

Canebrake County Water District

Public Hearing and Regular Board of Directors Meeting Minutes

Meeting May 9, 2026

Location: CCWD Office, McKenny Hall

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, and Daryl Holmes. The Chair confirmed quorum and welcomed community members. Guests included: Carl McKenney, Bob Mooney, Jim Ward, Alice Anda, Ellyn Hae, Chris MacDonald, Jerry Bucheit, Kathy Steuermann, Bill Dimmock, Charlie Holmes, Dani Murphy, Hank Arenz. (Attachment 1)

Public Hearing Regarding Proposed Water Rate Increases Pursuant to Proposition 218; Consider Adoption of Resolution Establishing Revised Water Service Rates

The public hearing was opened with a presentation by Fillmore covering the proposed increase of the base water access fee to \$100 per two months (Attachment 2). Water usage fees remain unchanged. No written protests were received, and Fillmore opened the floor for public comment. Comments were positive with one request for more detailed budget information. The Public Hearing was closed, and Fillmore moved that the Board amend the District Rules and Regulations to revise the water service rates as presented, effective June 1, 2026, and find that no majority protest exists pursuant to Proposition 218. Collins Seconded. The motion passed unanimously.

Action Item: Collins to contact bookkeeper to monitor the transition.

Approval of Prior Meeting Minutes

The Board reviewed outstanding prior meeting minutes from May 10, 2025, and the minutes from the previous meeting January 10, 2026 (Attachment 2a and Attachment 2b). Fillmore moved to accept the minutes from both meetings; Collins seconded. The motions passed unanimously.

President Report

Acting President Fillmore reported that no community members had submitted a request to appoint and the Board needs to clarify which seats are open and will be up for election in November 2026. In addition, the Board will need to send a notice to the community to clarify the situation. The Board will work with County Council, County Elections, and California Special District Association to document the rules that apply to CCWD and determine a workable roadmap. Ellyn Hae to support.

Action Item: Update website with status and process for CCWD Board Member elections.

In the interim, Fillmore and Hae worked with the County to update the Board of Directors roster and to identify previous board members that had not submitted their final Form 700. Fillmore worked with Jerry Bucheit, Bob Mooney, and Marsha Campbell to get this completed.

Fillmore began by acknowledging the efforts of Ellyn Hae and Gunnar Ramstrum then realized that everyone in the room had contributed significant efforts to the CCWD during 2026. So, a hearty thank you was delivered to all.

SB 272 Enterprise System Compliance

Ellyn Hae reported that SB 272 requires the district to publish any enterprise system that contains information collected about the public (excluding contractors). A draft is included in Attachment 2c. Board members thought that Microsoft Office and Streamline should be included. A final will be brought to the June meeting and can be published by the July 2026 due date.

Financial Report/CFO Report

Fillmore began by stating that we still need to look at any budget amendments, but we have an approved and adopted fiscal year 2026 budget. If there are any amendments, they will be brought forward at the June meeting. Also noted the sample/meter reading reimbursement approved at the previous meeting is in use (Attachment 3).

Discussion included direct and indirect rates, bookkeepers creating standardized reports coordination, operations credit card submittal, tracking missing data from the 24/25 budget sheet and the current profit and loss. Current combined net with capital, is about \$420,000. But in terms of liquid assets, the CCWD is at \$67,000. (Attachment 4). The board discussed the report, looking at property tax revenue, equipment revenue, and donation allocations.

Kathy Steuermann said she would check her email for past year reports regarding the property tax assessment. Fillmore closed with noting that the CCWD made \$12,000 since January, which is a nice trend.

Fillmore discussed the development of a viewpoint survey of the customers regarding a water manager. This survey would propose scenarios and gain feedback to construct options. Collins brought up the fact that a household survey was required to meet state cross connection requirements. Collins made a motion to create two surveys (Cross Connection and Water Manager) and mail them simultaneously. Fillmore seconded. The motion carried unanimously.

Fillmore discussed the idea of allocating funds to hire someone to fulfill the secretarial work of the board as the regulatory requirements have increased and the CCWD needs to have one person ensure all the items needed for submission are completed. Collins echoed the need. The board discussed amounts, duties, and secretarial versus D1 work (decided secretarial would report to the president and DI to the water operations manager).

After continued discussion Fillmore moved to amend the budget to allocate \$25,000 to hire a part-time administrative assistant. Collins seconded. The motion passed unanimously.

Fillmore spoke about the fact that the CCWD needs to increase revenues. He thought a five-year planning incremental rate increase makes sense. Collins concurred.

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

Financial Support for Audit and State Transactions

Fillmore addressed the fact that the bookkeeper's budget was increased by approximately \$2,000 per year to add additional support for the audit and state transactions report.

