**CALIFORNIA VALLEY COMMUNITY SERVICE DISTRICT**

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**MINUTES**

**OF A REGULAR BOARD OF DIRECTORS MEETING**

HELD ON

TUESDAY, AUGUST 2, 2022 @10:00 AM

**BOARD OF DIRECTORS AND STAFF**

RUTH LEGASPI, PRESIDENT GENERAL MANAGER

PIPER WILSON, VICE PRESIDENT KARINA SANCHEZ

STEPHEN MCVICAR, DIRECTOR

ROBERTA PETERSEN, DIRECTOR

NANCY GLOWSKI, DIRECTOR

NOTE**:** ALL COMMENTS CONCERNING AGENDA ITEMS ARE TO BE DIRECTED TO THE BOARD PRESIDENT.

ALL persons desiring to speak on agenda items during public comment or prior to a closed session are asked to fill out a board appearance request form to submit to the Secretary of the Board prior to discussion of the agenda item. Each individual speaker is limited to a maximum of (3) minutes during the Consent Agenda, Public Hearing, Board Business, and prior to closed session.

**1. CALL TO ORDER-** 10:03 AM

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL-** ALL PRESENT

**4. PUBLIC AGENCY REPORTS/UPDATES-** Cal Fire station 42 regular workers are deployed to current fires in California. Their replacement reported 10 calls for the month of July. 8 Med aids and 2 fires. No sheriff present at this meeting.

**5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

THIS IS THE TIME SET ASIDE FOR THE PUBLIC TO ADDRESS THE BOARD ON ITEMS OTHER THAN THOSE SCHEDULED ON THE AGENDA. EACH PERSON IS ASKED TO FILL OUR A “BOARD APPEARANCE REQUEST FORM” TO SUBMIT TO THE SECRETARY OF THE BOARD PRIOR TO DISCUSSION OF THE ITEM. EACH INDIVIDUAL IS LIMITED TO A THREE- MINUTE PRESENTATION.

-No public comment.

**6. CONSENT AGENDA**

THE FOLLOWING ITEMS ARE CONSIDERED ROUTINE AND NON-CONTROVERSIAL BY STAFF AND MAY BE APPROVED BY ONE MOTION IF NO MEMBER OF THE BOARD WISHES AN ITEM REMOVED. IF DISCUSSION IS DESIRED, THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY. QUESTIONS MAY BE ASKED FOR CLARIFICATION SEPARATELY. QUESTIONS MAY BE ASKED FOR CLARIFICATION MADE BY THE BOARD. THE RECOMMENDATION FOR EACH ITEM IS NOTED IN BRACKETS.

ROUTINE ITEMS:

APPROVAL OF JULY 1, 2022, WARRANTS

APPROVAL OF JULY 5, 2022, MEETING MINUTES

APPROVAL OF JULY 15, 2022, WARRANTS

APPROVAL OF JULY 18, 2022, WARRANTS

JUNE 16-31 PAYROLL SUMMARY

JULY 1-15 PAYROLL SUMMARY

ACCOUNT BALANCES

GENERAL MANAGERS REPORT-Carrie York. Office assistant reads out loud GM report. GM submits the following written report.

**Roads**

The Grader is back with us after replacement on a new engine, and the road crew has started on work orders approved by the board. There is a really small leak believed to be coming from the transmission oil pump located by the differential. Quinn wants us to keep an eye on it and let them know when the grader has hit the first 50 hrs. for a check-up due to the fact that metal was found in their last oil sample. After the first 50 hrs. they will send someone out to check the leak and take an oil sample. All other road vehicles/ equipment is doing ok. However, the John Deere is one that needs to be replaced due to emissions. Agenda Item # 10 will explain an option for the district as far as replacing it. I received the county assessors report last month and turned in road charges and delinquent trash APNs to the county at the end of July. For the road fund there were 7237 parcels that were charged. APNs included county road parcels that abut to our district roads. The grand total we should be receiving is $220,169.40. FEMA has not responded to CALOES latest request concerning Belmont Trl. FEMA has until the end of August to respond.

**SWCD**

Delinquent APNs were also submitted with road charges last month. 108 parcels were on the delinquent list for a grand total of $19,856.00. Last month our trash truck was inoperable due to Gibbs International Truck Center telling us that maintenance was needed before the engine hydro blocked. The problem with the truck was that the coolant was escaping at a fast pace, and we did not see any visible leaks. The board decided to keep the maintenance in house, so our employees worked on replacing EGR coolers and valve, and pressurized the system after being filled to capacity with coolant. However, the coolant is still leaking from somewhere. Employees will continue to work on this vehicle while using it to continue trash pick-up. I have submitted the USDA grant application and had an on-site project meeting with USDA. They came, took pictures, asked questions, and left to do their side of the application. Our truck has arrived in California and is having its compactor put together. We should be hearing from Affinity Truck Center in Paso by the end of this month.

