

HORNBROOK COMMUNITY SERVICES DISTRICT
P.O. BOX 29, HORNBROOK, CA. 96044
REGULAR MEETING MINUTES OF 2/28/17
6:30 P.M., HORNBROOK COMMUNITY ASSOCIATION HALL

BOARD OF DIRECTORS: Robert Puckett, Patricia Slote, Melissa Tulleo, Bryant Schauffler

1. Call to Order, Pledge of Allegiance, Roll Call and Establishment of Quorum:

The meeting was called to order at 6:32 pm by President Puckett. Pledge of Allegiance recited. Roll Call: Present: Robert Puckett, Patricia Slote. Bryant Schauffler Absent: Melissa Tulleo. Quorum Established.

2. Public Comment Period: Comments from Peter Harrell noted the language describing public comment is incorrect. He also noted that communications have not been distributed to board members. Sharrel Barnes addressed the board regarding her legal services agreement with Robert Winston and advised that she has documents the board should see. She also questioned whether the board members had copies and had read the policies and procedures. President Puckett told Sharrel Barnes she could submit a request in writing to be on the agenda. Roger Gifford offered the district a time clock which could be used at the plant for documenting employee's time. Pete Kampa replied that he would contact Mr. Gifford regarding use of the time clock. Mr. Harrell also advised that Mr. Kampa could not have direct supervision over Mr. Dingman as Mr. Kampa is "hundreds of miles away" and he notes this is the same problem the district has with Ernie Goff.

3. Presentation Only: Peter Kampa, General Manager, present by teleconference, gave his report for the month of February, 2017. With regard to delinquent accounts, he has been working with the bookkeeper and getting the information together to draft letters that can be sent to customers with past due accounts. He noted the district needs all the revenue we can get, especially from these accounts. Also, he and his assistant are working on the website and board members are requested to respond with brief biographies to include on the website. Additionally, they are making preparation regarding Sexual Harassment Training along with the Ethics Training for board members. He is preparing a policy for a Code of Ethics, along with a policy addressing reimbursement to board members for training costs.

Mr. Kampa advised he is working with Barry Sutter, Division of Drinking Water, to determine what the State requires for the next stage of planning, what state permits are needed and to get necessary analysis of the district completed.

At this time, Mr. Harrell commented on the delinquent accounts dating back to 2014, noting the district may need a different billing system and a different bookkeeper or modernize the billing system in some way. He also noted the district has a fully-engineered flocculation shed and that it just "needs a wet stamp". At this time, President Puckett advised that the public comment period had passed. Mr. Harrell advised he could comment on any item as it came up. When President Puckett questioned Mr. Kampa regarding this, Mr. Harrell told the board that they could not ask legal advice from the general manager. He proceeded to tell the board Mr. Kampa had given the board legal advice and "that's stupid." There would be "no confidentiality" and "I could go in there and subpoena every single communication you've had with him and there's nothing to stop it." "Do not do that with him. You're not asking for legal advice and he should not volunteer legal advice because it's his ass. That is just foolish." "Mr. Kampa has no legal background whatsoever and he's dead frickin' wrong". He then noted the district would save pumping costs as soon as water is pulled from the creek.

Mr. Kampa said that the district would probably never be in a position to have legal counsel at the meetings. He stated that he may not have the legal training, but he definitely has "the Brown Act experience." "As far as public comment, when items come up on the agenda that the board will be making decisions on, there is always public comment." The board has discretion to receive public comment on reports for information only. There should be no conversation about specific projects.

4. Consent Agenda: Discussion after Mr. Harrell's objections.

Motion by Patricia Slote, second by Bryant Schauffler to approve the Special Meetings minutes of January 20 and January 24, 2017 and authorize signatures on the Warrant Authorization Form for District expenses received through February 28, 2017.

Ayes: Puckett, Slote, Schauffler

Absent: Tulleo

5. Discussion and Action Items:

a. Mr. Kampa advised that he is working on policies and regulations and bylaws, noting there are some overlaps and some areas needing to be addressed by the board as to rules for delinquent accounts such as charging a delinquency fee which covers the additional costs to process these accounts. He also will address deposits; how they are paid, where deposited, and how returned. Service lock off procedures will also be reviewed. There are times when meters can't be read and this should also be addressed by possibly estimating water usage. For customers with high water bills, the district should have a procedure in place to accept payments over time, possibly authorizing the general manager to make those arrangements. In response to Bryant Schaffler's question about alternate ways to motivate people to pay bills on time, Mr. Kampa noted that some districts have held fundraisers to provide money to offset expenses or subsidize customers who are unable to pay and their water is subject to being shut off. He will also address changes in property use, service classifications and discontinuance of service. Mr. Kampa will prepare a draft of regulations for the board's review.

b. Discussion regarding regular board meeting schedule.

Motion by Patricia Slote to adopt a resolution establishing a regular board meeting schedule for 2017, with the amendment that the meetings will be held on the fourth Tuesday of each month starting at 6:30 p.m.

Second by Bryant Schaffler.

Ayes: Puckett, Schaffler, Slote

Absent: Tulledo

c. Explanation of California Public Contract Code by Pete Kampa. Short discussion. This item will be placed on a future agenda for action.

d. Based on review of agenda supporting data:

Motion by Bryant Schaffler to adopt a resolution approving a credit card use policy, second by Patricia Slote.

Ayes: Puckett, Schaffler, Slote

Absent: Tulledo

e. Short discussion regarding posting Notice of Vacancy.

Motion by Bryant Schaffler, second by Robert Puckett to direct board secretary to post the Notice of Vacancy.

Ayes: Puckett, Schaffler, Slote

Absent: Tulledo

6. Public Hearing - Continuation of Hearing from 1/23/17: Short discussion regarding changing from calendar year budget to fiscal year budget.

Motion by Patricia Slote to approve a resolution adopting the Final 2017 Calendar Year Budget effective January 1, 2017 through December 31, 2017. Second by Bryant Schaffler.

Ayes: Puckett, Schaffler, Slote

Absent: Tulledo

7. Directors Comments: None

8. Adjournment: 7:59 p.m. Next board meeting: 3/28/17

Submitted by: _____
Patricia E. Slote
Board Secretary