Reserve Funding via Fixed Charge Special Assessments (FCSA)

Tabled

Preliminary Budget FY 2026-2027

Fillmore indicated that this was a request by Gunnar Ramstrum, but he did not think the board was ready to discuss. Tabled.

Donations

Kathy Steuermann donated \$1,000 for meters and labor (Attachment 9- Correspondence). She encouraged others to do the same. Fillmore thanked her for the donation, and the room supported that sentiment with a round of applause.

Collins reiterated the fact that the State no longer allows lead meters and many of the meters in Canebrake are still lead-based. An anonymous donor has contributed the cost of 67 new meters which will assist the CCWD in changing out the meters and adding dual check values where necessary. Discussion continued about meters with Hank Arenz asking if he could donate the funds to pay for his meter replacement. Many in the room offered to donate and Collins estimated the costs to exchange meters run between \$800 and \$1,000. Discussion centered on the importance of preparing a meter matching donation letter to the customer list. Created an action item to issue a letter.

Holmes spoke to the fact that an anonymous donor is willing to gift an electric vehicle, an electric golf cart and a vector-proof shed that will house the vehicles and provide a small office space for the district. He is working on specifications and obtaining bids. Collins asked, perhaps, we could ask for matching funds from the community, so the entire cost of the project doesn't fall on the one donor. Kathy Steuermann added a recommendation to verify siting specifics such as size and location before placement as when the Peterson Well went in there were issues.

The last donation gratefully acknowledged by Fillmore was the food and beverages provided by Charlie Holmes and Bill Dimmock for the board meeting. More applause.

Water Operations Report

State reporting

Collins indicated that the first CCWD annual state reporting is complete. The state has issued a current, paid state permit to the CCWD which will be posted after the conclusion of the board meeting. She also noted that we are waiting for a site visit from the state to conduct a sanitary survey.

The state has also designated CCWD as a Transient, Non-Community. This is an important designation for the state-required cross-connection work that CCWD will be completing next. She and Ellyn Hae think that this designation will allow the district to complete their own survey of residents and not be required to hire a consultant.

However, there is a requirement for filing a monthly report (EAR). There are approximately 50 questions to answer in the report. Not limited to reporting monthly and yearly gallons used as well as a requirement to retain the documentation. It also requires the signature of the water manager as legal verification.

Collins is hopeful that the administrative assistant can complete the monthly and annual reporting entry as well as assist with the pending state required cross-connection work.

Outsource D1 Operator for State-Required Water Sampling

Collins confirmed that the current D1 operator (Gunnar Ramstrum) is resigning and recommending contractor support for the district (Attachment 10a-Correspondence). She understands and supports Ramstrum but thinks that if we can find people in the community that are willing to be D1 operators it will be better for the system. To that end, several people have expressed interest. After a significant discussion, the board would like to pay for the education and hire of two candidates.

Collins moves to create a D1 education/hire application in which the interested candidates after being chosen, submit receipts to receive educational reimbursement. After completion, the D1's will be hired by the CCWD and serve under the Water Operations Manager. Seconded by Fillmore. Motion carries unanimously.

Assign CIA as the customer for Community Center

Collins described that several people have contacted her in the last few months and were concerned that the CIA used water resources but did not compensate the CCWD. Therefore, she thought it should be discussed. A healthy discussion ensued. Shall there be a fixed fee for the CIA use? Shall there be a reckoning of the fact that the CCWD is a governmental entity letting a community organization use its facility free of charge? Shall the CCWD recognize that the maintenance of the building and significant upgrades has been funded by the CIA? Should there be a committee to identify ways to generate funds with the CIA for the CCWD? After much discussion, Acting President Fillmore asked Bill Dimmock to take these issues back to the CIA and let the discussion continue. Ellyn Hae said she would work with the CIA to develop more ideas.

August Meter Reading

Citing low occupancy and high heat, Collins proposed to eliminate the August meter read, charge each customer the access fee for July/August and then charge only the tier one rate in the September/October billing. Discussion covered potential misuse, issues with the bookkeeper, and various methods to implement. Collins estimated that at least 30 homeowners do not use their homes during this period and by not reading these meters, it would cut the meter reading time in half. After much discourse, a hybrid approach was proposed.

Collins made a motion to create a form on the website. And send a communication to the customers via Streamline to confirm non-usage in July/August. Those customers completing the form will be charged the base rate only for the period of July/August. Fillmore seconded the motion. The motion carried unanimously.

