### Manager's Report

### **Administration**

**1.** <u>Joint Use Agreement</u> Draft provided to Cal Fire for reivew.

2. <u>JPIA Risk Transfer Grant</u> Submitted application for a walk-behind pavement saw cutter

3. Audit Site work complete. Anticipiate draft late Dec/early Jan.

4. Clear Creek Annual Adjustment Received FY 19-20 and FY 20-21 for review

Started review of 19-20

### **Committee Meetings**

R&P Committee Future Meeting: Dec-Feb

Capital Improvement Program Review

Personnel Committee Future Meeting: TBD

Ordinance Committee Future Meeting: TBD

<u>Finance Committee</u> Future Meeting: Dec-Feb

Carr Fire Funds reallocation

Capital Improvement Program Review

Vac-Trailer

Funding Options for AC Pipe

Funding Table III - non-growth items

Public Info. Committee Future Meeting: TBD

<u>Operations</u>							
1. <u>Leaks</u> Mainline Leaks - Repaired			Curi 0			FYTD 1	
Service Leaks - Repaired			C	)		0	
Service Lines - Replaced			C	<b>)</b>		4	
Service Lines - Planned							
2 New Meters - Installed	This past month: sold to:	0	Fiscal Year To Annual Proje <b>WAC</b>			1 4 0	
3. Misc Activities							
AV Program	This past month	5	Total Done	20	of	90	
Flushing	Conducting dead-er	nd flushing					
Customer Service Line ID	Operators are taske October 2024	ed with inver	ntory of custome	r mater	rial by	/	
	This past month	8	Total Done	168	of	600	



Special Board Meeting of the Board of Directors Wednesday, December 13, 2023

7:00 PM

### **AGENDA**

TO ADDRESS THE BOARD DURING OPEN TIME OR NOTICED PUBLIC HEARINGS: pursuant to the Brown Act (Government Code Section 54950 et seq.) action or Board discussion can not be taken on open time matters other than to receive the comments, and if deemed necessary, to refer the subject matter to the District Manager for follow up and/or to schedule the matter on a subsequent Board agenda.

**FUNCTION** ITEM

### PRELIMINARY BUSINESS

1. Call to Order

Public Comment Period – Open Time – This time is set for members of the public 2. to address the Board on matters not on the agenda. If your comments concern an item noted on the regular agenda, please address the Board after that item is open for public comments. By law, the Board of Directors cannot discuss or make decisions on matters not on the agenda. The Board will customarily refer these matters to the District Manager's Office. Each speaker is allocated (5) minutes to speak for a maximum of 20 minutes on each subject. Speakers may Comments should be limited to matters within the not cede their time. jurisdiction of the District. After receiving recognition from the Board President, please state your name, residence, and comments.

3. Approval of the minutes of:

November 15, 2023 Regular Board Meeting

(Action)

Authorize Payment of Bills for Current Expenses 4.

(Action)

Status of the Budget Report 5.

(Information)

### **NEW BUSINESS**

1. Board of Director's Annual Re-Organization Session for the 2024 Calendar Year

> Election of President and Vice President a.

(Action)

Committee Selection b.

(Information)

Appointment to Centerville Education C.

Foundation

(Action)

Bureau of Reclamation's 56th Annual Mid-Pacific Region 2.

Water User's Conference - Reno, NV. Jan. 24-26, 2024

(Information)

Consider Approval of Engineering Design Services Agreement 3.

for the Telemetry and PLC Replacement Project

(Action)

### **OLD BUSINESS**

1.	Muletown Pump Station Generator Project Update	(Information)
2.	Carr Fire Recovery Project Update	(Information)
3.	Shop Building's Mezzanine Structure Update	(Information)

### **GENERAL BUSINESS**

1.	Correspondence Director's Report	(Information) (Information)
3.	Manager's Report	(Information)
4.	Committee Reports	(Information)
5.	Announcements	
6.	Adjournment	

Next Scheduled Board Meeting January 17, 2024 @ 7:00 P.M.

"This is an equal opportunity provider"

In compliance with the Americans with Disabilities Act, the Centerville Community Services District will make available to any member of the public who has a disability, a needed modification or accommodation, including an auxiliary aid or service, in order for that person to participate in the public meeting. A person needing assistance should contact the district office by telephone at (530) 246-0680, or in person or by mail at 8930 Placer Road, Redding, California 96001, or by e-mail at <a href="mailto:tteuscher@centervillecsd.com">tteuscher@centervillecsd.com</a>, at least two working days in advance. Accommodations may include, but are not limited to, interpreters, assistive listening devices, accessible seating, or documentation in an alternate format. 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.

### CENTERVILLE COMMUNITY SERVICES DISTRICT REGULAR BOARD OF DIRECTORS MEETING

Directors Present:

President Whitehead, Vice President Richison, Director Hopson, Director

Woodstrom and Director Oliver

Absent:

None

Others Present:

Mr. and Mrs. Ankeny, Tina Teuscher and Chris Muehlbacher

### **PRELIMINARY BUSINESS:**

1. <u>Call to Order</u>: President Whitehead called the meeting to order at 6:58 pm.

- 2. <u>Public Comment Period</u>: President Whitehead opened the public comment period. Mr. Ankeny stated that he had looked over the packet and was glad to see the component replacement analysis. He wanted the Board to know that he was impressed with the way they were handling capital projects. No other comments were received. The public comment period was closed.
- 3. <u>Approval of the October 18, 2023 minutes</u>: Director Woodstrom moved to approve the minutes. Director Oliver seconded. The vote was unanimous. Motion carried.

Director Hopson moved to approve the minutes from the Special Workshop held October 23, 2023. Vice President Richison seconded. The vote was unanimous. Motion carried.

- 4. <u>Authorize Payment of Bills for Current Expenses</u>: Vice President Richison moved to pay the bills. Director Woodstrom seconded. Mr. Muehlbacher stated that the payment to Computer Logistics is for work related to the server that crashed and the rebooting of the system. The Norfield payment is for the 811 USA Dig service. The Wagner Electric payment is for rewiring Pump 1 at the Muletown Pump Station. The Loucks Grading payment is for chip sealing a repair on Trail Drive. The vote was unanimous. Motion carried.
- 5. <u>Status of the Budget Report</u>: Mr. Muehlbacher stated that the O&M revenues were \$517,519 versus expenses of \$453,593. He mentioned that year to date consumption is trending on budget. The Clear Creek Operations and Maintenance continues to trend higher than budgeted. He stated that line item 54500 District Engineer is trending high due to their work on the AC Pipe, Workshop and Mezannine projects.

