

CANEBRAKE COUNTY WATER DISTRICT
Board of Directors Regular Meeting
9:00-10:30am, Saturday, May 10, 2025
McKenney Hall
Minutes

Call to Order:

MacDonald called the regular meeting of the Board of Directors of Canebrake Country Water District (CCWD) to order at 9:00am.

Roll Call:

MacDonald called the roll with Andria Collins, Daryl Holmes Jr., Stephen Fillmore, and Christopher MacDonald. A quorum was present.

Pledge of Allegiance:

MacDonald led the Pledge of Allegiance.

Welcoming of Guests:

MacDonald welcomed guests from the community. Guests in attendance at the meeting were:

Jerry Buchheit	Kathy Steuermann
Karyn Barnett	Myrna Wosk
Charlie Holmes	Dave Malec
Bob Mooney	

MacDonald reviewed the agenda and noted a firm stop at 10:30am. The agenda was rearranged to address voting items first while allowing time for Good of the Order. The Water Operations and Building/Vehicle report would be addressed last since they did not require a Board vote.

Board of Directors

MacDonald reviewed the membership of the Board. Marsha Campbell delivered a resignation letter to the Board on April 14 with immediate effect. This vacated Seat #5.

The Board received two nominations for Seat #5. Dave Malec and Stephen Fillmore both nominated themselves. Although Fillmore already occupied Seat #4, that seat is currently a non-voting seat. Malec and Fillmore both met the requirements for a Board seat in accordance with the By-Laws.

MacDonald stated seat #5 would be filled first, and seat #4 would be filled only if a vacancy had been created. Collins noted Fillmore had already been fulfilling the CFO role and familiar with Board business as a non-voting member.

Holmes asked the status of seat #4. MacDonald proposed to fill seats first, then continue to address the non-voting status of seat #4 with the County.

Motion: Collins motioned to appoint Fillmore to seat #5. Holmes seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	-	-	-	-
Collins	X	-	-	X
Holmes	X	-	-	X

MacDonald noted the vote vacated seat #4 so the Board would have to consider filling that seat. Malec was the remaining available nominee. Collins asked Malec to share his qualifications, interest in joining the Board, ability to respond to work in a team environment, and adapt to changing circumstances. Malec provided his response.

Collins noted the challenges and complexity of being volunteer personnel in the water district. MacDonald noted the implications of the Brown Act on discussions among the Board, and the limitations on the Board’s planning and executing day-to-day activities.

Motion: MacDonald motioned to appoint Malec to seat #4. Collins seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	-	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X

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MacDonald administered the oath of office to Malec.

Action: MacDonald provide seat updates and Malec oath of office to the County.

Motion: motioned to. seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Approval of Minutes

MacDonald, as acting Secretary, explained the March 8, 2025 minutes were not complete. MacDonald explained other priorities had superseded completion of the minutes. MacDonald acknowledge the minutes are required to be done.

MacDonald explained the complexity of preparing minutes. With available AI assistance, 3 hours of discussion are converted into 45 pages of text without distinguishing between speakers. Collins noted the extensive hours dedicated to the effort already by her and MacDonald but that the draft minutes were not up to her standards for sharing with the Board and community.

MacDonald noted he and Collins would continue to act as secretary until a solicitation is sent to the community and, hopefully, the position is filled.

Financial Report (MacDonald, for Fillmore)

Fillmore explained the financial report described challenges faced by the district, and that those challenges should be shared with the Board and community in a forthright manner.

Fillmore summarized tasks completed since the March meeting including: establishing access to district accounts, managing the district accounting firm, establishing working relationships, monitoring expenditures, analyzing income and expense trends, and responding to state reporting requirements.

Income & Expenses: Fillmore explained highlights of income & expenses, year over year. Income from access fees is up. MacDonald noted concerns over long term sustainability of District.

Motion: Holmes motioned to accept the CFO report. Collins seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Collins asked whether Fillmore retained the CFO position. MacDonald advised the CFO selection was irrespective of the Board seat number. So Fillmore will remain CFO. Officer positions are revisited every January to be reaffirmed or changed per the By-Laws.

MacDonald advised Holmes and Collins they may be asked for budget inputs to support the CFO in the future.

MacDonald reported Fillmore aims to enhance his ability to track and analyze costs with more fidelity. MacDonald repeated the district’s current cost structure is different than in the past and it will take time to determine trends.

