

**Board of Director's Minutes
October 28, 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
Kent Van Valkenburgh, Vice President
Patricia Jensen, Director

ABSENT

Matt Westbrook, Fiscal Office
Rachel Sarina, Director

STAFF PRESENT

Jeff Beard, General Manager
LeeAnn Burcham, Office Manager

OTHERS PRESENT

II. ADDITIONS OR DELETIONS

Dan stated under new business regarding the new hire, that item is discussion only.

III. PUBLIC COMMUNICATIONS

None.

IV. CONSENT CALENDAR

Item 1: Approve minutes from August 26, 2025 board meeting.

Item 2: Approve August 2025 payables for \$37,395.63.

Item 3: Approve September 2025 payables for \$37,395.63. **Kent Van Valkenburgh added motion, Patricia Jensen second. Ayes: Kent Van Valkenburgh, Patricia Jensen, 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 1 dig alerts.

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

- Leak found during excavation for 24" line.
- Lower spyglass controls.
- Water resources control board meeting.
- Meeting with State senators' office about contact time issue.
- August 2025 Account Receivables in the amount of \$67,682.71.
- August 2025 Hall rentals in the amount of \$970.00.
- September 2025 Account Receivables in the amount of \$59,495.42.
- September 2025 Hall rentals in the amount of \$935.00.
- Continue installing new meters.

- Continue replacing stopped/broken meters in system.
- Take samples down to North Coast Labs.

VI. FISCAL

Item 1: Transfer of funds for Hall septic system and also 24" contact time line. (Discussion)

Matt Westbrook took care of this item.

VII. OLD BUSINESS

Item 1: Hall Septic system. (Discussion)

Hall septic system is complete.

Item 2: Approve building moratorium letters to the public. (Discussion/Action)

This item has been tabled for next meeting.

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

GHD and RCAC will have a report for us to use regarding this item. The infostructure grant opens in November 2025 and closes March 2026, which is state funded. We will reapply this grant for a new well and new tanks.

VIII. NEW BUSINESS

Item 1: 24" line for contact time issue (Discussion)

The 24" line is completed. We will be able to lower CL2 cost by 50% after the engineering team confirms we can lower the CL2.

Item 2: Review application and approve hiring of part time employee. (Discussion)

The new part time employee's starting pay will be \$21.00.

Item 3: Testing of water for pesticides. (Discussion)

This is new testing the Water Resource Board is requiring us to do. The test results will come back in 6 months.

IX. BOARD OF DIRECTORS COMMENTS

Kent asked when was the last rate increase done.

Jeff answered the last rate study was done in 2017. In effect in 2018-2023.

Kent asked Jeff to look into doing another rate increase.

Dan mentioned moving the board meetings back to 6PM as board member attendance has decreased since meeting time has been moved to 4PM.

X. ADJOURNMENT

Kent Van Valkenburgh motioned to adjourn the meeting at 5:12 P.M. Patricia Jensen seconded.

Respectfully submitted,

Jeff Beard, General Manager