Mr. Muehlbacher stated that the Capital revenue was \$46,306 verses expenses of \$114,512.

Reserve Fund Status Sheet: The total reserve is \$1,171,126. The O&M Reserve increased due to interest, the RSF and the new water purchase fee. The WTP increased due to interest and surcharges. The Carr Fire Fund increased due to interest. The Capital Improvement Reserve increased due to interest, taxes and consumption surcharges. The Capacity Reserve increased due to a new meter being sold and the Skiles Deferred payment.

### **NEW BUSINESS**

1. <u>Consider Ballot to Elect Special Districts Representatives for Shasta LAFCO</u>: Mr. Muehlbacher stated that the Board has been asked to pass two votes tonight. There are five candidates for Seat 1 and only 1 candidate for the alternate seat.

Director Woodstrom moved to vote for Fred Ryness for Seat 1. Director Oliver seconded. The vote was unanimous. Motion carried.

Vice President Richison moved to vote for Rosemary Smith for the alternate seat. Director Woodstsrom seconded. The vote was unanimous. Motion carried.

2. Consider Approval of a Demolition Proposal for the Shop Building's Mezzanine Structure: Mr. Muehlbacher stated that at the Special Workshop, the Board authorized soliciting bids for the demolition of the Mezzanine. A single bid was received from Gabel's Hauling and Demolition in the amount of \$3,725 to complete the demolition. It is recommended that the Board award the demolition proposal to Gabel's Hauling and Demolition.

Director Woodstrom moved to award the bid to Gabel's Hauling and Demolition. Director Hopson seconded and stated that staff needs to watch the demolition to ensure the structure was not damaged during the demolition. The vote was unanimous. Motion carried.

### **OLD BUSINESS**

1. <u>Muletown Pump Station Generator Project Update</u>: Mr. Muehlbacher stated that the preliminary design is underway with Mead & Hunt and the engineer is working on the generator specifications. It is their recommendation that the District procure the generator in advance of publicly bidding the construction due to the long-lead time for delivery.

President Whitehead asked if the District would receive the money in time to cover the costs for the generator. Mr. Muehlbacher stated that the District would be advancing all of the costs, however, we would be billing FEMA on a quarterly basis to be reimbursed.

Director Woodstrom suggested Mr. Muehlbacher reach out to the City of Redding and ask them to purchase the unit. Mr. Muehlbacher stated that this is a long lead item. He stated that there is most likely a deposit on the unit, but then the final payment would not be necessary until the unit was ready to ship. He stated that he would reach out to FEMA and ask them if there is a way to procure the funds to purchase the unit.

- 2. <u>Carr Fire Recovery Project Update</u>: Mr. Muehlbacher stated that there is no additional information at this time.
- 3. <u>Reject Bid for the Telemetry Replacement Project</u>: Mr. Muehlbacher stated that based upon the Board's direction to advance the PLC replacement project as the highest priority, it is staff and PACE Engineering's recommendation that the bid be rejected.

He explained that rejecting the bid enables the District to amend the plans and specifications to include the PLC replacement. The bid packet should be ready within the next 3-4 months. He mentioned that it was confirmed that the ARPA funds can be applied towards this revised project.

Director Woodstrom asked why this was not handled this way from the beginning. Mr. Muehlbacher stated that when all of the projects were discussed with the Resource and Planning Committee this was not the highest priority; however, at the workshop it was the Board's direction to make the PLC replacement the highest priority.

Vice President Richison moved to reject the bid. Director Woodstrom seconded. The vote was unanimous. Motion carried.

### **GENERAL BUSINESS**

- 1. <u>Correspondence</u>: None.
- 2. <u>Director's Report</u>: None.
- 3. <u>Manager's Report</u>: Mr. Muehlbacher stated that he submitted the JPIA grant application for the walk behind pavement cutter.

He mentioned that the site work is complete for the audit and it is estimated that it will be presented to the Board in March.

Mr. Muehlbacher stated that he received Clear Creek's O&M Adjustment for FY 19-20 and FY 20-21 to review.

Field staff replaced a service line on Trail Drive. They also repaired a hydrant on Campo Calle. They have completed maintenance on 15 of the 90 Air Release Valves.

- 4. Committee Reports: None.
- 5. <u>Announcements</u>: The Board decided to move the next meeting to December 13<sup>th</sup>.
- 6. <u>Adjournment</u>: Meeting adjourned at 7:40 pm

# Centerville Community Services District Budget vs. Actual - O&M Budget July through November 2023

11:11 AM 12/05/23 Accrual Basis

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · WATER SALES				
41100 · Base Rate	226,249.50	225,500.00	749.50	100.33%
41200 · Consumption Rate	346,539.64	348,300.00	-1,760.36	99.5%
41210 · Late Fees	8,120.76	5,100.00	3,020.76	159.23%
41300 · Water Sales-Temp Const	496.19	0.00	496.19	100.0%
41400 · Pump Zone A (Base Rate)	5,661.00	5,500.00	161.00	102.93%
41450 · Pump Zone A (Power Comp)	11,510.99	10,000.00	1,510.99	115.11%
41500 · Pump Zone A-1 (Base Rate)	2,030.50	2,000.00	30.50	101.53%
41550 · Pump Zone A-1(Power Comp)	3,304.21	3,100.00	204.21	106.59%
Total 41000 · WATER SALES	603,912.79	599,500.00	4,412.79	100.74%
41600 · RESERVE FUNDS				
41605 · Consumption Surcharge	12,716.72	12,600.00	116.72	100.93%
41700 · Water Treatment Plant Fee	25,201.21	25,200.00	7.27	100.01%
41800 · Rate Stabilization Fee	37,762.54	37,800.00	-37.46	%6.66
56250 · Transfer Reserve Funds	-75,680.47	-75,600.00	-80.47	100.11%
Total 41600 · RESERVE FUNDS	0.00	00:00	0.00	0.0%
42000 · SERVICE INSTALLATION - METERS				
42100 · Connection Charges	545.00	00.009	-55.00	%83%
Total 42000 · SERVICE INSTALLATION - METERS	545.00	600.00	-55.00	90.83%
43000 · INTEREST				
43001 · LAIF	17,548.88	6,300.00	11,248.88	278.55%
43002 · Other Interest	4.58	2.00	-0.42	91.6%
Total 43000 · INTEREST	17,553.46	6,305.00	11,248.46	278.41%
45000 · OTHER OPER. REVENUE				
45400 · Misc. Revenue	97.73	100.00	-2.27	97.73%
45850 · Backflow Prevention Testing	1,492.25	1,250.00	242.25	119.38%
Total 45000 · OTHER OPER. REVENUE	1,589.98	1,350.00	239.98	117.78%
Total Income	623,601.23	607,755.00	15,846.23	102.61%
Gross Profit	623,601.23	607,755.00	15,846.23	102.61%