Water Operations Report (Collins)

Meter readings were performed on Feb 27 & 28. Collins noted working with customers on small number of billing irregularities, all of which have been resolved. Collins reported the meter reading process will be streamlined in future.

Collins is in the process of streamlining inventory management. Collins explained some of the inventory is outdated and unusable. Collins will work with Fillmore to purchase replacement parts and materials. To assist inventory management after repairs an inventory list will be developed to expedite inventory replacement and document cost.

Collins noted recent repairs including meter replacements. Recent activities also included activation of new accounts. Collins indicated a “meter health check” system will be developed to ensure all meters are operating correctly.

Holmes noted recent meter failures. Holmes recommended purchase of five new meters in anticipation of replacements. (See *New Business*.)

Action: Collins prepare inventory management sheets.

Equipment & Building Report

Holmes presented the Equipment and Building Reports. All equipment is in good working order. Ford Ranger maintenance upcoming. Holmes noted the effectiveness and labor-saving of the track steer and mini-excavator in accomplishing repairs and maintaining road access to district infrastructure.

Please see attachments.

Old Business

Next Meeting Acting Secretary (MacDonald)

MacDonald discussed Continue using the existing hold harmless form while reviewing a new one. Approved motion to use the old form and schedule a formal vote for the next meeting.

Action: MacDonald create and distribute Secretary solicitation to the community.

Steel Tank Liner – Select Option

Discussion: Collins noted the importance of reviewing work done by the previous Board more thoroughly before making a decision. Collins and Holmes noted research and recommendations from the previous board. See previous meeting minutes

Motion: Collins moved to table discussion until the 5/10/25 meeting. Holmes seconded the motion. Directors voted as follows:

Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Hold Harmless Form (MacDonald)

Discussion: MacDonald presented the topic of updated “Hold Harmless” forms. MacDonald stated the Board had insufficient time to consider this item. At MacDonald’s request Buchheit explained the form covered work of volunteers, including using heavy equipment, on homeowners’ properties. Collins stated need for protection of the district

when carrying out work. Holmes noted an existing form covers this need until an update is reviewed and accepted.

Motion: MacDonald moved to continue using the previous hold harmless form and table discussion until the 5/10/25 meeting. Collins seconded the motion. Directors voted as follows:

Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	-	-	X	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Meter Readings 3 Times/year (Collins)

Collins presented the previous Board’s proposal to modify the meter reading schedule. The schedule would have been changed from every two months to every four (3 times/year). See previous Board minutes for rationale.

Discussion: Collins noted the importance of frequent observations of meters and district infrastructure to monitor for leaks. Fillmore stated additional, more frequent usage data would be beneficial.

Motion: Holmes motioned to maintain status quo meter reading schedule – the end of every two months. MacDonald seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Agenda Review

MacDonald noted the significant amount of the meeting’s agenda which MacDonald requested a motion to establish a time at which to adjourn the meeting.

Motion: Holmes proposed 11:30. Fillmore counter proposed and motioned to adjourn at 12:00. Collins seconded the motion.

Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Motion: Collins motioned to postpone discussion until a future meeting to allow the Board to review the information presented once provided. MacDonald seconded the motion.

Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X

Price Line Celebration – Date; Know Your Water System – Date(s) (MacDonald)

Motion: MacDonald motioned to table Price Line Celebration & Know Your Water System business items until the next meeting. Collins seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X

Malec	-	-	-	X
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MacDonald motioned to move ahead to Correspondence and Good of the Order in light of time constraints, and then return to Old and New Business.

New Business

Solicitation for Secretary

This item was discussed under Old Business. No further discussion required. This item remains an action but will be removed from the agenda.

Approval for Business Expenditures (Holmes)

Holmes raised the topic of business expenditures and the limitations thereof. The Water Manager had previously had a \$300 limit per purchase.

Holmes also stated he possessed a district gas card. Buchheit noted although there was no prescribed limit per purchase the budget guides appropriate amounts.

Holmes recommended Collins be granted a district credit card to permit her to make material and equipment purchases for repairs, upgrades, and equipment maintenance. Holmes noted, for example, filter replacements are needed and will cost \$500 - \$600.

MacDonald asked whether currently Holmes and Collins had the means to make purchases. Buchheit recommended Fillmore contact the district bank representative to authorize new credit card holders. Fillmore concurred.

MacDonald stated the By-Laws give the CFO and President the ability to co-sign checks. MacDonald requested clarification from Buchheit. Buchheit stated there is a \$5,000 credit card limit.

