

**CANEBRAKE COUNTY WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES
June 13, 2026**

1. Call to Order, Pledge of Allegiance, and Roll Call

President Fillmore called the regular meeting of the Canebrake County Water District Board of Directors to order at **9:02 a.m.**

The Pledge of Allegiance was recited.

Present:

- President Fillmore
- Director Holmes
- Director Collins

Absent:

- None

A quorum was established. Guests included: Lisa Moreau, Kathy Steuermann, Charlie Holmes, Myrna Wosk, Chris MacDonald, Mark Faram, Ellyn Hae.

2. Equipment and Facilities Report– Director Holmes

This item was moved to the beginning of the meeting to accommodate Director Holmes, who was recovering from surgery and needed to leave the meeting early. Director Holmes provided a report regarding his recent medical procedure and recovery and thanked the community for its support.

Director Holmes then presented a conceptual proposal for improvements to the District's facilities and equipment storage (Attachment 7A – D). The proposal was initiated following discussions with an anonymous donor who expressed interest in helping the District modernize its infrastructure with an emphasis on solar-powered, all-electric systems.

The Board discussed the potential construction of a new equipment and maintenance building, including secure storage for District vehicles, heavy equipment, tools, pipes, and supplies. Features discussed included:

- Approximately 30' x 40' enclosed structure (with potential height modifications)
- Solar power and all-electric infrastructure
- Electric vehicle and equipment charging capabilities
- Improved pipe storage and work areas

Equipment Report Continued –

- Ventilation, insulation, and climate control considerations
- Security improvements to protect District assets

The Board and community members provided input regarding design improvements, including building height, size, possible drive-through access, concrete improvements, fuel containment, fundraising opportunities, and long-term operational needs.

No formal action was taken. The Board directed continued refinement of the concept, cost estimates, and potential community fundraising approaches for future consideration.

3. Board Member Appointments and Oath of Office

President Fillmore reported that the District had previously requested nominations from community members interested in serving on the Board.

Ellyn Hae submitted a nomination for appointment to a vacant Board position.

Motion: Director Collins moved to appoint Ellyn Hae to fill the vacant Board position; Director Holmes seconded; motion carried unanimously.

The Board then opened additional nominations from the public.

Mark Faram, a retired United States Navy Chief with a background in information technology and journalism and a resident of the Canebrake community, nominated himself for the remaining vacant Board position. He spoke about his desire to contribute his mechanical skills, research experience, leadership background, and commitment to the Canebrake community.

Motion: Director Holmes moved to appoint Mark Faram to fill the vacant Board position; Director Collins seconded; motion carried unanimously.

Following approval of both appointments, Ellyn Hae and Mark Faram were administered the Oath of Office and joined the Board of Directors.

The Board considered officer assignments.

Motion: Director Fillmore moved to appoint Director Fillmore as President, Director Hae as Vice President, and Director Fillmore as Acting CFO; Director Collins seconded; motion carried unanimously.

Board Member Appointments and Oath of Office Continued –

Following completion of the Equipment and Facilities Report, Board appointments, and Oath of Office, Director Holmes was excused from the remainder of the meeting due to his recovery from surgery.

4. Approval of Previous Meeting Minutes

The Board reviewed the minutes of the previous regular Board meeting.

Motion: Director Hae moved to approve the previous meeting minutes as presented; Director Faram seconded; motion carried unanimously.

5. President's Report

Election and Community Communication

Director Hae reported that a community notice had been distributed regarding Board vacancies and the upcoming election cycle. The Board discussed the importance of notifying residents of the upcoming election filing deadlines.

Board Direction: Director Hae will distribute an additional community notice in July regarding election filing deadlines and the upcoming election cycle.

CSDA/LAFCO Update

President Fillmore reported on communication with the California Special Districts Association regarding options for filling Board vacancies and applicable Water Code requirements (Attachment 2). The Board discussed Director eligibility requirements and noted that the District now had a full Board so much of the letter requests are moot.

Public Records, Records Retention, and District Transparency

Director Hae presented research regarding public records retention requirements, including records required to be maintained and publicly accessible (Attachment 3). The Board discussed website organization, public access to District information, and the importance of maintaining transparency.

The Board discussed the handling of public records requests and the distinction between records that must be proactively posted online and records that are available upon request. Director Faram asked for a citation. Director Hae updated the document and the citation is included in Attachment 3.

President's Report Continued -

Records Digitization and Historical Preservation

Kathy Steuermann provided an update on the District's records organization project, including digitizing historical records, reducing duplicate files, and continuing efforts to locate the missing 2002 audit.

Board Orientation and Governance

The Board discussed the importance of providing newly appointed Directors with District procedures, historical records, and governance information.

Board Direction: Director Hae will prepare a Board orientation package, including Director responsibilities, Form 700 requirements, Brown Act requirements, District procedures, key documents, and important contacts.

Website Administration and Community Communications

The Board discussed continued improvements to the District website and organization of public documents to improve accessibility and transparency.

Director Hae presented the July/August "No Water" community communication (Attachment 4). No changes were noted. Director Hae will distribute the communication on July 1 and August 1.

Backup Operator Report

The Board discussed the need for additional operational support and reviewed the potential engagement of Trevor, a certified D3 Water Distribution Operator, as a backup operator for the District.

Discussion included compensation, travel time, and the District's established labor rate. Director Collins reported that she would contact Trevor to confirm his interest and availability and proceed with final arrangements.

No formal action was taken.

