



RUTH LAKE COMMUNITY SERVICES DISTRICT  
Minutes for March 21, 2023  
Board of Directors Meeting



1. Call to Order:
  - a. Meeting was call to order by Chairman Jordan Emery at 4:02 pm.
  - b. Board members present, Jordan Emery, Debra Sellman, Roger Kirkpatrick, Ed Johnson, and Ben Boak.
  - c. Others present were, John Friedenbach, HBMWD; Larry Raschein, HBMWD; William Burns, RLCSD; Maggie Bryant, RLCSD Marina; Caitlin Canale, RLCSD; Cynthia Lofthouse, RLCSD.
2. Approval of Agenda:
  - a. Motion was made by Debra Sellman to approve the agenda with correction of the meeting date of March 20, 2023 changed to March 21, 2023. Ed Johnson seconds the motion. Motion carried Jordan Emery, Ben Boak, Roger Kirkpatrick, Debra Sellman, and Ed Johnson.
3. Approval of Minutes:
  - a. Motion was made by Ed Johnson to approve the minutes for the meeting of February 14, 2023. Ben Boak seconds the motion. Motion carried Jordan Emery, Ben Boak, Ed Johnson, Debra Sellman, and Roger Kirkpatrick.
4. Public Comment: No public comment.
5. Supervisor's Report: Not present.
6. Correspondence:
  - a. Copy of Ordinance No. 23-01 that was posted in the Trinity Journal.
  - b. Governor Newsom expands storm damage state of emergency to Trinity County news article dated March 15, 2023.
  - c. Trinity County is updating their general plan and is available for public review and comments until May 5, 2023.
  - d. Case update from Porter Scott Attorneys regarding McLean v. RLCSD dated March 2, 2023.
7. Update of District Projects:
  - a. On February 16, 2023 Caitlin had a Zoom meeting with John Friedenbach from HBMWD, Derek from Whitchurch Engineering, and Mitchell from Trinity County. They discussed what all needed to take place to move forward on the gate relocation. Whitchurch Engineering will be working with the county to see what steps need to be followed for CEQA.
  - b. The log boom at the marina is still broken currently. New equipment will need to be ordered to repair the damage.
8. Items for Board Action and Investigation:
  - a. Fuel reduction is on hold for 2 to 3 weeks due to the wet weather conditions. There are no more FEMA funds from the August 2020 fire for shoreline clean-up. Adam Jagar and Ben Boak removed 325 plus logs from the shoreline previously in January and February of 2023.
  - b. Discussion on HBMWD/RLCSD Master Lease liability policy limit. HBMWD has requested the RLCSD to increase their liability insurance requirements from \$1 million to \$5 million and naming HBMWD as an additional insured. Currently the RLCSD has insurance through SDRMA and the rough estimate of the increase would cost the district about \$6,600.00 per year. Motion was made by Debra Sellman to table liability



