

## Volcano Community Services District | MINUTES

## August 4, 2022 | 7:00 pm | Armory Hall, Volcano CA

Meeting called by

N. Bailey, President

Acting Secretary:

R. Korematsu

**Directors Present:** 

N. Bailey, C. Corral, R. Korematsu, J. Norcross,

M. Sorenson

#### **CONSENT AGENDA**

July 7, 2022 Minutes and July Expenditures were on the consent agenda.

MOTION: J. Norcross made a motion to accept the July 2022 minutes and July 2022

Expenditures. M. Sorenson seconded the motion.

AYES: Unanimous.

MOTION: Consent Agenda APPROVED.

#### STAFF REPORTS

1. Billing Secretary - N. Bailey

Rob and Mike did the meter reading and Ivan created a spreadsheet for billing purposes. Nancy and Ivan Dana will be doing the billing tomorrow (August 5, 2022)

2. Treasurer - N. Bailey

Every director got a copy of the July expenditures. Check disbursed: 16 checks totaled \$17,596.44. Checks received \$2571.73. N. Bailey discovered the District has term accounts at El Dorado Savings Bank. Both banks need to fill out forms for the CPA, and C. Corral will submit.

3. Secretary — R. Korematsu

Nothing to report.

4. Hall/Park Manger Report—N. Bailey

Nothing to report.

# DISTRICT ENGINEER REPORT (District engineer sent report; not in attendance at the meeting)

- 1. Back flow Certification at St. George Hotel: Jeff Shortridge did the backflow certification and okayed the backflow device.
- 2. Meter 62 Paul Longton. It is going to require testing as there is a valve closed at the end of Clapboard and District Engineer will need to check for leaks and ensure water flow. At National and Consolation, there is a small leak, no services or hydrants off of the line; will be repaired next week.
- 3. Meter 6 Small leak; no report.
- 4. Well report Update/Well #2 Maintenance: no report.
- 5. Other projects needed/required prior to winter; no report.
- 6. Liner for redwood tank; no report.

- 7. EAR status; no report.
- 8. Meter 17 S. Swift; no report. There were no issues reading the meter this month.
- 9. Two meter replacements from cubic feet to gallons; no report.
- 10. Water treatment plant Surplus meters.; no report.

#### **REGULAR AGENDA**

- 1. Billing excel spread sheet-Ivan Dana: Working on formulas for calculations on the spreadsheets with N. Bailey and Ivan Dana.
- 2. Late Payment Policy-Resolution 2022-7 Action

MOTION: Approve Resolution 2022-7, Transfer Delinquent Balances to Amador County for Collection. This resolution was supposed to be adopted in June 2022, needs to be reapproved. J. Norcross made amotion to approve Resolution 2022-7, C. Corral seconded. DISCUSSION: Discussion: Motion approved. Delinquent payments are due June 10, but Karen in County Auditor's department is extending the deadline for the District to August 31, 2022 since the District does not have the information from S. Owens. J. Norcross said it may be possible to backtrack from the last listing from April. J. Norcross and N. Bailey will work back.

AYES: Unanimous.

RESOLUTION 2022-7 APPROVED.

3. Resolution 2022-02 & Letter to customers-Action

MOTION: Approve Resolution 2022-02, To Further Implement the Base Rate Increases adopted by Resolution 2021-04 and Correct Typographical Error and send letters to customers. J. Norcross made the motion to approve Resolution 2022-02, C. Corral seconded the motion.

DISCUSSION: Last summer, the resolution was proposed and approved raising the base rate to \$60.20 per meter. A letter will go out with the bill to all district customers explaining the rate changes.

AYES: Unanimous.

RESOLUTION 2022-02 APPROVED.

4. Sharon Owens- Procedure to retrieve all VCSD materials & data. Contact attorney to send letter-Action

DISCUSSION: N. Bailey contacted CSDA. We have 1 hour of free legal service from them. If the hour is not enough, the District could set a dollar amount to contact our former attorney, up to \$500. M. Sorensen suggested that the CSDA lawyer would have boiler plate language. The first letter was delivered and was returned. R. Korematsu will scan letter and envelope and email to Sharon Owens.

5. Establish accounts at Fergusons & Lowes to assist District Engineers to purchase needed materials-M. Sorensen reported the District needs an email account for VCSD. We have 5 email accounts with Volcano Internet. Nancy Bailey, Gary Korematsu, and Sharon Owens had permissions to setting up additional passwords with Volcano Internet. Nancy will contact Volcano to allow M. Sorensen to set up <a href="VolcanoCSD@volcano.net">VolcanoCSD@volcano.net</a>.

