



**Minutes Johnsville Public Utility District
Regular Board Meeting**

Date: September 29, 2018

Time: 11:00 AM

Place: Saint John's Church

1. **Call to order**

Meeting was called to order at 11:00 AM. Directors present were David Piepho and Norm Hattich. Director LaTourrette was absent.

2. **Approval of minutes**

The Chair asked if there were any changes to the minutes or agenda. The Chair requested there be a motion to approve the minutes and move item 3.3 to 3.1 on the agenda. Director Hattich made the **motion** to approve minutes and switch the two items on the agenda in order for GLW to report first. Chair Piepho seconded the motion. Motion was passed.

Ayes: 2

Noes: 0

Absent: 1

3. **Public Comment**

A homeowner asked the Board what were the JPUD's water hookup to a new residence requirements and procedures. The Chair explained that the JPUD policies were under current review and revision by the Board he referred the homeowner to the Manager for information. Discussion included the need for a licensed contractor to do the work and that the water line be half inch. Also current fire requirements need to be followed. The hookup would need to be inspected by JPUD staff as well. Any questions or concerns can be brought to the Water Board for consideration.

4. **Reports from Graeagle Land and Water.**

3.1 Barry Buchholtz reported that the plant work to be completed by George T Hall would start at the end of October. Our water usage will be down and there will be less impact on customer service. Water could be off line one day at plant and one additional day on train. He may be able to run plant manually. The project will address redundancies, alarms, and bringing plant to compliancy. Barry was asked about future projects that need to be done so the Board can include them in budget planning. He listed that three turbidity meters will need to be replaced (2200 each) and a chorine analyzer (Barry will check on best price) will need replacing and grounded in case of a lightening strike. Barry's phone number is (530) 386-1853 and his email is bpbuchholtz@gmail.com.

Barry asked if all the water boxes in town could be mapped and identified numerically. The Chair asked that GLW send a yearly report on our system to the Board. Barry said GLW could and copies of monitoring and reports to State were on desk at plant.

3.2 **State Park** did not attend meeting. Next year's meeting dates will be shared with Ranger Tim.

3.3 **Director's** report:

Directors again expressed their thanks and appreciation to all who help our water system be successful. A community member shared a list of homeowner's addresses and some phone numbers and emails. The Board asked the Manager to review and add to the list from our records. The Board discussed sending a letter to homeowners requesting phone and email for future communications.

3.4 **Manager** reported that bill was sent to State. Board discussed importance of thanking Marilyn Linkem and sending invite to JPUD meetings to new Supervisor.

5. **Action Items**

5.1 **Newsletter** will be sent out to homeowners before the end of this year.

5.2 Director Hattich made a motion to adopt the water spigot as JPUD's official **logo**. Chair Piepho seconded the motion. Motion passed.

Ayes: 2

Noes: 0

Absent: 1

5.3 **Review of billing** was discussed and Manager distributed information on which lots were not currently being billed. Any changes need to be made to next year's Property Tax bills. A vote to add those lots will be on our next agenda.

5.4 The need for a **JPUD checkbook** was discussed and it was decided to table item until a later date as deemed necessary.

5.5 A sample **job description** for JPUD manager was given to Directors as well as job description given to Auditor. Chair will review and present modifications at a future meeting for approval.

5.6 The Board asked the Manager to order a lockable four drawer file cabinet to be stored at firehouse. A **motion** to authorize this purchase was made by Director Hattich and seconded by Chair Piepho. The motion passed unanimously.

Ayes: 2

Noes: 0

Absent: 1

The Chair discussed the need to have a committee review documents that need to be stored and the disposal of extra copies and items that did not need to be kept. He listed the following items that should be in the firehouse files:

- JPUD Mission Statement

- Organizational Chart
- Duties and responsibilities of JPUD staff and Directors
- Agenda and Minutes template
- JPUD Bylaws/rules and regulations/guidelines/policies
- Contracts/Standard Operating Procedures
- Adoptions (Ordinances and Resolutions)
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5.8 A motion to adopt 2018 **Conflict of Interest Code** was made by Director Hattich and seconded by Chair Piepho. Motion passed unanimously.

Ayes: 2

Noes: 0

Absent: 1

6. Meeting dates for 2019 are **Saturday May 11, 2019, Saturday July 13, 2018, and Saturday September 14, 2018**. These will be held at 1:00 PM at Saint John's Church. Any changes will be posted as needed.
7. Meeting was **adjourned** at 1:23 PM.

Submitted by Melissa Sheets 10/8/2018