

# LOS ALAMOS COMMUNITY SERVICES DISTRICT

82 North Saint Joseph St • (805) 344-4195 • Fax (805) 344-2908

Post Office Box 675

LOS ALAMOS, CALIFORNIA 93440

## MINUTES

Board of Directors Regular Board Meeting

Located at the District Office

May 22, 2019

**Call to Order** The Regular Meeting of the Los Alamos Community Services District was held Wednesday, May 22, 2019. President-Len Bileti called the meeting to order at 6:31 p.m.

**Roll Call** Members in attendance were Len Bileti, Craig Snell, Larry Torres, Susie Gregg, and Jimmy Solis. Staff in attendance was Kevin Barnard-General Manager and Candyce Clark-Office Manager/Treasurer. Guests in attendance were Melissa and Adam Reed.

**Public Comments** There were no public comments.

**Discussion and Action Regarding Request from Melissa Wagens for Use of Ferrini Park** Melissa Reed and Felicia Baili had presented a request to use Ferrini Park for an event called “The Los Alamos Winter Wonderland” to be held November 29<sup>th</sup> through December 23<sup>rd</sup> at the Board Meeting on March 27, 2019. The Board directed Staff to check with Legal Counsel and further research this request. After discussion, the Board decided not to have Legal Counsel research this any further or to amend the Ferrini Park User Agreement for a special event such as this. In addition, the concerns from Staff were the duration with respect to mowing and maintenance, as well as this was a for profit event. Susie Gregg moved and Craig Snell seconded to deny the request for the use of Ferrini Park for the proposed “Los Alamos Winter Wonderland”. Len Bileti, Craig Snell, Larry Torres, Susie Gregg and Jimmy Solis voted in favor of the motion. The Board thought this was a great idea for the Community of Los Alamos and Craig Snell suggested a better location might be at the Los Alamos Depot Mall. Melissa thanked the Board for their consideration and suggestions.

**Discussion and Action Regarding Ferrini Park User Agreement and Funding to Research Extended Use Agreement for Ferrini Park** Kevin Barnard reported to the Board that the estimated cost for Legal Counsel to review and revise the current Ferrini Park User Agreement would be around \$1800.00. Upon further discussion and Candyce Clark researching the rules and regulations from the Santa Barbara County Parks, the Staff recommended implementing some of these rules and regulations, i.e. bounce house limitations, dogs must be leashed at all times and picked up after, water activities not allowed and possible deposits may be required, etc. After a lengthy discussion, Susie Gregg moved and Larry Torres seconded to direct Staff to contact the District’s Insurance Agency, ACWA/JPIA for their input as to what is allowed and covered, while continuing to research and revise the Ferrini Park User Agreement. Len Bileti, Craig Snell, Larry Torres, Susie Gregg and Jimmy Solis voted in favor of the motion. This item will be brought back to the Board.

\*\*\*\*\*FULL MINUTES ARE AVAILABLE AT THE DISTRICT OFFICE\*\*\*\*\*

**Consideration and Approval of Minutes for March 27, 2019 Meeting** Candyce Clark presented the Board Meeting Minutes for March 27, 2019 to the Board. After discussion, Larry Torres moved and Susie Gregg seconded to approve the minutes for March 27, 2019, as written. Len Bileti, Craig Snell, Larry Torres, Susie Gregg and Jimmy Solis voted in favor of the motion.

**Discussion and Action Regarding Unaudited Financial Statements for March and April 2019** Candyce Clark presented the Unaudited Financial Statements for March and April 2019 to the Board. After discussion, Susie Gregg moved and Jimmie Solis seconded to approve the Unaudited Financial Statements for April and March 2019. Len Bileti, Craig Snell, Larry Torres, Susie Gregg and Jimmy Solis voted in favor of the motion.

**Discussion and Action Regarding COLA Policy Review** Kevin brought up that it is the policy of the District to review the District's employee pay scales and to have Legal Counsel prepare the calculations for the annual COLA policy which is a cost to the District of approximately \$800.00. Kevin and Candyce met with the Finance Committee Members, Craig Snell and Jimmie Solis to present the Draft Fiscal Year 19/20 Budget. Kevin and Candy made the recommendation to defer the COLA review this Fiscal Year and to reevaluate the COLA policy in the 20/21 Fiscal Year Budget. After discussion, Craig Snell moved and Susie Gregg seconded to accept the recommendation from Staff that Legal Counsel would not prepare the COLA calculations and the employees would not receive any COLA pay adjustment at this time. Len Bileti, Craig Snell, Larry Torres, Susie Gregg and Jimmy Solis voted in favor of the motion.

**Discussion and Action Regarding Hourly Attorney Fees Verses Flat Fees** Kevin Barnard presented to the Board the option of paying District Legal Counsel fees at an hourly rate verses a flat fee for the 19/20 Fiscal Year Budget. Rick Battles-Legal Counsel submitted his proposal, averaging what he charged for the past five years. Kevin and Candyce calculated what the District paid on our end and they don't match what Rick Battles proposed. The Board directed Staff to research the amounts in more detail and have Rick Battles define the scope of work that would be included in a flat fee amount.

