



Volcano Community Services District | MINUTES

March 2, 2023 | 7:06 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
J. Norcross

CONSENT AGENDA

February 2023 Minutes and February Expenditures were on the consent agenda. Checks were issued in the amount of \$6572.77 and deposits in the amount of \$1806.86.

MOTION: J. Norcross made a motion to accept the February 2023 minutes and February 2023 Expenditures. C. Corral seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

STAFF REPORTS

1. *Billing Secretary – I. Dana*

I Dana is still doing the billing. N. Bailey is working with him.

2. *Treasurer – N. Bailey*

See expenditures above.

3. *Secretary — R. Korematsu*

No report.

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

We have two rentals for March, Fire Safe Council and VCA on March 8 to talk about creating a fire break and March 11 VTC is renting the hall

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

Meter #24 appears to be working again.

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

1. Well #2 maintenance including status of retesting “negative bacteria” results. The sampling for both wells came back negative in relation to the January positive results. *(remove from agenda)*
2. Monthly Cleveland Tunnel flow (treated & untreated including diverted via black pipeline) 22 gpm to plant, weir flow was estimated at 30 gpm, black pipe is 2 gpm. M. Gottstein suggested talking to Doug Ketron due to his engineering expertise about construction of a new weir flow to avoid the need for accessing the tunnel.
3. Lead and Copper testing July-September. The DE will talk to AWA and see if they have a form that we can use that is up to date.

4. Estimate for float control. The DE talked to an electrician and will be 3 to 4 hours of work, float parts and labor. M. Gottstein suggested making a capital improvement plan.
5. Meter # 24 replacement. There is more work involved with the replacement of the meter due to nonstandard fittings on the customer side of the meter.
6. Review of completed testing requirements for current quarter per Water Quality Monitoring Plan. DE will verify if all necessary testing for first quarter was done.
7. Redwood Tank bid. The DE will have a verbal conversation with Doug. He has some questions regarding the bid for repairing the Redwood tank. He recommended talking to the contractor and getting clarification on some of the statement in the bid. A special meeting was suggested to invite the contractor and George Barnes to discuss the tank.

REGULAR AGENDA

1. Form 700 on- line or Elections Office due by April 3 door. **ACTION**
2. Secretary hourly wage. **ACTION** We have three applicants, but need to do three places of posting. J. Norcross would like to make a motion for paying \$25 an hour for no more than 10 hours a month. N. Bailey seconded the motion.
DISCUSSION: None.
AYES: Unanimous.
MOTION APPROVED.
3. Water Systems Funding-Board member to work with District Engineer and Doug Ketron. **ACTION**. No action or discussion.
4. Backflow certification. **ACTION** J. Norcross made a motion that the annual certification schedule will be completed by July 1 of each year in a letter to each affected property owner with the procedures/options by April 15th. M. Sorenson seconded the motion.
DISCUSSION: None.
AYES: Unanimous.
MOTION APPROVED.
5. Jeanne Dague rent or borrow tables. **ACTION** The Board had a prior decision that they would not rent out tables. Individual will be contacted.
6. Michael Adams, H&R Block, IRS and State Tax forms 1099 C&S for Joel Mottishaw and Nick Lawson-N. Bailey. **ACTION**
MOTION: J. Norcross made the motion to pay \$18 to H&R Block for creating the DEs 1099s and C. Corral seconded the motion.
DISCUSSION: None.
AYES: Unanimous.
MOTION APPROVED.
7. Michael Adams, H&R Block monthly bookkeeping service and copy of Financial Report-R. Korematsu **ACTION** Nancy will discuss with H&R Block about entering all of the income and expenses in the categories, budget format and treasurer report format, monthly treasurer report and budget reports, and statement of financial transaction, including future audit inquires and get an idea of how much that will cost.

8. Contact Public Works regarding town drainage-J.Norcross **ACTION** Town drainage was discussed, and the Board determined that the VCSD was not going to talk to the County about town drainage due to the uncharacteristic nature of the January weather event.
9. Contact Sharon Owens regarding documents still out-C. Corral and N, Bailey **ACTION** There are still items that are still in her possession. A final letter will be sent.
10. Finalize schedule for June 1, 2023 budget review/adoption-M Gottstein and N. Bailey. **ACTION** At the April meeting, a draft budget may be presented.
11. Letter to customers with delinquent water bills-C. Corral and N. Bailey. **ACTION** There is over \$3000 in delinquent water bills and letters will be sent.
12. EAR portal not open yet. Dameon Flores, State Water Boards will contact N. Bailey when available. Informational.
13. CCR will be produced by Alpha Analytical. Should receive by late May or early June to meet July 1, 2023 deadline. Informational.
14. Audit update-C. Corral. Informational. Work on the audit will pick up again near the end of March. The auditor is requesting more bank statement information. N. Bailey will be filling out another form. M. Gottstein was thanked by Board for her work and it is very appreciated.
15. Hole by ramp door-M. Sorensen. Informational. A contractor is looking at it and will be giving a price once he can get under the building.

