



Volcano Community Services District | MINUTES

January 12, 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

Absent: J. Norcross

CONSENT AGENDA

December 2022 Minutes and December Expenditures were on the consent agenda. Checks were issued in the amount of \$3198.47 and income was \$4147.81.

MOTION: Cynthia Corral made a motion to accept the December 2022 minutes and December 2022 Expenditures. M. Sorenson seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

STAFF REPORTS

1. *Billing Secretary - N. Bailey*

I Dana is still doing the billing on the 15th.

2. *Treasurer – N. Bailey*

See expenditures above.

3. *Secretary — R. Korematsu*

No report.

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

January rentals none this month. VTC is asking to rent the hall in February.

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

All meters have been finally located.

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

1. Well report update. Well #2 maintenance including status of retesting “negative bacteria” results. We have had to run well 1 is being used. Well #2 is offline, will sample well 2 when new bottles are sent from Alpha Labs. The tunnel is offline due to the turbidity of the recent rains. The float controls for the wells do not work. An electrician comes out and replaces the float controls. Currently using a manual process by the DE.
2. State Water Sources Control Board-Water usage October 1, 2021-September 30, 2022 due February 1, 2023. Water diversion and use statement has been filed. There are new monitoring requirements for calibration of meters that measure the flow. The DE has been validating the meter for the report. If the District needs to calibrate the meters, Cooper Controls has served River Pines District in the past. *(Remove from agenda)*

3. Monthly Cleveland Tunnel flow (treated & untreated including diverted via black pipeline). When plant has been running since December 1st, 26 gpm to plant, weir flow was 18 gpm, black pipe is 2 gpm. Well #1 intermittent supplementation of town is 16 gpm.
4. Meters ordered. J. Mottishaw. Status of installation. The meters came in and one was used for the black pipe meter. Meter #24 will be replaced, so there is one meter left as a spare.
5. Lead & Copper testing requirements, schedule & procedure. State Water Boards-Dameon Flores. The five households for the sampling were identified and will be performed between July and September. The five addresses are 21496 National, 21376 Consolation, 21444 Consolation, 16234 Plug Street, 16430 Clapboard Street.
6. Update on repair of recorder equipment at plant. The recorder appears to be working well, but also have a new backup recorder.
7. Cost estimates for replacement of Redwood Tank. Currently waiting on a callback from Jeff Campbell. M. Gottstein requested good pictures of the redwood tank in order to provide visual information for future grants.
8. Bank of Stockton credit card for J. Mottishaw & Nick Lawson-M. Sorensen. The District cannot get an ATM card for J. Mottishaw and N. Lawson.

REGULAR AGENDA

1. Fulfillment of Public Notice & Letter to customers regarding Lead & Copper testing. Informational N. Bailey The letter was sent to all customers with the bills regarding lead and copper testing.
2. Letter to property owner of Meter #62. Informational N. Bailey The letter was sent to the property owner. The property owner did have a credit of \$26, and his bill has been credited.
3. Audit update-C. Corral. The CPA sent an in-progress bill of \$6051. She is also asking for several items to finish the audit, which the District may not have.
4. Secretary job description, requirements, time involved to be posted-R. Korematsu ACTION Job duties were discussed and request for services will be posted.
5. Hole by Hall ramp door. ACTION M. Sorenson will research how to repair the hole by the Hall ramp door.
6. Grant seeking for new Water Tank/Recommended Committee Formation-M. Gottstein ACTION M. Gottstein said there were some interesting grants available that might help the district. M. Gottstein, I. Dana, and B. Stein offered to be on the committee to research grants with one director to contact CSDA or governmental contacts. R. Korematsu volunteered to be the director working with the committee as soon as her current secretarial duties are relieved.
MOTION: R. Korematsu made a motion to approve the formation of a citizen committee to look for grants for the District. N. Bailey seconded the motion.
DISCUSSION: None.
AYES: Unanimous.
MOTION APPROVED.
7. Proposed planning steps for 2023 review of financials, budget & rates. ACTION No action was taken.

8. Letter (s) to S. Owens & Email-responded by required date of December 23, 2022 to R. Korematsu & N. Bailey. Requested mid- January return of all VCSD materials. Informational
9. Arrange to meet S. Owens to receive all VCSD materials on January 15, 2023.-Informational A meeting was set up to receive the District information.

10. Hold current position of Treasurer-N. Bailey ACTION

11. Statement of Financial Transaction-R. Korematsu ACTION See agenda item #12.

12. H&R Block bookkeeping-R. Korematsu ACTION Korematsu contacted H&R Block to see if they could do the Statement of Financial Transaction and catch up our bookkeeping, which has not been done for many months.

MOTION: C. Corral moved to get the bank statements and have H&R Block do the bookkeeping and statement of financial transaction for the District. N. Bailey seconded the motion.

DISCUSSION: The district will have to pay the State a \$1000 fine if the Statement of Financial Transaction is not done by January 31st, and the District will still not have accurate bookkeeping records unless the District approves someone bringing the bookkeeping up to date.

AYES: Unanimous.

MOTION APPROVED.

N. Bailey will be contacting H&R Block with the District's decision Friday, January 13.

13. Letter to customers regarding outstanding unpaid water bills informing them that water may be shut off ACTION.

MOTION: R. Korematsu made a motion to write a letter to delinquent rate payer regarding possible water shut off if payment is not received. M. Sorensen seconded the motion.

DISCUSSION: None.

AYES: Unanimous.

MOTION APPROVED.

14. Reporting requirements & online access for EAR/water diversion & use-M. Gottstein Informational. A spreadsheet is being developed to track all reporting requirements for the District.

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

R. Zehender brought the new stair strips that he will install when it dries out.

M. Gottstein encouraged the filing in the archives of letters received.

Meeting was adjourned at 9:21 pm.

NEXT REGULAR MEETING: February 2, 2023 AT 7:00 PM

Submitted by:



Rebecca Korematsu, Secretary (A)

To: The VCSD Board of Directors: Cynthia Corral, Rebecca Korematsu, Michael Sorensen and Jane Norcross

From: Nancy Bailey

Subject: Bills paid December 1, 2022 through December 31, 2022

2053	Ivan Dana	Misc. billing expenses	108.18
2054	Nick Lawson	November	1000.00
2055	Joel Mottishaw	November	1000.00
2056	Alpha	Testing	555.00
2057	Joel Mottishaw	3 meters	535.29
TOTAL			3198.47

Deposits	4147.81
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Balanced with Bank November 30, 2022