



Volcano Community Services District | MINUTES

February 15, 2024 | 7:04 pm | Armory Hall, Volcano CA

Meeting called by J. Norcross, Vice
President

Acting Secretary: R. Korematsu

Directors Present:

C. Corral, R. Korematsu, J. Norcross

Absent: M. Sorenson, J. Wolfbrandt

CONSENT AGENDA

January 2024 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. The current bank balance is 28,164.04. The District had deposits in the amount of \$15,017.78, checks paid in the amount of \$4,227. M. Gottstein will be in touch with Michael Adams to help clear up the accounting.

MOTION: J. Norcross made a motion to accept the January 2024 Regular Minutes, C. Corral seconded the motion.

AYES: Unanimous.

Consent Agenda APPROVED.

STAFF REPORTS

1. Secretary — R. Korematsu

On January 11, 2024, the District received the response to the District's letter regarding the California Public Records Act Request from Matthew Emrick, a lawyer for a local landowner. The rest of the records were sent to Mr. Emrick in a timely fashion. A letter from the County Elections Department was sent to the District informing them of the necessity for a Conflict of Interest Code and that all Form 700 forms need to be on file with the District all directors. This issue is addressed on the regular agenda below. Access to the website has been lost and the Acting Secretary will work on this when she has time.

2. Billing – Ivan Dana

The billing has gone out with the Backflow Certification charge on the property that still needs billing.

3. Hall Committee – B. Stein

C. Corral has resigned from the Hall Committee. The last renter left the heat on. There are more rentals coming up in the Spring and Summer. Need to change contact list for emergencies. Requested key sets and place for key sets. R. Zehender will take some of the old chairs and materials that need to be discarded. The Up Country Rotary was looking for projects and may help in improvements to the Hall. B. Stein requested to have access to the email account. There is no manager needed currently for the Hall with B. Stein and R. Zehender taking the lead, and the Board expressed deep appreciation for their leadership.

3. Meter Reader's Report — R. Zehender

No leaks, no problems.

DISTRICT ENGINEER (DE) REPORT – Nick Lawson (absent)

1. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe. M. Gottstein will get the flow information. J. Norcross will talk to M. Sorenson about getting a requirement for the DE to attend meetings. M. Gottstein says there are 2 valves available to allow for releasing fire emergency water supply, need to create a process for and have fire drills. This will be added to the Engineers' report on a monthly basis.
2. Review of completed testing results for the current quarter. No report.
3. Updated District Engineers contracts. No report.
4. Lock broken on plant door. No report.
5. Redwood tank online status, state approval/requirements. No report.
6. Build weir outside Cleveland Tunnel. Mr. Schippers and Mr. Ketron are volunteering to help build the weir.
7. Inventory of extra water meters. Develop a capital improvement plan so the District can prioritize projects. M. Sorensen. No report.
8. Any issues, etc. to address. No report.

REGULAR AGENDA

1. Election of Officers. J. Norcross. **ACTION**
MOTION: R. Korematsu made a motion to nominate J. Norcross as President and seconded by C. Corral.
AYES: Unanimous.
MOTION APPROVED. Due to Directors' absence, the Vice President will be voted upon at next meeting.
2. Presentation and request for financial contribution to town video surveillance project. Steve Cannon. **ACTION** Mr. Cannon presented a proposal for the District to put cameras around the town for town security and Old Abe. Business owners in town are very supportive and interested in the idea. The President requested that the whole Board be present to hear and Mr. Cannon will come back to provide the presentation.
3. **Bills Payable Approval:** Hall Cleanup bill has been paid by R. Zehender. California Rural Water Association for Board Membership will not be renewed. J. Norcross **ACTION**
4. Conflict of Interest Code Adoption (Form 700), Resolution 2024-03. R. Korematsu **ACTION** C. Corral moved to remove the consultant or contractor requirement to file form 700 and otherwise approve of the Conflict of Interest Code, and R. Korematsu seconded the motion.
AYES: Unanimous.
MOTION APPROVED.

