

TIPTON COMMUNITY SERVICES DISTRICT

BOARD MEETING MINUTES

June 3, 2020

Due to C.O.V.I.D.-19 this meeting was held via Teleconference call.

1. Call meeting to Order: 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, Stover and Mendonsa were present at the meeting; also, Johnny Price, Maintenance Supervisor, Carol Vaught, Board Clerk, Dennis Keller, Consulting Civil Engineer and Pat Sullivan Legal Consultant. Visitors: Steve Hunt, Sr.
3. Public Comment: None at this time.
4. Complaints: None at this time.
5. Correspondence: The District received signature cards from Suncrest Bank to be signed by the Board members to update who is authorized to sign on the accounts. The Board members stated they would visit the District office to update the information needed.
6. Minutes of the Regular Meeting of May 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. All votes were conducted by roll call and were unanimous, unless otherwise noted.
7. C.O.V.I.D. -19 District Actions: District Staff gave an update on ongoing COVID-19 actions. Mrs. Vaught requested clarification on when the office would open. After discussion it was decided that the District will wait one more month until the State of California cleared all businesses to be open. The Board will also decide later in the month to if the next July 1, 2020, meeting will be in person or via teleconference.
8. Notice of Vacancy:
 - A. The District was informed Board Member Bobby Jackson had moved out of the District and will no longer be available to continue Board duties. Director Stover made the motion to accept the vacancy of Mr. Jackson, Director McKay seconded the motion. The motion carried.
 - B. Director Stover made the motion that the District post a Notice of Vacancy to be signed by President Cardoza, Director McKay seconded the motion. The motion carried.
9. Well No. 5:
 - A. Engineer Keller updated the Board indicating that the concrete pump base had been poured. Travoli Construction has tapped the main water line. Some additional items have been ordered and should arrive next week. The electrical contractor will be laying the conduit, So. Ca. Edison will then pull the line to complete the electrical service. The District secretary completed contracts and paid the deposit mid-month per previously approved motions. A blow off valve will be installed to flush the lines in preparation for District use.
 - B. Engineer Keller requested two of the contractor's invoices be considered for payment this month although late arriving. Director Mendonsa motioned that the invoice for Belknap Pump Co. and Travioli Construction be issued payment in the May cycle. Director Stover seconded the motion. The motion carried.

10. Well No. 6: Engineer Keller has the Bid documents prepared for Well No. 6. The proposed placement is West of Well No.1. Planning will proceed if the District receives positive test results for the new location. After Board discussion, Director Stover motioned the Bid deadline would be July 6, 10:00 A.M. and a Special Board meeting would be held July 6:00 P.M. to decide the contract recipient. Director Mendonsa seconded the motion. The motion carried.
11. STP Utilities Project:
Engineer Keller updated the Directors that, although scheduled with the utilities on the day Wm. Lyles Co. came to measure depth there was a delay by Southern California Gas. Since then the needed information has been gathered and plans should be available for approval at the July meeting.
12. Water Quality Test Results: Engineer Keller presented to the Board the recent water quality test results for Well No. 2 and Well No. 4. No action required at this time information only
13. Supervisor's Monthly Report:
 - A. Mr. Price made the Board aware of a new program the Central Valley Regional Water Quality Control Board is implementing program in regard to Salts and Nitrates coming from Sewer Plant discharge systems. TCSD is in the Nitrate Control program areas and will be required to supply CVRWQCB a Pathway approach plan due May 2021.
 - B. Mr. Price stated everything else is positive.
14. Secretary/Clerk Report:
 - A. Mrs. Vaught asked if a resolution was needed for the "Even Number Board of Directors Election" to be held this year. Director Stover motioned that the District file the appropriate paper work to participate in the upcoming election. Director McKay seconded the motion. The motion carried.
15. Revenue Report: Mrs. Vaught reviewed the revenue sources and reported that the District was able to meet its current expenses.
16. Process Bills for Payment: Director Cardoza asked the Board if they had questions about any bills. There were no questions; Director Stover made a motion to pay the bills. Director McKay seconded the motion. The motion carried.
17. Delinquent Accounts and Extension Requests and Customer Adjustments: Mrs. Vaught presented the Board with the delinquent accounts and suggested sending out letters reminding customers the bills would need to be brought current at the end of the pandemic. 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 and in addition, partial payments would be accepted. Director Stover seconded the motion. The motion carried
18. 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 6:45 p.m.

Carol Vaught – Secretary / Clerk of the Board

Doug Cardoza – President of the Board