

# Herlong Public Utility District



## Regular Board Meeting February 14, 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 Harris, Director Swistowicz and Director Flores were present. Director Johnson was absent.

**APPROVAL OF AGENDA:** Director Flores stated he had an item to address regarding the minutes but nothing pertaining to the agenda. Director Swistowicz said he had already viewed September financials (as they were part of February Board Packet). General Manager Sandy Seifert-Raffelson informed him this was the first time they had been shared. Director Flores made a point of order regarding approval of minutes. Director Everett recognized Director Flores and advised him it would need to be discussed when the Board arrived at the minutes review and approval portion of the meeting. Director Everett made a motion to approve the agenda. Director Harris seconded; the motion carried. Aye votes: Everett, Harris, Swistowicz and Flores. Nay votes: None. Absent: Johnson.

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

**FIRE DEPARTMENT:** GM gave an overview of calls, training, and ongoing activities. She also offered to include Board members in correspondence received by volunteers, in response to the item from January's meeting regarding members attending fire department trainings. Director Flores asked to be added to the list. Director Swistowicz wanted to know why trainings do not take place in Herlong. The GM advised that currently, due to inclement weather, most trainings are online. Otherwise, area fire departments rotate hosting. Director Everett stated there was no need to request a motion.

**MINUTES:** January 10, 2023, minutes were presented. Director Flores wanted to know why his self-nomination for Vice President was not brought to the floor during the January Board of Directors meeting; and requested a review of the Zoom recording. A discussion ensued. Director Swistowicz requested the matter be tabled and revisited after the tape had been viewed. Director Everett requested approval of the minutes. Director Swistowicz made a motion to approve the minutes as presented; Director Everett seconded. Ayes: Everett, Harris, Swistowicz, Flores. Nays: none. Absent: Johnson.

**FINANCIALS:** All Directors signed the updated signature letter for Five Star Bank to allow for check endorsement. Director Flores asked after the closing of the District's Bank of the West

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accounts. GM explained the transition had to be made to secure bridge loans to obtain interim funding while in approval process with State; the Plumas Bank account would remain open for cash deposits; California Class would hold savings with gains. Director Flores made a point of order, asking Director Everett and Director Harris to end their private discussion.

Director Flores wanted an explanation of the Director's fees, payroll taxes and the district credit cards. GM explained stipend and payroll taxes are spread out across all funds, that HPUD does not have a General Fund, Umpqua credit cards are used because we receive an annual rebate of nearly \$3000 and those monies are allocated between 4 funds. The PG&E Dixie Fire settlement was discussed. Those funds will be put toward repairs caused by the fire.

Director Flores requested training by Finance Manager to help board members better understand the presented material, suggested it be mandatory.

GM requested a motion to approve and pay Rapid Construction invoices of \$250,702.95 for the water fund and \$640,221.95 from Wastewater fund; and approve September Financials. Director Flores made the motion. Director Harris seconded. Ayes: Everett, Harris, Swistowicz, Flores. Nays: none. Absent: Johnson.

**CORRESPONDENCE:** GM brought to the attention of the Board the status of several ongoing business dealings then sought attendees for SDRMA Safety Days being held in March in Sacramento. Director Everett stated he would be in attendance then asked for a briefing on the \$20,000 being refunded by the State to cover the bridge loan fees. GM went over time periods, District policy and procedure and how HPUD processes were set up to allow for the lag in response from awarding agencies.

### **NEW BUSINESS**

**RESOLUTION 2023-01:** Director Flores wanted to know the benefits of belonging to SDRMA. GM explained membership and her place on their board provide professional development, support, networking opportunities and SDRMA pays those expenses for her that normally HPUD would be responsible for.

Director Everett made motion to approve. Director Harris seconded. Ayes: Everett, Harris. Nays: Swistowicz, Flores. Absent: Johnson.

Following the tied vote, Director Flores explained the reason for his vote of disapproval, he did not think it wise to have frequent absences amid a fourteen-million-dollar project. GM explained she is currently on the SDRMA board. This resolution is seeking permission for another term, beginning next year, so not much would be changing. Director Flores asked to change his vote. A second round of votes was taken. Ayes: Everett, Harris, Flores. Nay: Swistowicz. Absent: Johnson.

