



Volcano Community Services District | MINUTES

April 6, 2023 | 7:00 pm | Armory Hall, Volcano CA

Meeting called by N. Bailey, President

Acting Secretary: R. Korematsu

Directors Present:

N. Bailey, C. Corral, R. Korematsu, M. Sorenson
J. Norcross

CONSENT AGENDA

March 2023 Regular Minutes and March 20, 2023 Special Meeting Minutes and March Expenditures were on the consent agenda. Checks were issued in the amount of \$6836.15 and deposits in the amount of \$5720.00.

MOTION: J. Norcross made a motion to accept the March 2023 Regular Minutes and March 20, 2023 Special Meeting Minutes and March Expenditures. M. Sorenson seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

STAFF REPORTS

1. *Billing Secretary – I. Dana*

I Dana will send the March bill on the 10th. N. Bailey is working with him.

2. *Treasurer – N. Bailey*

See expenditures above.

3. *Secretary – R. Korematsu*

The District was contacted by the Olivia Trust, who want to pay their water bill. Information was forwarded to N. Bailey. The Secretary also contacted Senator Marie Alvarado-Gill's office to inquire about census information which is a requirement for most grant applications, and the Board was given a portion of the information received from the Senator's office. This information will be kept for future grant applications. No other emails or website submissions.

4. *Hall/Park Manger Report—N. Bailey*

No rentals for April, but possible 2 rentals for May, and a possible rental in December.

5. *Meter Reader's Report – R.Zehender*

Meter #60 does not appear to be working.

DISTRICT ENGINEER (DE) REPORT – Joel Mottishaw & Nick Lawson

1. EAR information for 2022 filing. M. Gottstein reported there are some items that have not been filled out related to cross-connection. We may need to create an emergency notification plan. The District is close to having the EAR for 2022 done.
2. Monthly Cleveland Tunnel flow (treated & untreated including diverted via black pipeline) 22 gpm to plant, weir flow was estimated at 30 gpm, black pipe is 2 gpm. The main plant meter stopped working at the plant, and the DE was able to get it working again.

3. Lead and Copper testing July-September. M. Gottstein will try to alter the standard letter used by Amador Water Agency. The pH of the water out of the tunnel is over 7, so the water supply itself is not corrosive.
4. Estimate for float control. The DE talked to an electrician and he will be coming by to see the float control and will provide a cost.
5. Meter #60 (Crosby) broken across from Barbara Stein - broken and unreadable. The DE will inspect.
6. Review of completed testing requirements for current quarter per Water Quality Monitoring Plan. The DE said all of the first quarter testing has been done, inorganic chemicals, general minerals, nitrate/nitrites, manganese, turbidity. The next quarterly testing will be the disinfection byproducts in August, the lead and copper testing at the five houses, and regular monthly testing.
7. Build weir outside Cleveland Tunnel. Consult with Doug Ketron. The DE will follow up with Mr. Ketron.
8. Develop capital improvement plan so District can prioritize projects. M. Sorensen will work with the DE to develop the capital improvement plan.

REGULAR AGENDA

1. Form 700 on- line or Elections Office due by April-Status. Everyone has submitted their Form 700.
2. Secretary position posted-Informational. The information will be posted.
3. Michael Adams, H&R Block monthly bookkeeping service- **ACTION**
DISCUSSION: Due to needing some clarification on the letter of engagement, N. Bailey will contact Mr. Adams in early May. The clarification needed is the bookkeeping time per month and additional monthly reports.
4. Backflow certification- **ACTION** J. Norcross will work with M. Sorenson on composing a letter, which will be sent out to the customers.
5. Letter from Gerald Schippers regarding backflow certification-**ACTION**. The customer said he has no connection to his house water.
MOTION: J. Norcross made a motion to exempt G. Schippers from this year's backflow certification testing, to be reviewed annually and M. Sorensen seconded.
DISCUSSION: J. Norcross said that she believes G. Schippers since he was a board member. Since the house could eventually be sold and a new owner might reconnect the system, it was suggested that the backflow connection be reviewed annually.
AYES: Unanimous.
MOTION APPROVED.
6. 2022 California Government Compensation Report-Informational. N. Bailey filled out this report.
7. State Water Resources Control Board water partnerships-Informational.
8. Finalize schedule for June 1, 2023 budget review/adoption-M Gottstein and N. Bailey.
ACTION At the May meeting, the Board will need to decide whether the District will

need to raise rates, and a notice will need to be sent on May 22nd and adopt a budget on July 6.

