**Orick Community Service District**

**Special Board Meeting**

**June 30, 2025**

**Orick Community Hall**

**MINUTES**

**1. CALL TO ORDER/ROLL CALL:** Ron Barlowcalled the meeting to order at 6:00 p.m.

**MEMBERS PRESENT:** Ron Barlow, Bob Secor, Marla Zuber

**MEMBERS ABSENT:** Byron Frick and Kaitlyn Combs

**STAFF PRESENT:** Barbara Mitchell, Marcie Allen, Bill Allen, Trevor Avram

**STAFF ABSENT**: None

**OTHERS PRESENT:** Donna Hufford, Joe Hufford, Greg Hufford via phone

**2. APPROVAL OF AGENDA:** Bob Secor made a motion to approve June 30, 2025 Agenda. Marla Zuber seconded the motion; the motion was passed unanimously.

**3.** **PUBLIC COMMENT**: None

**4. INFORMATION – DISCUSSION:**

**a. Stop Work Order/Cancel Award Smart Meter Project:**

Ron Barlow and Marla Zuber talked to Jordan Blough from LACO regarding a Stop Work Order/Cancel Award for the Smart Meter Project. No Contract has been signed; only the Notice to Proceed. Ron said before we continue with this, the Work Order Contract needs to be put together, signed and approved so this project can get back on track.

Ron said I’m concerned about the cost; I felt confident, when this started that we could find extra funding, but now if costs go over the grant amount, there is no funding available to complete this project. Greg asked, how do we move forward with the budget we have? Ron said, you don’t – this needs to stop now until the contract is put together. Donna Hufford commented “you like to say there was no contract, but why would we move forward and have a big bill not knowing that it would not be paid?’ She said she sent an email to Trevor in January of 2025 about signing the contract, but it went nowhere. Ron said we did get behind with the contract.

Trevor said that there is no Encroachment Permit either. Greg Hufford, Project Manager for Hufford Construction said that he was told, by the County, that they did not need one, but he will contact Caltrans to confirm that. There needed to be some back-and-forth discussion with Trevor, as the acting Project Manager for OCSD, if there were issues so there would be no misunderstandings. Greg Hufford did clarify that with a Change Order Request you cannot remove a line item, only change the quantity. He also said that the original bid is short by approximately $3000. We are hoping you will see that we made an honest mistake and move forward. There are still some cost on items that have been ordered but not delivered.

Greg Hufford stated they should have notified the contractor regarding the stop order and cancellation order before having this special meeting - Hufford Construction was not notified. Trevor said that the agenda was posted at Orick Community Services District office and Orick Post Office and at Shoreline Deli. Ron said that the Notice to Proceed was only for ordering smart meters before there was a price increase, not to start working on the project.

Marla Zuber said that maybe they should have not proceeded even buying the smart meters without a contract. Consider this a lesson learned – Gregory wanted to move ahead before prices went up.

Donna said that they finished cleaning out a meter and when they found out about the Stop Work Order and Cancellation notice they stopped doing the work. Ron Barlow said we need all the information on how much work has been done already.

Bob Secor asked about charges to repair leaks or broken boxes when changing out meters. Greg Hufford said if they break anything they will be responsible for parts and damages. If they find a broken box that needs to be replaced, they will call CSD to fix it. Bob did tell Hufford Construction that someone from Orick Community Services will be present when they are working and installing the smart meters. Donna Hufford from Hufford Construction that it would not be a problem to have someone from the Orick Community Services District.

Joe asked Ron if the grant was not enough to finish the smart meters project how much would it be short and why can’t you use the Cap fund? Ron said maybe around $13,000.00 but we really don’t want to use the Cap fund - it’s for emergencies only – you understand that.

The district just wants to help our small community out and save some money. We need to decide what to do. Maybe that they could do half of the meters. Trevor said that they would like Hufford Construction to install 100 meters (includes the hardest ones) and the OCSD will do 44. The question was asked on who will be installing the meters for Hufford Construction – Shane and William along with Kristina and Joe.

Bob asked, what happens if we do a Stop vs Cancel? Greg: the contract is in the Bid documents – you can cancel if you want to – or you can pause for a certain amount of time, but there are costs. You can completely cancel and pay the amounts that are outlined in the letter from me. Donna said if you cancel this you may have to put it out for bid again. Trevor said no, we can do the work ourselves. Donna: what does the grant say about doing it inhouse? Trevor: all okay – no problem.

Ron Barlow said that Hufford Construction was the lowest bid, but you also live here. We need to give our community the best shot we can – this project needs to get done. This should have been a little project with no problems. Gregory said that everything you’re saying sounds good, but a decision has to be made. Donna asked if Ron is going to talk to LACO to give them an idea of how to complete the Contract to include change orders? And is it possible that you will have the information by the next meeting?

Ron did say how grateful we are to have Joe available. He’s there when we need him, he knows the system. Where to dig and how deep!

**5. ACTION AGENDA: Stop Work Order/Cancel Award Smart Meter Project**

Ron Barlow called for a motion to do a STOP WORK ORDER only. A motion was made by Bob Secor to do a Stop Work Order only on the Smart Meter Project at this time. Motion was seconded by Marla Zuber. Motion passed unanimously.

**6. ADJOURNMENT: 7:00 p.m.**

**Next Regular Meeting is scheduled for August 13, 2025**