# Centerville Community Services District Budget vs. Actual - O&M Budget July through November 2023

11:11 AM 12/05/23 Accrual Basis

	00 ::-14	Anniburg		, G 3- 70
	Jul - Nov 23	Buager	♦ Over Buαget	% or Budget
Expense				
51000 · WATER COSTS				
51100 · Raw Water Charge	5,895.00	7,300.00	-1,405.00	80.75%
51300 · Oper.& Maint Clear Creek	46,710.69	39,800.00	6,910.69	117.36%
51305 · Administration - Clear Creek	19,982.66	26,500.00	-6,517.34	75.41%
51315 · Restoration Fee	4,426.00	5,300.00	-874.00	83.51%
51316 · Bureau Trinity PUD Charges	13.18	40.00	-26.82	32.95%
51317 · Water Right Fees	3,949.33	4,000.00	-50.67	98.73%
51325 · WINN Act Lawsuit	156.48	400.00	-243.52	39.12%
Total 51000 · WATER COSTS	81,133.34	83,340.00	-2,206.66	97.35%
52000 · TRANSMISSION & DISTRIB.				
52100 · General Repair & Maint.	16,743.44	30,000.00	-13,256.56	55.81%
52130 · Zone A - Repair and Maintenance	1,113.27	1,200.00	-86.73	92.77%
52140 · Zone A1 - Repair and Maintenanc	1,196.93	1,200.00	-3.07	99.74%
52170 · Reservoir Tanks - Rep. & Maint.	0.00	1,200.00	-1,200.00	0.0%
52200 · Operating Supplies & Expense	7,663.56	9,400.00	-1,736.44	81.53%
52400 · Utilities - General Plant	342.84	450.00	-107.16	76.19%
52425 · Elect., Muletown Pump Station	1,006.23	2,500.00	-1,493.77	40.25%
52450 · Elect., Towerview Pump Station	686.82	1,000.00	-313.18	68.68%
52500 · Utilities Pump Zone A	15,245.72	14,300.00	945.72	106.61%
52600 · Utilities Pump Zone A-1	2,688.41	3,000.00	-311.59	89.61%
52850 · Backflow Prevention Testing	3,600.00	3,900.00	-300.00	92.31%
Total 52000 · TRANSMISSION & DISTRIB.	50,287.22	68,150.00	-17,862.78	73.79%
53000 · EQUIPMENT				
53100 · Equipment Repairs & Maint.	2,169.48	4,000.00	-1,830.52	54.24%
53200 · Gasoline	2,662.28	4,500.00	-1,837.72	59.16%
Total 53000 · EQUIPMENT	4,831.76	8,500.00	-3,668.24	56.84%
54000 · ADMINISTRATIVE				
54100 · Liability Insurance - District	10,586.66	10,000.00	586.66	105.87%
54150 · Utilities-District Office	3,396.34	3,800.00	-403.66	89.38%
54200 · Telephone - District Office	3,992.11	4,500.00	-507.89	88.71%
54300 · Travel & Training	502.66	0.00	502.66	100.0%

### **Centerville Community Services District** Budget vs. Actual - O&M Budget

11:11 AM 12/05/23 Accrual Basis

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
54325 · Employee Recognition	258.18	300.00	-41.82	86.06%
54375 · LAFCO	3,727.94	3,400.00	327.94	109.65%
54400 · Miscellaneous	6.58	0.00	6.58	100.0%
54500 · Engineering - District Engineer	15,433.75	2,000.00	13,433.75	771.69%
54550 · Legal-Dist. Attorney	5,877.80	6,500.00	-622.20	90.43%
54600 · Accounting-Audit & Consult	2,775.00	3,000.00	-225.00	92.5%
54625 · Meals	457.02	250.00	207.02	182.81%
54630 · Construction Meals	388.14	250.00	138.14	155.26%
54650 · Office Supplies	4,764.98	3,500.00	1,264.98	136.14%
54680 · Merchant Fees	431.89	500.00	-68.11	86.38%
54700 · Postage	3,114.45	4,000.00	-885.55	42.86%
54750 · Office Equipment (Small)	12,071.59	8,000.00	4,071.59	150.9%
54800 · Office Building - R&M	3,893.48	2,000.00	1,893.48	194.67%
54850 · Directors Compensation	1,950.00	2,500.00	-550.00	78.0%
54900 · Subscription & Licenses	25,244.00	24,600.00	644.00	102.62%
Total 54000 · ADMINISTRATIVE	98,872.57	79,100.00	19,772.57	125.0%
55000 · WAGES & BENEFITS				
55100 · Salaries	164,086.73	163,000.00	1,086.73	100.67%
55110 · Salaries - Standby	2,050.00	3,000.00	-950.00	68.33%
55120 · Overtime	2,573.25	3,000.00	-426.75	85.78%
55200 · Salaries - Part Time Employees	7,942.99	7,500.00	442.99	105.91%
55300 · Pension - Retirement	59,563.45	61,000.00	-1,436.55	92.65%
55400 · Insurance - Emp. Health&Dental	44,020.05	39,500.00	4,520.05	111.44%
55500 · Workman's Comp. Insurance	6,581.46	6,600.00	-18.54	99.72%
55600 · F.I.C.A.	10,810.93	10,800.00	10.93	100.1%
55700 · Medicare Tax	2,528.37	2,500.00	28.37	101.14%
Total 55000 · WAGES & BENEFITS	300,157.23	296,900.00	3,257.23	101.1%
Total Expense	535,282.12	535,990.00	-707.88	99.87%
Net Ordinary Income	88,319.11	71,765.00	16,554.11	123.07%
Net Income	88,319.11	71,765.00	16,554.11	123.07%