9. Schedule Special meeting in May for Budget and rate increase review-**ACTION** The Board will clear the agenda for May and focus on the budget. No special meeting will be held.

10. Audit update-C. Corral. Informational. Nothing new to report.

11. Approval of emergency repair contract with Michael Johnson-**ACTION**.

MOTION: J. Norcross made a motion to accept the bid for the repair of the redwood tank and C. Corral.

DISCUSSION: Before voting, we make the following findings: the emergency will not permit a delay resulting from a competitive solicitation. The unavailability of the District's second redwood tank results in the lack of sufficient fire protection storage capacity as well as compromises the ability of the District to reliably provide a sufficient quantity of safe and potable water for its customers. The District has spent several months trying to locate a contractor that has experience and a track record in repairing these older redwood tanks, and to date only one could be identified. The pending wildfire season and associated emergency situation will not permit the delay resulting from a competitive solicitation. The action is necessary to respond to the emergency after reviewing the options and associated costs to tear down the redwood tank and replace it with a new build system, the Board concludes that the most cost-effective and expedient action to respond to the emergency is to repair the redwood tank as outlined in the contract scope of work.

AYES: J. Norcross, M. Sorensen, C. Corral, N. Bailey

ABSTAIN: R. Korematsu.

MOTION APPROVED.

12. EAR status- M. Gottstein-Informational. See DE item #1.

13. Hole by ramp door-M. Sorensen. Informational. Waiting for contractor inspection. Hole has been covered.

14. Microphone Amazon \$36.25-**ACTION**

15. Process for water disconnection and reinstatement. Who will shut it off? Who will turn it back on? C. Corral – **ACTION**

MOTION: M. Sorenson made a motion to send a disconnect letter and J. Norcross seconded.

DISCUSSION: To answer C. Corral's questions, N. Bailey will check with the DE.

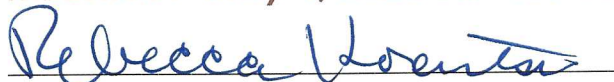
AYES: Unanimous.

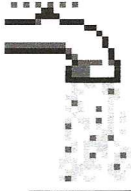
MOTION APPROVED.

Hearing for those who wish to address the board (limited to 3 minutes per person) None.

Meeting was adjourned at 9:03 pm.

NEXT REGULAR MEETING: May 4, 2023 AT 7:00 PM

Submitted by: 
Rebecca Korematsu, Secretary (A)



Volcano Community Services District
P.O. Box 72
Volcano, California 95689

BOARD OF DIRECTORS

NANCY BAILEY, Chair (209) 296-4899
CYNTHIA CORRAL (408) 646-7997
REBECCA KOREMATSU (209)296-1995
JANE NORCROSS (209) 296-4959
MIKE SORENSEN (209)296-7664

AGENDA
GENERAL MEETING
Thursday April 6, 2023
Armory Hall, Volcano
7:00 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact Nancy Bailey at 209/296-4899. Requests must be made as early as possible and at least one-full business day before the start of the meeting. Floor discussion at board discretion will be limited to 5 minutes per subject per individual.

CONSENT AGENDA: Items on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made part of the regular agenda under Agenda items at the request of a Board member.

1. Minutes of the previous regular meeting and minutes of the Special Meeting held March 20, 2023.
2. March Expenditures

MEETING CALLED TO ORDER: Minutes of regular meetings are recorded on the Secretary's computer. Any person may address the Board at this time upon any subject within the jurisdiction of the Volcano Community Services District. Any matter that requires an action will be referred to Staff for a report and action at a subsequent Board Meeting.

