



# Volcano Community Services District | MINUTES

**May 9, 2024 | 7:03 pm | Armory Hall, Volcano CA**

Meeting called by M. Sorensen

Acting Secretary: R. Korematsu

Directors Present:

A. Korematsu, J. Wolfbrandt, M. Sorenson,  
R. Korematsu

Absent:

## CONSENT AGENDA

April 2024 Regular Minutes were on the consent agenda.

MOTION: J. Wolfbrandt made a motion to accept the March 2024 Minutes, A. Korematsu seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

## STAFF REPORTS

### 1. Secretary — R. Korematsu

Barbara Stein will reach out to the LIHWAP and get more information on the program.

### 2. Billing – Ivan Dana

Billing will be sent out in a couple of days. J. Wolfbrandt made a motion to put the February rate increase on April's bill with an explanation. J. Wolfbrandt seconded the motion.

AYES: Unanimous.

MOTION: MOTION APPROVED.

### 3. Hall Committee – B. Stein

R. Zehender fixed the faucet and the broken drawer. There was a cancellation and half of their deposit was returned. Not actively marketing the hall at this time. Amador Stars have rented the hall for 3 days in August. B. Stein asked about providing a garbage can for the hall.

Motion: R. Korematsu made a motion to move 2 of the trash cans to the hall, and request the VCA to do rebuild the wooden garbage structures downtown. M. Sorensen seconded the motion.

AYES: Unanimous.

MOTION APPROVED.

### 4. Park Grant – B. Stein

B. Stein spoke to the state and county to get more information on how to move forward. E. Routt graciously said she would help to project manage for a nominal fee, and she is very experienced in writing grants and administering the grant. Projects need to be identified and vendors. J. Wolfbrandt will be talking to Mr. Sizemore about the bathrooms.

MOTION: A. Korematsu made a motion to approve the Resolution 2024-05 for Volcano Community Services Approving Application for per capita grant funds. J. Wolfbrandt seconded the motion.

AYES: Unanimous.

MOTION APPROVED Resolution 2024-05.

*5. Meter Reading – R. Zehender*

R. Zehender was not able to read the meters due to the inclement weather. Rate payers will be charged the base rate for the April bill, plus the \$7.00 for the February increase.

**DISTRICT ENGINEER (DE) REPORT – Nick Lawson**

1. The Engineer's report will be moved to the first item on the agenda after the consent agenda and before the staff reports.
2. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe. Plant 22 gpm, Black Pipe 1.2 gpm, tunnel weir is an estimate at 23 gpm.
3. Water break near meter #24, repair. Bill presentation from PGCSO.
4. 2023 CCR. Review or changes. The last watershed report was done by the State in 2022. The report will be updated with this information. Notification needs to be sent to the customers by July 1<sup>st</sup> and a certification form needs to be sent to the State by October 1<sup>st</sup>.
5. Review of completed testing results for the current quarter. Besides routine monthly samples, the next samples are in June.
6. Lead and Copper Rule Revisions required by October 16, 2024 completed material inventory of both system-owned and customer-owned portion of service lines, update on schedule to complete the workplan/reporting.
7. Redwood tank online status, state approval/requirements, update on repair plan scheduled for April/May. The DEs will start draining the tank this week and order CIM to seal the redwood tank.
8. Build weir outside Cleveland Tunnel, D. Ketron and S. Schippers volunteering to help. Update on plan to have the weir done in May/June. The area needs to be brushed. D. Ketron will be shooting the measurements soon.
9. Distribution system pressure issues to address if steel tank taken off line while redwood tank still off line, per warning on distribution maps. Update on warning to be stenciled on the steel tank. N. Lawson and J. Wolfbrandt. A sign will be made to put near the valve. N. Lawson will check into who makes the AWA signs.
10. Develop Emergency Fire Suppression Release of Water from Redwood Tank and Cleveland Tunnel documentation of valves, update on discussion with Doug Ketron about the location of the valves. G. Barnes knows the valves in the street and will go over it with N. Lawson. The DE suggested the valves should only be operated by the DEs.
11. Engineer invoicing to District. A sample bill from a former engineer was shown. This falls in line with the contract and any extra charges should be rolled up in one invoice.
12. Any issues, etc. to address. None.



## REGULAR AGENDA

1. Election of President and Vice President. R. Korematsu. **ACTION**  
MOTION: R. Korematsu made a motion and J. Wolfbrandt seconded for Michael Sorensen to be President and J. Wolfbrandt as Vice President.  
AYES: Unanimous.  
MOTION APPROVED.
2. Formal agreement with Sizemore's Country store on bathroom upkeep. B. Stein  
**ACTION** We have no formal agreement, but we had a formal agreement at one time. There was no money exchanged, but Sizemore kept the supplies and the bathrooms cleaned. M. Gottstein found the original agreement, and B. Stein will be drawing up a more detailed agreement.
3. Insurance Renewal Information due May 17, 2024 Update. I. Dana Information  
Deferred to next meeting.
4. Delinquent Account Collections Process and Next Steps. M. Sorensen, R. Korematsu  
Information Tomorrow a certified letter will be sent to a customer who is in arrears with a 10-day shut-off notice.
5. 2024-2025 Budget Discussion. **ACTION**  
MOTION: M. Sorensen made a motion to pay up to \$1000 for legal fees related to the undercollected water fees, J. Wolfbrandt seconded the motion.  
AYES: Unanimous.  
MOTION APPROVED.
6. Backflow certification letter to customers. A. Korematsu Information, deferred to next meeting.
7. Secretary position. R. Korematsu Informational, deferred to next meeting.  
Motion was made to adjourn the meeting.

