

McKinney Water District El Dorado and Placer Counties

Board Meeting Minutes McKinney Water District Board of Directors Meeting November 28, 2022

The McKinney Water District Board Meeting was convened by Director Swartfager at 8:01 am. The meeting was held at 6453 McKinney Creek Rd. and teleconference and video conference. Teleconference (855) 212-0212. Meeting ID: 963-145-770#.

ROLL CALL:

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

Directors Absent: None

Others Present: K. Gunter, G. Payne

Approval of Minutes from the Previous Meeting

The minutes of the Regular adjourned meeting of the Board of Directors held on October 28, 2022, were approved on a motion by Director Swartfager and seconded by Director Arcidiacono by a vote of 4 to 0.

OLD BUSINESS

A. Update – Farr West Engineering

SCADA is almost complete. District Agent halted the installation of the VFD due to potentially hazardous conditions if installed as is. Farr West, WEDCO, and Sierra Controls agreed to resolve the issue. Completion of the project will be pushed out the January. District Agent Payne requested the tank phone line be canceled.

B. TCPUD Interconnection Agreement update

Mr. Laliotis from Tahoe City PUD contacted the District Office via email, requesting a copy of the district drought response stages and the response plan. He also stated they are close to finishing the draft. The requested information has been provided to Mr. Laliotis.

NEW BUSINESS and MONTHLY REPORTS

A. Treasurer's Report

The Board accepted the Treasurer's Report as presented for the month of October 2022 totaling - \$904,103.11

B. Bills/Charges and Transfers

The Board reviewed the Bills and Charges totaling **\$7,362.49**. On a motion of Director Swartfager and seconded by Director Dangler the bills and charges were approved by a vote of 5 to 0.

C. Policy – Discontinuation of water service for nonpayment.

The District currently has a policy regarding water service shutoff for nonpayment included in Ordinance 2020-1a. The Department of Justice requires additional information to be provided to the customer. A policy is being updated to include items listed in the Water Shutoff Protection Act. The policy must be available in Spanish, Chinese, Tagalog, Vietnamese and Korean. See Addendum C. All new items are in red.

D. Reorganization of Meeks Bay FPD to North Tahoe FPD

The District Received notification from Placer and El Dorado Counties regarding a proposal to annex property into the North Tahoe Fire Protection District and dissolve Meeks Bay FPD. The Sec/Treas. spoke with Placer County LAFCO and was informed the reorganization will not have a tax revenue impact on our district and that the paperwork is just a formality.

E. Backflow Testing Violations – Proceed with Shutoff Notices

The District was notified by B and L Backflow that 3 property owners have not confirmed backflow testing. These are new residents and may not be aware of the Backflow Ordinance.

3 other owners have unpaid balances from 2021 owed to B and L Backflow and haven't responded to payment requests or provided them with the 2022 required backflow testing results. The Board has issued 30 extensions for these property owners. If the district still hasn't received responses from the property owners, the District Agent will do the testing and the district will bill the property owners for his services.

F. District Agent G. Payne – Monthly Report and Water Analysis November 2022

The Secy./Treas. presented the District Agent's Monthly Report. October 2022 Production 1,208,212 Gallons.

Coliform/Fecal testing per the sample site plan came back negative. Samples were taken at 590 McKinney Rubicon Springs. in McKinney Estates.

See Addendum A – District Agent Monthly Report for repairs, replacements, and detailed activities. For Additional Services Performed see Addendum B.

G. General Discussion

H. 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 8:31 am by a vote of 5 to 0. The next regularly scheduled meeting will be held on Friday, December 23, 2022, at 8:00 A.M. at the regular meeting place.

