

JCSD Minutes

**A Special Meeting of the Board of Directors of the Jacumba
Community Service District (JCSD) take place on:
Monday, February 27th, 2023, 6:00 p.m.
Highland Center**

MINUTES

- I. Call to Order 6:02 pm
- II. Welcome to Guests
- III. Pledge of Allegiance
- IV. Welcome guests (if any)
- V. Roll Call, Determination of Quorum
Present: President Katrina Westley, V.President Sarah Misquez, Debra Yu, &
Robert Ridge
Absent: Felix Bachmeier
- VI. Public Forum

Tanya: Has a question pending for Felix Bachmeier. Board member absent for meeting of 2/27/2023. Please register that I need to ask him a question.
Jeff Osborne: Commercial contracts. He was contacted by a company that will return here to Jacumba and basically finish the Wall and will be reaching out to the JCSD for the purchase of water. Jeff got a call from that company to get a lease of his property. I told him I'd rather have contractors get the water from the Highland Well, so they do not drive through town. The company is called Spencer Construction from Campo. Katrina is requesting Emilio to have any information available to her and the board for when Spencer Con. Decides to start the water service. Jeff: Is there any reason why they cannot just get water from that well. EG.GM. stated they can but it only depends if they're multiple contracts at the same time for Construction water then they will need to use both wells. Robert Ridge: Why doesn't Jeff just buy water from us so we continue to have the revenue and not have any trucks come through town. Jeff answers he has his own water and doesn't need to purchase any water from the JCSD with the exception of residential properties. His main concern is to not have big loads of water trucks coming through town day in and day out. Emilio explains that without this revenue the Jacumba Community Park doesn't get any funds. The park receives 20% of all Construction Water Sales. Katrina: Points out we can have a whole discussion on this topic about construction water.

Tanya: How much has the park made in the last year. Maybe about a \$1,000 has gone to the park. Last fiscal year we only made in total about \$11,000 dollars.

This portion of the agenda may be used by any person to address the Board of Directors on any matter within the jurisdiction of the Jacumba Community Services District. However, the Board of Directors may be unable to respond at this time until the specific item is placed on the agenda at a future meeting in accordance with the Brown Act. Allocated time for public comment is 2 minutes addressing one issue at any one time. (Brown Act, Section 54954.3)

VII. **Board Business:**

- a) **Approval of Minutes:** The Board will review the draft minutes from the special meeting on December 6TH and 20th, 2022 and January 24th, 2023. (Action) Sarah requested a lot more information from the previous audios.

Special Meeting Minutes for December 6th & 20th, 2022 tabled due to insufficient information written. TABLED-Motion Sarah Misquez Second-Robert Ridge Vote: Unanimous- Motion Passed

Special Meeting Minutes for January 24th, 2023: Motion Katrina Westley Second Robert Ridge Vote: Unanimous- Motion Passed

- b) **General Manager's Report:**

1. General Manager's Report on status of district including detailed financial and infrastructure updates.

Greeting JCSD Board Members. Hope all is well. Water quality for February month were good. The district sold construction water at the HLC well this month. Superior Tank this month came and welded some patches on the roof of our smaller water tank.

Completed

- Small Tank roof weld repair
- One Service Line Repair

Look Ahead

- Valve Exercising and clean out of valve cover/ holes

Water Production – January 24th – February 27th 2023

- Filter plant- 1.5407 MG Filtered/ 36,087 Daily Avg/ Gallons
- Well 7- 1.563 MG Pumped -Static Level 43.8 ft

- Well 8- 3,000 Gallons Pumped- Static Level 43.2 ft
 - Well 4- 3,000 Gallons Flushed – Static Level 13.1 ft
- Construction Water
- Well 6- No Production Static Level 12.95 ft
 - HLC- 1,000 Gallons Pumped – Static Level 57.65 ft
 - Park Well- No production Static Level 60ft

Bacteriological	Date Sampled	Result	Sample Type
Site 4- Jacumba St	2/7/2023	Absent	Distribution
Site 5- Hill Road	2/7/2023	Absent	Distribution
Site 6- Campo St	2/7/2023	Absent	Distribution
Well # 7	2/7/2023	Absent	Source (RAW)
Well # 8	2/7/2023	Absent	Source (RAW)

Distribution System

Chlorine Residual (Distribution) 108 Samples 1.01 mg/l min/1.9 mg/l Max/ 1.56 Avg MG/L

Well Heads (7&8)- Iron and Manganese

Filter Vessel- Iron and Manganese

President Katrina Westley requesting the purchase of a computer program that shows charts and graphs of our daily water levels.

For financials Katrina seen detailed balance sheet and questioned check for County Counsel. Wants to see invoice with description of bill. Bills from county counsel come months after date of service. Brenda- Will send descriptive invoices to board members regarding county counsel. Katrina also questions the mileages for written out checks to the staff. Brenda: at the end of every week I drive down to California Bank and Trust and make a deposit of customers payments. Sarah asks Emilio about samples being taken to the

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Lab. Emilio completes samples once a month and takes the company truck down to make those deliveries.

2. General Manager will report on the unresponsiveness of the Law Firm Noonan Lance to the District's monthly litigation reporting requests.

