

Herlong Public Utility District



Regular Board Meeting March 14, 2023

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

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 Harris, Director Swistowicz, Director Flores and Director Johnson were present.

APPROVAL OF AGENDA: Director Everett requested agenda Item 12-WPV Project Updates be placed as Item 1 to accommodate legal counsel joining via Zoom at 6 PM when the Board would need to go into Closed Session. Motion to approve: Director Johnson. Second: Director Flores. Aye votes: Everett, Harris, Swistowicz, Flores and Johnson. Nay votes: None. Absent: None.

WPV PROJECT: Engineer Paul Winkelman brought the Board up to date, sharing the inclement weather has impacted the construction schedule. Originally the project was slated to be completed by end of September 2023. A month has been lost and involved parties are concerned pavement may not get done this calendar year. Discussion of an accelerated schedule that would entail working longer hours or Saturdays has been placed on the agenda for March's construction meeting. What comes of those talks will be presented to the Board in April. There were questions about how changes would affect the budget and what work gets done when. Paul let the group know there is a need to explore options or decide if the monies would need to come out of contingency funds. The hope is to be 100% done by October 18, 2023. Currently, and given the winter conditions, they are taking it a day at a time and working together to have a plan in place that will best suit all involved.

Paul and General Manager Sandy Seifert-Raffelson reviewed the outcome of their visits to residents of Hillcrest and Mountain View. A plumber will be hired to determine what line approach is most economical. Director Flores asked if any new customers had been acquired. GM advised that they need to review contingency but there are two who will switch if the District assumes connection costs, which are approximately \$5000. The water side (of the state budget) has funds available so there is the possibility of being awarded balance of current grant. Any decision would have to be approved by the Board.

Director Everett suggested a blank approval of Rapid Construction and Shaw Engineer invoices. Director Flores asked if payments are schedule around Board meetings. The GM let them know that Rapid is aware of HPUD and State timing and what is currently in place is sufficient. Director

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Everett requested a motion to pay project related invoices. Motion: Director Swistowicz. Second: Director Flores. Aye votes: Everett, Harris, Swistowicz, Flores and Johnson. Nay votes: None. Absent: None.

PUBLIC COMMENT: None submitted or brought forth in person.

APPROVAL OF AGENDA: Director Everett clarified that the Agenda had not been approved with the change item. Motion: Director Johnson. Second: Director Flores. Aye votes: Everett, Harris, Swistowicz, Flores and Johnson. Nay votes: None. Absent: None.

FIRE DEPARTMENT: GM advised recap of 2022 calls were in Board Packet and that majority of HVFD calls are medical. She also shared that the volunteers were currently in Standish being fitted for SBCA's. A grant paid for all but \$6300, or a 5% match.

Creating a new website solely for the Volunteer Fire Department was discussed. The initial cost would be a minimum of \$2500 with an additional \$600 annually. Compliance, training, and staff time would add to that figure.

Finance Manager Monique Mierlot presented Google Analytics reports showcasing HPUD website traffic. Following diagnostics and repairs to the current site, it was determined 2 out of 44 visitors in the last week clicked on the link to view HVFD and engagement time was under one minute. She suggested updating the current format to highlight the fire department, gauge interest and proceed accordingly.

CLOSED SESSION: Board enter into Closed session at 6pm to discuss possible litigation of 1 case pursuant to Government Code Section 54956.9 (d)(1) Nancy Leis v. Herlong PUD.

- Board came out of closed session at 6:40pm; nothing to report at this time.

FIRE DEPARTMENT Continue: Board continued discussions regarding the fire department; including use of the water tender, more volunteers, current fire volunteers, and discussion of drug testing with volunteers. The Board would like to find motivated and engaged volunteers to keep the Volunteer Fire Department moving forward.

MINUTES: Director Swistowicz would like to make a change to the minutes on the last page where it says the GM has provided to say GM/HPUD will provide Brown Act and Robert's Rule of Order booklets. Director Flores made a motion to approve the minutes with the one change; Director Everett seconded the motion. Aye Votes: Everett, Harris, Swistowicz, and Flores. Nay Votes: None. Absent: Johnson

FINANCIALS: Rapid Construction and Shaw Engineering checks were approved under the WPV Project report.

