

**Board of Director's Minutes
November 25, 2025
Regular Meeting (Teleconference)**

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

I. ROLL CALL

BOARD MEMBERS PRESENT

Dan Floyd, President
Matt Westbrook, Fiscal Office
Rachel Sarina, Director
Patricia Jensen, Director

ABSENT

Kent Van Valkenburgh, Vice President

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 October 2025 payables for \$74,548.90. **Rachel Sarina added motion, Patricia Jensen second. Ayes: Patricia Jensen, Matt Westbrook, Rachel Sarina, and Dan Floyd. 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 3 dig alerts.

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

- New service installed at Ocean Heights.
- Service leak on Brookings Ave.
- Repair leak at well field on 2-inch raw water spigot.
- October 2025 Account Receivables in the amount of \$54,289.70.
- October 2025 Hall rentals in the amount of \$805.00.
- Continue installing new meters.
- Continue replacing stopped/broken meters in system.
- Continue working on audit.

VI. FISCAL

None.

VII. OLD BUSINESS

Item 1: Contact time Project and Engineer Approval. (Discussion)

Jeff stated he had reach out to GHD and Stover Engineering. GHD was able to get a quote and we're waiting to hear from Stover Engineering.

Item 2: Building moratorium letters to the public. (Discussion)

This item has been tabled for next meeting.

Item 3: Options for making improvements to system to improve our production capacity. (Discussion)

Jeff stated he's working with GHD on coming up with a hydrology report. Which will help us decided the best area to install another well on the North end of the system.

Seth stated he has been working with RCD on a grant that could possibly help us get tank replacements and possibly upsizing tanks, as well as, tree removal around the tanks, hydrant replacements for faulty hydrants, and a new workshop due to lack of storage.

VIII. NEW BUSINESS

Item 1: Air circulation for treatment room (asked by the state). (Discussion)

Seth stated the treatment room needs a new fan that blows air into the room and a vent below that to push air out.

Item 2: Fire Safety Grant, Betty from RCD offered to help with the grant. (Discussion)

Matt clarified her name is Becky, not Betty.

Jeff stated Seth mentioned this above on item 3 under old business.

Item 3: New list of samples required by the State (50 different samples asked to be taken). (Discussion)

Seth stated he has confirmation on 7 of these samples, which will be roughly \$1,000 to do. The state would like us to sample any synthetic organic chemicals as well. About 10 of these will need to be done once every 3-5 years. One, the hexchromium, will need to be done as soon as possible.

Item 4: Cancel or reschedule December meeting. (Discussion)

This item has been tabled for next meeting.

IX. CLOSED SESSION

Item 1: Discuss and take action on employee pay rate increases.

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representatives: Jeff Beard, General Manager

Unrepresented employee: operations manager (Discussion/Action)

Dan stated action was taken to raise Operations Manager pay to \$27.00/hour as long as he's doing office work as Office Manager is out with a 4-0 vote.

X. BOARD OF DIRECTORS COMMENTS

None.

XI. ADJOURNMENT

Rachel Sarina motioned to adjourn the meeting at 5:05 P.M. Dan Floyd seconded.
Respectfully submitted,

Jeff Beard, General Manager