

## Regular Meeting of the HCSD Board of Directors

JULY 8, 2020 at 5:00 P.M.

NOTE MEETING LOCATION:

**Due to Covid-19 Stay at Home Order, Meeting Will Be Held Via  
Teleconferencing Per March 17 Executive Order  
To Attend Call 1-866-906-0123, Enter Code 5824809# when prompted  
Hornbrook, CA 96044**

### AGENDA

**BOARD OF DIRECTORS:** Robert Puckett, Michele Hanson, Melissa Tulledo, Elaine Mellon, and Abigail Burnett.

1. **CALL TO ORDER:** Roll Call and Establishment of Quorum:
2. **Public Comment:** Due to the circumstances, the Chair will ask each member of the public if they wish to make a comment at this time to avoid confusion and retain order and will be subject to 3 min. each. Then again after each agenda item.
3. **Approve and Authorize Signatures:** on Warrant Authorization Form for District expenses received through July 8, 2020, "A list of the bills to be paid will be read to the Board and public at the meeting."
4. **Approve Minutes:** May 13, 2020 meeting minutes, and June 10, 2020 meeting minutes.
5. **Discussion and Possible Action:** Resolution No. 2020-22, reaffirmation of Rules and Regulations established June of 2013, and Resolution No. 2020-21, amend cross connection rule.
6. **Discussion and Possible Action:** Resolution No. 2020-23, requiring and maintaining and internet web site per Gov. Code 56044 subdivision (a).
7. **Discussion and Possible Action:** Remove District Funds out of the County to a Banking institute of the Boards choice.
8. **UPDATE:** On the progress of RCAC with regards to the rate study and audit.
9. **Board Member Comments and Questions:** At this time, members of the Board may ask questions of the staff, request reports be made at a later date, or ask to place an item on a future agenda on any subject within the Board's jurisdiction. Directors may take this opportunity to make comments on any topic not listed on the agenda but may not be acted upon.
10. **ADJOURNMENT:**

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options: A paper copy mailed pursuant to a written request and payment of associated mailing fees. An electronic copy received by email. Note – if you would like electronic copies please email [hornbrookcsd@gmail.com](mailto:hornbrookcsd@gmail.com) prior to the Board meeting. A limited number of copies of agenda materials will also be available at the meeting. Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact any HCSD Board Member. Advance notification will enable the District to make reasonable arrangements to insure accessibility.

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Hornbrook, CA 96044**

### MEETING MINUTES

**BOARD OF DIRECTORS:** Robert Puckett, Michele Hanson, Melissa Tulleo, Elaine Mellon, Abigail Burnett.

- 1. CALL TO ORDER:** Roll Call and Establishment of Quorum: Meeting called to order at 5:04 pm with Robert Puckett, Elaine Mellon, Michele Hanson, Melissa Tulleo and Abigail Burnett present. Quorum established.
- 2. PUBLIC COMMENT:** Due to the circumstances, the Chair will ask each member of the public if they wish to make a comment at this time to avoid confusion and retain order and will be subject to 3 min. each. Then again after each agenda item. No public comment was made at this time.  
Sherry Barnes wants to know why and when we are increasing the rates on the water. She doesn't think the rates should be raised because the water is only good for flushing the toilet and taking a shower. She refuses to pay a higher rate if that happens.
- 3. APPROVE and AUTHORIZE SIGNATURES:** on Warrant Authorization Form for District expenses received through June 10, 2020, "A list of the bills to be paid will be read to the Board and public at the meeting."  
Puckett read aloud to the Board and public the list of bills to be paid including Dingmans payroll for the month of June. Along with the Fed. and State Quarterly tax. Question to Board by Sherry Barnes: She wanted to know why we were paying Julie the extra money, didn't she have a contract for a certain amount? Puckett explained that she had done work not covered in her contract.  
Motion was made by Hanson to authorize signatures on Warrant Authorization and approve all bills Presented. It was 2<sup>nd</sup> by Tulleo with 5 Ayes, 0 Nays and 0 absent. Motion carried.
- 4.** Approve meeting minutes for May 13, 2020 and June 10, 2020.  
Motion was made by Hanson to approve minutes as presented and was 2<sup>nd</sup> by Burnett with 5 Ayes, 0 Nays and 0 absent. Motion carried. Sherry Barnes requested copies of these minutes.
- 5. DISCUSSION AND POSSIBLE ACTION: Resolution #2020-22:** Reaffirmation of Rules and Regulations established June of 2013. Motion was made by Resolution #2020-22 reaffirming rules and regulation established June 6, 2013 by Mellon and was 2<sup>nd</sup> by Hanson with 5 Ayes, 0 Nays and 0 absent. Motion carried.  
Larry Grieb and Sherry Barnes requested a copy.  
**Resolution #2020-21:** Amend Cross connection rule established June 6, 2013 Section II item 11.04.04 Notification, 11.04.05 Inspection by the District, and 11.07.01 Vacant Properties.  
Motion was made to except Resolution No 2020-21 amending sections above by Hanson and 2<sup>nd</sup> by Mellon with 5 Ayes, 0 Nays and 0 absent. Motion carried  
Larry Grieb and Sherry Barnes requested a copy.
- 6. DISCUSSION AND POSSIBLE ACTION: Resolution No. 2020-23** exemption from maintaining an internet website.

