



Volcano Community Services District | MINUTES

June 9, 2022 | 7:00 pm | Armory Hall, Volcano CA

Meeting called by N. Bailey, President

Note taker R. Korematsu

Directors Present:

N. Bailey, C. Corral, R. Korematsu, M. Sorenson

Directors Absent:

J. Norcross

AGENDA TOPICS

When the June 9, 2022 meeting was called to order the first item was the Consent Agenda. A Director indicated that there was an error in the minutes and with that statement Sharon Owens, General Manager, became extremely emotional, stood up and said she quit. Although there was an attempt to calm the situation down Sharon picked up her computer and documents and again announced that she was quitting. S. Owens abruptly left the meeting at approximately 7:20 pm.

The meeting resumed with R. Korematsu volunteering to take Minutes.

Upon motion duly made (R. Korematsu) and seconded (Bailey), the Board unanimously agreed to send S. Owens a 30-day notice of termination in writing per the contract, and emphasizing the need per contract to return within that timeframe or sooner all electronic and hard copy VCSD documents, records, keys, logins/passwords, bank checks, endorsement stamps, etc. N. Bailey and C. Corral were directed to write this letter on behalf of the Board.

Action items

Person responsible Deadline

Action items	Person responsible	Deadline
Compose a letter for required District Information from S. Owens.	N. Bailey, C. Corral	July 7, 2022

Billing Secretary/Treasurer/Secretary Report

1. Bank signer cards: Current signers are J. Norcross and N. Bailey. M. Sorenson, R. Korematsu, and C. Corral will get the Bank of Stockton Account numbers and sign the account cards.
2. Annual EAR and Water Diversion Reports; Meg Gottstein volunteered to follow up with N. Bailey on how the VCSD can get online access for the annual EAR and Water Diversion Reports. N. Bailey will make contact as a Board member using this information to obtain on-line access.

Action items	Person responsible	Deadline
Additional signers on the Bank of Stockton Accounts	M. Sorenson, C. Corral, R. Korematsu	TBD
EAR and Water Diversion Reports Follow-up	M. Gottstein/N. Bailey	July 7, 2022

District Engineer's Report (J. Mottishaw and N. Lawson)

1. Invoices for District Supplies: Supplies purchased for the maintenance of the water system by N. Lawson and J. Mottishaw will be submitted by the District Engineers to N. Bailey and will be paid as soon as possible.
2. The District Engineer requested the Board's permission to establish accounts for water supplies and plumbing supplies to facilitate acquiring needed supplies and materials without having to personally purchase the supplies.

MOTION: M. Sorensen will research establishing accounts for water supplies and plumbing supplies as needed to allow for direct billing to the District, with the approval of the Board President. Moved by Korematsu, 2nd Corral.

DISCUSSION: None.

AYES: Unanimous. Motion was approved.

3. Well Repair Update: The PG&E bill had been high. The DE found there was a filter timer that was constantly running and powered it off. The DE will monitor the PG&E use and see if it improves.
4. A meter hookup was requested for the property between the two cemeteries, that appears to have access from Emigrant Trail and extends down to Clapboard. A meter is not currently in place. Before this meter can be installed, the background information on this property needs to be researched to ensure it was on the list to be provided a meter and the appropriate district connection fee had been paid. J. Mottishaw, N. Bailey, and M. Gottstein volunteered to help research the history of this property.
6. Redwood Tank Replacement: Lockwood Fire Department installed new plastic modular water storage tanks and did the work themselves. They have offered the VCSB Board a tour. Since it is not feasible to repair the redwood tank, this option looks very promising. Selling the redwood tank wood could significantly reduce the net cost of these replacement tanks. Ivan Dana and M. Sorensen already started research on potential companies that would dismantle, haul and pay for the redwood. MOTION: Get more information both on the modular tank system that Lockwood installed as well as getting quotes for the removal/sale of the two redwood tanks. Sorenson moved, 2nd Bailey. DISCUSSION: The town has a 60,000-gallon steel tank that provides water storage currently, but that needs to be augmented by replacing the redwood tank that no longer is on-line. AYES: Unanimous. The motion passed.
7. Tree removal near water treatment building: The tree has not been removed yet, tentative date for removal is July 27.
8. Backflow device certification: J. Mottishaw will ask if this has been done by property owner.
9. Liability Insurance Policy: J. Mottishaw will forward bill to N. Bailey.