# Centerville Community Services District Budget vs. Actual - O&M Budget November 2023

11:13 AM 12/05/23 Accrua Basis

	Nov 23	Rindant	Cover Budget	% of Budget
Ordinary Income/Evoques				
Income				
41000 · WATER SALES				
41100 · Base Rate	45,274.10	45,100.00	174.10	100.39%
41200 · Consumption Rate	46,123.04	36,800.00	9,323.04	125.33%
41210 · Late Fees	1,882.80	200.00	1,382.80	376.56%
41300 · Water Sales-Temp Const	-515.56	00:0	-515.56	100.0%
41400 · Pump Zone A (Base Rate)	1,128.50	1,100.00	28.50	102.59%
41450 · Pump Zone A (Power Comp)	1,450.85	1,000.00	450.85	145.09%
41500 · Pump Zone A-1 (Base Rate)	403.00	400.00	3.00	100.75%
41550 · Pump Zone A-1(Power Comp)	364.84	400.00	-35.16	91.21%
Total 41000 · WATER SALES	96,111.57	85,300.00	10,811.57	112.68%
41600 · RESERVE FUNDS				
41605 · Consumption Surcharge	1,388.60	1,200.00	188.60	115.72%
41700 · Water Treatment Plant Fee	2,730.49	2,400.00	330.49	113.77%
41800 · Rate Stabilization Fee	4,095.54	3,600.00	495.54	113.77%
56250 · Transfer Reserve Funds	-8,214.63	-7,200.00	-1,014.63	114.09%
Total 41600 · RESERVE FUNDS	00.00	00:00	0.00	0.0%
42000 · SERVICE INSTALLATION - METERS				
42100 · Connection Charges	0.00	00.009	-600.00	%0.0
Total 42000 · SERVICE INSTALLATION - METERS	0.00	00.009	-600.00	%0.0
43000 · INTEREST				
43002 · Other Interest	0.00	5.00	-5.00	%0.0
Total 43000 · INTEREST	00.00	2.00	-5.00	%0.0
45000 · OTHER OPER. REVENUE				
45400 · Misc. Revenue	0.75	0.00	0.75	100.0%
45850 · Backflow Prevention Testing	542.25	250.00	292.25	216.9%
Total 45000 · OTHER OPER. REVENUE	543.00	250.00	293.00	217.2%
Total Income	96,654.57	86,155.00	10,499.57	112.19%
Gross Profit	96,654.57	86,155.00	10,499.57	112.19%

# Centerville Community Services District Budget vs. Actual - O&M Budget November 2023

11:13 AM 12/05/23 Accrual Basis

	Nov 23	Budget	\$ Over Budget	% of Budget
Expense				
51000 · WATER COSTS				
51100 · Raw Water Charge	0.00	500.00	-500.00	0.0%
51300 · Oper.& Maint Clear Creek	0.00	8,100.00	-8,100.00	0.0%
51305 · Administration - Clear Creek	0.00	2,800.00	-2,800.00	0.0%
51315 · Restoration Fee	0.00	400.00	-400.00	0.0%
51317 · Water Right Fees	3,949.33	4,000.00	-50.67	98.73%
Total 51000 · WATER COSTS	3,949.33	15,800.00	-11,850.67	25.0%
52000 · TRANSMISSION & DISTRIB.				
52100 · General Repair & Maint.	762.45	6,000.00	-5,237.55	12.71%
52130 · Zone A - Repair and Maintenance	0.00	1,200.00	-1,200.00	0.0%
52140 · Zone A1 · Repair and Maintenanc	0.00	00.009	-600.00	0.0%
52200 · Operating Supplies & Expense	448.40	1,800.00	-1,351.60	24.91%
52400 · Utilities - General Plant	0.00	90.00	-90.00	0.0%
52425 · Elect., Muletown Pump Station	0.00	500.00	-500.00	0.0%
52450 · Elect., Towerview Pump Station	0.00	200.00	-200.00	%0:0
52500 · Utilities Pump Zone A	0.00	1,600.00	-1,600.00	%0.0
52600 · Utilities Pump Zone A-1	0.00	500.00	-500.00	%0:0
52850 · Backflow Prevention Testing	3,600.00	3,900.00	-300.00	92.31%
Total 52000 · TRANSMISSION & DISTRIB.	4,810.85	16,390.00	-11,579.15	29.35%
53000 · EQUIPMENT				
53100 · Equipment Repairs & Maint.	286.00	800.00	-514.00	35.75%
53200 · Gasoline	0.00	900.00	-900.00	%0.0
Total 53000 · EQUIPMENT	286.00	1,700.00	-1,414.00	16.82%
54000 · ADMINISTRATIVE				
54150 · Utilities-District Office	284.29	700.00	-415.71	40.61%
54200 · Telephone - District Office	0.00	900.00	-900.00	%0:0
54325 · Employee Recognition	0.00	200.00	-200.00	%0:0
54500 · Engineering - District Engineer	0.00	400.00	-400.00	%0:0
54550 · Legal-Dist. Attorney	1,980.00	1,300.00	00.089	152.31%
54625 · Meals	0.00	20.00	-50.00	%0.0
54630 · Construction Meals	0.00	50.00	-50.00	%0.0