- 6. Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary. Report at September meeting-**Action** J. Norcross and M Sorenson will work on the task description of what each of these areas of responsibility entail and prepare a contract proposal for September.
- 7. VCA information & leak in park-E. Routt was not in attendance, so no VCA information was provided.
- 8. Ethics training: This is still in process for the board members.
- 9. Audit update-C. Corral. The audit is still ongoing. The progress is slow. Nancy and Cynthia are going into the archives to find needed information. The auditor is performing random audits of 12 properties. The auditor has not heard from S. Owens since July 6, 2022.
- 10. CSDA information J. Norcross. There was nothing in the magazine that was helpful and a newsletter is sent out electronically.
- 11. Amador Planning Department-Sizemore project; August 9, 2022 at 7:00 PM at the Board of Supervisors Chambers or on Zoom.
- 12. Elections of Directors C. Corral and R. Korematsu Resolution No 2022-8. Due to County Election Department by August 12, 2022. The PDF papers must also be submitted after the resolution if approved **Action**

MOTION: J. Norcross made the motion to approve Resolution No. 2022-8 and M. Sorenson seconded.

DISCUSSION: The District needs to file the resolution in order for the District Director's Election to be performed as part of the November general election and not have the District pay for a Special Election, which is very expensive.

AYES: Unanimous.

RESOLUTION 2022-8 APPROVED.

- 13. Check signers-C. Corral, R. Korematsu, M. Sorensen go to Bank of Stockton N. Bailey contacted the Bank of Stockton and gave them the list of current directors.
- 14. Tree removal July 27, 2022 N. Rubini. The tree was removed; a bill is needed.
- 15. Meter reading R. Zender & M. Sorensen. Appreciation was expressed to both people for their help in meter reading.
- 16. Contract with business to access & update Quickbooks & VCSD financials-**Action** N. Bailey will be following up on this information.
- 17. Aces-rate increase-fuel charge October 1, 2022; Annual rate adjustment January 1, 2023. This item is for information only.

### 18. Hearing for those who wish to address the board (limited to 3 minutes per person)

G. Schippers: Well #2 only produces 4 gallon/minute and Mr. Schippers feels it is a waste of our money to bring it online or provide maintenance.

Barbara Stein: Both bathrooms have been locked during the day during the last week. T. Sizemore has had staff clean the bathroom. It is supposed to be closed at night. J. Norcross will be checking with T. Sizemore and will look for contract. Ms. Stein suggests that the Board discuss again with Mr. Sizemore.

## Follow up from previous meeting(s): None.

Action items		Person responsible Deadline		
	Transfer Delinquent Balances to Amador County for Collection. Backtrack to determine balances.	J. Norcross, N. Bailey	8/31/2022	
	Send email to S. Owens with letter and envelope scanned.	R. Korematsu	8/31/2022	
	Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary	J. Norcross, M. Sorensen	9/1/2022	
	Contract with business to access & update Quickbooks & VCSD financials	N. Bailey	9/1/2022	
	Additional signers on the Bank of Stockton Accounts	M. Sorenson, C. Corral, R. Korematsu	TBD	
	EAR and Water Diversion Reports Follow-up	M. Gottstein/Bailey	EAR REPORT COMPLETED	

Meeting was adjourned at 8:30 pm.

NEXT REGULAR MEETING: September 1, 2022 AT 7:00 PM

Submitted by:

Rebecca Korematsu, Acting Secretary

## **Volcano Community Services District**



## P.O. Box 72 Volcano, California 95689-072

#### **BOARD OF DIRECTORS**

NANCY BAILEY, Chair (209) 296-4899 CYNTHIA CORRAL (408) 646-7997 REBECCA KOREMATSU (209)296-1995 JANE NORCROSS (209) 296-4959 MIKE SORENSEN (209)296-7664

#### <u>AGENDA</u> GENERAL MEETING

Thursday August 4, 2022 Armory Hall, Volcano 7:00 P.M.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, then please contact Nancy Bailey at 209/296-4899 Requests must be made as early as possible and at least one-full business day before the start of the meeting. Floor discussion at board discretion will be limited to 5 minutes per subject per individual.

**CONSENT AGENDA**: Items on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made part of the regular agenda under Agenda items at the request of a Board member.

- 1. Minutes of the previous regular meeting.
- 2. July Expenditures

**MEETING CALLED TO ORDER:** Minutes of regular meetings are recorded on the Secretary's computer. Any person may address the Board at this time upon any subject within the jurisdiction of the Volcano Community Services District. Any matter that requires an action will be referred to Staff for a report and action at a subsequent Board Meeting.