Motion was made by Hanson to adopt resolution exempting the District from maintaining an internet website per Government Code - Title 5, article 4, section (a), and subdivision (b) (1). Motion 2<sup>nd</sup> Burnett with 5 Ayes, 0 Nays and 0 absent. Motion carried.

- 7. DISCUSSION AND POSSIBLE ACTION:** Removing District funds from County. Discussion in sued with Sherry Barnes arguing with Puckett about not being able to trust the Board with the funds and stated her objections to removing the funds. The Board in its entirety thought it would be better to have the input of the public before any decisions were made one way or the other.  
Motion was made by Hanson to table Item 7 to a future meeting. Motion 2<sup>nd</sup> by Puckett with 5 Ayes, 0 Nays and 0 absent. Motion carried.
- 8. UPDATE:** On progress with rate study and audit.  
Puckett turned the floor over to Rob from RCAC to give updates on the progress of the 3 year audit and the rate study. Rob stated that he had finished the rate study and had sent the report to John at RCAC for final review and both Rob and John will set up a meeting with the Board and the Community to review it and explain what it will do and why the community needs it. They will explain in detail how it will work and why the Prop. 218 regulation needs to be followed. He explained that this rate study needs to be done every 5 years until the District is solvent. He also explained this study is necessary for the grant to be released for the improvements and upgrades to the plant and District. Which include but not limited to, new storage tanks that are up to code by state and federal regulations.  
He also updated the progress on the audit. The audit is under way with the help of RCAC and will have the independent auditors take it over the first part of Aug. This audit is mandatory for the grant process and it needs to be for the last 3 years. All documents have been collected from the District and County for fiscal years 2017/2018 through 2019/2020 and are ready for the Auditors.
- 9. BOARD MEMBER COMMENTS AND QUESTIONS:** Puckett asked Hanson if she could contact ATT to see if there is a lower base rate and if not maybe she could check around for a cell service which would be cheaper. She agreed to check into that before the next meeting.  
Sherry Barnes made a request to see the legal agreement from June 2014. And that it be put on the next agenda for discussion.
- 10. ADJOURNMENT:** Next meeting to be held on the 12th of Aug. at 5:00pm. Meeting to be held by teleconferencing. Meeting adjourned at 6:55 pm by motion made by Puckett and 2<sup>nd</sup> by Hanson with 5 Ayes, 0 Nays and 0 absent. Motion carried.

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Submitted by  Board Secretary

**Bills to be paid**

**Warrant Auth.**

Sum it Up	\$1,342.54
KWB-Winston	\$1,500.00
Murphy Pearson et al	\$1,000.00
Liberty Mutual	\$1,000.00
PP&L	\$1,507.75
Kevin Dixon	\$100.00
ATT	\$250.00
Siskiyou Sanitary	\$75.90
Enloe Drilling	\$275.00
G &G Hardware	\$19.14
Chem Quip SCP	\$1,802.07
Fed Tax 2nd Qtr	\$1,158.49
State Tax 2nd Qtr	\$295.85