Inventory Control Update

Collins began by thanking Charlie Magnant, Hank Arenz and Chris MacDonald for rehabilitating the wall-sized vintage cubby holes. Not only are they useful and now clean and painted, they are a historic relic of our system. They are now safely avoiding contamination by rodents as they reside in the CCWD office. Holmes spoke thankfully to the organization of the office and parts, stating that repairs flow smoothly now as the team can quickly find necessary parts. Collins also thanked Kathy Steuermann for assuming the major project of scanning past CCWD documents. Not only is the project creating space, but it is

also memorializing the significant and historical work of creating and maintaining a special district. Steuermann has completed digitization of 20 years of audits (about three boxes) and found duplicates. Once digitized on a thumb drive, the paperwork is recycled. Fillmore noted that he could assist with scanning large maps if needed. Fillmore also identified the need to establish a storage location in addition to the laptop for the digitized material. (Action Item.) Steuermann also noted that the information must remain accessible to the public for a certain number of years. Hae will investigate the regulations surrounding record retention.

Fillmore also praised the organizational efforts of the office and the general work completed by all on Waterworks Day.

The board thanked Kathy Steuermann for assuming the responsibility of picking up the mail and receiving parts. Fillmore asked her to let them know if she needed anything. Bob Mooney suggested that an office be included in the specifications of the new vehicle shed.

Kathy asked about the repair of the valve at the corner of Ocotillo and Canyon Road, should it be locked? Collins indicated that it will be padlocked (Action Item).

Holmes reported on current repair projects. There have been no major leaks. And not only have many meters been replaced, but all of the valves in Canebrake are working and have been exercised. He has developed a program and map to exercise all valves quarterly. He has also been running Mooney well and will develop a schedule to exercise its pump.

Hiring contracted help for various projects

Handled under other agenda items

Equipment & Building Report (Holmes)

Holmes presented the revised tracking spreadsheet for active/upcoming and completed projects (Attachment 6). Every time there's a project that involves a tractor, he logs the tractor hours, and it automatically calculates a total. For example, the skid steer was used for 13 hours. The mini excavator for 30 hours. And it also tracks income. In the last period the CCWD received \$2,400 worth of income from that tractor.

He is still working on the dump truck and ford ranger. His focus is water line repairs and developing specifications for the new shed discussed earlier.

Fillmore asked about a request from Frank Colver to sound the well. Collins and Holmes said they would put it on the project tracker (Action Item).

Collins also noted that two new air release valves are to be installed. They have helped in reducing air in the lines after blowoffs. She wanted to remind Gunnar and Ellyn to include the verbiage developed in 2025 to open outdoor faucets after water line work. A few of the newcomers have experienced exploding toilets.

Building Report

Holmes also reported that in the last month, someone left the irrigation system on at McKenney Hall for hours. Luckily someone saw it and turned it off. Since watering has been an ongoing issue, the Holmes family donated a wireless irrigation system and installed it at McKenney Hall with Bill Dimmock. Now, Holmes and Bill Dimmock can turn on the water remotely from his telephone. It seems after the installation someone tried to adjust the valve. Bill Dimmock built a cage and now the valves are protected.

The plan is to automate the Historical Park next (Action Item).

Fillmore thanked the Holmes family for the donation of the wireless irrigation system.

Old Business

None

New Business

1. Bringing Poly Tank Online

Collins spoke to the fact that the tank passed the County Inspection in 2024, but then we were switched to the state and now the CCWD must have to get a state inspection before it can move forward. The state has cancelled twice. Once the state survey is complete, we will have a D1 oversee the filling and take a water sample. Once that sample has been sent to the lab and is clear, we can finally get approval through the state.

2. Proposal - Naming the 'SarDean' poly tank

Fillmore introduced the fact that Gunnar Ramstrum proposed to name the green poly tank "The SarDean Tank" (Attachment Correspondence 10c). Seeing no other proposals, acknowledging the fact that he was an excellent employee, and followed the acquisition of the tank from start to finish, he thought it was an excellent idea. He opened the floor for comment. Comments were received and a motion was tendered by Collins and seconded by Fillmore. The motion carried unanimously.

3. Proposal - Hiring action of additional CCWD labor

Fillmore informed the board that a volunteer identified a potential new hire. Discussion revolved around, does the district need an additional employee? Holmes pointed out that the new potential employee does not work on weekends and would like full-time employment. He believes that supporting Roberto is our first priority. The board agreed. Fillmore asks Holmes to identify if the new hire would like to be a backup employee for large projects or times when Roberto is not available. The board agrees. Holmes will follow up (Action Item.)

4. New Meter

Collins reported that there are three properties up Canyon Rd with no meters that could potentially request services within the next year. One is an active listing. The realtor requested information (see Attachment Correspondence - 117 Collins sent a letter outlining the specifics and the costs. One meter will be easy to install. The other two will be difficult to install.

