

# McKinney Water District El Dorado and Placer Counties

## Board Meeting Minutes McKinney Water District Board of Directors Meeting March 27, 2020

The McKinney Water District Board Meeting was convened by Director Swartfager at 8:00 am. The meeting was teleconferenced due to the COVID-19 virus.

### ROLL CALL:

Directors Present: J. Swartfager, V. Dangler, S. Cotner, M. Noack, K. Arcidiacono

Directors Absent: None

Others Present: K. Gunter, G. Payne, Dane Wadle from CSDA

### Approval of Minutes from the Previous Meeting

The minutes of the Regular adjourned meeting of the Board of Directors, held February 28, 2020 was approved on a motion by Director Swartfager and seconded by Director Noack by a vote of 5 to 0.

### OLD BUSINESS

### NEW BUSINESS and MONTHLY REPORTS

#### A. Treasurer's Report

<b>Financial Institution</b>	<b>Acct#</b>	<b>Date</b>	<b>Amount</b>
El Dorado Savings	Checking	As of 3/24/20	\$67,852.23
El Dorado Savings	Savings	As of 3/24/20	\$208,448.88
Bank of the West	Checking	As of 2/29/20	\$101.00
Bank of the West	Savings	As of 2/29/20	\$20,176.19
US Bank	Savings	As of 2/29/20	\$226,543.99
<b>Bank Totals</b>			<b>\$522,122.29</b>
Total Bills/Charges			\$6405.57
<b>Bank Totals - Less B&amp;C</b>			<b>\$515,716.72</b>
<b>Notes</b>			
Rec'd Placer Co.			
Rec'd El Dorado Co.			
Uncashed Checks			

## **B. Bills and Charges**

<b>Vendor Name</b>	<b>Description of Service</b>	<b>Total Due</b>
District Agent, Graham Payne	February 2020 – Monthly Flat Fee Includes Phone and Meeting Attendance	\$1,110.00
Sec/Treas. K. Gunter	Services for March 2020	\$1,800.00
District Agent – G. Payne	Meeting with Farr Eng. Locate valve for customer, snow removal.	\$400.00
Cranmer Engineering	GCC0096	\$40.00
Liberty Energy "Old Well"	Acct# 88513447 -	\$135.82
Liberty Energy "New"	Acct# 88549765	\$383.41
AT&T Security Phone	Ph 530-525-1120 162	\$191.96
AT&T Security Phone	Ph 530-525-1309 367	\$191.96
State and Fed. Taxes	February 2020 Payroll Taxes	\$1081.82
Digital Deployment	Website Management #104089	\$50.00
Karla Gunter	Verizon Service \$45.08. Postage for Postcards and Envelopes \$252.00 Envelopes \$62.44 and Paper \$12.00, Toner \$25.75, Mileage \$115.56, Teleconference fee \$7.77	\$520.60
	Meeting Hosting Fee	0.00
Director Fees	Regular Meeting 3/27/2020 Swartfager, Cotner, Dangler, Noack, Arcidiacono	\$500.00
<b>Total Bills and Charges</b>		<b>\$6405.57</b>

### **Bills/Charges & Transfer Approved This Meeting**

On a motion of Director Swartfager and seconded by Director Noack the bills and charges were approved by a vote of 5 to 0.

### **C. Discussion – Need for Hydrant Flow Test Kit**

The District Agent has suggested the purchase of a Hydrant Flow Test Kit in order to provide hydrant flow testing data for the district, customers and local fire departments. District Agent will elaborate at the meeting. See Addendum B

On a motion of Director Swartfager and seconded by Director Arcidiacono, the purchase of the Hydrant Flow Test Equipment has been approved by a vote of 5 to 0.

### **D. Discussion – After hours or blizzard condition pay**

The District Agent was called out to a customer's home to turn off the valve to the property because of flooding in the basement. This call came in on a Saturday Night after 8:00pm. It was snowing and 27 degrees.

