**Orick Community Service District**

**Regular Meeting**

**December 11, 2024**

**OCSD Office**

**MINUTES**

**1. CALL TO ORDER/ROLL CALL:** Ron Barlowcalled the meeting to order

at 6:04pm

**MEMBERS PRESENT:** Ron Barlow, Bob Secor, Marla Zuber, Byron Frick and

Kaitlyn Combs

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Barbara Mitchell, Marcie Allen, Bill Allen, Trevor Avram

**STAFF ABSENT**: None

**OTHERS PRESENT:** Joe and Donna Hufford, Leonel Arguello

Ron Barlow said he appreciated the OCSD board members for coming to the meeting on a stormy night.

**2. APPROVAL OF AGENDA:** Before the approval of the December Agenda, Kaitlyn Combs asked the Board to please amend the agenda to add Financial Position as line-item **f** under Information/Discussion. Kaitlyn made the motion to revise the agenda to read f. Financial Position – the motion was seconded by Marla Zuber. Motion passed unanimously. Bob Secor then made a motion to approve the December 11, 2024 with the amendment. Byron Frick seconded the motion; the motion was passed unanimously.

**3. APPROVAL OF CONSENT AGENDA:** Byron Frick made a motion to approve the consent agenda. Bob Secor seconded the motion; the motion was passed unanimously.

**4.** **PUBLIC COMMENT**: Donna Hufford asked about approval of the minutes from the Special Meeting. As the minutes were not available, they will be approved at the January 2025 meeting.

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** Trevor Avram reported an email from Belle Ciotti. LACO has been working with the State on the budget amendment.

 **b**. **Tank Grant:** Trevor Avram reported Tank 1 was put into operation about a month ago. Telemetry and some electrical will be completed in the next couple of weeks and the water system will be automated again. Tank 2 project, the tank has been ordered and the PG&E contract has been paid.

 **c.** **Smart Meter Project:** Trevor Avram reported after Hufford Construction was given notice to proceed, Greg Hufford prepared submittals to order the meters ahead of the price change. Trevor also reported he registered the project with the Department of Industrial Relations.

 **d. Micro Grid Project:** Kaitlyn Combs reported, Josh Zender was still in the negotiation and location phase. The project should ramp up in the spring of 2025.

 **e. Discuss Finance:** Marcie Allen reported that we will start shredding old records soon. The shredding company comes through Orick every two weeks.

**f. Financial Position:** Kaitlyn Combs would like to see someone with accounting experience go over the monthly finance reports before they are presented to the Board. Choices to achieve that goal would be to hire an accountant to take over the entire office operation; hire a part-time accountant to check over finances on a regular basis; or train the current staff on accrual accounting. She handed out an example of the job description and asked the Board to review and make any comments or changes. She did ask that this Financial Position be put on the next regular meeting under Action Agenda. Ron Barlow suggested that a Special Meeting could be called if necessary.

**6. ACTION AGENDA:**

 **a. Community Hall Insurance Policy:** Ron Barlow mentioned that the policy was approved at the September 11th 2024 meeting. Ron Barlow asked Trevor to read the written insurance requirement on the registration form. After some discussion, it was decided under

**item c** the wording is to read; **If alcohol is to be served at any event, it must be specifically covered on the Certificate of Insurance.** Bob Secor made a motion to make the correction in the policy wording. Byron Frick 2nd the motion, motion was passed unanimously.

**7. STAFF REPORTS:**

 **a. OCSD Office:** All running smoothly. There is not issue to report

**b. Water System:** Trevor Avram went over his report (see attached report).

**c. Fire Hall:** Bill Allen reported about the generator project. The electrician installing the generator will acquire the permit necessary to complete the project.

**d. Community Hall:** Trevor Avram reported, renters of the Community Hall need to be instructed how to correctly use the front doors. Trevor stated the doors are damaged, he was able to repair them enough to work, but they will need to be replaced. Trevor made a video on how to open and close the doors gently. The video will be shown to renters before the keys are given to them. Bill and Trevor to get a quote on replacing the doors.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** Ron Barlow mentioned from the last meeting, how good of a turn out and the discussions about the levee, and that nothing has come of it. Ron was disappointed.

b. **Board Members:** Nothing to report.

**9. ADJOURNMENT:**

**Next Regular Meeting is scheduled for January 8, 2025**