Rapid Construction - \$655,931.39 (Water), \$435,048.63 (Wastewater) totaling \$1,090,980.02

Shaw Engineering - \$34,500

GM asked the Board if we could dedicate the next board meeting to better understanding and training of the finances. Board would prefer to do a workshop training one afternoon on the

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Financials. GM will get dates out to Board to set a date for a workshop. Director Harris would like to zoom in for the workshop. Director Everett mention the FBOP contract for wastewater is being signed in Washington DC. which will increase the wastewater income by approximately \$7,000 monthly with a 3% increase annually. Director Swistowicz asked what payroll was being charged to the Fire Department? GM responded that years back Board had directed GM Williams to add a percent of his wages to the fire department; GM Raffelson wages are calculated the same as previous GM. GM Raffelson added she felt that a percent of staff wages should also be added to the Fire Department since HPUD Clerk spends at least 50% of her time of Fire Department Reports. Director Swistowicz made a motion to receive and file the 1st Draft of 2022 year-end and the 2022 Directors & Employees reimbursement Report. Director Everett seconded the motion. Aye Votes: Everett, Harris, Swistowicz, Johnson and Flores. Nay Votes: None. Absent: none

CORRESPONDENCE: With it getting late, GM summarized the correspondence; 2 were for the WPV project, 2 are for the wastewater new contract with the FBOP which were already discussed. One is our renewal for our off-diesel certificate. The last letter is from Summit Funding and they are willing to pay \$10,000 for discovery for their recent properties purchased between HMHP and the wastewater plant. The \$10,000 will go directly to Shaw engineering to research what it will take to put in infrastructure in that area for new homes.

REVIEW OF BOARD NORMS POLICY 4005: GM Raffelson thanked the Board for working together as a team per our Policy and Norms. Board members reviewed Policy 4005 on their own.

15th ANNIVERSARY: Much discussion was had by all, concerns of weather, place to have the celebrations, not necessarily for Radio remote, more local advertising by word, and flyers. Director Flores mentions walking home to home to invite people and the possibility of music, DJ or Karaoke. No date was decided but thinking from 11am to 1pm. Director Johnson mentioned the possibility of using Elsie Taylor property for the celebration for the trees and grass. Director Johnson also mentioned she would like to invite the Sierra Alliance, SIAD, and the Board of Supervisors. Director Everett summarized up that Director's would decided next month on date, time will be 11-1pm, Director Flores will look into music, Director Johnson will ask Elsie Taylor, menu will be hot dogs, chips and drinks.

GM REPORT: WPV field reports are being kept in the office for view; Auditor will be here May 16-19th for physical inspection of Financials for 2022. GM made the Board aware of 103 Tamarack alleged complaint of driving over her landscape rock and possibility of HPUD liability. Sierra Alliance meeting will be March 22, 2022. Still need 700 Forms from some of the Directors. New Employee Dustin attended Confide space training in Reno.

DIRECTOR'S UPDATES:

Director Johnson: Will be having back surgery soon and will probably miss some meetings in person.

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Director Flores: Wanted to make sure Chief was aware Board was looking for qualified individuals that were motivated to move the Fire Department forward and keep in running into the future.

Director Swistowicz: brought up GM review again, and still feels that it was not done correctly. GM offered Directors copy of her contract and was dismissed, He still doesn't agree with Board exercising the right to increase GM contract from 3 to 5 years before the 3 years were up. Director Harris reminded the Board that this was discussed in closed session and voted on in open session 4 to 1. Director Swistowicz was the one vote against exercising the contract from 3 to 5 and the pay increase given at that meeting. After much discussion Director Everett asked to Adjourn the meeting.

ADJOURNMENT: Director Swistowicz made a motion to adjourn the meeting at 8:09pm Director Flores seconded the motion.


John Everett, President

ATTEST TO:


Sandy Seifert-Raffelson, GM