

Herlong Public Utility District



Regular Board Meeting February 13, 2024

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

FLAG SALUTE: Director Swistowicz led the flag salute.

ROLL CALL: Director Swistowicz called roll call. Director Flores, Director Johnson, Director Reed, Director Harris and Director Swistowicz were all present.

APPROVAL OF AGENDA: Director Swistowicz made a motion to accept the agenda as written, Director Harris seconded the motion. Aye votes: Harris, Flores, Johnson, Reed and Swistowicz. Nay votes: None; Absent: None.

PUBLIC COMMENT: Randi Kaarbo: not going away will continue to talk about her road and why she did not get her road replaced. Putting in 2 public records requests for where monies were used since October meeting and where monies were totally spent.

Edwin Kelsey: Thank you to the GM for the information provided. Upset with how the formula is calculated for the rates. Asked about assistance paying his bill, he is not median household income, he is below the median household income.

FINANCIALS: GM Raffelson went over the December 2023 financial year with spreadsheets that the Board requested last month. GM printed out check register directly from software package and include both December and January checks written. Director Reed asked where the Fire Department income came from. GM Raffelson responded that the District get very little tax revenue form the County, approximately \$2,000 to \$5,000 annual the rest of the income comes from Measure A Fire Tax, \$12,200 from SIRCO and the rest is \$132.56 improved property and \$64.36 unimproved property tax. Director Flores asked when the audit would be for 2023, GM Raffelson responded that the auditors are scheduled to be here the second week in April. Director Flores asked questions regarding the bridge loan, also asked about the interest earned income and where it came from. The interest earned income came directly from the 2 banks we have savings in, with the higher interest rates this year, the District average 5.2% return on their Savings. Director Swistowicz asked about split distributions. Director Flores asked about the proration of the Director's stipend and felt it was higher than he thought the totals should be. Director Reed calculated the proration and let the board know that the total from all three funds equals the total due to Directors of approximately \$5,000. Director Swistowicz called for the motion. Director Reed made a motion to receive and file financial information present, Director Johnson seconded the motion. Aye votes: Harris, Flores, Johnson, Reed and Swistowicz. Nay votes: None; Absent: None.

MINUTES: Director Johnson made a motion to the minutes as presented; Director Harris seconded the motion. Aye votes: Harris, Flores, Johnson, Reed and Swistowicz. Nay votes: None; Absent: None.

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FIRE DEPARTMENT UPDATES: Enosh finished his CPR class. Received three new applications. Had monthly Volunteer Meeting and training. Possible 7 total volunteers. Captain Price has been leading out in training. Volunteers continue training on medical Tuesday with Janesville volunteers. Director Johnson brought up that one of the new volunteers are certified on hose and ladder testing for grant writing. Director Swistowicz asked about the added fire hydrant on each block and if it would change the flow by using several of them or 2 on one block. Director Swistowicz also wanted to know if there was sand in the fire hydrant. Owen Wurgler from Shaw Engineering confirmed that the fire department could pump off of 2 hydrants in one block or several in the community if necessary. There is no sand in HPUD lines. Every line was flushed before connections during construction. The SAID problem most likely came when WPV was still receiving water from the Depot. Director Johnson again brought up the Fire Department Auxiliary and needed volunteers.

NEW BUSINESS:

SHAW ENGINEERING MASTER PLAN UPDATES: Owen Wurgler gave a quick update on the 100-page draft master plans. They have identified a few items that will need to be scheduled to be repaired and few items that will have to be part of a construction project. Owen spent most of the day with Royce relooking at both well houses, BPS and WW plant. The elevated tank is showing signs of wear and would suggest having it repainted inside. Director Flores asked why Hillcrest and Mt. View were considered for sewer, when it was just denied. Owen again explain that these items are separated into 2 categories, one being maintenance and two being future growth. Hillcrest and mt. view would be future growth and would have to take into consideration of updating and expanding the wastewater plant, the same as adding any new neighborhood to the wastewater flow. Director Swistowicz asked for the Draft before it is finalized. Director Flores brought up that he thought SIRCO was one of the highest users of wastewater. Owen said, FBOP is 70% of the wastewater flow, followed by WPV and then SIRCO and the rest of the community. Director Flores asked how we determine SIRCO wastewater flow. GM Raffelson told the Board that currently the system is not equipped with meters placed at each location, the best way to estimate wastewater flow is by how much water each home is using. Or as Director Flores asked how much water WPV is using compared to how much water SIRCO is using. WPV has 154 water users and only 146 wastewater users. SIRCO has 120 units for both water and wastewater, but they are not full, only about 80% capacity currently. Director Swistowicz thanked Owen for being here and asked again that the Board gets a draft before the Master Studies are finalized.