The Secretary/Treasurer requests the board to consider additional compensation for emergency call-outs that are after hours during extreme weather

**E. The Water Shutoff Protection Act (SB 998, 2018) Shutoff Policy**

Senate Bill 998 requires all urban and community water systems, defined as a public water system that supplies water to more than 200 service connections have a written policy on discontinuation of water service to certain types of residence for nonpayment. See Addendum C Resolution 2020-01 McKinney Water District Water Shutoff Policy.

On a motion of Director Swartfager and seconded by Director Noack, Resolution 2020-1, McKinney Water District Shutoff Policy was approved by a vote of 5 to 0.

**F. Water Sample Analysis “Cranmer Laboratory” March 2020**

Coliform/Fecal testing per sample site plan came back negative. Samples were taken 580 McKinney Rubicon Dr. in McKinney Estates.

**G. District Agent G. Payne – “Monthly Report” March 2020**

The Secy./Treas. presented the District Agent’s Monthly Report. February 2020 Production 603,253 Gallons. #2 Well Water – Level: Static 9.5 Dynamic 70.5 Fifteen-minute recovery 23.3. Low for the month 9.5. Well flushed and alarms tested. For repairs, replacements and detailed activities see Addendum A – District Agent Monthly Report.

**H. General Discussion**

Director Swartfager requested update on the search for the District Appraiser. No results this month.

Director Swartfager suggested a teleconference board meeting next month due to the corona virus pandemic.

**I. Adjournment**

There being no further business to come before the Board, on a motion by Director Swartfager seconded by Director Arcidiacono, the meeting was declared adjourned, at 8:37 am by a vote of 5 to 0. The next regularly scheduled meeting will be held on April 24, 2020 at 8:00 A.M. via teleconference and not at the regular meeting place.

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Jerry Swartfager  
President

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Karla Gunter  
Secretary/Treasurer

# Addendum A

## Agent's Report

<b>Date</b>	3/15/2020
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<b>Well #2 Meter Reading</b>	<b>1st</b> 4,806,289	<b>15th</b> 5,098,359
<b>Gallons Produced</b>	292,070	
<b>Booster #1</b> 17771	<b>Booster #2</b> 16681	<b>Booster #3</b> 642
<b>Power Meter Reading</b>	<b>Date</b>	<b>Well # 1</b>
	2/15/2020	<b>Well # 2</b> 52349

### Water Samples

Date	Location
3/11/2020	Bac-T 580 McKinney Rubicon Dr.
	Well # 1
	Well # 2
	Other

### Work Performed

### Observations

Date	Work Performed	Observations
3/16/2020	Well # 1 Flushing/Inspection All alarms tested via phone	
3/16/2020	Well # 2 Inspection Well flushed and all alarms tested	
	Tank Inspection	NA
	Water line location/USA	None
	Water Shut Off/On 480 McKinney Rubicon Dr.	
	Leaks Reported 480 McKinney Rubicon Dr.	
	Leaks Repaired	None
	Valve Box Repaired	None
	Hydrants Flushed	None
	Area frozen and did not want to create ice issues more than there is	
	Valves Exercised Cascade Drive to Emerald Circle	none
3/16/2020	Well # 2 Water level	Static 9.5 Dynamic 70.5
	Low for Month	9.5 15 min. recovery level 23.3
3/16/2020	Generator Inspection/Test run	ok
	Customer Complaints	None
	DHS Projects	None
	Other	
3/2/2020	Meeting with Farr West Engineering for next water project	
3/14/2020	Water leak reported at 480 McKinney Rubicon Rd. Pipe under house burst. Corp stop at St. off.	
3/15/2020	Snow around door to well shed cleared	

## TIME SHEET

TIME PERIOD 3/2/20 – 3/15/20

MCKINNEY WATER DISTRICT

District Office:  
103 Simmons Way  
Folsom, CA 95630  
916 806-0510

EMPLOYEE NAME: Graham Payne	TITLE: District Agent
Monthly Salary	\$1000.00
Meeting Attendance/Phone	\$110.00

