



Hamilton City Community Services District
P.O. Box 116
211 Main Street
Hamilton City, CA 95951
(530) 826-3208

HAMILTON CITY COMMUNITY SERVICES DISTRICT Board Meeting Agenda

**Monday, February 10, 2025
211 Main Street, Hamilton City**

Call to Order: 6:00 p.m.

Welcome:

Guests: N/A

Roll Call:

_____ **ROSEANNA OCAMPO**
_____ **DAVID HUNTOON**
_____ **ROSA VARGAS**
_____ **CHRIS CARRIZALES**
_____ **CARAVEZ LEDEZMA, ALEJANDRA**

Flag Salute:

Public Comment: Public comment on items not listed on the agenda. The Board may not discuss or consider non-agenized items during the public comment period but may ask questions or clarify information.

Approval of Minutes of the Meeting (November 12, 2024 - December 9, 2024)

Review of Correspondence: Complaint Letter authored by Chris Mikkelson

Unfinished Business:

1. Discussion and possible action of voting in board members ROSA VARGAS and CARAVEZ LEDEZMA, ALEJANDRA.
2. Discussion and possible action on swearing in Rosa Vargas and Alejandra Ledesma.

New Business:

1. Discussion and possible action nonprofit status of edge water park
2. Discussion and possible action on Edgewater Park future maintenance, events and purchases.
3. Discussion and possible action on bill pay system upgrade.

CLOSE SESSION:

Public Employee Recruitment, Pursuant to Government Code § 54957-Citizens will be asked to exit the facility during the Closed Session to ensure confidentiality and integrity of process.

Reports:

1. **Board:** Individual reports
2. **General Manager:** warrants list for December 2024 and January 2025, GM progress report

Approve Payment of the Bills: December 2024 and January 2025.

Adjournment: Next Regular Board meeting scheduled for March 10, 2025.

In compliance with the Americans with Disabilities Act, the Hamilton City Community Services District (District) will make available to disabled members of the public disability-related modification or accommodations. Notification three days prior to the meeting will enable the District to make arrangements to provide reasonable accommodations. If requested, this document and other agenda materials can be made available in an alternative format for persons with a disability who are covered by the Americans with Disabilities Act. Contact the Secretary of the Board with your request for accommodations at (530) 826-3208. HCCSD is an equal opportunity provider, and employer.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).



COUNTY OF GLENN ELECTIONS DEPARTMENT

Courthouse Complex
516 West Sycamore Street, 2nd Floor
Willows, CA 95988

SENDY PEREZ
Assessor
County Clerk
Recorder
Elections

(530) 934-6414
FAX (530) 934-6571

November 22, 2024

Larry H. Lanham
HAMILTON CITY COMMUNITY SERVICES DISTRICT
PO Box 116
Hamilton City, CA 95951

RE: APPOINTMENT OF DIRECTORS

There were an insufficient number of candidates for director to conduct the scheduled November 5, 2024 general district election for your district. Under the provisions of the Uniform District Election Law, Elections Code Section 10515, the Glenn County Board of Supervisors, on November 12, 2024, appointed **Rosa Vargas and Alejandra Ledesma** as directors of the **HAMILTON CITY COMMUNITY SERVICES DISTRICT**.

Certificates of Appointment-and-Oath of Office are enclosed. They shall be completed by the appointees and the person who administers the oath. Pursuant to Government Code Section 1363(a) (4), the original oath shall be filed with your district clerk or secretary. Please send a copy to the County Clerk/Elections Department.

Additionally, blank **Registry of Public Agencies** (formerly **Statement of Facts**) form is also enclosed. If there is any change in the facts stated since your last statement, such as the appointment of new officeholders, then another statement must be completed and sent to the Secretary of State and a copy to the County Clerk/Elections Department, 516 W. Sycamore St., Willows, CA 95988.

If you have any questions, please call the Elections Department at 934-6414.

