

TIPTON COMMUNITY SERVICES DISTRICT
BOARD MEETING MINUTES
October 7, 2020

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

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, Pat Sullivan, Legal Consultant and temporary office staff 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 September 2, 2020 to be considered for approval: The Board Members reviewed the minutes of the previous meeting. Mrs. Vaught stated that corrections were needed as the September notes were not yet complete when it became necessary for her to take time off and some of the information was from the previous month. As suggested by Legal Counsel Sullivan, the draft minutes will be amended by Mrs. Vaught and be presented at the November 4, 2020 meeting for approval.
7. Office Staffing:
 - A. Due to the unexpected nature of C.O.V.I.D.-19, Office Manager Carol Vaught was quarantined for 15 days via County of Tulare Health and Human Services C.O.V.I.D.-19 guidelines. On September 21, 2020 Mrs. Vaught contacted Legal Counsel Sullivan making him aware that a member of her household was diagnosed positive on September 18, 2020, that she would be tested the following day, and would not return to the office until results were known. Mrs. Vaught suggested Mr. Hunt be contacted to fill in. Counsel Sullivan contacted President Cardoza to determine District actions. It was decided that Mr. Steve Hunt Sr., retired office manager, would fill in until Mrs. Vaught could return at the agreed wage of \$25.00 an hour. Director McKay made the motion to ratify the actions taken by Doug Cardoza on behalf of the District in hiring Steve Hunt Sr. to relieve Carol Vaught. Director Perryman seconded the motion. The motion carried.
 - B. Mrs. Vaught requested permission to return to work from the Board. After discussion, Director Perryman made the motion that Mrs. Vaught be able to return to work the next day. Director Stover seconded the motion. The motion carried.
8. C.O.V.I.D. -19 District Actions: The Board determined to continue C.O.V.I.D.-19 actions previously established.
9. Well No. 5: Mr. Price reported that the chlorinator on Well No. 5 has been replaced with an automated chlorinator. The chlorine levels would not regulate properly using the manual adjusted unit.
Informational only no action required.
10. Well No. 6:
 - A. Engineer Keller reported that the District has received all approvals for Test Well No. 6 and is able to advertise for bids.
No action, information only.

11. STP Utilities Project:

A. Engineer Keller reported that the easement description will need to be adjusted placing both the STP and water line in the same project for the easement. When documents are available, Mr. Price will deliver the information to the property owner for signature.

No action, informational only. .

12. Water Quality Test Results:

A. Engineer Keller presented to the Board the recent water quality test results for Well No. 2. Nitrates have fallen to an acceptable level of 7.60 which is below the Maximum Contaminant Level (MCL). The District will continue to notify customers per State Water Resources Control Board request. For Well No. 4, the Arsenic level is currently at 5.60. The District will continue to monitor. Well No. 5 meets compliance levels. Nitrates continue to be well below the MCL.

13. Fiscal Year 2020-2021 Budgets:

A. Engineer Keller presented the Fiscal Year 2021-2022 budgets to the Board. The overages for the prior Fiscal Year were presented.

Director Stover motioned to accept the Fiscal Year Water Utility and Sewer Utility 2020-2021 budgets as presented in the form of a Resolution. Director Perryman seconded the motion. The motion carried.

B. Director McKay proposed adoption of Resolution revising budgets to balance. Director Stover seconded the motion. The motion carried.

14. Supervisor's Monthly Report:

A. Mr. Price made the Board aware that the Lower Tule River Irrigation District was able to complete the gravel and grading project at the sewer plant.

B. Mr. Price requested, due to having difficulty in hiring an assistant, the District adjust the pay schedule for Extra Help to be on the same schedule as regular employees, rather than waiting until the next Board meeting to be paid. Director Mendonca made the motion that the pay schedule be adjusted. Director Perryman seconded the motion. The motion carried.

15. Secretary/Clerk Report: Mrs. Vaught had no additional items that had not been addressed.

16. Revenue Report: Mr. Hunt reviewed the revenue sources and reported that the District was able to pay the bills being presented for payment.

17. Process Bills for Payment: Director Cardoza asked the Board if they had questions about any bills. There were no questions; Director Perryman made a motion to pay the bills. Director McKay seconded the motion. The motion carried.

18. Delinquent Accounts, Extension Requests and Customer Adjustments: Mr. Hunt presented the Board with the delinquent accounts and updated amounts owed the District. The District will continue with the current C.O.V.I.D-19 procedures.

19. 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 6:47 p.m.

Carol Vaught – Secretary / Clerk of the Board

Doug Cardoza – President of the Board