Hearing for those who wish to address the board (limited to 3 minutes per person)

Meeting was adjourned at 8:45 pm.

**NEXT REGULAR MEETING: June 13, 2024 AT 7:00 PM**

Submitted by:



Rebecca Korematsu, Secretary (A)



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

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**BOARD OF DIRECTORS**

REBECCA KOREMATSU (209)296-1995  
MIKE SORENSEN (209)296-7664  
JOE WOLFBRANDT (209) 712-4251  
ALAN KOREMATSU (916)844-9123

**AGENDA**  
**GENERAL MEETING**

*Thursday May 9, 2024*  
*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 Mike Sorensen at (209)296-7664. 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 regular meeting of April 11, 2024

**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 the Board for a report and action at a subsequent Board Meeting.

**STAFF REPORTS:**

Secretary-R. Korematsu  
Billing-I. Dana.  
Hall Committee-B. Stein  
Park Grant – B. Stein  
Meter Reading-R. Zender

**DISTRICT ENGINEER'S REPORT-** Nick Lawson/George Barnes

1. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe.
2. Water break near meter #24, repair. Bill presentation from PGCSO.
3. 2023 CCR. Review or changes.

4. Review of completed testing results for the current quarter. Besides routine monthly samples, the next samples are in June.
5. Lead and Copper Rule Revisions required by October 16, 2024 completed material inventory of both system-owned and customer-owned portion of service lines, update on schedule to complete the workplan/reporting.
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7. Build weir outside Cleveland Tunnel, D. Ketron and S. Schippers volunteering to help. Update on plan to have the weir done in May/June.
8. Distribution system pressure issues to address if steel tank taken off line while redwood tank still off line, per warning on distribution maps. Update on warning to be stenciled on the steel tank. N. Lawson and J. Wolfbrandt.
9. Develop Emergency Fire Suppression Release of Water from Redwood Tank and Cleveland Tunnel documentation of valves, update on discussion with Doug Ketron about the location of the valves.
10. Engineer invoicing to District.
11. Any issues, etc. to address.

#### **AGENDA**

1. Election of President and Vice President. R. Korematsu. **ACTION**
2. Formal agreement with Sizemore's Country store on bathroom upkeep. B. Stein  
**ACTION**
3. Insurance Renewal Information due May 17, 2024 Update. I. Dana Information
4. Delinquent Account Collections Process and Next Steps. M. Sorensen, R. Korematsu Information
5. 2024-2025 Budget Discussion. **ACTION**
6. Backflow certification letter to customers. A. Korematsu Information
7. Secretary position. R. Korematsu Informational

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



Pine Grove Community Service District  
 367 PO Box  
 PINE GROVE, CA 95665-0367 US  
 pgcomser@volcano.net

# Invoice

BILL TO
Volcano Community Service District

SHIP TO
Volcano Community Service District

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
8984	04/29/2024	\$1,150.00	05/29/2024	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
04/04/2024	<b>Water System Repair parts</b>	Water repair components	1	100.00	100.00
04/04/2024	<b>Services</b>	Mobilize staff and equipment to repair a major water leak	1	500.00	500.00
04/04/2024	<b>Equip Charge</b>	Outsource or District equipment usage charge	1	550.00	550.00