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- policy limit for the next meeting. Roger Kirkpatrick seconds the motion. Motion carried Jordan Emery, Ben Boak, Debra Sellman, Roger Kirkpatrick, and Ed Johnson.
- c. HBMWD/Trinity County/RLCSD Master Lease Amendment 3 was discussed with the main concerns regarding Section 14-d "Enforcement of Polices." The board feels that it is important that this information is shared with the Leaseholders Association prior to anything being passed with the Master Lease. A motion was made by Roger Kirkpatrick to table it for the next meeting. Ben Boak seconds the motion. Motion carried Jordan Emery, Ed Johnson, Debra Sellman, Roger Kirkpatrick, and Ben Boak.
  - d. Motion was made by Debra Sellman to accept the audit for June 30, 2022. Ed Johnson seconds the motion. Motion carried Jordan Emery, Ben Boak, Roger Kirkpatrick, Debra Sellman, and Ed Johnson.
  - e. Motion was made by Ben Boak to approve the bottom replacement connector kit of \$10,673.58 for the log boom at the marina. Roger Kirkpatrick seconds the motion. Motion carried Jordan Emery, Ben Boak, Ed Johnson, Debra Sellman, and Roger Kirkpatrick.
  - f. Motion was made by Debra Sellman to approve the CPI increase of 6.4% for 2023. Ben Boak seconds the motion. Motion carried Jordan Emery, Ed Johnson, Roger Kirkpatrick, Ben Boak, and Debra Sellman.
  - g. Motion was made by Debra Sellman to approve Policy 2050, Bereavement Leave. Ed Johnson seconds the motion. Motion carried Jordan Emery, Ben Boak, Roger Kirkpatrick, Debra Sellman, and Ed Johnson.
  - h. Motion was made by Debra Sellman to approve the increase on stickers, bands, and key cards. Ed Johnson seconds the motion. Motion carried Jordan Emery, Ben Boak, Roger Kirkpatrick, Ed Johnson, and Debra Sellman.
  - i. Discussion of security cameras for the marina and Ruth Rec campground. It was recommended to check to see if this system from C&S Home Theater has back-up power system and if so what additional costs would it be. Motion was made Ben Boak to table for next meeting. Ed Johnson seconds the motion. Motion carried Jordan Emery, Debra Sellman, Roger Kirkpatrick, Ben Boak, and Ed Johnson.
  - j. Motion was made by Debra Sellman to approve an increase on patio boat rentals by \$50.00 and \$5.00 on fishing boats. Roger Kirkpatrick seconds the motion. Motion carried Jordan Emery, Ed Johnson, Ben Boak, Debra Sellman, and Roger Kirkpatrick.
  - k. Discussion of 2023 camping rates included removing weekly rate and monthly rate for all the campgrounds and just having a nightly fee for all sites. Motion was made by Ben Boak to approve the \$2.00 increase on all the nightly rates and to eliminate the weekly and monthly rate of the campgrounds. Ed Johnson seconds the motion. Motion carried Jordan Emery, Debra Sellman, Roger Kirkpatrick, Ed Johnson, and Ben Boak.
  - l. It was requested to provide more information on CalPERS to see what percentage rate does the employer pay and if not, all employees would have to join.
9. Manager's Report and Update:
- a. Financial-Recognize and Acknowledge Documents: Debra Sellman had a question for code 7153, equipment rental, which is for Eric Rossen using his own equipment when doing projects for RLCSD. Question on code 7173, purchase for Ruth store-other. This



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- shows the amount refunded to an employee for purchases for the store. Roger Kirkpatrick recommended it to show it as a payout keeping it separate per person.
- b. Community Hall: April 1<sup>st</sup> the school booster club will be putting on a Re Prom Dance, Lions Club Wild Game Feed on April 15<sup>th</sup>, and STVFD annual meeting on April 29<sup>th</sup>.
  - c. Marina: Fishing Derby will be held May 20, 2023. Alderpoint Bass Tournament has been postponed until October instead of having it on April 1<sup>st</sup>, 2023. Left side of the dock is broken at this time due to the winter storms. It is being secured by tying it to the other dock. Marina Manager and host, Maggie Bryant, was onsite during the winter storms which was very helpful to keep an eye on all the docks and store.
  - d. Campground: The ramada that is over the camp host house at Ruth Rec has collapsed due to the severe winter storms. All the campgrounds are a mess, trees down, branches everywhere, debris along the shoreline from the winter storms. It is not planned to rent out Barlow this year. However, Eric has done a lot of clean up at Barlow and hoping to be able to use the cleared area for summertime overflow storage for boat trailers.
  - e. Leases: Some lease sites have storm damage. The new Sublease packets will be sent out by the end of the week to all the leaseholders.
  - f. Buffer Strip. Nothing to report.
10. New Matters for the Board: None  
 11. Meeting Adjourned at 7:12 pm.

Cynthia Johnson 4-11-23  
 Submitted by Date

[Signature] 4/11/23  
 Approved by Date