# Centerville Community Services District Budget vs. Actual - O&M Budget November 2023

11:13 AM 12/05/23 Accrual Basis

				% of Budget
	Nov 23	Budget	\$ Over Budget	agend to a
54650 · Office Supplies	00:00	700.00	-700.00	%0.0
54680 · Merchant Fees	16.00	100.00	-84.00	16.0%
54700 · Postage	00.00	800.00	-800.00	0.0%
54750 · Office Equipment (Small)	329.98	1,600.00	-1,270.02	20.62%
54800 · Office Building - R&M	1,199.00	400.00	799.00	299.75%
54850 · Directors Compensation	250.00	200.00	-250.00	20.0%
54900 · Subscription & Licenses	741.00	2,400.00	-1,659.00	30.88%
Total 54000 · ADMINISTRATIVE	4,800.27	10,100.00	-5,299.73	47.53%
55000 · WAGES & BENEFITS				
55100 · Salaries	32,616.44	32,600.00	16.44	100.05%
55110 · Salaries - Standby	400.00	00.009	-200.00	%29.99
55120 · Overtime	701.37	00.009	101.37	116.9%
55200 · Salaries - Part Time Employees	1,955.52	1,500.00	455.52	130.37%
55300 · Pension - Retirement	2,658.74	2,800.00	-141.26	94.96%
55400 · Insurance - Emp. Health&Dental	8,655.36	7,900.00	755.36	109.56%
55600 · F.I.C.A.	2,183.45	2,200.00	-16.55	99.25%
55700 · Medicare Tax	510.64	200.00	10.64	102.13%
Total 55000 · WAGES & BENEFITS	49,681.52	48,700.00	981.52	102.02%
Total Expense	63,527.97	92,690.00	-29,162.03	68.54%
Net Ordinary Income	33,126.60	-6,535.00	39,661.60	-506.91%
Net Income	33,126.60	-6,535.00	39,661.60	-506.91%

## Profit & Loss Budget vs. Actual - The Capital Budget **Centerville Community Services District**

Accrual Basis

10:42 AM 12/05/23

Inc	Ordinary Income/Expense Income 43000 · INTEREST 43003 · Shasta Co 422 Interest	Total 43000 · INTEREST	44100 · General Property Tax-422 44125 · Current Secured Taxes-0&M 44127 · Current Unitary Taxes 44130 · Curr Sec Adv Teeter 44135 · Supp Taxes Current 44140 · Curr Unsecured Taxes 44145 · Supp Taxes Prior 44150 · Prior Year Unsecured Taxes	Total 44100 · General Property Tax-422	46000 · CAPITAL FUNDS 46100 · Capacity Charge	Total 46000 · CAPITAL FUNDS	49000 · TAXES & ASSESSMENTS 49350 · Sp./Asst Texas Springs 2001-1	Total 49000 TAXES & ASSESSMENTS	49500 · OTHER CAPITAL REVENUE 49505 · Other Interest 49550 · New Water Purchase Fee	Total 49500 · OTHER CAPITAL REVENUE	Total Income	Gross Profit	Expense 51000 · WATER COSTS 51255 · Clear Creek SWRCB Contract	Total 51000 · WATER COSTS	56000 · GENERAL PLANT IMPROVEMENTS 56910 · Server Migration	Total 56000 · GENERAL PLANT IMPROVEMENTS
Jul - Nov 23	104.47	104.47	3,872.41 20.75 5,267.95 1,717.65 9,891.49 6.40	20,926.68	23,475.75	23,475.75	1,995.87	1,995.87	1.70	601.70	47,104.47	47,104.47	4,422.27	4,422.27	6,525.00	6,525.00
Budget	100.00	100.00	4,000.00 50.00 5,300.00 1,800.00 9,900.00 10.00	21,210.00	22,032.00	22,032.00	2,000.00	2,000.00	5.00	605.00	45,947.00	45,947.00	4,500.00	4,500.00	7,000.00	7,000.00
\$ Over Budget	4.47	4.47	-127.59 -29.25 -32.05 -82.35 -8.51 -3.60 0.03	-283.32	1,443.75	1,443.75	-4.13	-4.13	-3.30	-3.30	1,157.47	1,157.47	-77.73	-77.73	-475.00	-475.00
% of Budget	104.5%	104.5%	96.8% 41.5% 99.4% 95.4% 99.9% 64.0%	98.7%	106.6%	106.6%	99.8%	%8'66	34.0% 100.0%	99.5%	102.5%	102.5%	98.3%	98.3%	93.2%	93.2%

### Profit & Loss Budget vs. Actual - The Capital Budget **Centerville Community Services District**

Accrual Basis

10:42 AM 12/05/23

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
57000 · DISTRIBUTION SYSTEM IMPROVE. 57090 · Tank Coating Program	87,927.25	88,000.00	-72.75	%6'66
Total 57000 · DISTRIBUTION SYSTEM IMPROVE.	87,927.25	88,000.00	-72.75	%6.66
57400 · PRINCIPAL EXPENSE 57406 · Sp./Asst. Txs Sprg 2001-1 Prin.	9,600.00	9,600.00	0.00	100.0%
Total 57400 · PRINCIPAL EXPENSE	9,600.00	9,600.00	00:0	100.0%
57500 · INTEREST EXPENSE 57506 · Sp./Asst. Txs Sprg 2001-1 Int.	6,234.75	6,250.00	-15.25	%8'66
Total 57500 · INTEREST EXPENSE	6,234.75	6,250.00	-15.25	%8.66
57800 · BOND ADMIN: FEE 57806 · NBS Admin. Fee TSWAD 2002-1	1,202.84	1,300.00	-97.16	92.5%
Total 57800 · BOND ADMIN. FEE	1,202.84	1,300.00	-97.16	92.5%
58000 · OTHER CAPITAL EXPENSES 58080 · Telemetry Replacement Program	5,125.00	28,000.00	-22,875.00	18.3%
Total 58000 · OTHER CAPITAL EXPENSES	5,125.00	28,000.00	-22,875.00	18.3%
Total Expense	121,037.11	144,650.00	-23,612.89	83.7%
Net Ordinary Income	-73,932.64	-98,703.00	24,770.36	74.9%
Net Income	-73,932.64	-98,703.00	24,770.36	74.9%