Sincerely,

Karleen Price, Office Technician II

Certificate of Appointment and Oath of Office

I, SENDY PEREZ, COUNTY CLERK, in and for the County of Glenn, State of California, do hereby certify that at a regular meeting held on the 12th day of November, 2024, the GLENN COUNTY BOARD OF SUPERVISORS appointed

Rosa Vargas

to the office of Director, Hamilton City Community Services District, and to hold the office for the completion of the 4-year term expiring December 1, 2028.

SENDY PEREZ, COUNTY CLERK

By: _____ Deputy

STATE OF CALIFORNIA,

County of Glenn

} SS.

I, Rosa Vargas, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Hamilton City Community Services District

Title of Office

Signature of Appointee

Subscribed and sworn to before me, this _____ day of _____, _____.

Signature of Person Administering Oath

Title

Certificate of Appointment and Oath of Office

I, SENDY PEREZ, COUNTY CLERK, in and for the County of Glenn, State of California, do hereby certify that at a regular meeting held on the 12th day of November, 2024, the GLENN COUNTY BOARD OF SUPERVISORS appointed

Alejandra Ledesma

to the office of **Director, Hamilton City Community Services District**, and to hold the office for the completion of the 4-year term expiring **December 1, 2028**.

SENDY PEREZ, COUNTY CLERK

By: _____ Deputy

STATE OF CALIFORNIA,

County of Glenn

} ss.

I, **Alejandra Ledesma**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Director, Hamilton City Community Services District

Title of Office

Signature of Appointee

Subscribed and sworn to before me, this _____ day of _____, _____.

Signature of Person Administering Oath

Title



Secretary of State
Registry of Public Agencies
(Government Code section 53051)

SF-405

IMPORTANT — Read Instructions before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees — First page \$1.00; each attachment page \$0.50;
Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- ☐ Initial Filing (first Registry of Public Agencies filing for an agency)
☐ Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

Name

Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

Date

Signature

Type or Print Name

Instructions for Completing the Registry of Public Agencies (Form SF-405)

The governing body of a public agency is required, within 70 days after the commencement of the agency's legal existence, to file a specified statement of facts about the agency with the Secretary of State. This information is also required to be updated within 10 days of a change to it.

Fees:

- **Filing Fee:** There is **no fee** for a Registry of Public Agencies filing.

Copies: To obtain copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

Payment Type: Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registry of Public Agencies (Form SF-405) as follows:**

Item	Instruction	Tips
1.	You must check the appropriate box (check one).	<ul style="list-style-type: none"> • If this is the first Registry of Public Agencies filing for an agency, check "Initial Filing". • If this is a change to an existing Registry of Public Agencies record, check "Updated Filing".
2a.	Enter the full legal name of the public agency.	
2b.	Indicate the nature of the update if this is an updated filing.	<ul style="list-style-type: none"> • Leave this blank for initial filings. • For updated filings, list information that has changed.
2c.	Enter the county or counties in which the agency operates.	<ul style="list-style-type: none"> • List as many as applicable. If additional space is required, attach additional pages.
2d.	Enter the agency's official mailing address.	<ul style="list-style-type: none"> • The complete address is required, including the street name and number, city, state, and zip code. • P.O. box is acceptable.
3a.	Enter the Chairperson, President, or Other Presiding Officer's name.	
3b.	Enter the Chairperson, President, or Other Presiding Officer's official title.	<ul style="list-style-type: none"> • Include the full official title.
3c.	Enter the Chairperson, President, or Other Presiding Officer's business or residence address.	<ul style="list-style-type: none"> • A complete address is required, including the street name and number, city, state, and zip code.
4a.	Enter the Clerk or Secretary's name.	
4b.	Enter the Clerk or Secretary's official title.	<ul style="list-style-type: none"> • Include the full official title.



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Board of Directors
Minutes of Meeting Held November 12, 2024

CALL TO ORDER:

The meeting was called to order by Roseanna Ocampo at 6:06 p.m.

Board Members present: Roseanna Ocampo, Alejandra Ledezma, Rosa Vargas, and

Board Members absent:, Chris Carrizales, David Huntoon

District Employees: Lewis Hall GM.

Guests: Carlene Harris from Wizard Cleaning

FLAG SALUTE: lead by Roseanna Ocampo

PUBLIC COMMENT: Public comment on items not listed on the agenda. The board may not discuss or consider non-agenized items during the public comment period but may ask questions or clarify information.