**Total** **\$10,326.74**

Dingman, Clint	payroll 06/01/20 through 06/15/20	
		<b>\$608.25</b>
	payroll 06/16/20 through 06/30/20	
		<b>\$807.89</b>
	<b><u>Paid total month</u></b>	<b><u>\$1416.14</u></b>

JOURNAL VOUCHERS

SISKIYOU COUNTY  
AUDITOR'S OFFICE

DATE: 7/8/20

RULE CODE: CLER

RULE CODE	FUND	ORG.	ACCOUNT	PROG	ACTV	AMOUNT	D/C +/-
CLER	781100	405010	611100	000		\$1158.49	+
CLER							
CLER							
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CLER							
CLER							
CLER							
CLER							
CLER							
CLER							
CLER						\$1158.49	

EXPLANATION: 2<sup>ND</sup> QTR Fed PAYROLL PYMT HORN BROOK CSD

APPROVAL (D) [Signature] President  
NAME TITLE

APPROVAL (D) [Signature]  
NAME TITLE

APPROVAL (D) [Signature] Secretary  
NAME TITLE

NAME TITLE  
REVERSED ON J.V. #J

CORRECTED ON J.V. #J

J.V. # J

DATE BOARD AUTHORIZED: 7/8/20

TRANSACTION DATE:

REVERSAL DATE:

CORRECTION DATE:

JOURNAL VOUCHERS

SISKIYOU COUNTY  
AUDITOR'S OFFICE

DATE: 7/8/20

RULE CODE: CLER

RULE CODE	FUND	ORG.	ACCOUNT	PROG	ACTV	AMOUNT	D/C +/-
CLER	781100	405010	611100	000		<u>\$ 295.83</u>	+
CLER							
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						<u>\$ 295.83</u>	<sup>00</sup>

EXPLANATION: 2nd QTR STATE PAYROLL PYMT HORN BROOK CSD

APPROVAL: (a) [Signature] President  
NAME TITLE

APPROVAL: (b) [Signature]  
NAME TITLE

Michael Hansen Sec.  
APPROVAL: (b) NAME TITLE

J.V. # J

DATE BOARD AUTHORIZED: 7/8/20

TRANSACTION DATE:

REVERSAL DATE:

CORRECTION DATE:

REVERSED ON J.V. #J

CORRECTED ON J.V. #J

RESOLUTION No. 2020-21

AMMEND SECTION II. CROSS-CONNECTION CONTROL OF THE RULES  
AND REGULATIONS OF THE HORN BROOK COMMUNITY SERVICES DISTRICT  
ESTABLISHED ON JUNE 6, 2013 BY RESOLUTION NO. 13-01

WHEREAS, the Hornbrook Community Services District desires to add section 11.04.04 Notification, section 11.04.05 Inspection by the District, and section 11.07.01 Vacant Properties, to the Cross-Connection Control Section II of the Rules and Regulations for the Hornbrook Community Services District established on June 6, 2013.

WHAREAR, the above sections will be added to Section II Cross-Connection rule of the Hornbrook Community Services District Rules and Regulations which were established on June 6, 2013 by Resolution No. 13-01.

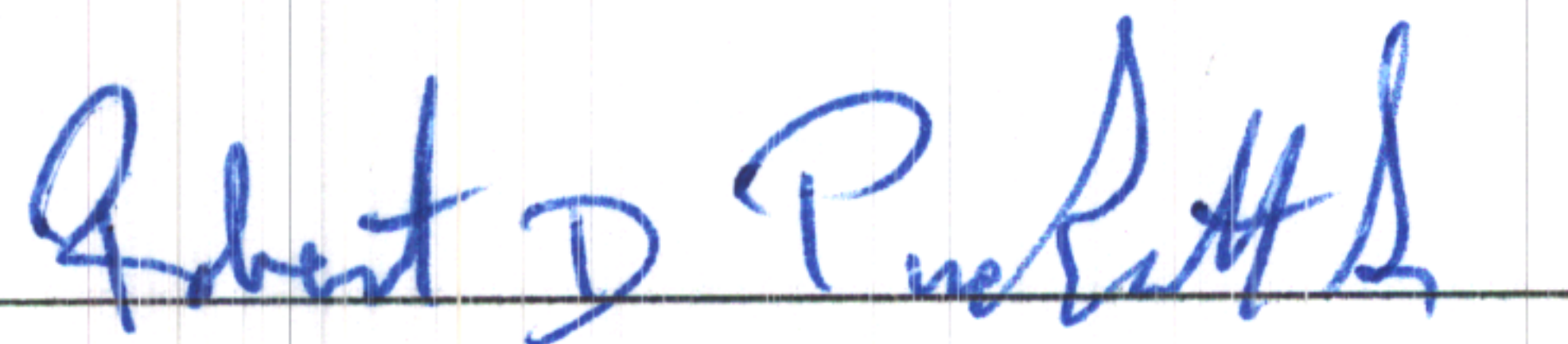
NOW, THEREFORE BE IT RESOLVED AS FOLLOWS: The following rules are hereby adopted by this resolution No. 2020-21 and added to the Rules and Regulations of the Hornbrook Community Services District established by Resolution No. 13-01 on June 6, 2013.

