# Orick Community Service District

**Regular Meeting**

**September 10, 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, Byron Frick

**MEMBERS ABSENT:** Marla Zuber, Kaitlyn Combs

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

**STAFF ABSENT**: None

**OTHERS PRESENT:** Nancy Koke, Larry Goldberg w/Trinidad CERT

**2. APPROVAL OF AGENDA:** Before approval of Agenda, Ron Barlow asked Trevor Avram if the Action Item for the Cross Connection Control Plan needed to be on the agenda. Trevor said no, it could be discussed during his water system report. Ron said that he would table that action item at this time, and asked for approval of the agenda with that change. Byron Frick made a motion to approve September 10th Agenda. Bob Secor seconded the motion; the motion was passed unanimously.

**3. APPROVAL OF CONSENT AGENDA:** Bob Secor made a motion to approve the consent agenda. Byron Frick seconded the motion; the motion was passed unanimously.

**4.** **PUBLIC COMMENT**: Nancy Koke and Larry Goldberg with CERT from Trinidad explained the importance of knowing the protocol for evacuating in an emergency. Ron did explain that because they were not on the actual agenda, and their time to speak was limited, he suggested contacting Barbara to be put on the agenda for next month. This was a very informative presentation and all present would like to hear more. Ron suggested to Nancy that she could put out some flyers to draw interest from the community to attend and hear the presentation.

**5. INFORMATION – DISCUSSION:**

 **a. Wastewater Study Grant:** No representative from LACO was present. Ron said he will definitely call them tomorrow. It has been 2 months since we’ve heard from them; we should be seeing a draft feasibility study by now.

 **b**. **Tank Grants:**

**T2**: The tank 2 project is moving right along. Trevor has been documenting the progress at the T2 site. New power poles have been installed by PG&E and our pole with the 100-amp services is there. The generator has been delivered to Wahlund. Trevor had a handout from PACE showing where the container that will store the generator will be placed at the water office site. Ron asked if there will be a door put in. Bill said an entry door could be fabricated once the container is on site.

**T1**: The tank project has been finalized – just waiting to receive the final payment, from the retention fund, that has been released by the State to pay off GRS and PACE.

Ron did ask Trevor to hold off for a moment on the Smart Meter update as he needed to ask the board if there were any questions regarding the Tank Grants. Ron asked how far along they are with Tank 2. Trevor said the old tank has been demolished – Wahlund has begun work on the new foundation – it will be a donut concrete; Ron asked like the T1 tank? Yes. Ron: so, they already have the hole dug and are ready to start? Trevor said they will be putting in the rebar next week. Ron: Is the tank on line to be done and ready to be installed before the wet weather starts? Trevor said the tank won’t be here until November. Bob Secor asked if they will be ready for it by then? Trevor said yes, foundation will be ready when Aquastore is ready to erect the tank. Ron: Any more questions? Byron and Bob both said no; Bob did comment – sounds like it’s moving right along.

**c.** **Smart Meters:** Trevor reported that he has been working with LACO, submitting claims so they can send on to the State. Grant fund requests are sent in on a quarterly basis (3rd QTR ends on September 30). Bill and Mike have currently installed 4 large boxes and 134 meters, end points and lids. Ron commented that is pretty amazing. Once completed Trevor will work with Barbara and RVS to integrate new software and input new meter info. He also spoke with Steve Wilson (PACE) re the new laptop – which comes with Tank 2. It will be programmed to T2 and the Smart Meter program. No new laptop will need be to purchased. Trevor, Barbara and Marcie will all be trained on the new monthly meter readings data input by a representative.

Bill did explain that meter installation has gone smoothly, but 12 lids will need to be fabricated to fit. He was very positive with the success of the project so far. Ron thanked him and Mike for a job well done. Bob commented that we may have not been this far – Ron said yes, pretty amazing. Ron asked if there were any questions – there were none. Bob said good job!

**d. Financial/Office Manager Job Position:** Ron asked how many resumes have been received. Trevor said we have three resumes to date and that Marcie did forward them to Kaitlyn and Marla. Ron commented that Marla possibly did not receive them. Kaitlyn did respond, by email, that 2 of those should be interviewed. Barbara will contact her to see when they would like to set up a date and time. Trevor did say that one was local and Ron asked if they might be able to do this job – he said that they may not need a degree, and him and Bob both commented that they may be experienced enough to fill the position. He is also hoping that they will be able to advance the position to include finding grants; although he did comment that he agreed with Byron at our last meeting, regarding applying for new grants, that maybe Orick doesn’t need to take on any more projects at this time. Ron asked Marcie if she had any comments about the position. It will be up to Kaitlyn and Marla to decide who’s qualified for the position.

**e. Discuss Finances:** Ron said numbers look good. Barbara said yes, we are doing good.

Ron did ask Barbara to explain the issue with our annual renewal of SAM.gov., which is required in order to receive direct deposit payments from RNSP. She explained that there was a problem staying connected to the site during the renewal application process, as the internet would shut down. Trevor also explained that in order to receive federal grants the OCSD has to be a registered entity with them. After several days and several calls and emails to both SAM.gov and Frontier the problem was resolved. The possibility of looking into a different internet provider was discussed. Trevor did say that we need to have a cellular carrier for the water tanks, so possibly go with US Cellular for both phone and internet. Bob and Ron both thought Starlink would be a good choice. Trevor will help Barbara look into that. Barbara said that bulk water payments are coming in. Ron and Bob did ask about delinquent customers and how do you go about collecting payments from properties that have been sold but still carry an amount owed on them. Barbara and Trevor both explained that you notify the new customer that water will not be turned on until monies owed are paid.