Collins noted she would contact Fillmore in event of large and/or emergency purchases. Holmes advised this is consistent with previous practice. Holmes stated he possesses a district credit card. Fillmore noted it was also possible to write checks.

Steuerman noted standing accounts at certain vendors which would not require the use of credit cards or checks.

MacDonald proposed an action for Fillmore to identify current vendor accounts and clarify authorized purchasers. Steuerman confirmed for Fillmore standing account vendors would issue monthly invoices to the accounting firm for payment after approval by the CFO.

Action: Fillmore provide authorization for Collins to obtain a district credit card.

Sifting Dump Bucket for Track-Steer (Holmes)

Holmes noted the difficulty of dealing with large rocks during repairs. Holmes proposed the purchase of a sifting bucket for the track steer to reduce labor. Collins concurred with the necessity and labor-saving of a sifting bucket. Collins noted it is ideal to backfill repairs with sand only (not rocks). Holmes amplified rocks in close vicinity to pipes can damage pipes when they vibrate or shift, as naturally occurs.

Fritz noted an alternative to sifting buckets – a sifting arrays/table into which excavated material could be dumped to separate rocks. Holmes stated the bucket volume is a half-yard but that a screen would need to be moved to work sites, increasing effort. Mooney affirmed the reduction in labor associated with a safety bucket vice a stand and screen. Collins agreed and noted risk to personnel when moving rocks by hand.

Collins noted the need to prioritize purchases in light of other initiatives, including the air vacs. MacDonald expressed concern about large purchases in advance of an updated budget. Fillmore proposed soliciting a donation for the sifting bucket. MacDonald proposed utilizing the Banks donation.

Motion: Collins motioned to purchase a sifting bucket and apply the Banks donation. Fillmore seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

MacDonald proposed rearranging the agenda to allow time for Correspondence and Good of the Order.

Motion: MacDonald motioned to immediately address Correspondence and Good of the Order and then return to New Business. Holmes seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	X	-	-	X

Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Correspondence (MacDonald)

- 12/24/2024, B. Fritz, Water Testing Inquiry. Fritz requested clarity on the outcome of water sample. An initial water sample showed presence of coliform. Subsequent water sample results were absent coliform and provided to the community in December.
- 3/1/2025, J. Stucke, Invoice Format & Billing Questions. Stucke noted lack of clarity on water bills and difficulty getting assistance. Fillmore requested no changes be discussed with accounting until or if approval from the Board. MacDonald stated if a change is developed it would be presented to the Board for consideration as new business.

Action: MacDonald confer with Stucke, Steuermann, and other customers as needed and consider suggestions for improving water bills for clarity. Confer with CFO on whether to add as New Business in a following meeting.

Good of the Order

MacDonald solicited comments for Good of the Order. No comments from the Board or community.

Dedicated Sampling Ports

Collins noted some of the current sampling locations can lead to failures due to conditions particular to a specific property. She noted in other districts there has been a significant reduction in Collins noted sampling directly from water mains is more representative of the system’s water. Collins noted failed sample incur additional costs due to lab expenses for additional required tests.

Collins proposed the use of dedicated sampling ports rather than system blowoffs. Collins proposed to table the business item to explore alternative approaches. Fillmore proposed an additional working committee to address a sampling port design. Collins proposed prioritizing the air vac committee ahead of further efforts on the sampling ports. Collins noted DEH approval is required for dedicated sampling ports.

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Motion: Fillmore motioned to table discussion until the next meeting. Holmes seconded the motion. Directors voted as follows:

Votes Tabulated, Motion **Accepted**

Director	Yay	Nay	Abstain	Present
MacDonald	X	-	-	X
Fillmore	-	-	X	X
Collins	X	-	-	X
Holmes	X	-	-	X
Malec	-	-	-	X

Deferred New Business

1. Meter Repairs, Testing, Replacement (Collins)
2. Sun Protection for Key System Components (TBD)
3. Dedicated Sampling Ports (TBD)
4. Filters for Tractors (Holmes)
5. New Heavy Equipment Rates (Holmes)
6. Water Systems Certifications (TBD)
7. Bringing Poly Tank Online (TBD)
8. Maintenance and Repairs to Golf Cart (Holmes)
9. By-Laws Amendments (TBD)

Next Meeting

9:00am, Saturday, May 10, 2025

Motion to Adjourn (MacDonald)

MacDonald requested other comments from the Board. MacDonald requested a motion to adjourn. Collins seconded. All voted in favor. The meeting adjourned at 12:15pm.