**Orick Community Service District**

**Regular Meeting**

**August 14, 2024**

**OCSD Office**

**MINUTES**

**1. CALL TO ORDER/ROLL CALL:** Ron Barlowcalled the meeting to order

at 5:59pm

**MEMBERS PRESENT:** Ron Barlow, Bob Secor, Byron Frick and

Kaitlyn Combs

**MEMBERS ABSENT:** Marla Zuber

**STAFF PRESENT:** Marcie Allen, Bill Allen, Trevor Avram

**STAFF ABSENT**: Barbara Mitchell, Chief Steven Baker

**OTHERS PRESENT:** Greg Hufford (Wahlund), Steven Wilson (PACE), Belle Ciotti and Rod Wilburn (LACO), Carry Greenlaw, Braxton Hufford, Dale Romanini, Phillip Combs

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve August 14, 2024 Agenda. Byron Frick seconded the motion; the motion was passed unanimously.

**3. APPROVAL OF CONSENT AGENDA:** Bob Secor made a motion to approve the consent agenda. Byron Frick seconded the motion; the motion was passed unanimously.

**4.** **PUBLIC COMMENT**: None

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** Belle Ciotti went over her report. Belle said the percolation testing at the school went surprisingly well. The are still waiting for the soil sampling. The Municipal Service Review should be completed by LAFCO within the next 30 days. Ron Barlow asked Rod if they had a backup plan for properties if OCSD was not able to procure the land adjacent to the community hall. Rod did not have an answer. Ron Barlow asked if they had done any sampling in that property. Rod said they did not have permission, that the land owner was out of the country.

 **b**. **Tank Grant:** Trevor Avram told the board that Tank 1’s foundation was completed and the tank materials were on site. The tank builders will be arriving to erect the tank next Monday August 19th.

 **c.** **Smart Meter Project:** Trevor Avram gave the results of the bids for the smart meter project. Hufford Construction was the lowest bid coming in at $206,320. Trevor told the board that the full amount of grant funds available for the project was $237,950. Rod Wilburn said that in the budget that there was about $192,000 budgeted for construction and implementation. That we were about $25,000 short. Trevor asked if there was a way that OCSD staff could do some of the inspections and lower the costs from the engineers. Ron Barlow said that there may be some other sources of funds available and he would work on that soon. Rod said that he was going to have a meeting with their grant writer Jordan Blough about more possible funding sources like USDA loan/grant.

 **d. Discuss Finance:** Bob Secor mentioned the -$22,040.10 in the Net Ordinary Income under the Fire Department. Kaitlyn Combs explained that it was all the expenses combined. Marcie explained that there is no income for the Fire Department, and it is how the accounting is shown in the Ordinary Income/Expenses column. Marcie explained about the $85,883.49 was the reimbursement from Measure Z.

**6. ACTION AGENDA:**

 **a.** Tank 2 project Notice of Award. Tom Warnock sent the official letter of recommendation and all the paperwork. Trevor Avram read the letter to the board. (See Attached letter) After some discussion the board decided to go with the recommendation from PACE to move forward. Ron asked for a motion. Bob Secor made the motion to award the Tank 2 project to Wahlund Construction. Byron Frick seconded the motion, all approved. Marcie Allen signed the Notice of Award and gave it to Steven Wilson to return with to PACE.

 **b.** Commissary Kitchen rate schedule; Trevor Avram presented the rate schedule for renting the kitchen only. After some discussion the board decided to move forward on the schedule in hand and to see how it works and that they could revisit the rate schedule later after it has been in force for some time. Ron Barlow asked for a motion. Byron Frick made the motion to enact the new rate schedule for the Commissary Kitchen, Kaitlyn Combs seconded the motion, all approved the new rate schedule.

**7. STAFF REPORTS:**

 **a. OCSD Office:** Marcie Allen told the board that Barbara Mitchell was out on medical leave. Marcie would be filling in until she returns

**b. Water System:** Trevor Avram went over his report and see attached report.

**c. Fire Hall:** Bill Allen told the board that Chief Baker asked him to meet with the electrician that will be working with the VFD to install the new generator. Bill Allen explains how the generator would be installed. Ron Barlow asked when the new generator would be arriving and Bill told him and Chief Baker did not know. Ron Barlow brought up the fire truck that had rearend/axle issues and taking the equipment up Bald Hills Rd was hard on the equipment. Kenny Frick and Eddie Roan repaired the truck and Ron Barlow wanted to thank them for their help with the repairs. He suggested that they be compensated for the work. Bill Allen told Ron Barlow that he told Kenny and Eddie to keep track of their hours. Bill Allen told the board that the Fire Equipment should not be used outside of the district, that the Fire crew needs to do inspection of the equipment often. Kailyn Combs asked if all the crew were licensed to drive the equipment. Ron Barlow said yes all of the crew have their endorsements to drive the equipment but they need to better inspect the equipment. Bob Secor asked if the board can decide for the OVFD if calls come in for outside the district that the OVFD should not respond. Ron said yes, but they would not do that yet. Phillip Combs said that the OVFD had not gone on a paid call in 10 to 12 months. Ron said we need to look at which volunteers are not going on calls. Ron Barlow said the board will work with Chief Baker and try to figure out wat the best path going forward with be for the OVFD.

**d. Community Hall:** Bill Allen brought up the old white refrigerator has stopped working. Bill Allen said that he had the Wolf Range worked on by Howard Appliance, that they temporarily got the oven pilot to work but it was still not working correctly. Bill said he told Howard to order the parts and to get the repairs done on the range. Trevor Avram brought up liability insurance for renters of the Hall. He recommended to the board that anyone who rents the hall need to have liability insurance and have OCSD named as additionally insured on the policy. Trevor Avram presented some quotes from various insurance companies and he also said that our insurance company could also provide renters insurance as well. Ron Barlow said to put this item on the action agenda for the September meeting.

**8. BOARD MEMBER REPORTS:**

a**. Levee Report:** Ron Barlow told the board that Bill Allen and him met with representatives from the Lost Coast Outpost to interview and document the levee situation. Bill and Ron had given them some history. They flew drones up and down the levee. Ron took them up to Bob Secor’s property to give them a better view of the levee to show perspective of the how bad the maintenance of the levee was.

b. **Board Members:** Nothing to report.

**9. ADJOURNMENT: 7:15 pm**

**10. Closed Session:** Land Acquisition for wastewater project

 a. **No action taken**

**11. ADJOURNMENT**: **7:30pm**

**Next Regular Meeting is scheduled for September 11, 2024**