STAFF REPORTS:

Water Billing-Ivan Dana
Treasurer. –Nancy Bailey
Secretary –Rebecca Korematsu
Hall/Park Manager Report – Nancy Bailey
Meter Reading Report-Rob. Zender

DISTRICT ENGINEERS REPORT-Joel Mottishaw & Nick Lawson

1. EAR information for 2022 filing.
2. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe.
3. Lead and Copper testing July-September.
4. Estimate for float control.
5. Meter broken across from Barbara Stein - broken and unreadable.

6. Review of completed testing requirements for current quarter per Water Quality Mentoring Plan. Engineers to report on completion and results of all Q1 requirements.
7. Build weir outside Cleveland Tunnel. Consult with Doug Ketron.
8. Develop capital improvement plan so District can prioritize projects.

AGENDA

1. Form 700 on- line or Elections Office due by April-Status
2. Secretary position posted-Informational
3. Michael Adams, H&R Block monthly bookkeeping service- **ACTION**
4. Backflow certification- **ACTION**
5. Letter from Gerald Schippers regarding backflow certification-**ACTION**.
6. 2022 California Government Compensation Report-Informational.
7. State Water Resources Control Board water partnerships-Informational.
8. Finalize schedule for June 1, 2023 budget review/adoption-M Gottstein and N. Bailey.
ACTION
9. Schedule Special meeting in May for Budget and rate increase review-**ACTION**
10. Audit update-C. Corral. Informational.
11. Approval of emergency repair contract with Michael Johnson-**ACTION**.
12. EAR status- M. Gottstein-Informational
13. Hole by ramp door-M. Sorensen. Informational.
14. Microphone Amazon \$36.25-**ACTION**
15. Process for water disconnection and reinstatement. Who will shut it off? Who will turn it back on? C. Corral - **ACTION**

Follow up from previous meeting (s)

Hearing from those who wish to address the Board (limited to 3 minutes per person)

To: The Board of Directors: Cynthia Corral, Rebecca Korematsu, Jane Norcross, Michael Sorensen
From: Nancy Bailey
Subject: Bills paid March 1, 2023 through Mar 31, 2023 and Income

2088	Joel Mottishaw	February	1000.00
2089	Nick Lawson	February	1000.00
2090	Nancy Bailey	Postage, ink, paper	92.18
2091	Water Boards	System Annual	761.60
2092	Alpha	Testing	160.00
2093	Meg Gottstein	Office supplies	63.52
2094	Doug Ketron	Redwood Tank inspection	950.00 (reimbursement Aqua)
2095	Rebecca Korematsu	Quickbooks	30.00
2096	Michael Adams	1099's Engineers	18.00
2097	Ivan Dana	Billing; stamps, paper, envelopes	130.85
2098	Nick Lawson	March	1000.00
2099	Joel Mottishaw	March	1000.00
2100	Joel Mottishaw	Operating the wells by hand	630.00
	Total		6836.15

Deposits: 5720.00 (Warrant 379.37)

Checking Balance 3-31-23: 6679.55

Balance with the February Bank Statement

El Dorado Savings Bank CD	26952.71
El Dorado Savings Bank CD	12630.95
Bank of Stockton CD	27635.73
Bank of Stockton CD	5731.51
Bank of Stockton Checking	6679.55
Total	79630.45

copy

Meg GOTTSTEIN

From: Meg GOTTSTEIN <meg.gottstein@icloud.com>
Sent: Wednesday, March 22, 2023 4:54 PM
To: Nancy Bailey; 'mlsorensen@att.net'; pischina@pacbell.net; Rebecca Korematzu (rebeccakore@hotmail.com)
Cc: 'pischina_1@yahoo.com'
Subject: Findings/Actions required for Board approval of tank repair without giving notice for bids
Importance: High

Nancy,

Thank you for forwarding the information below that Dane at CSDA sent you regarding what steps a District may take to approve repairs that exceed \$25,000 on an emergency basis (without notice/competitive bidding). [At or below \$25,000 bidding is not required].

