

Board of Director's Minutes
March 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

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

ABSENT

Patricia Jensen, Director

STAFF PRESENT

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

OTHERS PRESENT

II. ADDITIONS OR DELETIONS

None.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve minutes from October 2025 board meeting.

Item 2: Approve minutes from November 2025 board meeting.

Item 3: Approve minutes from December 2025 special board meeting.

Item 4: Approve minutes from January 2026 board meeting.

Item 5: Approve minutes from February 2026 board meeting.

Item 6: Approve January 2026 payables for \$33,051.04.

Item 7: Approve February 2026 payables for \$20,943.33. **Matt Westbrook added motion, Rachel Sarina second. Ayes: Rachel Sarina, Matt Westbrook, Dan Floyd, and Kent Van Valkenburgh. 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 5 dig alerts.

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

- Fencing Quotes acquired for Treatment Facility.
- Repair leak on Brookings Avenue and Ocean View Drive.
- Meter replacements.
- Boring under Highway 101, Keyline Quote.

- February 2026 Account Receivables in the amount of \$52,779.36.
- February 2026 Hall rentals in the amount of \$750.00. (Note: Half of a renter's deposit was taken due to a missing toilet cover/lid.)
- 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.
- Continue Mapping Ziptility.

VI. FISCAL

None.

VII. OLD BUSINESS

Item 1: Review County supervisors board 2x2 with Smith River CSD to help resolve capacity issues. (Discussion/Action)

Kent stated the County will reach out to their grant writing people and suggested the district to reach out to the tribe.

Matt suggested at the next 2x2 meeting, for the district to bring up the topic of a new tank. The board of directors discussed this item and no action was taken.

VIII. NEW BUSINESS

Item 1: Key Line Boring Estimate under Highway. (Discussion/Action)

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

Item 2: Letter from 109 Prince Island Court. (Discussion/Action)

The board of directors discussed this item and denied the letter's requested. Then directed the staff to reach out to this customer to state the request was denied and to explain to the customers their options moving forward.

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

Item 3: Approve Kristian Ottersbach use of the Hall on April 18, 2026. (Discussion/Action)

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

Item 4: Renew and/or update RCD rental lease. (Discussion)

The board of directors discussed this item then directed the staff to have a lease written up with a few different options for RCD.

IX. BOARD OF DIRECTORS COMMENTS

Rachel commented Seth did very well at the 2x2 meeting and the County was impressed. Matt asked what is the first check item that we should focus on regarding the Capacity Study.

Jeff answered the first item on the checklist is installing a new well on the North end of our system.

Matt commented that the recycling bin across the street from the office has been removed due to contamination issues and will not be returning.

Kent asked about the leak study and how many current will service letters are out there.

Jeff answered that he hasn't heard back from the leak study but he will reach back out again.

As for the will service letters, there is two out there and two more in the waiting process.

Kent commented that the will service letter should come with an expiration date.

X. ADJOURNMENT

Rachel Sarina motioned to adjourn the meeting at 5:53 P.M. Dan Floyd seconded.

Respectfully submitted,

Jeff Beard, General Manager