

# TIPTON COMMUNITY SERVICES DISTRICT

## BOARD MEETING MINUTES

February 5, 2020

1. Call meeting to Order: Vice-President Cardoza called the meeting to order at 6:00 p.m.
2. Established a Quorum: Directors, Cardoza, McKay, Jackson, and, Stover were present at the meeting; also, Johnny Price, Maintenance Supervisor, Steve Hunt Sr., Clerk of the Board, Carol Vaught; clerk, Dennis Keller, Consulting Civil Engineer, and Pat Sullivan, Legal Advisor. Visitors present: Glenn Callahan, Morning Star Ventures, Harlan Westbrook, consultant and Margarito Cercas and Carlos Cercas: local property owners.
3. Public Comment: District property owners Carlos and Margarita Cercas requested information in regards to the disposition of Well Site #3 and if the District had plans to dispose of the property. It was explained by Mr. Keller and Mr. Sullivan that there were several legal steps that would be needed and it could be added to the March agenda.
4. Complaints: None.
5. Correspondence:
  - A. Mr. Hunt gave the Board members information on Tulare County Sponsored Special Districts training that is available with reservation.
  - B. Glenn Callahan with Morning Star and Harlan Westbrook, consultant, were in attendance to request an extension to an agreement that the Board had made with Mr. Frank Schott for the property Well #5 sits on. The agreement has expired; however, they were requesting an extension based on the difficulty in getting permits passed and other regulatory factors. Attorney Sullivan requested that they secure an Assignment from Mr. Schott stating the property in question was part of their purchase agreement prior to the Board making a decision.
6. Minutes of the Regular Meetings of January 5, 2020 and January 15, 2020 to be considered for approval: The Board Members reviewed the minutes of the meeting and found them to be in order. Director Stover made a motion to accept the minutes as presented. Director McKay seconded the motion. The motion carried.
7. In the Matter of Readopting the District's Statement of Investment Policy: Attorney Sullivan discussed with the Board the current policy for the investment of the District's funds, outlining that guidelines set by the Government Code. The District policy is set by Resolution and he had prepared a draft of Resolution No. 2019-2020-03 for the Board to consider adopting and authorizing the Vice-President to execute, re-establishing the policy for next year. Director Stover made a motion to adopt the Resolution and for Vice-President Cardoza to sign the Resolution. Director McKay seconded the motion. The motion carried.
8. Amending of Water Ordinances: The Board reviewed changes to the amended Water Ordinances as mandated by the State of California and presented by Attorney Sullivan. After discussion, Director Stover made the motion to adopt the recent changes. Director McKay seconded the motion, Motion carried.
9. Well #5 update: Mr. Keller stated that the Edison application would be ready as soon as we could confirm the voltage from the source. The correct pump and equipment could be ordered contingent on the voltage. Motion was made by Director McKay, seconded by Director Stover to approve the equipment order. The motion carried.

10. Test Well #6:  
Mr. Keller stated that the CEQA application package documents had been submitted, the bid documents were being prepared.
11. Wastewater Flow Measurement:  
Mr. Keller discussed the options in relation to the State of California requested flow measurement device and cost alternatives. It was decided to place the meter in a manhole on the influent side with a cost estimate of \$87,000. In doing so the Board agreed to a budget modification to accommodate the cost. Motion was made by Director Jackson, Second by Director McKay, all in favor.
12. Supervisor's Monthly Report:
  - A. Mr. Price advised the Board that the fence on Well Site #5 is complete, along with the gravel bed as previously approved.
  - B. Meter testing company wants to know if we are interested in Electronic meters for Well # 2 & #4 It was decided we would purchase one for Well #4 and recalibrate the meter at Well #2.
  - C. Mr. Price has received a request for a Cross Connect Control survey; one was completed in 2017 and will send the current report to the California State Water Resources Control Board Division of Drinking Water.
13. Secretary/Clerk Report: Mr. Hunt advised the Board he had no additional items to discuss.
14. Revenue Report: Mr. Hunt reviewed the revenue sources and reported that the District was able to meet its current expenses.
15. Process Bills for Payment: Director Cardoza asked the Board if they had questions about any bills. There were no questions; Director McKay made a motion to pay the bills. Director Stover seconded the motion. The motion carried.
16. Delinquent Accounts and Extension Requests and Customer Adjustments: Mr. Hunt reported there was one request for payment extension, Director Stover made the motion to grant the extension, Director Jackson seconded the motion. The motion carried. Mr. Hunt then presented the list of delinquent accounts. Director Stover made a motion to proceed with the normal process to shut off the delinquent accounts. Director Jackson seconded the motion. The motion carried. Mr. Hunt advised the Board of the account adjustments. Director Stover made a motion to approve the adjustments, as presented. Director Jackson seconded the motion. The motion carried.
17. 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 8:04 p.m.

Steven Hunt Sr. – Secretary/Clerk of the Board

---

Doug Cardoza – Vice-President of the Board