### CENTERVILLE COMMUNITY SERVICES DISTRICT **RESERVE FUND STATUS**

### November 30, 2023

DESCRIPTION		Balance as of	Balance as of	Balance as of	Current	Projected Balance	Goal Range
DESIGNATED RESERVES:		7-1-2025	6707-1-7	Last Month	balance	AS 01 7-1-2024	
Operation & Maintenance		\$139.167.32	\$204.925.15	\$330,557.80	\$387.961.65	\$301 000 00	\$480k - \$720k (3)
Water Treatment Plant		\$106.997.81	\$142,309.81	\$172 223 15	\$174 953 64	\$186,000,00	\$170k - \$250k (4)
Carr Fire Funds		\$141,541.24	\$144,040.80	\$146,428.26	\$146,428.26	\$0.00	(1) 1100=
Pump Sta. Rep. & Rep. (Zones A & A1)	<u></u>	\$16,359.22	\$17,909.81	\$18,206.66	\$18,206.66	\$24,000.00	
Capital Improvement Reserve		\$523,116.69	\$434,276.16	\$364,430.76	\$303,527.67	\$403,000.00	
Subtotal		\$927,182.28	\$943,461.73	\$1,031,846.63	\$1,031,077.88	\$914,000.00	
OBLIGATED RESERVES:							
Capacity Charge		\$80,645.81	\$86,704.43	\$110,868.41	\$111,637.16	\$178,000.00	
Subtotal		\$80,645.81	\$86,704.43	\$110,868.41	\$111,637.16	\$178,000.00	
RESTRICTED RESERVES;	Maturity Date						
1 1995-1 Redemption Fund		\$53,826.31	\$52,605.70	\$0.00	\$0.00	\$0.00	
2 Texas Springs Assessment	6/30/2041	\$39,339.93	\$43,451.90	\$29,614.02	\$28,411.43	\$33,000.00	
Subtotal		\$39,339.93	\$96,057.60	\$29,614.02	\$28,411.43	\$33,000.00	
Total Reserve Balance		\$1,047,168.02	\$1,126,223.76	\$1,172,329.06	\$1,171,126.47	\$1,125,000.00	
1 DWR/1995-1	This Assessmen	t District was formed	d for improvements t	o the water distributio	n and treatment syst	This Assessment District was formed for improvements to the water distribution and treatment system; which includes the Zone C Pump Station	one C Pump Station
	and lank, mainres in 2021.	es in 2021.					

This Assessment District was formed for the water distribution system within the Texas Springs area, matures in 2041.

2 Texas Springs Assessment

3 O&M Goal Range 4 WTP Goal Range

Goal Range is projected to achieve the Reserve Policy range within 1.5 - 3 years using the Water Treatment Plant Fee. Goal Range is projected to achieve the Reserve Policy range within 2.7 - 6.4 years using the Rate Stabilization Fee.



### **MEMORANDUM**

DATE:

November 30, 2023

TO:

**Board of Directors** 

FROM:

Chris Muehlbacher

Subject:

New Business Item 1 - Board of Director's Annual Reorganization Session for the

2024 Calendar Year

### Recommendation

According to Board Policy, the following is recommended:

**ACTION:** 

- a. Election of President and Vice President
- b. Appointment Mrs. Mathiesen to the Centerville Education Foundation (CEF)

**Deferred ACTION** until January's meeting:

c. Selection of Committee Members

### **Item Explanation**

The Board Policy addresses the selection of the Board President, Vice President, and Committee members for the upcoming New Year. Historically, it has been the Board's practice to defer the selection of the Committee members until the January Board meeting. Doing so permits the President-elect and the other Directors time to make comment or recommendation for committee assignments.

Mrs. Lori Mathiesen would like to continue to represent the District on the Centerville Education Foundation Committee.

### **Attachments**

- Board Policy
- 2023 Standing Committee Assignments

### **Section 9: BOARD POLICY**

### 9.0100 CODE OF ETHICS

- 1. The Board of Directors of the Centerville Community Services District is committed to providing excellence in policy leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
- 2. The dignity, style, values and opinions of each Director shall be respected.
- 3. Responsiveness and attentive listening in communication is encouraged.
- 4. The needs of the District's customers should be the priority of the Board of Directors.
- 5. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the day-to-day operational aspects of the District are to be delegated to the District Manager pursuant to Government Code sections 61050 and 61051.
- 6. Directors should commit themselves to civility at all times when representing the District.
- 7. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Voting blocks based on personalities rather than issues should be avoided.
- 8. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors acts, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- 9. Directors should practice the following procedures:
  - A. In seeking clarification on informational items, Directors may directly approach staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.
  - B. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager.
  - C. In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by contacting the District Manager.
  - D. In presenting items for discussion at Board meetings, see BOARD MEETING AGENDA section.
  - E. In seeking clarification for policy related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the District Manager. Directors should avoid involvement in the day-to-day matters of the District, and instead, refer those matters to the District Manager.

- F. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Manager. The chain of command should be followed.
- 10. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- 12. Directors should develop a working relationship with the District Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- 13. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- 14. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

### 9.0200 ATTENDANCE AT MEETINGS

- 1. Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.
- 2. A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.

### 9.0300 RENUMERACITON AND REIMBURSEMENT

- 1. Members of the Board of Directors shall receive compensation for each day of service, not to exceed more than six (6) days of service per month. This compensation shall not exceed the amount set forth in Government Code section 61047(a). This includes attendance at any board or committee meeting conducted pursuant to the Brown Act, or the following activities if approved by the full board in advance of the event: (1) representation of the District at a public meeting or hearing conducted by another public agency, (3) representation of the District at a meeting of a public benefit nonprofit corporation in which the District is a member, or (4) participation in a training program on a topic directly related to the District.
- 2. Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with the TRAINING, EDUCATION AND CONFERENCES section. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle's usage. In compliance with AB 1234, Directors shall report this attendance at the next regular meeting to members of the public during the Director Reports portion of the meeting.

### 9.0400 BOARD PRESIDENT

1. The President of the Board of Directors shall serve as chairperson at all Board meetings.

The President shall have the same rights as the other members of the Board in voting on

- motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 2. In the absence of the President, the Vice President of the Board of Directors shall serve as Chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

### 9.0500 MEMBERS OF THE BOARD OF DIRECTORS

- 1. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Further information or documentation may be requested from staff in advance of the meeting.
- 2. Information that is exchanged before meetings shall be distributed through the District Manager, and all Directors will receive all information being distributed.
- 3. Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 4. Directors shall defer to the Chairperson for conducting meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.
- 5. Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).
- 6. Directors shall abstain or recuse themselves from participating in consideration of any item involving a personal or financial conflict of interest. If the Director recuses due to a conflict of interest, they must publicly identify the financial interest or potential conflict of interest to the public and then leave the room while the agenda item is discussed. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.
- 7. Requests by individual Directors for substantive information and/or research from District staff will be channeled through the District Manager.

