

**Rand Communities Water District
Regular Board Meeting**

Date/Time: Wednesday, January 9, 2019 at 7:00 PM
Place: Rand Communities Water District Office
501 Comstock Avenue, Johannesburg, California

APPROVED MINUTES

1. Call to Order. The meeting was called to order by President Cliff Kennedy at 7:00 pm.
2. Pledge of Allegiance.
3. Roll Call. Present: President Cliff Kennedy, Vice President Ernest Napolis, Directors Tom Williams, Ghulam Din, and William Liebscher. Also present: Secretary Carrie Hoerauf, Office Manager Debbie Jones, and members of the public.
4. Communications from the Public. None of the public wished to comment at this time, but participated with permission of the chair during the meeting.
5. Approve minutes from December 19, 2018. After a correction was made, VP Napolis moved to approve the minutes as corrected, seconded by Director Williams; all ayes.
6. Health Insurance. Arrangements are being finalized for medical insurance for employees Garrison Miles Clair and Wesley Powell with United Health Care. Payment for dental plan will be deducted from payroll (\$15 every two weeks).
7. Monthly report items. December 2018 items reviewed were Profit & Loss, bank balances, water consumption, and current Northwind bill. Delinquent water accounts (no personal data shared) which are over 90 days past due were reviewed. A motion was made by VP Napolis to send a general letter giving 10 days to contact RCWD to make a payment plan, seconded by Director Din; all ayes. A letter with all required information including specifics regarding financial assistance will be used.
8. Update on ad for General Manager. Ads have been placed at waterdistrictjobs.com and with the Daily Independent in Ridgecrest. Other print ads were cost prohibitive.
9. Gas purchase options were briefly reviewed, Office Manager Debbie Jones to do more research.
10. Booster order – no action taken.
11. Legal counsel. VP Napolis had made contact with County Counsel via email and is awaiting a reply.
12. Communication protocol. Discussion was held regarding protocol for contacting outside entities such as:

Attorney (including private practice or County Counsel)

Bank

Law enforcement

Vendors

ACWA/JPIA

State and county officials, including but not limited to

- California Water Board
- California Rural Water Association
- Board of Supervisors
- Elections Office
- County Controller

Local businesses and customers

The policy language proposed was: "Board members and employees may ONLY make contact and act on behalf of RCWD with outside entities when authorized in advance. If this policy is violated and expenses are incurred, they shall be paid by the individual, not RCWD." VP Napolis made a motion to accept this policy, seconded by Director Williams. 4 ayes, 1 nay (Liebscher).

13. Website update. The website is approximately 75% done. When the site is up, a notice will be posted.
14. Grant project update. President Cliff Kennedy has made contact with all the major players regarding this grant, except for Bureau of Land Management (BLM) which has been impacted by the current government shutdown.
15. Workshop – nothing scheduled yet, further contacts being made.
16. Internal audit. Report was distributed by Secretary Hoerauf, showing the current condition of financial records as opposed to the report given on 9/12/18. The report (attached) shows files and records now kept in excellent order, and financial documents dealt with using generally accepted accounting principles.
17. Metering at wells and boosters. VP Napolis will be visiting and photographing wells and boosters this Friday with Garrison Miles Clair.
18. Log of parts/supplies will also be reviewed with employees by VP Napolis this Friday.
19. Northwind – clarification of agreement. A copy of the document signed by Northwind was reviewed. Based on the cost of pumping (see next item), this agreement may need to be revised.
20. Cost of pumping – needs to be reviewed. Director Din agreed to make an analysis of what it costs to pump a gallon of water and bring figures to the next Board meeting.
21. Items for monthly financial report – finalize list. VP Napolis brought a form used in the past with monthly information, and the Board would also like bank balances from each account.
22. Follow up with grand jury re 3 items (bonds, workshop, Kern County audit process). Secretary Hoerauf reported from that the Grand Jury indicated all Board members should be bonded, that the 60-day requirement on team building training would be bypassed, and they recommended financial statements be audited from 2014/15 fiscal year through Dec. 31, 2018.
23. Resolution requiring all board members to have a water account. The Board reviewed the resolution and requested the language be revised and reviewed and the next meeting.
24. New items for board binder. Two items were distributed, Frequently Asked Questions (FAQs) and ByLaws. A discussion took place regarding the continuing question of which document prevails. Obtaining a legal opinion was considered. Secretary Hoerauf was tasked with preparing a side-by-side comparison of the two documents. Director Liebscher commented on the importance of several other sets of codes which he agreed to bring to the next meeting.
25. Future agenda items: well/pump findings, grant update, audit fees, revised resolution, cost to pump. The next meeting is January 23, 2019.
26. Adjournment. A motion was made by Director Williams to adjourn, seconded by Director Liebscher; all ayes. The meeting adjourned at 9:07 pm.

ATTEST:

Carrie Hoerauf
Secretary to RCWD Board