#### STAFF REPORTS:

Billing Secretary-Nancy Bailey Treasurer. –Nancy Bailey Secretary –Rebecca Korematsu Hall/Park Manager Report – Nancy Bailey

#### DISTRICT ENGINERS REPORT - Joel Mottishaw and Nick Lawson

- 1. Back flow St. George
- 2. Meter 62-Paul Longton
- 3. Meter 6-small leak
- 4. Well report update. Well #2 maintenance
- 5. Other projects needed/required prior to winter
- 6. Liner for redwood tank
- 7. EAR status
- 8. Meter 17-Sarah Swift
- 9. 2 meter replacements from cubic feet to gallons

10. Water treatment plant-Surplus meters

#### **AGENDA**

- 1. Billing excel spread sheet-I. Dana
- 2. Late Payment Policy-Resolution 2022-7 Action
- 3. Resolution 2022-02 & letter to customers-Action
- 4. Sharon Owens- Procedure to retrieve all VCSD materials & data. Contact attorney to send letter-Action
- Establish accounts at Fergusons & Lowes to assist District Engineers to purchase needed materials-M. Sorensen
- 6. Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary. Report at September meeting-**Action**
- 7. VCA information & leak in park-E. Routt
- 8. Ethics training
- 9. Audit update-C. Coral
- 10. CSDA information J. Norcross
- 11. Amador Planning Department-Sizemore project; August 9, 2022 at 7:00 PM at the Board of Supervisors Chambers or on Zoom.
- 12. Elections C. Coral and R. Korematsu Resolution No 2022-8.. Due to County Election Department by August 12, 2022. The pdf papers must also be submitted after the resolution if approved. **Action**
- 13. Check signers-C. Corral, R. Korematsu, M. Sorensen go to Bank of Stockton
- 14. Tree removal July 27, 2022 N. Rubini
- 15. Meter reading R.Zender & M. Sorensen
- 16. Contract with business to access & update Quickbooks & VCSD financials-Action
- 17. Aces-rate increase-fuel charge October 1, 2022; Annual rate adjustment January 1, 2023
- 18. Public hearing

Follow up from previous meeting (s)

Hearing from those who wish to address the Board (limited to 3 minutes per person)

To: The VCSD Board of Directors; Cynthia Corral, Rebecca Korematsu, Jane Norcross, Michael Sorensen

From: Nancy Bailey Date: July 31, 2022

Subject: Bills paid June 27, 2022 through July 31, 2022

#7052 #7053 #7055	Joel Mottishaw	Monthly payment—May Monthly payment-May Utility operation & maintenance  VOID 6 hrs. install fencing around water shed Bank of America checks Stamps, printer paper, 2 certified letters	1000.00 1000.00 1263.33 71.46 270.00 33.50 79.03
#2002	PG&E	May 17, 2022-June 14, 2022	297.59
#2003	PG&E	June 2, 2022-June 30, 2022	66.85
#2004	PG&E	June 2, 2022-June 30, 2022	15.91
#2005	Alliant Insurance	Property Coverage	8897.40
#2006	Doug Ketron	Gate keys	12.86
#2007	ACES	July, August, September	9.69
#2008 #2009 #2010	PG&E Angels Sewer & Drain	June 2, 2022-June 30, 2022 Restrooms clogged VOID	23.82 395.00
#2011 #20112	Joel Mottishaw Nick Lawson Alpha Analytical A ALLERA	Monthly payment June & July Monthly payment June & July Water testing	2000.00 2000.00 160.00 17596.44