5. Confidentiality Agreement for Board and Volunteers, Resolution 2024-04. R. Korematsu **ACTION** The Confidentiality Agreement is to ensure that all Directors and Volunteers understand the need for not discussing personal identifiable information to the general public.
MOTION: C. Corral moved to adopt the confidentiality agreement and resolution number, seconded by J. Norcross.
AYES: Unanimous.
MOTION APPROVED.
6. Delegation of Duties. Update to State Water Board on district boundaries, assign to Mike Sorensen. M. Gottstein will follow. J. Norcross will follow up on bill collections, Contact for Alliant Insurance will be appointed at next meeting. SAFER data input not addressed. J. Norcross **ACTION**
7. Hall Manager Hiring. B. Stein **ACTION Item Removed by B. Stein.**
8. Hall advisory group/committee to assist board member. B. Stein **ACTION** The Hall Committee is requesting Directors' help when exchanging keys and performing walk-throughs since both members of the Hall Committee are not always in town. This will be discussed at the next meeting.
9. Change VCSD meeting date to second Thursday of month. J. Norcross **ACTION**
Motion: R. Korematsu to the second Thursday of the month, J. Norcross seconded.
AYES: Unanimous.
MOTION APPROVED.
10. Statement of Financial Transaction, Status of Bookkeeping review. Nothing has been done on the bookkeeping by the bookkeeper. J. Norcross Information
11. Letter to PG&E from D. Ketron and Director Follow-up Assignment. M. Sorenson Information, follow up next month.
12. Hall Lock (Changing). Status of project. M. Sorenson Information, follow up next month.

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

M. Gottstein has found out that we can get shredding

Meeting was adjourned at 8:43 pm.

NEXT REGULAR MEETING: March 14, 2024 AT 7:00 PM

Submitted by:



Rebecca Korematsu, Secretary (A)



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

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 February 15, 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 January 4, 2024
2. December 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
Billing-I. Dana. Backflow certification testing 2023 charges to be added to customer bills.
Hall Committee-C. Corral
Meter Reading-R. Zender

DISTRICT ENGINEER'S REPORT- Nick Lawson

1. Monthly Cleveland Tunnel flow treated and untreated including diverted via black pipe.
2. Review of completed testing results for the current quarter.

3. Updated District Engineers contracts.
4. Lock broken on plant door.
5. Redwood tank online status, state approval/requirements.
6. Build weir outside Cleveland Tunnel.
7. Inventory of extra water meters. Develop a capital improvement plan so the District can prioritize projects. M. Sorensen.
8. Any issues, etc. to address.

AGENDA

1. Election of Officers. J. Norcross. **ACTION**
2. Presentation and request for financial contribution to town video surveillance project. Steve Cannon. **ACTION**
3. **Bills Payable Approval:** Hall Cleanup, California Rural Water Association for Board Membership. J. Norcross **ACTION**
4. Conflict of Interest Code Adoption (Form 700), Resolution 2024-03. R. Korematsu **ACTION**
5. Confidentiality Agreement for Board and Volunteers, Resolution 2024-04. R. Korematsu **ACTION**
6. Delegation of Duties. Update to State Water Board on district boundaries; Bill Collections, Contact for Alliant Insurance, SAFER data input. J. Norcross **ACTION**
7. Hall Manager Hiring. B. Stein **ACTION**
8. Hall advisory group/committee to assist board member. B. Stein **ACTION**
9. Change VCSD meeting date to second Thursday of month. J. Norcross **ACTION**
10. Statement of Financial Transaction, Status of Bookkeeping review. J. Norcross Information
11. Letter to PG&E from D. Ketron and Director Follow-up Assignment. M. Sorenson Information
12. Hall Lock (Changing). Status of project. M. Sorenson Information

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

**VOLCANO COMMUNITY SERVICES DISTRICT
PO BOX 72
VOLCANO, CA 95689-0072**

RESOLUTION 2024-03

Conflict of Interest Code Adoption (Form 700)

WHEREAS, The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code.

WHEREAS, the Election Department of the County of Amador has updated the requirements for the filing of the Form 700, Statements of Economic Interest Statement required by the Political Reform Action (Government Code 87100-87505) and will no longer serve as the filing official for these forms.

NOW THEREFORE, BE IT RESOLVED, the VCSD Board of Directors approves and adopts the Fair Political Practices Commission standard conflict of interest code and updates the VCSD Policies.

BE IT ALSO RESOLVED the Form 700s will be filed with the DISTRICT and will no longer be sent to the County Election Department to be filed.

