

Herlong Public Utility District



Regular Board Meeting July 22, 2025

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

FLAG SALUTE: Director Everett led the flag salute.

ROLL CALL: Those present: Director Kessler, Director Johnson and Director Everett. Absent: Director Flores and Director Harris.

APPROVAL OF AGENDA: Motion made by Director Johnson to approve the agenda as presented. Director Kessler seconded the motion. 3 Ayes: Director Kessler, Director Johnson and Director Everett. 0 Noes. 1 Absent: Director Flores and Director Harris.

PUBLIC COMMENT: There were no public comments.

2024 AUDIT: CERTAIN TIME 5:35PM: Zach Pehling, CPA presented the 2024 Financial Audit. No questions were asked by the Board or public. Mr. Pehling review with the Board, the financials and concluded the audit had no significant findings which means a good audit for staff.

DIRECTOR HARRIS ARRIVED: 5:38PM

Motion made by Director Johnson to approve the 2024 Audit as presented. Director Harris seconded the motion. 4 Ayes: Director Kessler, Director Harris and Director Johnson and Director Everett. 0 Noes. 1 Absent: Director Flores.

MINUTES: Motion made by Director Everett to approve June 24, 2025, minutes as presented. Director Johnson seconded the motion. 3 Ayes: Director Harris and Director Johnson and Director Everett. 1 Abstention: Director Kessler. 0 Noes. 1 Absent: Director Flores.

FINANCIALS: Motion made by Director Harris to approve and file the June 2025 Financial Statements as presented. Director Kessler seconded the motion. 4 Ayes: Director Harris, Director Kessler, Director Johnson and Director Everett. 0 Noes. 1 Absent: Director Flores.

SHAW ENGINEERING: Owen Wurgler presented to the Board requested information on the Screw Press Project. US made press only: \$471,000. (Increase of \$96,000 of that given to the contractors bidding the project.) US built press would be half capacity of the previously considered press. Parts still available for the press HPUD currently has. Direction from the Board to GM to look into applying for grant monies for the project. Owen updated the Board on the Elevated Tank Project. There were two companies represented at the pre-bid meeting. Owen should have a recommendation for the Board at the next meeting. Project will take 3-4 months beginning in the Fall or Spring.

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QUARTERLY REVIEW OF DISTRICT “Operating Principles of the Board” POLICY 4005

NORMS: Motion made by Director Everett to approve the Operating Principle as stand. Director Harris seconded the motion. 3 Ayes: Director Harris and Director Johnson and Director Everett. 1 Abstention: Director Kessler. 0 Noes. 1 Absent: Director Flores.

FIRE DEPARTMENT UPDATES: 12 calls in June: 10 medical calls; 2 fire/alarms. Fire Command truck (Chief Truck #1000) is at the mechanic shop in Johnsonville having repairs done that the Board authorized last meeting. Garrett Tognazzini application and negative drug test were presented to the Board for his approval to be part of the volunteer fire department. SIMS road fire – was technically not in HPUD district, but truck E1020 with Volunteer’s Price and Everett, man their positions given to them by CALFIRE for almost 11 hours. GM has signed paperwork to get paid for CALFIRE use of E1020 with 2 volunteers. Discussion regarding need for part-time chief to instruct and provide guidance to members of Herlong Volunteer Fire Department (HVFD). ***Motion*** made by Director Johnson to 1) approve Garrett Tognazzini becoming a member of HVFD, 2) grant a one-time stipend to volunteers Price and Everett of \$200 each for time on the Simms Rd. Fire from monies from CALFIRE and 3) GM to begin the process of looking for a part-time fire chief. Director Kessler seconded the motion. 3 Ayes: Director Kessler, Director Harris and Director Johnson. 0 Noes. 1 Abstention: Director Everett. 1 Absent: Director Flores. GM to bring information to the Board how other volunteer fire districts handle pay or stipends to their volunteers for working on fires outside their districts.

BREAK from 6:30pm to 6:36.

GENERAL MANAGER 3 YEAR CONTRACT AND APPROVED GM PAY SCALE: As per Gov Code Section 54953©(3) read the following to the Board:

Item 12 is a 3-year contract with the current GM: This contract includes a step raise to, step 3 of HPUD publicly posted pay scale on the HPUD website and includes the same benefits as other employees which include: Health insurance, CalPERS, Vacation time, Sick time and holiday pay.

Mrs. Raffelson is also entitled to \$600.00 a month's vehicle expense for driving to and from work; as well as the ability to drive a district vehicle to all meetings and education events on behalf of the District. The Board recognizes Mrs. Raffelson is on call 24 hours a day.

Motion made by Director Johnson to approve the GM contract as presented. Director Harris seconded the motion. 4 Ayes: Director Kessler, Director Harris and Director Johnson and Director Everett. 0 Noes. 1 Absent: Director Flores.

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WRITTEN CORRESPONDENCE: 1) Bulletin for County wide Ethics training on August 12. 2) Special Bulletin regarding Director's rights.

GM REPORT: New HPUD Vehicle: With the instructions and money allowance from June Board meeting, staff purchased a 2025 Chevy Colorado new with full warranty. The dealership had a \$3,000 mark down on the truck, plus with Mrs. Raffelson's personal membership with Costco, the District received an additional \$1,200 rebate/discount on the truck. Options given for adding a trailer hitch with rebate money. **GM Conference:** GM thanked the board for the opportunity to attend the GM Conference. As a general manager, she believes this conference is one of the most rewarding conferences annually. Interacting with other general managers and learning of other experiences is helpful to be the best she can be. A few of the classes taken while there are: "Strategy & Essentials for successful grant funding", "Building a rockstar squad", "Blue Ribbon Leadership" and "Budgets, building a comprehensive planning guide". **Wastewater property:** Staff has ordered proper signage for the wastewater property to try and detour those who want to dump or sleep on our property. Once signs arrive staff will install them. **GREENWAY:** Sign and bench are on their way. We are working on repairing the current 2 benches on the greenway and have purchased a sign and bench to be installed when they arrive. Staff hope to repair water lines in the next 60 days, so community and staff can plant trees in September/October. **GM** will be out of the office at the beginning of August for 2 extended weekends and SDRMA board meetings. **Next Board meeting 8/19/2025**

DIRECTOR UPDATES: Director Kessler wants the community to know SIRCO has 22 rentals available. Director Johnson is concerned about the dog problem in West Patton Village.

CLOSED SESSION: Closed Session Pursuant to Gov. Code section 54957, GM Annual Review. Board went to Closed Session at 6:58pm. Closed Session adjourned at 7:30pm. The Board reported they completed GM's Annual review.

ADJOURNMENT: Director Everett adjourned the meeting at 7:02pm.

ATTEST TO:

Handwritten signature of Barbara D. Lee in blue ink, written over a horizontal line.

Barbara D. Lee, District Clerk

Handwritten signature of Cheri Kessler in blue ink, written over a horizontal line.

Cheri Kessler, Board Secretary