



Volcano Community Services District | MINUTES

September 1, 2022 | 7:00 pm | Armory Hall, Volcano CA

Meeting called by N. Bailey, President

Acting Secretary: R. Korematsu

Directors Present:

N. Bailey, R. Korematsu, J. Norcross, M.

Sorenson

C. Corral Absent

CONSENT AGENDA

August 4, 2022 Minutes and July/August Expenditures were on the consent agenda. District Engineers were accidentally overpaid for June twice, checks were returned, and 12 checks were issued in the amount of \$5246.79.

MOTION: J. Norcross made a motion to accept the August 2022 minutes and August 2022 Expenditures. M. Sorensen seconded the motion.

AYES: Unanimous.

MOTION: Consent Agenda APPROVED.

STAFF REPORTS

1. Billing Secretary - N. Bailey

No report.

2. Treasurer – N. Bailey

Every director got a copy of the August expenditures (attached to these minutes). Check disbursed: 12 checks totaled \$5555.83. Checks received \$2554.32 plus Warrant 1090.16. 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

Secretary passed out an informational hand-out for the Board on Parliamentary Procedures for Special Districts. The Secretary is working on setting up the minutes format so it can be done quickly based off of the agenda. Goal is for minutes to match the agenda. Also, the Secretary found out that the website is set up through a partnership with the California Special Districts Association (CSDA). Spoke with the company, and the District will need to provide the volcano CSD email for the verification code and then gain access to the website. We are technically in violation of the Brown Act if we are not posting the agendas on our website. However, if access is being kept from us because we were not given email access, as long as we are performing our due diligence, the District should be meeting the spirit of the Brown Act, also all agendas are posted around town as standard practice. The Secretary will start working on updating the website as soon as the website is accessible. The goal is to ensure that all District Directors have access to the website in an effort to expand transparency.

4. Hall/Park Manger Report—N. Bailey

Upcoming rental in December by Lockwood Fire, no date set.

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

1. Grainger order, follow-up next month.
2. Meter 62 – Paul Longton. Mr. Youmans is not happy and he wants confirmation that the meter is actually there.
3. Meter 6 – Small leak.
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; completed (remove from October's agenda).
8. Meter 17 – S. Swift. No report.
9. Two meter replacements from cubic feet to gallons; no report.
10. Water treatment plant – Surplus meters.; will follow up next month.
11. National and Consolidation leak repaired by Campbell Construction and installed a new blow out valve, which will help with flushing in the future. No bill yet received.
12. Tunnel flow is at 45 gpm, 27 gpm plant, 16 gpm tunnel weir, 2 gpm customer.
13. Well #2 exceeded the MCL for iron on the last sample, additional sampling has been requested by State.
14. Next week, will investigate water supply for Paul Longton. 16380 Church Street, meter 62.
15. Jeff from AWA and he said he would be willing to test the whole town's backflow devices. Put on next month's agenda that all must be done on the same schedule. The public restrooms are always locked and District Engineers need a key to the restroom.

REGULAR AGENDA

1. Billing excel spread sheet-Ivan Dana: Excel Formulas has been written that automatically calculate the billing. The leak at the St. George was on the customer side.
2. Late Payment Policy-Resolution 2022-7 –Submitted and accepted. Remove from agenda for next month.
3. Resolution 2022-02 & Letter to customers- Sent with July billing/Information. Remove from next month's agenda.
4. Sharon Owens- Procedure to retrieve all VCSD materials & data. Contact attorney to send letter- J. Norcross will research an attorney for dealing with this information.
5. Establish accounts at Fergusons & Lowes to assist District Engineers to purchase needed materials-M. Sorensen is working on getting the new email referenced below.
VolcanoCSD@volcano.net.
6. Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary. Report at September meeting-**Action**
CSDA informed us about contractor and not an employee and the ad hoc committee will proposed what would be equitable payments for the work.
7. VCA information & leak in park-E. Routt. No check in the box for the wedding that occurred in the park.

8. Ethics training: No report.
9. Audit update-C. Corral report via email: The audit is back on track now that everyone in the CPA office is done with summer vacations. At this point the materials they still need are:
 - a. 2019/2020 meter reads and water usage. Unless we can get these immediately from Sharon, I am hoping someone on the board might have old paperwork from past meetings. This was before my time on the board and is proving to be the most impossible to find.
 - b. There are a few questions they need answered. I'm hoping the board can go over the questions and see if we can get them filled out, even with help from Ivan, Nick, or Meg. "To the best of our knowledge" is fine at this point. I doubt we need Sharon Owens for these.
10. Bank declarations from Stockton & El Dorado Banks. Nancy Bailey will get the forms filled out.
11. CSDA information – J. Norcross. Nothing available.
12. Amador Planning Department-Sizemore project; August 9, 2022 at 7:00 PM at the Board of Supervisors Chambers or on Zoom. The project has been approved.
13. 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 is approved – Completed. Remove from next agenda.
14. Check signers-C. Corral, R. Korematsu, M. Sorensen go to Bank of Stockton.
15. Tree removal July 27, 2022 – N. Rubini. The tree was removed and invoice paid. Informational. Remove from next agenda.
16. Meter reading – R. Zender & M. Sorensen. Meters read August 27, 2022. Remove from next agenda.
17. Contract with business to access & update Quickbooks & VCSD financials-**Action**

