

**Board of Director's Minutes  
February 24, 2026  
Regular Meeting (Teleconference)**

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

**I. ROLL CALL**

**BOARD MEMBERS PRESENT**

**ABSENT**

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

**STAFF PRESENT**

**OTHERS PRESENT**

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

**II. ADDITIONS OR DELETIONS**

Seth stated the deletion of the consent calendar as the payables amount is incorrect.

**III. PUBLIC COMMUNICATIONS**

None.

**IV. CONSENT CALENDAR**

**Item 1:** Approve January 2026 payables for \$24,176.02.

**This item has been deleted.**

**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, samples delivered to north coast labs (samples will need to be retaken due to complication), weekly CL2 residual testing, monthly reports submitted to State, and 6 dig alerts.

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

- Fencing quotes from Humboldt Fencing acquired for three sites. One more fencing quote is needed.
- Repair leak at Nautical Heights air relief.
- Meter replacements.
- State required samples.
- January 2026 Account Receivables in the amount of \$59,894.56.
- January 2026 Hall rentals in the amount of \$85.00.
- Continue installing new meters.
- Continue replacing old and hard to read meters throughout the system.

- Continue working with RCD for grant applications.
- Continue working on audit.
- Replacing old/leaky parts in pump houses and well houses.

Jeff mentioned the possibility of using Roelink cameras for the community hall, office, work shop, and pump houses. These cameras have the ability of night vision, floodlights, 180-degree cameras, etc.

## VI. FISCAL

### **Item 1: Review Coast Central Credit Union accounts and Morgan Stanley accounts.**

Matt stated he spoke with Spencer, our Morgan Stanley guy. The lighting account CD, connections account CED, and water account with two CDs will be reinvested soon. He will reach out to Spencer again to find out the best options for reinvestments.

The Board reviewed and discussed this item.

## VII. OLD BUSINESS

### **Item 1: Fire safe Grant and Homeland Security Grant. (Discussion)**

Seth stated Maggie at RCD has been working on the Fire Safety Grant. We did miss the deadline for the Homeland Security Grant; however, they did agree to cut down a lot of trees for us.

### **Item 2: Replacement of Pump 2 at upper spyglass. (Discussion)**

Seth stated the pump has been replaced and is running well.

Jeff stated himself and Seth will be trying to find another pump to put on the shelf.

### **Item 3: Detention Time project, engineer stamp of approval. (Discussion)**

Jeff stated he is waiting on call backs and more information from GHD.

## VIII. NEW BUSINESS

### **Item 1: Adding Operations Managers name to Business Accounts. (Discussions/Action)**

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

### **Item 2: Revise Board Meeting schedule for November and December. (Discussion/Action)**

Kent suggested moving the November meeting to November 17, 2026 and the December meeting to December 15, 2026.

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

## IX. BOARD OF DIRECTORS COMMENTS

Dan asked Seth if anyone has purchased a connection this month.

Seth answered one was purchased on Gilbert Way.

Matt asked if there is a private well on the corner of Serena and HWY 101.

Jeff answered that there is an irrigation-only well.

Jeff stated that Seth has done an amazing job over the past couple of months. Seth has really stepped up and learned a lot.

Kent asked about the mapping system.

Seth answered he is in the process of get that all worked out.

**X. ADJOURNMENT**

Rachel Sarina motioned to adjourn the meeting at 5:30 P.M. Patricia Jensen seconded.  
Respectfully submitted,

Jeff Beard, General Manager