

TIPTON COMMUNITY SERVICES DISTRICT

BOARD MEETING MINUTES

January 07, 2020

1. Call meeting to Order: President Vaught called the meeting to order at 7:00 p.m.
2. Established a Quorum: Directors Vaught, McKay, Jackson, and, Stover were present at the meeting; also, Johnny Price, Maintenance Supervisor, Steve Hunt Sr., Clerk of the Board, Dennis Keller, Consulting Civil Engineer, and Pat Sullivan, Legal Advisor.
3. Public Comment: None.
4. Complaints: None.
5. Correspondence: None.
6. Minutes of the Regular Meeting of December 3, 2019 and December 10, 2019 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. Staff will review a request to move the Board Meeting Night. Staff presented a request to move the meeting night to the first Wednesday of the month at 6:00 pm. After discussion, Director Stover made a motion to move the meeting night from the first Tuesday night of the month to the first Wednesday night of the month at 6:00 pm. Director Jackson seconded the motion. The motion carried.
8. Well No. 5: Engineer Keller reviewed with the Board where the District stands with the process of installing a pump in Well No. 5. Engineer Keller said they didn't know what the voltage is that would be available to this site. He has two estimates for the new pump. One for a 240 volt service and a second for a 480 volt service. Belnap has quoted the 240 volt service at \$42,258.00 and the 480 volt service at \$38,466.00. After a short discussion Director McKay made a motion to place an order with Belnap to install an electrical panel and a new pump at Well No. 5. Director Stover seconded the motion. The motion carried. Engineer Keller then stated that the District has installed decomposed granite on the road and the area around the well casing. The District now needs to install fencing, gates and have a service pole with a backboard set. The fence should be a seven foot fence with razor wire on the top. Engineer Keller said the Board can give Mr. Price authority to proceed with the fence installation including a sixteen foot gate and a four foot walkin gate and to have a service pole installed. Director Stover made a motion for Mr. Price to proceed with the installation of the fence, gate and the service pole. Director Jackson seconded the motion. The motion carried.
9. Well No. 6: Engineer Keller said that in a couple of days, the CEQA filing should be complete. Engineer Keller said that the State had given permission to use the District Office property for a well site. He will request a permit to drill the test well west of the Office building. Director McKay made a motion for Engineer Keller to proceed with the process to develop Bid documents for the drilling of a test well on the Office property. Director Stover seconded the motion. The motion carried.

10. Budget Adjustments: Engineer Keller presented adjustments to the current Water Budget due to changes ordered by for the Board of Directors. The following are the budget adjustments:
 1. \$9,100.00 moved to Office Expenses cover additional postage expenses.
 2. \$62,000.00 moved to Professional & Specialized Expenses.
 3. \$80,000.00 moved to Well No. 6 to cover the test well and sampling.Director Jackson made a motion for Attorney Sullivan to draft a Resolution to move the monies to the accounts as proposed. Director McKay seconded the motion. The motion carried.
11. Supervisor's Monthly Report: Mr. Price advised the Board that the banks on the Wastewater Treatment Plant ponds were washing down and it would be helpful if he could get decomposed granite to protect them. They become slick and hard to drive on during the rainy season. Director McKay made a motion for Mr. Price to have the decomposed granite delivered to the Wastewater Treatment Facility. Director Stover seconded the motion. The motion carried. Engineer Keller then advised the Board that he had been researching the options for the flow meter the State wanted installed at the Wastewater Treatment Facility. It appears that the process they had decided on will not work and the other options were to 1. install a manhole on Berry Road, 2. install a vault at the Wastewater Treatment Facility, 3. or a meter going out of the pond. Engineer Keller will advise the Board at the next meeting what option would be best.
12. Secretary/Clerk Report: Mr. Hunt advised the Board he had no additional items to discuss.
13. Revenue Report: Mr. Hunt reviewed the revenue sources and reported that the District was able to meet its current expenses.
14. Process Bills for Payment: Director Vaught asked the Board if they had any questions about any bills. There were no questions, so Director Stover made a motion to pay the bills. Director Jackson seconded the motion. The motion carried.
15. Delinquent Accounts and Extensions Requests and Customer Adjustments: Mr. Hunt reported there was no request for payment extension. 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 McKay seconded the motion. The motion carried. Mr. Hunt advised the Board of the account adjustments. Director McKay made a motion to approve the adjustments, as presented. Director Stover seconded the motion. The motion carried. There was no involuntary abandonment account due for action. At the next meeting the Board will take action on Luis H. Gutierrez at 160 So. Adams Rd. who is four months delinquent and has been shut off. Mr. Gutierrez has been served with the Notice of Intent to Abandon Capacity Rights.
16. Adjournment: There being no further business, Director McKay made a motion to adjourn the meeting. Director Jackson seconded the motion, and the motion carried. The time was 7:55 p.m.

Steven Hunt Sr. – Secretary/Clerk of the Board

Carol Vaught – President of the Board