**Orick Community Service District**

**Regular Meeting**

**February 12, 2025**

**Orick Community Hall**

**MINUTES**

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

at 6:01 pm

**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, Steven Baker

**STAFF ABSENT**: None

**OTHERS PRESENT:** Dale Romanini

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve February 12, 2025 Agenda. Marla Zuber seconded the motion; the motion was passed unanimously.

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

**4.** **PUBLIC COMMENT**: None

**5. INFORMATION – DISCUSSION:**

**a. Wastewater Study Grant:** Ron Barlow reported that he spoke with Rod Wilburn about the project. Rod said that they were encouraged with the recent percolation testing at the Orick School site and the system they are working on will work at the school site location. Rod said that they would have a feasibility plan for the board in April. Ron Barlow said Rod was upbeat about the project and Rod felt confident that it would be approved for construction. Dale Romanini suggested, the board should ask Rod to have a monthly bullet point progress report of the system that is being designed.

**b**. **Tank Grants:** **Tank 1**: Trevor Avram reported on the electrical issues at the Tank 1 and how the electricians working on the project are concerned that the voltage drop will be an issue with running the system. Colburn Electric and Aqua Sierra wants a release of liability for any equipment damage. PACE researched the equipment being used and they found that the power supplied to the equipment was adequate to run the system. Steven Wilson (PACE) is confident in moving forward and we are scheduling a go live on the automated system very soon. **Tank 2**: Trevor Avram reported that Steven Wilson (PACE), Greg Hufford (Wahlund) and Stanley Shoemaker (PG&E) met earlier today at the Tank 2 site to go over the power pole relocation and service connection for the new tank. They discussed; two trees would need to be removed for the new power pole installation this may be an issue with the original Coastal Development permit. PACE will work on this issue. PG&E said they would schedule installation for June. The project is moving forward

**c. Smart Meter Grant:** Nothing to report

**d. Micro Grid Grant:** Kaitlyn Combs reported that she received a text from Josh Zendar and he did not have any update. Kaitlyn Combs reported with the change in the federal administration, there is a federal funding freeze and she was not sure if our project would be affected or not, and that all we can do is wait.

**e. Discuss finance:** Barbara presented her report. Ron Barlow asked Marla Zuber about the accountant that Marla asked to look at OCSD’s financials. Marla said she received a synapsis from the accountant today but did not review it before the meeting. She passed out the report for the board to review and it will be brought up at the next meeting.

**f. Mission Statement:** Kaitlyn Combs had asked Trevor about a mission statement for the Orick Community Services District. After some research we could not find one. Marcie and Trevor came up with a mission statement a mission and future goals. The board was pleased with the statement and approved it.

**g. Headwater Grant Application:** Kaitlyn Combs reported on this grant application. She explained that there were two different avenues to take, implementation or planning. The grants require matching funds, implementation requires a 50% match and planning requires 25% match. Kaitlyn completed the application for planning. Kaitlyn applied for funds to hire a General/Financial Manager for Orick CSD that could look for grants for future projects and to help with growing the work force in Orick. The total cost of the project is $31,960 this includes the 25% matching funds. Kaitlyn explained that any hours of work OCSD staff puts in, would count towards the matching funds requirement. The Headwaters will make recommendations will be made to the Board of Supervisors and are anticipated to be presented in June of 2025.

**6. ACTION AGENDA:**

**a. Community Hall Doors Replacement:** Trevor Avram presented the estimate to replace the front doors with the required hydraulic hardware. After some discussion Byron Frick made the motion to except the estimate to replace the front doors. Bob Secor seconded the motion, all approved.

**7. STAFF REPORTS:**

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

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

**c. Fire Hall:** Chief Baker reported the yellow fire truck still leaks water and the generator on truck will not start as well. Chief Baker asked the board where he should take the truck to be repaired. Chief Baker asked the board who they would recommend to do the repairs to the yellow truck. Chief Baker mentioned Trinity Diesel, Byron Frick said he would ask around and he would get back to Steven. Ron Barlow asked about his budget. Ron asked Barbara to see how much the OVFD had left in its budget. Barbara said she would look at the budget and let them know. Chief Baker told the board that the ambulance is not charging the batteries while idling. He thinks it could be the alternator. Bill Allen reported he will be meeting with the electrician at the Planning Department next Tuesday to finalize the permit for the Fire Hall and Community Hall generator installation.

**d. Community Hall:** Trevor Avram brought up the need for new lighting in the community hall. The board agreed and told Trevor to upgrade the lighting.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** Nothing to report

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

**9. ADJOURNMENT:** 6:43

**Next Regular Meeting is scheduled for March 12th, 2025**