

**Rand Communities Water District
Regular Board Meeting**

Date/Time: Wednesday, February 13, 2019 at 7:00 PM
Place: Rand Communities Water District Office
501 Comstock Avenue, Johannesburg, California

DRAFT MINUTES

Call to Order. The meeting was called to order at 7:00 PM by President Cliff Kennedy.

The Pledge of Allegiance was recited.

Roll call: present were President Cliff Kennedy, Directors Tom Williams, Ghulam Din, and William Liebscher. Absent: Ernest Napolis. Also present: Secretary Carrie Hoerauf, Office Manager Debbie Jones, and members of the public.

Communications from the Public. The public was invited to comment – none had comments at this time, but various people commented on agenda topics during the course of the meeting.

Correspondence. There was no correspondence to review.

Approve minutes from January 23, 2019. Minutes were approved. (Motion by Director Williams, second by President Kennedy, four ayes; absent: Napolis.)

Monthly Reports. Monthly figures were reviewed. On the topic of bulk water purchased at the office, the Board agreed bulk water sales should take place during business hours only.

Report on letters and Notices of Termination sent to delinquent accounts. Information was reviewed, with decision that two smaller accounts listed should go to Small Claims Court and the third customer with larger delinquent account should be contacted.

Follow up: project on Panamint. The ongoing project was discussed, specifically the need for an accounting of how many hours have been spent on the project and whether this exceeds to \$2,500 deposit already paid by customer.

Health insurance. Garrison Miles Clair is continuing to look on his own for a health insurance plan.

Credit card machine – update. The office has a new credit card machine that customers may use when paying their bill. This information will be included on customer bills and in delinquent account letters as a convenient way to pay a bill.

Bills paid. Bills were submitted and checks were signed.

Needs – office heater, tires for SUV. Purchase of an additional heater for the office was approved (motion by Director Din, seconded by Director Williams, four ayes; absent: Napolis). There was a gleeful response from attendees in the chilly conference room. The Board reviewed estimates from J&S of Johannesburg for tires and requested additional estimates from a Ridgecrest business.

Gas purchase options. After reviewing the estimate of a slip tank (\$1,492.34 all-inclusive for 88 gallon tank), the Board decided to stay with the status quo of filling vehicles with gas weekly with cash

given and receipts returned to office. (Motion by Director Din, second by Director Williams, four ayes; absent: Napolis.)

Booster order. This item was tabled.

Bond forms. Forms were completed which were needed; awaiting form from Director Napolis.

Grant project update. President Kennedy gave an update – he and Director Williams met with BLM, answered questions from Paul Rodriguez, made a conference call with NV5 Engineers to review all topics together; everything was successfully straightened out. SCE (Southern California Edison) will start paperwork and report to NV5 regarding power poles, etc. Outstanding issue regarding the creek; Fish & Game will confirm we have a permit (with C2 consultant). NV5 will do all paperwork between NV5 and State and be paid through the grant funds. NV5 will serve as Project Manager – RCWD does not have to hire one separately. All parties have now communicated with each other and the project is on track.

Workshop. An update was given on selection of a workshop instructor and possible dates were discussed.

Review quotes / select CPA for audit of Financial Statements. One quote was received and details reviewed, and other quotes are pending. It was agreed that President Kennedy and Director Din would serve as an ad hoc committee to make a decision on selecting a CPA for audit of the 2017/18 books (motion by Director Liebscher, second by Director Din; four ayes; absent: Napolis). Secretary Hoerauf will compile available information to forward to auditor for FY 2017/18, as well as forward the available records of FY 2014/15 through 12/31/18 to the County Controller for review.

Cost for repairs at wells and boosters, and locking of outside faucet. This item was tabled pending cost information.

Log of parts/supplies. A partial inventory has been taken, and it was reported Wesley had promised a complete and thorough inventory would be finished on Wednesday, Feb. 20, 2019.

Employee Supervision, time card approval. The need for accurate time card information was discussed. A decision was made to prepare a new time card form that will allow enough space to document different projects worked on. Office Manager Debbie Jones will prepare form with input from Garrison Miles Clair who will inform Wesley Powell of the new time card system. Both Clair and Wesley Powell must prepare detailed time cards daily, beginning Feb. 14, 2019.

The Board decided that until we have a General Manager, time cards should be presented to the Board which include a log of how time was spent. The inventory should be presented each month as well. (Motion by Director Din, second by Director Liebscher, four ayes; absent: Napolis).

Report on status of action items from Grand Jury recommendations. The list was reviewed.

Water code and bylaws comparison. This topic was tabled after a brief discussion.

Closed Session, Employment Appointment (Govt. Code 54597(b)(1). Title: General Manager; and Title: Project Manager. Before entering into closed session, President Kennedy announced that since a Project Manager does not need to be hired as NV5 is handling this, the closed session would apply to the topic of General Manager only. The closed session began at 8:55 and ended at 9:10 pm. Secretary Hoerauf left the closed session at 8:57.

Open Session – Employment Appointment. Title: General Manager. President Kennedy reported that during the closed session the Board discussed applicants for General Manager, of which there were five; and concluded none were sufficient for what we need here and a decision was made to put an ad out again for a General Manager.

The Board decided to send a courtesy letter to the five applicants, and place an ad for the at-will open position for the next ten days -- by the next meeting (2/27/19) interviews should be taking place with applicants. The posting will include management experience required, water district experience preferred, salary commensurate with experience, part time/full time/flexible considered. President Kennedy and Director Din will serve as ad-hoc committee to arrange interviews, Director Din volunteered to call each Board member. (Motion by Director Din, second by Director Williams, four ayes; absent: Napolis.)

Contact information for each Board member was confirmed. Agenda and minutes will be emailed to Board members, who will acknowledge receipt. It was noted that Board members (and the public) may also look at agenda and minutes on the website. The office email address is rcwd@randwaterdistrict.com and Board secretary email address is carrie@randwaterdistrict.com.

The Board made a decision to use roll-call voting (motion by Director Liebscher, seconded by Director Din, four ayes; absent: Napolis).

Future agenda items: back-up generator. Next meeting Feb. 27, 2019. It was noted that any future agenda items can be conveyed to President Kennedy or Secretary Hoerauf.

Adjournment. The meeting was adjourned at 9:55 PM. (Motion by Director Din, second by Director Williams, four ayes; absent: Napolis).

ATTEST:

Carrie Hoerauf
Secretary to Board of Directors

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