

**Board of Director's Minutes
January 29, 2025
Regular Meeting (Teleconference)**

Dan Floyd, Vice President called the regular meeting to order at 4 P.M.

I. ROLL CALL

BOARD MEMBERS PRESENT

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

ABSENT

Rachel Sarina, President

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 November 2024 board meeting.

Item 2: Approve November 2024 payables for \$56,881.50.

Item 1: Approve minutes from December 2024 special board meeting.

Item 2: Approve December 2024 payables for \$44,966.18. **Matt Westbrook added motion, Sam Hernandez second. Ayes: Sam Hernandez, Kent Van Valkenburgh, Dan Floyd, and Matt Westbrook. 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 4 dig alerts, and meter reading completed for December 2024.

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

- Meter reading for January 2025 started.
- Repaired service line leak on 1st Street.
- Replace isolation valve on South tank.
- Manually operated the system for 3 weeks due to Spectrum and UScellular outages.
- Repair mainline break on Christmas day.
- Manually operated well field for 2 weeks due to clavalve failure on well 2.
- Worked with Aquasierra to reconfigure scada system.
- Completed 2024 water rights reports for the state.
- November 2024 Account Receivables in the amount of \$53,956.69.

- November 2024 Hall rentals in the amount of \$1,070.00.
- December 2024 Account Receivables in the amount of \$62,669.39.
- December 2024 Hall rentals in the amount of \$1,520.00.
- Continue installing new meters.
- Continue replacing old and hard to read meters throughout system.
- Replace 4-inch valve on bypass for North tank.
- Take samples down to North Coast Labs.

VI. APPOINTMENTS/RE-APPOINTMENTS OR REMOVALS TO COMMITTEES

Item 1: Assign new board member President/Vice President/Fiscal Officer.

Jeff stated Sam Hernandez, Fiscal Officer, is resigning as of today.

Dan Floyd nominated Dan Floyd as President, Kent Van Valkenburgh as Vice President, and Matt Westbrook as Fiscal Officer.

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

VII. FISCAL

Item 1: 401k Update.

Jeff stated it is no longer a 401K, it is now a 403B, which is very similar. Vestwell is the company we will be working with. A meeting will be held with us, Morgan Stanley, and Matt Wakefield from CBH.

VIII. OLD BUSINESS

None.

IX. NEW BUSINESS

Item 1: Discuss and approve the downsizing of paper files in office. (Discussion/Action)

The board discussed and decided to move this item to the next board meeting.

Item 2: Discuss and approve the placement of a second recycle bin in our parking lot for Del Norte Recology. (Discussion/Action)

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

Item 3: Approve library decking quote. (Discussion/Action)

Jeff started this quote is for repairing the library decking, not replacing.

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

X. CLOSED SESSION - GENERAL MANAGER PERFORMANCE REVIEW Gov't Code: 54954.5

Item 1: Discuss and approve General Manager's new contract. (updating General Managers PTO) (Discussion/Action)

General managers new PTO schedule will follow the regular employee pto schedule + 40 hours.

XI. BOARD OF DIRECTORS COMMENTS

The board discussed a more reliable water supply system for fire protection. Upgrading tanks and piping. The board also discussed the potential development of 80 houses in our district.

XII. ADJOURNMENT

Sam Hernandez motioned to adjourn the meeting at 5:30 P.M. Matt Westbrook seconded. Respectfully submitted,

Jeff Beard, General Manager