

Board of Director's Minutes
August 27, 2024
Regular Meeting (Teleconference)

Rachel Sarina, President called the regular meeting to order at 6 P.M.

I. ROLL CALL

BOARD MEMBERS PRESENT

ABSENT

Rachel Sarina, President
Dan Floyd, Vice President
Kent Van Valkenburgh, Director
Matt Westbrook, Director
Sam Hernandez, Fiscal Office

STAFF PRESENT

OTHERS PRESENT

Jeff Beard, General Manager
LeeAnn Burcham, Office Manager

II. ADDITIONS OR DELETIONS

None.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve minutes from July 2024 board meeting.

Item 2: Approve July 2024 payables for \$44,765.21. **Dan Floyd added motion, Sam Hernandez second. Ayes: Sam Hernandez, Kent Van Valkenburgh, Dan Floyd, Matt Westbrook, and Rachel Sarina. Nays: none.**

V. OPERATIONS

Item 1: General Manager Report

Jeff lists the routine items: Control room routine, daily storage tank reads, weekly routine sampling; delivered to Crescent City Lab, weekly CL2 residual testing, monthly reports submitted to State, started meter reading for August, and 3 dig alerts.

He then stated the special projects completed, in the process of completing, and future plans.

- Repaired cla-valve at South Tank.
- Cleaned out secondary containment at control building. If the CL2 leaks, it will go into the second containment.
- Repaired service leak for 485 and 495 Fred Haight. It was one service for two houses.
- Repaired service line at 481 First Street. This service line had to be fixed, which was an expensive easy fix.
- July 2024 Account Receivables in the amount of \$58,169.00.
- July 2024 Hall rentals in the amount of \$955.00.
- Continue installing new meters.

- Continue replacing stopped/broken meters in system.
- Replaced 4-inch meter for Ship-ashore.
- Replace 4-inch valve on bypass for North Tank.
- Collect lead and copper samples.

VI. FISCAL

Item 1: Review Morgan Stanley accounts. (Discussion)

Sam stated the updates with each account. Then the board discussed this item.

VII. OLD BUSINESS

Item 1: HWY 101 boring job.

Jeff stated a new contractor will be getting us a quote soon. The board may need to hold a special meeting in September.

Item 2: Rowdy creek mainline break on July 3rd. (Discussion)

Jeff stated we are currently waiting for parts.

Item 3: Wells chlorine contact time issue and possible remedies. (Discussion)

Jeff stated GHD informed him it must be a water quality issue, and the state will write us a letter to help. There's the possibility to use emergency funds and/or planning grant.

Item 4: Employee medical insurance contributions. (Discussion)

Jeff stated he will put together a packet then the board can have a closed session regarding this item.

VIII. NEW BUSINESS

Item 1: Approve 22' and 23' audits. (Discussion/Action)

Sam Hernandez added motion, Kent Van Valkenburgh second. Ayes: Sam Hernandez, Kent Van Valkenburgh, Dan Floyd, Matt Westbrook, and Rachel Sarina. Nays: none.

IX. BOARD OF DIRECTORS COMMENTS

Kent commented he would like the front porch of the community hall fixed. Then asked about tank replacements, the kitchen floor and doors in the community hall.

Jeff stated the porch will be fixed soon. As for the kitchen floors and doors in the community hall, he will place them out to bid.

X. ADJOURNMENT

Sam Hernandez motioned to adjourn the meeting at 6:30P.M. Kent Van Valkenburgh seconded.

Respectfully submitted,

Jeff Beard, General Manager