

HOME GARDENS SANITARY DISTRICT  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS

April 28, 2020

The regular meeting of the Board of Directors of the Home Gardens Sanitary District was called to order by the President Grady Garrison at 7:30 p.m. by teleconference. Staff Assistant Tracey LaBonte and Director Karen Samson Runion were present at the office of the District 13538 Magnolia Ave. Corona, California.

Directors present were Garrison, Samson Runion, Serrato, Cacho and Barajas. Also present were Alan Burns, District Counsel; Janey Gress, General Manager and Tracey LaBonte, Staff Assistant.

Public Comment: None.

Minutes of the regular meeting of March 24, 2020 were presented For approval. Motion was made by Director Barajas, seconded by Director Serrato and unanimously carried to approve the minutes as presented.

Expenditures for the month of April 2020 were presented and discussed. Motion was made by Director Cacho, seconded by Director

Samson Runion and unanimously carried to approve the April 2020 monthly expenditures as presented.

Budget Efficiency/Income Revenue Reports:

Manager Gress presented the Budget Efficiency/Income Revenue reports. Discussion followed.

Staff Report: None.

WRCRWA Committee Report:

A Regular Meeting of the Executive Committee of the Western Riverside County Regional Wastewater Authority on April 16, 2020.

The Executive Committee approved to recommend that the Board of Directors approve these action Items 1-4.

1. The Executive Committee approved to receive and file the Operations Report for January 2020.
2. The Executive Committee approved Increases the existing Best Best & Krieger, LLP purchase order by \$27,000, to continue providing legal services, the increase will bring the purchase order total from \$35,000 to \$62,000.
3. The Executive Committee approved a professional services contract with Larry Walker Associates in an amount of \$86,258 to conduct and prepare the necessary report for a technically based local limits study.

4. The Executive Committee approved to issue a purchase order in the amount of \$83,997.89 to Xylem Water Solutions for procurement of one submersible pump for the South Regional Pump Station.

WRCRWA Fiscal Year 2020/2021 Budget

a. HGSD Variable and Fixed Allocation of Cost: \$569,608.

b. HGSD SRF Debt Service: \$70,887.

c. Increase as compared to 19/20 is increased: \$11,288.

5. Operating Reserve - WRCRWA wound up with 2,022.00 operating reserve excess although we could ask for the money the Administrator proposes to allocate the excess to each agency based on treatment capacity ownership for the use on cost against the Odor Mitigation Project. HGSD allocation of the reserve excess is \$150,898. After applying to the Odor Mitigation Project, HGSD's additional contribution to that project will be approximately \$78,000. Total project  $\$229,071 - \$150,898 = \$78,000$ .

6. Fiscal Year 2020/21 CIP Budget:

Proposed CIP for the next two years is approximately 13 million. HGSD pays approximately 5.35% of the Capital Improvement Plan based on its prorate of capacity ownership. Assuming these costs are fully expended, HGSD exposure is approximately \$700,000, around \$350,000 a year. There are other projects, recycled water pump station, storage building, operating building upgrades, centrifuge building upgrades.

If all these projects are built total CIP will be around 20 million dollars. It was suggested that WRCRWA consider looking into obtaining financing. The Administrator indicated financing options would be investigated.

On the projects approved \$96,000 was spent so that certain discharges to the Santa Ana River could occur, electrical improvements were to be studied further and an old crane needs to be replaced with a new one in the centrifuge building and the air exchanges in the old structure needs improvement because there was a build-up in corrosion affecting the equipment.

Anaerobic Digester #3 was pushed out to future years so that there is not such a budget impact.

In Closed Session:

1. WRCRWA continues to have settlement discussions on the AQMD fine and hope to have it wrapped up in May.
2. On the Change Order dispute from the major plant expansion project, they seem to have reached conclusion on which change orders were caused by contractor/engineer mistakes and should be reimbursed. These will be presented for consideration at a future meeting.

HGSD Items for Discussion and Consideration:

1. The Board discussed March's Monthly Status Report by G & G Environmental Compliance.

2. The Board discussed the Message sent from California Special Districts Association regarding Assembly Member Gloria dropping the legislation of AB 2093 (retention period for electronic communications). This was as requested by the Board in a letter sent to the Governor.

3. A Motion was made by Director Serrato, seconded by Director Cacho and unanimously carried to approve the transfer of the District's bookkeeping files to Christenson Orejel Associates (COA) for preparation of the District's monthly accounting and tax preparation as recommended by Stephen M. Bishop considering his retirement.

A Motion was made by Director Barajas, seconded by Director Samson Runion and unanimously carried to approve the Engagement Letter from Christenson Orejel Associates (COA) for bookkeeping services.

4. A Motion was made by Director Serrato, seconded by Director Barajas and unanimously carried to approve the postponement of all disconnections and waive late fees until at least June 1, 2020. The contents of the interim policy were set forth in a letter proposed to be sent out in English and Spanish. The Board adopted the policy as set forth in the letter (attached hereto these minutes).

5. A Motion was made by Director Cacho, seconded by Director Serrato and unanimously carried to approve that President Garrison decide and vote for the Regular Special District Member and Alternate Special District Member of the Local Agency Formation Commission.

6. A Motion was made by Director Serrato, seconded by Director Barajas and unanimously carried to approve to send out the drafted letter to all the District's patrons regarding the changes that have been implemented as a result of COVID-19.

Closed Session: None

Director Comments: Director Serrato wished everyone safety during these times.

There being no further business, President Barajas adjourned the meeting at 8:10 p.m.

  
Karen Samson Runion, Secretary

The foregoing minutes were approved by the Board of Directors of the Home Gardens Sanitary District at the regularly scheduled meeting of said Board May 26, 2020.

Signed:   
Grady Garrison, President

  
Karen Samson Runion, Secretary