

**Board of Director's Minutes
January 27, 2026
Regular Meeting (Teleconference)**

Dan Floyd, President called the regular meeting to order at 4 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 (Absent)
LeeAnn Burcham, Office Manager (Absent)
Seth Water, Operations Manager

II. ADDITIONS OR DELETIONS

Seth stated the deletion under new business item 3 regarding the letter from 345 Denny Lane.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve November 2025 payables for \$48,764.91.

Item 2: Approve December 2025 payables for \$34,519.83. **Kent Van Valkenburgh added motion, Matt Westbrook second. Ayes: Rachel Sarina, Matt Westbrook, Dan Floyd, 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, Samples delivered to north coast labs, weekly CL2 residual testing, monthly reports submitted to State, hydrant maintenance, and dig alerts.

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

- Communication issues with lower spyglass PLC.
- Chlorine injection lines repaired.
- Repair leaks at lower spyglass air relief, well house #1 copper tubing, and under community hall.
- Meter replacements.

VI. FISCAL

None.

VII. OLD BUSINESS

Item 1: Working on Fire safe Grant and now Homeland Security Grant. (Discussion)

Seth stated he is working on this with Becky. Becky is working on the fire safely grant and he is working on getting quotes for homeland security cameras and fencing. The grant should be submitted in by next week.

Item 2: Letter for restricted number of new services available. (Discussions/Action)

Rachel stated for the record item 2 should have read, approve and adopt a resolution the Board of Directors of the Smith River Community Services District 2026-01 establishing a temporary limitation on new water service connections, authorizing a limited preservation of up to 15 connections, subject to deposit and expiration, and recognizing certain prior binding commitments.

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

VIII. NEW BUSINESS

Item 1: Election of Smith River CSD officer per Gov. Code 61043. (Discussions/Action)

The board of directors decided to stay the same as last year.

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

Item 2: County supervisors board approval to create a 2x2 with Smith River to help resolve capacity issues. (Discussion/Action)

Rachel explained that this meeting is to get some form of support with our current challenges we are facing. Then suggested the board vote on which two board members will attend the meeting. Nominating Matt and Kent as well as nominating Dan as an alternate.

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

Item 3: Letter from 345 Denny Lane. (Discussions/Action)

This item has been deleted.

Item 4: Replacement of PLC at lower spyglass under warranty. (Discussion)

Seth stated we were having issues any time the power goes out. He had Pacific Power come out to check out the power connection. They haven't had an issue since it being fixed.

Dan suggested to get a backup battery.

Item 5: Upper Spyglass Pump#2 Repair Proposal by Solomon Electric (\$1,400.00). (Discussion/Action)

Seth stated we current only have one running pump at the second pump house so if that one goes out, we are in big trouble. We do need this second pump to be repaired.

Matt asked Seth to get a quote on a new similar-sized pump to have as an extra part.

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

Item 6: Ziptility Application-Mapping and asset Management Program. (Discussion)

Seth stated the program will help with our mapping and logging issues. The program will allow us to map out water lines, attach photos, log deterioration, hydrants, flashing dead ends, and much more.

Item 7: Cal Rural Water Apprenticeship Program for Operations Manager. (Discussion)

Seth stated this apprenticeship help with getting us certified and more. This apprenticeship program would be a great opportunity for learning more.

Item 8: Change regular meeting hours. (Discussions/Action)

Dan suggested moving the meeting time to around 4:30 p.m.

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

IX. BOARD OF DIRECTORS COMMENTS

Dan asked about the water samples taken by North Coast Regional Water Quality Board.

Matt stated NCRWQB will be up here tomorrow and he ask for more information regarding the samples.

Kent stated on the board meeting agenda he would like to discuss holidays and the possibility of pushing up board meetings a week if needed.

X. ADJOURNMENT

Rachel Sarina motioned to adjourn the meeting at 4:04 P.M. Kent Van Valkenburgh seconded.

Respectfully submitted,

Jeff Beard, General Manager