

Herlong Public Utility District



Regular Board Meeting

June 23, 2026

CALL TO ORDER: Director Everett called the meeting to order at 5:30pm.

FLAG SALUTE: Director Everett led the flag salute.

ROLL CALL: Those present: Director Rodriguez, Director Turek, Director Johnson and Director Everett.

APPROVAL OF AGENDA: Motion made by Director Johnson to approve the agenda as presented. Director Everett seconded the motion. 4 Ayes: Director Rodriguez, Director Turek, Director Johnson and Director Everett. Nays: 0.

PUBLIC COMMENT: There were no public comments.

MINUTES: Motion made by Director Turek to approve the minutes as presented. Director Rodriguez seconded the motion. 4 Ayes: Director Rodriguez, Director Turek, Director Johnson and Director Everett. Nays: 0.

FINANCIALS: Motion made by Director Everett to approve and file the May 2026 Financial Statements as presented. Director Johnson seconded the motion. 4 Ayes: Director Rodriguez, Director Turek, Director Johnson and Director Everett. Nays: 0.

FIRE DEPARTMENT UPDATES: *HVFD Calls:* There were 14 calls in May 2026, all medical HVFD went to 9. *Training:* 3 volunteers are planning on attending the EMT class at the community college in August. HPUD will pay the registration fee plus a \$200 supply fee for each volunteer. *New Volunteers:* HVFD's 2 new volunteers came to the HPUD office on June 19th for an orientation with GM Raffelson and Captain Price. They will be accompanying Captain Price to learn more about HVFD. *Truck Mishap:* A spotlight on the brush truck was torn off while pulling it out from the fire barn. *Policy and Acknowledgement Statement:* GM Raffelson put together Policy 8012 and an acknowledgement statement, as previously requested by the Board. The acknowledgement statement includes operating Structure and Brush Truck qualifications. The policy and statement were approved by HPUD's attorney. While volunteer Cunningham had signed his statement, he requested it be shredded until his attorney could review it. The other volunteers will sign their acknowledge statements at the scheduled Friday HVFD meeting. *Chain of Command:* HVFD volunteers were not understanding the Chain of Command. Board went over Chain of Command for the Fire Department: Volunteers report to Captain Price; Captain Price to GM/Chief Raffelson; GM Raffelson reports to the HPUD's Board of Directors. *Open Discussion with HVFD:* Need for better communication; GM as acting Chief, Captain Price working toward getting Chief status; wants of HVFD volunteers; possibility of a Board member coming to the HVFD meetings; HVFD representative to be at every Board meeting.

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FIRE POLICY 8012 AND ACKNOWLEDGE STATEMENT: Motion made by Director Johnson to approve Policy 8012 and acknowledgement statement for the volunteer firefighter to sign as presented. Director Rodriguez seconded the motion. 4 Ayes: Director Rodriguez, Director Turek, Director Johnson and Director Everett. Nays: 0.

POLICY 4097: GM Raffelson presented Director Harris' resignation letter along with the outline of Policy 4097. A plaque was presented to Director Harris in appreciation of his service on HPUD's Board of Directors. Motion made by Director Everett to accept Director Harris's resignation and advertise the position. Director Turek seconded the motion. 4 Ayes: Director Rodriguez, Director Turek, Director Johnson and Director Everett. Nays: 0.

RESOLUTION 2026-02: ORDERING AN ELECTION, REQUESTING COUNTY ELECTIONS TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION: Motion made by Director Rodriguez to approve Resolution 2026-02 as presented. Director Everett seconded the motion. 4 Ayes: Roll call vote: Director Rodriguez, Director Turek, Director Johnson and Director Everett. Nays: 0.

RFP's: GM Raffelson presented information to the Board regarding RFP's put out for bid. 1) Wastewater plant: Sewer plumbing at the plant to be repaired, there is \$25,000 budgeted for this. 2) Remolding of the Fire garage: Installing internet, put in an insulated training room, and a restroom for the volunteers. 3) Fencing the Wastewater property: 2 bids have been received for this project, with a \$100,000 difference between the two. Results of the bids will be brought to the Board at the July 28th meeting. GM Raffelson is waiting to hear from diving companies about the required Fall inspection of the Elevated Tank needed for the warranty on the recoating project. 2028 will be inspection of the Ground tank.

GREENWAY UPDATE: The Park Fund is \$7,191.19 and is grant funded only. Along with sprinkler repairs, plants to be planted, and maintenance of the Greenway funds are running low. The new bench is set, signs are up and fencing has been completed. Consideration needs to be taken of funding, low maintenance plants and placement of plants for mowing purposes. A Greenway Committee was formed consisting of Director Rodriguez and Director Everett.

GM REPORT: *Cheri Kessler:* GM Raffelson wrote a letter of reference for Ms. Kessler to become a Notary in Colorado. *Employee updates:* Finance Manager Brianna Rocky will be sworn in on the Grand Jury. She will be working offset hours to compensate for hours away from the office. This will be helpful in educating the Grand Jury regarding special districts. Royce Sheilds was in the California Rural Water magazine for being Wastewater Operator of the Year. *Application for HVFD:* Captain Price brought in application for the department.

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GM REPORT con't: The applicant has been on a volunteer fire department before and shows promise. SFR Audit: GM Raffelson had an exit interview on June 15th. They seem confident in the audit. FEMA Audit: This audit was closed 3 years ago; FEMA requested the audit be reopened, it was completed in May and now they are asking for the same information, again. Wildlife Park: Chief Rocha is moving forward with plans to add a wildlife park in the area. Once he has received a resolution from the Lassen Co. Board of Supervisors he can start the LAFCO process. Kiley and Associates Partnership: The firm has begun reaching out to State and Federal entities to help our effort to secure grant and possible low interest loans. Associate Mike Lane is helping to resolve the issue HPUD is having with SIAD for the Laundromat line repairs. GM Conference: GM Raffelson will be out of the office June 29th and 30th for the GM Conference. Next Board Meeting: The next Board Meeting is July 28th.

DIRECTOR UPDATES: Director Everett: Herlong Market's new owners are working finishing the market with possibility of small restaurant there. New owners of The Mark are working on building a small motel at that site. Market Monday at the old Chapel. Doyle Seniors are furnishing summer lunches for those in need. Director Johnson: Elsie Taylor, while somewhat discouraged by the first turnout, is going to have monthly Birthday parties for the community.

ADJOURNMENT: Director Everett adjourned the meeting at 6:56 pm.

ATTEST TO:


Bryanna Rodriguez, Secretary


Barbara D. Lee, District Clerk

