



# Volcano Community Services District | MINUTES

**March 14, 2024 | 7:08 pm | Armory Hall, Volcano CA**

Meeting called by R. Korematsu

Acting Secretary: R. Korematsu

Directors Present:

J. Wolfbrandt, M. Sorenson, R. Korematsu

Absent: C. Corral, J. Norcross

## CONSENT AGENDA

February 2024 Regular Minutes were on the consent agenda. No expenditure report was available for review, but will be requested from the bookkeeping service.

MOTION: M. Sorenson made a motion to accept the February 2024 Minutes, J. Wolfbrandt seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

## STAFF REPORTS

1. *Secretary — R. Korematsu*

Status of payment for Backflow certification testing charge has been billed on the water billing for the property. Medical retirement letter has been received from J. Norcross' doctor. Email of resignation received from C. Corral. Access to the website has been regained at an .org site. Board position letter posted.

2. *Billing – Ivan Dana*

Billing has been sent out.

3. *Financial Reports from M. Adams – M. Gottstein*

The profit and loss statement showed that the district did not lose money, but made only \$95.00. Meg Gottstein described the balance sheet, profit and loss, and accounts receivable.

4. *Website Update – B. Stein*

Access to the website has been regained at an .org site. The new website address is [volcanocsd.specialdistrict.org](http://volcanocsd.specialdistrict.org).

5. *Hall Committee – B. Stein*

Barbara made a communication with the CSDA to secure insurance for the district. The initial applications need to be filled out and Ivan can provide with specifications. Alliant paperwork has been submitted. The well house has been added to the coverage, and N. Lawson gave information. The insurance coverage will remain the same. may increase 15% to 25%. M. Sorenson made the suggestion to increase the deductible. Another possibility is to pay in monthly increments.

6. *Meter Reader's Report — R. Zehender*

The park is leaking about 15,000 gallons a month. Mr. Wolfbrandt will look at the sprinkler controller.

## DISTRICT ENGINEER (DE) REPORT – Nick Lawson

1. Monthly Cleveland Tunnel flows for:  
January 1) 22 gpm treated at plant, 2) 28 untreated over the tunnel weir and 3) 1.2 gpm diverted via black pipe.  
February 1) 22 gpm treated at plant, 2) estimated 20 gpm January and February untreated over tunnel weir but actual.  
March 1) 22 gpm treated at plant, 2) 28 gpm in untreated over the tunnel weir and 3) 1.2 gpm diverted via black pipe.
2. Review of completed testing results for the current quarter per State Water Quality Monitoring Plan. Up to date. Besides routine monthly samples, the next samples are in June.
3. Timeline for completion of 2024 Backflow testing and reporting by July 1, and the Lead and Copper Rule Revisions required by October 16, 2024 completed material inventory of both system-owned and customer-owned portion of service lines. Nick and George will be working on a schedule to complete the reporting.
4. Updated District Engineers contracts. G. Barnes contract has been signed, N. Lawson will be signing a new contract.
5. Lock broken on plant door. Fixed in January.
6. Redwood tank online status, state approval/requirements, timeline to take off line and repair remaining small leakage in May. N. Lawson and G. Barnes will attempt repairs in April/May.
7. Build weir outside Cleveland Tunnel, D. Ketron and S. Schippers volunteering to help. N. Lawson and G. Barnes' goal will be to have the weir done in May/June.
8. Distribution system pressure issues to address if steel tank taken off line while redwood tank still off line, per warning on distribution maps. There needs to be a sign or notice at the plant where the maps are. R. Korematsu will make 1 laminated sign with the warning for plant. Additionally, a warning needs to be stenciled on the steel tank. J. Wolfbrandt will work on this with N. Lawson.
9. Develop Emergency Fire Suppression Release of Water from Redwood Tank and Cleveland Tunnel documentation. Defer discussion to next month. N. Lawson will check with Doug Ketron about the location of the valves.
10. PFAS New Monitoring Requirements. R. Korematsu will be registering the District for free sampling services.
11. Any issues, etc. to address. Capital Improvement: A couple of meters should be acquired to have in stock.

## REGULAR AGENDA

1. Substitute Director(s) for Leading Board Meetings and Paying Bills. R. Korematsu. **ACTION** M. Sorenson will take over as interim director for leading board meetings and paying bills, but is not running for re-election, and his term is up in November.