**Finances**

Account balances have been turned in in the consent agenda. In the LAIF account summary you can see that a transfer of $185,000.00, approved by the board, was made into to the SWCD account on 7/12/2022. This transfer was needed to cover SWCD expenses such as the new trash truck, San Miguel Garbage Co, and parts needed for maintenance on the trash truck. Reimbursement for the purchase of the new printer and laptop has been received. They cover the whole cost of the purchases that came out to $2620.61.

**Meetings**

For the month of July, the district did not have any meetings outside of its regular board meeting. However, we did have a policy meeting on the 1st of August to cover the manual needed by the district when dealing with state and federal funding. Carrie will cover this item on the agenda when we get to it today. I did have a meeting with a Coopers tank maintenance inspector last month about the conditions of our tanks labeled out of order. The outcome of this meeting will be discussed when we cover item number 8 of the agenda.

**Other**

Verizon came out to install dash cameras and GPS trackers. One camera came out defective so they will be out again to replace it. I have also taken training on the devices and look forward to have more eyes on the driving habits, and maintenance of the vehicles.

ROAD MAINTENANCE AND ROAD WORK ORDERS- No new work orders.

BOARD/COMMITTEE REPORTS- President Legaspi gives oral report and submits written report on policy meeting conducted August 1, 2022. More to follow next regular board meeting. Vice President Wilson also gives oral report of this meeting. No written report was given.

-no public comment of consent agenda.

-President Legaspi motions to accept consent agenda as is. Director McVicar seconds. Roll call vote to accept consent agenda as is- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries.

**OLD BUSINESS:**

7.) DISCUSSION AND MOTION ON HAVING A SPRING CLEAN UP DAY FOR CALIFORNIA VALLEY RESIDENTS- Tabled. GM to follow up with California Valley Solar Ranch about dates for this event. Board is thinking about September, when weather temperatures drop.

8.) DISCUSSION AND MOTION ON THE EMPTY DIESEL TANK AND THE USED OIL PETROLIUM TANK LOCATED AT THE WEST YARD. Tabled. GM to come back with prices on new diesel container and oil container.

**NEW BUSINESS**

9.) DISCUSSION AND MOTION ON THE NEXT STEPS TO BEING DESIGNATED A DISADVANTAGED COMMUNITY DUE TO CALIFORNIA VALLEY’S DISTRICT WATER SITUATION. After board discussion and questions. President Legaspi motions to suspend the rules and vote on this item today. Vice President Wilson seconds. No public comment on suspending the rules. Roll call vote to suspend the rules- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries.

President Legaspi motions to continue with the process of applying for a disadvantaged community designation. This also includes submitting application for technical assistance to help with the process. Vice president Wilson seconds. No public comment. Roll call to continue with the process of being designated a disadvantaged community and applying for technical assistance- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries

10.) DISCUSSION AND MOTION ON QUOTES SUBMITTED FOR THE REPLACEMENT OF THE DISTRICTS JOHN DEERE. After board review and discussion on quotes submitted by Quinn Santa Maria and John Deere Paso Robles, the board has agreed to continue the APCD tractor exchange program application with John Deere 5095M utility tractor due to it being the best price with higher horse power than the other submitted quotes. According to the road employees Francisco and Michael, it is the best fit for the district as all attachments on hand connect to our current John Deere.

President Legaspi motions to suspend the rules and vote on this item today. Director Glowski seconds. No public comment on suspending the rules. Roll call vote to suspend the rules- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries

President Legaspi motions to move forward with the APCD tractor exchange program application with John Deere 5095M utility tractor quote. Vice president Wilson seconds. Tami Forrest gives public comment. Roll call vote to move forward with the APCD tractor exchange program application with John Deere 5095M utility tractor quote- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries

11.) DISCUSSION AND MOTION ON THE ENGAGEMENT LETTER FOR THE 2021 AUDIT- After board discussion, President Legaspi motions to suspend the rules and vote on this item today. Vice president Wilson seconds. No public comment on suspending the rules. Roll call vote to suspend the rules and vote on this item today- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries

President Legaspi motions to accept Auditors engagement letter for the 2021 audit. Vice president Wilson seconds. No public comment. Roll call vote to accept auditors’ engagement letter for the 2021 audit- Director Glowski-yes, Director Petersen-yes, Director McVicar-yes, Vice President Wilson- yes, President Legaspi- yes. Motion carries

12.) DISCUSSION AND MOTION ON THE ADOPTION OF “CODES, GUIDELINES, AND REGULATIONS FOR STATE AND FEDERAL FUNDING” BINDER. AN ADDITION TO POLICY SECTION 2100- FINANCIAL MANAGEMENT- Tabled. Staff needs to make a copy of the manual for each board member for their review.

13.) DISCUSSION ON SDRMA 2022-23 PROGRAM YEAR FEES- the board had a discussion on why prices for this program year have gone up.

Adjourned: 11:04 am

Posted: Tuesday August 2, 2022

Next Board Meeting, Tuesday, September 6, 2022, 10:00 AM

**American with Disabilities Act**

If you need a disability-related modification or accommodation to participate in this meeting, please contact (General Manager) at (805)-475-2211. Requests must be submitted one full business day before the meeting.