CIA Collaboration

President Fillmore reported receiving communication regarding CIA collaboration efforts. The District will continue to monitor opportunities for future collaboration and community partnerships.

President's Report Continued –

Community Fundraising and Recognition

Kathy Steuermann provided an update on community fundraising efforts associated with District projects, including ideas related to the Light Parade and development of Canebrake-themed items to encourage community participation and support.

The Board discussed the Dean Kuns recognition plaque for the SarDean tank.

Motion: Director Fillmore moved to approve an expenditure of up to \$80 for a recognition plaque; Director Faram seconded; motion carried unanimously.

Director Hae will review the plaque wording and ensure any misspellings or errors are corrected prior to final production.

Community Acknowledgments

The Board recognized community members and volunteers for their continued support of District operations.

Acknowledgments included:

- Kathy Steuermann for her extensive work organizing and preserving District records.
- Lisa, Charlie and Ellyn for providing refreshments and desserts for the Board meeting.
- Community volunteers who assisted with emergency water system repairs and other District projects.

6. CFO Report

Financial Report

Director Fillmore, Acting CFO, presented the financial report.

Director Fillmore reported that the District's Morgan Stanley account balance was **\$148,882**, representing an increase of **\$603.60** from the previous month. The District's Chase account balance was **\$72,397**, representing an increase of approximately **\$4,600** from the previous month.

The Board discussed the District's positive financial position. Director Collins noted that Water Operations expenses had remained below budget projections and that a recent community donation had helped maintain District reserves.

CFO Report Continued –

Director Fillmore provided an update regarding District property tax records and reported that additional follow-up was required.

Director Fillmore reported that the previously approved Proposition 218 water rate schedule, including the revised \$100 base water service rate, was being implemented with the June billing cycle.

Rules and Regulations Update

The Board reviewed the revised Rules and Regulations language reflecting the previously adopted Proposition 218 water rate schedule, including the \$100 base water service rate (Attachment 5).

Motion: Director Fillmore moved to approve the revised Rules and Regulations language as presented; Director Collins seconded; motion passed by voice vote (Ayes: Directors Fillmore, Collins, Hae, and Faram; Director Holmes absent).

No additional changes were made to the Rules and Regulations. The revised language was approved as presented.

7. Water Operations Report

Regulatory Compliance and Water Quality

Director Collins reported that the Electronic Annual Report (EAR) and annual water production reporting are completed annually and do not require monthly Board review.

Director Collins reported that recent water quality sampling requirements had been successfully completed and that the District remained in compliance as a Transient Non-Community Water System (TNNCWS).

Director Collins reported that the State sanitary survey had not yet been scheduled. The Board discussed completing the sanitary survey and bringing the poly tank online during the fall season when conditions would be more favorable for implementation.

Cross Connection Control Plan

Director Collins, Water Operations Manager, discussed the District's classification as a Transient Non-Community Water System (TNNCWS) and the need to obtain clarification from the State regarding the appropriate level of compliance and implementation requirements.

Water Manager Report Continued –

Director Hae presented Draft 3 of the District's Cross Connection Control Plan (Attachment 6). The Board discussed the State requirement for all water systems to maintain a Cross Connection Control Program and reviewed the proposed customer survey and inspection process to identify potential cross-connection hazards.

The Board discussed the implementation timeline, including distribution of customer surveys, completion of inspections during the fall season, and achieving a 100% customer survey response.

Motion: Director Fillmore moved to approve Draft 3 of the Cross Connection Control Plan and authorize submission to the State; Director Faram seconded; motion carried unanimously.

Operations and Infrastructure Projects

Director Collins provided updates on ongoing maintenance and infrastructure projects.

The Board discussed installation of an additional water sampling station to improve monitoring of the distribution system.

Director Collins reported that the District had received a donation to assist with certain meter replacement projects. Upcoming work includes replacement of Gerard's meter, installation of a hose bib repair and additional sampling station near the tank area, and replacement of deteriorating galvanized service lines.

Director Collins reported that Sharon Sherman's service line replacement was necessary due to deterioration of the galvanized line, with the property owner responsible for costs associated with private service line replacement. Mr. Mooney's service line replacement was also identified as a future project.

No formal action was taken on the remaining Water Operations items.

8. Correspondence

The Board reviewed correspondence received by the District.

Correspondence from Bill Dimmock was addressed under the President's Report (Attachments 8A – C). Director Collins thanked Marsha Campbell for her letter and noted that the CCWD had already identified individuals to serve as D1 operators (Attachment 9). Correspondence regarding public records requests was addressed under the President's Report, including discussion of records retention requirements and District transparency. We will not respond (Attachment 10).

9. Good of the Order

A hearty congratulations was extended by all to Kathy Steuermann on the 20th anniversary of the purchase of her Canebrake home.

Director Faram spoke about his recent move to the community, his retirement from the United States Navy, and how serving on the Water Board provided an opportunity to learn more about Canebrake, its infrastructure, and its residents.

Chris McDonald expressed appreciation for the extensive work completed by the Board between meetings, including the time, effort, and stress involved in maintaining District operations. He thanked the Directors for their dedication and expressed appreciation to the new Board members for stepping forward to serve.

10. Adjournment

Motion: Director Collins moved to adjourn the meeting; Director Hae seconded; motion carried unanimously.

President Fillmore declared the meeting adjourned at **11:51 a.m.**

The next regular meeting of the Board of Directors is scheduled for **Saturday, September 12, 2026, at 9:00 a.m.**

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