# waterVolcano Community Services District

**P.O. Box 72**

**Volcano CA 95689**

**PUBLIC MEETING**

**Volcano Armory Hall**

**MINUTES OF REGULAR MEETING**

**December 5, 2019**

**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, 11/26/2019**. President N. Bailey called the meeting to order at 7:01pm. **A motion was made by J. Norcross to approve the consent agenda and minutes, S. Schipper 2nd, and all ayes.**

*STAFF REPORTS/ITEMS:*

**Billing Secretary**, Meters were read on November 26, 2019.

**Change to Meter readings** – **J. Norcross made a motion to approving bi-monthly meter reading, beginning April as the first month without readings. The readings will be estimated for the months non-read. Property owners will continue to receive a bill each month. S. Owens will draft a letter for N. Bailey’s approval, S. Schippers 2nd and all ayes.**

**Treasurers/Secretary Report**: S. Owens: – October & November: Checking Balance: $5,685.54, CD1 $5,685.54, CD2 $27,312.84, CD4 $24,733.54, CD#5 11,573.97 *Income* $4,400.29 Expenses $8,130.20 Net Loss $3,729.91, see October & November Treasurer’s report**.**

**Bank Signers/Bank Statements – J. Norcross made a motion to approve W. Cooper as the non-signer on the accounts, who will perform a monthly bank reconciliation, S. Schippers 2nd and all ayes.**

**District Engineer’s Report** – G. Barnes –absent – a statement was read: There is currently 18 GPM going into town from the tunnel. The Wells are sampled and ready as backup it the tunnel gets dirty in bad weather. The pressure regulating valve close to the fire hydrant on Charleston grade needs to be rebuilt. I will get the quote together for parts and send it to Sharon. There was a leak at a meter box at 16333 Emigrant Trail on the 23 of November. It was in the box but in my efforts to repair I broke it off another 33 feet on the customers side and had to repair that break as well. New filters have been purchased for the Tunnel and are ready to be installed after the first of the year. I purchased them early since there is going to be a price increase next year. The pursuit of a grant for infrastructure improvements is moving forward but at a slow pace. It is a good idea that VCSD become an official member of California Rural Water Association. <https://calruralwater.org/membership/applications/> **N. Bailey made a motion to join the California Rural Water Association, J. Norcross 2nd and all ayes.** There is a tree above the tunnel plant that must come out and the back side of the building needs to be mucked out. I will get some bids on this work.

**Hall/Park Manager’s Report** – A. Macheel – The hall was opened on October 28th, for locals because the power outage was ongoing. Guests were asked to respect the hall. There were 23 people who signed in, it was estimated 42 people used the hall. A. Macheel asked for board telephone numbers for times when there is a need to turn on or off the generator. A. Macheel will arrange a time.

J. Norcross will arrange for the **generator service**.

The **VCA shed** is completed and many items have been moved out of the closet. It was discussed a banner should be purchased to advertise; A. Macheel will check into it.

The hall is now two tables short, one broken and one got stolen. **J. Norcross made a motion to purchase two new hall tables, N. Bailey 2nd and all ayes**.

**The hall donation box** has not yet been installed, N. Rubini will look into it.

**Hall Stairs**, S, Schippers has been trying to get someone but has not had luck with getting in touch with Gabe, N. Rubini will take a look at it. N. Rubini will install the new hall donation box.

**Reservations –** There are four reservations for December. There are about 10 booking for 2020, some are for VCA. Septic – A. Macheel will keep an eye on things.

J. Norcross will look into makings signs to help to protect the **septic**.

***Regular Meeting AGENDA ITEMS:***

1. **VCA** – Ellie – Discussion ensued; S. Owens presented 21 years of accounting for the hall. The VCSD board let the VCA know, they are always welcome to the meetings and would like to work on improving the relationship between the two agencies. The hall does not make any money and the goal is to get each use into the black.
	1. Limit for hall use days – the fee charged after 5 uses is to cover costs of power, hall manager, and other expenses.
2. **LAFCO, VCSD update** – S. Owens will be in touch with N. Bailey to finish changes.
3. **Cemetery Maintenance & Headstone replacement** – J. Norcross and S. Schippers got the work completed with the headstones.

Amy bid for work to clean the cemetery. $2400 per year. The board will discuss again at the February meeting. In the past someone weed cleared the cemetery twice a year, it is estimated the cost would be $400 for each time.

1. **Restroom donations** – It is that time to ask the local businesses to help support the restrooms. N. Rubini will ask for the businesses for donations.
	1. Theater usage, portable potties – no report
2. **Insurance Restroom & Water Tank and other items**- No report
3. **Performance Reviews** – The audit report helped to see what some of the contractors are doing and there seems to be no need to do more reviews.
4. **Job descriptions for independent contractors** – no report
5. **Late payment policy** – S. Schipper would like to see an interest penalty.
6. **Website (must be running by Jan. 2020)** – **S. Owens working on J. Norcross made a motion to sign up the district with a service, S. Schippers 2nd, and all ayes**
7. **Audit follow-up items -**
	1. **Engagement letter for 2018-2019 audit – J. Norcross made a motion to approve Cathy Castillo CPA to do the 2018-2019 audit, and to have N. Bailey sign the engagement letter, S. Schippers 2nd and all ayes.**

**Follow up from previous meeting(s) N. Rubini has the tree for T. Grillo’s memorial. N. Bailey made a motion to get the sequoia tree planted, W. Cooper 2nd all ayes.**

**Hearing for those who wish to address the board:**.

**J. Norcross made a motion to adjourn the meeting at 8:48 pm, J. Norcross 2nd and all ayes.**

**Submitted**

**Sharon Owens**

**Secretary**