

MINUTES
LEWISTON COMMUNITY SERVICES DISTRICT
POST OFFICE BOX 164, LEWISTON, CA 96052
REGULAR MEETING OCTOBER 1, 2024, AT 7:00 PM

LOCATION: LEWISTON COMMUNITY CENTER, 130 TEXAS AVENUE, LEWISTON, CA 96052

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND DETERMINATION OF QUORUM

Present: Mel Deardorff, Jenni Brookins, Jim Montgomery, Mary Nixon, Cyd Cooper

Absent: Gretchen Deichler

Guests: Chuck Colby, Les & Shirean Dunscht

2. INPUT REGARDING AGENDA & NON-AGENDA ITEMS:

The president of the Board will allow any individual or group representative to address the Board on any subject covered or not covered by an item in the agenda at this time. Additional opportunities will be given for the public to comment on Agenda items as they are recognized and given the opportunity to speak. The Board of Directors reserves the right to limit the time allotted to each speaker and the number of times an individual is allowed to address the Board on a given subject. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may (1) acknowledge receipt of the information; (2) refer to staff for further study; (3) refer the matter to the next meeting.

2.1 Nixon completed 15 pages of the Section 1 of the Policy & Procedures Manual. She will send them out for review and plans to have Section 1 completed for the November meeting.

3. CONSENT ITEMS

3.1 Brookins moved approval of the regular Meeting Minutes 9/3/2024, Montgomery seconded.

Approved 4/0 - Cooper abstained, not present.

3.2 Brookins moved approval of the Fund 8207 Authorizations: Mid Month Bills \$481.53, Montgomery seconded. Approved 5/0

3.3 Brookins moved approval of the Fund 8217 Authorizations: Mid-Month Sept Bills \$508.09, Montgomery seconded. Approved 5/0

4. DISTRICT GENERAL

4.1 Jennilea Brookins & Mary McNamara Nixon both took the Oath of Office for the next four years

4.2 Cooper presented the Job Announcement, Job Description and General Manager description for the Policy Manual for the Water/Sewer department. Pace provided the documents from a position they created for another water district. All agreed the documents fit the LCSD needs. Nixon to work with Pace on salary, benefits...

4.3 Montgomery has started looking into possibly increasing water & sewer fees by cost of living. Stated he needs help - very convoluted with the addition of Prop 218. An immediate need exists to complete the application for public assistance, creating rate increases.

5. FINANCE PAYMENT OF DISTRICT BILLS & INVOICES

5.1 Cooper moved, Brookins seconded the following payments:

Payment of water/sewer Fund 8207 & 8247 monthly bills, Payroll & Grant Authorizations in the amounts of \$19761.92, \$35,092.50, \$55,809.95

Payment of non-enterprise Fund 8217 in the amount of \$7271.80

Both approved 5/0.

5.2 Cash Positions: Water/Sewer Fund 8207 = \$123,654 & Fund 8217 = \$88,770 as of 10/01/2024

6. FACILITIES

6.1 Possible action on maintenance & repair items at the Lewiston Community Center, Community Park (Toilets & Snack Shack)

Bookins had one truck load of gravel delivered and spread at the park. Barely covered swing area. The elementary school redid their playground and have abandon use of rubber safety surface. They are giving it to the Service District to use at the park. The Service District will be responsible to transfer and spread the safety surface at the park.

6.2 Cooper could not provide an update on the security system for gym area joining Lewiston School system. The CBO is currently out.

7. FIRE DEPARTMENT

7.1 There was no Monthly Activity Report

8. PUBLIC COMMENT: None

9. ADJOURN: meeting adjourned at 8:20pm