

HORN BROOK COMMUNITY SERVICES DISTRICT

NOTICE of MEETING and LOCATION

Minutes of the Regular Meeting of the HCSD Board of Directors
December 13, 2022 at 6:00pm at the

Hornbrook School, 15430 Oregon Rd, Hornbrook Ca.

Or To Attend by Phone, Please Dial 1-669-900-6833 at 6:00pm. When prompted, enter the code 876 8599 5873#, then enter the pass code 96044# when prompted or join by zoom

<https://us02web.zoom.us/j/87685995873?pwd=Qm5VTFRDTmNnYmxiNzYwMjlyeHp0dz09>

if Elaine is in Medford, Or. At the time of meeting, she will call

MINUTES

Board of Directors: Robert Puckett, Elaine Mellon, Melissa Tulleo, John Moody, and Bryant Schaffler.

1. **Pledge of Allegiance:** Bob:

2. **Call to Order:** 6:15

A: Present: Robert Puckett, Elaine Mellon, Melissa Tulleo. Absent-John Moody. Elaine Mellon was at the meeting in person:

3. **Public Comment:** Due to the circumstances, the Chair will ask each member of the public if they wish to make any comment at this time to avoid confusion and retain order and will be subject to 3 min. each. Then again after each agenda Item: No comments:

4. **Discussion and Possible Approval of Minutes:** Regular meeting of November 8, 2022 and the special meeting minutes of November 10, 2022 and the special meeting of November 29, 2022: Elaine made a motion to accept the meeting minutes of November 8, 2022, special meeting minutes of November 10,, 2022, and the special meeting minutes of November 29, 2022; Melissa 2nd motion, 3 ayes, 0 nays, and 1 absent, accepted:

5. **Approve and Authorize Signatures:** on Warrant Authorization Form for District expenses received through December 13, 2022, a list of the bills to be paid will be read to the board and public at the meeting, plus payroll: Melissa made a motion to pay bills as presented, Elaine 2nd, 3 ayes, 0 nays, and 1 absent, passed:

6. **Discussion and Possible Action:** Re-Authorizing Remote | Teleconference Meeting of the Board of Directors of the Hornbrook Community Services District: Resolution # 2022-017: Elaine made a motion to accept the Re-Authorization Teleconference Meeting Resolution # 2022-017, Melissa 2nd, 3 ayes, 0 nays, and 1 absent, passed:

7. **Discussion and Possible Action:** Tabled from October 11, 2022 and November 8, 2022 meetings. Second Amended Declaration of the Water Shortage Emergency Resolution # 2022-011. Changes were made on July 14, 2022 and presented to the Board on August 9, 2022 as they should have been already put in the Revised Resolution # 2022-011: Melissa made a motion to accept the Revised Second Amended Declaration of the Water Shortage Emergency Resolution # 2022-011, Elaine 2nd, 3 ayes, 0 nays, and 1 absent, passed:

8. Discussion and Possible Action: Administrator progress and update: Robert sent an e-mail letter to Jeffrey Albrecht of the Division of Drinking Water and waiting to hear back from him. This is the first step to the Administrator Program. Once the letter is tweaked and finalized, will present to the board for approval:

9. Discussion and Possible Action: Amended Resolution, 2022-015, for Clint Dingman as caretaker at the plant, tabled from last regular meeting, November 8, 2022: Tabled again until I can gather information of the Pacific Power bills from about 2017 until 2022. Concerns about the power and how it is being used. Have to check with plant and see what is being used:

10. Discussion and Possible Action: Renew our CSDA membership, \$541.00 for the year: This was listed in the bills to be paid but needed to be ratified. Elaine made motion to pay, Melissa 2nd, 3 ayes, 0 nays, and 1 absent, passed:

11. Discussion and Possible Action: Renew our membership for Streamline, for HCSD website \$600.00: This also was in the bills to be paid but needed to be ratified. Elaine made a motion to pay, Melissa 2nd, 3 ayes, 0 nays, and 1 absent, passed:

12. Discussion and Possible Action: Do we want to continue with the zoom/teleconference calls: Melissa made a motion to continue the zoom/teleconference calls for meetings, Elaine 2nd, 3 ayes, 0 nays, and 1 absent, passed:

13. Board Member Comments and Questions: At this time, members of the Board may ask questions of the staff, request reports be made at a later date, or ask to place an item on a future agenda on any subject within the Board's jurisdiction. Directors may make comments on any topic not listed on the agenda but may not be acted upon: At this point we know that Bryant resigned and trying to get ahold of John Moody. Will have Bryant's letter of resignation at the next meeting. I will send more e-mails and text messages to John to see if he will respond. Waiting to hear back from Pacific Power about the two separate charges on well # 5 and tank # 2:

14. Adjournment:

Meeting agendas and written materials supporting agenda items, if produced, can be received by the public for free in advance of the meeting by any of the following options: 1. A paper copy mailed pursuant to a written request and payment of associated mailing fees. 2. An electronic copy received by email. Note – if you would like electronic copies, please email hornbrookcsd@gmail.com prior to the Board meeting. A limited number of copies of agenda materials will also be available at the meeting. Americans with Disabilities Act Compliance: If you require special assistance to participate in Board Meetings, please contact an HCSD Board Member. Advance notification will enable the District to make reasonable arrangements to ensure accessibility.

Board Secretary: Melissa Puett Tuttle

date: 12/13/22