

# Herlong Public Utility District



## Regular Board Meeting April 11, 2023

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THIS MEETING IS HELD PURSUANT TO EXECUTIVE ORDER N-29-20  
ISSUED BY GOVERNOR GAVIN NEWSOM ON  
MARCH 17, 2020  
PUBLIC PARTICIPATION

If you wish to make a general public comment or to comment on a specific agenda item, the following methods are available:

**READ INTO THE RECORD AT THE MEETING:** Submit your comment via email or drop box prior to the start of the meeting, provided that the reading shall not exceed three (3) minutes. Please state in your email that you would like this "read into the record". In those cases where the meeting author requests that the email be read aloud as though it were being delivered orally at the meeting, the email will be read aloud by the Board Clerk up to a maximum of three minutes. Comments received after the meeting has begun, will be placed into the record, and distributed appropriately. [sandy@herlongpud.com](mailto:sandy@herlongpud.com)

**CALL TO ORDER:** Director Everett called the meeting to order at 5:30 PM.

**FLAG SALUTE:** Director Everett led the pledge of allegiance.

**ROLL CALL:** Director Everett, Director Swistowicz, Director Flores and Director Johnson were present. Director Harris was absent.

**PUBLIC COMMENT:** None submitted or brought forth in person.

**APPROVAL OF AGENDA:** Director Swistowicz made a motion to approve the agenda. Director Flores seconded. Aye votes: Everett, Swistowicz, Flores and Johnson. Nay votes: None. Absent: Harris.

**FIRE DEPARTMENT:** GM reviewed calls and schedule. Classification of recent calls was discussed. The BLM is applying for a grant. Susanville's training facility would need to be added to HPUD's insurance should we decide to use facility. Volunteers will attend CPR and brush truck training in May. District staff and board members are working with a potential volunteer, more information to be shared when available. The retirement and replacement of Chief White was brought up and possible replacements were reviewed. All were in agreement that current volunteers are prospects if given the proper training and support.

**MINUTES:** Director Swistowicz inquired after his comment regarding winterizing the water tender not being in March's minutes. Director Everett concurred that both trucks need to be ready to go, stating surrounding areas, experiencing similar a climate, keep their equipment full. GM advised the department is waiting on training and parts to finalize truck preparation. She asked if Director Swistowicz wanted item added to minutes, he said it was acceptable to leave as is and move on then made a motion to approve March minutes as stated. Director Everett seconded.

Director Flores made a point of order. Director Everett dismissed the comment. A disruption followed. Parliamentary Procedure versus HPUD policy was discussed. GM instructed how the board needs to address issues such as this in the future. Director Everett requested a motion to approve minutes. Director Swistowicz made the motion. Director Flores seconded. Aye votes: Everett, Swistowicz, Flores and Johnson. Nay votes: None. Absent: Harris.

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**FINANCIALS:** Director Johnson pointed out that one of the Rapid check amounts noted in the board packet had a typo. She wanted to confirm amounts as checks needed to be approved and signed by Board. FM advised that the actual checks to be signed were correct. GM let the board know the December financial statements were only snapshots as the additional material had been reviewed during the Financial Workshop the previous week, and that the first quarter would be presented at May's Board Meeting. Director Swistowicz sought clarification on the Cash Current Fund Balance column from the financial spreadsheet, asking if those amounts are money to spend. GM informed he was correct and broke down anticipated revenue, how it will be reflected in budget, and what figures to expect in the coming months. Director Flores wanted to know what expenditures are compared to revenue. GM explained how there are certain amounts we count on, such as payment from the prison while unexpected costs can take place at any time, and how some bills like insurance, come due midyear and will deplete a reserve. A majority of the District's costs are known and budgeted for, we have to rely on grants for equipment replacement and capital improvements, it is the nature of the business. Director Swistowicz wanted to know more about the Restricted Fire Funds. GM advised she would look up info and pass on to the Board before the next meeting. The Board discussed how building permits issued in Herlong would lead to the fund receiving additional funds. Director Everett asked for a motion to approve financials and payments to Rapid Constructions (\$426,690.75 W, \$405,082.00 WW) and Shaw Engineering (\$35,000.00). Director Swistowicz made a motion, Director Johnson seconded. Aye votes: Everett, Swistowicz, Flores and Johnson. Nay votes: None. Absent: Harris.

### NEW BUSINESS

**CORRESPONDENCE:** GM included property/liability documents from SDRMA in the packet.

**POLICY 2330:** Director Everett informed the Board topic was discussion only. GM explained item was included because the Board has historically issued COLA's and incentive bonuses in May/June, this is the time to make changes to policy if deemed necessary. She explained the unprecedented increase in cost of living, that employees have absorbed the higher prices and how bonuses had already been budgeted for. Points were made for and against increases/bonuses. The consensus was that verbiage should be updated so HPUD policy was in line with what transpires at the federal level.

**15<sup>th</sup> ANNIVERSARY:** The Board is in agreement that HPUD's Administrative Office is the best location to host the event, with central air and restrooms to accommodate the public. All customers and members are invited. Fire Equipment will be put on display to encourage HVFD interest. Friday, July 7<sup>th</sup> from 11:00 AM to 2:00 PM is the tentative schedule.

**WPV PROJECT:** GM went over planned construction schedule for the weeks ahead. Rapid wanted to start water but the engineer and GM agreed wastewater needs to be completed first. Involved parties are working with Guess Plumbing in hopes of having the Hillcrest/Mountain View phase of the project completed in June. Thursday's Tailgate Construction Meeting will provide

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more details. Director Johnson brought up the damage resulting in a leak near Fir and Spruce. GM let her know the engineer would be addressing at the next meeting. Director Everett shared he had received complaints from a customer. GM discussed some of the construction obstacles, reported damage and complaints. Shaw and HPUD are working to resolve in a manner that will allow for a positive working relationship with Rapid while ensuring customers are taken care of.

SCADA was discussed and the Board was reminded the system was updated last year. There was discussion about calls and district response. Director Everett informed the group Supervisor Ingram was working with a grant writer in efforts to possibly replace or upgrade equipment. Director Swistowicz stated we cannot rely on grants or waiting until something breaks to replace it. GM stressed redundancy is a goal of utility companies. The hope is to have a backup on hand when the budget allows. She brought up the need for a cost study and the likely necessity of raising rates, especially if the Board wants to see brand new equipment.

**GM REPORT:** Auditors will be here in May. All 700 Forms have been signed and received. Fire Tax statements were mailed out the first week of April. The Financial Workshop was a success.

### **DIRECTOR'S UPDATES:**

**Director Everett:** No comment.

**Director Swistowicz:** No comment.

**Director Flores:** Apologized for outburst.

**Director Johnson:** No comment.

**ADJOURNMENT:** Director Swistowicz made a motion to adjourn the meeting at 7:09 PM. Director Flores seconded the motion. Aye votes: Everett, Swistowicz, Flores and Johnson. Nay votes: None. Absent: Harris.

  
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John Everett, President

**ATTEST TO:**

  
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Sandy Seifert-Raffelson, General Manager