BALANCE DUE

**\$1,150.00**

**VCSO BUDGET PLANNING**

Fiscal YTD Actual July 2023 - Feb 2024 Budget Est. FY2024-FY2025 NOTES

	Budgeted FY2023-FY2024	Fiscal YTD Actual July 2023 - Feb 2024	Budget Est. FY2024-FY2025	NOTES
<b>Water Service</b>				
<b>Income</b>	\$ 64,918	\$ 42,443	\$ 76,400	
<b>Expenses</b>				
Meter reading	-			
WS Electricity	\$ 867	191	\$ 870	
Continuing Education	-			
Health Permits	-	365	\$ 500	
Memberships/Subscriptions	\$ 600	403	\$ 700	
Telephone	\$ 300	768	\$ 672	
Maintenance, Repair, Lab Tests	\$ 12,907	12,520	\$ 22,536	
Operator and Labor	\$ 29,435	16,551	\$ 30,076	
<b>Total Expenses:</b>	<b>\$ 44,109</b>	<b>\$ 30,798</b>	<b>\$ 55,354</b>	
<b>Net Income (Loss)</b>	<b>\$ 20,809</b>	<b>\$ 11,645</b>	<b>\$ 21,046</b>	
<b>Armory Hall</b>				
<b>Income</b>				
Rental Fees	\$ 950	400	\$ 1,200	
Auditor Warrants	\$ 2,330			
<b>Total Hall Income:</b>	<b>\$ 3,280</b>	<b>\$ 400</b>	<b>\$ 1,200</b>	
<b>Expenses</b>				
Cleaning & Supplies	-	13	\$ 450	
Refunds	-	263	\$ 350	
Hall Manager	-			
Repairs	\$ 500		\$ 500	
Electricity	\$ 1,179	291	\$ 1,050	
Phone	\$ 279		\$ 1,450	Neither bill for 2 phone lines include Internet
Propane	\$ 1,321	283	\$ 1,200	
<b>Total Hall Expenses:</b>	<b>\$ 3,280</b>	<b>\$ 851</b>	<b>\$ 5,000</b>	
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ (451)</b>	<b>\$ (3,800)</b>	
<b>Park</b>				

<b>Income</b>				
Donations	-	\$ 151	\$	260
Auditor Warrants	\$ 126			
<b>Total Park Income:</b>	<b>\$ 126</b>	<b>\$ 151</b>		<b>260</b>
<b>Expenses</b>				
Electricity	\$ 126	-	\$	240
Maintenance	-	-	\$	100
<b>Total Park Expenses</b>	<b>\$ 126</b>	<b>-</b>	<b>\$</b>	<b>340</b>
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>\$ 151</b>	<b>\$</b>	<b>(80)</b>

<b>Restrooms</b>				
<b>Income</b>				
Donations		\$		216
Auditor Warrants	\$ 652			
<b>Total Restroom Income:</b>	<b>\$ 652</b>	<b>-</b>	<b>\$</b>	<b>216</b>
<b>Expenses</b>				
Electricity	\$ 252	1,523	\$	300
Janitorial			\$	400
Maintenance & Repair	\$ 400	13	\$	25
Supplies		1,536	\$	725
<b>Total Restroom Expenses</b>	<b>\$ 652</b>	<b>(1,536)</b>	<b>\$</b>	<b>(509)</b>
<b>Net Income (Loss)</b>	<b>\$ -</b>			

Based on 18.00 average monthly dor

<b>Street Lights &amp; Trash</b>				
<b>Income (auditor Warrants)</b>	<b>\$ 5,553</b>			
Electricity	\$ 4,085	1,339	\$	5,382
Trash Collection	\$ 1,468	1,109	\$	1,550
<b>Total Lights/Trash Exp:</b>	<b>\$ 5,553</b>	<b>2,448</b>	<b>\$</b>	<b>6,932</b>
<b>Net Income (Loss)</b>	<b>\$ -</b>	<b>(2,448)</b>	<b>\$</b>	<b>(6,932)</b>
<b>Total Service Income</b>	<b>\$ 74,529</b>	<b>42,994</b>	<b>\$</b>	<b>78,076</b>
<b>Total Service Expenses</b>	<b>\$ 53,720</b>	<b>35,633</b>	<b>\$</b>	<b>68,351</b>
<b>Total Service Net Income (Loss)</b>	<b>\$ 20,809</b>	<b>7,361</b>	<b>\$</b>	<b>9,725</b>



<b>Non Allocated Income</b>				
Auditor Warrants	\$	9,806	10,289	\$ 17,638 All warrants here
Interest	-	-	2,309	\$ 3,950
Other Income	-	-		
<b>Total Non-Allocated Income</b>	<b>\$</b>	<b>9,806</b>	<b>12,599</b>	<b>\$ 21,588</b>
<b>Nonallocated Expenses</b>				
Accounting Services	\$	13,850	2,783	\$ 4,775
Attorney Fees	\$	400		\$ 400
Bank Fees	-	-	39	
Insurance	\$	15,000	16,951	\$ 18,000 No idea of cuurtnt cost
County Admin Fees	\$	500		\$ 484
Legal Notices	\$	100		\$ 400
Website	\$	700	600	\$ 800
Office Supplies	\$	700	312	\$ 700
Secretary/Treasurer/Bookkeeping	\$	5,300		\$ 7,000 Est for 7 months if we hire
Uncategorized	-	-	100	\$ 180
<b>Total Non-Allocated Exps:</b>	<b>\$</b>	<b>36,550</b>	<b>20,785</b>	<b>\$ 32,739</b>
<b>Nonallocated Net Income (Loss)</b>	<b>\$</b>	<b>(26,744)</b>	<b>(8,186)</b>	<b>\$ (11,151)</b>
<b>Total Income</b>	\$	84,335	55,593	
<b>Total Expense</b>	\$	90,270	56,417	
<b>Other Contingencies</b>	\$	1,500		
<b>Net Income (Loss)</b>	<b>\$</b>	<b>(7,435)</b>	<b>(825)</b>	