



A STATE OF  
CALIFORNIA  
PUBLIC AGENCY

# QUAIL VALLEY WATER DISTRICT

## BOARD OF DIRECTORS

Mike Biglay  
Jean Grodewald  
Rita Leonard  
Enrique Lopez  
Joan Tyer

## AGENDA FOR A REGULAR MEETING OF THE BOARD OF DIRECTORS OF QUAIL VALLEY WATER DISTRICT

To be held at 24750 Sand Canyon Road, Tehachapi, CA  
Saturday, January 25, 2020 at 8:30 AM.

**NOTE:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawnette Boatman at 661-822-1923 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials are available for public review at the District's office, 24750 Sand Canyon Road, Tehachapi. Please contact Dawnette Boatman for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meetings will not be permitted and offenders will be requested to leave.

*Each agenda item shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.*

*The public shall have an opportunity to comment on non-agenda items at the beginning of the meeting. Public shall have an opportunity to comment on each agenda item prior to any action taken.*

1. Roll Call.
2. Adoption of Agenda.
3. Public comments for NON-agenda items.
4. Consent Calendar:
  - 4.1. Approve minutes from Regular Meeting held 12/21/19.
5. Presentations:
  - 5.1. Update on Prop 84 project. (General Manager Hardenbrook)
  - 5.2. Update on wells, reservoirs and system status. (General Manager Hardenbrook)
  - 5.3. Update on Voluntary Rate Increase. (General Manager Hardenbrook)
  - 5.4. Update on Montclair well dispute. (General Manager Hardenbrook)

5.5. Update on PVWC service area issues. (General Manger Hardenbrook)

6. Action Items:

6.1. Discussion of monthly financial statements and consideration and possible action to approve payments for December. (General Manager Hardenbrook)

6.2. Discussion and possible action approving expenses submitted for reimbursement by General Manager Hardenbrook. (General Manager Hardenbrook)

6.3. Discussion and possible action approving engagement of Bill Walker to perform audit services for the fiscal year ending June 30, 2019. (General Manager Hardenbrook)

6.4. Discussion and possible action to establish a succession plan. (General Manager Hardenbrook)

7. Reports of Officers, Board Members and Standing Committees.

8. Report of General Manager.

9. Board Members' Requests for Future Agenda Items.

10. Adjournment.



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# QUAIL VALLEY WATER DISTRICT

## BOARD OF DIRECTORS

Mike Biglay  
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Joan Tyer

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF QUAIL VALLEY WATER DISTRICT

Held at 24750 Sand Canyon Road, Tehachapi, CA  
Saturday, January 25, 2020 at 8:30 AM.

1. Roll Call.  
*Meeting called to order at 8:31 AM. There were present, representing a quorum:  
Director Biglay;  
Director Grodewald;  
Director Leonard;  
Director Tyer.  
Absent were Director Lopez.*
2. Adoption of Agenda.  
*Director Grodewald moved, seconded by Director Leonard, to adopt agenda. Motion approved by unanimous assent.*
3. Public comments for NON-agenda items.  
*Resident mentioned a well on Bronsbury Circle/Bobs Court and questioned if this was a private well or District well. General Manager Hardenbrook had no knowledge of well but would research.*
4. Consent Calendar:
  - 4.1. Approve minutes from Regular Meeting held 12/21/19.  
*Director Biglay moved, seconded by Director Grodewald, to approve minutes from the Regular Meeting of 12/21/19. Motion approved by unanimous assent.*
5. Presentations:
  - 5.1. Update on Prop 84 project. (General Manager Hardenbrook)  
*General Manager Hardenbrook provided Board with written report and brief overview of report contents.*
  - 5.2. Update on wells, reservoirs and system status. (General Manager Hardenbrook)  
*Report not available.*

- 5.3. Update on Voluntary Rate Increase. (General Manager Hardenbrook)  
*General Manager Hardenbrook advised the Board that the January Water Bills included the 10% rate increase and customers were no longer being billed the voluntary rate increase.*
- 5.4. Update on Montclair well dispute. (General Manager Hardenbrook)  
*General Manager Hardenbrook informed Board that he has been served with a Summons alleging improper disconnection of service and that he has been in contact with District counsel and District insurance agency.  
Additional responsive documents have been sent to District counsel to forward to Mr. Sheffield in response to CPRA request. Additional responsive documents are due by February 7, 2020.*
- 5.5. Update on PWWC service area issues. (General Manager Hardenbrook)  
*General Manager Hardenbrook noted that there was nothing new to report.*
6. Action Items:
  - 6.1. Discussion of monthly financial statements and consideration and possible action to approve payments for December. (General Manager Hardenbrook)  
*Financial report not available due to issues with financial software. An updated version of the software has been ordered.*
  - 6.2. Discussion and possible action approving expenses submitted for reimbursement by General Manager Hardenbrook. (General Manager Hardenbrook)  
*No action taken.*
  - 6.3. Discussion and possible action to approving engagement of Bill Walker to perform audit services for the fiscal year ending June 30, 2019. (General Manager Hardenbrook)  
*Director Leonard moved, seconded by Director Grodewald to approve engagement of Bill Walker to perform audit for fiscal year ending June 30, 2019. Motion approved by unanimous assent.*
  - 6.4. Discussion and possible action to establish a succession plan. (General Manager Hardenbrook)  
*No action taken.*
7. Reports of Officers, Board Members and Standing Committees.  
*None.*
8. Report of General Manager.  
*General Manager Hardenbrook provided a brief overview of activities through January 24, 2020.*
9. Board Members' Requests for Future Agenda Items.  
*None.*
10. Adjournment.  
*There being no further business before the Board, Director Leonard moved, seconded by Director Biglay, to adjourn at 8:59 AM. Motion approved by unanimous assent.*

I attest this is a true and complete copy of the minutes of a regular meeting of the Board as read and approved by the Board of Directors of the Quail Valley Water District.

