

**MAY 09, 2022 MEETING  
MINERAL COUNTY WATER DISTRICT  
38292 SCENIC AVENUE  
MINERAL, CA 96063**

**ROLL CALL**

Present were:

**President:** Tim Kask

**Directors:** Stephanie Dennis, Todd Goodman, Mi'kel Le Master & Lefty McClellan

**Director Absent:**

**Staff members:** General Manager, John Frehse and Secretary, Catherine Gasper.

**Citizens:** None

**CALL TO ORDER**

President Kask called the meeting to order at 6:26 p.m. The meeting was recorded by Gasper.

**CITIZENS COMMENT**

No Citizen Comments.

**APPROVAL OF MINUTES:**

Regular Meeting of April 11, 2022 M/S/U Kask /Dennis to approve the minutes of the April 11, 2022 Regular Meeting {A copy is attached.}

**REPORTS:**

Safety

Frehse reported that all systems were in working order.

Accounts Payable

**MOTION**

M/S/U Goodman / Dennis to approve to pay April Accounts Payable in the amount of \$4,542.40 {A copy is attached.}

GM Report

**MOTION**

M/S/U Kask / Goodman to accept the General Manager Report. {A copy is attached.}

Secretary Report

**MOTION**

M/S/U Kask / Le Master to accept the Secretary report. {A copy is attached.}

Past Due Accounts Receivable

**MOTION**

M/S/U Le Master / Dennis to accept the Past-Due Accounts Receivable for May in the amount \$3,117.19 {A copy is attached.}

Budget Review

**MOTION**

M/S/U Goodman / Kask to accept the Budget Review and P & L Statement. {A copy is attached, along with May employee invoices for work done in April}.

**UNFINISHED BUSINESS:**

Martin Creek Plan

Discussion of a plan to put in place should Martin Creek Dry up: Test Results were run on the existing well. The details were reported by General Manager, John Frehse. Copy of report is attached within the GM report. Board is awaiting more test results before making any further plans.

**PROJECT REPORTS:**

Status of Road Base Delivery

Storage Shed was delivered. Date of road base delivery for the MCWD office parking area and driveway is still to be determined.

BCMR Tank Project Battle Creek Meadow Ranch Tank project is considered on standby until further notice.

**NEW BUSINESS:**  
 Vacation Rental Costs Discussion of vacation rental issues and costs were discussed and it was decided to table discussion as there has been no significant overage incurred due to vacation rentals at this time. This discussion will be reopened if and when a stage III emergency warning is issued.

Gas Station Water McClellan requested information on the gas station and the status of reopening the water line supplying water to that facility. It was decided that further pursuit of this matter at this time, would not be cost effective.

Review History of General Manager Position Review history of the General Manager position and the description of duties. A copy of the detailed description is attached. The secretary has reached out to the current circuit rider servicing our area. They will schedule a time to come and meet with our board, but no date has been set at this time.

Update GM Job Description Board members to review and research GM job description and discuss updates and/or changes to the description to bring it current with the ever changing challenges and responsibilities that have been presented over the last few years.

Evaluation of Employee Handbook Le Master has requested that the evaluation of the employee handbook, pay and benefits be evaluated to make sure the District is in compliance with State requirements for overtime pay and service calls after hours. Secretary is to research Listserv for further information regarding pay and benefits for special districts of comparable size and services to the Mineral County Water District. Discussion will follow in coming months as to the possibility of a company vehicle.  
 Le Master made a motion to immediately give the general manager and the secretary a \$3 raise. The motion was not seconded.

**OTHER BUSINESS:**  
 Budget Information Employee evaluations were completed and submitted to the Secretary before the new fiscal year begins on July 1, 2022.

Board Resignation Tim Kask resigned his position from the Mineral County Water Board effective at the adjournment of the current meeting. Resolution #56-2022 acknowledging and accepting Kask resignation from the Mineral County Water District board of directors was passed unanimously at 7:55 PM. {a copy of the resolution is attached}

**ADJOURN:** President Kask adjourned the meeting at 7:55 p.m.

June 13, 2022

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 Signed by Vice-President, Stephanie Dennis

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 Date