### 9.0600 COMMITTEES OF THE BOARD OF DIRECTORS

- 1. The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by the President and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall be temporary in nature, focused on a specific topic and shall be advisory only. Should an ad hoc committee develop into a permanent, non-advisory committee, then it shall comply with all provisions of the Brown Act.
- 2 The following shall be Standing Committees of the Board:
  - A. Resource and Planning Committee;
  - B. Ordinance Committee;

- C. Personnel Committee;
- D. Finance Committee; and
- E. Public Information Committee
- 3. The Board President shall publicly announce the members of the Standing committees for the ensuing year no later than the Board's regular meeting in January.
- 4. The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.
- 5. The Board's standing Resource and Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.
- 6. The Board's standing Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.
- 7. The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.
- 8. The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.
- 9. The Board's standing Public Information Committee shall be concerned with assuring that information regarding the affairs of the District are adequately and appropriately communicated to its constituents and the public at large.
- 10. All standing committees must comply with the provisions of the Brown Act, including the notice and agenda requirements.

### 9.0700 BASIS OF AUTHORITY

- 1. The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 2. Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

### 9.0800 MEMBERSHIP IN ASSOCIATIONS

- 1. The Board of Directors shall ordinarily hold membership in and attend meetings of such state and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.
- 2. At the regular Board meeting in December, a member of the Board shall be selected to represent the District in accordance with each association's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve an as alternate for the representation.

### 9.0900 TRAINING, EDUCATION AND CONFERENCES

- 1. It is the policy of Centerville Community Services District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.
- 2. District administrative staff shall be responsible for making arrangements of per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by the Directors, together with validated receipts.
- 3. Attendance by Directors of seminars, workshops and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.
- 4. Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board and members of the public, or make a verbal report during the next regular meeting of the Board as required under AB 1234. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

### 9.1000 BOARD MEETINGS

- 1. Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00 P.M., at the Centerville Community Services District office, 8930 Placer Road, Redding, California. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.
- 2. <u>Special meeting (non-emergency)</u> of the Board of Directors may be called by the Board President or the District Manager.
- 3. All Directors, the District Manager, District Counsel, members of the public and other desired staff shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification all be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.
- 4. Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code 54950 through 54956) shall be notified in writing and posting a notice on the District's Web site. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice.

- 5. An agenda shall be prepared as specified for regular Board meetings in the BOARD MEETING AGENDA section and shall be delivered with the notice of the special meeting to those specified above.
- 6. Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.
- 7. <u>Emergency meeting</u>. In the event of an emergency situation involving matters upon which prompt action is necessary due to work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in Paragraph 3 above. The emergency meeting may proceed forward only after a majority vote by the Board of Directors that an emergency situation exists.
- Newspapers of general circulation in the District, radio stations, television stations, and 8. members of the public which have requested notice of special meetings in advance with the Ralph M. Brown Act (California Government Code 54950 through 54956) shall be notified by at least one (1) hour prior to the emergency special meeting. The notice shall be given by telephone and all telephone numbers provided in the most recent request by a newspaper or station for notification of special meeting shall be exhausted. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the District Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible. The notice of the meeting must also be posted at a District office in a location where it can be observed by members of the public and posted on the District website, if possible. The Board will not be required to provide the one (1) hour notice in the case of a dire emergency, defined as a crippling disaster, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the one-hour notice may endanger the public health, safety, or both, as determined by a majority of members of the Board of Directors. In a dire emergency, the notice shall be provided at or near the time that the President notifies the other members of the Board of the meeting.
- 9. All other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The Board may meet in closed session during an emergency meeting if agreed to by a two-thirds vote of the Board, or if less than two-thirds of the Board are present, then by a unanimous vote of the members present. The minutes from the emergency meeting shall be posted for a minimum of 10 days at the District office as soon after the meeting as possible, and shall include a list of all persons the President and District staff notified or attempted to notify.
- 10. <u>Annual Organizational Meeting</u>. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting, the Board will elect a President, Vice President and Committee members from among its members to serve during the coming calendar year, and will appoint the Board's Secretary.
- 11. The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

12. The Chairperson and the District Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

### 9.1100 BOARD MEETING AGENDA

- 1. The District Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. During the Director reports section of the meeting, any Director may request that an item be placed on the agenda of the next regular meeting and the item will be added if a majority vote in favor of its addition.
- 2. This policy does not prevent the Board from receiving public comment at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. The item must be within the subject matter jurisdiction of the District. However, the Board shall not discuss or take action on such matters at that meeting However, a Director may, on their own initiative or in response to questions posed by the public which are not on the agenda, ask a question for clarification, make a brief announcement, make a brief report on their own activities, refer a member of the public to staff, or ask staff to report back on an item raised that is not on the agenda.4.

At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be a discussion and/or action by the Board, shall be posted conspicuously for public review within the District office and on the District website. The agenda must be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and Government Code section 54953.2.

- 3. The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations and shall also comply with Section 202 of the Americans with Disabilities Act of 1990 and Government Code section 54953.2.
- 4. If a matter requiring immediate action comes to the attention of the Board after the posting of the agenda, the item may be added to the agenda if at least two-thirds of the Board vote in favor of adding the item based on a determination that there is a need to take immediate action and that the need for action came to the attention of the District after the posting of the agenda and the general circumstances are in support of adding the item. Only after there is a motion, a second, and a two-thirds vote determining that there is an immediate need may the item be placed on the agenda to be considered by the Board of Directors.

