

RUTH LAKE COMMUNITY SERVICES DISTRICT

Minutes for March 10, 2020

Board of Directors Meeting

1. Call to Order:
 - a. Meeting called to order by Chairman Dennis Johnson at 4:00 PM
 - b. Board members present: Dennis Johnson, Sue Gordon, Brian Nicholson, Jordan Emery and Debra Sellman
 - c. Others Present: Caitlin Canale
 - d. Flag Salute
 - e. Board Member Jordan Emery was sworn in by District Manager Caitlin Canale
2. Approval of Agenda:
 - a. Motion was made to approve the agenda as submitted with correction to 8.B to change wording from approve to accept audit report for 2016-2017 by Debra Sellman and seconded by Brian Nicholson. Motion carried unanimously: Dennis Johnson, Sue Gordon, Brian Nicholson, Jordan Emery and Debra Sellman
3. Approval of Minutes:
 - a. Approval of Minutes for Board Meeting on February 11, 2020 and Special Meeting on February 20, 2020: A motion was made to approve Board Minutes from February 11, 2020 and Special Board Meeting February 20, 2020 by Sue Gordon and seconded by Brian Nicholson. Motion carried unanimously: Dennis Johnson, Sue Gordon, Brian Nicholson, Jordan Emery and Debra Sellman.
4. Public Comment: None
5. Supervisor's Report: None
6. Correspondence: None
7. Update of District Projects:
 - a. Caitlin visited with Seth from 101 Netlink about installing 101 Netlink for our internet and phone/fax service at Ruth Rec Office and store. He would also install 4 hotspots that campers would use to access the internet. Campers can purchase 1g vouchers for \$5 from the campground store. There would be a big savings for RLCSD by switching over to 101 Netlink. Hopefully the new system will be installed by May 1, 2020.
 - b. Caitlin has been working with the person who does our website to make sure it is ADA compliant; audit reports are on the web along with the controller's report. It was also recommended to have the times/where folks can have their boat inspected and receive a key to launch boat during the off season.
 - c. Caitlin will be taking the test for the water distribution D1 certification in a couple of weeks.

8. Items for Board Action and Investigation:

- a. First Reading on Campground Employees Job Description: The job description was reviewed and discussed. A motion was made by Sue Gordon and seconded by Debra Sellman to approve Campground Employees Job Description with “or with a valid work permit” added to bullet three (3) First Reading. Motion carried unanimously: Dennis Johnson, Sue Gordon, Brian Nicholson, Jordan Emery and Debra Sellman.
- b. Accept Audit Report for 2016-17: The audit report was reviewed and discussed. A motion was made by Debra Sellman and seconded by Brian Nicholson to accept Audit Report for 2016-17. Motion carried unanimously. Dennis Johnson, Sue Gordon, Brian Nicholson, Jordan Emery and Debra Sellman.

9. Manager’s Report and Update:

- a. Financial-Recognize and Acknowledge Documents: Financial records were reviewed and acknowledged. There was some concern to why the actual budget for payroll increased more than the actual payroll for the month of February. Caitlin would check into the matter.
- b. Community Hall: There are several functions at the Community Hall for the month of March.
- c. Marina: Caitlin is taking the Fish and Wildlife representative along with John Friedenbach from Humboldt Bay to check the invasive species stations. The right side of the boom at the marina broke loose during the last windstorm. The boom has been tied down and ordering a large cable to secure. Marina host trailer is still on hold regarding repairs.
- d. Campgrounds: William Burns will be our new Ruth Recreation Campground host and begin on April 1st. He will be living in the trailer provided for the host. Both Caitlin and William toured the trailer and William will be signing a contract regarding the rules and condition of trailer. A campground host has been hired for Barlow. It was recommended that Sheriff Cove needs to have the garbage removed during the off season on a regular basis.
- e. Leases: All leases have been paid except for two (2) for 2018/19 year. It was recommended to proceed to the next step on unpaid leases. Letters will be going out next week for payment on leases for the 2019/20 year. The CPI increase will be included in the letter.
- f. Buffer Strip: Nothing to report.
- g. Highway Project 36: Nothing to report.

10. New Matters for the Board Consideration: None

11. Closed Session: Personnel/Payroll - None

12. Adjournment of Meeting: 5:23 PM