POLICY 5010.1: The Date, time and place of regular Board meetings maybe reconsidered annually at the organizational meeting of the Board or such other time as the Board may determine due to a change in District needs and circumstances. Director Swistowicz would like to see the meeting changed so they can see more current financials. GM Raffelson stated we could leave the meeting date and time the same if you only want to see current check register at the board meeting, if you want reviewed current financials at the board meeting, the meeting will

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need to be the last week of the month, so staff has time to receive the bank statements and properly do bank reconciliations and review. Director Reed said she liked the check register and feels it is more transparent. Director Swistowicz said he likes to see deposits and withdrawals. GM Raffelson informed the Board deposit are scan in daily to Five Star Bank, cash is taken to Plumas bank at least weekly, and any withdrawals are done by a check with at least 2 signatures. Bank Statements are available to be reviewed monthly, if you want them as part of your financials staff will need to white out any account information in case of a public records request. Much discussion was had about review and what was needed. Director Reed made a motion to change the regular board meetings to the 4th Tuesday of each month, starting in April, at 5:30pm. Director Johnson seconded the motion. Aye votes: Harris, Flores, Johnson, Reed and Swistowicz. Nay votes: None; Absent: None.

REVIEW OF POLICY 2010: Director Swistowicz asked for a review of this policy and for all board members to bring back their concerns at the next meeting.

OLD BUSINESS:

REVIEW MILEAGE LOGS FOR JANUARY: Director Johnson would like to see the odometer reading at the beginning of the day and the ending mileage of the day. GM Raffelson try to explain that this request will work for must of the vehicles, but for our outside staff that is on-call 24 hours a day, writing down the mileage every time they get out of the truck is a lot for them and may cause staff to quiet. Director Reed reminded the Board that the prison is bagging people to work for them and SIAD is down on numbers, but she felt could be presented differently and staff would agree with the Board. Much discussion on how SIAD mileage logs are done and how to do them. Director Flores handed out another copy of the mileage logs for Directors to add what they wanted to them. Director Johnson requested that staff at least start odometer reading and ending odometer reading daily. Director Harris wanted the implementation date added to the form, so every time we revise it we can change the date. Quite a bit of talk about another review of the mileage logs, Director Swistowicz felt the Board had already spent 2 meetings on this, we needed to move this forward as is, with the items discussed.

GM REPORT: February 27th will be the Fire Workshop from 4-5:30pm; Sierra Alliance meeting scheduled for the 28th at 5:30pm. Board Governance Class 2/21 & 22 from 9 to noon each day. GM Raffelson has a planned vacation from 3/1-3/8/2024. Director Flores asked questions about hiring a District Clerk and when the GM was going to do that. Director Flores stated that the District was commended for having 3 employees in the office and wanted to know why staff have not been hired. Director Swistowicz brought up the fact that a Board member has also helped by opening bank statements and auditors commended the District on that too. GM Raffelson spoke up gave the Board the information that the District has always been marked for segregation of duties and yes last year was the first time the District did not get marked for segregation of duties during the annual audit because HPUD had 3 office employees and duties were being split among them all. GM Raffelson also explain positive pay to the Board and how this is another quality control on our bank account.

DIRECTORS UPDATES:

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Flores: Handed out his notes, to everyone at the meeting, from the meeting he had with old Finance Manager. These are his notes taken his way. GM Raffelson reminded him this is his fourth discussion on this topic. Director Flores recognizes this but insisted these were his notes he wanted to share with the community. He wanted to bring the community's attention to a voice mail he received from the GM regarding the meeting. Director Swistowicz stopped Director Flores and told him this was something we were discussing in close session; this was not the time to bring this up. This is a personnel issue. Folders were not picked up and Director Flores insisted he had more information if anyone was interested, and he had the tape to listen to.

Johnson: Please join the fire department auxiliary.

Reed: None

Harris: None

Swistowicz: None

Community person, John McKead asked the board to figure out what they wanted out of the mileage and help staff to achieve what the board wanted.

CLOSED SESSION: California Government Code 54956.9(d)(4) deciding whether to initiate litigation, on case. The board went into closed session at 8:35pm.

Board reported out of closed session at 8:47pm to have Board President sign letter requesting a receipt for \$67.02 from the Mart on 12/29. Director Swistowicz asked staff to send the letter certified mail.

ADJOURNMENT: Director Swistowicz made a motion to adjourn at 8:47 PM. Director Harris seconded. Aye votes: Reed, Harris, Swistowicz, Flores and Johnson. Nay votes: None. Absent: None.

Handwritten signature of Erinn Reed in blue ink.

Erinn Reed, Secretary

ATTEST TO:

Handwritten signature of Sandy Seifert-Raffelson in blue ink.

Sandy Seifert-Raffelson, GM