Water checks received July 1, 2022-July 31. 2022

2571.73

## **BACKFLOW PREVENTION ASSEMBLY TEST REPORT**

CUSTOMER INFORMATION				ASSEMBLY INFORMATION			
NAME: St George Hotel			TYPE: RP	SIZE	MFG Wilkons		
ADDRESS: 16104 main 3+			COLUMN TO THE RESIDENCE OF THE PROPERTY OF THE PARTY OF T	12 SERIAL NO.			
CITY, STATE, ZIP VOICANO CA 95689			ACCT. NO				
SERVICE ADDRE	ess: Same			_ crry: Volcav	<b>^</b> D		
ASSEMBLY LOCA	ATION: NEXT TO ME	TER OTHER		286			
		REPORT OF	TEST RESULT	rs			
	REDUCED I	PRESSURE PRINCIPLE	ASSEMBLY				
	DOUBLE CHECK VALVE ASSEMBLY (DIRECTION OF FLOW TEST METHOD)		-	PRESSURE TYPE VACUUM BREAKERS			
	CHECK VALVE NO. 1	CHECK VALVE NO. 2	PRESSURE RELIEF VALVE	AIR INLET	CHECK VALVE		
	HELD AT:*(DC) PSID	HELD AT;* (DC) PSID	OPENED AT 5.6	OPENED AT	CLOSED TIGHT		
INITIAL	RP PSID 10.0	CLOSED TIGHT (RP)	OPENED UNDER	OPENED UNDER	PSID		
4	LEAKED D	LEAKED	2.0 PSID OR DID NOT OPEN	1.0 PSID OR DID NOT OPEN	LEAKED		
	1 CLEANED	1 CLEANED	1 CLEANED  2 EXERCISED	1 CLEANED	1 CLEANED		
R E	REPLACED:	REPLACED:	REPLACED:	REPLACED:	REPLACED:		
P	2 DISC	2 DISC	3 DISC(S)	2 DISC	2 DISC		
A	3 SPRING	3 SPRING	4 SPRING	3 DIAPHRAGM	3 MODULE		
1	4 GUIDE	4 GUIDE	5 DIAPHRAGM(S)	4 FLOAT	4 OTHER		
R	5 SEAT	5 SEAT	6 SEAT(S)	5 SPRING L			
S	6 MODULE	6 MODULE U	7 O-RING(S)	6 OTHER			
	7 OTHER L	7 OTHER	8 MODULE LI 9 OTHER	Activity			
FINAL TEST	HELD AT:e (DC) PSID RP PSIDe	HELD AT; • (DC) PSID CLOSED TIGHT (RP)	OPENED AT: PSID	OPENED AT:PSID	HELD AT: PSID		
THE ABOVE REPORT IS CERTIFIED TO BE TRUE. Jeff Signature of Tester							
INITIAL TEST				TEST AFTER REPA	AIR		
START TIME: 1:50			START TIME: END TIME:				
TESTER NAME: JEFF Shortridge			END TIME: TESTER NAME:				
CERTIFICATION NO: 17376			CERTIFICATION N	O:	About the second		
DATE:	DATE: DATE: DATE:						
MAIL WHITE				ASSEMBLY; PASSED FAILED TAG NO			
COPY TO:			***************************************				

#### VOLCANO COMMUNITY SERVICES DISTRICT PO BOX 72 VOLCANO, CA 95689-0072

# RESOLUTION 2022-07 TRANSFER DELIQUENT BALANCES TO AMADOR COUNTY FOR COLLECTION

WHEREAS, The VCSD adopted ordinance no 2022-07 The ordinance adopted the policy to transfer any outstanding balance for water services, from the previous calendar year, to Amador County for collection, through the property tax system. The District will follow the county timing and protocol for the transfer of the outstanding balance. Any cost to the District for this method of collection will be transferred to the property owner.

WHEREAS, there are customer balances owing for charges incurred from 2021.

**NOW THEREFORE, BE IT RESOLVED AND ORDERED**, the VCSD treasurer will follow through with sending those 2021 balances to the county for collection in accordance to Ordinance 2015-01.

The foregoing resolution was duly passed and adopted by the Volcano Services District, at a regular/special meeting hereof held on the 9<sup>th</sup> day of June, by the following vote:

ADOPTED this 9<sup>th</sup> day of June 2022

AYES:

NOES:

ABSTAINED:

Mancy M Bailey, Fresident

Volcano Community Services District

ABSENT:



## RESOLUTION 2022-02: To further Implement the Base Rate Increases adopted by Resolution 2021-04 and Correct Typographical Error

WHEREAS, on June 8, 2021 the Volcano Community Services District (VCSD) duly noticed a proposed three-step annual increase in Base Rates beginning in Fiscal Year 2021-2022, and

WHEREAS, a public hearing to receive comment on the proposal was held on August 5, 2021, and WHEREAS, on August 5, 2021, after receiving public comment and upon motion duly made and seconded, the VCSD unanimously adopted the following 3-step (monthly) base rate increase contained in the June 8, 2021 public notice:

For single-meter billed users:

- Step 1: Base Rate of \$53.70 for FY2021-2022
- Step 2: Base Rate of \$60.20 for FY2022-2023
- Step 3: Base Rate of \$62.70 for FY2023-2024

For double-meter billed users

double the above monthly base rates

**WHEREAS**, it has come to the VCSD's attention that Resolution 2021-04 contained typographical errors in stating these adopted base rates in stating that the FY2021-2022 was \$54.70, and FY2022-2023 was \$62.20 and FY2023-2024 was \$64.70, rather than the rates posted and noticed in the June 8, 2021 public notice and adopted by the VCSD, and

WHEREAS, the actual billing by the VCSD for FY2021-2022 has been correctly calculated using the adopted \$53.70 base rate, and

