**Orick Community Service District**

**Regular Meeting**

**January 10, 2024**

**OCSD Office**

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

**STAFF ABSENT**: None

**OTHERS PRESENT:** Belle Ciotti, Rod Wilburn LACO, Larry Doss, Steven Baker

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve January 10, 2024 Agenda. 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**: None present

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** Belle Ciotti handed out progress report. Belle said that Willow Creek has installed a new system and they are considering utilizing the same design. Bob Secor asked if this system would be more cost to the customer? Belle Ciotte said the responsibility to pump the septic would be on the OCSD (need to be pumped approximately every twelve years.) Bob Secor, would we have to purchase property for the tank or does an owner let it be on their property? Belle Ciotti will have more later. Status on the Orick Market property. Larry Doss said they are ready to hear an offer. Ron Barlow asked do we hire a realtor for an appraisal. Larry Doss will check on the cost and it could cost about $1000.00 and maybe letter of intent could include an amendment of acquiring the property? There are no structures and the only structure will be for treatment only. RE: electric cost to operate? Ron Barlow said that Steve Madrone contacted him to let him know that Blue Lake runs that system on solar power. LACO will have all the information they need before the next OCSD board meeting. Byron Frick told LACO that the school needs more details on details on the project. Rod Wilburn will attend the next school board meeting.

 **b**. **Tank Grant:** Trevor Avram reported that PACE Engineer, Tom Warnock said that Tank 2 is ready to go out for bid by the end of January. Ron asked about the condition of the road up to Tank 1 – Trevor said that any road maintenance or repairs were included in the GRS bid, and will be taken care of by them.

**c. Drought Relief Grant/Grant Writer:**

 **a.** Trevor Avram updated the board on the smart meter replacement project.

**d. Discuss Finance:** Kaitlyn Combs asked to have a year-to-date comparison of the income and expenses (Profit and Loss) attached in to packets. Katilyn Combs also asked for explanation of a void check #3079.

Cutting costs, Barbara Mitchell brought up couple idea how to cut cost one was California

Special District Association and the California Rural Water Association.

 **e. California Uniform Public Construction Cost Accounting Act:** Cost Bidding. Trevor Avram presented a state regulation that needs to be followed. McKinleyville uses the CUPCCAA. Larry Doss said you can also separate a large cost project into smaller project “phrases that would NOT require the bidding the project.

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**6. ACTION AGENDA:**

 **a.** Engineering Service Agreement with LACO for the Meter Replacement Project.

Byron Frick made a motion. Bob Secor second the motion. All approved, Engineering Service Agreement with LACO for the Meter Replacement project.

**7. STAFF REPORTS:**

 **a. OCSD Office:** Barbara Mitchell said it wasrunning smoothly – and there was no issues to report

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

**c. Fire Hall:** Chief Baker reported that all rolling stock with the exception of the water tender are in need of some repairs. The yellow engine because it is leaking half a tank a week. They will take the “ambulance” to Rogers Transmission for work. The VFD did receive approval on the solar grant for installing the solar panels on the VFD Hall. Also got the transfer switch for the generator. They need more cameras for the hall. Having issue trouble with volunteer. Not responding to fire calls. Ron Barlow said that Steven Baker needs to have a talk with all the volunteer. Steven Baker already said that he already talked to all the volunteer’s crew. The VFD probably will be down to 3 people in the near future. Steven Baker said that he put Jim Simmons back on the insurance with SDRMA, as he fills in when Steven Baker is unavailable. Ron Barlow said that was good. And also said thank you to Steven Baker.

**d. Community Hall:** Leak somewhere on the roof.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** None

b. **Board Members:** Ron Barlow said we need to get creative with advertising for bulk water for sale. Ron Barlow asked Marcie Allen to follow up with Hall commercial kitchen status. Bob Secor was very happy with LACO report.

**9. ADJOURNMENT:**

**10.** **CLOSED SESSION**

 **a.** Employee evaluations

**11.** Reconvened from closed session

**12.** Meeting adjournment at 7:30 p.m.

**Next Regular Meeting is scheduled for February 14, 2024**