

**MINUTES OF THE MAY 11, 2020 MEETING  
MINERAL COUNTY WATER DISTRICT  
38292 SCENIC AVENUE  
MINERAL, CA 96063**

**ROLL CALL** Present were President Tim Kask, Directors, Gale Gilbert, Todd Goodman and Stephanie Dennis. Staff members in attendance: General Manager John Frehse and Secretary Cathie Gasper.

**CALL TO ORDER** President Kask called the meeting to order at 6:30 p.m. The meeting was recorded by Gasper.

**CITIZENS COMMENT** There were no citizens comments.

**APPROVAL OF MINUTES:** M/S/U Gilbert / Goodman to approve the minutes of the April 13, 2020 Regular meeting {A copy is attached.}

**REPORTS:**

Safety Nothing new to report regarding safety during the month of April, 2020

Accounts Payable  
**MOTION** M/S/U Kask / Gilbert to approve to pay April Accounts Payable in the amount of \$14,972.17. {A copy is attached.}

GM Report  
**MOTION** M/S/U Kask / Goodman to accept the General Manager Report. {A copy is attached.} Discussion regarding water levels from the spring show levels are still lower than in past history, but with the recent rains and a vapor lock was found and fixed, helped to restore the flow closer to normal. The flow is still low and the tank is still down because of the extra persons in Mineral due to COVID-19.

Secretary Report  
**MOTION** M/S/U Goodman / Kask to accept the Secretary Report. {A copy is attached.}

PDAR  
**MOTION** M/S/U Kask / Dennis to accept the Past-Due Accounts Receivable for April in the amount \$1,982.80 {A copy is attached.} A second lien is to be placed on the largest past due account, as soon as is possible due to social distancing restrictions in place.

Budget Review  
**MOTION** M/S/U Goodman / Gilbert to accept the FY 2019-2020 Budget Review and P & L Statement. {A copy is attached, along with employee invoices for April.}

**UNFINISHED BUSINESS:**

BCMR Tank Agreement Final Agreement was signed and officially filed by all parties. Expected completion by County Recorder by June 1, 2020.

GM and Secretary job descriptions Gasper is in the process of completing the approved changes and updates to the Policies and Procedures manual. Gasper will then email a copy to everyone on the Board. Revision 3 of the Policies and Procedures Manual will then be entered into the Manual for public access in lobby.

Board Vacancy Discussed strategies for recruitment of a fifth board member. Flyers have been posted at the Mineral Lodge, the Mineral Post Office and on the MCWD Bulletin board on the front of the MCWD building. Dennis and Kask will enter the vacancy and request for applications to fill position in the MCWD Newsletter. Gasper will upload the vacancy and request for applications on the MCWD Website. Frehse will contact Jan Becker and Lisa Chandler to put notices in both the local newsletter and on the local website.

**PROJECT REPORTS:** Kask did meet with Frehse on April 14, 2020. A 22KW generator was purchased rather than the 20KW because Northern was offering the larger 22KW generator at a lesser price. A 22KW is better suited to the needs of MCWD, so for a better price, a better generator was acquired. A concrete slab was also poured at the location decided to best suit the placement of the generator.

Kask and the board agreed to remove and/or update some of the ongoing items on the project list. {A copy of the changes is attached}

**NEW BUSINESS:**

Grant for Tree Removal Kask opened the discussion to research a grant for tree removal on the fee simple. Frehse is to contact the Ishi crews that were used in the past to see if they will be available to help cut down trees and reduce latter fuel in the fee simple area.

Billing insert request M/S/U Kask / Dennis to accept the inclusion of a 1/3-page insert by Jan Becker and Lisa Chandler to be added to the July Invoice billing. The insert is an invitation to visit the newly constructed local website: [www.mineralcalifornia.com](http://www.mineralcalifornia.com).

Rate increase for 2020-2021 The Consumer Price Index rate will be released on May 12, 2020. Should there be an increase in the base fee we are to include a link to the CPI website to assist with clarity and transparency.

Annual Evaluations Dennis requested that the MCWD board begin to implement an annual procedure to evaluate the employees. It was proposed to make the issuance of blank evaluation forms every May meeting to each board member. This will give each board member a month to complete the forms and to bring to the June meeting. The June meeting will have a closed session scheduled so the entire board can be present and ready to discuss each employee's performance and expectations for the coming year.

**OTHER BUSINESS:** No other business was introduced.

**ADJOURN:** President Kask adjourned the meeting at 7:30 p.m.

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Tim Kask, President

June 8, 2020  
Date Signed