

TIPTON COMMUNITY SERVICES DISTRICT

BOARD MEETING MINUTES

August 5, 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, Mendonsa and Perryman 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: Mr. Thandi and Mr. Steve Hunt, Sr.
3. Public Comment: None at this time.
4. Complaints: None at this time.
5. Correspondence: Any business related items added to the agenda as needed.
6. Minutes of the Regular Meeting of July 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. Mr. Thandi, Valley Fuel: Mr. Thandi expressed concern about the air in the water lines and the effect on some of the equipment at his store. Consulting Engineer Keller addressed the concern, explained that, due to the water level in Well No. 4, the water creates a falling effect below ground causing air to be added to the water that is pumped and, as it settles, larger pockets of air are created causing the inconsistent flow of water. The District is addressing these challenges by adding Well No. 5 as soon as possible and has initiated steps to construct Well No. 6.
8. C.O.V.I.D. -19 District Actions: District Staff gave an update on ongoing COVID-19 actions. The District received Wastewater Impact Survey, Mr. Keller assisted with the completion, bringing up the fact that extra protections may need taken for Mr. Price and his family due to effluent to exposure at the Wastewater treatment plant and that C.O.V.I.D.-19 has been detected in non-treated sewage in other like facilities.
9. Well No. 5
 - A. Engineer Keller updated the Board indicating that additional concrete had been poured for the pad for the chlorine storage buildings and pump access. Southern California Edison was scheduled to be here August 11-12 to connect electrical service. Mr. Price will begin the cleaning process and the well must pass two bacteriological tests and results filed with California State Water Control Board before being used.
10. Well No. 6: Engineer Keller reported that the District has received the environmental approval to proceed and will be updating the prevailing wage and will post to open the Bid process.
11. STP Utilities Project:

Engineer Keller reported that they have the design complete. Johnny is to review for any additional needs and the matter should be ready for the September Board meeting.
12. Water Quality Test Results: Engineer Keller is waiting for recent results from the Lab.

No action required at this time, information only.
13. The Board to review Banking: After discussion and because of C.O.V.I.D. 19, the District will delay making any adjustments at this time.

14. The Board to Review Audit Contract: After review of the proposed contract and discussion, Director Stover motioned that the District accept the terms and conditions as presented by M. Green and Co. LLC. Director Perryman seconded the motion. The motion carried.
15. Supervisor's Monthly Report:
- A. Mr. Price made the Board aware of an incident with the District service truck and the bumper of a parked vehicle. All appropriate reports have been filed and the insurance company has been contacted.
 - B. Mr. Price made the Board aware that the District had a positive Bac-T test result. A retest has been completed with favorable results. The test will be repeated next month.
16. Secretary/Clerk Report:
- A. Mrs. Vaught addressed the Board about using Bob Patel with Visalia Net in developing the District's website as he has developed other Special District websites. After discussion, Director Mendonsa made the motion to utilize the services of Mr. Patel accepting the 599.00 charge to create and manage the monthly maintenance for the District. Director Stover seconded the motion. The motion carried.
 - B. Mrs. Vaught requested approval to hire an Office Assistant to cover time off and Vacations in her absence. The candidate in question is related to Mrs. Vaught with a great deal of cash handling experience. After discussion, Director Stover motioned that the District hire Mrs. Hollingshed for up to 16 hours a week for training and utilized as needed. Director Perryman seconded the motion. The motion carried.
 - C. Mrs. Vaught made the Board aware that there may be a rebate available for the Well No. 5 pump and electrical equipment through So. California Edison Co, Mr. Price has collected the information requested.
 - D. The District is continuing to work with AT&T to lower the monthly bills that have expired discounts.
17. Revenue Report: Mrs. Vaught reviewed the revenue sources and reported that the District was able to meet its obligations
18. 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.
19. Delinquent Accounts and Extension Requests and Customer Adjustments: Mrs. Vaught presented the Board with the delinquent accounts and updated amount owed the District, she shared a letter approved by Mr. Sullivan to send as reminders to customers. 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. In addition, partial payments would be accepted and the letters could be sent out to delinquent account holders. Director Stover seconded the motion. The motion carried
20. 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