Jerry Swartfager
President

Karla Gunter
Secretary/Treasurer

Addendum A

Agent's Report

Date 11/15/2022	
Well #2 Meter Reading	1st 6,455,079 15th 6,756,670
Gallons Produced	301,591
Booster #1 21820	Booster #2 21003 VFD #3 684
Power Meter Reading	Date Well # 1
	Date 11/15/2022 Well # 2 28841
Water Samples	
Date	Location
11/1/2022	Bac-T 590 McKinney Rubicon Springs Rd.
	Well # 1
	Well # 2
	Other
Work Performed	
Date	Observations
11/14/2022	Well # 1 Flushing/Inspection All alarms Tested OK
11/14/2022	Well # 2 Inspection All alarms tested OK
11/14/2022	Tank Inspection All alarms Tested
10/18/2022	Water line location/USA 513 Robin - Power Pole Install
10/21/2022	Water Shut Off/On Service shutoff due to leak in front of residence. 704 Cascade Circle
10/25/2022	Attempt to find valve at 716 Cascade circle. - Did not find. Will address in spring.
10/21/2022	Leaks Reported Report of water leak at 704 Cascade Circle.
10/29/2022	Leak at fire hydrant on Cascade Circle. Fire dept. flushing and water from that.
	Leaks Repaired
	Valve Box Repaired none
10/15 - 11/15	Hydrants Flushed North Tahoe Fire testing hydrants none
11/14/2022	Valves Exercised none
11/15/2022	Hilo, McKinney, Miami Well # 2 Water level Static 30.1 Dynamic 97.3 Static low for month 29.5
11/14/2022	Generator Inspection/Test run ok
	Customer Complaints none
	DHS Projects
	Other Projects
10/17/2022	Meeting @ 510 Robin preparing for connection on 10/18
10/18/2022	Water meter connection @ 510 Robin
10/21/2022	Water leak reported at 704 Cascade Circle.
11/8, 9 & 11	Meeting with Sierra Controls regarding SCADA
11/14/2022	VFD Inspection before startup. - Startup will not happen. Will discuss at meeting.

rev. 1-12-11 tw

Addendum B

TIME SHEET

TIME PERIOD 10/15/2022 - 11/15/2022

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 Allowance	\$110.00

DATE	HOURS	SERVICES PROVIDED
10/17/2022	1	MEETING WITH CONTRACTOR AT 510 ROBIN FOR SETTING OF NEW METER AND CONNECTION TO MAIN
10/18/2022	1	USA FOR POWER POLE INSTALL AT 513 ROBIN FOR LIBERTY
10/18/2022	6	CONNECTION TO MAIN LINE AND METER SET AT 510 ROBIN
10/21/2022	4	WATER LEAK REPORTED AT 704 CASCADE CIRCLE. RESIDENCE SHUT DOWN AND NOTIFIED. HOMEONERS SIDE OF PROPERTY.
10/25/2022	3	REQUEST FOR SHUTOFF AT 716 CASCADE CIRCLE. DIG TO EXPOSE VALVE BUT SNOWED BEFORE WE COULD GET TO VALVE.
10/29/2022	1	REPORT OF LEAK IN FRONT OF FIRE HYDRANT ON CASCADE CIRCLE
11/8/2022	1	MEET WITH SIERRA CONTROLS DURING SCADA INSTALL
11/9/2022	1	MEET WITH SIERRA CONTROLS DURING SCADA INSTALL
11/11/2022	2	TRAINING ON SCADA WITH SIERRA CONTROLS
11/14/2022	4	INSPECTION AND MEETING WITH CONTRACTOR FOR NEW VFD AND PREPERATION FOR TEAMS CALL ON THE 17 TH PERTAINING TO STARTUP.
Total Hours	24	

EMPLOYEE SIGNATURE: <i>Graham Payne</i>	DATE: 11/22/2022
---	------------------

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-Recorders Office for collection on the customer's 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 the 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 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.

The notice will include the following: customer's name and address; the amount of delinquency, date by which payment or arrangement for payment is required to avoid discontinuation of service; description of the process to apply for an extension of time to pay the delinquent charges; description of the procedure to petition for bill review and appeal; and description of the procedure by which the customer can request a deferred, reduced, amortized or alternative payment schedule.

All MWD customers are allowed 1 payment extension in a 12-month period. Payment deferrals/extensions shall not exceed 30 days per request. If the customer has used the 1 payment extension in a 12-month period and cannot pay or keep current with their payments, payment terms including an alternate payment agreement may be available.

In addition to payment deferrals, eligible customers may request a 12-month amortization plan in which the balance is paid over a 12-month period through monthly payment installments. The eligible customer must comply with the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Failure to comply with the terms of the amortization plan will result in disconnection of service. The amortization plan is available to residential water customers who meet the requirements and provide documented and valid proof for ALL conditions listed below.

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

Contact information for the district: 103 Simmons Way Folsom, CA 95630 (916) 806-0510

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 the 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 the 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