

TIPTON COMMUNITY SERVICES DISTRICT

BOARD MEETING MINUTES

July 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, Board Secretary/Clerk, Dennis Keller, Consulting Civil Engineer, Pat Sullivan, Legal Advisor. Visitors present: Steve Hunt Sr. and G. Leon Perryman.
3. Public Comment: None at this time.
4. Complaints: Secretary/Clerk Vaught, stated the District office had received several calls concerning the air in the water lines.
5. Correspondence: The District has received the Biannual Review of Conflict of Interest from Tulare County Board of Supervisors Office. Legal Advisor Sullivan will assist the District in the review and update due in October.
6. Minutes of the Regular Meeting of June 3, 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. Appointment to fill Vacant Directors Position:
Two Candidates were present to fill the vacant Director position, these being Mr. Hunt and Mr. Perryman: Director McKay nominated Mr. Hunt. Director Stover nominated Mr. Perryman. Director Mendonsa seconded the nomination for Mr. Perryman. There was no second for Mr. Hunt. The motion carried for Mr. Perryman to fill the vacant Directors seat.
8. 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 nomination process for President opened:
Director Stover nominated Director Cardoza for President. Director Mendonsa 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.

The nomination process for Vice-President was then opened:

Director McKay nominated Director Stover for Vice-President. Director Mendonsa 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.
 - B. The nomination process for Treasurer was then opened:

Director Cardoza nominated Director Mc Kay for Treasurer. Director Stover 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.

- C. A motion was made by Director Stover to appoint Carol Vaught as Clerk and ex-Officio Secretary of the Board. Director Mendonsa seconded the motion. The motion carried.
9. COVID 19 District Actions:
- A. The District office will continue current building access protocols.
 - B. The District will begin sending out monthly letters to late paying customers as a reminder of how to make payment and explain that the District is not going to be able to excuse unpaid accounts.
10. Well No. 5 update:
Engineer Keller reviewed with the Board that the Well No. 5 project is going well, most items have been complete, the electrical panel and meter installation that will be done in July, 2020. The discharge and blow-off will face the north away from the gate entrance. Additional concrete work to be completed and conduit installed for power. One additional conduit will be installed for future provisions. Sothern California Edison will be contacted for hookup when all electrical needs are complete and the permit has been signed off by the County.
11. Well No. 6 update: Bid documents are currently being accepted. The District is waiting for State of California approval to proceed. Director Stover made a motion that when the District has the approval, Engineer Keller schedule the Bid opening. Director McKay seconded the motion. The motion carried.
12. STP Utilities Project: Engineer Keller reviewed with the District that the plans have been drawn up for the sewer metering project and the water line extension to the treatment plant. It will be installed on the consumption side of the process with approval from the State of California, as an entrance meter. The Plans have been submitted for review by Mr. Price.
13. Water Quality Test Results:
- A. Engineer Dennis Keller presented to the Board recent water quality test results from Well No. 2 and Well No. 4. No action required at this time. Informational only.
 - B. It was noted that the Nitrates had dropped on Well No. 2 to within standards, but testing will need to continue.
 - C. Maintenance Manager Price referenced several actions the District has taken to minimize the air in the lines. Lining the well casing has been completed and removing additional air from the pressure tank was noted. Water is being pumped from below the current casing perforations and is the most likely the cause. The addition of Well No. 5 may assist by increasing the amount of water in the system, decreasing the burden on Well No. 4 during summer peak usage.
14. Board Review of District Banking: After discussion, it was requested that Secretary/Clerk Vaught gather information from a selection of banking institutions located closer to the District.
15. Employee Salary Negotiations: Mrs. Vaught presented her request to the Board for the 2020-2021 year and the 2021-2022 year. Mrs. Vaught requested a 3% increase each year for the next two years. Director Stover made the motion to grant the request. Director McKay seconded the motion. The motion carried.
16. Supervisor's Monthly Report:
- A. Mr. Price reviewed that Well No. 5 is making good progress toward completion.

- B. Mr. Price made the Board aware that in less than two years he would be retiring as Maintenance Supervisor. The position will require a person with a Grade II Waste Water Treatment Certification and Grade 2 Water Distribution Certificate. The candidate will need training for the position.
17. Secretary/Clerk Report: Mrs. Vaught had no additional items other than what was discussed on the Agenda.
 18. Revenue Report: Mrs. Vaught reviewed the revenue sources and reported that the District was able to meet its current expenses.
 19. Process Bills for Payment: President 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 Mendonsa seconded the motion. The motion carried.
 20. Delinquent Accounts and Extension Requests and Customer Adjustments: Mrs. Vaught presented the Board with the delinquent accounts. As the District is adhering to California States C.O.V.I.D-19 Executive Orders, the District will not shut off any services at this time, but the District will send out reminders of past due amounts.
 21. Adjournment: There being no further business, Director McKay made a motion to adjourn the meeting. Director Mendonsa seconded the motion and the motion carried. The time was 6:51 p.m.

Carol Vaught– Secretary/Clerk of the Board

Doug Cardoza – President