**Discussion and Action Regarding Draft Fiscal Year 19/20 Budget** Kevin Barnard presented the Draft Fiscal Year 19/20 Budget to the Board that he worked on with Candyce Clark and was also reviewed and discussed by the Finance Committee Members, Craig Snell and Larry Torres. Everyone was very pleased that we have a balanced budget, even with the rise in lab fees, permits fees through the State, County and Air Pollution Control District, to name a few, with funding depreciation at 100%. Kevin asked that the entire Board to review the Draft Fiscal Year 19/20 Budget and it will be brought back for final approval at the next Board Meeting on June 26, 2019.

**Discussion and Action Regarding Water Conservation within the LACSD Boundary**  
See attached report prepared by Kevin Barnard.

**Reports from Staff/Directors** Susie Gregg brought up for discussion Candyce Clark's twenty-three-year anniversary with the District, which was March 14, 2019. The Board is responsible for preparing the annual performance evaluations for Kevin Barnard-General

Manager and Candyce Clark-Office Manager/Treasurer/Board Secretary. Jimmie Solis prepared Candyce's performance evaluation last year and Susie Gregg will prepare Candyce's this year, which will be an agenda item in June. Jimmie Solis will prepare Kevin Barnard's twenty-six-year performance evaluation in November 2019. The Board asked that Staff notate the anniversary dates for Kevin and Candyce as part of the Annual Board Meeting Calendar.

Candyce Clark gave an update on the Kamstrup software issues. Still ongoing and hopeful that once all the Hersey meters are replaced with the Kamstrup meters, the bugs will be worked out with the Kamstrup software issues. It has been quite the challenge.

Kevin Barnard reported on the following:

The District was notified in March 2019, by the Certified Unified Program Agency (CUPA), for the County of Santa Barbara that the District was required to establish and maintain a Hazardous Material Business Plan for five different District sites/facilities. Kevin Barnard has written the five different business plans that have been accepted by the County. As part of the business plans for each of the sites/facilities, Kevin has conducted the necessary training with District Staff.

The District experienced three water main line breaks during the past month, which have been repaired. The Backhoe has been out of service due to mechanical issues. Craig Litle of Litle Construction, provided a backhoe in order for us to repair two of the three water main line breaks.

The 2018 Annual Quality Report has been mailed and distributed to the customers of the District, as required by the State.

Rodrigo Delira passed his Grade 1 Wastewater Treatment exam. The Board wishes to congratulate Rodrigo on this accomplishment.

**Closed Session Pursuant to Government Code Section 54956.9(1)(d) @8:10 p.m.**

- (i) Public Comments on Closed Session Item
- (ii) Conference with Legal Counsel – Existing Litigation  
Name of Case: Johnny Mitchell v. Los Alamos Community Services District  
Department of Fair Employment and Housing Matter Number: 201806-0255141
- (iii) Public Report on Closed Session Items- The Board returned to open session at 8:11 p.m. No reportable action was taken in closed session.

ADJOURNMENT President, Len Bileti adjourned the meeting at 8:12 p.m.

Ameyce J. Clark  
Secretary to the Board

Posted: District Office / U.S. Post Office

Leonard Bileti  
President of the Board

By: LB

Date: 6/27/19

# Board of Directors Regular Meeting May 2019

## Water Conservation/Production Report

Monthly Water Usage In Million Gallons

	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>January</b>	4.723	7.602	4.782	4.077	3.565	5.148	4.280
<b>February</b>	4.729	5.389	4.420	3.986	3.115	5.411	3.964
<b>March</b>	7.216	6.255	6.542	4.582	4.343	4.471	4.594
<b>April</b>	8.674	7.578	6.916	5.935	6.509	6.384	6.645
<b>May</b>	10.965	11.404	7.745	7.725	8.640	8.018	*7.925
<b>June</b>	11.905	10.734	7.855	8.749	9.636	9.070	
<b>July</b>	12.449	10.781	8.630	9.554	10.423	10.538	
<b>August</b>	11.530	10.542	8.480	9.210	9.640	10.974	
<b>September</b>	11.581	8.657	8.688	8.825	8.705	9.311	
<b>October</b>	10.204	8.366	7.978	7.190	8.596	8.332	
<b>November</b>	7.775	5.777	5.980	5.225	6.834	6.653	
<b>December</b>	6.177	4.452	5.169	4.035	6.924	4.675	
<b>Total</b>	<b>107.928</b>	<b>97.537</b>	<b>83.185</b>	<b>79.093</b>	<b>86.930</b>	<b>88.985</b>	

▪ New Water Conservation Requirements Adopted July 15, 2014 by the State Water Board and by the Los Alamos CSD August 27, 2014. The District ordinance was extended on April 22, 2015, January 27, 2016 and will remain in effect until this requirement is lifted.

\* Anticipated Monthly Water Production.