

MINUTES

LEWISTON COMMUNITY SERVICES DISTRICT

POST OFFICE BOX 164, LEWISTON, CA 96052

REGULAR MEETING TUESDAY NOVEMBER 7, 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 Directors: Mel Deardorff, Jim Montgomery, Jenni Brookins, Joe Kasper (arrived 7:06pm). Absent Directors: Cyd Cooper. Others present: LCSD Secretary Gretchen Deichler (arrived 7:06), Connor Nixon, Mary Nixon, Chuck Colby, Dina Wideman and Les Duntsch. Jim Montgomery moved to offer the TNS quilters guild the same terms they paid in the past to use the facility from March 7 10, 2024, seconded by Joe Kasper and passed 4 0, 1 absent.

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

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

3.1 It was moved by Joe Kasper to approve the Regular Meeting Minutes 7/11/23 and 10/3/23 and passed 4 0, 1 absent.

3.2 Fund 8207 Authorizations: Mid Months Bills \$1,509.61 and Payroll \$10,750.52

3.3 Fund 8217 Authorizations: Mid-Month Bills \$422.67 and Payroll \$465.57, Per Capita Grant Pay \$118,976

4. LEWISTON CSD WATER & SEWER

4.1 It was moved by Joe Kasper, seconded by Jim Montgomery and passed 4 0, 1 absent to approve payment of water/sewer monthly bills \$18,076.08, \$442.13 and Payroll & Grant Authorizations \$0

4.2 Verbal report on Well8 & Water Distribution Project Mel Deardorff reported on the progress of the project. Contractor will continue until the weather forces them to stop. He talked about the

recent leaks and responses. PACE has a representative available on the project to answer questions from residents or concerned citizens. Meters are being moved from back yards to front yards on affected streets and right of entry forms have been sent.

4.3 Discussion & possible action on employing General Manager for the District

- There was discussion regarding the letter submitted by Connor Nixon regarding hiring an administrative assistant half time position. Jim Montgomery would like to meet with Mel Deardorff and categorize duties that he is currently doing as Fire Chief, President of the Board, General Manager and Administrator. Connor Nixon explained that the letter he wrote was to consider the need for an administrative assistant as a half-time position to immediately take some of the workload off Mel Deardorff. This position could be filled by a retired or semi-retired person in the community. He emphasized the need for the transition over 6 months for training. The position should be advertised sooner rather than later. Mel Deardorff explained that Lorraine does the water company billing works part time and she might want to retire fairly soon. Mel Deardorff would like Cyd Cooper and Jim Montgomery to meet about the part time position, clean up the existing job description and post the position prior to the next meeting. The current job description has been used for the two prior employees that resigned. Jim Montgomery will be contacting Mel regarding the General Manager duties and then will revise the various job descriptions. Mel wants the bulk of the administrative work out of his home office to the district's office as soon as possible. It was moved by Jenni Brookins, seconded by Joe Kasper and passed 4-0, 1-1 sent to direct the committee (Jim Montgomery and Cyd Cooper) to revise the job description and post the part time administrative assistant before next meeting.

4.4 Verbal Report Water/Sewer Cash position as of 11/01/2023 Mel Deardorff reported cash balance is \$137,763.

5. FACILITIES

5.1 Discussion & possible action on maintenance & repair items at the Lewiston Community Center, Community Park (Toilets & Snack Shack) Joe Kasper reported that the pavilion project is still in process. The bathrooms aren't plumbed and the counter in the pavilion hasn't been completed by

the contractor. See 5.3

Jenni commented that Gerry (the LCSD employee) hasn't been cleaning the community center, park and firehouse. Because of this other people have been paid to complete these duties. Mel Deardorff advised that Gerry hasn't been paid and wondered if he quit or no longer wanted the work.

Joe Kasper would like to rent a space for storage. He thought there was a large room downstairs available. There was discussion regarding available space and competing with other local storage unit businesses. The only space that might be available would be the attorney's office in the past. The small size of this space would not be large enough for Joe.

Gretchen Deichler explained that the Sparkies used two rooms downstairs for the countywide yard sale which raised money for the fire department. The Sparkies would like to use both rooms and keep them set up so sales could be done periodically to raise funds for the fire department. She asked if the LCSD could make keys for those two rooms downstairs match the Sparkies keys.

Joe Kasper advised that the garden is being put to bed for the season and he will do the garden next spring if there is water. This year Joe was growing for the food bank and the food pantry.

5.2 Final Acceptance of Multi Court Project & Authorize Filing of Notice of Completion It was moved by Jenni Brookins, seconded by Joe Kasper and passed 4 0, 1 absent. Mel explained that the retention has not been paid and after the time period expires for liens then the retention will be paid.

5.3 Report on Pavilion rehab project see 5.1

6. FIRE DEPARTMENT

6.1 Monthly Activity Report (Information only, no Board action required) There were 22 calls.

Mel reported that Spaghetti Fundraiser was successful and the Sparkies raised money for the Lewiston Bridge Lighting fireworks.

7. FINANCE

7.1 It was moved by Joe Kasper, seconded by Jenni Brookins and passed 4 0, 1 absent to approve Payment of non-enterprise monthly bills & Grant invoices \$5,531.72.

7.2 Verbal Report of non-enterprise cash position as of 11/01/2023 Mel Deardorff reported cash balance is \$116,366. This year there was no fire revenue as compared to previous year.

8. PUBLIC COMMENT: The public is invited to address issues not on the agenda. Les Duntsch asked about the written agreement with the Little League because the parties change. Jim Montgomery explained that Jenni and he developed the roles and responsibilities earlier this year. He ll get a copy for Jenni to share with new Little League parents.

Dina Wideman mentioned that the kitchen in the LCSD is out of date and are there grants available to update the kitchen? When the kitchen was used the refrigerator wasn t keeping the food cool. Jenni explained that the temperature in the refrigerator is turned up when it isn t being used to save energy. She can meet with Dina to go over the use of the kitchen equipment.

The meeting was adjourned at 8:22pm.

Respectfully submitted, Gretchen Deichler