2. Michael Adams Bill to Date, Payment Approval. R. Korematsu **ACTION** Motion: J. Wolfbrandt made a motion to pay the outstanding bill, M. Sorenson seconded the motion.  
AYES: Unanimous.  
MOTION APPROVED.
3. Customer Billing Reconciliation from Michael Adams/QuickBooks M. Gottstein/I. Dana **ACTION** In November 2023, M. Gottstein had written a letter in November that the balances due had been zeroed out causing undercharges to rate payers. The bookkeeper has meticulously backtracked balances, payments, charges, and found substantial undercharges. Two board members checked their own personal bills and agree with the findings. The final billing balances from 2022, subsequent charges, and all payments have been calculated. To assist low-income rate payers, R. Korematsu and B. Stein signed up the District for a one-time water payment help program. Meter #6 lien update and paperwork was assigned to M. Sorenson and he will also identify the auction company to inform them of the additional charges and timeline (9 months) to avoid permanent disconnection. M. Sorenson will send out the shut-off notice certified mail and coordinate shut-off as needed with N. Lawson.
4. Hall advisory group/committee to assist board member, need Board Member to facilitate walkthroughs and key exchange with renters. B. Stein **ACTION** R. Korematsu volunteered until we have more Board members.
5. Insurance Renewal Update and need to appoint contact person for Alliant. I. Dana— **ACTION** I. Dana will continue as contact person.
6. Review of Planning Calendar M. Gottstein **ACTION** No action taken.
7. Delinquent Account Collections Process and Next Steps. M. Gottstein, I. Dana, and R. Korematsu will start a committee to work with people to collect past due money, and M. Sorenson will also help. **ACTION**  
R. Korematsu made a Motion to form a committee to communicate the reconciled billing based on Quickbooks for customer charges and create appropriate bills. J. Wolfbrandt seconded the motion. R. Korematsu will also be consulting legal advice for the past billing.  
AYES: Unanimous.  
MOTION APPROVED.
8. Records Management: Retrieval of non-current records/directors packets from all Directors, approval for destruction of records per Ordinance 2012-01—M. Gottstein **ACTION**
9. Form 700 Filing Due April 2 to District. R. Korematsu **ACTION**
10. Audit for FY2020/2021—Contact CPA.R. Korematsu **ACTION** C. Castillo is not available for future audits due to her increased workload.
11. New Well Monitoring Requirements per State (PFAS) and free sampling resources – Information. R. Korematsu The State sent a letter explaining the need to test for PFAS, and is offering free testing services. R. Korematsu will perform sign-up when available.

12. Develop a capital improvement plan so the District can prioritize projects. Information M. Sorensen. As mentioned above, need some extra meters on hand for meter failure and use of same meter measuring system.

13. Options for non-PG&E involvement for continuing power to treatment plant after sale of Ketron property, follow up with Doug Ketron M. Sorenson **Information** Deferred to next month

14. Hall Lock (Changing). Status of project. M. Sorenson. Lock and keys have been obtained and are being passed out to appropriate parties.

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

**Meeting was adjourned at 8:59 pm.**

**NEXT REGULAR MEETING: April 11, 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 March 14, 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 February 15, 2024
2. January 2024 expenditures

**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—[Status of payment for Backflow certification testing charge;  
Bill from Michael Adams for financial services to date].  
Financial Reports from M. Adams—M. Gottstein  
Billing-I. Dana.  
Website Update—B.Stein  
Hall Committee- B. Stein  
Meter Reading-R. Zehender

## DISTRICT ENGINEER'S REPORT- Nick Lawson

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14. Hall Lock (Changing). Status of project. M. Sorenson **Information Defer to next meeting.**

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*Sutter Health*  
*With You. For Life.*



**Sutter Health**  
Sutter Medical Foundation

3/8/2024

Re: Jane W Norcross  
MRN: 58878792  
Date of Birth: 4/8/1946

To whom it may concern:

Due to her medical condition, she needs to retire.

Sincerely,

Kelly Pate, PA-C

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Amador Plymouth Family Practice: 9279 Locust Street, Plymouth CA 95669 Phone #:  
209-245-6968 Fax #: 209-245-5135





	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2025-Jan
Electronic Annual Filing (EAR) by Engineer, verified and submitted by Director	Engineers to coordinate completion of online forms		Completed online report due May 13								
PATCH LEAKS IN RW TANK AND PUT ON LINE			NEED TO PURCHASE MATERIALS AND ENGINEER'S SCHEDULE								
Build Weir Outside Cleveland Tunnel (Engineers)			NEED TO PURCHASE MATERIALS AND ENGINEER'S SCHEDULE								
BACKFLOW TESTING/CERTIF.			SEND LETTERS TO TEST/CERTIFY DEADLINES? CUSTOMERS								
LEAD AND COPPER INVENTORY & TESTING		START INVENTORY!	KEEP GOING! KEEP GOING!					DUE OCT 16 2024 to Water Board			