Action items

Person responsible Deadline

Additional signers on the Bank of Stockton Accounts

M. Sorenson,
C. Corral, R.
Korematsu

TBD

EAR and Water Diversion Reports Followup

M.Gottstein/N.Bailey July 7, 2022

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9. Emergency Services Contract with Amador Water Agency: Flooding was occurring near Meter 24 and AWA was not available to provide emergency services. A contractor was hired to repair, as the water leak was quite substantial and worsened rapidly. A VCSD Director will talk to River Pines CSD to get more information on how they manage their emergency services needs. To follow up on this and all District issues since the General Manager has resigned, the Board needs to meet more often to conduct District business.

MOTION: Conduct meetings on a monthly basis on the first Thursday of the month until further notice. Corral moved, 2nd Bailey.

DISCUSSION: None.

AYES: Unanimous. The motion passed.

Action items	Person responsible	Deadline
Establish accounts for water and plumbing supplies	M. Sorensen	July 7, 2022
Research Property that is requesting water meter off Emigrant Trail	J. Mottishaw	July 7, 2022
Get quotes for removal of redwood tanks.	M. Sorenson and I.	July 7, 2022
Get more information, including costs for modular tanks and look at Lockwood configuration/take tour	Dana	
Backflow Device Certification at St. George	J. Mottishaw	July 7, 2022
Contact River Pines CSD for emergency services contacts	J. Mottishaw	July 7, 2022

REGULAR AGENDA ITEMS:

1. Meter #17 access update: J. Mottishaw will investigate a remote access read and compare the cost of a remote feed with moving the meter.
2. Armory Hall Items:
 - a. Hall ADA Door Strip: Not finished, VCA volunteered to install.
 - b. Hall Stairs: Stairs painted, VCA volunteered to install metal strips.
10. Cemetery maintenance: No discussion.
11. Late Payment Policy 2022-07 – deferred until further notice.
12. Website towards District Transparency Certificate of Excellence: Directors were encouraged by C. Corral to complete the CSDA Ethics training to earn this rating.
13. Annual Audit Update: As of the morning of June 9, the auditor had not received the necessary paperwork to perform the audit. Before she left the meeting S. Owens stated the auditor now had the paperwork. The current status is unknown. C. Corral will follow up on audit status.
14. Annual Budget: Due to the resignation of the General Manager and some questions regarding the lack of audit charges, the Directors will review the budget and defer adoption to the July 7th meeting.
15. County Collection Resolution: Due to the resignation of the General Manager, the Board will review the resolution and defer adoption to the July 7th meeting.

16. A meter hookup was requested for the property between the two cemeteries, Meter 62, that appears to have access from Emigrant Trail and extends down to Clapboard. A meter is not currently in place. Before this meter can be installed, the background information on this property needs to be researched to ensure it was on the list to be provided a meter and the appropriate district connection fee had been paid. J. Mottishaw, N. Bailey, and M. Gottstein volunteered to help research the history of this property.
17. A possible volunteer may be available to read meters.
18. The proposed budget Resolution 2022-06 Proposed Budget was deferred to next meeting due to the omission of the Auditor's charge.

Action items	Person responsible	Deadline
Amory Hall ADA back door and front door stair strips	VCA	July 7, 2022
Follow up on District Audit Status	C. Corral	July 7, 2022
Meter hookup status #62	J. Mottishaw	July 7, 2022

Meeting adjourned at 9:16 pm

NEXT REGULAR MEETING: JULY 7, 2022 AT 7:30 PM

Submitted by: 
Rebecca Korematsu, Acting Secretary