### ADDITIONAL HOURS

DATE	HOURS	SERVICES PROVIDED
3/2/20	3	meet with matt from Farr west at reno office to discuss next water line replacement and GIS continuation
3/14/20	4	water leak reported at 480 McKinney Rubicon dr. residence basement flooded and had to find corp. stop out at property line for shutoff. turn back on on the 16 of the month.
3/15/201	1	clear snow from around door to well shed and generator after Clause had cleared most of snow
<b>Total Hours</b>	<b>8</b>	
EMPLOYEE SIGNATURE:		DATE: 3/15/20

## Addendum B

3/20/2020

USABlueBook - USABlueBook Hydrant Flow Test Kit Gauge, psi to be specified

800-548-1234

**USABlueBook**  
Get the Best Treatment™



Summary

Catalog Page 554 (images/pdf/CatalogPages/554.pdf)

**Part#: 44753**

Weight: 10.0 lbs

Brand: USABlueBook (<https://www.usabluebook.com/m-2028-usabluebook.aspx>)

**USABlueBook Hydrant Flow Test Kit Gauge, psi to be specified**

- Everything you need for efficient hydrant flow testing

Price:

\$682.95 USD/Each

Need Help? Call 800-548-1234

Our USABlueBook hydrant flow test kit was developed to provide water system operators everything they need to perform hydrant flow tests efficiently.

The notched blade is designed with a built-in step for resting against the outside surface of a nozzle. This makes it easier to hold the pitot blade in the middle of the water stream.

The 0.88 coefficient nozzle provides a measure of consistency from one measurement to another and eliminates the problem of determining nozzle flow coefficient for each hydrant where different models and brands may exist. In addition, you can use the 45° elbow between the hydrant and the nozzle to divert water as required but still maintain the known 0.88 flow coefficient.

<https://www.usabluebook.com/p-275172-usabluebook-hydrant-flow-test-kit-gauge-psi-to-be-specified.aspx>

1/2

3/20/2020

USABlueBook - USABlueBook Hydrant Flow Test Kit Gauge, psi to be specified

The brass pitot gauge uses a quick disconnect gauge that you can rotate for optimum viewing position and remove for transport. The gauge includes a replaceable metal blade and two plastic blades. Plastic blades have integral stainless steel tubes connecting the leading edge of the blade to the threaded connection at the body. You can order any of the blade styles as replacement items.

Kit includes: Pitot tube with quick disconnect gauge fitting, bleeder valve and straight plastic blade; alternate straight chrome-plated metal blade; alternate notched plastic blade; liquid filled gauge with quick connect fitting (user selects custom gauge range from 0 to 60, 0 to 160 or 9 to 300 psi); 2-1/2" NST hydrant cap with bleeder valve and quick connect fitting 3/4" garden hose thread adapter for hose bibs; 2-1/2" NST flow nozzle for standardization of any hydrant to a 0.88 nozzle coefficient; hydrant wrench and hard carrying case.

Note: You can specify gauges with 0 to 60 psi, 0 to 160 psi, and 0 to 300 psi. Typically, pressure gauges are selected for operation at mid-range. Normal lead-time for shipment of kits with alternative gauges is 48 hours.

# Addendum C

## McKinney Water District

### Customer Water Disconnection Policy

**All Disconnections will meet the standards set by SB998 as follows:**

Customers who have a delinquent balance will have those charges along with a delinquent charge of \$30 submitted to the respective county Assessor Clerk-Recorder's Office for collection on the customers property tax roll. If property tax is not paid, the district will then notify the property owner and be given a disconnection notice after 60 days of that year's property tax due date.

The District will not discontinue water service for non-payment until payment by the customer (consumer) has been delinquent for a minimum of sixty (60) calendar days after county property tax due date.

The District will make a reasonable, good faith effort to contact the customer in writing at least seven (7) business days before disconnection of water service for non-payment. The written disconnection notice will be mailed to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed or personally delivered to the service address and addressed to "Occupant." The written disconnection notice will include:

- Customer's name and address
- Delinquent amount
- Date by which payment or arrangement is required to avoid disconnection of service
- Description of the process to apply for an extension of time to pay the delinquent charges.
- Description of the process to petition for bill review and appeal.
- A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent water service charges, consistent with the written policy
- A copy of this policy

If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District will make a good faith effort to visit the resident and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent disconnection of water service for nonpayment and the District's Disconnection Policy.

