

McKinney Water District El Dorado and Placer Counties

Board Meeting Minutes

McKinney Water District Board of Directors Meeting August 28, 2020

The McKinney Water District Board Meeting was convened by Director Swartfager at 8:01 am. The meeting was teleconferenced due to the coronavirus pandemic.

ROLL CALL:

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

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 July 24, 2020 was approved on a motion by Director Dangler and seconded by Director Swartfager by a vote of 5 to 0.

OLD BUSINESS

A. Discussion Going Forward with GIS Mapping Plan.

Matt Van Dyne presented the Board with a cost breakdown for the different plans for the GIS functionality and ability for the District. After reviewing the plans, the Board has decided to implement Task 2 - GIS Data Creation. Addendum C for details.

On a motion of Director Swartfager and seconded by Director Dangler the GIS Mapping Plan Task #2 was approved by a vote of 5 to 0.

NEW BUSINESS and MONTHLY REPORTS

A. Treasurer's Report

Financial Institution	Acct#	Date	Amount
El Dorado Savings	Checking	As of 8/25/20	\$20,520.49
El Dorado Savings	Savings	As of 8/25/20	\$147,597.15
Bank of the West	Checking	As of 7/31/20	\$5,101.00
Bank of the West	Savings	As of 7/31/20	\$244,177.35
US Bank	Savings	As of 7/31/20	\$226,584.00
Bank Totals			\$643,979.99
Total Bills/Charges			\$7,173.03
Bank Totals - Less B&C			\$636,806.96
Notes			
Rec'd Placer Co.	Included in checking Balance	Rec'd 8/20/20	\$7,368.83
Rec'd El Dorado Co.			
Uncashed Checks			

B. Bills, Charges and Transfers

Vendor Name	Description of Service	Total Due
District Agent, Graham Payne	July 2020 – Monthly Flat Fee Includes Phone and Meeting Attendance	\$1,110.00
Sec/Treas. K. Gunter	Services for August 2020	\$2,000.00
District Agent – G. Payne	Misc. Additional Work (included in Payroll)	\$300.00
Cranmer Engineering	GCH0386 \$65.00 GCG0773 \$640.00	\$705.00
Liberty Energy "Old Well"	Acct# 88513447 -	\$25.17
Liberty Energy "New"	Acct# 88549765	\$604.79
AT&T Security Phone	Ph 530-525-1120 162	\$97.79
AT&T Security Phone	Ph 530-525-1309 367	\$101.38
State and Fed. Taxes	July 2020 Payroll Taxes (paid by payroll Co.)	\$1472.49
Verizon	Services for August 2020 (Autopay) Pd. 8/18/20	\$45.08
Underground Service Alert	Annual Fee	\$150.00
Karla Gunter	Teleconference 7/27/20	\$16.33
Mickey Noack	Meeting Hosting Fee 8/28/20 (included in payroll)	\$45.00
Director Fees	Regular Meeting 8/28/2020 Swartfager, Cotner, Dangler, Noack, Arcidiacono	\$500.00
Total Bills and Charges		\$7,173.03

Bills/Charges & Transfer Approved This Meeting

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

C. Seeking Appraiser for the Preparation of the upcoming 5-year audit

The District is in search of an Appraiser to put a value on the District for such things as: the well, tank, mainlines, pump, etc. We have received a quote from Alliant Appraisers and will discuss during the meeting. We also have an RFQ out to CBIZ but have yet to receive a response.

D. Discussion –Cost Associated with a Post Mortem Analysis of the pump motor failure.

District Agent has contacted Matt Moore at Western Hydro to get pricing to provide a Post Mortem Analysis on the failed pump. The shipping will cost approximately \$750.00. The Analysis will be provided free of charge.

On a motion of Director Swartfager and seconded by Director Dangler the cost of shipping to Western Hydro has been approved by a vote of 5 to 0.

E. Water Sample Analysis “Cranmer Laboratory” August 2020

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

Lead and Copper testing will be performed 9/1/20.

F. District Agent G. Payne – “Monthly Report” August 2020

The Secy./Treas. presented the District Agent’s Monthly Report. June, 2020

Production 2,519,960 Gallons. #2 Well Water – Level: Static 17.4 Dynamic 77.0

Five-minute recovery 30.6. Low for the month 14.6

For repairs, replacements and detailed activities see Addendum A – District Agent Monthly Report. 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 Dangler seconded by Director Noack the meeting was declared adjourned, at 8:23 am by a vote of 5 to 0. The next regularly scheduled meeting will be held on September 25, 2020 at 8:00 A.M. at the regular meeting place.

