



Volcano Community Services District | MINUTES

November 3, 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

October 2022 Minutes and October Expenditures were on the consent agenda. Checks were issued in the amount of \$5952.31.

MOTION: J. Norcross made a motion to accept the October 2022 minutes and October 2022 Expenditures. C. Corral seconded the motion.

AYES: Unanimous.

MOTION: Consent Agenda APPROVED.

STAFF REPORTS

1. *Billing Secretary - N. Bailey*

N. Bailey received checks and documented payments. When Ivan Dana gets back, he will help Nancy learn the program.

2. *Treasurer - N. Bailey*

See expenditures above.

3. *Secretary - R. Korematsu*

Website access obtained and some key information was added to the website, old information removed.

Will be meeting later in the month to focus on improvements to the website. Training information was sent to all directors with email. Quickbooks access was obtained on Monday, October 31, 2022, with great appreciation for Ivan Dana's patience and help.

4. *Hall/Park Manger Report - N. Bailey*

Two rentals for November on 13th and 24th. The Chowder Chomp is November 5th. For December, there is one rental, Lockwood Fire is still undecided if they are going to rent the hall. December 3 is Scott's Walk and December 11th is VCA Potluck.

DISTRICT ENGINEER (DE) REPORT - Joel Mottishaw & Nick Lawson

1. Meter 6-small leak. Will be checking the meter.
2. Well report Update/Well #2 Maintenance; Iron is a secondary contaminant level, which is a little too high, but is not harmful to our health. N. Lawson will check into what type of treatment we need to perform.
3. State Water Resources Control Board-Water usage October 1, 2021 to September 30, 2022 due February 1, 2023. J. Mottishaw will research the water usage and N. Bailey will follow up to find out how to submit it.

4. Liner for redwood tank; J. Mottishaw is still researching the cost of the liner material.
5. Water treatment plant –Water flow is 26 gpm plant, 17 gpm tunnel weir, 2 gpm customer raw water meter.
6. Miscellaneous: The meter purchase approved by the Board last month, J. Mottishaw found meters for \$110 each.
7. Motion: \$100 extra dollars for the purchase of six meters. J. Norcross, Korematsu seconded.
Discussion: This price is very cheap, about 60% less than other meters found.
AYES: Unanimous.
MOTION APPROVED.
8. Lead and copper sampling: DE just got notified that it was due. N. Bailey will be sending in the notification. The District also has to do the Consumer Confidence Report due by May and put on the schedule. Alpha did the report last time. Water Diversion report information from the Department of Water Resources on September 21st for a waiver from the compliance order for diverting water from the Cleveland Tunnel. The state will be sending the information to us. M. Gottstein volunteered to help in filing the diversion report.

REGULAR AGENDA

1. Lowe's account established for DE J. Mottishaw and N. Lawson, and Michael Sorenson. Cards given to each of them – Information (*remove from agenda*)
2. Ad hoc committee. J. Norcross M. Sorensen – Information. Discussion deferred until next month.
3. Audit update-C. Corral. J. Norcross found a lot of information, and it was sent to the auditor. The audit may be done in December or January, as the auditor is busy with other clients year-end services.
4. CSDA information – J. Norcross. The California Department of Water Services had a story about a town that received a grant.
5. 2023 CSDA membership renewal – ACTION. Decision deferred to the December meeting.
6. Chamber of Commerce membership – ACTION.
MOTION: J. Norcross moved and C. Corral seconded to not join the Chamber of Commerce.
DISCUSSION: The Board discussed that there is no direct benefit to the District for board membership.
AYES: Unanimous.
MOTION APPROVED.
7. Bank of Stockton – all directors have signed – Information. (*remove from agenda*)
8. Lien placed on meter #6, Megan Monaghan, 16385 Clapboard – Information. (*remove from agenda*). When the property is sold, the District will receive the bills.
9. Access & update Quickbooks & VCSD financials-I. Dana and R. Korematsu – Information
See information under Secretary's report.
10. Status regarding contacting Sharon Owens. Do we want to pursue? - ACTION

Motion: J. Norcross made a motion for Rebecca Korematsu to keep contacting S. Owens and request all district materials. M. Sorenson seconded. This will continue until December 1st, then the board will discuss further.

AYES: Unanimous.

MOTION APPROVED.

11. Restrooms-J. Norcross update. No report, as Mr. Sizemore is out of town. The county will not clean the restrooms if they do not own the restrooms.
12. Letter to customers who are 3 months or longer in arrears- J. Norcross, N. Bailey. Letters sent October 18, 2022 to 6 customers requesting delinquent payment by November 15, 2022 – Information.
13. (Proposed) Ordinance 2021-05 – R. Korematsu. *R. Korematsu requested tabling of this issue until further notice at October meeting.*
14. Request from I. Dana that expenses he paid for the September billing \$78.18 be applied to water bill for Meter #25 – ACTION.
15. MOTION: M. Sorenson moved and J. Norcross seconded applying \$78.18 towards water bill for Meter #25 for costs involved in Quickbooks..
DISCUSSION: None.
AYES: Unanimous.
MOTION APPROVED.

16. Hearing for those who wish to address the board (limited to 3 minutes per person) None.

Follow up from previous meeting(s): See below.

Action items	Person responsible	Deadline
National and Main fire hydrant was hit and bent the street sign to the ground. Joel needs to investigate and make sure it is functioning properly.	M. Sorenson	ASAP
Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary	J. Norcross, M. Sorensen	In Progress
Purchase of additional water meters up to \$700	J. Mottishaw	In Progress

Meeting was adjourned at 8:16 pm.

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

Submitted by: Rebecca Korematsu
Rebecca Korematsu, Secretary (A)

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

From: Nancy Bailey

Date: October 31, 2022

Subject: Bills paid October 1, 2022 through October 31, 2022

2036	Nancy Bailey	2 ink cartridges	63.98
2037	Alpha Analytical Laboratories	Water testing	1560.00
2038	PG&E	Street lights	300.80
2039	Nick Lawson	Iron sample testing	300.00
2040	Nick Lawson	September 2034 destroyed in mail	1000.00
2041	Jane Norcross	Restroom key	2.77
2042	Alliant Insurance	SLIP Policy	4047.74
TOTAL		7 checks	7275.29
Deposits		1000.00 from destroyed check #2034	5952.31

Balance with the September 30, 2022 Statement 7201.65