

TIPTON COMMUNITY SERVICES DISTRICT
BOARD MEETING MINUTES

May 6, 2020

Due to C.O.V.I.D.-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, Stover and Mendonsa were present at the meeting; also, Johnny Price, Maintenance Supervisor, Carol Vaught, Board Clerk, Dennis Keller, Consulting Civil Engineer.
Visitors: Steve Hunt Sr. and Mrs. Aguilar.
3. Public Comment: Mrs. Aguilar requested information in regard to her property that is adjacent to a previously abandoned road right-of-way by the County of Tulare, the property is in the public domain and underground utilities installed belonging to the District for community use. Mr. Keller assisted in explaining to Mrs. Aguilar the possible drawbacks of building over buried utilities and the reasonable distance to access. If requested, Maintenance Supervisor Johnny Price will be available to mark the area so Mrs. Aguilar will know where the District Utilities are located.
4. Complaints: None at this time.
5. Correspondence: The District received notification from the Tulare County Registrar of Voters, with the Election Timetable, Candidate Filing Notice, Incumbent list, and a sample Resolution Specifying the Election Order.
6. Minutes of the Regular Meeting of April 1, 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.
8. Well No. 5:

Engineer Keller updated the Directors that the Rule #16 from S.C.E. giving instructions had been received. The District will be using the available 480 volt power and has placed the order for all the items needed and they can be installed as soon as power can be brought to the site and construction completed. Director Stover motioned that the District continue with the advised 480 volt power source and related installation process, Director McKay seconded the motion. The motion carried.
9. Well No. 6:

Engineer Keller has the Bid documents prepared for Well No. 6 along with the CEQA exemption. Director McKay motioned that the District adopt the Exemption pursuant to the District's adopted CEQA Guidelines to drill test Well No. 6. Director Stover seconded the motion. Motion carried.
10. Corrective Action Reporting – Compliance Order:

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

11. STP Utilities Project:

Engineer Keller updated the Directors indicating that, as the plans have been drawn up for the STP project, it was discovered that two gas pipelines and a fiber optic cable will need to be crossed. It is requested that Wm. Lyles Co. research the exact location depths so the correct grade can be determined. Director Stover made the motion that Wm. Lyles be utilized to determine the correct information. Director McKay seconded the motion. The motion carried.

12. Supervisor's Monthly Report:

- A. Mr. Price conveyed a request from South Tulare County Memorial District for a 3 month exemption from watering rules. The Board discussed the concern that, by increasing the water use, it would be putting more of a burden on Well No. 4 and increasing the use of Well No. 2, It was determined by the Board that, the District will request the customer abide by the current District Conservation Measures.
- B. Mr. Price expressed concern that the payroll system has had errors in capturing or dispersing Personal time correctly and that it be moved to the Vacation tab. President Cardoza made the motion that Legal adviser Sullivan make the adjustments in the Employee Handbook to treat the time as Vacation rather than Personal. Director Stover seconded the motion. The motion carried.
- C. Mr. Price requested information from Mr. Keller about a pacing unit for Chlorine on Well No. 5.

13. Secretary/Clerk Report:

- A. Mrs. Vaught spoke with the Board about how the retirement payments have been processed in the past and that she will be moving them to the payroll tab in the accounting program.
- B. Mrs. Vaught conveyed the concern of one resident as to the late fees being charged by the District. The Board verified that the District will continue charging current late fees.
- C. Mrs. Vaught will be researching ways to safely dispose of old records, with the exception on any permanent records. It was suggested that she contact Marla Borges for advice.

14. Revenue Report: Mrs. Vaught 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 Mc Kay made a motion to pay the bills. Director Stover seconded the motion. The motion carried.

16. 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 and in addition, partial payments would be accepted. Director Stover 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 6:50 p.m.

Carol Vaught – Secretary / Clerk of the Board

Doug Cardoza – President of the Board