

CENTERVILLE COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Woodstrom, Vice President Oliver, Director Whitehead,
Director Richison and Director Hopson
Absent: None
Others Present: Colin Bogener, Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

- I Call to Order: President Woodstrom called the meeting to order at 7:02 pm.
- II Public Comment Period: President Woodstrom opened the public comment period. No comments were received. The public comment period was closed.
- III Approval of the Minutes: Director Whitehead moved to adopt the minutes from the Regular Board Meeting held September 15, 2021. Director Richison seconded. President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes, Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

- IV Authorize Payment of Bills for Current Expenses: Vice President Oliver moved to pay the bills. Director Hopson seconded. Mr. Muehlbacher stated that the payment to ACWA JPIA for \$9,000 is for the District’s liability insurance. The Campora payment is for the construction work and fuel for the A1 Tank standby generator. The Centerville Fiscal Services Payment is the pay-off for the 1995 distribution improvements. These funds were collected through the 1995-1 assessment and due to the bond payoffs throughout the years, this loan is being paid off five years sooner. The 1995-1 assessments will no longer be on customer’s tax bills. The CUSI payment is for annual technical support. The payment to Horton, McNulty and Saeturn is a progress payment for the 2020-21 audit. The NBS payments are for this quarter’s admin charges.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

- V Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenues were \$525,475 verses expenses of \$413,039. He stated that he is noticing that consumption is trending a little lower than what is coming out of the turnout. He mentioned that he is having the meters at the turnout tested this winter. Regarding expenses, general repair and maintenance is trending higher because of the 16” meter, the auto dialer replacement, and the Kanaka master meter replacement.

Mr. Muehlbacher stated that the Capital revenue was \$15,850 and expenses were \$115,834. He mentioned that the tank coating line item will stay the same for next month as this budget vs actual reflects a \$34,000 expense that was not paid this month but will be paid next month.

Reserve Fund Status Sheet: The total reserve is \$ 1,269,412. He stated that he made a few changes to the sheet as a result of the recent Finance Committee meeting. There is now a Goal Range to the right of the both the O&M and WTP Reserves. The foot notes explain that the O&M Reserve is projected to be within the goal range within 5.5 to 11 years and 1.5 to 3 years for the WTP. He mentioned that the O&M Reserve decreased by \$51k because he segregated the WTP Reserves. He transferred back the \$2,276 to the Pump Station Reserve which will now be tracked as an intra-fund loan. The Capital Improvement Reserve increased by \$15,855 from the consumption surcharge and taxes received.

NEW BUSINESS:

- I Review and Discuss Draft Joint Use Agreement With Shasta County Fire Department: Mr. Muehlbacher stated that he received notification from Battalion Chief Troy Veline that he would not be able to attend tonight's meeting. However, he did provide an activity report. There are 10 volunteers with Station 52, 3 of those live in the Centerville area. There were 139 calls with 95 of them being in Centerville. Station 52 only responded to 8 of them. Chief Veline stated that this number will not improve without quarters at the station. This is reflected in his comments for the draft agreement.

Director Whitehead stated that according to the current agreement the operators' office is actually the Fire Company's room. He believes the District should convert the garage to a boardroom and give the existing boardroom to the Fire Company for their barracks. President Woodstrom asked if the Fire Company ever had sleeping quarters in the operators' office. Director Richison stated yes, there used to be beds in there until we moved them out to make room for the operators' desks when we built the District Manager's office.

President Woodstrom asked if anyone had approached the Fire Company to pay for half of the boardroom conversion. Director Richison stated yes, and they said no, because they would not use it.

Director Richison stated that he too would prefer to simply give the current room used for the Board Meetings to the Fire Company and convert the garage to a boardroom.

- II Accept Waterline Easement on Silver King and Quit Claim Existing Easement: Mr. Muehlbacher stated that PACE Engineering has been working on this easement. He explained that there is currently an easement on Lot 3 on Silver King; however, it is not actually where the pipe is constructed. This new easement will fix the issues with the current easement and allow for future development to create a loop within the distribution system.

Director Richison moved to accept the waterline easement and quit claim the existing easement. Director Hopson seconded.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

- III Authorize Banking Transaction for Aion Technologies Services: Mr. Muehlbacher stated that currently we do not have anyone actively monitoring our IT system. For a low price of \$9 per device, Aion will monitor our system and provide virus protection. By authorizing the ACH billing we will get a discounted rate.

