

## Canebrake County Water District

### Board of Directors Meeting Minutes

Meeting Date: January 10, 2026

Location: CCWD Office, McKenny Hall

#### 1. Call to Order & Roll Call

The meeting was called to order at 9:00 a.m. with a full quorum present. Roll was taken and Directors present included Andrea Collins, Stephen Fillmore, Daryl Holmes, and Chris MacDonald. The Chair confirmed quorum and welcomed community members. Guests included: Bob Mooney, Peter and Mary Banks, Jim Ward, Alice Anda, Ellyn Hae, Jerry Bucheit, Myrna Wosk, Kathy Steuermann, Ann and Bill Fair, Tom Stuke, Charlie Holmes, Hank Arenz.

#### 2. Approval of Prior Meeting Minutes

The Board reviewed outstanding prior meeting minutes. Discussion noted that several months had been consolidated due to administrative transitions. Motion was made and seconded to approve the minutes from June 14, September 13, November 8, and November 14 of the year 2025. The motion carried unanimously. The May minutes remain pending and will be addressed when finalized.

#### 3. President/Water Operations Report

MacDonald summarized the actions and activities completed in the past year (Attachment 1). Collins reported continued progress on core system maintenance, including meter replacements, valve repairs, and leak detection and correction activities. Emphasis was placed on the importance of using higher-quality parts to reduce long-term maintenance costs and improve reliability.

Inventory management improvements were discussed at length. Water Works Day and additional volunteer efforts were recognized as critical to system upkeep and cost control. The Board expressed appreciation to all volunteers and community members who contributed time, equipment, and expertise. The recent volunteer "Waterworks Day" significantly improved organization, reduced obsolete materials, and created safer, more efficient storage conditions. The Board encouraged continued recycling and resale of valuable materials where feasible to offset operational costs.

Air-Vac installations were reviewed, including field performance and installation configuration. Concerns were raised regarding above-ground exposure of certain installations. Collins committed to modifying future installations to lower profiles and improve physical protection where necessary.

Dual-check valves are now being installed with all new meters to support cross-connection control and compliance with state requirements.

The District's classification as a Transient Non-Community Water System was confirmed, allowing quarterly sampling to continue. Future sanitary surveys and a contracted cross-connection hazard assessment will be required. The Board acknowledged the importance of maintaining proactive compliance to avoid regulatory escalation.

#### 4. Financial / CFO Report

The CFO provided a comprehensive financial update. The annual audit was completed, and full access to all financial accounts has been restored. Current combined cash balances are approximately \$200,000.

Discussion included bookkeeping coordination, billing delays related to meter reading timing, Operations credit card submittal, and ongoing challenges with customer payment compliance. The Board discussed enforcement options, including payment plans, meter locking, and potential service interruption.

Fillmore presented the findings from the audit, thoughts and future options (Attachment 2). Possible future actions include budget refinement, standardization of equipment and labor rates, rate increases, CIA involvement in fundraising, and improved cost recovery policies.

The Board approved a motion to allow volunteers to be reimbursed for their travel costs, on a mileage basis (CA state allowance). This work is restricted to water sampling and meter reading. A reimbursement approval form will be posted on the website. The rate for 2026 is 72.5 cents per mile.

A motion was to accept the financial report. Motion carried unanimously.

#### 5. Equipment & Facilities Report (Attachment 3)

Detailed status updates were provided on District equipment:

- Dump Truck: Electric fuel pump failure identified; replacement in progress.
- Golf Cart: Tire replacement completed and unit operational for meter reading.
- Backup Generator: New deep-cycle battery installed; upgraded maintenance chargers added.
- Ford Ranger: Serviced and returned to reliable operating condition.
- Track Steer and Excavator: Actively used for grading, access improvements, and maintenance. Service intervals reviewed and found acceptable.

Open discussion included acknowledgment of historical community investment in District infrastructure, particularly the solar energy system. The Board noted the long-term financial benefit of these community contributions. Additional operational and administrative topics were raised, including fuel procurement practices and internal process improvements.