WHEREAS, in the absence of a VCSD resolution or ordinance adopted to supersede Resolution 2021-04, the Step 2 adopted base rate becomes effective on July 1, 2022

#### NOW THEREFORE, BE IT RESOLVED AND ORDERED:

ABSTAINED:

**Resolution 2021-04 shall be corrected** to read "\$53.70" for the FY2021-2022 base rate, "\$60.20 for the FY2022-FY2023 base rate, and "\$62.70 for the FY2023-2024 base rate" adopted by the VCSD on August 5, 2021 and

Effective on July 1, 2022, all VCSD customers shall be charged the Step 2 monthly base rate of \$60.20 as adopted by the VCSD on August 5, 2021, and

This Resolution when signed shall be posted in the three public notice locations in the District.

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The foregoing resolution was duly passed and adopted by the Volcano Services District, at a remeeting hereof held on the day of August, 2022, by the following vote.	gular
ADOPTED this day of August 2022	
AYES:	
NOES:	
ABSENT:	1

#### VOLCANO COMMUNITY SERVICES DISTRICT PO Box 72 Volcano, CA 95689

Board of Directors Nancy Bailey, Chair 296-4899 Cynthia Corral 408/646-7997 Rebecca Korematsu 296-1995 Jane Norcross 296-4959 Michael Sorensen 296-7664

August 5, 2022

Dear VCSD Customer,

We are asking that you help us update our records by providing the following information: Current mailing address, phone number and email address. We will only use this information for billing and important water system updates. Please send this information to Nancy Bailey at <a href="mailto:nance@volcano.net">nance@volcano.net</a> or mail to the VCSD at PO Box 72, Volcano, CA 95689.

The contact information (please file for future reference) for our District Engineers who are on call 24/7 for emergency situations is as follows:

Joel Mottishaw : 209/304-1385 Nick Lawson: 209/304-7628

In addition to contacting a Board Director, you should contact one of the engineers ASAP if you see a leak or water to your residence/business is not flowing.

This month's billing reflects the base rate increase that was adopted last summer and would go into effect July 1, 2022 to June 30, 2023. For single meter customers the base rate has been increased from \$53.70\* to \$60.20. For double meter customers the base rate has been increased from \$107.40 to \$120.40.

The June 8, 2021 public notice of the increase explained why it was necessary for the financial viability of the District's operations. The notice encouraged written comments or attendance and public comments at the August 5, 2021 VCSD meeting when the increase was adopted unanimously by the Board. The public notice, agenda and minutes adopting the rate increase can be viewed on the VCSD website under "Updates" and "Public Hearing-Rate Increase" at https://www.volcanocsd.org/2021-08-05-board-public-hearing-rate-increase-proposal. You may also request a copy of these documents in writing to the VCSD, PO Box 72, Volcano, CA 95689.

\*Please note there was an error in the June base rate billing. Single meter customers should have been billed \$53.70 and double meter customers should have been billed \$107.40. Your July bill will reflect a credit for the amount you overpaid.

Sincerely, The VCSD Board of Directors

Volcano Community Services District Nancy Bailey, President PO Box 360 Volcano. CA 95689

Sharon Owens 2301 Oddie Blvd. Space 29 Reno, NV 89512

Dear Sharon,

Per your announcement at the June 9, 2022 Volcano Community Services District Meeting that you were quitting your position as General Manager for the District, I am submitting the following data from your Consultant Agreement.

In reference to the Volcano Community Services District Consultant Agreement signed by you as Meter Reader/Secretary/Treasurer and Terry Grillo, Chairperson, 2001, I am quoting Item #4: Ownership of Documents; "Every document prepared by Consultant under this agreement shall be the exclusive property of the District. By this agreement, Consultant transfers all of its right, title and interest in such documents to the District. To the extent any document prepared under this Agreement constitutes a copyrightable work, the work under this Agreement shall be considered a work for hire and by this Agreement Consultant shall be deemed to transfer all rights, title and interest in the copyrightable work to District, including the exclusive copyright. Documents prepared by the Consultant under this Agreement shall not be provided by the Consultant to any other person without District's prior written approval."

Also quoting Item #14 "Any notice, invoice or other communications that is required or permitted to be given under the Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail and addressed as follows:" ... Since you will not be picking up mail at PO Box 72 this letter is being sent to your home address and will require a signed, return receipt acknowledging that the letter has been accepted by you.

After receiving acknowledgment from you that this letter has been received the Board expects you to transfer all District documents, checks, endorsement stamp, all login and password information and keys by July 5, 2022.

Sharon, on behalf of the VCSD Board of Directors our thanks for your years of service.

Mancy M Bailey

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