MINUTES: of October 14, 2024

- a. Minutes were tabled for approval, there was not enough eligible board members present to vote.

REVIEW OF CORRESPONDENCE: None

UNFINISHED BUSINESS:

1. Discussion and possible action on the status of old Oak tree in the back parking lot of HCCSD office located at 211 main St. Hamiton City Ca. shared with Wizard Cleaning.
 - a. The board revisited the issue of cutting down the oak tree shared with Carlene Harris from Wizard Cleaning. Mrs. Harris did not show during the discussion and voting process due to being late to the meeting. After careful review the board determined the

tree posed no real threat to HCCSD vehicles and there was no reason for HCCSD to exhaust valuable resources on cutting down the Oak tree, however the board did give permission to Carlene Harris to cut the tree down at her own expense since she was experiencing great loss to her employee's vehicles and the cost of cleaning the branches and acorns the tree dropped every year. Rosea Vargas motioned to not cut down the tree on HCCSD behalf but to allow Carlene Harris from Wizard Cleaning to cut it down at her own expense. Alejandra Ledezma second the motion. Motion carried with all board members present.

NEW BUSINESS:

1. Discussion and possible action on Edgewater Park accepting bids for paving of the parking lot or lots per Cal Per Grant.
 - a. General manager Lewis Hall went out and collected three complete bids for the paving of the parking lots of Edge water Park due to no one responded to the open bid process advertised in the Valley mirror paper months prior. **First bid** came in from Bogart Construction at \$179,210.00. **Second bid** came in from Atomic general engineering at \$147,900.00 and the **third bid** came in from Casco paving at \$103,100.00. after careful review the board decided to go with Casco Paving because they were the lowest cost and that Hamilton City High School has used them in the past and the work, they did was very professional. Rosa Vargas motioned to go with Casco Paving. Alejandra Ledezma second the motion. Motion carried with all board members present.
2. Discussion and possible of park grant projects and non-profit status.
 - a. This was tabled, David Huntoon was not present at the meeting to give an update.

REPORTS:

1. Board: Old minutes,
2. General Manager: GM report

PAYMENT OF HCCSD BILLS: Roseanna Ocampo motioned to pay October 2024 bills, Rosa Vargas second the motion, motion carried with all board members present.

Adjournment: @7:41 PM Rosa Vargas motioned to Adjourn the meeting, Alejandra Ledezma second the motion, motion carried with all board members present.

Next Regular Board meeting scheduled for December 9, 2024.

Respectively submitted,
Lewis Hall



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Board of Directors
Minutes of Meeting Held December 9, 2024

CALL TO ORDER:

The meeting was called to order by Roseanna Ocampo at **6:08 p.m.**

Board Members present: Roseanna Ocampo, David Huntoon, Chris Carrizales

Board Members absent: Rosa Vargas, Alejandra Ledezma

District Employees: Lewis Hall GM.

Guests: N/A

FLAG SALUTE: lead by Roseanna Ocampo

PUBLIC COMMENT: Public comment on items not listed on the agenda. The board may not discuss or consider non-agenized items during the public comment period but may ask questions or clarify information.

MINUTES: of October 14, 2024 and November 12, 2024

- a. Minutes of October 14, 2024, David Huntoon motioned to pass the minutes as written. Chris Carrizales second the motion, motion passed with all board members present. November 12 Minutes were tabled for approval, there was not enough eligible board members present to vote.

REVIEW OF CORRESPONDENCE: None

UNFINISHED BUSINESS:

1. Discussion and possible action on the nonprofit status of Edgewater park.
 - a. The board revisited the issue David Huntoon stated the nonprofit should be done in late January early February 2025 time frame

NEW BUSINESS:

1. Discussion and possible action on swearing in Rosa Vargas and Alejandra Ledesma
 - a. This was tabled due to both Rosa Vargas and Alejandra Ledesma were not present at the meeting
2. Discussion and possible action on Yanet Lopez's performance eval and possible pay raise.
 - a. During the close session Yanet Lopes's annual eval was discussed, the board approved a \$1.00 pay raise. David Huntoon motioned to approve Yanet Lopez pay raise of \$1.00 with the understanding to revisit the issue in 6 months. Chris Carrizales second the motion. Motion passed with all board members present.