This Resolution shall become effective upon adoption on this 8<sup>th</sup> day of July 2020, with

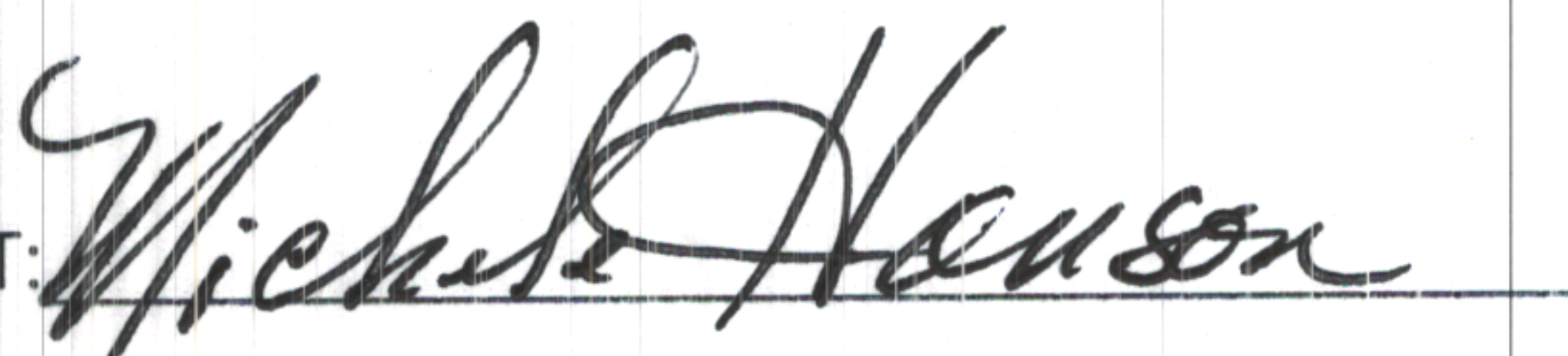
Ayes: 5

Noes: 0

Absent: 0



President of the Board of Directors

ATTEST: 

Secretary of the Board of Directors

RESOLUTION NO. 2020-022

RE-AFFIRM AND ADOPT RESOLUTION POLICY NO. 13-01 ESTABLISH RULES AND  
REGULATIONS FOR THE HORN BROOK COMMUNITY SERVICES DISTRICT

ADOPTED JUNE 6, 2013

WHEREAS, the Hornbrook Community Services District adopted Resolution Policy No. 13-01 establishing Rules and Regulations for the Hornbrook Community Services District on June 6, 2013

WHEREAS, the Hornbrook Community Services District desires to adopt Resolution No. 2020-21 Re-Affirming Resolution Policy No. 13-01 which established rules and regulations of the operation policy for the Hornbrook Community Services District.

