**CACHEVILLE SERVICE DISTRICT**

**MINUTES OF THE REGULAR MEETING**

**February 14, 2024**

**Roll Call / Call to Order:**

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

Robert Marin, Tina Day, Pat Hernandez

**Directors Absent:** None.

**Others Present:** 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 February 14, 2024. All directors were present. Also present were, Manuel Quintana (General Manager) and Art Castillo (Water Distribution Operator).

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

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

**Motion by:** Robert Marin

**Seconded by:** Tina Day

**Discussion: None**

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

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

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

**Motion by:** Rick Hernandez

**Seconded by:** Tina Day

**Discussion:** With correction of Tammy Yu instead of Tina Yu.

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

**3. Public Comment:** None.

**4. Financial Report (**Ledger,Trial Balance, AR Billing Status, Budget**):** After discussion of the claims the board approves the amount of $ 2,108.60, not including Clay Street repairs.

**5. Approval of Claims:**

President Lana Reveles asked for a motion to approve claims for January 2024.

**Motion by:** Robert Marin

**Seconded by:** Rick Hernandez

**Discussion:** Double check repairs for claims.

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

**6. Correspondence:** None.

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

The Water Distribution Operators report was given by Art Castillo. He reported

Daily well checks were made, checked the residuals, read meters, checked residual, and flushed hydrants. Manuel and Dwayne repaired the water leak on Clay Street. There was a power outage on February 4, 2024. County Road 17 and 4th Street need to be repaired in the future.

Manuel Quintana (GM) paid additional 13 hours. Upon motion duly made by Robert Marin, seconded by Tina Day and unanimously passed, to approve the additional 13 hours.

Pump hour meter readings of January 28, 2024.:

The Sacramento Street pump reflected 02551.4 hours - .1 hour(s) usage since last month.

The Washington Street pump reflected 30491.2 hours – 43.9 hour(s) suage since last month.

Flow meter reading on Sacramento Street 08219.5 gallons.

Flow meter reading on Washington Street 50164.6 gallons

**8. General Manager Report:**

There was a line leak at the School District, with 10 hours of work to repair (3 employees). Still

Still need meter readings from October 2022. – September 2023.

The Solano Air Quality permit should be with the generator at all times. Sally will file the original.

Dwayne Straub, will be out for a month.

**9. General Manager hours for January 2024: See #17**

**10. District Credit Card for Operators, General Manager, Personnel’s, and approval of limits:**

Upon motion duly made by Pat Hernandez, seconded by Robert Marin, and unanimously passed to approve $3,000.00 limit per month for the credit cards for Manuel, Art, Dwayne, and Mark.

**Vote: Ayes:**  4 **No:** 1 **Abstain:**  0 **Motion:** Carried

**11. Accounts to be opened by General Manager and discussion on limits for purchases:**

**a. Capital Barricade:**

Open account for supplies such as Traffic Safety, cones, barricades with lights etc.

**b. Central Concrete / Asphalt:**

Open account. We will need to use local companies.

**c. National Trench Safety:**

Open account. Need to get metal trench plate for holes. Upon motion duly made

by Robert Marin, seconded by Rick Hernandez, and unanimously passed to approve a $2,000.00 for trench plates.

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

**12. Board Chair Nomination:** Lana Reveles nominated for 2024.

**13. Board Vice Chair Nomination:** Robert Marin nominated for 2024**.**

**14. Board Committee Appointments – Budget Committee:** Robert Marin and Pat Hernandez nominated for 2024.

**15. Board Committee Appointments – Policy Committee:** Tina Day and Rick Hernandez nominated for 2024.

**16. Board Committee Appointments – Personnel Committee:** Tina Day and Robert Marin nominated for 2024.

**17. Financial / Budget Transfer for General Manager:**

After discussion. Upon motion duly made by Robert Marin, seconded by Tina Day for budget transfer of $8,128.00 (Jan. – June 2024 - 20 hours).

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

**18. Receive and file the State Controller’s Special District Financial Report for Fiscal Year ended June 30. 2023:** Next meeting.

**19. Review and approve to pay Barth invoice:**

After discussion. Upon motion duly made by Robert Marin, seconded by Tina Day and unanimously passed to approve Tom Barth legal fee for $550.00.

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

**20. Discuss purchasing an audio recorder**: Discuss further.

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

**22. 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**

**g. Consumer Confidence Report**

**h. Valve Exercise Program**

**i. Hydrant Flushing / Maintenance Program**

**j. Bacti Sample Points**

There being no further business, the meeting was adjourned Wednesday February 14, 2024 at 7:00 pm by President Lana Reveles.

Respectfully submitted,

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PAT HERNANDEZ, Acting Recording Secretary