**Orick Community Service District**

**Regular Meeting**

**November 13, 2024**

**COMMUNITY HALL**

**MINUTES**

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

at 6:00 p.m.

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

Kaitlyn Combs

**MEMBERS ABSENT:** None

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

**STAFF ABSENT**: Barbara Mitchell

**OTHERS PRESENT:** Supervisor Madrone, Hank Seemann, Mary Burke, Leslie Wolff,

Greg Hufford, Dale Romanini, Carrie Greenlaw, Joe Hufford, Donna Hufford

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve November 13, 2024 Agenda. Byron Frick seconded the motion; the motion was passed unanimously.

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

**4.** **PUBLIC COMMENT**: Supervisor Steve Madrone congratulated the District on the Micro Grid grant. He commented that will be a big help with the budget. Ron Barlow thanked him for assisting with the grant.

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** No rep from LACO present, but Rod Wilburn did report to Ron Barlow that it will take up to 3 months for the amendment to go through. Ron asked him if we are moving along at a good pace. Rod said all is good – if the Board has any questions to please call him during our meeting.

 **b**. **Tank Grants:** Trevor reported Tank 1 was put into operation. Trevor reported Tank 2’s amendment was approved by the state for the additional funds needed for the project.

 **c.** **Smart Meter Grant:** Trevor recommended that we move forward with the project and continue looking for more funding as we go along. Greg Hufford recommended that we can make change orders to reduce the budget. Steve Madrone mentioned North Coast Resource Partnership. Trevor said the grant was through NCRP, Supervisor Madrone said he would contact NCRP to see if they have more funding. Ron Barlow asked the board if we should move forward. The board agreed. Ron Barlow asked Trevor to set up a special meeting for next Tuesday November 19th 2024 at 5pm. Trevor will get a hold of LACO to prepare the Notice to Proceed for the Smart Meter Project.

 **d. Micro Grid Grant:** Kaityln Combs reported that they are still in the negotiation phase. There will be two budget reviews from the Dept of Energy. Needs roof dimensions of the Community Hall, which Greg Hufford did give her. Any foundation issues that Bill Allen and Joe Hufford mentioned at the last meeting, with the hall, are not a problem. Ron B. did ask her if funds could be taken away. Her response was that the Dept of Energy can make a GO/NO GO decision as part of the review phase, but this is not expected to happen. Marla Zuber and Ron Barlow, both thanked her for being involved with this grant

 **e. Discuss Finance:** Bob Secor inquired why the Fire Dept. Profit & Loss report showed they had received income in October. Marcie Allen was asked to look into that and report back at the next meeting. Kaitlyn Comb suggested to the board that OCSD should look into hiring an accountant with a degree to do the financials for OCSD. Kaitlyn Combs will look up an accounting description and present it to the board. Kaitlyn Combs reported, when the Micro Grid grant ramps up, the financial part and funding will be going through OCSD office just like the other grant projects. Accounting will need to be precise.

 **f. Humboldt County Levee:** There was much discussion on this topic. Hank Seemann reported that Humbold County received a grant to help with levee safety in the county. Hank Seemann reported that the county will be mowing the levee from Shoreline market to the bridge on the left side of the levee. There was much discussion on different scenarios of levee failure and how some trees need to be removed from the inner river channel. Regulations and environmental impacts have handcuffed the county from doing this type of maintenance. Ron Barlow suggested maybe some light tree removal, done by hand in the river channel. After more discussion Hank Seemann will meet with representatives of OCSD to discuss this further. Supervisor Steve Madrone said he would send a letter to Congressman Jered Huffman for a Government Investigation (GI) and would send OCSD a template to write a letter as well.

 **g. Liability Insurance coverage policy for Hall:** There was more discussion about the policy for OCSD Hall rentals and when insurance was required. Kaitlyn Combs voiced her concerns that we should go with SDRMA recommendation that we require event insurance for every event. After some more discussion Ron Barlow asked Marcie Allen to contact McKinleyville Community Services District manager and ask for more clarity on this topic.

Mary Burke said that she would contact them.

 **h. Discuss what needs to be done with Fire Department:** Ron Barlow reported that he spoke with Chief Baker, he told Ron they were shorthanded. Ron asked Chief Baker to have someone come to the board meetings to represent OVFD.

**6. ACTION AGENDA:**

 **a. Fund Draw from the 2590 account regarding payment of electrical work for installation of generator for the VFD and Community Hall**

A motion was made by Kaitlyn Combs to approve the Fund Draw claim from the 2590 account, made out to the Orick Volunteer Fire Department. The motion was seconded by Bob Secor

All in favor, motion passed unanimously.

**7. STAFF REPORTS:**

 **a. OCSD Office:** Marcie A. asked about having a shredding company come to the office or do a burn day. She will get a quote on the shredder.

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

**c. Fire Hall:** Bill Allen reported that the generator was on site and the electricians will get a permit to finish the installation.

**d. Community Hall:** Trevor reported that there is a couple of rentals for this month.

**8. BOARD MEMBER REPORTS:**

 **a. Levee Report:** Discussed in previous item

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

**9. ADJOURNMENT:** 7:40 p.m.

**10. CLOSED SESSION:** How OCSD operates

**11. ADJOURMENT:**

**Next Regular Meeting is scheduled for December 11, 2024**