**Orick Community Service District**

**Regular Meeting**

**July 9, 2025**

**Orick 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, Kaitlyn Combs

**MEMBERS ABSENT:**

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

**STAFF ABSENT**: None

**OTHERS PRESENT:**  Joe Hufford, Donna Hufford, Greg Hufford, Rod Wilburn, Dale Romanini,

Trev Avram

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve July Agenda. Kaitlyn Combs 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 – LACO**

Rod Wilburn said that not much has changed since the last update. Still waiting on revisions approval from the State before they can move forward with the feasibility study. Ron asked if the school site will still definitely work. Rod said yes, and they plan to update the bathroom (flushing toilet) and the parking area. Bob asked if all perk tests came back with good results – yes, they did. Project timeline to start should be 2027.

**b**. **Tank Grants**

Trevor reported that the Tank 1 Replacement Project is officially done and Notice of Completion has been recorded with Humboldt County Vital Records. There is still an issue with air in the lines; will continue to look for a solution. Tank 2 has been ordered. PG&E will bring in fallers to remove trees the week of August 25th? Bob Secor asked when T2 goes offline will T1 be able to provide water to Old State Highway customers. Trevor said yes.

**c.** **Smart Meter Grant / Hufford Construction Contract**

A Contract has not been completed as yet, but Rod Wilburn (LACO) said it should be done this week. Ron Barlow will call a Special Meeting when it is done – possibly Monday the 14th. There are some discrepancies in cost that Greg Hufford and Jordan Blough will work out. Kaitlyn Combs asked if the grant allows in-house staff to do any of the work – Trevor and Rod both said yes. Ron Barlow ended the discussion, saying that we will wait for the Contract to be reviewed and have a meeting as soon as possible.

**d. Micro Grid Grant**

Nothing to report.

**e. Discuss Finances**

Barbara Mitchell said that the Auditor did reach out to her, sending the forms to be signed if the Board agreed to completing the biennial audit. Ron asked if we need to continue doing audits because of the cost involved. Kaitlyn Combs explained that in order to stay in compliance with our current grants and to apply for future grants we are required to have audits done.

Barbara explained that she is having issues with the VFD not turning in invoices for purchases made, using the debit card, from their bank account. She is unable to balance that account, or file Claims for reimbursement from the 2590 account, when necessary. The Board needs to talk to the VFD on how to handle this problem – possibly putting a “lock” on the card until she receives invoices, also following a policy with a limit on spending with the card. Kaitlyn will send a copy of her employers Debit Card Policy that we can review – there definitely needs to be more control with this account.

We are selling several loads of non-potable water. Ron asked if any of the money goes into the Cap Fund. Barbara said no, but we can do that.

**f. PG&E Micro Grid Grant** No one present – nothing to report

Barbara did say that another Professor from Cal Poly did contact her that he was interested in a Solar Grid project for Orick and would like to use it as a class project.

**6. ACTION AGENDA:**

**a. FY 2025-2026 Final Budget Resolution No. 2025-07-09**

A motion was made by Byron Frick, seconded by Bob Secor to approve the FY 2025-2026 Final Budget. Motion passed with a vote of 4 Ayes; 0 Noes; 1 Absent (Marla arrived after the vote)

**b. Hiring new employee for restructuring of office: Financial/Office Manager**

Kaitlyn Combs commented that the job description that was approved on 12/19/24 is good to post.

A motion was made by Bob Secor, 2nd by Byron Frick to advertise the position for a Financial/Office Manager. Motion passed unanimously.

**c. Orick CSD Emergency Response Plan and Emergency Disinfection Plan**

Trevor A. presented the Plans to the Board for approval. A motion was made by Kaitlyn Combs to approve the Plans, with the correction of a spelling error of her name. Bob Secor 2nd the motion. Motion passed unanimously.

**7. STAFF REPORTS:**

**a. OCSD Office** All running smoothly. There are no issues to report

**b. Water System:** Trevor Avram went over his report. Greg Hufford asked about the USA markings along the highway. Trevor said that they are for the Fiber Optics project. Greg said that we may be violating the law by not marking our water lines also. If they hit a water line, the OCSD is responsible for repairs. Trevor said that he did talk to the proper personnel, but will look into it further.

**c. Community Hall:** Bill Allen said the roof has been cleaned. New doors installation is waiting for the correct door jams. Kaitlyn asked if the sinking floor issue should be fixed first. Bill said that it will not cause any problem.

**d. Fire Hall:** Bill has been working with the electrician on the generator. Campora will be doing a site inspection tomorrow for installation of a new fuel tank – size will be depended on the generator being turned on manually or automated when we lose power. Bob Secor asked if Campora will be laying the pipe. No, it will be done by another company.

Bob wanted to know if we’ve heard any more about using the new Hall to park trucks. He said that the VFD needs to confirm how many of them actually respond to calls. It is a waste of money to keep them on the roll if they are not active. Ron B said that this may require calling a Special Meeting for fire personnel only.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** Ron said that there will be a follow-up zoom meeting with a rep from the Corp of Engineers about the removal of vegetation along the levee.

b. **Board Members:** Byron Frick said that you need to ask Marla if the Monday meeting will be good for her to attend, if the Contract is ready. (She arrived after the tentative date was discussed).

Marla said that the 14th would work for her.

**9. ADJOURNMENT:** 7:01 p.m.

**Next Regular Meeting is scheduled for September 10, 2025**