

HOME GARDENS SANITARY DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

FEBRUARY 25, 2025

The Regular Meeting of the Board of Directors of the Home Gardens Sanitary District was called to order by the President, Grady Garrison, at 7:32 p.m. at the office of the District, 13538 Magnolia Ave., Corona, CA 92879.

Directors present were: Garrison, Samson Runion, Serrato, Cacho and Barajas. Also present were: Alan Burns, District Counsel; Tracey LaBonte, General Manager; Tania Duarte, Administrative Assistant and Kendra Dockham, Representative for Smith Marion & Company.

Items for discussion and consideration:

2. Kendra Dockham presented the Financial Statements and Independent Auditors' Report prepared by Smith Marion & Co. for the Year Ending June 30, 2024. A motion was made by Director Cacho, seconded by Director Samson Runion, and unanimously carried to approve the report.

President Garrison moved back to Item III on the agenda.

Minutes of the regular meeting of January 28, 2025 were presented for approval. Motion was made by Director Cacho, seconded by Director Serrato, and unanimously carried to approve the minutes as presented.

Revised Expenditures for the month of January 2025 were presented and discussed. Motion was made by Director Barajas, seconded by Director Samson Runion, and unanimously carried to approve the expenditures as presented.

Expenditures for the month of February 2025 were presented and discussed. Motion was made by Director Serrato, seconded by Director Barajas, and unanimously carried to approve the expenditures as presented.

Manager LaBonte presented the Budget Efficiency and Income/Revenue reports. Discussion followed.

Staff Report:

1. On January 29th, General Manager LaBonte submitted the Sewer System Management Plan (SSMP) Audit to the California Integrated Water Quality System (CIWQS). The due date for the audit was February 2nd.

**WRCRWA Regular Meeting of the Board of Directors**

February 19, 2025

**3A Approve the December 12, 2024 WRCRWA Board of Directors Regular Meeting Minutes**

**3B Receive and File the WRCRWA Cash and Investment Report as of December 31, 2024**

Checking Balance	\$3.66 M
LAIIF (Unrestricted)	\$5.88 M for reserves
Debt service (restricted)	\$5.12 M for Expansion Project SRF Loan
Total	<u>\$14.657 M</u>

**3C Receive and File Fiscal Year 2023-2024 Capital Projects Status as of December 31, 2024 and Third Quarter Advanced Billing Report**

For Quarter 2 pay-go capital projects there is a \$37,761.23 billing for HGSD. This is all as related to Treatment Plant Projects. For Asset Replacement Projects there is no bill the Projects are \$496,126 under budget at this time.

**3D Receive and File the Fiscal Year 2024-2025 Independent Auditor's Report and Audited Financial Statements**

WRCRWA received an unmodified opinion of the financial statements, and the auditors concluded there were no deficiencies in internal controls or material weaknesses. This is great.

Net Position increased \$4.6 M to \$65.7 M (capital facilities less debt)

Page 29: Revenue change - Decrease by \$3.1 M from prior year. This is due to less capital costs paid by members. There was an increase in revenue from plant flow (variable cost revenues).

Page 30: Expense change - Increased by \$437K from prior year. Most of this was the distribution of excess reserves (\$413K) back to the members at the end of FY 23. Overall, this looks good.

**3E Receive and File Fiscal Year 2024-2025 Budget vs. Actual Report for Enterprise Operating Revenues and Expenses through December 31, 2024**

Revenues exceeded expenses by \$1.08 M through the second quarter with revenues Unfavorable by \$175,143 but favorable underspending in expenses by \$1.25 M. Expenses Below budget include: labor utilities, solid disposal, chemicals, outside consulting, and Permits and fees.

**3F Receive and File the Operations Report for October and November 2024**

HGSD average flow is 0.556 MGD over the two-month period. This represents approximately 74% of the capacity owned (0.75 MGD). The monthly average over the entire 11 months of 2024 is 18.1 MGM, or 0.596 MGD, representing 79% of capacity ownership used.