Director Hopson moved to authorize the banking transaction for Aion Technologies. Vice President Oliver seconded.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

- IV Review and Adopt Resolution No. 2021-06 Authorizing Remote Teleconference Meetings as Permitted by AB 361: Mr. Bogener stated that this is in regards to COVID. He mentioned that before the pandemic, the Brown Act had specific guidelines and requirements for when a Board Member joined the meeting via teleconferencing. As a result of COVID, the governor modified those rules. In order to continue to permit the revised requirements, the Board must adopt a resolution each month for teleconferencing as permitted by AB 361. He suggested the Board use a consent agenda moving forward.

Director Whitehead moved to adopt Resolution 2021-06. Director Richison seconded. President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

- V Review and Adopt Resolution No. 2021-07 Authorizing the District Manager to Execute the CA Water and Wastewater Arrearages Payment Program: Mr. Muehlbacher stated that the State of CA has money to cover the bills that individuals have not paid through the pandemic. He mentioned that the District had nine customers who were eligible for the program. If approved, this application will pay the District for the actual charges less any late fees. All late fees will need to be removed from the account. The District will receive approximately \$5,600.

Director Hopson moved to adopt Resolution 2021-07 authorizing the District Manager to Execute the CA Water and Wastewater Arrearages Payment Program. Vice President Oliver seconded. President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

OLD BUSINESS:

- I Review and Approve Engineering Proposal for the Board Room Conversion Project: Director Richison moved to approve the agreement with Butler Engineering. Director Whitehead seconded. Vice President Oliver asked if all other options to hold Board meetings at other locations had been exhausted.

Mr. Muehlbacher stated that he had not heard back from the church; however, Grant School stated no, they do not allow activities inside the building.

President Woodstrom stated that we could look at moving the operators into the shop building. Mr. Muehlbacher stated that it is estimated to cost a lot more to retrofit the shop building into office space.

Director Whitehead stated that he would like to move ahead with converting the garage into a boardroom. Director Richison and Director Hopson agreed.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – abstained. Motion carried.

II Review and Adopt Ordinance No. 2021-04 Establishing the Fees Related to the Public Records Request Policy: Mr. Muehlbacher stated that this is the second reading of Ordinance 2021-04. If adopted the fees would be effective in 30 days.

Director Hopson moved to adopt Ordinance 2021-04. Vice President Oliver seconded. President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes, Director Richison – yes; Vice President Oliver – yes and President Woodstrom – yes. Motion carried.

III Tank Maintenance Program Update: Mr. Muehlbacher stated that Superior Tank had started the project. He stated that the temporary tank and pump were working great. The additional vents and hand railings have been constructed. He mentioned that the rains have caused delays.

IV Zone A1 Tank Generator Project: Mr. Muehlbacher stated that this project was completed on October 5, 2021. We are waiting for the final invoice from Power By Tim. He stated that the total project cost is estimated at approximately \$11,000.

V Review and Discuss Water Allocation and Water Supply: Mr. Muehlbacher stated that he spoke with the Bureau of Reclamation. He stated that we may not get a 25% allocation next water year; it may be even lower based upon public health and safety calculations.

GENERAL BUSINESS:

I Correspondence: None

II President's Report: None

III Manager's Report: Mr. Muehlbacher met with the City of Redding to discuss the roles and responsibilities for the Muletown Pump Station generator. Per their discussions, he will be the Project Manager for the project and will be drafting a request for proposal for a design engineer.

He stated that he met with the employees to discuss the District's new health care options. All employees need to select their health benefit in November. The new coverage should save the District approximately \$10,000 for the first six months.

Mr. Muehlbacher stated that there was a mainline break on Campo Calle. They had to call Eddie Axner to help with the repair. The field staff also replaced two service lines this past month

IV Committee Reports:

- a. Finance – Sept. 14th - President Woodstrom stated that they discussed the Reserve Fund Status sheet. Regarding the Capital Improvement Reserve project sheet it was recommended that the AC pipe projects and fire flow projects be listed and prioritized.
- b. Resource & Planning – Sept. 27th - They discussed solar panels among other projects. They asked the District Manager to get a solar estimate for budgeting purposes.

V Announcements: Next month's meeting is on November 17th.

VI Adjournment: 8:53 pm.