**CACHEVILLE SERVICE DISTRICT**

**MINUTES OF THE REGULAR MEETING**

**March 6, 2024**

**Roll Call / Call to Order:**

**Directors Present:** Rick Hernandez, Lana Reveles,

Robert Marin, Tina Day, Pat Hernandez

**Directors Absent: N**one

**Others Present:** Sally Wallace (Recording Secretary), Mark Krummenacker (Clerk),

Art Castillo (Water Distributor Operator), Manuel Quintana (General Manager)

The regular meeting of the Cacheville Service District was called to order by President Lana Reveles at 5:30 p.m., at the Yolo Library Branch, 37750 Sacramento Street, Yolo, California, on Wednesday March 6, 2024. All directors were present. Also present were Sally Wallace (Recording Secretary), Mark Krummenacker (Clerk), Art Castillo (Water Distribution Operator), Manuel Quintana (General Manager)

**1.** **Approval of agenda:**

President Lana Reveles called for a motion to approve the agenda.

**Motion by:** Robert Marin

**Seconded by:** Rick Hernandez

**Discussion:** None

**Vote: Ayes: 5 No: 0 Abstain: 0 Motion: Carried**

**2. Approval of Minutes of last meetings (February 2024):**

President Lana Reveles called for a motion to approve the Minutes.

**Motion by:** Pat Hernandez

**Seconded by:** Rick Hernandez

**Discussion:**None

**Vote: Ayes:** 5 **No:** 0  **Abstain:** 0 **Motion:** Carried

**3. Public Comments:**

None.

**4. Financial Report (**Ledger,Trial Balance, AR Billing Status, Budget**):**

Mark Krummenacker reported that there will be some shut off notices going out. Ten residence and one business.

We started billing the resident at 37511 Sacramento Street (the big house) January 2024.

Forty seven percent of the budget looks good.

Mark also mentioned that when there is a change in payroll, he needs to know as soon as possible. Mark also suggested that When Dwayne comes back, he should start back up starting of payroll period.

Mark looked into credit card at US Bank (Cal Card). They work with Districts. The minimum of $300.00 a month per card. The minimum amount may be raised.

Expense: $7,677.39

**5. Approval of Claims:**

President Lana Reveles asked for a motion to approve claims for February2024.

**Motion by:** Robert Marin

**Seconded by:** Tina Day

**Discussion:** None

**Vote: Ayes:** 5 **No:** 0 **Abstain:** 0 **Motion:** Carried

**6. Correspondence:**

Mark received a magazine in the mail (New Law 2024) that we will go over next month.

**7. Water Distribution Operator’s Report:**

The Water Distribution Operators report was given by Art Castillo. He reported that routine checks were done. Hydrants were flushed, and residual were taken.

There was a power outage on February 28th.

Need to get a new manual for the generator

Pump hour meter readings of February, 2024.:

We will no longer be reading the Sacramento hours and gallons.

The Washington Street pump reflected 30528.0 hours – 36.8 hour(s) suage since last month.

Flow meter reading on Washington Street 604220 gallons

**8. General Manager Report:**

Manual will be meeting with Leo Refsland tomorrow (3/7/2024) Madison in regards to Madison equipment and operators.

Manual is in the process of opening accounts. The Central Concrete application was submitted.

He just received Discontinuance from Esparto.

Solano Air Quality wants an annual report on what generator was ran. Report is due the end of March.

Manual will get together with the personnel group to go over duties. He will also start working with the policy committee. The budget committee will get together to discuss the budget.

Tina Day requested she would like to be taken off the personnel committee and have Lana Reveles instead.

President Lana Reveles asked for a motion to approve the request of Tina Day to be taken

off the personnel committee and have Lana Reveles take her position.

**Motion by:** Tina Day

**Seconded by:** Rick Hernandez

**Discussion:** None

**Vote: Ayes:** 5 **No:** 0 **Abstain:** 0 **Motion:** Carried

**9. Discussion Items:** None.

**10. Action Items:** None.

**11. Old Business:** None.

**12. Such other urgent business as may be brought before the Board that has arisen since the agenda was prepared:** None.

**13. Future Agenda Items:**

**a. 2024-2025 Budget**

**b. Discontinuance Policy**

**c. Operators Scope of Duties**

**d. Employee Reimbursement**

**e. Madison CS MOU (Memorandum of understanding)**

**f. Electronic Annual Report –** Due end of March

**g. Consumer Confidence Report**

**h. Valve Exercise Program**

**i. Hydrant Flushing / Maintenance Program**

**j. Bacti Sample Points**

**k. Records of transfer switch**

There being no further business, the meeting was adjourned Wednesday March 6, 2024

at 6:25 p.m. by President Lana Reveles.

Respectfully submitted,

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SALLY WALLACE, Recording Secretary