



# Volcano Community Services District | MINUTES

**January 4, 2024 | 7:05 pm | Armory Hall, Volcano CA**

Meeting called by J. Norcross, Vice  
President

Acting Secretary: R. Korematsu

Directors Present:

C. Corral, R. Korematsu, M. Sorenson, J.  
Wolfbrandt

Absent: None

## CONSENT AGENDA

December 2023 Regular Minutes were on the consent agenda. No expenditure report was available for review due to resignation of the Treasurer. Accounts Receivables in the amount of \$4488.87 were received based on Treasurer notes and payments recorded since November 20, 2023.

MOTION: C. Corral made a motion to accept the December 2023 Regular Minutes, M. Sorenson seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

## STAFF REPORTS

### 1. Secretary — R. Korematsu

On December 8, 2023, the District received a California Public Records Act Request from Matthew Emrick, a lawyer for a local landowner, requesting an extensive set of records. M. Gottstein and R. Korematsu pulled the relevant records, and the request was responded to within the legislated time frames. A small fee for receiving some of the records via flash drive was required to receive further information, but no further correspondence has been received from the lawyer. The request for the Statement of Financial Transactions was received from the State dated November 20<sup>th</sup>, and an email was sent directly to the former President on December 5, 2023, regarding a new annual reporting requirement. Correspondences are requested to be directed to the [volcanocsd@volcano.net](mailto:volcanocsd@volcano.net) rather than individual Directors.

### 2. Billing – Ivan Dana

The billing for December (which goes out in January) will be billed at the base rates, since the meter reader was out of country. In alignment with the Board's decisions to address the material weaknesses shared by the audit report, the water bills will go out as early as possible in the month going forward.

### 3. Hall Committee – C. Corral

A person has been found to perform cleaning services for the Hall. A proposal was made to rekey the Hall for security purposes.

MOTION: J. Norcross made a motion to change the padlock and get a dozen keys and C. Corral seconded the motion. with keys going to Board members and specific individuals. M. Sorenson will get the lock and get keys made.

AYES: Unanimous.

DISCUSSION: The type of lock was discussed, with the future state converting to an electronic lock.

MOTION Approved.

### 3. Meter Reader's Report — R. Zehender

In alignment with the Board's decision to address the material weaknesses approved last month, the meter readings will occur near the end of the month. On months when the meters cannot be read, estimates will no longer be performed. Customers will be billed the base rate only on the months meters cannot be read.

### **DISTRICT ENGINEER (DE) REPORT – Nick Lawson**

4. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe. Plant to town 22 gpm, Tunnel flow over weir 20 gpm, black pipe flow rate slightly over 1 gpm but per Nick's diagram and pictures the black pipe is broken/leaking in some sections and does not appear to be delivering any water supply to end use.
5. Review of completed testing results for the current quarter. Water quality sampling requirements for Volcano CSD which are due by the end of the year and found the following samples that need to be collected. The nitrates needed to be done and were done in the fourth quarter.
6. Updated District Engineers contracts. N. Lawson will be bringing his contract in next month and G. Barnes will be bringing in his contract next month.
7. Lock broken on plant door. The lock has been repaired.
8. Backflow certification testing 2023. The District has not received the bill from the certifier and requested the bill be turned in.
9. Redwood tank online status, state approval/requirements. The tank is dripping a little bit, but the State wants it 100% sealed up. When G. Barnes onboard with the District, G. Barnes and N. Lawson will work together on repairing the minor leaks at the water tank, which was successfully done in the past.
10. Build weir outside Cleveland Tunnel. On hold on until G. Barnes comes onboard to the District, and N. Lawson and G. Barnes will work together on this project.
11. Inventory of extra water meters. Develop a capital improvement plan so that the District can prioritize projects. M. Sorensen. N. Lawson bought new keys and deadbolts for the plant and well house. The padlocks will be replaced on the different gates next year. An area in the hall office will be designated for all duplicate/extra keys.
12. Any issues, etc. to address. None.

### **REGULAR AGENDA**

1. Resignation of Nancy Bailey, VCSD President. Appointment of New Director. J. Norcross  
**ACTION.** With the resignation of N. Bailey, letters of interest were sought from the

community. One letter was received from J. Wolfbrandt, and the Board accepted his appointment, he was sworn in, and he took his seat on the Board, serving the remainder of the term until end of Nancy's term, which ends per Election's Office information on December 6, 2024.

2. Delegation of Duties. J. Norcross **ACTION**. J. Norcross will be making out checks. The accounting information that was coming from the president will now come from the bookkeeper. J. Norcross will pay the bills. The Directors will receive the water bill payment information from the Secretary with the back-up being the Biller.
3. Draft Resolution to collect bad check fees. R. Korematsu **ACTION**. The District had a rate payer check returned for insufficient funds. Due to the extra work, processing, and rework this process entailed, a request was made to charge future rate payers at three times the cost to the District to reimburse for the bank charges and extra cost that the District entails. A specific dollar amount was not named because bank charges can change at any time, so an amount that is three times the bank charge was requested. Per the Resolution language, the District will include this information to inform customers of this policy in billing notice.

