



Volcano Community Services District | MINUTES

October 6, 2022 | 7:04 pm | Armory Hall, Volcano CA

Meeting called by N. Bailey, President

Acting Secretary: R. Korematsu

Directors Present:

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

CONSENT AGENDA

September 1, 2022 Minutes and August/September Expenditures were on the consent agenda. checks were issued in the amount of \$5555.83. On September minutes, the total checks taken in were \$5246.79, so the total will be changed on the September minutes.

MOTION: C. Corral made a motion to accept the September 2022 minutes with corrections and August/September 2022 Expenditures. M. Sorenson seconded the motion.

AYES: Unanimous.

MOTION: Consent Agenda APPROVED.

STAFF REPORTS

1. *Billing Secretary - N. Bailey*

R. Zehender sends the printout of the readings to N. Bailey.

2. *Treasurer – N. Bailey*

See expenditures above.

3. *Secretary — R. Korematsu*

Website access is still in process.

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

Two rentals for November. Two rentals possibly in December.

DISTRICT ENGINEER (DE) REPORT

1. Grainger order. A Grainger account may be needed. The circular charts that record residuals and turbidities were ordered by J. Mottishaw from Amazon. DE recommended for the District to invest in a couple of meters.

Motion: J. Norcross moved to give J. Mottishaw permission to buy water meter meters up to \$600. Seconded by M. Sorenson.

AYES: Unanimous

MOTION APPROVED.

2. Meter 62 – Paul Longton. The meter has been installed. Remove from agenda.

3. Meter 6 – Small leak. DE will investigate and report back.

4. Well report Update/Well #2 Maintenance; N. Lawson took a sample set in September. This was required by the state engineer due to iron levels. Everything was good at the last sample.

5. Other projects needed/required prior to winter; no projects the DE is aware.
6. Liner for redwood tank; is still trying to get in touch with the supply company. The DE is asking the District if he can reach out to local contractors to explore other options for additional tank storage. The possibility of pursuing additional grant funding in conjunction with Amador Water Agency was brought up as a possibility.
7. Meter 17 – S. Swift. The Board is asking the DE to no longer pursue getting a remote read equipment due to new meter reader successfully reading the meter.
8. Two meter replacements from cubic feet to gallons; DE was directed to replace the meters. See item #1.
9. Water treatment plant – Surplus meters. Water flow is 26 gpm plant, 18 gpm tunnel weir, 2 gpm customer raw water meter.
10. Miscellaneous: Bring public awareness to water conservation. DE suggested that the district create a policy with escalating contact for people who are overusing their water. There are several backflow devices in the District and put on the same schedule. The District discussed creating a backflow device testing schedule every June 1st and bill the customers on their June water bill. C. Corral will try to research who has the backflow devices. The District will add to the agenda and discuss at the next meeting.

REGULAR AGENDA

1. Billing excel spread sheet-Ivan Dana: Sent to N. Bailey; I. Dana has mail merge.
2. Establish accounts at Fergusons & Lowes to assist District Engineers to purchase needed materials-M. Sorenson. The Lowes account is established and bill will be sent to the District mail box. Ferguson locally could not set up a business account. There is a local account number, which is a cash account. They want a single individual who would guarantee payment. Slakey would not set up a local cash account. Both want business licenses and are not set up to non-profits. M. Sorenson will find out if Lowe's credit card can be used at other locations and report back, otherwise we may be able to get a credit card from Bank of Stockton.
3. Ad hoc committee. Norcross M. Sorensen to determine requirements for positions of meter reader/billing, treasurer & secretary. Report (Directors to submit to committee approximate monthly hours required to fulfill current tasks. J. Norcross does not have a list of all the duties. The District will continue to streamline processes in order to capture accurate hours for each task. The District will also research to discover any potential conflicts of interest.
4. VCA information & leak in park-E. Routt. No report.
5. Ethics training every 2 years. CSDA said that all Directors need to do ethics training every 2 years. Remove from agenda.
6. Audit update-C. Corral. The old meter readings and water usage from 2018 covering specific audited accounts for 2018, 2019, and 2020 is needed by the auditor. J. Norcross will research her records to see if she has the information. The CPA can disclaim their opinion if they cannot find the documents. Per the auditor, there is a \$5000 penalty if the financial transaction report that is not filed with the State no later than January 31st of each year.
7. CSDA information – J. Norcross. None this month.

8. Check signers-C. Corral, M. Sorensen to go to Bank of Stockton. C. Corral has signed. J. Norcross and M. Sorenson still need to sign. C. Corral made a motion to get a check stamp and M. Sorenson seconded.
 AYES: Unanimous.
 MOTION APPROVED.
9. Lien – J. Norcross. A lien was placed meter #6 for \$2,043.26.
10. Meter reading September – R. Zehender. The meter reading takes about 3 hours a month. R. Zehender is creating a master meter reading and usage.
11. Contract with business to access & update Quickbooks & VCSD financials-I. Dana VolcanoCSD@volcano.net. Primary administrator of the account is now I. Dana. Sharon Owens has been removed as user.
12. Expenditures report prior month when statement received and balanced or current month N. Bailey will continue to provide the previous month's expenditures and note when the account is balanced.
13. Hall Rental – N. Bailey. Addressed under Hall Manager's report.
14. Hall Rental Proposal. Discussion was held on renting the hall to people outside of town in order to raise money for the District. The District will take up the topic again in January and will hold agenda item until then.
15. Status regarding contacting Sharon Owens to retrieve all VCSD materials and data-J. Norcross and N. Bailey. The District will need to hire a civil attorney if we want to pursue it. J. Norcross will get an appointment with an attorney.
16. Restrooms-J. Norcross. J. Norcross will call the County Parks and Recreation to see if we can get help with cleaning the restrooms. Keys have been given to the Theatre Group by Mr. Sizemore without the District's permission.
17. (Proposed) Ordinance 2021-05 – R. Korematsu. R. Korematsu requested tabling of this issue until further notice.
18. Letter to customers who are 3 months or longer in arrears- J. Norcross, N. Bailey. The Board unanimously approved writing a letter to customers 3 months or longer in arrears.
19. **Hearing for those who wish to address the board (limited to 3 minutes per person) None.**

Follow up from previous meeting(s): See below.

Action items	Person responsible	Deadline
National and Main fire hydrant was hit and bent the street sign to the ground. Joel needs to investigate and make sure it is functioning properly.	M. Sorenson	ASAP
Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary	J. Norcross, M. Sorenson	In Progress

Action items**Person responsible****Deadline**

Contract with business to access & update Quickbooks & VCSD financials	N. Bailey, I. Dana	Quickbooks access gained by I. Dana
Additional signers on the Bank of Stockton Accounts	M. Sorenson, J. Norcross, C. Corral	C. Corral signed.
Purchase of additional water meters up to \$600	J. Mottishaw	In Progress
Appointment with attorney.	J. Norcross	In Progress
Call Parks & Recreation for help in cleaning bathrooms.	J. Norcross	In Progress

Meeting was adjourned at 9:20 pm.

NEXT REGULAR MEETING: November 3, 2022 AT 7:00 PM

Submitted by: 
Rebecca Korematsu, Secretary (A)