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**15<sup>th</sup> ANNIVERSARY:** GM suggested a meet and greet. Director Swistowicz suggested a BBQ in Spring. Director Flores recommended taking advantage of a community event to recruit fire department volunteers. Both Director Flores and Director Swistowicz recommended a separate website for the HPUD Fire Department. Director Swistowicz requested an item regarding HPUD FD website be placed on the March agenda. GM let them know additional costs would be incurred and that those figures could be provided next month.

Director Everett recalled water bottles handed out in the past, that some are still in storage, perhaps they could be handed out at the event. Director Swistowicz said it was too early to pin down but that the Board was giving their approval. GM advised staff would come up with a few ideas and present to the Board at a future meeting. Director Harris suggested inviting the Rapid Construction crew.

**WPV PROJECT UPDATES:** Engineer Paul Winkelman handed out PPE to all Board Members present. Safety was discussed. The consensus was no more than two members be present at the work site at a time. All Board Members should check in with Paul Sorenson when arriving on site or call him to plan a site visit. Paul Winkelman encouraged participation and questions from Board members. Paul Sorenson, who is on site daily, is a resource. The Daily Field Reports were brought up and it was suggested Board members be included on those emails. Board members did not request to be included in daily field report emails. Due to the additional crew members, Rapid had amended the schedule and are also working on water lines on Susenville Rd/A-25 and headed toward Hillcrest. Rapid will be working on-lines for water for the Hillcrest area for the next month. Mr. Winkelman stressed the schedule is fluid. Video inspections of sewer lines are being performed. No testing as of yet, but they are correcting issues as they are discovered. The engineer also touched on billing, letting the Board know pay requests are submitted once a month and the paperwork is done by GM and staff, not Rapid. Approximately nine hundred thousand dollars have been spent to date. He broke down contract, mobilization, and equipment costs, spoke to part measurements differing depending on the area and direction, and Shaw Engineering fees versus Rapid Construction bid amounts/payments.

GM advised the District has been preparing for this project for years. Contingency plans are in place to cover change orders. Director Flores wanted to know how much of the fourteen million would remain and why the sewer system was not in the bid. GM informed thirteen and a half has already been spoken for with current project awarded to Rapid. More money was not able to be acquired as the State has \$7,000,050 water and \$7,000,050 wastewater cap on grants of this nature. Mr. Winkelman shared the contingency line item is what is projected to remain at the end of the project when all invoices and fees are paid.

Director Swistowicz wanted to know who had given the construction crew permission to use the Fire Yard. GM said she had because of proximity and security.

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Paul Winkelman wrapped up by reminding everyone to be cautious. The expected completion date is still the end of September. Laterals are being done as they go. The meeting with Hillcrest has not been scheduled. Installed meters will be the property of HPUD. Requests for second meters and shutoff valves will be discussed in the coming months. Presently, the hope is to avoid passing costs on to property owners, within reason, but things do change.

Director Everett made a motion to approve the payment of the Shaw invoice of \$25,000. Director Harris seconded. Ayes: Everett, Harris, Swistowicz, Flores. Nays: None. Absent: Johnson.

**GM REPORT:** GM again asked for participation at Safety Days, sharing HPUD receives credit if two directors and two staff members attend.

She shared dates of Plant Tour, Sierra Alliance meeting and monthly Construction meetings.

Director Flores referenced the Brown Act when multiple Board members are present. GM informed it is permissible as long as there is no talk of Board business and decisions are not being made.

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

Director Flores suggests all Board members have a Robert's Rules of Order and Brown Act booklet.

GM reminded members that HPUD will provide these booklets when elected.

Director Swistowicz – No updates

Director Harris – No updates

Director Everett – No updates

Director Johnson - Absent

**ADJOURNMENT:** Director Everett made a motion to adjourn meeting at 6:53 PM. Director Flores seconded. Ayes: Everett, Harris, Swistowicz, Flores. Nays: None. Absent: Johnson.

  
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John Everett, President

**ATTEST TO:**

  
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Sandy J. Raffelsen