

MINUTES

LEWISTON COMMUNITY SERVICES DISTRICT

POST OFFICE BOX 164, LEWISTON, CA 96052

REGULAR MEETING TUESDAY JUNE 6, 2023, AT 7:00 PM

LOCATION: LEWISTON COMMUNITY CENTER

130 TEXAS AVENUE, LEWISTON, CA 96052

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND DETERMINATION OF QUORUM

The meeting was called to order at 7:00 pm by Mel Deardorff. Attending were Directors Cyd Cooper, Mel Deardorff, Jim Montgomery and Joe Kasper. Absent: Jenni Brookins. Guest was LCSD Secretary Gretchen Deichler.

INPUT REGARDING AGENDA & NON-AGENDA ITEMS: There was no input.

3. CONSENT ITEMS & DISTRICT GENERAL ITEMS - It was moved to approve the consent agenda items 3.1, 3.2 and 3.3 by Cyd Cooper, seconded Joe Kasper and passed 4 - 0, 1 absent.

3.1 Regular Meeting Minutes 5/2/2023

3.2 Fund 8207 Authorizations: Payroll \$10,029.05; Grant payment Stantec \$6,392.00; Mid Months Bills \$22,225.57

3.3 Fund 8217 Authorizations: Payroll \$188.44; Mid-Month Bills \$1,295.87

3.4 Pace presentation report on Final Budget Approval for Well 8 & distribution Project & options - Nicole Harris was not available and the board reviewed an email from her. Cyd Cooper moved

approval of the Final Budget, seconded by Joe Kasper passed 4- 0, 1 absent. Total project estimated at 7.1 million.

3.5 Discussion & possible action on employing part time General Manager for all district functions - Mel Deardorff explained the need for the position to take over functions being provided by him. Jim Montgomery mentioned that Mel Deardorff is currently the Fire Chief, the President of the LCSD and performing the functions of the General Manager. Jim mentioned he is considering resigning from the board in order to be able to apply for the General Manager position. Mel will put together a job description for General Manager to bring to the next board meeting.

4. LEWISTON CSD WATER & SEWER

4.1 Payment of water/sewer monthly bills, Payroll & Grant Authorizations \$7,890.38 - It was moved by Cyd Cooper, seconded by Joe Kasper and passed 4 - 0, 1 absent.

4.2 Public hearing opened at 7:20 and closed at 7:22 on adoption of the 2023-2024 Enterprise Preliminary Budget. It was moved by Joe Kasper, seconded by Jim Montgomery and passed 4 - 0, 1 absent.

4.3 Verbal Report Water/Sewer Cash position as of 6/01/2023: \$139,985.

5. FACILITIES

5.1 Discussion & possible action on maintenance & repair items at the Lewiston Community Center, Community Park (Toilets & Snack Shack) - Joe Kasper provided an update on the support he's been providing for the community garden. Trinity Center volunteers will provide plants for the garden project and can be picked up at any time. Mel mentioned that he received input from a resident regarding the park playground equipment and a possible hazardous situation. Jenni Brookins was not at the meeting to comment. Joe Kasper said he will go to the park and look at the playground and report at the next meeting. The board discussed the status of the clean-up project in the

sub-division alleys and were pleased with the results so far. Joe Kasper mentioned that he is continuing to work on the organization of the storage buildings. He would like to get the lawn mower out of the gym and move it to the well building. He has also been in contact with the users of the ballpark regarding storage of their team equipment.

5.2 Verbal Report on Multi Court Sport Court Project - Mel Deardorff let everyone know that all the documents have been signed and a letter has been sent to the owner of the boat that needs to be moved. There is a pickup truck that needs to be moved but no letter has been sent yet. There is not a start date for the project.

5.3 Review of applicants for maintenance person for the community park and adjoining grounds. - Mel Deardorff forwarded all four application to Jenni Brookins. Since she couldn't be at the meeting, Mel Deardorff suggested that the board hire the two local Lewiston applicants. These employees will be at-will. An update will be provided at the next meeting. Cyd Cooper will donate her gas weed eater and blower to the LCSD. Tom Barnes has retired from mowing the LCSD properties. Dan Pulizanno will do the mowing until a position is filled.

6. FIRE DEPARTMENT

6.1 Monthly Activity Report (Information only, no Board action required) There were 19 calls. Mel Deardorff read a thank you from a resident regarding the response from the Lewiston Fire Department.

7. FINANCE

7.1 Payment of non-enterprise monthly bills & Grant invoices \$7,915.01 - It was moved by Joe Kasper, seconded by Cyd Cooper and passed 4 - 0, 1 absent.

7.2 Public hearing opened at 7:43pm and closed at 7:44pm on adoption of the 2023-2024

Non-Enterprise Preliminary Budget - It was moved by Joe Kasper, seconded by Cyd Cooper and passed 4 - 0, 1 absent.

7.3 Presentation of completed 2021/2022 Annual Audit - An electronic version was provided to board members and hard copies will be provided next month.

7.4 Verbal Report of non-enterprise cash position as of 6/01/2023: \$158,193.

8. PUBLIC COMMENT: Board comment - Joe Kasper updated the board that he got final review on the board policies and procedures from Nicole Harris from PACE. He will bring the final policies and procedures to the next board meeting to review and/or approve.

The meeting was adjourned at 7:48 pm.

Respectfully submitted, Gretchen Deichler