**Orick Community Service District**

**Regular Meeting**

**August 13, 2025**

**Orick Community Hall**

**MINUTES**

**1. CALL TO ORDER/ROLL CALL:** Ron Barlowcalled the meeting to order at 5:59 p.m.

**MEMBERS PRESENT:** Ron Barlow, Bob Secor, Byron Frick and Kaitlyn Combs

**MEMBERS ABSENT:** Marla Zuber (available by phone if necessary)

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

**STAFF ABSENT**: None

**OTHERS PRESENT:** None

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve August 13 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

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** No representative from LACO was present. Ron will call them tomorrow for any updates.

 **b**. **Tank Grant:** Tank 2 work is underway. Tank has been dismantled. During the process G. Hufford accidently hit a powerline – PG&E came in to fix. Ron B. asked if they will move the pole soon. Trevor said yes. There was a leak that needed to be capped off – customers effected were notified water would be shut off for a short amount of time. PACE was here to make sure the elevation is accurate. Trevor is monitoring the level daily in Tank 1 (it is providing all water to Orick customers). Monies in the retention fund will be distributed as the Tank 1 project is now complete. Bob said all sounded good. Ron asked about the actual construction of the new tank and how long it might take. Trevor said still looks like October/November. Ron asked the board if there were any questions – there were none.

 **c.** **Smart Meters:** Ron briefed the 2 board members, who were not present at the July 28 Special Meeting, that the Hufford Construction bid was cancelled. We immediately paid part of what we owed Hufford Construction for the meters. He asked Trevor if he has heard anything about other financing for the rest owed. Trevor said that Jordan (LACO) was asking for an invoice, which there was only the one that Donna Hufford had sent. Ron told Trevor to stay on top of this, any e-mail correspondence from LACO or Hufford Construction needs to be copied to him also. Trevor said that LACO needs more information from Donna – Ron said that will be up to them to get the information they need, and that this is really important – we have to keep moving – we cannot stall on this.

Ron asked Bill to report on how installation of meters was going so far.Ron did inform the board that Mike Jackson has been hired by the OCSD to put the meters in at a rate of $40.00 an hour. He explained that this decision was made because this project needed to get underway.

Bill said they have installed 26 of the 5/8” meters and 2 of the 1-inch meters. They did discover an issue with a curb stop at the old SOC location. Evidently the Park had rerouted the water around the meter. Ron made the comment, “this basically means the Federal Government has been stealing water from this poor community”. Ron asked Byron what he thought about it – he said, it’s wrong, they can’t do that. They are also taking water out of the hydrant, which is unmetered. Kaitlyn asked why they would take water out of the hydrant – Trevor said they use it for the condors. She asked if you could send them a fine for that. Suggestions were to put a lock on the hydrant or put a seal on it that would have to be broken to use it. Bill did get a contact name and number and will follow up tomorrow. Ron said, don’t be nice about it – they are definitely stealing water from this district. It was also discussed to move the meter out to the gate. Ron asked Bill to report back on the outcome. Getting back to meter installation, Bill explained that double box lids only have one hole to read one sensor, so these will need to be drilled with another hole to read the sensor for each meter in the box (7 or 8 lids). Bill can be drilling the holes while Mike is out installing.

 **d. Micro Grid Grant:** Ron did ask Kaitlyn if she had heard anything from Josh (Zender) on the grant. No, she has not. Ron said that Josh did call him and said that PG&E liked the idea and he is moving forward with it. Another professor from Cal Poly, who teaches the mechanical end of these projects did come to Orick, Ron showed him around, told him to contact Josh, which he did, and apparently, they (and the students) can work together on this.

Byron reported that Cal Poly did contact the Orick School, who told them behind the bus garage could be available, but they wanted the baseball field area, which would not work for the school.

Byron asked if we really needed to be involved in this, and what would the upside be? Maybe 3 days of power, which is probably not necessary as we will have 2 big generators. Ron said this would be something through Redwood Energy Authority, and would not involve the services district. Kaitlyn said that basically all they need from Orick is to ask questions to get input for the grant. They don’t need to put OCSD’s name on anything either. Byron said it would be a different story if we had land to lease them and make some money, but we don’t. Ron said we could look into this further – Josh will be attending another meeting soon and we can ask him questions.

 **e. Discuss Finances:** Barbara Mitchell reported that we have been selling several loads of non-potable water. Ron did tell the board that he told Barbara to put that money into our Capital Improvement fund, as the water account is doing well. Ron asked if that is okay with the board. They all agreed. Bill did say he thought it would be a good idea if the money was in an account that earned interest. Barbara explained that it is in a Money Market that does earn interest.

**6. ACTION AGENDA:**

**7. STAFF REPORTS:**

**a. OCSD Office:** All running smoothly. Ron said to Kaitlyn, you did come up with a job description for the Financial/Office Manager position – she said yes. He asked if it had been posted. Trevor said it had been posted on our website and was also sent to Josh Zender at Cal Poly, who replied that he did have a student that might be interested. Ron asked if it had been posted in Lost Coast Outpost – staff said no, not yet. He commented that he wanted to talk to Kaitlyn first to see what her thoughts might be. She asked if the student Josh had mentioned had sent the office anything. Nothing has come in. Trevor did have concerns that as it is a part-time job would the equivalency of a Bachelor Degree immediately discourage people from applying? Ron did say his thought on it was Kaitlyn did a very thorough job description. The current staff does not meet those requirements, but someone applying with those qualifications may not have to use them, but do have them, if necessary. Concerns were that we may not get applicants, but Kaitlyn said that even someone not qualified may apply anyway. Ron said that maybe this job could be done remotely. He is relying on Marla and Kaitlyn to interview applicants. Kaitlyn said that if no one applies, we could look at alternate sources, such as outsourcing to a bookkeeping business. Ron said OKAY, we will keep that in mind. Barbara is not in any hurry of going. I was hoping that we find someone that would be able to take the initiative to look into finding and writing grants, and we’d have our own inhouse person to do that. Ron said to go ahead and post in other places. Kaitlyn suggested Craigslist. Lost Coast may be too expensive, will need to be looked into. Instead of posting the entire Job Description, it will have the title, location, experience, etc. with the ability to send people to our website for the entire job description.

**b. Water System:** Trevor Avram went over his report (see attached). Reported a leak that was found on Eris Lane, will monitor it. Still getting air in the water lines. Rogers Machinery ordered the CLS valves and they will be replaced. Ron told Bill to be sure that Joe Hufford bills us for any work he does for the OCSD. A letter requesting a donation from the Yurok Tribe as been sent to help with unforeseen costs with our water system.

**c. Fire Hall:** Yellow truck is currently at Trinity Diesel for repair.

Bob Secor did say that he had to call 911 last week to report a fire. He waited for responders to show, and did say that Cal-Fire came, said that were at the same location yesterday for someone burning brush. Bob did say that no Orick VFD showed up. Ron suggested that a meeting should be called to talk to Chief Baker and the firemen about who actually responds and the cost of retaining them on the insurance is very expensive. He remembered Marla bringing up the possibility of using park personnel as VFD volunteers. Bob suggested looking into West Haven VF responding to Orick area. Ron said a group is looking into that, as they are all having the same shortage of responders as we are.

**d. Community Hall:** Still waiting on the doors to be installed

**8. BOARD MEMBER REPORTS:**

 **a. Levee Report:** Ron reported that Hank Seemann was here the other day looking at groups of trees where a machine could come in and grind them down, so the debris could float away down the river.

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

**9. ADJOURNMENT:** 6:47 p.m.

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