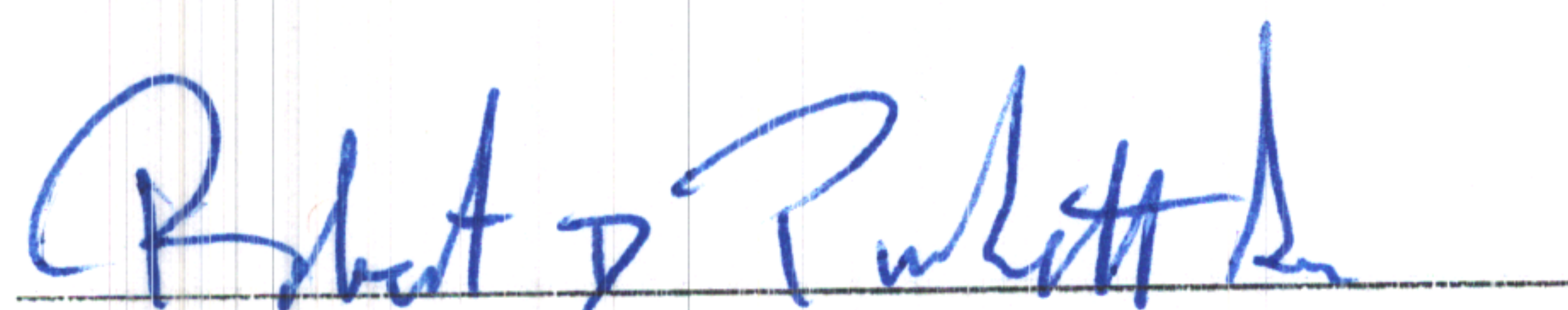
NOW, THEREFORE BE IT RESOLVED, the following rules and regulations established in Resolution Policy No. 13-01 on June 6, 2013 are hereby re-affirmed and adopted by this resolution No. 2020-22 for the Hornbrook Community Services District.

This resolution shall become effective upon adoption on this 8<sup>th</sup> day of July 2020, with

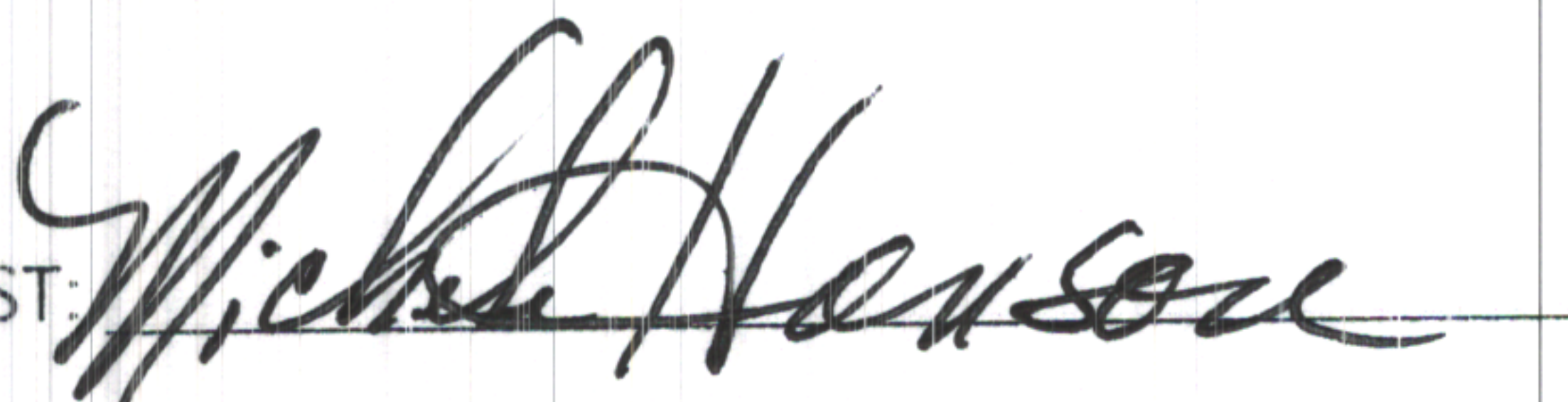
Ayes: 5

Noes: 0

Absent: 0



President of the Board of Directors

ATTEST: 

Secretary of the Board of Directors



## Section II (Cross-Connection Control)

### Amended

11.04.04 **Notification** – The District shall notify the property owners who are required to have a cross-connection device annually to remind them of this policy and their responsibility to provide proof of a cross-connection inspection to the district by a specific date.