Electrical infrastructure upgrades were highlighted, including full replacement of the main power panel at significantly reduced cost. The Board formally recognized Travis Harr for quality workmanship and cost savings.

A recalled LG solar battery was identified through manufacturer outreach and will be replaced at no cost to the district, representing a substantial avoided capital expense.

Holmes thanked Jerry, Gunnar and the Ward family for assisting with the battery replacement. Also thanked Ron for all the services he provides for the CCWD.

#### 6. Board Actions – Equipment Disposal

The Board discussed long-term storage and maintenance burden of surplus equipment. A motion was made and seconded to authorize the sale of the District bulldozer using the most advantageous method available. The motion carried unanimously. Holmes will report back on the sales process and results.

#### 7. Old Business – Teleconferencing of Meetings

The Board reviewed research by Ellyn Hae on legal and technical requirements for conducting public meetings via teleconference under the Brown Act. Discussion addressed equipment needs, public access requirements, ADA considerations, staffing needs, and associated costs (Attachment 4). Consensus was that implementation would require substantial resources and policy development.

The Board agreed to defer implementation at this time and continue in-person meetings, with the option to revisit in the future.

#### 8. New Business

a. Water Operations Contract Work - Collins spoke to the fact that she needs help with administrative requirements to comply with new State oversight for regulatory compliance (Example: Cross connection plan and policy compliance). She would like to hire someone to help her. Discussion covered asking for assistance within the community and the board agreed that if there is normal business that needs to be completed (that can't be completed with the skillset of the existing Board), it should be contracted. She was asked to report back on her specific needs at the next meeting.

b. Working Laptop & Printer - Collins requested a working laptop and computer. Hank Arenz donated a laptop, and Ellyn Hae will show her how to print from the laptop using the printer in the office.

c. Bringing Poly Tank Online – Tabled to March

d. By-Laws Amendments – Removed from agenda

## 9. Correspondence

Jerry Bucheit letter was discussed (Attachment 5). The board thanked Jerry and agreed with the ideas presented in the letter. The board is fine with a committee. Noting that most of this is within the Board's work plan, however at the moment there are higher priorities than the polyline. Items such as implementation of dual check valves must be completed as we are being directed by the state of California now. The priorities that they are requiring are the items that the District must first address.

## 10. Good of the Order / Board & Public Comment

Jerry Buchiet reminded the Board that they needed to elect officers annually. After a great deal of discussion, no changes were made to the Board Officers other than Chris MacDonald's announced resignation. Stephen Fillmore was re-confirmed as Vice-President. Andrea Collins remains as the Water Operations Manager and Daryl Holmes remains as the Equipment/Facilities manager. No nominations were accepted for President and CFO on a permanent basis. Stephen Fillmore will be acting as Interim President and CFO until such time that these positions can be filled. Elyn Hae agreed to perform the role of Recording Secretary (a non-board position) and will be assisting with the meeting minutes and County/State administration work. In the interim, the Board will solicit people to serve on the CCWD Board.

Elyn Hae wondered why the Board didn't approve a rate increase of the access fee in the financial report since the data is there to support it, and if passed, there is enough time to follow the Prop 218 process and raise the rate at the March meeting. Discussion included the process, reiteration of the justification and the board all agreed to a \$10/month increase in the base access fee. Elyn agreed to draft the documents necessary and ensure the CCWD follows the timeline and process.

Filmore made a motion to raise the CCWD access fee to \$100 every two months, Holmes seconded. The motion passed unanimously.

Myrna Wosk offered to donate \$40,000 to fund Chris MacDonald to support the Board in completing whatever work was required. The Board accepted the donation.

Chris McDonald formally resigned his position as President of the CCWD (Attachment 6). His vacancy was not filled at the board meeting. Each board member thanked Chris for his herculean efforts over the past year. He was praised for his professionalism, bringing the District to higher standards, and thanked for the countless hours he contributed to the CCWD.

Thanks to Charlie Holmes for bringing snacks.

#### 11. Adjournment

The meeting was adjourned. At 12:05 p.m.

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