#### Overall Plant Statistics

Flow Average(2 months: 10.45 MGD Rolling 12-month TDS Avg.: 544 mg/L  
Influent BOD Average: 189 mg/L Rolling 12-month TIN Avg.: 5.5 mg/L  
Influent TSS Average: 141 mg/L

No reported NPDES violations.

### **3G Receive and File the Fourth Quarter Odor Control Practices Report for Calendar Year 2024**

It appears there has been an uptick in odor complaints during this quarter, a total of 72. AQMD issued 2 nuisance NOVs in October.

### **ACTION AGENDA**

#### **4A. Consider Ratifying the 2024-2025 WRCRWA Board of Officer Positions**

The Board of Directors approved the following Board Positions through June 30, 2025.

Chair: Fauzia Rizvi - Western

Vice Chair: Tracey LaBonte - HGSD

Secretary-Treasurer: Anthony Herda - JCSD

Director A (Through a coin toss): Jim Steiner - Corona

Director B (Through a coin toss): Greg Bowen - Norco

President Garrison moved back to Item II on the agenda.

Public Comment: None.

Items for discussion and consideration:

1. The Board discussed January's Monthly Status Report from G & G Environmental Compliance.

3. A motion was made by Director Serrato, seconded by Director Barajas and unanimously carried to adopt Resolution No. 530, approving The Home Gardens Sanitary District Board of Directors Appointing Representatives to the Western Riverside County Regional Wastewater Authority.

4. District vehicle replacement: The Manager presented options to choose between Honda, Mazda and Chevrolet products with prices. Discussion took place as to the District's Operation Code and the need for competitive bidding. The Board determined that the competitive comparison of products and prices were sufficient to meet the intent of the Operations Code. A motion was made by Director Serrato, seconded by Director Cacho and unanimously carried to approve Manager's proposal to move forward with buying

a new vehicle for the District in accordance with the proposal submitted.

5. After consideration for Javier Mejia's request to waive a late fee in the amount of \$16.88, a motion was made by Director Cacho, seconded by Director Serrato and unanimously carried to approve waiving the late fee one time.

6. The Board discussed incident with customer on February 3, 2025.

7. The Board discussed Employee Pension Plan.

8. The Board discussed current delinquent accounts.

Closed Session: None.

Directors Comments: None.

There being no further business, President  
Grady Garrison adjourned the meeting at 8:48 p.m.

  
\_\_\_\_\_  
Karen Samson Runion, Secretary

The foregoing minutes were approved by the Board of Directors of the Home Gardens Sanitary District at the regularly scheduled meeting of said Board March 25, 2025.



Signed: \_\_\_\_\_  
Gardy Garrison, President



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Karen Samson Runion, Secretary



## RESOLUTION NO. 530

### A RESOLUTION OF THE HOME GARDENS SANITARY DISTRICT APPOINTING REPRESENTATIVES TO THE WESTERN RIVERSIDE COUNTY REGIONAL WASTEWATER AUTHORITY

**WHEREAS,** the Home Gardens Sanitary District is a member agency of the Western Riverside County Regional Wastewater Authority (hereinafter "WRCRWA"), joint powers agency (hereinafter JPA);

**WHEREAS,** pursuant to the JPA Agreement each member agency is entitled to one primary director and alternate directors for voting and governance purposes;

**WHEREAS,** WRCRWA also has an Executive Committee; and

**WHEREAS,** with the recent resignations of Alan R. Burns and Colin R. Burns the Board has determined to appoint replacements to those governing bodies.

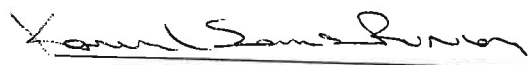
**NOW, THEREFORE,** the Home Gardens Sanitary District does hereby RESOLVE, DETERMINE and APPOINT as follows:

1. That the primary director for the WRCRWA Board of Directors shall be:
  - a) Tracey LaBonte, primary
  - b) Jeff Sims, alternate
  
2. That the persons authorized to attend the Executive Committee shall be:
  - a) Tracey LaBonte
  - b) Jeff Sims

PASSED AND ADOPTED this 25<sup>th</sup> day of February, 2025



President



Secretary