# waterVolcano Community Services District

**P.O. Box 72**

**Volcano CA 95689**

**PUBLIC MEETING**

**Volcano Armory Hall**

**MINUTES OF REGULAR MEETING**

**August 1, 2019**

**Directors: N. Bailey- President**

**J. Norcross – Vice President**

 **C. Swift - Director**

**Gerald (Skip) Schippers - Director**

**Wendy Cooper – Director**

**The Agenda was posted at the Armory Hall, Store, and Post Office on, 07/28/2019**. President N. Bailey called the meeting to order at 7:04pm. **A motion was made by J. Norcross to approve the consent agenda and minutes from the previous meeting, W. Cooper 2nd, and all ayes. S. Schippers and C. Swift were absent.**

*STAFF REPORTS/ITEMS:*

**Billing Secretary**, Meters were read on July 28, 2019.

**Treasurers/Secretary Report**: S. Owens: – April & May report: Checking Balance: $25,483.13, CD1 $5,685.54, CD2 $27,312.84, CD4 $24,733.54, CD#5 11,573.97 *Income* $4,296.29 Expenses $4,907.63 Net Loss $611.34, see April & May Treasurer’s report**.** Current reports will available at the October meeting. S. Owens discussed measures taken to collect from accounts in arrears. County Collection will be utilized in August. Late payment policy will be discussed and developed.

**District Engineer’s Report** – G. Barnes – no report - absent

* **Backflow device certification** – no report
* **Laboratory – possible change in company – No report**
* **Curb stops – exercise them –** No report
* **Capital Improvements:**
	+ **2014-2018 Capital Improvement Plan – No report**
	+ **Long Term Strategic Plan – No report**
	+ **Hydrant addition/repair & Hydrant survey – No report**
	+ **Increase water storage supply – possible grant funding – No report**
	+ **Fire Hydrants – No report**
* **Curb stops, turning them off – No Report**

**Hall/Park Manager’s Report** – A. Macheel – no report absent

***Regular Meeting AGENDA ITEMS:***

1. **C. Swift resignation – N. Bailey made a motion to accept C. Swift’s recognition and S. Owens will sent out an email to find a replacement for the October meeting, W. Cooper 2nd, and all ayes.**
2. **VCA – Colleen Rogers –** There will be a town cleanup meeting August 2nd. They asked for flowers out in front of the hall. The board felt the cost and maintenance of flowers was not something they wanted to do**. J. Norcross made a motion to not purchase flowers for the hall, W. Cooper 2nd and all ayes.** It was suggested maybe putting chips around the hall. The VCA is more than willing to clean it up. Scott’s Walk and Town Potluck will be in December. It was noted that A. Macheel does have any set duties for cleaning around the hall, that weed whacking and yard clean-up are an additional cost to the district, volunteers are encouraged to help with the cleanup. Ellie will be contacted by Karen to find out about documents for the shed.
	1. **Limit for hall use days - J. Norcross made a motion to donate the hall to the VCA for five non-fundraiser events, plus the VCA regular meetings and all other events will be charged the local rate of $100 to cover Hall Manager fee and costs, W. Cooper 2nd and all ayes.**
3. **LAFCO, VCSD update –** S. Owens will contact and continue to work on the updates.
4. **Armory Hall Items:**
	1. **Sign for park for no BBQ’s –** A. Macheel absent, no report
	2. **Hall Storage –** K. Richter will check with Ellie regarding changes for the contract.
	3. **Plastic of flag in hall needs to be replaced/repaired –** The flag will be further investigated, and the history of the flag and vinyl will be investigated.
	4. **Hall donation box –** W. Cooper spoke with a guy in Sutter Creek and was told a custom box would be very expensive.
	5. **Reservations –** A. Macheel, N. Bailey, and C. Swift will meet with the CPA to discuss procedures.
	6. **Hall stairs – metal strip replacement and painting of steps –** No report, A. Macheel absent.
	7. **Generator service – No report**
	8. **Septic –** W. Cooper suggested we use another company for our pumping needs. She recommended Gorilla Septic. A change may be a good idea.
	9. **Power outage, generator protocol –** Discussion ensued, and the board decided not to make any protocol and if there is a need to warm the hall for extreme winter conditions, someone will attempt to open the hall and provide heat for the community. Three people will have the key to the hall for extreme weather conditions.
5. **Cemetery Maintenance –** A. Macheel was not present to present her proposal.
6. **PG & E program to upgrade pumps and streetlights -**
7. **Restroom donations –** N. Bailey will re-write the letter. The VCA will paint and put up new toilet paper holders.
	1. **Theater usage, portable potties -**
8. **Insurance Restroom & Water Tank and other items-** N. Bailey met with S. Schippers and they suggested liability for the hall, park and water tanks, in the amount of $500,000 to $1,000,000. There is no insurance for the public restrooms, for liability and $60,000 property damage.N. Bailey will get quotes.
9. **Performance Reviews –** No report
10. **Job descriptions for independent contractors –** No report - S. Owens is waiting for A. Macheel’s list of duties she read at the June meeting.
11. **Late payment policy –** S. Owens will continue to seek out a plan for revamping the policy.
12. **Annual Audit –** Previously discussed
13. **Website (must be running by Jan. 2020) –** No report

**Hall restroom faucets have problems. J. Norcross made a motion to replace the faucets in the hall restrooms with manual faucets, W. Cooper will determine cost, if the cost and labor is $200 or less, you can do it, W. Cooper 2nd and all ayes.**

**J. Norcross made a motion to adjourn the meeting at 8:47 pm, W. Cooper 2nd and all ayes.**

**Submitted**

**Sharon Owens, Secretary**