11.04.05 **Inspection by the District** – If the property owner does not provide an inspection report by the date specified in section 11.04.04, the District is authorized to hire a cross-connection inspector and bill the customer accordingly. A copy of the inspection report will be provided with the bill.

If the cross-connection control device is not installed or fails the inspection, the customer will be notified and be allowed to fix the problem by a certain date. If the problem is not rectified by that date, water will be disconnected according to section 11.04.02 and 11.09.

11.07.01 **Vacant Properties** – Properties that once required a cross-connection device, but are currently vacant will not be required to be inspected, but water service to those properties will be disconnected.

Upon reconnection, a cross-connection control inspection will be required and all deficiencies will be remedied.

**RESOLUTION No. 2020-23**

**A resolution of the Board of Directors of the Hornbrook Community Services  
District Authorizing the Hornbrook Community Services District to be  
Exempt From Maintaining an Internet Web Site.**

**WHEREAS**, Government code – Title 5, Article 4, section (a) requires every independent special district, as defined in Section 56044. Shall maintain and Internet Web Site beginning January 1, 2020:

**WHEREAS**, Subdivision (b) (1) an independent special district shall be exempt from Subdivision (a): if, Pursuant to a majority vote of the governing body at a regular meeting, the District adopt a resolution declaring its determination that a hardship exists that prevents the District from maintaining or establishing and internet web site:

**WHEREAS**, the Hornbrook Community Services District has significantly limited financial resources, and insufficient staff resources to maintain an internet web site.

**NOW, THEREFORE, BE IT RESOLVED THAT:** the Board of Directors of the Hornbrook Community Services District does hereby exempt the District from maintaining an Internet Web Site for a period of one year, and in order to continue to be exempt from subdivision (a), the district shall adopt this resolution pursuant to this subdivision annually so long as the hardship exists.

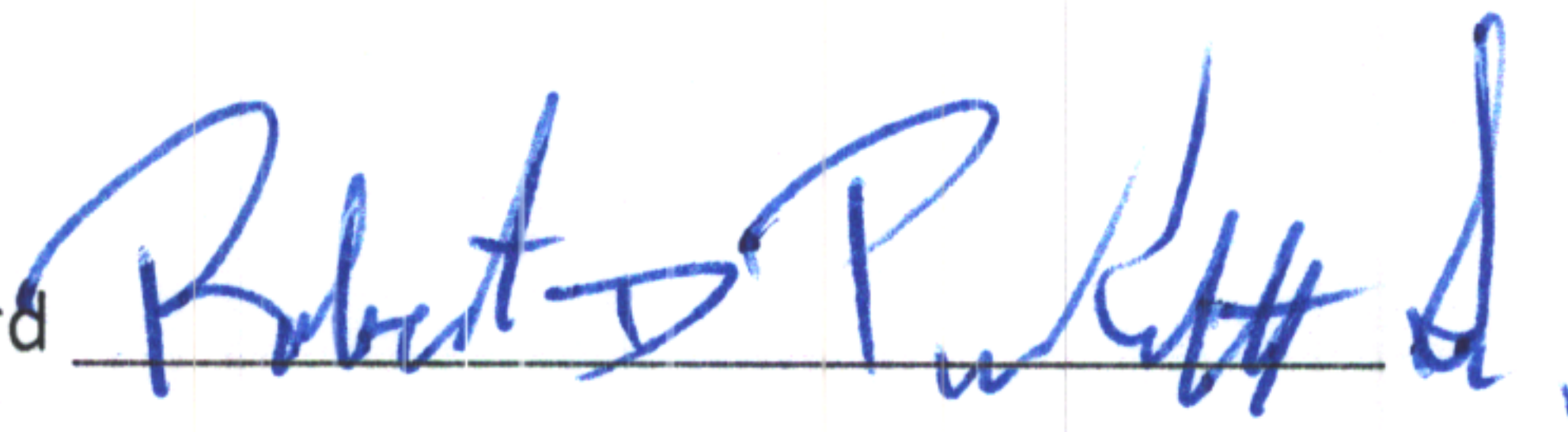
**PASSED AND ADOPTED** by the Board of Directors of the Hornbrook Community Services District on July 8, 2020 by the following vote:

