**HYDESVILLE COUNTY WATER DISTRICT**

**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**

**MINUTES**

**August 12, 2025, at 6 pm**

**Location: Hydesville County Water District**

**3455 Hwy 36, Hydesville, CA 95547**

**707-768-3000**

***CALL TO ORDER***

The meeting was called to order: Randall Stone at 6:02 pm. Directors present: Dave Jackson, Russell Holmgren, Bill Christen, Ron Olsen Director Staff present: Megan Lowe, Jordan Stofel, Bryce Corner

Public: Chuck Swanson

**Public Comment**

None

**1. Consent Agenda**

2.1 Approve Board minutes of July 8, 2025 & July 15,2025

2.2 Approve Payment of Bills August

A MOTION WAS MADE (Dave Jackson, Ron Olsen) to approve the consent agenda/bills.

MOTION CARRIED (5, 0)

**3. Old Business.**

3.1 SHN Update

Chuck Swanson was at the meeting to fill the board members with what the process is for continuing with the grant project and where the project is at the moment. The test well has been completed, but there are still some tests that need to be performed before there can be a yes or no if it is a good test well and if it can be turned into a production well. Chuck did let u know when the wells are complete the grant project for the construction of the main line replacement. The board is wanting to know if the test well a no go is, can the district possibly look into revamping our existing wells. Chuck is not 100% positive but if there is no other option it could potentially be an option. Chuck wants to make sure that the well will be something feasible that we can afford to maintain if it requires more of a treatment plant. If not, then they will have to look at doing something with our wells. The district is also making a request that our GM take the samples in, not anyone else. This is also according to Scott, the Waterboard State regulator. Looking into seeing what kind of pump can be used to make this test well potentially a production well.

3.2 USDA/CRWA Funding

Megan has not had the time to be able to reach out to any further agencies to look into getting split funding. With the departure of Austin, Megan will need to gather all the information that Austin had and move forward with all the information on her own. Megan asks the board if this is an avenue that they want to continue as the grant was originally for replacing the main line. Once the wells are finished, the grant will switch over to a construction grant for the main line. The board suggests continuing to see if there is funding now as we don’t have a timeframe for the construction grant and when it will start.

3.3 Cell Tower Lease

The company had now come back and suggested putting the tower down at the wells. This company started at the tanks, then the office and now the well site. The Board agrees that the only logical option for the tower is at the tank site. The office is not a large enough area to have the amount of space needed for the tower without impeding either our septic system or the site for a new building. The board lets Jordan know to reach out to the company and let them know our decision and see what they say.

3.4 CPA’s

Went and picked up our boxes from Barbara, let her know that Austin was no longer with the district anymore. She inquired about why and who was taking over as interim. I let her know that Jordan was acting as general manager and was having to catch up on a lot of missed sampling and state reporting paperwork. She was concerned and was going to reach out to Keith to see if the Audits she has been preparing since he was hired would need to be amended. I told her I didn’t believe so, but she wanted more clarification. She said she will email Megan when she has an answer.

**4. New Business**

4.1 Diamond Maps

Jason Johnson came in and turned in his keys and let Megan know of a software company that Fortuna Water District was using. He believes that it could be very helpful to our district. It’s a digitized version of the book that we currently have where everything in our district is potentially located. We can notate every detail about our system so that everything is easily located and correct. This will also help other entities know where and how deep our lines are. Every service, meter, hydrant, shot off valve, blow off valve and water line can be notated. It will take the operators a bit to get all of the information entered into the system, but it will be much more effective in the future. For anyone that needs to know where and how deep any part of our system is; also notating what the line is made of and if it has been replaced. The board thinks this will be a great asset to the future of the water district, cutting time and money spent looking for these items all the time.

A MOTION WAS MADE (Dave Jackson, Bill Christen) to approve the purchase of Diamond Maps

MOTION CARRIED (5, 0)

4.2 2023/2024 Audit Draft

The Board wants to take next month to look over the audit paperwork before they approve it and sign the Representative Letter. This will be tabled to the next meeting for possible approval.

