**Orick Community Service District**

**Regular Meeting**

**April 10, 2024**

**OCSD Office**

**MINUTES**

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

At 6:04 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:** Executive Officer LAFCo Collete Santsche, Supervisor Steve Madrone, Rod Wilburn LACO

**PUBLIC:** None

**2. APPROVAL OF AGENDA:** Byron Frick made a motion to approve March 13, 2024 Agenda. Bob Secor 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**: None

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** Rod Wilburn explained to the board that they were starting the drilling process at Orick School tomorrow. They did not receive permission as of yet to drill on the property adjacent to the La Hacienda/Orick Market. They will continue to work with Larry Doss to help acquire permission to drill on that property. Rod asked the board about getting the appraisal done on the property behind the La Hacienda it will cost $500, the board agreed to get the appraisal done. OCSD will pay the cost and submit a reimbursement from the wastewater grant. Supervisor Madrone asked Rod if they were designing a mound system for the wastewater, and about pumping, because Orick is so flat. Rod said they were looking into a Orenco wastewater system. This system has a low cost to operate and maintain and only needs to be pumped every 10-12 years. Rod explained the difficulty of locating land. The drill studies that are conducting now at the school and the property behind the La Hacienda will help to determine the collection and wastewater system design. Rod explained to the board that the budget amendment was not ready for review. Jordan was unavailable to help finalize the amendment this week, but they should have the budget amendment ready for the May meeting.

 **b. Sphere of Influence update:** Humboldt LAFCo, Colette Santsche went over the draft of Municipal Service Review (MSR) for Orick CSD. Colette explained how the MSR’s are conducted and the information they provide. Colette said the final MSR will be adopted in July of 2024. Colette also updated the board on OCSD wastewater powers. The powers are active with one condition, that any infrastructure through agriculture land will need LAFCo approval. LAFCo will continue working with LACO during the feasibility study. Ron Barlow asked Colette, that if OCSD was to acquire land in the future, could we apply for Parks and Recreation powers. Colette talked about park and recreation powers. She explained the application process and financial requirements for OCSD to acquire these powers. Colette said there are grants available to help pay for the application.

 **c**.**Tank Grant:** Trevor Avram reported that we received three bids for the Tank 2 project. Wahlund Construction was the lowest bidder. Trevor Avram reported on the Tank 1 project. GRS will begin the demo on April 29th, 2024. But they may start on the road earlier

 **d.** **Drought Relief Grant/Grant Writer:** Trevor Avram updated the board on the smart meter replacement project.

 **e. Commissary Kitchen update/rental rate:** Trevor updated the board. Jordan and Molly, the Pizza Trailer business owners helped to draw up the check plan for the kitchen, and submitted to the County for review. This can take up to 20 business days. Bill and Trevor have started a materials list and a game plan to start the renovations. The rental rate for a commissary kitchen was discussed. Kaitlyn Combs asked Trevor to call other commissary/commercial kitchens in the area to get rates.

 **f. Discuss Finance:** Business as usual, Barbara has been trying to contact all the past due accounts to help get them current.

**6. ACTION AGENDA:**

 **a.** Solar Microgrid System for OCSD: Ron Barlow brought up Josh Zender from Cal Poly Humboldt was willing to help us secure a grant to install a Solar Microgrid for the Orick CSD. Ron explained this could be an amazing opportunity for the district, since we lose power often in Orick. There would be no cost to the district. Supervisor Madrone explained that any staff time would be covered in the grant. Ron and Supervisor Madrone said that we could possibly partnership with the Yurok and we should set up a meeting with Sherri Provolt to discus this further. Kaitlyn Combs brought up that for this project there was a 5% match. Supervisor Madrone explained that there were grants available to help cover the 5% match. Ron asked if there were any questions before asking for a motion to move forward with this grant project. Ron Barlow asked for a motion. Bob Secor made the motion Byron seconded the motion 4 yay and 1 nay the motion passed.

 **b. Wastewater feasibility grant contract amendment (LACO):** Tabled till next month

 **c. Assign new board member Kaitly Combs a signer:** Byron Frick made the motion, Bob Secor seconded all approved to assign signer duties to Kaitlyn Combs.

 **d. LAFCo Independent Special District Election ballot (vote on candidates):** After some discussion. Bob Secor made the motion, Kaitlyn Combs seconded the motion all approved to vote for Hiedi.

 **e. Tank 2 Replacement project bid presentation and project award:** Trevor read the PACE letter of recommendation to award Wahlund Construction. Bob Secor made the motion, Byron Frick seconded the motion all approved to award the project to Wahlund Construction Inc. contingent upon approval from the State Water Resource Control Board, Department of Financial Assistance.

 **f. Approval of Audit FY 21/22 FY22/23:** Byron Frick made the motion Bob Secor seconded the motion all approved the audit. There was some discussion regarding the necessity of audits when applying for grants.

**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:** Bill Allen took the emergency van to Rodgers Transmission. Rodgers talked to Chief Baker they could not find anything wrong. They asked if they had done a transmission fluid change. Steven spoke with the VFD in Crescent City. They said that the van had always ran like that. Bill and Steven investigate further.

**d. Community Hall:** Barbara mentioned that we have a few hall rentals on the schedule for next month. Including Judy Hagood’s retirement party. Ron Barlow told Bill and Trevor any work cone at the community hall the wages will come out of the 2590 fund.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** Ron Barlow regarding the maintenance of berry vines and trees on the levee. That the last major flood. Orick was lucky that the levee held. Supervisor Madrone mentioned that the count was working with Fish and Game to allow them to trim the trees in the levee to help the flow. Ron said they need to do more.

b. **Board Members:** Kaitlyn had talked to the board about Technical Assistance to help get grants for the district. Kaitlyn wrote a short response to apply for this assistance. Kaitlyn will give the information to the OCSD staff to follow up.

**9. ADJOURNMENT: 7:47pm**

**Next Regular Meeting is scheduled for May 8, 2024**