N. Bailey will be following up on this information. Ivan got the backup file and were able to load into QuickBooks and got access back to 2000. Five or six months will need to be put into data. They will need to have QuickBooks experience, whoever we hire. QuickBooks understands the situation and the District needs to go through the process of establishing ownership of the accounting information. Sharon Owens had been using a desktop version but is now only available in an online subscription. Ivan Dana will also download all the quickbooks data now into Excel. Also should download by month into individual quickbook files. I. Dana suggested that an online account be established to allow downloading of information.

MOTION: Authorize the reimbursement of Ivan for Quickbook subscription. J. Norcross made the motion, N. Bailey seconded.

AYES: Unanimous.

MOTION APPROVED.
18. EAR submitted and accepted – Information. Remove from next month's agenda.
19. Consumer Confidence Report Certification Form to State-Submitted with necessary documentation submitted and accepted-Information. It will be due again in September.

20. Key audit complete-Information

21. Hall rental December (no firm date) Lockwood Fire-**Action** Jackie Vaughn of Lockwood Fire Department would like to rent the hall in December.

MOTION: Allow use of the hall to Lockwood Fire Department for \$100.00. N. Bailey made the motion, and J. Norcross seconded.

DISCUSSION: Since the heat will be on, Lockwood will be charged \$100 to cover the cost.

MOTION APPROVED.

22. Letter to customers who are delinquent 3 months or longer-**Action** Nancy Bailey requested to send letters to customers who have not paid to explain that we are regulated by the State of California and have fixed costs, which are dependent on the payment of their water bill. R. Zender suggested that the letters are sent certified.

MOTION: M. Sorenson moved to send a letter to delinquent customers, N. Bailey seconded.

DISCUSSION: None.

AYES: Unanimous.

MOTION APPROVED.

23. Assessors Office re: Dodson, Famularo, Oliveria Trust-J. Norcross reported a lien needs to be filed and J. Norcross has all the information to do that.

24. Regular Meetings standard ending time-R. Korematsu **Action**

MOTION: 8:30 will be the regular ending time of VCSD meetings, unless the Board agrees to continue any meeting as needed. J. Norcross made the motion, M. Sorenson seconded.

DISCUSSION: None.

AYES: Unanimous.

MOTION APPROVED.

25. 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
Transfer Delinquent Balances to Amador County for Collection. Backtrack to determine balances.	J. Norcross, N. Bailey	DONE
Send email to S. Owens with letter and envelope scanned.	R. Korematsu	DONE
Ad hoc committee (2) to determine requirements for positions of meter reader/billing, treasurer & secretary	J. Norcross, M. Sorensen	IN PROGRESS
Contract with business to access & update Quickbooks & VCSD financials	N. Bailey	IN PROGRESS
Additional signers on the Bank of Stockton Accounts	M. Sorenson, C. Corral	TBD

Action items

Person responsible Deadline

EAR and Water Diversion Reports Follow-up

M. Gottstein/Bailey

EAR REPORT
COMPLETED

Meeting was adjourned at 8:45 pm.

NEXT REGULAR MEETING: October 6, 2022 AT 7:00 PM

Submitted by:



Rebecca Korematsu, Secretary (A)

To: The VCSD Board of Directors; Cynthia Corral, Rebecca Korematsu, Jane Norcross, Michael Sorensen
From: Nancy Bailey
Date: August 31, 2022
Subject: Bills paid August 1, 2022 through August 31, 2022

2014	Western Utilities	Underground Alert	60.00
2015	Volcano Communications		102.54
2016	PG&E		3.22
2017	Alpha Analytical Laboratories	Water Testing	545.00
2018	Joel Mottishaw	July	1000.00
2019	Nick Lawson	July	1000.00
2020	VOID		
2021	Nancy Bailey	Stamps, Ink, Misc. Supplies	214.33
2022	Volcano Communications		102.94
2023	PG&E		230.21
2024	Rubini Tree Service	Tree Removal	2000.00
2025	PG&E	Street Lights	297.59
TOTAL		12 checks	5555.83
Deposits			5246.79