



**Johnsville Public Utility District
Board of Directors
Regular meeting Minutes
Date: Saturday October 15, 2022
Place: Saint John's Church
5578 Arastra Street
Johnsville, California
Time: 12:30 PM
Website: johnsvillepud.org**

1. The meeting was called to order at 12:30 PM. All directors and the manager were present.
2. The minutes from the Johnsville Public Utility Districts (JPUD) board meeting on 6/6/2022 were reviewed. The manager requested that two items be added to the agenda, item 4.6 Audit and 4.7 Will Serve Letter request.

A motion to approve the JPUD meeting minutes for the 6/6/2022 meeting and the items 4.6 Audit and 4.7 Will Serve Letter request be added to the current agenda. The motion was made by Director LaTourrette to approve the minutes for the JPUD 6/6/2022 meeting and that we add items 4.6 Audit and 4.7 Will Serve Letter request to the current (10/15/2022) agenda. The motion carried unanimously with the following vote:

Ayes: 3
Noes: 0
Absent: 0

3. There were no public comments.
4. Reports

4.1 Director LaTourrette reported on the Tank Replacement and Liquid Chlorination Project. Director LaTourrette asked if there were any questions. There were no current questions.

- Director La Tourrette distributed and reviewed the USDA (United States Department of Agriculture) Operating Financials with the board which is a requirement of USDA and gives a budget projection through 2025 also satisfying the resolution for five-year operating budget. Included in this document is the delay of payoff of RCAC (Rural Community Assistance Corporation) loan for \$62,000.00 until USDA steps in and covers this payment. Payoff of the RCAC loan by the district would presently deplete the current district funds by 20%. The JPUD budget included O&M (Operations and Maintenance) Reserve, spending to cover current project costs, and funded depreciation. It will be to the Districts advantage to build up its account with USDA backup. Director LaTourrette recommended that the board carry the current RCAC loan forward. The project will now go out to bid in December 2022.
- Director LaTourrette and the manager met with County Treasurer Julie White to discuss loan and project bills payments. Julie is a valuable advocate of the JPUD and continues to be helpful and supportive.
- Director LaTourrette proposed we initiate a three-year operation plan for successors. This plan would develop ways JPUD directors can assign tasks to homeowners who want to help in certain areas.

The Chair, David Piepho, requested a **motion** be made to forward Administration Operation Budget to USDA that reflects RCAC long-term financing.

Director LaTourrette made a motion to forward Administration Operation Budget to USDA and to continue long-term financing of the current RCAC loan. The motion was seconded by Director Fregulia and carried unanimously with the following vote:

Ayes: 3

Noes: 0

Absent: 0

- RCAC Loan renews in March 2023, USDA loan renews in June 2023 and DWR loan September 30, 2023 and tank project work must be completed by July 28, 2024. We have commitments for fiscal quarterly reports for RCAC and quarterly reports due for DWR starting November 2022. Several items still need to be finalized before the bidding process can proceed. Director LaTourrette recommends we continue to have Bastian proceed with current plan.
- Director LaTourrette discussed hypochlorite process for water treatment. He recently visited a hypochlorite treatment plant and had an extensive interview with two operators. The process has many advantages over our current chlorine gas treatment process including safety and cost savings. This is an option the district will keep in mind as the tank project continues. The Chair commented that this process is being adopted in California and has many advantages. Director LaTourrette reported that a hypochlorite process is primarily favored but that we continue move forward with current plan until adjustments are needed.

The board thanked Director LaTourrette for his detailed report and investigations.

- Director LaTourrette explained the DWR payment process. The bills are classified by task, are reviewed by our engineer and Tank committee and then sent to DWR. In turn they review the bills and if correct, send to State of California. Payment from DWR will then be sent to JPUD and deposit and warrants will go to county for processing.
- Director LaTourrette recommended that manager keep records of the tasks that are directly related to Task 1 project administration for DWR. Project administration is reimbursable under the DWR grant. Reimbursement to the JPUD Manager for Task 1 Administration charges will be reviewed by the board and submitted to DWR through an established payment system.
- Director LaTourrette recommended the JPUD board adopt the construction flow chart included in their director packet as a guideline for the JPUD payment system. The chart delineates the flow of bills, funds, warrants, and payments during the planning and construction phases of the project.
- He also reviewed the USDA Letter of Conditions and the items required by the USDA before billing can begin.

4.5 Directors comments

Director Fregulia reported on the wildlife survey. He reported that Andrea Marshall will be available to do a study after November 1, 2022. This study is required by the USDA and concerns endangered bird species in the area. Director Fregulia recommended a preliminary study be done as soon as possible and then another two weeks before the start of the tank project. Ms. Marshall is certified and Dan Bastian, our engineer, will get in contact with her.

Chair David Piepho reported that conversations with homeowners about the updating of standby lot billing policy were favorably received. Homeowners agree that all

property owners need to be equally treated by the district. He also asked that we send any items to be included on the next newsletter. The Chair discussed the cost and undue strain large leaks in town cause to the district. He suggested that the board develop a plan and adopt a policy to address leaks in town. Lastly the chair reported that a homeowner in town has expressed interest in purchasing the redwood from the current tanks when they are removed. Director LaTourrette commented that we can investigate this without conflict from DWR.

Director LaTourrette addressed how the JPUD could organize ways for volunteers to help the district. He proposed we develop a three-year functional operations plan that lists a Utility Manager, a Utility Service Committee, a Communications Committee with a chair and a Board Services chair. The board would talk with the chairs of each committee and the work would be broken out among those who wish to help in the area they choose.

Director LaTourrette also discussed the possibility of becoming a tenant in the Johnsville Historical Society building and moving the JPUD office there be added to the three-year plan.

5. Action Items

5.1 Director LaTourrette made the **motion** to add the date of 7/29/18 to item #2 in Approval of minutes to the minutes for the regular Johnsville Public Utility District Board of Director Meeting on 10/29/2018 for clarification. The motion was seconded by Director Fregulia and the motion carried unanimously with the following vote:

Ayes: 3

Noes": 0

Absent: 0

5.2 No action at this time

5.3 Director Fregulia made the **motion** to adopt and approve a stand-by charge for all lots in Johnsville. In an effort to treat all Johnsville homeowners equally the Board has reviewed policy and will update the current billing policy to include all the lots in town. Homeowners can contact the chair or come to a board meeting and file an appeal. The motion was seconded by Director Fregulia and carried unanimously with the following vote:

Ayes: 3

Noes: 0

Absent: 0

5.4 Director LaTourrette made the **motion** to adopt and approve AMENDMENT NO. 2 TO LETTER OF CONDITIONS extending current Letter of Conditions with USDA. Director Fregulia seconded the motion and the motion carried unanimously with the following vote:

Ayes: 3

Noes: 0

Absent: 0

5.5 Director Fregulia made the **motion** to adopt and approve Resolution 23-4 Conflict of Interest Code and Appendix. Director LaTourrette seconded the motion and the motion was carried unanimously with the following vote:

Ayes: 3

Noes: 0

Absent: 0

5.6 Meeting dates will be address at the next meeting.

6. The meeting was adjourned at 2:30 PM.

Respectfully submitted,

Manager JPUD