

**BOARD OF DIRECTORS
CALLAYOMI COUNTY WATER DISTRICT**

OFFICIAL MEETING MINUTES REGULAR MEETING: January 18, 2024

- A. CALL TO ORDER:** *at 4:01 by 2023 Vice-President Hopkins.*
- B. ROLL CALL:**
Directors Present – Dessel, Hopkins, Velarde, Giacomini, Cordova
Directors Absent – None
Staff Present – GM Fiora, Meri Schlink, Jasmin Feliciano
Public Present – None
- C. NOMINATION AND ELECTION OF 2024 PRESIDENT AND VICE PRESIDENT:**
Director Giacomini nominated Director Velarde as Board President, Director Velarde accepted, and Director Dessel seconded the nomination. Vote: 5 Ayes, 0 Nays.
Director Dessel volunteered to serve as Vice-President. Director Cordova nominated Director Dessel as Vice-President; Director Giacomini seconded. Vote: 5 Ayes, 0 Nays.
At the conclusion of the elections, Director Velarde took over as Chair of the meeting.
- D. REGULAR MEETING NOVEMBER 16, 2023, and SPECIAL MEETING DECEMBER 19, 2023, MINUTES:** *After the November meeting date was corrected, both minutes were approved as amended. Motion: Director Cordova / Second: Director Hopkins. Vote: 5 Ayes, 0 Nays.*
- E. NOVEMBER 2023 FINANCIALS and DECEMBER 2023 FINANCIALS:** *Discussion included further explanation of the Debt Fund activity, correction of an Audit finding (see New Business #1), and revenue activity related to cancelled checks and LAFCO. GM Fiora explained the benefits of the American Water Works Association membership, which was paid in December. Both financials approved. Motion: Director Giacomini / Second: Director Cordova. Vote: 5 Ayes, 0 Nays.*
- F. PUBLIC INPUT:** *Director Cordova announced local District 1 Board of Supervisor forums.*
- G. MANAGER’S REPORT:** *GM Fiora provided a written report with updates on Production, the Santana Well Project, and a new application for funding from the State Revolving Fund (SRF) for line upgrades, hydrant replacements, and system expansion. After discussion, the report was approved. Motion: Director Giacomini / Second: Director Cordova. Vote: 5 Ayes, 0 Nays.*
- H. OLD BUSINESS:**
- 1. Policy #12150-Financial Reserves:** *Motion: Director Giacomini / Second: Director Cordova. Vote: 5 Ayes, 0 Nays.*
 - 2. Policy #14100-Attendance at Meetings:** *Policy samples were provided for discussion. Staff were given directions for a draft to be presented at the next meeting, and the topic was tabled.*
 - 3. Policy #13505- Health & Welfare Benefits:** *Revision of policy approved at December 2023 Special Meeting, due to omission of legally vetted edits and addition of a defined start date for benefits. The policy committee wanted to have more time to review proposed changes. Tabled to next meeting.*

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I. NEW BUISNESS:

- 1. 2022-2023 Draft Audit, Management Representation Letter, and Related Audit Findings:** *Larry Bain has completed the annual audit and presented his findings for review and response. Staff have submitted responses to all findings. While two of the three findings are not considered material, and are “typical” of a small District, the Material Finding of an Outstanding Check payable to our Santana Well contractor was corrected by voiding the check, which will be reissued when revised final bill is approved. Motion to approve: Director Giacomini / Second: Director Dessel. Vote: 5 Ayes, 0 Nays.*
- 2. Policy #11000-Purpose of Board Policies:** *With no changes, the policy was adopted. Motion: Director Hopkins / Second: Director Giacomini. Vote: 5 Ayes, 0 Nays.*
- 3. Policy #13430-Holidays:** *Proposed change from “float” holiday to Indigenous People’s Day, as declared by the Lake County B.O.S. and celebrated by County offices. Motion to adopt: Director Cordova / Second: Director Dessel. Vote: 5 Ayes, 0 Nays.*
- 4. Policy #14115-Members of the Board of Directors:** *Changes to align with legally vetted version obtained from CSDA Sample Handbook. Motion to adopt: Director Cordova / Second: Director Hopkins. Vote: 5 Ayes, 0 Nays.*
- 5. Policy #142120-Ethics Training:** *Changes to align with legally vetted version obtained from CSDA Sample Handbook. Motion to adopt: Director Cordova / Second: Giacomini. Vote: 5 Ayes, 0 Nays.*
- 6. Policy #14215-Brown Act Compliance:** *Suggestion to clarify policy’s reference to “serial meetings.” Tabled to next meeting.*

J. ITEMS NOT APPEARING ON THE POSTED AGENDA: *None.*

K. ANNOUNCEMENTS:

- 1. Next Regular Meeting February 15, 2024**

L. ADJOURNMENT: *at 5:42 by President Velarde.*

Approved: February 15, 2024

Attest: Meri Schlink, Secretary of the Board