



Meeting Minutes

County Service Area (CSA) 44D – Monte Verdi Citizens Advisory Committee (CAC) Meeting Minutes

Date & Time: Tuesday, February 6, 2023, at 2:00 P.M.
Location: Conference Call (559) 494-4226, Conference ID 517 250 560#

1. **Introductions**
 - CAC Members: Doug Avakian, Matt Renny, Mike Rosvold, and Kathy Stypula.
 - County: Richard Singleton and Elena Cotta
 2. **Approve November 7, 2023 Minutes**
 - Approved by Doug Avakian and Mike Rosvold.
 3. **FY 2023-24 – 2nd Quarter Financials**
 - **2nd Quarter Expenditures-** Elena Cotta shared that the end of the second quarter, appropriations are expended at 94%. Elena shared a summary of some of the larger expenses that hit the budget during the second quarter (October 1- December 31). PG&E - \$62, 562, State Waterboard- \$19,012, Moore Twining \$8,554, Central State Sanitation for hauling- \$41,265, Annual Loan payment (\$122,952.99 principle + \$37,895.20 interest), and repairs - \$15,609. Elena shared that by this time last year the district had spent \$80,000 in hauling, but they had two plant failures that fall which could have contributed to the high costs. In the FY 2023-24 budget, \$60,000 was budgeted for hauling, based on the appropriations available for the year. See held charges below.
 - **2nd Quarter Revenues –** Elena reported that at the end of the second quarter, the district collected 34% of their expected revenues. The Special Assessments are sent out twice a year and revenue from the December installments were received, which is why the 50% was collected. In comparison to the past few years, the revenue collected is on track.
- A. **Held Charges 2022-23 –** If a budget expends its appropriations before the fiscal year is over, salary costs are reversed to free up appropriations to cover the expenses for the remaining of the year. The total amount of salaries reversed is considered “held charges”. These charges are typically charged back to the budget at the beginning of the new fiscal year. At our last meeting Elena incorrectly reported that the district finished the FY 2022-23 within its budget, the reason the expenditure report stated that appropriations were

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expended at 100%, but showing \$459.57 unspent, was because the invoices received were greater than this and could not be processed without reversing salaries to free up appropriations. There district will have held charges from FY 2022-23 to pay back. Doug Avakian asked if a detailed expense report could be shared with the CAC members. Elena said she would provide the report with the meeting minutes.

B. Request for a Rate Study – Elena shared that CSA 44D has been on a “watch list” because the past couple of years their expenses have varied, and their revenues have not been enough to cover their expenses. This fiscal year the appropriations were depleted early in the fiscal year. Elena reported that the County requested financial assistance to fund a rate study through the State’s Self-Help funding. Unfortunately, Monte Verdi did not fall under the low household income criteria. At this time, they cannot fund our request, but were encouraged to apply again in the future. Elena is going to request a quote for a water and sewer rate study from the Design Division. The CSA will then select a contractor to do a rate study and write an Engineer’s Report with recommended new water and sewer rate structures, in the intent to generate enough revenue to cover operations and maintenance costs and to build up their reserve fund.

- After a rate study is completed, the Prop 218 process will begin. There will be a meeting with the community to explain the Engineer’s Report and the reason for the increase in water and sewer rates. The proposed rates will be presented at a Board of Supervisor’s meeting, which is also referred to as a Protest Hearing. If the residents oppose the new rates, they may submit a protest letter to the Board. If 51% of the community protests, the new rate structure will not pass. If the rate structure fails, the Engineer’s Report will modify the rate structure based on the feedback received by the community. The process will repeat itself. A meeting with the community to discuss the rate structure and a Board hearing/Protest hearing.
- Mike Rosvold asked how soon they could see a rate increase. Elena shared the Prop 218 process can take 9-12 months and it would probably be a year before a new water and sewer rate becomes effective.

4. **Project Updates**

A. Solar – Elena reported that she did not any updates to report on the solar project. In November, Brook Miller from Turnkey emailed her informing her that they are finalizing the design and proposal and would be reaching out to schedule a call. Brook never called or emailed Elena. Elena asked Kathy if she had received a call or email from Brook Miller. Kathy was unavailable to answer. Elena will email Brook Miller to follow up on her last email and Cc: Kathy Stypula and Nick Marziliano.

5. **Comments/Other Items-** Elena mentioned that Unity Property Management informed the County that the gate on Willow, entering the wastewater plant, was being left unlocked. Field staff was reminded to keep the gate locked. The garbage truck will not pick up the garbage if the gate is locked. Elena will call the vendor to see if she can get a window of when the garbage truck comes to have

the gate unlocked and remind them that the trash pick up must be before 3:30pm.

6. Next Meeting Date- May 7, 2024 at 2:00pm

Requests for disability-related modification or accommodation needed in order to participate in the meeting must be made to the County of Fresno Resources Division at (559) 600-4259 no later than 24 hours prior to the meeting.