The issue with the RNP bypassing the water meter at old SOC was discussed. It apparently was done a while ago, and was not discovered until the installation of the new smart meter. RNP has been made aware of it, and hopefully they will come up with a solution to rectify the lost income to the district. Bob did say that possibly the money we still owe RNP for the water line extension could be “a wash” and call it even. They do pay the monthly base rate each month, but actual usage was never more than a click or two. Trevor thought that maybe the meter was connected to an outside spicket that was rarely used. He did say that we should invite them to our next meeting to openly discuss it. Byron wondered what the story was behind that, because whoever did that had to be obviously avoiding a bill. The house with the bypassed meter was rented out to individual park rangers, who would come into the office to put the account in their name and personally pay each month. The account now is paid directly from RNSP. Ron commented that it will be interesting to see how much water is actually used now that it’s been corrected.

**6. ACTION AGENDA: Orick Cross Connection Control Plan: Tabled at this time.**

Ron did ask Trevor for a quick overview of what this is. In 2021 he put together a Cross Control Connection Program (it’s on our website) explaining cross connections, backflow prevention, etc. and the laws that pertain to it. The State is now updating their Cross Connection Handbook and is asking for a more detailed Plan from water districts. Trevor will work on this and finalize it within the next couple of months.

**7. STAFF REPORTS**

1. **OCSD Office:** Barbara did let the Board know that the Election Board is asking for confirmation of two members that are willing to serve for 4-year terms. Marla Zuber was not willing to reup and that leaves Ron Barlow and Kaitlyn Combs. Both are not sure at this time. The Election Board will need a letter stating who declines before September 26th. Ron asked her to hold off a few days before sending a letter. Barbara said everything else is going good in the office. Ron did emphasize that he would like to have another board member take over as the chairperson someday.

Ron brought up the concern of the current office staff wage, as the responsibilities have increased, but the rate does not seem compatible with the “work load”, especially for Barbara, there are days I come into the office and she is very frustrated. As Byron has mentioned before, that when a new project grant is approved the work increases for the staff.

Ron would like to see the hourly rate increase to $20.00 an hour. He also commented to Barbara that she should know that she is not being pushed out (of her job). She did say it was rough for her last month; Ron let her know that she can always call him or any other board member if is she has issues or needs to talk. We value what you do and appreciate that you’re in the office every day. Ron asked the Board if they would be okay with that. Bob said yes, $20.00 an hour. Byron asked if we needed to do this as an Action Item; Ron said he did not think so. Ron also read a text from Marla and Kaitlyn requesting that the staff keep detailed daily (5 minutes increments) of work performed (see attachment for full explanation). Trevor commented that he already keeps a daily log, so this will be easy for him. There was some discussion that this may be too detailed. Bob suggested maybe 30-minute increments (this is what he does at his work); Byron said try (5 minute) it and see how it goes. Ron agreed.

1. **Water System:** Ron asked Trevor if he had anything to report. Trevor said that Roger’s Machine has been in contact and the clay valves for the wells should be here next week and will be replaced. Customers with backflow devices will be inspected the end of the month by a licensed inspector. During smart meter installations Bill let Trevor know that SOC and the Kuchel Visitors Center both have fire suppression systems and will need to be added to the backflow inspection list.

**c. Fire Hall:** No representative was present. Bill has contacted the electrician for the generator installation – wire has been ordered and he will be here on Friday to finish the project. Steven told Bill that he has talked to the Fire Chief’s Association and there is money in the generator grant fund that should pay for the rest of the hook up. Ron said that is good news. He asked Barbara if she had gotten the debit card back from Steven – no, but she will contact him again. The firetruck is still at Trinity Diesel being repaired. Ron did say that there needs to be a meeting with the firemen to discuss current issues and the future of the VFD.

**d. Community Hall:** New doors have been installed.

**8. BOARD MEMBER REPORTS:**

**a. Levee Report:** No report

b. **Board Members:** Bob Secor said he was not willing to reup for another 4-year term. Barbara explained that him and Byron Frick’s seats will not expire until 2027.

Ron did clarify that the staff needs to realize that all 5 Board members are their bosses. He said that he is the one that always gets called, but he is overloaded himself, and reminded us that he is only the chairman that runs the meetings, he is not the president. He asked that if a decision needs to be made there are 4 other board members to call, it doesn’t always have to be him.

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RREDC has asked him to attend their monthly/quarterly meetings. As we are members he feels obligated to attend (it has to be a board member – not staff). He said Gregg Foster has always been good to us and we cannot abandon something like that, so he will be attending those meetings. He asked if there were any more comments or report. Byron had nothing to report.

**9. ADJOURNMENT:**  7:09 p.m.

**Next Regular Meeting is scheduled for October 8, 2025**