Report From Noonan Lance was read by Katrina Westley (included in prior board packets) Katrina is getting things

3. Invoice payments per JCSD Admin code Sec. 5.3 over \$5,000. GM to identify all invoices received for such payments and present to Board for review, and vote. (Action)

Naves Law Invoice for \$7,500- Motion Sarah Misquez Second Debra Yu Vote: Unanimous- Motion Passed

Katrina reviewed all work that Ronald Naves has done and has even seen that Naves gave a 7 hour discount to our invoice.

Jacumba member asked who is Ronald Naves? Katrina answered he is our consultant, he has been helping us out by reviewing our admin codes and working diligently with the district.

- c) **Financial Audit for Fiscal Year 2023:** The General Manager will present an update to the Board about the status of the Wilkinson Hadley audit proposal. (Oral Report, General Manager).

Emilio GM: Every year we need to get an audit done by outside council and this report gets state to the state and the county. Fee is \$7500 to complete the audit, last year it was \$6500.

Engagement Letter sent from Wilkinson and Hadley to have audit completed.

Motion Sarah Misquez Second Debra Yu Vote : Unanimous Motion Passed

- d) **Overland, Pacific and Cutler (OPC) Contract:** General Manager will explain the purpose of the contract, the district's need and expenses incurred by the District to date. Board to provide direction to General Manager. (Action)

Immediately suspend all services with Overland, Pacific and Cutler. Motion Katrina Westley Second Sarah Misquez Vote Unanimous- Motion passed.

2021 Previous board members wanted to use Overland Pacific & Cutler for Well 4 & 6.

They were hired because they deal with acquiring special districts Emilio did not have the experience to knowledge at the time, so the previous board had voted on hiring this company and spent around \$19,000. Katrin requested copies of what we were charged for. Is this process eminent Domain. EG: This is the process before eminent domain. They negotiate with the owner. Jeff Osborne is the landowner who offered easements to not go through eminent domain. Katrina: This seems to be premature. To spend almost \$20,000 on something the district could have done on their own. Emilio: Even though we suspend any further services we do need to pay these invoices since there is a contract and these are services that were completed.

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- e) **Discussion In-house Counsel:** The Board will discuss the district's need to appoint a General Counsel for the District and take appropriate action per the JCSD Admin Code Sec. 4.2 General Counsel.

President Katrina Westley is working with Naves (also an attorney) which he will extend his role in helping to counsel us with various contracts the JCSD has instead of using county council. Katrina would like the board to take a minute and discuss the role of Naves duties to be extended since he is experienced with water governments and handle these outside contracts that we have and give us that counseling we need to sort all of these out. He can reach out to OPC, there is always a possibility that we need outside attorneys, but he can help decide that. Having on attorney is a better option then having many attorneys. Financially it makes sense that we only have an attorney in house. Katrina thinks it in our best interest to only have one attorney and she will get a proposal from Naves to help decide if its financially acceptable for the district. A concern that was questioned from Greg Curran. Greg Curran: It would look better if you had different options for hiring an in-house attorney. Katrina has done her research and has many different options but finds Naves to be the better option and it financially makes more sense. Morrison: Is William Pape still part of the JCSD? Katrina no he does not pertain to the JCSD any more and if he does that can be a serious issue.

Motion Debra Yu Second Katrina Westley Vote Unanimous Motion Passed

- f) **Discussion of the Specialized Utility Services Program (SUSP) proposal:** Per the previous Board vote on December 20th, 2022, Board will review proposal and discuss. (Action)

Katrina: This is the company that we previously voted to have SUSP come out and assist Brenda & Emilio with operations. In her opinion it doesn't seem like it's a possibility now it's expensive. It's \$170,000 a year, general counsel can later help us negotiate for a better deal in the future. Debra: Are we eligible to get a grant for paying this company. EG No we can't get grants for this. This will need to be revisited at a future time.

Motion Tabled- Sarah Second: Robert Ridge Vote: unanimous Motion Passed

- g) **Directors and Staff Report**

1. This portion of the agenda may be used by the Board of Directors or management to make informal oral reports on their activities.

Vice President Sarah Misquez research all litigation papers. Most of which are for the highland senior center. The JCSD cannot make or remove an existing board from the Highland Center because it was not in the lease. Tanya stated Highland received threatening letters which came from personal level versus a professional level through our lawyers. Any previous minutes or questions might be found in previous

minutes on our website on jacumbawater.com. President Katrina Westley is working with Ron Naves and fellow board members and going through admin codes and by laws which are way out of compliance that need to be brought up to 2023 regulations. KW suggests board members go online and read the updated brown act which is updated. Also, she has reached out to SUSP and let them know about the JCSD needs and let them give us a proposal. Also, reviewing previous contracts and current contracts and receiving information from the JCSD staff.

2. This portion of the agenda may be used by the Board of Directors to make requests for future agenda items.

The possibility of having the time changed for future meetings.

3. This portion of the agenda may be used for the Board to consider requests for Board Members or Staff to attend training or association meetings at the District's expense.

Emilio GM- CSDA has all training online. Magazines that were handed out previously contain webinar dates.

VIII. Adjournment 6:56pm

Brenda Hernandez, Office
Manager