Close Session: in at 6:13 PM out at 6:23 PM discussion was an employee's eval

REPORTS:

1. Board: Old minutes,
2. General Manager: GM report

PAYMENT OF HCCSD BILLS: David Huntoon motioned to pay November 2024 bills, Chris Carrizales second the motion, motion carried with all board members present.

Adjournment: @6:40 PM Chris Carrizales motioned to Adjourn the meeting, David Huntoon second the motion, motion carried with all board members present.

Next Regular Board meeting scheduled for January 13, 2024.

Respectively submitted,
Lewis Hall

Invoice Payments & Receipts Company's Names			
December 2024			
HCCSD Warrants List			

05700	Glenn Co. Publications Wrks Agency	Administrative Exp.-Pallisades	\$757.65
03170	Orland Ace Hardware	Maint-Equipmnt-Lewis	\$124.90
03170	Orland Ace Hardware	Maint-Equipmnt-Mike	\$10.76
03230	De Laga Landen Financial, Inc	Professional Services	\$282.03
04292	Maverik	Gas	\$104.76
04300	Cal waters	Utilities-Office	\$34.43
04300	Cal waters	Utilities-Plant	\$21.76
04300	WM	Utilities-Park	\$271.74
04300	WM	Utilities-Wwtp	\$120.95
03120	AT&T	Communications-Office	\$144.21
03170	Orland Ace Hardware	Maint-Equipmnt	\$56.38
04292	AST Gas Ince, 1	Gas-94 GMC	\$76.36
04300	Pg&e	Utilities-Office	\$521.86
03120	Eagle Security Systems	Communications-Plant	\$56.16
03120	Eagle Security Systems	Communications-Office	\$56.16
03120	At&t	Communications-Wireless	\$84.98
04292	AST Gas Inc, 1	Gas-F350-Lewis	\$130.63
04300	At&t	Utilities-Plant	\$583.55
04300	Pg&e	Utilities-Street Light	\$789.03
03120	Eagle Security Systems	Communication-Keypad-Plant	\$373.44
03120	Digital Path	Communications	\$129.94
03220	Office Depot	Office Expenses	\$161.78

Invoice Payments & Receipts Company's Names			
January 2025			
HCCSD Warrants List			

03230	De Laga Landen Financial Services	Professional Services	\$282.03
04292	Ast Gas Inc, 1	Gas-94 GMC Sierra	\$83.13
03120	Eagle Security	Communications- Plant-	\$56.16
03120	Egel Security	Communications -Office	\$56.16
04300	Pg&e	Utilities-Office	\$552.91
04300	Calwater	Utilities-Office	\$36.98
04300	Calwater	Utilities-Plant	\$21.76
03120	At&t	Utilities-Wireless	\$83.75
03120	At&t	Utilities-Office	\$144.21
03180	Nutrien Ag Solutions	Maint-Strct-Edgewater Park	\$165.03
03230	Kampschmidt Pay	Professional Services	\$1,138.00
03170	Orland Ace Hardware	Maint-Equipmnt	\$53.82
04300	Pg&e	Utilities-Plant	\$499.89
04300	WM	Utilities-Park	\$271.74
04300	WM	Uilties-Wwtp	\$120.95
03220	Orkin	Offices Expenses	\$50.00
03200	State Water Resource Control Brd	Membership	\$28,205.00
04300	Pg&e	Utilities-Street Lights	\$790.53
03120	Digital Path	Communications	\$129.94
03220	Larry Pest	Office Expenses-Commercial	\$500.00
04292	AST Gas Inc, 1	Gas-Ford Fusion	\$54.99
03220	Thomas Reuters	Office Expenses	\$173.75
03220	Office Depot	Office Expenses	\$56.82
03230	De Laga Landen Financial Srcs	Professional Services	\$269.68
03170	Orland Ace Hardware	Maint-Equipmnt	\$95.13