Jerry Swartfager
President

Karla Gunter
Secretary/Treasurer

Addendum A

Agent's Report

Date	8/15/2020
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Well #2 Meter Reading	1st	1,317,407	15th	2,549,436	
Gallons Produced	1,232,029				
Booster #1	18407	Booster #2	17357	Booster #3	654
Power Meter Reading	Date	8/15/2020	Well # 1	12027	
	Date	8/15/2020	Well # 2	64498	

Water Samples

Date	Location	
8/4/2020	Bac-T	590 McKinney Rubicon Springs Rd.
	Other	

Work Performed

Date	Observations		
8/15/2020	Well # 1 Flushing/Inspection	All Alarms Tested via phone	
8/15/2020	Well # 2 Inspection	All Alarms Tested	OK
8/15/2020	Tank Inspection	Secure	All Alarms Tested
	Water line location/USA		
	Water Shut Off/On		
	Leaks Reported		
	Leaks Repaired		
	Valve Box Repaired		
	Hydrants Flushed		
8/1/2020	7, 8, 9	Associated Valves	
	Valves Exercised		
8/1/2020	144, 138, 111, 114, other associated valve		
8/15/2020	Well # 2 Water level	17.4	Dynamic 77.0
	Low for month 14.6		5 min. recovery 30.6
8/15/2020	Generator Inspection/Test run	Genset ran.	
	Customer Complaints		
	DHS Projects	None	
	Other		

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Addendum B

TIME SHEET

TIME PERIOD 7/1/20 - 7/31/20

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 Allowance	\$110.00

DATE	HOURS	SERVICES PROVIDED
7/18/20	2.0	Cleanup around well and tank to prepare for board member tour of facility
7/21/20	1.0	Pickup of test bottles for lead and copper and nitrate testing within the district
7/28/20	1.0	USA at 6403 McKinney Creed RD for SWG
7/30/20	1.0	USA at 820 Woodside Drive for installation of deck piers
8/14/20	1.0	USA at 510 Robin for foundation prep.
TOTAL HOURS	6.0	\$300.00

EMPLOYEE SIGNATURE:	DATE: 8/24/20
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Addendum C

Farr West Engineering

The 2-step process can be identified as

1. Getting records digitized on hard copy maps
 - a. Tasks 1 and 2 would be included in this effort
 - b. We would collect all District utility records and incorporate it into a GIS.
 - c. We would generate a “runbook” which is a book of 11x17 figures that break down the District’s system into smaller areas. The runbook would depict the GIS and used by the District and their staff.
2. Getting GIS online and viewable via internet
 - a. Tasks 1, 2, and 3 would be included in this effort
 - b. We would perform all efforts within tasks 1 and 2 as the previous option details
 - c. We would generate a web-based GIS system that is viewable by the District.

McKinney Water District GIS Scope of Work

Task 1: Project Management

- Project Coordination & Management: Meetings with District to coordinate field data collection, to go over any questions, and to go over any data corrections (red lines) generated by District.
- Monthly billing reports by Admin staff

Task 2: GIS Data Creation

- GIS data creation and record information data integration. Data will be created from the field survey collected in previous project completed in Fall 2019.
- Initial GIS data delivery will include maps that the District will use to perform any red lines.
- Red lines will be integrated into GIS data and a final delivery will be delivered to District so District has their own copy of data
- Paper map figures (runbook) generated for District

Task 3: Web GIS Development

- A web-based GIS data viewer will be developed for District’s use.
- District will have access to web-based GIS information using desktop or mobile devices

Assumptions:

- District will provide any record information used to attribute GIS information from
- GIS will include all water utility assets that have previously been identified in the field and via existing records. Additional, unknown, assets would be identified and located by District.

- District will provide any corrections to Farr West that is found in the initial delivery cycle
- Web-based application will include an annual fee that will be paid for by District
- Field work or visits to the District are not included.

**McKinney Water District
Geographic Informational System
Engineering Fee Estimate**

TASKS	Rate (\$/hr)	Principal Civil Engineer -	Administrator III -	GIS Analyst II -	GIS Analyst I -	GIS Specialist -	GIS Technician -	2 Man Survey Crew	Survey Technician -	Total Labor	Expenses (\$)	TOTAL	
		Prevaliling Wage -	Hours	(\$)	(\$)	(\$)							
1.0 Project Management													
Project Coordination and Management				4						4	\$540	\$540	
Monthly Reports/Progress Billings		2	2	2						6	\$776	\$776	
Subtotal		2	2	6						10	\$1,316	\$1,316	
2.0 GIS Data Creation													
Record Info Integration / GIS data creation		2		16		16				34	\$4,064	\$4,064	
Subtotal		2		16		16				34	\$4,064	\$4,064	
3.0 Web GIS Development													
Create Web GIS Viewer so Client can use GIS created		2				16				18	\$1,904	\$1,904	
Annual viewer fee											\$2,500	\$2,500	
Subtotal		2				16				18	\$1,904	\$2,500	\$4,404
TOTAL		6	2	22		32				62	\$7,284	\$2,500	\$9,784