

TIPTON COMMUNITY SERVICES DISTRICT

BOARD MEETING MINUTES

April 1, 2020

Due to COVID-19 this meeting was held via Teleconference call.

1. Call meeting to Order: Vice-President Cardoza called the meeting to order at 6:00 p.m.
2. Roll Call: A Quorum was established with verbal affirmation; Directors Cardoza, McKay, Jackson, Stover and Mendonsa were present at the meeting; also, Johnny Price, Maintenance Supervisor, Carol Vaught, Interim Board Clerk, Dennis Keller, Consulting Civil Engineer, Pat Sullivan, Legal Advisor. Visitor present: Steve Hunt Sr.
3. Public Comment: None at this time.
4. Complaints: None at this time.
5. Correspondence: None at this time.
6. Minutes of the Regular Meeting of March 4, 2020 to be considered for approval: The Board Members reviewed the minutes of the meeting and found them to be in order. Director McKay made a motion to accept the minutes, as presented. Director Stover seconded the motion. The motion carried.
7. Reorganize Board of Directors of T.C.S.D. :
 - Vice President Doug Cardoza stepped down as the acting President and Legal Advisor Pat Sullivan assisted with the process of reorganizing the board.
 - A. The nominations for President opened:
Director Mc Kay nominated Director Cardoza for President. Director Stover seconded the nomination. There being no further nominations for President, the nominations for President were closed. The vote was unanimous for Director Cardoza to be the President of the Board.
 - B. The nominations for Vice President was then opened:
Director Cardoza nominated Director Stover for Vice President. Director Mc Kay seconded the nomination. There being no further nominations for Vice President, the nominations for Vice President were closed. The vote was unanimous for Director Stover to serve as Vice President.
 - C. The nominations for Treasurer were opened:
Director Stover nominated Director Mc Kay for Treasurer. Director Jackson seconded the nomination. There being no further nominations for Treasurer, the nominations for Treasurer were closed. The vote was unanimous for Director Mc Kay to serve as Treasurer of the Board.
 - D. A motion was made by Director Cardoza to appoint Carol Vaught as Clerk and ex Officio Secretary of the Board. Director Stover seconded the motion. The motion carried.
8. COVID 19 District Actions:
 - Due to the unexpected nature of COVID-19 District staff took the recommendations of Legal Advisor Pat Sullivan with the approval of Acting President Cardoza.
 - A. Notification on the door explaining the current Districts temporary changes.

- B. Limited public access to the staff workplace.
- C. Payment alternatives; Customers utilizing the door slot, mail in, using money order, checks or credit card payment service.
- D. Director Jackson made a motion to keep these actions in place during the COVID-19 pandemic. Director Stover seconded the motion. The motion carried.

9. Well No. 5 update:

- A. Engineer Keller reviewed with the board that there are 2 power sources each within useable distance for Well No.5 they have different voltage, both are adequate to run the pump. Mr. Keller will have available at the next meeting different pump options, based on the power output, electrical usage and price.

10. Tipton Medical Clinic:

- A. The refund amount was reviewed, Engineer Keller inferred to additional charges the current Clerk was not aware of and will supply the additional information to the office for adjustment.
- B. Customer had also requested the Bill for the previous Office/Trailer be adjusted and as per the previous agreement.
- C. Director Stover motioned the Deposit refund be granted with the new amount and the Office/Trailer account be closed and adjusted. Director Jackson seconded the motion. The Motion carried

11. Water Quality Test Results:

Engineer Dennis Keller presented to the Board recent water quality test results on Well No. 2 and Well No. 4. No action required at this time informational only.

12. Corrective Action Reporting – Compliance Order:

Director Stover made the motion that District Engineer Dennis Keller staff complete the Compliance order No. 03_012_19R_12 preparation and submittal of Quarterly Reports along with District Corrective Action Plan. Director Mc Kay seconded the motion. The motion carried.

13. Interim Procedures – Payment of Bills and Payroll:

The Board was presented information about Executive order N-33-20, or a successor Executive and/or Legislative order. The Board discussed if in an Emergency situation such as C.O.V.I.D.-19 and the Board was unable to meet that Two Board of Directors after review of Bills are authorized to sign Checks paying Bills and Payroll. Director Mc Kay made the motion that if an Emergency situation arose and the Board was unable to meet, that Two available Board of Directors review district obligations, sign Bill and Payroll Checks without additional Board approval. Director Stover seconded the motion. The motion carried.

14. Employee Consultant Coverage Letter:

After discussion it was decided that Mr. Keller would supply a copy of the letter that his staff uses for Mr. Price and Mrs. Vaught. Stating that they are authorized to conduct and oversee essential critical infrastructure work and activities. Director Mc Kay motioned that the letter be drafted. Director Stover seconded the motion. The motion carried.

15. Supervisor's Monthly Report: Mr. Price spoke with the Board in regards to possibly changing the placement of the manhole for the current sewer project due to possible flooding, it was decided not to change placement.

- 16 Secretary/Clerk Report: Mrs. Vaught has no additional items other than what was on the agenda to discuss.
- 17 Revenue Report: Mrs. Vaught reviewed the revenue sources and reported that the District was able to meet its current expenses.
- 18 Process Bills for Payment: Director Cardoza asked the Board if they had questions about any bills. There were no questions; Director Mc Kay made a motion to pay the bills. Director Stover seconded the motion. The motion carried.
- 19 Delinquent Accounts and Extension Requests and Customer Adjustments: Mrs. Vaught presented the Board with the delinquent accounts. After discussion Director McKay motioned that while the C.O.V.I.D-19 Executive orders are in place the District will not shut off any services in addition partial payments would be accepted. Director Stover seconded the motion. The motion carried
- 20 Adjournment: There being no further business, Director McKay made a motion to adjourn the meeting. Director Stover seconded the motion, and the motion carried. The time was 6:44 p.m.

Carol Vaught – Secretary/Clerk of the Board

Doug Cardoza – President of the Board