Here is how I read the requirements (from the links in email below to relevant code sections of the Local Agency Construction Act):

- 1) **Before voting to take such "emergency action", the Board must make with "4/5ths vote of its governing body" the following findings (and these must be reflected in the written Minutes of the meeting):**

- "the emergency will not permit a delay resulting from a competitive solicitation"

- (for example, "the unavailability of the District's second (redwood tank) results in the lack of sufficient fire protection storage capacity as well as compromises the ability of the District to reliably provide a sufficient quantity of safe and potable water for its customers. The District has spent several months trying to locate a contractor that has experience and a track record in repairing these older redwood tanks, and to date only one could be identified. The impending wildfire season and associated emergency situation will not permit the delay resulting from a competitive solicitation.")

- "the action is necessary to respond to the emergency"

- (for example, "After reviewing options and associated costs to tear down the redwood tank and replace it with a new-build system, the Board concludes that the most cost-effective and expedient action to respond to the emergency is to repair the redwood tank as outlined in the contract scope of work.")

- 2) **The Board is also then required to review the need for emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is completed (or terminated for any reason). So I read this to mean that IF there is a delay between the findings made at a meeting under 1) above and the final signing of the contract by the Board to make the repairs, the Board has to keep this item on the Agenda and reaffirm with "4/5ths vote of the governing body" that the emergency action is still needed. And, at the meeting when the contract is finalized for Board signature, that also has to be approved by "4/5ths vote of the governing body."**

So what does "4/5ths vote of the governing body" mean in terms of the VCSD? At first read, I thought it meant that all 5 of the Directors had to be present, and then at least 4 out of the 5 had to vote to "approve" the findings and the contract. However, seeing also the requirements in the code to keep the need for "emergency action" affirmed at subsequent meetings until the "action" (contract) is executed (or deemed no longer required for emergency purposes), I

AQUA-TECH COMPANY
P.O. Box 1961
Carmichael, Ca 95609-1961
(916) 482-3703

February 8th, 2023

Volcano Community Services District

P.O. Box 72

Volcano, Ca 95703

Attn: Nancy Bailey

RE: **“Redwood Water Tank Repair Services”**

...“NO TANK IS TOO BIG, TOO SMALL, OR TOO TALL!!”

Mrs. Bailey,

Thank you for the opportunity to submit our proposal for **“Redwood Water Tank Repair Services”**. Our proposal includes all labor, materials and equipment necessary to complete the following:

Provide commercial water tank maintenance services to re-set steel bands, re-set redwood wall staves (vertical wall sections), adjust bands as needed, seal floor/wall seam with Sikaflex 1-a, prep and treat exterior wood with boiled linseed oil

1. Reset steel bands to original position on tank exterior (2 days)	\$4,750.00
2. Tighten bands and re-align tank staves (2 days)	\$4,750.00
3. Apply Sikaflex 1-a sealant to floor seams and wall/floor seam (2 days)	\$4,750.00
4. Reset and repair tank float (paint marker board/Fix cables-1 day)	\$2,400.00
5. Remove unsafe interior wood ladder and reset marker board (1 day)	\$2,400.00
6. Pressure wash exterior and apply linseed oil treatment (2 days)	\$4,750.00
7. Materials and supplies for repairs (linseed oil, sealant, nails Etc)	\$1,125.00
8. Re-Visit site after two (2) weeks from tank fill to assess leaks/tank)	\$2,250.00
8. Mobilization to/from Volcano, Ca	\$ 850.00

