
Office Supplies	700	300	300	650	50
Postage and Delivery	700	600	700	675	25
Professional Fees	0				
Auditor	5,500	2,300	2,300	4,500	1,000
Legal	500	0	500	500	
Operations Manager	25,000	32,710	27,500	25,000	
Bookkeeper	12,200	13,260	13,260	12,000	200
Repairs and Maintenance	8,000	13,600	8,000	8,000	
Permits and Licenses	2,600	2,000	2,500	2,600	
Telephone Expense	1,800	1,800	1,800	900	900
Training	260	260	500		260
Utilities	1,800	1,900	1,900	300	1,500
Total Expense	102,654	118,266	112,578	91,947	10,707
Net Ordinary Income	2,721	1,959	4,732	9,228	-6,507
USDA loan payment	1,672	1,672	1,672	1,672	
Income Less Cash Flow	1,049	287	3,060	7,556	-6,507

5.17.17 sent to Katie adj internet & revenue wc

III. New Business: for information, discussion and possible motion.

A. Discussion of Employee Handbook/Policies and Procedures for Water District Employees PAUL – RECENTLY GOT FEEDBACK FROM COUNTY THAT HERE ARE SOME CLAUSES THAT NEED TO BE ADDED – SO PAUL AD I WILL REVISE ONCE THE HANDBOOK IS DONE THEN ADD TO POLICIES AND PROCEDURES SO THAT THEY ARE CONSISTENT – ADOPT DRAFT AS WRITTEN, IT WILL BE REVIEWED BY COUNTY COUNCIL IF ANY CHANGES ARE SUGGESTED THEN WE’LL BRING IT BACK. DON MOTIONS, WALT SECOND ALL APPROVE. JESSICA – RE: INSURANCE COVERAGE FOR BOARD OF EMPLOYEE BEHAVIOR (CHECK LIABILITY CLAUSE FOR INDIVIDUAL BOARD MEMBERS IF STAFF/EMPLOYEES CAUSE PROBLEMS). KT AND PAUL TO GET DONE BY NEXT MEETING. CAN GIVE TO EMPLOYEES THE NEXT DAY.

B. Discussion of accounts where service has been shut-off. NO NEW SHUTOFFS. SEVERAL HOMEOWNERS HAVE TURNED OFF THEIR SERVICE FOR MAINTENANCE ACTIVITIES. STILL 4 THAT ARE LOCKED. LIENS DISCUSSION – KT TO CALL ALISON TO ASK ABOUT PROCESS OF PUTTING LIEN ON. ADD NOTICE ABOUT WATER HEATERS AND WATER SHUT OFF IF NOT ON THE CURRENT SHUT OFF NOTICE.

IV. Correspondence NONE

V. Close of the Water District Meeting CLOSE OF MEETING AT 5:50

Fire Department Meeting

I. Monthly Fire Chief’s Report: Department Representative DOUG – PRESENTS: ONE CALL/TRANSPORTED, NO UPDATE ON MTG BUT WILL DO NEXT TIME

II. Update on Training/Supplies (L. Kurpies)

DISCUSSION OF HAZARDS THAT DOUG HAS BROUGHT TO THE ATTENTION OF LOCAL HAZARD MITIGATION- ROAD HAZARDS, FLOOD HAZARDS AND MORE IMPORTANTLY FIRE HAZARDS. ALSO, DOUG TALKED ABOUT SIREN SYSTEM BEING PUT UPRIVER FOR WARNING SYSTEM IN CASE OF FLOOD, WILDFIRE OR OTHER CATASTROPHE

L. KURPIES SAYS THAT FIREFIGHTERS ARE CHUGGING ALONG ON WILDLAND TRAINING, GETTING YARD CLEANED UP AND READY FOR CHICKEN BBQ THIS SUMMER

III. Report on Action Items from Previous Agenda

Closure of the Fire District Meeting

A. STARK MOVES TO CLOSE MEETING- ALL APPROVE

General Public Comment NONE

General Public Comment time (not related to existing agenda items) allowed on subjects relating to the water agency and/or Fire Department, total elapsed time **15 minutes, 3 minutes per individual speaker.**