4.3 Meter boxes, lids and mats

Jordan has noticed that there are no boxes and lids in our inventory. The district will need these boxes as we move forward with putting in the new meters and radios, we will need lids that match as that’s where the radio head will set. Wanting to start out with about 100 new boxes and lids so Jordan and Bryce will be able to start putting them in as they are changing out the old meters. Jordan got a couple quotes, Randall suggested calling them and asking the companies for bids to see if we can get a better price

4.4 Pump # 2

The last few months the pump has slowly been reducing production. These last couple of weeks it has dropped significantly. Jordan has asked Fisch and said that there might be an obstruction. Randall suggests talking to North Coast Pump House. They are familiar with our pumps and system; they should have records of all maintenance on our wells.

4.5 Tank Maintenance

Jordan got some quotes to look into having our tanks maintenance. A new ladder for the 200,000-gallon tank, painting the inside and out of 200,000-gallon tank. Scott had noted an issue with the lid for the 400,000-gallon tank that is letting frogs into the tanks. That is something that needs to be addressed soon, Randall suggests putting a screen on it. Bruce suggests having Jerry from Fortuna Iron to come look at fixing the cage around the ladder. Jordan wants to get all the dings that we got on our yearly inspection report. Jordan wants to get all these minor issues on the boards radar, as they will need to be addressed in the next few years.

4.6 Compensation for Cameron

Cameron has come in on a couple of occasions and spent a lot of time on the phone with Jordan. Cameron is going over the system and helping sort out paperwork that has not been kept up on and needs to be submitted immediately. Jordan wants to ask about compensating him for all the time he has spent helping. The Board suggests the amount not exceeding $500.00, it is suggested by Bill, splitting it into 2 payments. One given now and the other in the next few months, if Cameron continues to assist Jordan with learning the district.

A MOTION WAS MADE (Dave Jackson, Ron Olsen) to approve the compensation for Cameron.

MOTION CARRIED (5, 0)

4.7 Employee Clothing with Logo

Dave has suggested looking into getting clothing with the Hydesville Logo for all employees to wear, 3 options of shirts; long or short, hoodies and hats. Will come back next meeting with some quotes for what employees are wanting and prices. It was suggested to try and keep it local if possible.

**5. County Planning Dept Project Referrals** – Vote to approve applications received to date.

NONE

**6. High Bill Adjustments**- Vote to approve applications received to date:

NONE

7. **Secretary’s Report**

Billing was up a significant amount which is typical for this time of the year, which is nice with all the projects that the district is looking to take on in the near future. The shut offs were very easy for Jordan this month thank goodness. Only shut off 2 and both have already paid.

All benefits have been stopped for Austin. It was difficult as nothing was set up in the district’s name, except for CalPers, which even posed a headache. All Austins benefits were set up in his name with his emails and passwords, and since everything was on Auto pay, I did not have access to it. There was a loophole that I found, since our banking information was on file I could remove it since I had the information to verify the account. I could not cancel the policies, but they are no longer getting paid by the district. If necessary, I could have had the bank do stop payments for those amounts, however if Jordan negotiates for these benefits I will have to take the stop payments off.

Went to U.S. Cellular, had to get Jordan a new phone, Austin did not leave the pass key to unlock the phone. U.S. Cellular was unable to unlock/factory reset the phone as it was locked to Austins apple account, and we could not do that with out his permission or apple id information and password. Since he changed his number right after leaving, we had no way of getting ahold of him. So that phone had to be paid off and a new one bought.

Worked on getting all invoices that were being sent to Austins email, transferred over to my email so that I am not missing any invoices anymore.

**8. Manager’s Report**

Production averages were about 130,000 gallons per day. Been learning the pumps and the chlorine ratios as the chlorine mix seems to vary a lot lately. Samples came back good in the distribution system.

Submitted several reports that were currently due and also past due to the fact that Austin had not done them. Caught up on all late samples that have been passed due since 2022. Did all the confidence control reports current and past due and made sure that they we disbursed correctly; on the website, outside office, post office and Murrish market.

Met with 2 Brothers Cathodic and the tank inspections went well. Fisch did the well camering, well 1 was accessible, well 2 was not as there was a large obstruction and could not get very far. Lots of corrosion and tuberculation. These wells will be hard to put new casings into our old wells to refurbish.

**9. Board Member Comments**

**10. Items for Future Agenda**

10.1 Change in Board Policy-Director Stipends

**11. Adjournment**

MOTION WAS MADE (Dave Jackson, Russ Holmgren) to adjourn the meeting at 8:25 p.m.

MOTION CARRIED (5,0)

*Respectfully Submitted,*

*Megan Lowe/Board Secretary*