Correspondence

1. Bob Fritz - Bob Fritz expressed some thoughts about the culture and operations of the water board (Attachment 7).

2. Bill Dimmock – Attachment 8 speaks to the fact that there is no one trained to use an AED in Canebrake, therefore, it should not be used. The pads are also expired. Fillmore agrees and hopes that someday we can get it going again.
3. Kathy Steuermann – Attachment 9 contains her Donation Letter
4. Gunnar Ramstrum – Attachment 10a to 10c contains the correspondence from Gunnar that was addressed under specific agenda items.
5. Jordan Wagner – Attachment 11 contains the correspondence regarding the new meter request.

Good of the Order / Board & Public Comment

Kathy Steuermann informed the room that we have a new owner for Dave Cody's place. His name is Mark. He is not getting Streamline emails. (Action Item)

Bill Dimmock presented Gunnar Ramstrum's Innovator Award and Ellyn Hae's Canebraker of the Year Award.

Bob Mooney expressed his pleasure at seeing the board recognize Dean Kuns. Suggested that the Board go visit him with the plaque. (Action Item: Bill Dimmock to work with board to create plaque. Plaque will be paid for by the recycling fund.) Bob Mooney also asked for a comprehensive picture of CCWD's relationship with the state. Chris MacDonald said he would take the lead on developing a short document/presentation that explains the changes in the CCWD regulatory status. Can post on website.

Chris MacDonald thanked the room for being part of this process. He thanked the people who have volunteered on a regular basis, and he recognized the board members for the changes that are visible as one walks around Canebrake. "It's not just the blue meter boxes. It's not just the inventory; it's not just the new lines that the district has put in for some customers. The signs are everywhere. People, what this board is doing is tremendous and thank you very much."

Carl McKenney thought Paul DeChamps should be honored as he put in six elected terms to the CCWD(24 years). This opened a larger discussion that was summarized by Acting President Fillmore. "One of the things about giving awards and acknowledgements is there's a lot of people that deserve it. What it takes is someone to say, hey, you need to recognize them. That's how people get their name on the side of a highway or whatever. So honestly, it goes back to the community to make those acknowledgements. A lot of people get unacknowledged, but it takes an advocate, which is what I'm saying. So, I like your suggestion. I would suggest you do the same thing Gunnar did and we will put it on new business."

Adjournment

The meeting was adjourned at 12:49 p.m.

eh

Action Items from May 9, 2026 Board Meeting

Finance / Administration

- **Collins** to contact bookkeeper to monitor the transition of the base rate increase
 - **Hae** to modify Rules and Regulations with rate increase language bring to June for approval
 - Establish a storage location (beyond laptop) for digitized district records
 - **Hae** to investigate regulations for public record retention requirements
 - **Hae** to finalize minutes with **Fillmore** and disseminate
 - **Kathy** to send email regarding property taxes
 - **Collins** to get credit card
 - Identify direct and indirect rates
 - Track missing data from the 24/25 budget
 - 2026 budget amendments
 - Draft plan for five-year incremental rate increase
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Governance / Elections / Communications

- **Hae** to update the website with status and process for CCWD Board Member elections
 - Work with County Counsel, Elections, and CSDA to clarify election rules and roadmap
 - Send notice to the community clarifying board seat/election situation
 - Develop a viewpoint survey of the customers regarding a water manager. Combine with Cross-connection Survey, Mail together.
 - **Hae/Collins** develop Cross Connection Survey
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Donations / Community Outreach

- Create and disseminate a donation/meter matching letter to customers
 - Explore matching funds strategy for vehicle/shed donation project
 - **Holmes** develop specifications for Vehicle Shed
 - **Collins** complete monthly EAR
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Operations / Infrastructure

- Padlock valve at Ocotillo and Canyon Road
 - Add sounding of the well (Frank Colver request) to project tracker
 - Automate irrigation system at the Historical Park
 - **Collins** site visit with State
 - **Collins** clarify Transient Non-Community Status with State
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Technology / Systems / Website

- Create website form and send Streamline communication for July/August non-usage billing option
 - Post state permit after meeting conclusion
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Staffing / HR

- Develop D1 education/hire application program
- Create a solicitation for part-time administrative assistant
- **Holmes** to follow up with potential hire for backup/part time labor role

Community / External Coordination

- **Hae** to work with CIA to develop ideas for collaboration/revenue generation
 - **Bill Dimmock** to take CIA water-use discussion back to CIA group
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Communications / Public Info

- Ensure new property owner (Mark) is added to Streamline email list
 - **Chris MacDonald** to develop a **document/presentation** explaining CCWD regulatory changes
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Recognition / Miscellaneous

- **Visit Dean**
- **Bill Dimmock** to work with board to **create recognition plaque for Dean** (funded by recycling fund)