A customer may appeal the disconnection by filling out the customer appeal form and submitting to the district office. The Board Members will review the appeal and give direction to the Office for resolution. The District will not discontinue water service for nonpayment while the appeal process is pending.



Residential service shall not be terminated for nonpayment: if all the following conditions are met (the "Need-Based Exemption"):

- The customer (consumer), or the customer's tenant, submits the certification of a primary care provider that discontinuation of residential service will be life threatening or pose a serious threat to the health and safety of a resident of the premises serviced by the delinquent account;
- The (customer) consumer declares that they are financially unable to pay for residential water service within the normal billing cycle, as demonstrated by a self-certification of qualifying as a "Low Income Customer" whereby:
  - Any member of the household being a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, or Children; or The household's annual income being less than 200 percent of the federal poverty level; and
  - The Customer is willing to enter into an alternative payment plan, an amortization agreement, or a plan for deferred payment, with respect to all delinquent charges over a period determined by the District based on the circumstances of the case.

If the customer fails to contact the District by the eighth business day after the notice, the service will be terminated and the customer will be charged a shutoff fee.

Any valve turned off will remain in the off position until payment is received in full, including all assessed fees.

The District will promptly provide information regarding the procedures for restoring service to customers once their service is discontinued, including the payment of applicable reconnection service fees. For Low-Income Customers, the reconnection service fee will not exceed the District's actual cost to reconnect water service, up to a maximum of \$50 for reconnection during normal business hours and \$150 during nonoperational hours. The fee may be annually adjusted for changes in the Consumer Price Index beginning January 1, 2021.

In order to resume or continue service that has been disconnected for non-payment, the customer (consumer) must pay all outstanding charges. The District will endeavor to reconnect service as soon as practicable but, at a minimum, will restore service before the end of business following payment, so long as said payment is received during normal business hours. Any valve turned off will remain in the off position until payment is received in full, including all assessed fees. Water service that is turned on by any person other than District personnel or without District authorization may be subject to fines or additional charges or fees. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the customer.

Service restored after normal business hours, weekends, or holidays will be charged an after-hours re-establishment fee. Service will not be restored after regular business hours unless the customer has been informed of the after-hours re-establishment fee and agrees to pay the subject fee.

The after-hours reestablishment fee is in addition to the regular re-establishment fee and the late fees for a delinquent account. District staff responding to service calls are not permitted to collect payment but will review the process requirements with the customer (consumer).

To restore service to customers who are terminated, a reconciliation agreement must be signed by the customer per this policy. A reconnection fee will be charged to return service to the customer's location.

Delinquent fees may be dismissed once every twelve months for those customers who demonstrate a household annual income below 200 percent of the federal poverty level or a member of the family receives assistance from any of the following; CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children.

Payment Plan Request / Self-Certification Form

This form is intended to be filled out by an account holder requesting an extension of their current water bill. This is a declaration of financial need and is required for an extension, amortization, or payment plan. Requests are reviewed on a case-by-case basis. Taking into consideration payment history and the outstanding balance based on the District’s Water Shutoff Policy.

Please note, any plan agreed upon using this form is for the current balance only. All future balance must be paid by their original due date, or the plan is nullified. There can only be one active plan at any given time. This certification will be kept on file for 12 months.

Date of Request \_\_\_\_\_ Name of Account Holder: \_\_\_\_\_  
Account Number \_\_\_\_\_ Property Address: \_\_\_\_\_  
Balance Due: \$ \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Original Due Date \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Customers will be contacted within 10 days of submitting this application to discuss payment options. Once an approved option is in place, a notice confirming the agreement will be either emailed or mailed to the account holder of record.**

By signing below, I am certifying that I am financially unable to pay for residential service within the McKinney Water District’s normal billing cycle. I, or a member of my household is a current recipient of CalWORKS, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the household’s annual income is less than 200 percent of the federal poverty line.

I am aware that I am responsible for the full balance that is due over the course of the alternative payments schedule. Any due date generated by my payment plan is independent of all other billings issued by the District.

X \_\_\_\_\_  
Signature of Account Holder

X \_\_\_\_\_  
Date