**Orick Community Service District**

**Regular Meeting**

**December 13, 2023**

**OCSD Office**

**MINUTES**

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

6:00 p.m.

**Swearing in Board Members:**

All current Board members and new Board member, Kaitlyn Combs were sworn in, taking the Oath of Office. Ron Barlow thanked all members for volunteering to serve this community.

**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, Larry Doss

**STAFF ABSENT**: None

**OTHERS PRESENT:** Fire Chief Steven Baker,NPSDeputy Superintendent Leonel Arguello, Dale Romanini, Donna Hufford

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve December 13, 2023 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. Byron Frick seconded the motion; the motion was passed unanimously.

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

**5. INFORMATION – DISCUSSION:**

 **a. Mileage reimbursement increase:** Mileage rate will increase to 65.5 cents per mile.

Rate will be paid roundtrip to the designated destination for Orick CSD business only (banking, picking up supplies, water samples to lab, etc.). Any extra mileage for personal business will NOT be paid by the district.

 **b. Wastewater Study Grant:** No LACO personnel were present but the CSD did receive the Monthly Progress Report (see attached), which Kaitlyn Combs did read aloud to those in attendance. Ron Barlow did ask Larry Doss if he had anything to add – Larry said the next step is the Letters of Intent to be sent to property owners. Marla Zuber asked which properties are of interest. Ron said that the Orick School, the property adjacent to the Community Hall, rodeo grounds are all potential possibilities, but the actual location is still to be determined. Ron did meet with the Orick School Board president regarding that property. Larry did comment that he had talked to someone at the County Schools office and that the decision is up to the Orick School Board.

 **c**. **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.

 **d. Drought Relief Grants/Grant Writer:** Smart Meter grant is ready to go (see Trevor’s report). He recommended to the Board that they use LACO for installations as they procured the grant at no cost to the CSD. The Board agreed to move ahead with LACO.

 **e. Discuss Finance:** Barbara Mitchell reported that the invoice to Jackson Eklund for reconciliation of all QB registers and bank accounts totaled $7,500.00, which will be split between CSD office, VFD and the Hall. All accounting info has been submitted to the Auditor. Ron did say that we are extremely in need financial help.

 **f. Water Distribution Operator Grade D1 and General Maintenance position:**

Trevor Avram had informed Ron Barlow that he had taken a new job elsewhere. Ron thanked him for his help and hopes his new position is successful.

**6. ACTION AGENDA:** No items

**7. STAFF REPORTS:**

 **a. OCSD Office:** Running smoothly – no issues to report

**b. Water System: (**Please see Trevor Avram’s attached report) Bill Allen did comment that vehicles are driving or parking on meter boxes that are in the street. Several times customers have been asked to move them in order to read the meters. Marla Zuber suggested charging them an extra fee if you need to request that they move. Ron Barlow said that maybe when the Smart Meters are being installed there may be a solution to solving the problem (curb or barrier).

**c. Fire Hall:** Chief Baker reported that during the County inspection of the new building, a 10’ cement approach is required, as well as the side door needs ADA compliance. Kaitlyn Combs did ask why the engineer did not include the ADA compliancy? Byron Frick suggested that possibly bringing more fill in to bring the road up level then doing the cement might be more cost effective than pouring a cement approach at the level it is now. Bob Secor asked if the side door could be moved to another entrance point. Ron commented that they will find the right solution. The inspection of the building itself did pass, with the exception of having bolts torqued. The doors, which were installed by Overhead Door, do have a battery backup in case of power outages. It would be almost impossible to open the doors manually to remove equipment. There was a question of accessing the standpipe with the building being so close which narrowed that area. Marla Z. did ask if you could extend the fill pipe out further.

Steven did say that the yellow truck and the emergency vehicle still need some major work done on them. Also, gutters need to be put up and there is an issue with the building sweating. Larry Doss suggested the regular household fans pointed at the ceiling will help. Bob Secor said there is no money, for now, for insulation. Ron said you need to take care of the equipment first.

**d. Community Hall:** There have been some issues with renters cleaning, which resulted in withholding a portion of their cleaning deposits.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** None

b. **Board Members:** None

**9. ADJOURNMENT: 7:25 p.m.**

**10. CLOSED SESSION**

 a. Employee evaluations

**11. RECONVENED FROM CLOSED SESSION:**

**(**Larry Doss did sit in on closed session as an advisor only)

Proposal was made to employee regarding restructuring of job duties.

**12. MEETING ADJOURNMENT: 7:35 p.m.**

**Next Regular Meeting is scheduled for January 10, 2024**