



RUTH LAKE COMMUNITY SERVICES DISTRICT
Minutes for February 14, 2023
Board of Directors Meeting



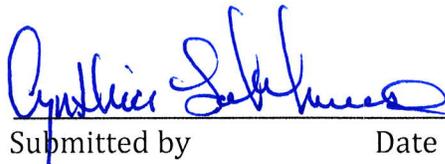
1. Call to Order:
 - a. Meeting was called to order by Chairman Jordan Emery at 4:00 pm.
 - b. Board members present, Jordan Emery, Debra Sellman, Ben Boak, Ed Johnson, and Roger Kirkpatrick.
 - c. Others present were Adam Jager, HBMWD; Larry Raschein, HBMWD; Caitlin Canale, RLCSD; Cynthia Lofthouse, RLCSD.
2. Approval of Agenda:
 - a. Motion was made by Ed Johnson to approve the agenda for the meeting on February 14, 2023. Ben Boak seconds the motion. Motion carried Jordan Emery, Debra Sellman, Roger Kirkpatrick, Ed Johnson, and Ben Boak.
3. Approval of Minutes:
 - a. Motion was made by Debra Sellman to approve the minutes for the meeting on January 10, 2023. Roger Kirkpatrick seconds the motion. Motion carried Jordan Emery, Ed Johnson, Ben Boak, Roger Kirkpatrick, and Debra Sellman.
4. Approval of Minutes:
 - a. Motion was made by Debra Sellman to approve the special meeting minutes with corrections for the meeting held on February 1, 2023. Ben Boak seconds the motion. Motion carried Jordan Emery, Ed Johnson, Roger Kirkpatrick, Ben Boak, and Debra Sellman.
5. Public Comment: None
6. Supervisor's Report: Not present
7. Correspondence:
 - a. Thank you letter from STVFD thanking us for the donation for 2022.
8. Update of District Projects:
 - a. The Ruth Rec gate relocation is still in progress. Whitchurch Engineering has reached out to the other parties involved, Humboldt Bay Municipal Water District and Trinity County Planning Department. Currently, Whitchurch Engineering is waiting for a response back from Trinity County.
 - b. There has been some damage to both sides of the log boom at the marina with the current shackles breaking loose. Currently waiting for a quote back from Worthington Barriers for the replacement of 60 shackles. The plan would to do the right side of the log boom first since it is fully out of the water. Then the left side will be a bit more challenging since it is still in the water at this time.
9. Items for Board Action and Investigation:
 - a. Adam Jager from HBMWD spoke on the progress of the fuel reduction on the lease lots. Green Tech is into week three of fuel reduction as they are working Monday through Thursday, 10-hour days. Phase 3 at the rodeo grounds have been completed for the most part. Currently there are two crews working with Adam overseeing their work. HBMWD office is currently working on the 2nd bid packet to go out for about 17 to 18 leases. The goal would then to be able to do the boat leases with hand crews.
 - b. Motion was made by Debra Sellman to approve Policy 6500, Administrative Citations. Ben Boak seconds the motion. Motion carried Jordan Emery, Ed Johnson, Roger Kirkpatrick, Debra Sellman, and Ben Boak.



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- c. Motion was made by Debra Sellman to approve Ordinance 23-01. Ben Boak seconds the motion. Motion carried Jordan Emery, Ed Johnson, Roger Kirkpatrick, Ben Boak, and Debra Sellman.
 - d. Discussion of Policy 2050, Bereavement Leave. January 1st, 2023 the state has updated Bereavement Leave to allow an employee to take up to five unpaid leave upon death of the employee’s family member. Policy 2050 will be updated with current changes and has been tabled to our next meeting.
 - e. Motion was made by Debra Sellman to approve the 2023 employee pay increase. Roger Kirkpatrick seconds the motion. Motion carried Jordan Emery, Ed Johnson, Ben Boak, Debra Sellman, and Roger Kirkpatrick.
10. Manager’s Report and Update:
- a. Financial-Recognize and Acknowledge Documents: All looked good.
 - b. Community Hall: The Lions Club had a good turnout at their crab feed. The Behavioral Health meeting will be on February 23, 2023. The community breakfast will be back starting March 5, 2023, and ending in November 2023.
 - c. Marina: Caitlin conducted two interviews for the Marina manager position for the 2023 season. The selection will be made by Friday, February 17, 2023. The marina will be opening on April 1, 2023. Alderpoint Bass Tournament will be held on April 1, 2023 at the marina.
 - d. Campground: Clean-up around Ruth Rec is coming along, weather permitting.
 - e. Leases: Caitlin has completed 55 lease inspections as of February 14, 2023. She is planning on including pictures of each lease site she is inspecting to share with the lease holders concerning items that need to be taken care of.
 - f. Buffer Strip: Nothing new to report.
11. New Matters for Board Consideration:
- a. Discussion of an increase for the price of boat rentals at the marina.
 - b. Discussion of an increase for the price of launch key cards.
 - c. Discussion of an increase for the price of campsites.
 - d. Discussion of gathering information on CalPERS for employees.
12. Meeting Adjourned at 5:41 pm.

 3-21-23
 Submitted by Date

 3/21/23
 Approved by Date