**Orick Community Service District**

**Regular Meeting**

**Wednesday November 8, 2023**

**Community Hall**

**DISSCUSION**

Informal board meeting due to board member emergency the regular schedule board meeting for November 8, 2023 we did not have a quorum. As LACO Engineering representatives had to travel long distance to attend, an informational meeting continued. LACO updated the OCSD on the next steps needed to move forward with waste water project.

**1. CALL TO ORDER/ROLL CALL:** Ron Barlowcalled the meeting to order at 6:05 p.m.

**MEMBERS PRESENT:** Ron Barlow, Bob Secor, Marla Zuber will be late

**MEMBERS ABSENT:** Byron Frick

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

**STAFF ABSENT**: Fire Chief Steven Baker, Bill Allen, Larry Doss

**OTHERS PRESENT:** Deputy Superintendent Lionel Arguello NPS, Rod Wilburn LACO, Belle Ciotti, Kaitlyn Combs

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve October 11, 2023 Agenda. Ron Barlow seconded the motion; the motion was passed unanimously.

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

**4.** **PUBLIC COMMENT**: Kaitlyn Combs did bring a letter of interest to fill the vacant on the board and the seat is for (2-year term).

**5. INFORMATION – DISCUSSION:**

 **a. Mileage reimbursement increase:** Ron Barlow did not agree to a mileage increase at this time. Ron Barlow said to leave it on the agenda for the next board meeting. Bob Secor also said to wait on the mileage increase.

 **b. Wastewater Study Grant:** Belle Ciotti gave her monthly update report-see attached. Rod discussion the importance of choosing a site in order to move forward with the wastewater project. Ron Barlow said that he is meeting with Larry Doss and Kimberly Frick, regarding the school site and possibility. And Kimberly Frick is the president of school board. Ron Barlow said that he was going to meet them November 9, 2023. And Ron Barlow asks if Rod Wilburn from Laco could be there. Since you know all the properties that are possible sites. Ron Barlow also asks if the McNamara property adjourning the rodeo grounds would be good place. Rod Wilburn said he would like to approach the owner one at time. Bob Secor asked Ron Barlow if they are talking about the inside of the rodeo arena itself. Could they possibly go outside of the rodeo toward the levee behind the rodeo grounds? Ron Barlow said there are water and electrical lines contend with. Belle Ciotti thanked Ron Barlow for pushing forward. Ron Barlow did ask if they have talked to Roy O’Connor from (SWRC). Rod Wilburn plan was to talk to Roy O’Connor soon. Asked if there was someone in Orick that had a backhoe could dig a test site hole near the Community Hall about 8 feet deep. Ron Barlow and Rod Wilburn will plan day.

 **c**. **Tank Grant:** Trevor Avram discussed the Tank 1 project, should be about June 1, 2024 to start building. That there are some issues with the roof calculations for the tank. PACE and GRS are working to fix those issues with Aquatore the tank builders. Trevor said most likely Tank 1 construction will not start until next spring. Ron Barlow told Trevor that we should have an emergency potable water tank service company contact on hand during the construction of Tank 1 just in case we have an issue with Tank 2 while Tank 1 is offline. Trevor will research the request.

 **d. Drought Relief Grants/Grant Writer:** Smart meter replacement project. Trevor told the board that we are waiting for the final agreement between Humboldt County and Orick CSD. Trevor recommended that we use LACO to engineer the project once the agreement was finalized, the board agreed.

 **e. Discuss Finance:** Barbara is working with Brad Williamson CPA regarding mistake that are in quick books. And Ron Barlow did call Brad Williamson CPA today and ask about the reconciliation of the “old” checking account showing $7,115.53 in the red. Brad Williamson, CPA explained that thru out the years audit adjustments had never been done on the accounts. They were never recorded in Quick-books to reflect this. And when the accounts were closed and new one where opened. It has been corrected. Brad Williamson, CPA said estimate by Friday. Then it can be sent to the auditor. Brad Williamson, CPA would work with Barbara on how enter the audit adjustments.

**6. ACTION AGENDA:**

**7. STAFF REPORTS:**

 **a. OCSD Office:** Preparing information for the upcoming audit. Barbara is working with Brad Williamson to fix some discrepancies in quick books that came about during the transfer of the old bank accounts to the new bank accounts. Barbara told the board she was compiling items for the upcoming OCSD biennial audit in December.

**b. Water System:** Trevor went over his report. Trevor mentioned, Bill Allen spoke with Joe Hufford the other day about Humboldt County Public Works replacing some culverts on Old State Hwy. Joe told Bill that the County workers had no idea that there was a water line on the east side of the road. Joe showed the workers where the line was and averted a bad situation. Bill had suggested to Trevor to look into the 811 Dig Alert service. Trevor told the board he researched the service and filled out the preliminary application. Trevor told the board that there was an annual fee of $300 and he recommended that we join the 811 Dig Alert service. The board gave Trevor the go ahead to join the 811 Northern California Dig Alert service.

**c. Fire Hall:** No one was present to report.

**d. Community Hall:** Barbara told the board that we have a rental scheduled for this Wednesday and two the week of Thanksgiving.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** Ron Barlow to meet with the Lieutenant from the Army Corps of Engineers next week.

b. **Board Members:** Ron Barlow told the board he wants to schedule a special closed session meeting to discuss the district’s finances/rates. They scheduled the meeting next week October 19th at 6pm.

**9. ADJOURNMENT:**  6:40 p.m.

**Next Regular Meeting is scheduled for December 13th, 2023**