

Board of Director's Minutes
June 25, 2024
Regular Meeting (Teleconference)

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

I. ROLL CALL

BOARD MEMBERS PRESENT

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

ABSENT

Kent Van Valkenburgh, Director

STAFF PRESENT

Jeff Beard, General Manager
LeeAnn Burcham, Office Manager

OTHERS PRESENT

II. ADDITIONS OR DELETIONS

None.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve minutes from May 2024 board meeting.

Item 2: Approve May 2024 payables for \$22,073.40. **Dan Floyd added motion, Sam Hernandez second. Ayes: Sam Hernandez, 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 reads for June, 3 dig alerts, and valve maintenance.

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

- Repaired service leak on Prince Island Drive.
- Repaired service leak at 13945 Ocean View Drive.
- Repaired service leak and replaced section of mainline on Denny Lane.
- Removed all the old tubing and pumps from the old chlorine system at control room.
- Installed new altitude gauges at lower Spyglass tank and North tank.
- Met with State reps for new PFAS sampling procedures. Results will be in by the end of summer or the end of the year.
- May 2024 Account Receivables in the amount of \$61,065.74.
- May 2024 Hall rentals in the amount of \$800.00.
- Continue installing new meters.

- Continue replacing stopped/broken meters in system.
- Replace 4-inch valve on bypass for North tank.
- Collect lead and copper samples.

VI. FISCAL

Item 1: Review 2024/2025 draft budget.

Jeff stated a few new budget codes. 5050 Grant Expense, Sam mentioned hiring someone for grant work. 1032 Transfers in for Equipment Purchases, possibility of purchasing a new truck as the current work truck is going out and cannot pull trailer and tractor. 1035 Transfers in for Capital Improvement, this would be towards projects. Then Jeff asked for input on how much money to apply to those two last codes.

Sam stated budget code 5050 will be a low investment and if it doesn't go well, we will cut the budget for it the next fiscal year.

Rachel stated the county recently purchased a utility truck from Crown Motors. Good price. Recommend looking there.

VII. OLD BUSINESS

Item 1: Chlorine system update.

Jeff stated the new chlorine system is up and running.

Item 2: Hall renovation update.

Jeff stated the flooring is done. The next steps will be redoing the kitchen floors, fixing lights, and replacing doors.

VIII. NEW BUSINESS

Item 1: Approve resolution to consolidate with November 5, 2024 Statewide General Election.

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

Item 2: Discuss and approve the use of the Hall's kitchen by Skarff (food truck) and set rental rate.

Jeff stated the lease is the same as Casita Coffee LLC old lease. Skarff will be able to use the sink and fridge for \$100/month.

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

IX. BOARD OF DIRECTORS COMMENTS

None.

X. ADJOURNMENT

Sam Hernandez motioned to adjourn the meeting at 6:45PM. Dan Floyd seconded.

Respectfully submitted,

Jeff Beard, General Manager