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

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

Meeting was adjourned at 8:48 pm.

NEXT REGULAR MEETING: April 6, 2023 AT 7:00 PM

Submitted by: 
Rebecca Korematsu, Secretary (A)



Volcano Community Services District
P.O. Box 72
Volcano, California 95689

BOARD OF DIRECTORS

NANCY BAILEY, Chair (209) 296-4899
CYNTHIA CORRAL (408) 646-7997
REBECCA KOREMATSU (209)296-1995
JANE NORCROSS (209) 296-4959
MIKE SORENSEN (209)296-7664

AGENDA
GENERAL MEETING
Thursday March 2, 2023
Armory Hall, Volcano
7:00 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact Nancy Bailey at 209/296-4899 Requests must be made as early as possible and at least one-full business day before the start of the meeting. Floor discussion at board discretion will be limited to 5 minutes per subject per individual.

CONSENT AGENDA: Items on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made part of the regular agenda under Agenda items at the request of a Board member.

1. Minutes of the previous regular meeting.
2. February Expenditures

MEETING CALLED TO ORDER: Minutes of regular meetings are recorded on the Secretary's computer.. Any person may address the Board at this time upon any subject within the jurisdiction of the Volcano Community Services District. Any matter that requires an action will be referred to Staff for a report and action at a subsequent Board Meeting.

STAFF REPORTS:

Water Billing-Ivan Dana
Treasurer. –Nancy Bailey
Secretary –Rebecca Korematsu
Hall/Park Manager Report – Nancy Bailey
Meter Reading Report-Rob. Zender

DISTRICT ENGINEERS REPORT-Joel Mottishaw & Nick Lawson

1. Well #2 maintenance including status of retesting “negative bacteria” results.
2. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe.
3. Lead and Copper testing July-September.
4. Estimate for float control.
5. Meter # 24 replacement.

6. Review of completed testing requirements for current quarter per Water Quality Monitoring Plan.
7. Redwood Tank bid.

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1. Form 700 on- line or Elections Office due by April 3 door. **ACTION**
2. Secretary hourly wage. **ACTION**
3. Water Systems Funding-Board member to work with District Engineer and Doug Ketron. **ACTION.**
4. Backflow certification. **ACTION**
5. Jeanne Dague rent or borrow tables .**ACTION**
6. Michael Adams, H&R Block, IRS and State Tax forms for Joel Mottishaw and Nick Lawson-N. Bailey. **ACTION**
7. Michael Adams, H&R Block monthly bookkeeping service and copy of Financial Report-R.Korematsu **ACTION**
8. Contact Public Works regarding town drainage-J.Norcross **ACTION**
9. Contact Sharon Owens regarding documents still out-C. Corral and N, Bailey **ACTION**
10. Finalize schedule for June 1, 2023 budget review/adoption-M Gottstein and N. Bailey. **ACTION**
11. Letter to customers with delinquent water bills-C. Corral and N. Bailey. **ACTION**
12. EAR portal not open yet. Dameon Flores, State Water Boards will contact N. Bailey when available. Informational.
13. CCR will be produced by Alpha Analytical. Should receive by late May or early June to meet July 1, 2023 deadline. Informational.
14. Audit update-C. Corral. Informational.
15. Hole by ramp door-M. Sorensen. Informational.

Follow up from previous meeting (s)

Hearing from those who wish to address the Board (limited to 3 minutes per person)

To: The Board of Directors: Cynthia Corral, Rebecca Korematsu, Michael Sorensen, Jane Norcross.
 From: Nancy Bailey
 Subject: Bills paid February 1, 2023 through February 28, 2023

2074	ACES	3 months	366.90
2075	PG&E	Pump	29.25
2076	PG&E	Hall	190.49
2077	PG&E	Street lights	304.50
2078	Nick Lawson	Tunnel work due to storm	900.00
2079	Nick Lawson	January	1000.00
2080	Joel Mottishaw	January	1000.00
2081	Michael Adams	State Financial Report	495.00
2082	Rebecca Korematsu	Quick Books	30.00
2083	Up Country Pool Center	Chlorine	71.46
2084	PG&E	Pump & Hall	120.61
2085	Alpha	Testing	1261.00
2086	Kamps	Propane Hall	563.56
2087	California Rural Water Assoc.	Membership	240.00
Total			6572.77

Deposits 1806.86

Balance February 28, 2023 7101.58

Balance with the Bank Statement for January

El Dorado Savings CD	26952.71
El Dorado Savings CD	12630.95
Bank of Stockton CD	27635.73
Bank of Stockton CD	5731.51
Total	72950.90
Checking	7101.58
Total	80052.48