

CENTERVILLE COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Hopson, Vice President Oliver, Director Woodstrom, Director Whitehead and Director Richison

Absent: None

Others Present: Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

1. Call to Order: President Hopson called the meeting to order at 7:00 pm.
2. Public Comment Period: President Hopson opened the public comment period. No comments were received. The public comment period was closed. Director Richison was given a service award.
3. Approval of the December 18, 2024, minutes: Director Whitehead moved to approve the minutes. Director Richison seconded. The vote was unanimous. Motion carried.
4. Authorize Payment of Bills for Current Expenses: Vice President Oliver moved to pay the bills. Director Richison seconded. Mr. Muehlbacher stated that the payment to Big Time Pest Control is for a termite treatment. He mentioned that we are invoicing the fire department for half of the invoice. The NBS payment is for the quarterly admin fees for the TS Assessment. The SWRCB payment is our annual fees. The Zeis Construction payments are for the concrete work for the shop building and for helping with a leak repair. The vote was unanimous. Motion carried.
5. Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenue thru December was \$834,202 versus expenses of \$782,756. He mentioned that line item 52100 – Repair and Maintenance included the payment to Zeis Construction which has now been corrected. He also mentioned that the SWRCB fees were much higher than what was budgeted. President Hopson asked why 52400 - General Plant Utilities was elevated. Mr. Muehlbacher stated that there was a Campora payment included that needed to be moved to 54150 – District Office Utilities. Director Woodstrom asked why 52425 – Muletown Pump Station was elevated. It was discovered that the cable pulling invoice was included which should be in 52100 - Repair and Maintenance. These items were corrected.

The Capital revenue was \$16,319 versus expenses of \$95,272. He stated that the capacity charge is shown here as well as a tax payment for Homeowners Exemptions from the County.

Reserve Fund Status Sheet: The total reserve is \$1,271,648. Mr. Muehlbacher mentioned that ARPA funds of \$31,706 were deposited into the Capital Improvement Reserve, and \$23k came out for capital expenses. The net gain for the Capital Improvement Reserve was \$13,243.71. He also mentioned that part of the \$110k transfer from the operating account to LAIF included the Consumption Surcharge the Water Treatment Plant Reserves, the Capacity Charge from Skiles and the Rate Stabilization Fee.

NEW BUSINESS

- 1 Annual Report of Active Will Serve Letters: Mr. Muehlbacher stated that one Will Serve Letter was issued this past year. There are currently 268 available lots for development. Sixteen of those are WAC customers. There are 86 lots that could potentially get a meter in a day. He also mentioned that there are adequate water supplies.
- 2 Annual Report on Discontinuations of Residential Services for Inability to Pay: Mr. Muehlbacher stated that this is a requirement by the State. There were a total of nine accounts that were shut off for non-payment. There are currently two that remain shut off.
- 3 Appointment of Two Directors of the Board to an Ad Hoc Committee to meet with Representatives of Clear Creek CSD to Exchange Information Regarding an Update to the Water Treatment Plant Dedicated-Capacity Contract for the Purpose of Reporting Back to the Board: President Hopson stated that the Resource & Planning Committee met and they recommend Director Woodstrom and Vice President Oliver to sit on this Ad Hoc committee.

Director Whitehead moved to appoint Director Woodstrom and Vice President Oliver to meet with representatives of Clear Creek CSD to exchange information regarding the Water Treatment Plant contract. Director Richison seconded. The vote was unanimous. Motion carried.

- 4 Authorize Submittal of a Scope of Work Change and Budget Amendment for the Muletown Pump Station Generator Project: Director Whitehead moved to authorize submittal of a scope of work change and committing to a cost share amendment. Director Woodstrom asked why we were not asking FEMA to cover the extra cost. Mr. Muehlbacher explained that FEMA will only cover 75% of the project. Director Woodstrom asked if the COR was going to give any additional funds. Mr. Muehlbacher stated no. They have committed \$125k for the project. Director Richison seconded the motion. Director Woodstrom voted no. The remaining directors voted yes. Motion carried.
- 5 Acceptance of the Shop Building Project: Mr. Muehlbacher stated that the landscaping, striping and walkway have all been completed and inspected. Director Richison moved to accept the completion of the Shop Building project. Vice President Oliver seconded. The vote was unanimous. Motion carried.

OLD BUSINESS:

- 1 Board of Director's Annual Re-organization Session for the 2025 Calendar Year: President Hopson stated that he had one request to change committees that was withdrawn. Vice President Oliver moved to keep the committees as they are. Director Richison seconded. Motion carried.
- 2 Carr Fire Recovery Project Update: Mr. Muehlbacher stated that there is no update.

3. PLC, Radio and Antenna Replacement Project Update: Mr. Muehlbacher stated that Wagner Electric continues to provide material submittals. Once all submittals are approved they can order the equipment and begin construction.

GENERAL BUSINESS

1. Correspondence: None
2. Director's Report: None.
3. Manager's Report: Mr. Muehlbacher stated that he sent out the Audit RFPs and they will close this Friday. The received proposals will be reviewed by the Finance Committee.

He also mentioned that Paul Reuter will be providing an estimate for services related to a fire flow project. This will be presented to the Resource and Planning Committee.

He stated that the operators installed new lines on Rutgers, and that the HAA5 and TTHM testing was completed today.

4. Committee Reports: None
5. Announcements: The next regular Board Meeting will be held February 19, 2025.
6. Adjournment: Meeting adjourned at 8:28 pm.