Dawnette Boatman  
Dawnette Boatman, Secretary

## Prop 84 Update

January 2020

### Well Phase:

No change in well construction status. We are currently waiting for the drilling contractor to provide a proposal. In addition, to hopefully speed up the procurement of the pitless adapters, the District will purchase the adapters for Abundant to install.

### Reservoir Phase:

Solar heating system is still not functioning properly, it appears to have an issue with the low voltage circulating pump. The pump will function but requires disconnection and reconnection daily to restart the pump. Cora Constructors will be working with vendor to repair concern.

The leak on the west Montclair tank has resurfaced although it is a slight leak. Paso Robles Tank is scheduling repair and Cora is scheduling a crew to caulk tank bottom rim to concrete and to address the other items on the "punch list".

REVE and QWWD are continuing to work with Cora to resolve all change orders and start preparing to close-out the Reservoir Phase.

### Treatment Plant:

Additional submittals for treatment plant materials and design have been received and approved. REVE attended a pre-delivery inspection of the assembled skid at the facility where it is being built. The backwash water tank has been received along with a few other small items which have been transported to the site.

### District Construction Activities:

Site access is improving since our December snowstorm. We are able to access the site with our service truck, but we are still driving on tire chains due to the mud on several inclines.

District staff has completed all Yard Piping at the Montclair site except for the new main serving the upper Quail Ridge/Quail Ridge Ct. areas from the yet to be completed Quail Ridge booster.

Existing well controls, production meter and chlorination equipment have been relocated from the well house to treatment plant building and new control panels installed for both wells. Power is currently being supplied from the existing 100-amp service to the new service entrance panel, connecting to the new electrical cable to the treatment building. New electrical cable has been run from the pump controls in the treatment building to the existing well.

The SCADA enclosure and electrical sub-panel have been installed on the west Montclair tank, conduit connections from the treatment plant building to the tank for

power and data cables have been completed and electrical wiring has been pulled to the tank. A circuit for a utility outlet and work area lighting has been installed.

CoBank:

District has received an extension of our line of credit from CoBank through 1/29/20 along with an approval and documents required to extend the line of credit through July.



1/23/20

Voluntary Rate Increase Report:

The water bills sent to customers in January included the 10% rate increase and no customers were billed for the voluntary rate increase.

The total funds previously received from the voluntary rate increase total \$21,860.00 and is being carried as a current liability to be repaid as funds are available.



## Report of General Manager

December 17, 2019 through January 24, 2020

- Remove meter, pump controls and chlorination equipment from Montclair well and install equipment in treatment plant building, install electrical wiring from controls back to well.
- Monitor and maintain East Tank water levels manually until SCADA system is installed.
- Monitor and operate Montclair well and chlorination equipment.
- Monitor chlorine residuals in water system.
- Collect L&CR samples, ship to lab.
- Continue review and production of responsive documents in response to CPRA request.
- Program thermostat and phone system for holiday closure.
- Complete wire transfer to Co-Bank.
- Purchase and install tire chains on personal vehicle to allow access to sites after heavy snow-fall. Purchase and install tire chains on service truck.
- Monitor tank levels during prolonged power outage.
- Review jobs in accounting system, close out completed jobs for 2019.
- Pick up tractor from Montclair site, clear snow and storm debris at Office. Clear snow from road to East Tank.
- Read water meters, assist with billing.
- Pump water from vault and repair leak at Shangani PRV.
- Install SCADA and electrical equipment on Montclair west tank.
- Collect monthly bacteriological samples in accordance with combined system bacteriological site sampling plan. Collect quarterly iron and manganese samples from Montclair well. Package and deliver samples to lab.
- Trench and install conduit from vault to Office for control wiring.

### Upcoming:

- ~~Move existing Montclair well controls into treatment building.~~
- ~~Run power to top of Montclair west tank and install SCADA equipment.~~
- Install SCADA equipment on East Tank.
- Complete piping for upper Quail Ridge water main and install boosters.
- Complete 200 amp service drop (Edison)
- Install generator.
- Install propane tank.
- Complete site grading.
- Relocate existing Montclair tank to West Tank site and install tank.
- Install blow-off at east and west ends of Umtali to facilitate flushing Umtali line.
- Oversee well construction and re-hab. **(In Process)**
- Oversee reservoir and treatment plant building construction. **(Near Completion)**
- Oversee treatment plant installation.
- Cleanup along Umtali (complete services, install valve boxes, backfill, etc.).
- Re-roof office building.

- Finish Building remodel-Dan.
- Replace door on garage-Dan.
- Install vault for Transvaal air-vac.
- Install cross and valves at Umtali and Roper for service on Roper and Inyanga.
- Finish Insulating Country Canyon booster building, Tanganda water lines.
- Winterize all facilities.-(Near Completion)
- Complete installation of HOA switch, hour meter and pilot light at Tanganda well.
- Repair storm damage at Pretoria and Hackamore wells.
- Install back-up generator at Office.