Ayes: 5

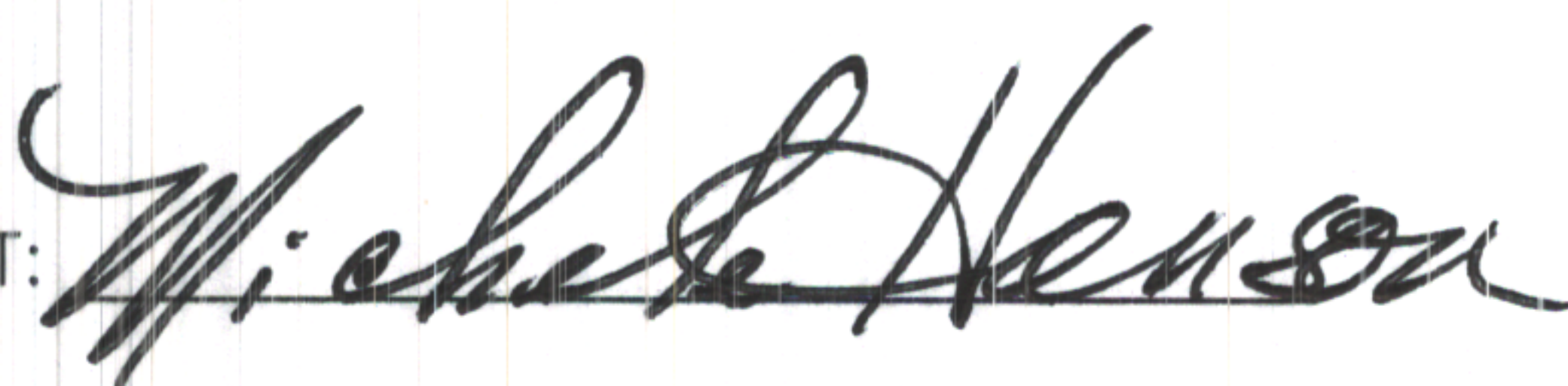
Noes: 0

Absent: 0

Robert Puckett, President of the Board

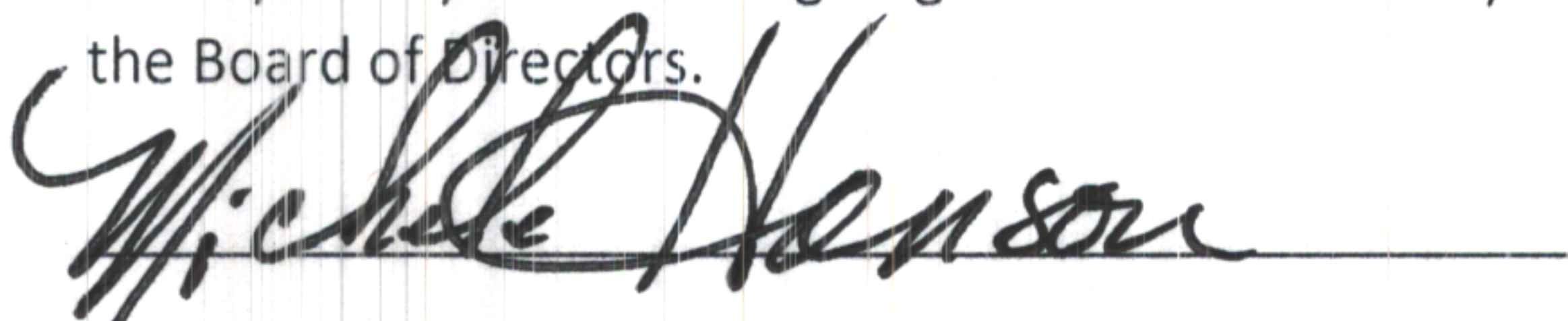


ATTEST:



Secretary to the Board

CERTIFICATE OF SECRETARY: I Michele Hanson, the duly appointed Secretary of the Hornbrook Community Services District, do hereby certify that the forgoing Resolution was duly and regularly adopted on the 8<sup>th</sup> day of July 2020 at a Regular Meeting of the Board of Directors.



Michele Hanson Secretary to the Board

*20*