Board of Director's Minutes
June 23, 2026
Regular Meeting (Teleconference)

Dan Floyd, President called the regular meeting to order at 4:30 P.M.

I. ROLL CALL

BOARD MEMBERS PRESENT
Dan Floyd, President
Kent Van Valkenburgh, Vice President
Rachel Sarina, Director
Patricia Jensen, Director

ABSENT
Matt Westbrook, Fiscal Office

STAFF PRESENT
Jeff Beard, General Manager
LeeAnn Burcham, Office Manager (Absent)
Seth Waters, Operations Manager

OTHERS PRESENT

II. ADDITIONS OR DELETIONS

None.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve minutes from May 2026 board meeting.
Item 1: Approve minutes from June 3, 2026 special board meeting.
Item 2: Approve May 2026 payables in the amount of $75,265.59. **Rachel Sarina added motion, Kent Van Valkenburgh second. Ayes: Rachel Sarina, Dan Floyd, Kent Van Valkenburgh, and Patricia Jensen. Nays: none.**

V. OPERATIONS

Item 1: General Manager Report
Seth 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 9 dig alerts.

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

- Leak on South Indian Road and North Street repaired.
- Cradle points ordered, expect to ship 6/30/26.
- Floor quote for the community hall's kitchen.
- The Bar in the community hall has power.
- Samples taken for HAA5, TTHM and Asbestos.
- Working with Smith River Fire Protection District to get painting and clearing around our hydrants done.
- May 2026 Account Receivables in the amount of $60,704.68.

- May 2026 Hall rentals in the amount of $420.00.
- Continue installing new meters.
- Continue replacing stopped/broken meters in system.
- Replacing old/leaky parts in pump houses and well houses.
- Continue Mapping Ziptility.
- Work on Cross Connection Control Policy.
- Clear out clutter in bar and attic of the community hall.
- Create an RFP for a Pre-engineer Study.
- General Manager Leadership Summit.

Jeff stated the lead and cooper results have come back bad. Therefore, we have the option of adding a chemical injection to the tanks. This chemical injection has sodium bicarbonate (baking soda), which helps raise PH levels.

VI. FISCAL

None.

VII. OLD BUSINESS

Item 1: Cross-Connection Control Plan with Aqua Veritas. (Discussion\Action)

The board discussed and decided to approve Aquaveritas Consulting proposal option 2 – AVC Database Management and Assessment. Estimated cost of $25.00 per connection.

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

Item 2: Pre-Engineer Study. (Discussion)

Seth stated he will be setting up an RFP for an engineer. This project will be placing a 12-inch line from the treatment shop to center tank, along with replacing center tank. He will need a budget and timeline to get started.

Jeff stated he will talk with Michelle again for more quotes to give us a better rough estimate for this project.

The board asked questions and discussed.

Item 3: Kitchen Floor Quote. (Discussion/Action)

Seth stated this quote is from Kellum's Floors and More.

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

VIII. NEW BUSINESS

Item 1: Water Rates. (Discussion)

Seth stated our current water rate.

Jeff mentioned that we will need to have a survey/study put out, which will most likely go through RCAC (the company who handled the MHI Study for us).

The board discussed and directed staff to contact RCAC.

Item 2: Brown Act Policy. (Discussion/Action)

The board discussed and directed staff to make updates (correction to board meeting's date and time).

Item 3: Delinquency Policy. (Discussion/Action)
Jeff stated he is in communication with our legal to update this policy, which will later be voted on by the board.
The board discussed and directed staff to bring this item to the next board meeting.

Item 4: RCD Letter. (Discussion/Action)
The board discussed and approved the letter of support to the Hiouchi Smith River Forest Resilience and Projection Project application to CAL Fire's Forest Health Grant Program.
Rachel Sarina added motion, Patricia Jensen second. Ayes: Rachel Sarina, Dan Floyd, Kent Van Valkenburgh, and Patricia Jensen. Nays: none.

Item 5: Discussion of employment opportunity. (Discussion)
Seth stated he will create a job description then, if the board would like, post it on ED4Help, Indeed, CSDA, Facebook, etc.

IX. BOARD OF DIRECTORS COMMENTS

Kent asked what's the status on the restaurant by the border as the building has been demolished.
Jeff stated if the property sells, the realtor is supposed to contact us by letter. Then we will make any necessary updates to that lien. Once the property sells, we will receive a check.
Kent commented prioritizing our monthly duties. He would like to see a priority list on what we are trying to achieve.
Rachel commented the possibility of reformatting the general managers' report.

X. ADJOURNMENT

Rachel Sarina motioned to adjourn the meeting at 6:03 P.M. Dan Floyd seconded.
The board unanimously voted to adjourn.
Respectfully submitted,

Jeff Beard, General Manager