

MIDWAY HEIGHTS COUNTY WATER DISTRICT

Regular Board Meeting Minutes

November 19, 2020 @ 7:00 P.M.

Note: Pursuant to the Governor's Executive Order N-29-20, and given the state of emergency regarding the threat of COVID-19, the meeting was held via webinar.

I. CALL TO ORDER

With a quorum present, President Craig Stone called the meeting to order at 7:07 pm.

II. ROLL CALL

DIRECTORS PRESENT: Craig Stone
Donald Rushton
David Wiltsee

DIRECTORS ABSENT: Tracy Langlands
Vacant position

OTHERS PRESENT: Jason Tiffany, General Manager-Secretary to the Board

MEMBERS OF THE PUBLIC: Jim Mehl.
Richard Goodwin
Pauline Nevins
Tina Leahy
Other member of public via Zoom

III. REVIEW AND APPROVAL OF MINUTES

M/S David Wiltsee/Craig Stone moved to approve the minutes from the October 8, 2020 Special Meeting and the October 15, 2020 Regular.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
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Passed Unanimously: Yes

IV. PUBLIC FORUM - NONE

V. GENERAL BUSINESS

A. CONSENT CALENDAR

1. GENERAL MANAGER'S REPORT

The District conducted a Water System COVID-19 Financial Impacts Survey with the State Water Resources Control Board. Before COVID-19, the District had virtually no outstanding accounts receivable at the start of each new billing cycle.

At the start of the last billing cycle, the District had 57 outstanding accounts totaling about \$14,692.90. The General Manger explained that six customers make up \$4,000 of the balance and that they are the usual suspects for the last 10 years.

M/S Craig Stone/David Wiltsee moved to approve the report.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

B. DISCUSSION AND ACTION RE: VIRTUAL EVENT CODE OF CONDUCT

The Board, staff and the public discussed the policy, and it was general well received. Director Willtsee stated that he would continue to develop the policy.

The Board took no formal action.

C. DISCUSSION AND ACTION RE: REPORT AND RECOMMENDATION OF AD-HOC COMMITTEE REGARDING GENERAL MANAGER'S COMPENSATION AND BENEFITS. THE BOARD MAY ACT ON THE RECOMMENDATIONS

Director Rushton provide an overview of the Ad-hoc committee recommendation of the General Managers compensation and provide a spreadsheet as the finding of the committee. The committee had recommended a 3% COLA and a 2% increase to the salary. The Board disused the item and took input from the public. The General Manager stated that the District had a policy on COLA and that per policy the COLA was 1.7% this year. The General Manger stated he did not ask the committee to consider increasing his base pay and felt that the pay scale that should be review was that of the Water Utility Worker position.

The Board took no formal action.

D. DISCUSSION AND ACTION RE: EXPENDITURE OF GRANT FUNDS FROM PCWA FOR GIS EQUIPMENT AND SOFTWARE

The Board and staff discussed the item and took public comment.

M/S Craig Stone/David Wiltsee moved to approve the expenditure of the \$10,900 grant funds.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

E. DISCUSSION AND ACTION RE: AWARDING OF CONTRACT TO DIVE, INSPECT, CLEANOUT AND PERFORM EPOXY COATING REPAIRS TO THE DISTRICT'S THREE TREATED WATER TANKS.

During the October 15, 2020 meeting the Board awarded a contract to Pittsburg Tower and Tank to dive and clean the District's three treated tanks. When sent over the insurance risk transfer paperwork and the prevailing wage information, Pittsburg Tower and Tank resubmitted a bid that went from \$3,555 to \$11,860.

The General Manger requested that the Board award the cleaning contract to the next lowest bidder from the three companies that submitted bids before the October 15, 2020 Board meeting. The next lowest bid was from Inland Potable Services for \$4,193 and repair rate of \$470 per hour for a couple of hours.

M/S Donald Rushton/ David Wiltsee to award the contract Inland Potable Services for \$4,193 and repair rate of \$470 per hour for a couple of hours.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye 3 Nay Absent 1 Abstain

Passed Unanimously: Yes

F. DISCUSSION AND ACTION RE: DISCUSSION AND ACTION RE: EXECUTING A "COMMITMENT TO EXCELLENCE" WITH THE DISTRICT'S INSURANCE PROVIDER, THE ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY

The District's insurance provider, The Association of California Water Agencies Joint Powers Insurance Authority, has a new grant program. As part of the process to apply for a grant the District needs to execute a "Commitment to Excellence" certificate. The certificate is attached.

M/S Craig Stone/David Wiltsee moved to approve signing the certificate.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>

Board Totals Aye 3 Nay Absent 2 Abstain

Passed Unanimously: Yes

VI. FINANCIAL.

A. REVIEW & REAFFIRMATION OF STATEMENT OF INVESTMENT POLICY

The policy needs further updating before it can be approved.

B. TREASURER'S REPORT- APPROVAL OF ACCOUNT TRANSFERS AND BILLS PAID

Discussion and review of the Fund Summary, Checking Account Reconciliation, and Check Register showing the balances of all the District's funds and bills paid for the month of October 2020.

M/S Craig Stone/ David Wiltsee moved to accept the report.

Craig Stone	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Tracy Langlands	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Donald Rushton	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
David Wiltsee	Aye	<input checked="" type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input type="checkbox"/>	Abstain	<input type="checkbox"/>
Vacant	Aye	<input type="checkbox"/>	Nay	<input type="checkbox"/>	Absent	<input checked="" type="checkbox"/>	Abstain	<input type="checkbox"/>
Board Totals	Aye	<input type="text" value="3"/>	Nay	<input type="text" value=""/>	Absent	<input type="text" value="2"/>	Abstain	<input type="text" value=""/>
Passed Unanimously:	Yes	<input checked="" type="checkbox"/>						

VII. BOARD/STAFF GENERAL DISCUSSION AND CALENDAR REVIEW

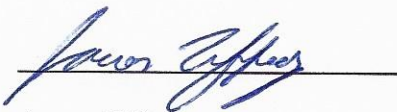
Director Stone moved that the Board adjourn to the regular March 2021 meeting for a holiday break and out of COVID concerns. The motion failed for lack of a second.

VIII. ADJOURNMENT

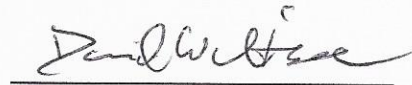
President Stone adjourned the meeting at 9:05 PM.

Respectfully Submitted,

Approved,



Jason Tiffany
Secretary to the Board
Midway Heights County Water District



David Wiltsee
President of the Board

Dated: 12-17-2020

Midway Heights County Water District
All Attachments, Ordinances, Resolutions, Policies, etc. are on file with Midway Heights County Water District.
Copies are available upon request.