MOTION: R. Korematsu made a motion is to charge for bad check fees on the water bill at a rate of three times the bank fees, C. Corral seconded the motion.

DISCUSSION: The information regarding this change will be put on the next water bills for rate payers' information.

AYES: Unanimous.

MOTION APPROVED RESOLUTION 2024-01, REGARDING DISTRICT CHARGES FOR BOUNCED/BAD CHECKS.

4. Resolution for January Agenda to transfer 2023 year-end balances to County Prop Tax Collection J. Norcross **ACTION**.  
MOTION: C. Corral made a motion to transfer 2023 year-end balances to County Property Tax Collection. M. Sorenson seconded.  
AYES: Unanimous.  
DISCUSSION: The District will make every effort to collect past-due balances before the August deadline.  
MOTION APPROVED RESOLUTION 2024-02, TRANSFER DELINQUENT BALANCES TO AMADOR COUNTY FOR COLLECTION.

5. Letter to PG&E from D. Ketron and Director Follow-up Assignment. M. Sorenson Information. M. Sorenson will be reaching out to Doug Ketron for more information.
6. Black pipeline resolution/backflow protection requirements and related history. J. Norcross Information. The black pipe crossed multiple properties which are beyond the control of the District. There is still 1 gpm per minute going to the black pipe, but per Engineer's report, the pipe does not appear to be delivering this water to any end use. There is nothing else for the District to do at this time. However, if the black pipe delivers this non-potable water for irrigation to the properties below the plant as it had in the past, then the owners are required to install back-flow protector equipment.

7. Water shut off Meter 6-Information. – J. Norcross Information. The rate payer is on a payment plan and water has been turned on.
8. Rezoning of Ketron Property and Board Discussion R. Korematsu – Information. The District's concerns regarding the property were sufficiently addressed and allayed by the property owner and the County Planning Technical Advisory Committee at their meeting in late December.
9. El Dorado CD. Recommendation for changing the term. R. Korematsu Information. The District will hold off on reinvesting the money for 60 days due to possible unforeseen costs related to the redwood tank.
10. VCSD SAFER Status. – R. Korematsu Information. The Volcano Community Services District is considered by the State to not be at risk, and appreciation to M. Gottstein for helping the District achieve this designation was expressed by the Board.

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

**M. Gottstein** requested the Board minutes to reflect the District's position on the Ketron property rezoning. She also submitted request for records destruction in accordance with the District records retention policy, which was signed.

**B. Stein** requested putting community announcements in the water bills, and the Board expressed no concerns with this.

**C. Corral** expressed appreciation for Ms. Norcross' assumption of the Board Meeting governance and leadership.

**J. Wolfbrandt's** contact information: 209-712-4251, volcanojoe@volcano.net.

**Meeting was adjourned at 8:30 pm.**

**NEXT REGULAR MEETING: February 8, 2024 AT 7:00 PM**

Submitted by:

  
Rebecca Korematsu, Secretary (A)



**Volcano Community Services District**  
P.O. Box 72  
Volcano, California 95689

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**BOARD OF DIRECTORS**

CYNTHIA CORRAL (408) 646-7997  
REBECCA KOREMATSU (209)296-1995  
JANE NORCROSS (209) 296-4959  
MIKE SORENSEN (209)296-7664  
JOE WOLFBRANDT (209) 712-4251

**AGENDA**  
**GENERAL MEETING**  
*Thursday January 4, 2024*  
*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 Jane Norcross at (209)296-4959. 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 regular meeting of December 7, 2023
2. December expenditures and income.

**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 the Board for a report and action at a subsequent Board Meeting.

**STAFF REPORTS:**

Secretary-R. Korematsu  
Billing-I. Dana. (R. Korematsu)  
Hall Committee-C. Corral  
Meter Reading-R. Zender

**DISTRICT ENGINEER'S REPORT-** Nick Lawson

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2. Review of completed testing results for the current quarter. Water quality sampling requirements for Volcano CSD which are due by the end of the year and found the following samples that need to be collected.
3. Updated District Engineers contracts.
4. Lock broken on plant door.
5. Backflow certification testing 2023.
6. Redwood tank online status, state approval/requirements.
7. Build weir outside Cleveland Tunnel.
8. Inventory of extra water meters. Develop a capital improvement plan so that the District can prioritize projects. M. Sorensen.
9. Any issues, etc. to address.

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2. Delegation of Duties. J. Norcross **ACTION**
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4. Resolution for January Agenda to transfer 2023 year-end balances to County Prop Tax Collection J. Norcross **ACTION**.
5. Letter to PG&E from D. Ketron and Director Follow-up Assignment. M. Sorenson Information
6. Black pipeline resolution/backflow protection requirements and related history. J. Norcross Information
7. Water shut off Meter 6-Information. – J. Norcross Information
8. Rezoning of Ketron Property and Board Discussion R. Korematsu – Information
9. El Dorado CD. Recommendation for changing the term. Add a new signer. R. Korematsu Information
10. VCSD SAFER Status. – R. Korematsu Information

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