

**BOARD OF DIRECTORS MEETING  
CACHEVILLE COMMUNITY SERVICE DISTRICT**

REGULAR MEETING  
February 2, 2022  
MINUTES

**1. Call to order**

President Lana Reveles called the meeting to order at 6:08 pm.

**2. Roll Call**

**Present:**

- Directors: Lana Reveles, Rick Hernandez and Robert Marin,
- Not present: Lucia Salas and Jose Manuel Michel.
- District Counsel: Not present.
- General Manager/Board Clerk: Not Present.
- Sheryl Salgado, Billing Clerk.
- **Public:** Sally Wallace

**3. Approval of agenda**

President Lana Reveles called for a motion to approve the agenda.

**Motion by:** Director Rick Hernandez to approve the agenda as presented.

**Second by:** Director Robert Marin.

**Discussion:** None.

**Vote:** Ayes: 3 No: 0 Abstain: 0 **Motion:** Carried

**4. Approval of December 1, 2021 Minutes**

**Approval of January 5, 2022 Minutes**

President Lana Reveles called for a motion to approve the January 5, 2022 minutes.

**Motion by:** Director Robert Marin

**Second by:** Director Rick Hernandez

**Discussion:** December minutes to be moved to next meeting.

**Vote:** Ayes: 3 No: 0 Abstain: 0 **Motion:** Carried.

**5. Public Comments:** None.

**6. Correspondence:** Annual reminder letter of Water Quality Reporting & Requirement from Yolo County Environmental Health and receipt of the Annual Permit. Also received a well water inspection report.

Workers Compensation Insurance Payroll Report from State Comp-completed and submitted by Sheryl Salgado, Billing Clerk.

A letter from SCO regarding the Government Compensation Report due April 30, 2022- Yolo County DFS completes for the district's behalf. Other correspondence received:

a letter from Wood Rogers sharing executive changes, Mark Rogers, Chief Executive Officer and Mark Rayback as President, invitation from University of Cal-Irvine to participate in a special district survey, Redistricting Partners and PG&E form for essential notice customers.

**7. Financial Report:**

Sheryl Salgado gave a presentation on status of expenses and income. She also informed Directors of two new customers due to change of property ownership. A brief discussion was held about delinquent accounts. Income: \$3,080.00  
Expenses: \$8,726.97

**8. APPROVAL OF CLAIMS**

President Lana Reveles asked for a motion to approve claims for February 2022.

**Motion by:** Director Rick Hernandez to approve the claims for February 2022.

**Second by:** Director Robert Marin.

**Discussion:** There were questions about invoices and discussion followed in background of expenses.

**Vote:** Ayes: 3 No: 0 Abstain: 0 Motion: Carried.

**9. Discussion Items:** None

**10. Action Items:**

**A. Status update on the district to acquire land for a new well and storage tank site.**

(Motion By: \_\_\_\_\_2<sup>nd</sup>\_\_\_\_\_) Y\_\_\_\_N\_\_\_\_A\_\_\_\_\_

Director Reveles stated she was informed by Leo Refsland, General Manager that 14214 5<sup>th</sup> Street has been purchased. Discussion held to continue searching for property for a new well site. No action taken.

**B. Board Clerk discussion and possible action.**

A discussion was held on a hiring a Board Clerk to relinquish some of the General Managers administrative duties in order for him to focus on other critical tasks. Also discussed the duties and salary that would be assigned to Board Clerk position: agenda, minutes, correspondence and other administrative tasks, salary \$200 per month. Director Marin suggested the salary could be reassessed in three months. Director Reveles asked Sally Wallace, if she would be interested in the Board Clerk position at that rate of pay. Sally Wallace accepted the position. Director Reveles asked for a motion to hire Sally Wallace as Board Clerk.

**Motion** by Director Robert Marin to hire Sally Wallace as the Board Clerk at a salary of \$200 per month with a reassessment in three months.

**Second** by Director Reveles.

**Vote:** Y 3 N      A      Motion carried.

**11. General Manager/Operator Report:** No report.

**12. Old Business:** None.

**13. Such other urgent business as may be brought before the Board that has arisen since the prepared.** None.

**14. FUTURE AGENDA ITEMS:** The attendance of directors at meetings and stipends.  
Retention Policy and file storage.

**15. ADJOURNMENT:** Meeting adjourned at 7:30 pm by President Lana Reveles

**NEXT MEETING DATE:** Wednesday, March 2, 2022 @ 6:00 pm

Sheryl Salgado, Billing Clerk-Pro tem Board Clerk



---

Date: 2-02-2022