Total of services	\$28,025.00

*We propose to reset steel bands, reset wooden staves, seal floor seams with Sikaflex 1-a, seal floor/wall seam with Sikaflex 1-a, remove interior wooden ladder, adjust and reset wood marker board, pressure wash exterior and seal with linseed oil. We will broadcast redwood saw dust on tank floor prior to fill as it will help with sealing leaks as tank fills. The tank will need to sit empty for ten (10) for complete cure of sealant. Once the ten (10) days has passed the tank must be filled to the top of the staves and allowed to spill over for at least a full day. This will help swell the wood and stop leaks. After repair and the tanks has been full for two (2) weeks we will come back out for one warranty tank leak repair after wood has become saturated with water (if needed and leakage occurs). **When repairing old tanks other unknown tank deterioration may exist that could not be seen when tank is completely assembled. Repair of unknown deterioration is not included in this quote.** Power must be available at site. The installation of a liner may still be needed after repair and after tank has been full for two (2) weeks. We do not know why tank was left empty and unknown conditions could exist that warrant the need for a liner. Please read all details below.

Contract Approach

The Aqua-Tech Company will make all repairs while tank is empty. Tank to be filled with water ten (10) days after tank repair final day. This will allow sealant to cure. Yearly exterior treatment is important for tank to meet complete life expectancy.

Qualifications

The **Aqua-Tech Company (ATC)** has been consulting with water utilities for the past thirty-one (31) years. In that time **ATC** has completed all contracts without any negative occurrences. **ATC** is also a **Native American Owned Company**. **ATC** specializes in cleaning, inspection and repair not only to potable water storage tanks/reservoirs but all types of tanks. One of **ATC's** owners, **Michael E. Johnson**, recently served on a committee for the **American Water Works Association (AWWA)**. The committee was selected to write and approve an amended standard pertaining to commercial divers working in potable water storage facilities. The standard is **AWWA Standard; C-652-92-Disinfection of Potable Water Storage Facilities. Reference Section 5: "Disinfection Procedures When Conducting Underwater Inspection of Potable-Water Storage Facilities"**. The new revised standard is **C-652-02**. **We have been inspecting, cleaning and repairing Redwood water tanks during our entire time in business. Please review references for redwood water tank experience.**

Mobilization

In most cases, our company can mobilize within two weeks (or sooner) with a formal "Notice to Proceed". In some instances, if contracts overlap, additional time may be needed for scheduling. See above for fees.

Statement of Compliance

All work performed on the before mentioned water storage facility will be completed in accordance with all local, State and Federal regulations pertaining to personal safety and sanitation with regards to the entry into a public water supply. In addition, all **AWWA** and **OSHA** regulations will be strictly enforced and complied with at *all* job sites.

All projects are subject to delays caused by weather problems, Acts of God, labor disputes or other unforeseen contingencies. All invoices shall be furnished in duplicate. If District operation problems delay our repair process, a standby fee of **\$225.00** per hour will be charged (four hour minimum). Terms to be agreed upon by both parties.

Payment

A down payment of 20% (**\$5,605.00**) is required prior to bind contract and secure supply prices. The remaining balance of 80% (**\$22,420.00**) is due upon work completion. Payments received past the initial thirty (30) days will be subject to an additional fee of 1.5% per fifteen (15) days late. A discount of 3% will be added to the final invoice if paid on last day of services at tank site.

Proposal Acceptance

Insurance certificates will be provided to the **Volcano Community Services District** prior to the commencement of any work. Additional insured will be added for a small fee if district is not currently listed on our insurance list. Certain insurance wording can cause additional fees if our policy needs to be modified (i.e. CG2010 or waivers of subrogation). Fee for additional insured is contingent upon City/Utility insurance requirements.

Upon request, the **Aqua-Tech Company** will provide the **Volcano Community Services District** with references for past projects.

If you have any questions or need additional information, please contact our office directly at the telephone number listed below. Thank you for considering our company.

Sincerely,

AQUA-TECH COMPANY

Michael E. Johnson

Company Telephone Numbers;

Office Voice/Fax: (916) 482-3703 Cellular: (916) 715-0732

Please read thoroughly and sign below. By signing you agree to all terms and conditions set forth in this proposal. Please sign and fax back with original sent via courier or US mail.

