



Volcano Community Services District  
P.O. Box 72  
Volcano CA 95689

**PUBLIC MEETING**  
**Virtual Meeting thru a Zoom Meeting**  
**Covid-19 protocol**

**MINUTES OF REGULAR MEETING**  
**April 2, 2020**

**Directors: Nancy Bailey- President**  
**Jane Norcross – Vice President**  
**Nick Rubini - Director**  
**Gerald (Skip) Schippers - Director**  
**Wendy Cooper – Director**

**The Agenda was posted at the Armory Hall, Store, and Post Office on, 03/30/2020.** President M. Bailey called the meeting to order at 7:03pm. **A motion was made by J. Norcross to approve the consent agenda and minutes, W. Cooper, and all ayes.** N. Rubini was absent.

**STAFF REPORTS/ITEMS:**

**Billing Secretary/Treasurer’s/Secretary’s Report:** S. Owens: – February & March: Checking Balance: \$16,305.07, CD1 \$5,701.50, CD2 \$27,408.95, CD4 \$24,733.54, CD#5 11,573.97 *Income* \$4,473.66 *Expenses* \$6,203.15 *Net Loss* \$1,729.49, see February & March Treasurer’s report.

- **Zoom for virtual meetings – J. Norcross made a motion to continue to use zoom for the VCSD meetings, which is in compliance with the Brown Act, and the COVID 19 protocols, the district will return to regular, in person meetings when the pandemic is over and the state approves, W. Cooper 2<sup>nd</sup> and all ayes.**  
**N. Bailey made a motion for the VCSD to reimburse for long distance charges for zoom meeting attendance, a telephone bill must be submitted to the general manager for reimbursement, J. Norcross 2<sup>nd</sup> and all ayes.**
- **Special District/Water Attorney on retainer –** S. Owens discussed looking into getting an attorney on retainer for regular business information. S. Owens will continue looking into finding someone and possibly working with other small districts.

**District Engineer’s Report** – G. Barnes reported the March 10th leak, which is still isolated. There are no alarms on the tank, and we have been wanting to add this to a grant for upgrades. Most grant situations should be on the back burner for now. Discussion ensued regarding town communication. W. Cooper and J. Norcross will develop a list of email and telephone numbers for all residences. Communication, when an emergency arises, will be posting in town and then door to door posting. The monthly billings have G. Barnes’s and S. Owens’s telephone numbers, along with the website address. G. Barnes reported the redwood tank is off, as it, leaks too much and is looking for patching alternatives. The goal is to get it back online for summer. G. Barnes will continue to look for grants. There is a decrease in the flow from the tunnel. The line is 10’ deep and if a repair is needed, the board will need to ask for bids and hire someone. The wells are the backup, but the power to run them is costly. G. Barnes asked the board for items for cleanup around and in the tunnel.

**Tunnel Cleanup - N. Bailey motion to get the bid from D. Ketron and Bailey M. and approve up to \$800 to approve the cleanup at around the tunnel, S. Schippers and N. Bailey will be available to approve when the information is obtained, J. Norcross 2<sup>nd</sup> all ayes.**

**Tree removal** near the water treatment building – G. Barnes is trying to get another bid.

**Hall/Park Manager's Report** – A. Macheel reported the April and May rentals will be likely canceled and the save the date payments should be refunded. **S. Schippers made the motion to refund the save the date and rental payments for anyone wanting to cancel through May, and anyone can cancel with a full 30-day prior to the Hall/Park rental until the pandemic threat is over, J. Norcross 2<sup>nd</sup> and all ayes.**

Sept 12<sup>th</sup> potential use of the park – subject to California rules and laws – The VCSD cannot support a public event until the state and local government event policy allows such events.

**N. Bailey made a motion to notice and close the hall, restrooms and park and to post signs regarding closure according to the State of California COVID 19 protocol, J. Norcross, all ayes.**

**Sign for park for no BBQ's** – J. Norcross has not done yet.

**Hall Storage** – not sure if done or not – A. Macheel will check, it was noted, the roof does not match.

**Hall donation box** – Nick Rubini has the keys and needs to give one to J. Norcross.

**Reservations** – ongoing, with COVID-19 protocol in place

**Hall stairs** – metal strip replacement and painting of steps – W. Cooper looked at the stairs with N. Rubini and they determined the wood is rotted and needs to be repaired. The steps need to be replaced, the wood part.

**Generator service** – the service has been completed.

**Septic** – no report

**Regular Meeting AGENDA ITEMS Current:**

1. **VCA – Colleen Rogers** – no report

a. Limit for hall use days – no report

N. Bailey will send Colleen an email about not using the hall until further notice because of Covid-19

2. **LAFCO, VCSD update** – S. Owens will continue to work on it

3. **Cemetery Maintenance & Headstone replacement** – J. Norcross asked Colleen to ask the VCA to make the cemetery location, one of their clean up days. J. Norcross also has the paperwork for the CYA people. S. Schippers knows a neighbor, who has someone come in May, to have the weeds cut down end of May or beginning of June. **W. Cooper made a motion to allow, up to \$400, for S. Schippers to arrange for someone to cut the weeds at the commentary when the timing with weather and dry weeds is optimal, J. Norcross 2<sup>nd</sup> and all ayes.**

4. **Restroom donations** – on hold

a. Theater usage, portable potties -

5. **Insurance Restroom & Water Tank and other items**- No report

6. **Late payment policy** – no report

7. **Website updates** – S. Owens has the website up and running. Please encourage people to look at the website for VCSD information, updates, Notices, and bulletins. VolcanoCSD.org.

8. **Budget** – Changes in income and expenses. There is not a lot of changes expected because of the COVID 19 situation. The hall will have the biggest consequence; however, costs should go down as hall rentals go down. When the pandemic is over, the hall rental fee may need to be reduced to encourage rentals. There are some new costs, related to website costs and potential attorney costs. Water usage should increase some. The budget reflects the 2018 and 2019 audit costs. The budget will need to be finalized at the June regular meeting.

**S. Schippers made a motion to discontinue paying for weekly restroom maintenance until the restrooms are reopened, J. Norcross 2<sup>nd</sup> all ayes**

9. **Rate Increase** – To be discussed at the August meeting – The last rate increase was January 2017 and the base rate was increased \$1.25 per month, which is about \$1,000 per year income increase. The goal is to get the rate increase in place by January 2021 and to have increases for a few years.

**J. Norcross a motion to adjourn the meeting at 8:57 pm, Schippers 2<sup>nd</sup> and all ayes.**

Respectfully Submitted,

Sharon Owens

Secretary