

Board of Director's Minutes
April 28, 2026
Regular Meeting (Teleconference)

Kent Van Valkenburgh, Vice President called the regular meeting to order at 4:30 P.M.

I. ROLL CALL

BOARD MEMBERS PRESENT

Kent Van Valkenburgh, Vice President
Rachel Sarina, Director
Patricia Jensen, Director

ABSENT

Dan Floyd, President
Matt Westbrook, Fiscal Office

STAFF PRESENT

Jeff Beard, General Manager
LeeAnn Burcham, Office Manager
Seth Waters, Operations Manager

OTHERS PRESENT

Michael Gomez
Patricia Gomez
Becky Crocket, RCD

II. ADDITIONS OR DELETIONS

None.

III. PUBLIC COMMUNICATIONS

Michael Gomez stated a billing issue. The board of directors directed him to come to the office during business hours to resolve this issue.

IV. CONSENT CALENDAR

Item 1: Approve minutes from March 2026 board meeting.

Item 2: Approve March 2026 payables for \$26,040.83. **Rachel Sarina added motion, Kent Van Valkenburgh second. Ayes: Rachel Sarina, Kent Van Valkenburgh, and Patricia Jensen. Nays: none.**

V. OPERATIONS

Item 1: General Manager Report

Jeff lists the routine items: Control room routine, daily storage tank reads, weekly routine sampling; delivered to Crescent City Lab, weekly CL2 residual testing, monthly reports submitted to State, and 4 dig alerts.

He then stated the special projects completed, in the process of completing, and future plans.

- Concrete Quotes acquired for Treatment Facility. This quote is for the remainder of the generator grant for a concrete pad behind the warehouse.
- Repair leak on Rivers End Road.
- Meter replacements.
- Samples ordered for the summer months.
- Replaced AR valves.
- Received vital replacement parts for the expansion joints in the pump houses.
- Video training for Seth. He's trying to get as much knowledge as he can.

- Seth met with other district managers to network and get more information on tank replacements.
- Tracked locally installed tank prices.
- March 2026 Account Receivables in the amount of \$61,261.81.
- March 2026 Hall rentals in the amount of \$1,420.00. (Skarff Food Truck paid for six months (Jan.-June) and Del Norte RCD paid for missed payment from Jan.).
- Continue installing new meters.
- Continue replacing old and hard to read meters throughout the system.
- Continue working on audit.
- Replacing old/leaky parts in pump houses and well houses.
- Seth will continue mapping Ziptility.
- Acquire 20 customers for voluntary lead and copper test.
- Start the Cross Connection Control Policy as required for the state.

VI. FISCAL

None.

VII. OLD BUSINESS

Item 1: RCD Rental lease Agreement. (Discussion/Action)

Becky Crocket commented what RCD does and how RCD may be able to help the district with grants as well as the CEQA permitting process.

VIII. NEW BUSINESS

Item 1: Will Serve letters Expiration. (Discussion/Action)

The board of directors discussed and directed staff to have legal create a letter stating coastal zones will have an 18-month expiration date and non-coastal zones will have a 12-month expiration date on will service letters.

Item 2: Surfsound Pump house new roof estimate \$1,500.00. (Discussion/Action)

Field Supervisor, James, created estimated and will be doing the work himself with possible help. Seth stated this needs to be done as soon as possible.

Item 3: Community Hall Renovations. (Discussion/Action)

The board of directors discussed and created a priority list. Going from high to low priority; kitchen flooring, office/community hall's rain gutters, the front and side double doors, cleaning up the bar in the community hall and fix the electrical.

Item 4: DNC Library Memorandum. (Discussion/Action)

The board of directors discussed and decided to bring it to the next meeting.

Item 5: Discuss the use of Paper Shredding Company. (Discussion/Action)

The board of directors discussed and decided a shredding company of Office Managers choice with a maximin allowance in the amount of \$1,000.

Kent Van Valkenburgh added motion, Rachel Sarina second. Ayes: Rachel Sarina, Kent Van Valkenburgh, and Patricia Jensen. Nays: none.

Item 6: Eva's Antojitos Food Truck letter for kitchen rental lease. (Discussion/Action)

Board of directors discussed and decided on a 60-day lease agreement at \$50/day with plans to reassess the pricing after gathering more information regarding power, gas, trash disposal, and water usage. As well as, the lessee providing liability insurance. Then directed staff to contact legal to write up a lease agreement.

Rachel Sarina added motion, Kent Van Valkenburgh second. Ayes: Rachel Sarina, Kent Van Valkenburgh, and Patricia Jensen. Nays: none.

IX. CLOSED SESSION

Item 1: Small claims court case.

Nothing to report.

Item 2: Discuss and take action on employee review for Full Time position and pay rate.

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Jeff Beard, General Manager

Unrepresented employee: Part-time Employee

(Discussion/Action)

Nothing to report.

Item 3: CONFERENCE WITH LABOR NEGOTIATORS.

Agency designated representatives: Jeff Beard, General Manager

Unrepresented employee: Operations Manager (Discussion/Action)

The board unanimously voted to cover the cost of the Operations Managers cell phone charges.

X. BOARD OF DIRECTORS COMMENTS

The board discussed in-kind services from RCD within the new lease agreement.

Kent commented he has learned more about our system and would like to allocate some money for per-engineering studies done for our projects. Priority one being center and south tank, priority two being extending our main water line from First Street to Sarina Road, and third priority being a well. Then directed staff to add this to the next board meeting.

Kent commented the status of commercial kitchen and PPE's in the workshop.

Jeff replied we do have the commercial kitchen status and we do have PPE's (face shields, respirator, nitrile gloves, etc.). Then discussed getting employees CPR certified and have a sexual harassment training done.

Rachel commented an in-person training in October for board members in Redding, California she will like to attend with the board's approval of her participation in the training.

XI. ADJOURNMENT

Rachel Sarina motioned to adjourn the meeting at 6:30 P.M. Patricia Jensen seconded.

Respectfully submitted,

Jeff Beard, General Manager