X _____ Date: _____ / _____ /2023

AQUA-TECH COMPANY

P.O. Box 1961 Carmichael, CA 95609-1961

(916)482-3703

www.watertankdivers.com



[Up^](#)

[Add To My Favorites](#)

PUBLIC CONTRACT CODE - PCC

DIVISION 2. GENERAL PROVISIONS [1100 - 22355] (*Division 2 enacted by Stats. 1981, Ch. 306.*)

PART 3. CONTRACTING BY LOCAL AGENCIES [20100 - 22178] (*Part 3 added by Stats. 1982, Ch. 465, Sec. 11.*)

CHAPTER 2.5. Emergency Contracting Procedures [22050- 22050.] (*Chapter 2.5 added by Stats. 1994, Ch. 803, Sec. 88.*)

22050. (a) (1) In the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

(2) Before a governing body takes any action pursuant to paragraph (1), it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

(b) (1) The governing body, by a four-fifths vote, may delegate, by resolution or ordinance, to the appropriate county administrative officer, city manager, chief engineer, or other nonelected agency officer, the authority to order any action pursuant to paragraph (1) of subdivision (a).

(2) If the public agency has no county administrative officer, city manager, chief engineer, or other nonelected agency officer, the governing body, by a four-fifths vote, may delegate to an elected officer the authority to order any action specified in paragraph (1) of subdivision (a).

(3) If a person with authority delegated pursuant to paragraph (1) or (2) orders any action specified in paragraph (1) of subdivision (a), that person shall report to the governing body, at its next meeting required pursuant to this section, the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

(c) (1) If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and, except as specified below, at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action. If the governing body meets weekly, it may review the emergency action in accordance with this paragraph every 14 days.

(2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

(3) When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

(d) As used in this section, "public agency" has the same meaning as defined in Section 22002.



DATE OF LETTER

NAME AND ADDRESS OF PROPERTY OWNER GOES HERE: SEE LIST OF THE FIVE PROPERTIES INVOLVED IN MY EMAIL

Dear Property Owner:

Pursuant to California regulations under Title 17, and the VCSD's Ordinance 2010-01, your property is subject to the Cross-Connection and Backflow Prevention Control Program adopted by that Ordinance (see Attachments).

Compliance is very important to the safety and security of the community's water.

You or the previous owner of your property installed a backflow protection device, and we remind you that it must be tested and certified annually by a certified backflow prevention device tester. Per Section IX. of the attached Backflow Prevention Control Program, this testing is done at the property owner's expense.

The VCSD has established the following schedule and procedures for your 2023 annual testing requirements:

1. By no later than **June 15, 2023**, you must provide to the VCSD the written results/certificate of your backflow device testing, performed by a certified tester.
2. A list of certified testers available from the Amador Water Agency website is attached for this purpose. You can also access it here: We encourage you to shop around for the best price of maintenance and required testing, as you help our community prevent potable water contamination through a backflow/cross-connection.
3. It may be more cost-effective for you to take care of this on your own. However, the VCSD decided at its March 2, 2023 general meeting to provide you with the following alternative: To have a certified tester hired by the VCSD perform this test, and then you would be billed after the fact by the VCSD for this service. However, you must notify the VCSD in writing no later than **April 15, 2023** if you choose to elect this option.

4. Please also note that the provisions of the attached Backflow Prevention Control Program apply to any backflow preventer that fails during a periodic test.
5. Written correspondence shall be either hand delivered to the Board at a regular meeting or mailed to the VCSD at PO Box 72, Volcano, CA 95689. Written correspondence hand delivered or postmarked by the due dates above will be deemed in compliance with this schedule.

If you have any questions about these requirements, please contact the District's engineer, Joel Mottishaw at (209) 304-1385 or j.mottishaw@yahoo.com.

Sincerely,

Nancy Bailey, Board President

Attachments: Ordinance 2010-01
VCSD Backflow Prevention Control Program Policy
List of Certified Backflow Testers