# waterVolcano Community Services District

**P.O. Box 72**

**Volcano CA 95689**

**PUBLIC MEETING**

**Volcano Armory Hall**

**MINUTES OF REGULAR MEETING**

**October 3, 2019**

**Directors: N. Bailey- President**

**J. Norcross – Vice President**

**N, Rubini - Director**

**Gerald (Skip) Schippers - Director**

**Wendy Cooper – Director**

**The Agenda was posted at the Armory Hall, Store, and Post Office on, 09/27/2019**. President N. Bailey called the meeting to order at 7:00pm. **A motion was made by J. Norcross to approve the consent agenda and minutes, two minor corrections. Send, not sent and resignation not recognition under #1 from the previous meeting, S. Schipper 2nd, and all ayes.**

*STAFF REPORTS/ITEMS:*

**Billing Secretary**, Meters were read on September 27, 2019.

**Treasurers/Secretary Report**: S. Owens: – June, July, August, and Septemberreport: 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 June, July, August, and September Treasurer’s report**.**

**District Engineer’s Report** – G. Barnes – Deb Skelton, California Rural Water. The district is trying to do as many infrastructure improvements as possible. Suggestion would be to put a new tank in the cemetery that is much larger, than the tank on the hill would not be needed. G. Barnes is talking with them to get a grant in process, but the process is lengthy. D. Ketron is helping to work on the process, as he as the as built drawings. Cost is unknown.

* **Backflow device certification** – no report
* **Laboratory – possible change in company – No report**
* **Curb stops – exercise them –** No report
* **Capital Improvements:**
	+ **2014-2018 Capital Improvement Plan – No report**
	+ **Long Term Strategic Plan – No report**
	+ **Hydrant addition/repair & Hydrant survey – No report**
	+ **Increase water storage supply – possible grant funding – No report**
	+ **Fire Hydrants – No report**
* **Curb stops, turning them off – No Report**

**Hall/Park Manager’s Report** – A. Macheel – A. Macheel she is now making deposits to the bank for hall funds. The no dog sign will get hung up. Emergency plumber had to come and fix the faucets. Our power is run through D. Ketron’s property and has three funcitons a year and would like to have the local fee. J. Norcross made a motion to allow D. Ketron to use the hall for the local rate, W. Cooper 2nd and all ayes. A. Macheel was asked about doing work at the Cemetary upkeep. The board made a motion last month for A. Macheel to change the faucets in the hall restroom. The bid is for cleanup and service. It was suggested that an herbaside be used. Weedeater can damage the plots and stones. Get help from the county regarding the use of herbasides. Scott Oneto would be a great contact. Bids will be accepted up to the next meeting.

***Regular Meeting AGENDA ITEMS:***

1. **Vacant board member choice/appointment –**
	1. **Board vote to choose replacement for C. Swift –** J. Wolfbrandt addressed the board about being a board director. J. Wolfbrandt was very supportive of N. Rubini being selected, as he grew up in town and is a new homeowner.
	2. **Swearing in of new board member –** JN SS
2. **VCA – Colleen Rogers –**
	1. **Limit for hall use days –**
3. **Annual Audit -**
	1. **Cathy Castillo report –** C. Castillo talked about many points of the audits that were performed and other items for clarity. The district is supported by property taxes by people living in the district. The property tax revenue supports ancillary items and the water rate payors pay for the water system. Typically, CSD’s don’t have enough income to provide all types of services. These are dilemmas that are facing the board. The support from the VCA is appreciated and crucial for the town to have. The water, hall and general fund. To do and from fund. 2018 report, due to general fund $25,000. Due to and due from indicate how much is actually in the various fund accounts. Net assets, Letter of governous, difficulties, significant issues and then recommendations are made to improve the operation of the district. Depreciation is the biggest estimate. Procedures are now in place to track waived fees. Audit findings as the result of the audit, purchase of gifts, gift cards for volunteers, violation of the municipal code. Specifically prohibited. Website will be required Jan 2020, LAFCO is providing support. Electronic water reading situation, grants to upgrade, possible consider long term strategic plan. Candy Bingham, River Pines, Online payments, from website. CD’s not liquid. Use Leif program. Very competitive rates in regards to CD rates. State of California has the money in regards to safety. LEIF to the next meeting, GRANTS FOR ELECTRONIC METER READING. Hall rental procedures. Audit report online.
4. **LAFCO, VCSD update –** Sphere of influence planning area needs to be adopted.
5. **Armory Hall Items:**
	1. **Sign for park for no BBQ’s –**
	2. **Hall Storage –** document is still not received
	3. **Plastic of flag in hall needs to be replaced/repaired –** Remove from agenda.
	4. **Hall donation box – SS motion to see if Gabe Gottstein will do some repairs, paint and strips on stairs, hang the donation box and $200 JN**
	5. **Reservations –**
	6. **Hall stairs – metal strip replacement and painting of steps –**
	7. **Generator service – Jn will check to see when the last time it was done.**
	8. **Septic – Gorilla, septic -**
6. **Cemetery Maintenance & Headstone replacement –** S. Schippers will help J. Norcross with some stone repair.
7. **PG & E program to upgrade pumps and streetlights -**
8. **Restroom donations – N Bailey**
	1. **Theater usage, portable potties -**
9. **Insurance Restroom & Water Tank and other items- Nancy**
10. **Performance Reviews – With audit and new procedures – S. Schippers will talk to independent contractors.**
11. **Job descriptions for independent contractors – Scope of duties, will they be updated, The agenda would be a little more informative so people understand what the decision making item is about.**
12. **Late payment policy – S. Owens will follow**
13. **Website (must be running by Jan. 2020) – Nancy Mees Jeff White IT guy**

**Follow up from previous meeting(s)**

**Hearing for those who wish to address the board:**. The election office won’t use the armory hall anymore. There will be a ballot box in the store. R. Chamberlain believes the new system is secure.

**J. Norcross made a motion to adjourn the meeting at 9:20 pm, W. Cooper 2nd and all ayes.**

**Submitted**

**Sharon Owens, Secretary**