

Board of Director's Minutes
April 4, 2025
Special Meeting (Teleconference)

Dan Floyd, President called the regular meeting to order at 4 P.M.

I. ROLL CALL

BOARD MEMBERS PRESENT

ABSENT

Dan Floyd, President
Kent Van Valkenburgh, Vice President
Matt Westbrook, Fiscal Office
Rachel Sarina, Director

STAFF PRESENT

OTHERS PRESENT

Jeff Beard, General Manager
LeeAnn Burcham, Office Manager

James Flowers
Patricia Jensen

II. ADDITIONS OR DELETIONS

None.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve February 2025 payables for \$23,207.87. **Kent Van Valkenburgh added motion, Rachel Sarina second. Ayes: Kent Van Valkenburgh, Dan Floyd, Matt Westbrook, and Rachel Sarina. Nays: none.**

V. OPERATIONS

None.

VI. FISCAL

None.

VII. OLD BUSINESS

Item 1: Appoint an applicant to fill the vacant Board Director seat. (Discussion/Action)

The board asked the candidates to tell us a little something about themselves.

Patricia stated her name, she worked for the school district for 32-37 years, she was the president of the board for CFBA down in Humboldt and Del Norte, she was a secretary for the Women's Club, and she likes to be involved in something since she is retired.

James stated he has a couple of careers. He was in the business world for over 20 years and at the age of 52 he decided to change careers to become a registered nurse. He was an intensive care unit ER registered nurse at a major hospital in San Bernardino. He then decided to move to the Department of Correction as his wife is an orthopedic nurse, so they moved to Pelican Bay for 10 years then retired. As a business man, he was a National

Operation Manager pier one imports in Australia. He managed 17 stores that imported from 55 countries. He took care of all the leases, obligations, insurance, and supply chain management. He has managed warehouse clubs up to 61 million dollars a year in sales in the 90's with 226 employees. He has 3 degrees; registered nurse, bachelors of science and business administration, and an MBA with honors. He is also a combat veteran and had 2 tours of combat in South and North Vietnam. He has 4 kids. 2 are registered nurses, 1 is a former US Navy combat diver/Navy bomb squad/swat team member on San Bernardino sergeant.

The board of directors each asked the same question to each candidate.

Dan asked what relevant experience do you have that qualifies you to serve on our board?

Patricia answered she doesn't know anything about the water district, but she would be interested in learning about it. She is retired and likes doing things to keep herself busy.

James answered he was on the board of the Fire Department Volunteer Protection District. At the time the previous board was resigning and they did not adhere to the NFA guidelines for providing the equipment for the firefighters. So, with 1.4 million dollars in the bank, they immediately got a second pair of hoses, boots and proper clothing for all the troops. Then the Fire District voted on the sale of the supermarket from the bankruptcy judge. Bought it. 12,000 square feet at \$404,000. Then they voted on spending \$36,000 on an architect to do the plans. Now its evac and its happening.

Matt asked why are you interested in serving on our board?

Patricia answered she likes being involved more in Smith River as this is her hometown. She had moved to Cave Junction and built a house there but kept coming back to Smith River, so she decided to move back.

James answered what interest him most is making sure the taxpayer's dollars is being spent effectively and efficiently. Making sure the guidelines for having pure water are adhere to. Clean water and sewage disposal are the 2 most longevity factors to the human existence.

Rachel asked how would you define good governance in your own words?

Patricia answered being a team together and being able to discuss different problems and respect one another. The main thing is having a team and a leader that keeps everything together.

James answered adherence to the laws, legal, and guidelines that are best practices accepted to have clean water. Integrity would also be paramount. To have transparency and good accounting systems. To make sure everything is transparent to the public. Ultimately the public are the ultimate shareholders of the enterprise.

Kent asked what kind of risk management strategies do you think are essential for board to consider?

Patricia answered one thing is if you go out to look at a problem or something, you have to have the proper shoes and proper clothing. Also, whatever you decide on do it legally and research to make sure it's all legal so there's no repercussions from it.

James answered for risk management you need one personnel to make sure everyone is doing every job there, safely and within Osha accepted guidelines. You also have to have a depreciation schedule on your asset base. The equipment you have, looking at how long they'll last and making sure you're setting aside in liability accounts to have money for replacements. So, when pipelines or tanks go belly up, it's not a surprise. You give it a life; you can get that off the industry standards.

Kent asked a follow up question to James, regarding the Fire Board. Did you resign, set aside, or was your term up?

Patricia answered she can relate, being on the cemetery board and was the director of Transportation for 20 something years with a whole lot of employees.

James answered he ran once then was reelected with, he thinks, the largest vote count ever. Then eventually he resigned because the movement towards getting the fire station after purchasing it was not fast enough to get a contract. He felt there was a personal liability to him, being a director, in the discharge of the aspect of the job as a fiduciary. Are we doing the fiduciary thing? There were political movements in this county unknown to a lot of people. Someone wanted to combine all the volunteer Fire Departments and he did not want to be a part of that. Because they had a million dollars in the bank. So, the people that were a part of that were trying to get the Fire Department built, the station. He thought they were a part of the move. He didn't see the contracts or bids or anything to get the ball rolling.

Dan Floyd added motion to nominate James, Kent Van Valkenburgh second. Ayes: Kent Van Valkenburgh and Dan Floyd. Nays: Matt Westbrook and Rachel Sarina.

Matt Westbrook added motion to nominate Patricia, Rachel Sarina second. Ayes: Matt Westbrook and Rachel Sarina. Nays: Kent Van Valkenburgh and Dan Floyd.

Jeff stated we are at a stalemate, which means appointing an applicant to fill the vacant Board Director seat will go to the Supervisors Board (the county).

Item 2: Discuss General Manager's resignation, timeframe and possible options moving forward. (Discussion/Action)

Jeff stated the idea of working remote for the district.

The board discussed and directed Jeff to create a document stating his job description if he were to work remote for the district. This item will be moved to the next board meeting.

VIII. NEW BUSINESS

Item 1: Discuss and approve General Manager's job description announcement. (Discussion/Action)

The board discussed and approved General Manager's job description with corrections.

Rachel Sarina added motion, Matt Westbrook second. Ayes: Kent Van Valkenburgh, Dan Floyd, Matt Westbrook, and Rachel Sarina. Nays: none.

IX. BOARD OF DIRECTORS COMMENTS

Dan asked about the compacity study.

Jeff answered that the compacity study is being worked on now and will be completed before he leaves.

X. ADJOURNMENT

Rachel Sarina motioned to adjourn the meeting at 5:11 P.M. Matt Westbrook seconded. Respectfully submitted,

Jeff Beard, General Manager