

# CACHEVILLE SERVICE DISTRICT

## MINUTES OF THE REGULAR MEETING

October 2, 2024

### Roll Call / Call to Order:

**Directors Present:** Rick Hernandez, Lana Reveles,  
Robert Marin, Tina Day, Pat Hernandez

### Directors Absent:

**Others Present:** Mark Krummenacker (Finance Clerk)

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 October 2, 2024. All directors were present. Also present were Mark Krummenacker (Finance Clerk)

### 1. Approval of agenda:

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

**Motion by:** Robert Marin

**Seconded by:** Rick Hernandez

#### Discussion:

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

### 2. Approval of Minutes of last meetings (September 2024):

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

**Motion by:** Pat Hernandez

**Seconded by:** Rick Hernandez

#### Discussion:

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

3. **Public Comments:** None.

4. **Financial Report** (Ledger, Trial Balance, AR Billing Status, Budget): Mark reported he received payment from the school and some residents. The County has not closed the 2024. We have spent 22% of budget. Budget looks good.

5. **Approval of Claims:**

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

**Expense:** \$3,697.52

**Motion by:** Robert Marin

**Seconded by:** Rick Hernandez

**Discussion:**

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

6. **Correspondence:**

Mark Krummenacker mentioned that he got notice that streamline renewal is coming up and because there will be some changes, they would like to talk with us. Robert Marin agreed to give them a call.

California Rural Water has some training classes if anyone is interested.

On the California Report that Mark Krummenacker does every year has changed a little this year by wanting everyone's names. Board didn't see a problem with that.

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

Please see # 8

## 8. General Manager Report:

### 1. Emergency Generator

- a. The Battery in the Generator is dead. The life expectancy on these batteries are 4-5 years. This Battery is 4 years old. We are going to replace the battery ASAP. The district does not have any accounts set up to be able to purchase a battery so GM Quintana will purchase the battery and be reimbursed.

Battery total cost with taxes is \$289.43 Motion by Tina, Second by Pat all in favor up to \$350.

- b. Automatic Transfer switch is still scheduled to be shipped November 6<sup>th</sup>. Work hopefully will start mid-November.

Joe Hopkins from Butterfield Electric will follow up with the manufacturer to see if the shipping date still holds true. I will update the board if the dates change.

### 2. Washington st Well Pressure Tanks

- a. Last month I reported on the pressure tanks at the Washington st well. The air to water ratio is incorrect and needs to be adjusted.
- b. To adjust the air to water ratio we need to make sure the Sacramento st well is fully functional with its automatic pressure switch.
- c. Two weeks ago, Operator Marquez and GM Quintana adjusted the chlorine pump at the Sacramento st well and confirmed the dosage.
- d. This week Operator Marquez is working on testing the reliability of the Sacramento st well.
- e. During this process of adjusting the pressure sensor in the Washington st well tanks, the town of yolo will be running at lower pressures between 20 psi - 40 psi. This is due to the pressure switch that the Sacramento st well has. It is a fixed pressure switch that cannot be adjusted.
- f. This pressure switch is something that should be looked into changing so that we can adjust the start and stop pressures of the Sacramento st well. This will allow the District to start rotating it with the Washington st well.

### 3. Bulk Water Sale

- a. Currently there is a project going on outside of the town of Yolo where the contractor needs water.
- b. Speaking to Mark it seems the District does not have a bulk water sales form, policy, or rates.
- c. I have allowed the contractor to pull water from the town with the agreement that they message at the end of each day with the total amount of tankers filled.
- d. The Knights Landing CSD has a Bulk Water sales policy with rates at \$40 per 1000 gallons. I would like to look into adopting this policy and purchasing a hydrant meter for Cacheville to own.
- e. Currently with the two projects KL has going on they are looking to generate \$3200 in water sales for construction projects. I would like to bring this policy to the board in a special meeting ASAP.

### 4. Website Contact us page

- a. The contractor that reached out to GM Quintana for the project water sales tried reaching out to the contact us form on the Cacheville website.

- b. The contractor had to reach out to the county and get in direct contact with GM Quintana because there was no reply from the phone number online or the email inquiry on the contact us page.
  - c. Director Marin changed the contact info to GM Quintana's email and phone number.
  - d. I believe we need to come up with a better system for taking customer calls and emails.
  - e. I would like to discuss this more with the Personnel Committee.
5. Washington st well readings
  - a. Meter reading- 632631
6. Operator Marquez has been doing the residual tests and well readings. He will also be flushing to help remove air in the line until the sensor is raised in the pressure tanks.
7. I am currently speaking with an individual to hire for the second operator role.

9. **Discussion Items:** None.

10. **Action Items:** None.

11. **Old Business:**

Mark Krummenacker sent US Bank the card on October 2, 2024 for the credit cards. He should have some information by next meeting.

12. **Such other urgent business as may be brought before the Board that has arisen since the agenda was prepared:**

- **Website contacts for general inquiries:** The contact's name for the website will be changed from Lana Reveles to Manuel Quintana and Mark Krummenacker.
- **Agenda / Meeting requirements per Brown Act:** Lana will speak with Sally regarding the agenda.

13. **Future Agenda Items:**

- a. **Discontinuance Policy:**
- b. **Operators Scope of Duties:**
- c. **Employee Reimbursement:**
- d. **Madison CS MOU (Memorandum of understanding):**
- e. **Fire Department Hydrant:**

- f. Consumer Confidence Report:**
- g. Valve Exercise Program:**
- h. Hydrant Flushing / Maintenance Program:**
- i. Bacti Sample Points:**
- j. Flow Meter for well #2**

There being no further business, the meeting was adjourned Wednesday October 2, 2024 at 6:45pm by President Lana Reveles.

Respectfully submitted,

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SALLY WALLACE, Recording Secretary