The foregoing resolution was duly passed and adopted by the VCSD, at a regular meeting hereof held on the fifteenth day of February, 2024, by the following vote:

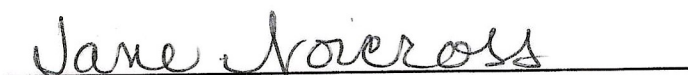
ADOPTED this fifteenth day of February, 2024.

AYES: Corral, Korematsu, Norcross.

NOES: None.

ABSENT: Sorenson, Wolfbrandt.

ABSTAINED: None.



JANE NORCROSS

President, Volcano Community Services District

VOLCANO COMMUNITY SERVICES DISTRICT

POLICY TITLE: CONFLICT OF INTEREST CODE
POLICY NUMBER: 1035

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Volcano Community Services District (VCSD).

Individuals holding designated positions shall file their statements of economic interests with the VCSD, which will make the statements available for public inspection and reproduction (Gov. Code Sec. 81008). All statements will be retained by the VCSD.

The disclosure categories set forth below specify which kinds of economic interests shall be reported. All designated individuals shall disclose those economic interests described in the disclosure category to which they are assigned. It has been determined that the economic interests set forth in each designated position are the kinds of economic interests that could materially affect their conduct.

DISCLOSURE CATEGORIES

(Adopted in accordance with Government Code sections 87300, et seq., and California Code of Regulations Title 2, sections 18730, et seq.)

Designated Individual(s)	Applicable Disclosure Category
Director, Community Services District	All sources of income, interests in real property, and investments and financial interests in business entities located or doing business in the DISTRICT.

Conflict of Interest Code (2024-02)

.VOLCANO COMMUNITY SERVICES DISTRICT

PO BOX 72

VOLCANO, CA 95689-0072

RESOLUTION 2024-04

Adoption of Confidentiality Agreement Policy #1060

WHEREAS, it is the responsibility of the Volcano Community Services District (VCSD) to protect the confidentiality of the information received about its customers, and

WHEREAS, the VCSD Directors, Contractors and District Volunteers may in the course of their duties need to discuss or utilize personal identifiable information about VCSD customers, and

WHEREAS, in order to fulfill the VCSD's obligation to provide customer services and protect confidential information, Confidentiality Code Policy #1060 has been created to serve the purpose of creating a confidentiality policy.

NOW THEREFORE, BE IT RESOLVED, the VCSD Board of Directors approves and adopts VCSD Confidentiality Policy #1060, which establishes a confidentiality policy and agreement that must be signed and abided by all Directors, Contractors, and District Volunteers.

The foregoing resolution was duly passed and adopted by the VCSD, at a regular meeting hereof held on the fifteenth day of February, 2024, by the following vote:

ADOPTED this fifteenth day of February, 2024.

AYES: Corral, Korematsu, Norcross.

NOES: None.

ABSENT: Sorensen, Wolfbrandt.

ABSTAINED: None.



JANE NORCROSS

President, Volcano Community Services District

Confidentiality Agreement

This Confidentiality Agreement (the "Agreement") is entered into by and between Volcano Community Services District (VCSD) with its principal offices at Volcano, California ("Disclosing Party") and _____, located at _____ ("Receiving Party") for the purpose of preventing the unauthorized use and disclosure of Confidential Information as defined below.

The parties agree to enter into a confidential relationship with respect to the use and disclosure of certain confidential information ("Confidential Information").

1. Definition of Confidential Information

For purposes of this Agreement, "Confidential Information" shall include any customer personal information, material, data, water use, or customer financial information for the VCSD, including proprietary information that is not generally known to the public and that is disclosed, either written or orally, to be or appears to a reasonable person to be confidential. All water use information, financial information, and water customer information, is considered to be confidential. If Confidential Information is transmitted orally, Disclosing Party shall promptly provide notice indicating that such oral communication constituted Confidential Information.

2. Exclusions from Confidential Information

Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of Receiving Party; (b) is disclosed by Receiving Party with Disclosing Party's prior written approval; or (c) is disclosed as required or ordered by a court, administrative agency, or other governmental body.

Signed this _____ day of _____, 20_____.

J. Norcross, Vice President
(Disclosing Party)
Volcano Community Services District

(Receiving Party)