### 9.1200 BOARD MEETING CONDUCT

- 1. Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of <u>Rosenberg's's Rules of Order</u> shall also be used as a general guideline for meeting protocol. The Brown Act and District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order.
- 2. All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

- 3. The conduct of meetings shall, to the fullest possible extent, enable Directors to:
  - A. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and
  - B. Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- 4. Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
  - A. Five (5) minutes may be allotted to each speaker and a maximum of twenty (20) minutes to each subject matter;
  - B. No boisterous conduct shall be permitted at any Board meeting.
- 5. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact a willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present.
  - A. In such an event, only matters appearing on the agenda may be considered in the closed session.
  - B. After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.
  - C. Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

### 9.1300 BOARD ACTIONS AND DECISIONS

- 1. Actions by the Board of Directors include but are not limited to the following:
  - A. Adoption or rejection of regulations or policies;
  - B. Adoption or rejection of a resolution;
  - C. Adoption or rejection of an ordinance;
  - D. Approval or rejection of any contract or expenditure;
  - E. Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and
  - F. Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.
  - G. Action can only be taken by the vote of the majority of the Board of Directors unless a two-thirds vote is required by law. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

- H. A member abstaining in a vote is considered as absent for that vote.
  - 1. Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains from a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.
  - 2. Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.
  - 3. Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present, abstain, the appointment is not approved.
- I. The Board may give directions to staff which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the District Manager.
- J. The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.
- K. A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the District Manager for review and recommendation, etc.).
- L. Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said information action is taken.

### 9.1400 REVIEW OF ADMINISTRATIVE DECISIONS

- 1. The provisions of 1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all final administrative decisions of the Board of Directors pursuant to the provisions of 1094.5 of said code. The provisions of 1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
- 2. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
- 3. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

### 9.1500 MINUTES OF THE BOARD MEETINGS

1. The Secretary of the Board of Directors shall keep the minutes of all regular and special meetings of the Board.

- 2. Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.
- 3. The official minutes of the regular and special meetings of the Board shall be kept in a fireproof vault or in fire-resistant, locked cabinets.
- 4. A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, District Manager or any Director when such a request is approved by a majority of the whole Board.
- 5. The Chairperson will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, as far as is possible.
- 6. Recordings made during closed sessions of the Board are deemed not to be public records.
- 7. The recordings, tapes, discs, or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault.
- 8. Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.
- 9. All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.
- 10. The minutes of the Board meeting shall be maintained as hereinafter outlined.

### A. Procedure:

- 1. Date, place and type of each meeting;
- 2. Directors present and absent by name;
- 3. Call to order;
- 4. Arrival of tardy Directors by name;
- 5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon.
- 6. Adjournment of the meeting;
- 7. Record of written notice of special meeting; and,
- 8. Record of items to be considered at special meetings.

### B. Board Actions:

- 1. Approval or amended approval of the minutes of preceding meetings.
- 2. Complete information as to each subject of the Board's deliberation;
- 3. Complete information as to each subject including the roll call vote of the vote on a motion if not unanimous;

- 4. All Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- 5. A record of all contracts entered into.
- 6. All employments and resignations or terminations of employment within the District;
- 7. A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 8. A record by number of all warrants approved for payment;
- 9. Adoption of the annual budget.
- 10. Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- 11. A record of all important correspondence.
- 12. A record of the District Manager's report to the Board.
- 13. Approval of all policies and Board adopted regulations; and,
- 14. A record of all visitors and delegations appearing before the Board.



### STANDING COMMITTEE ASSIGNMENTS

### Calendar Year 2023

**Committee:** 

**<u>Current Committee Members:</u>** 

RESOURCE AND PLANNING:

Larry Whitehead - 18 years

Larry Hopson - 2 years

Past: Eric Woodstrom – 1 year

Walt Richison – 9 years

ORDINANCE:

Mark Oliver – 3 years

Walt Richison – 9 years

Past: Eric Woodstrom – 9 years

PERSONNEL:

Walt Richison – 18 years

Eric Woodstrom - 2 year

Past: Larry Whitehead – 7 years

Mark Oliver – 1 year

FINANCE:

Eric Woodstrom – 13 years

Mark Oliver – 4 years

Past: Larry Whitehead – 7 years

PUBLIC INFORMATION:

Larry Hopson – 2 years

Larry Whitehead - 4 years

Past: Mark Oliver – 3 years

Eric Woodstrom 1 year

EDUCATION FOUNDATION (CEF)

Lori Mathiesen -1 year



### **MEMORANDUM**

DATE:

November 30, 2023

TO:

**Board of Directors** 

FROM:

Chris Muehlbacher

Subject:

New Business Item 2 - Bureau of Reclamation's 56th Annual Mid-Pacific Region

Water User's Conference - Reno, NV. Jan. 24-26, 2024

### Recommendation

**INFORMAITON** – This item is for information only.

### **Item Explanation**

The Bureau of Reclamation will be hosting the Annual Mid-Pacific Region Water User's Conference in Reno, Nevada on January 24-26, 2024. Both Director Richison and I will be attending.

Please contact the office should you be interested in attending.

### **Attachments**

• Schedule & details

### 56th Annual Mid-Pacific Water-Users' Conference

January 24-26, 2024
Silver Legacy Resort Casino,
Reno, NV

### 56<sup>th</sup> Annual Mid-Pacific Water Users' Conference January 24-26, 2024 Silver Legacy, Reno, NV

### PRELIMINARY SCHEDULE OF EVENTS

WEDNESDAY, JANUARY 24

7:30am-5:00pm

REGISTRATION

8:00am

CONTINENTAL BREAKFAST

8:30am-12:00pm

CALL TO ORDER/GENERAL SESSION

Welcome Address

Chris Dahlstrom, Santa Ynez River WCD ID #1 (ret.)

KEYNOTE SPEAKER

Camille Calimlim Touton, Commissioner, Bureau of Reclamation

Bureau of Reclamation Regional Director Address

Ernest Conant, Director, California-Great Basin Region, Bureau of Reclamation

Bureau of Reclamation Deputies and Area Managers

Panel Presentation

The View from Three Capitals: Fighting for Water Users in Western State Legislatures

Moderated by Jeff Sutton, Tehama Colusa Canal Authority

California-Dennis Albiani, California Advocates

Nevada-Chris Mahannah, Mahannah & Associates, LLC Oregon-April Snell, Oregon Water Resources Congress

12:15pm-2:00pm

### **LUNCHEON and PROGRAM**

Let's Talk Politics at Lunch: The 118th Congress, the Biden White House and the 2024 Elections

Moderated by Dan Keppen, Family Farm Alliance

Dennis Cardoza, Foley & Lardner LLP Mark Limbaugh, The Ferguson Group Garrett Durst, Natural Resource Results LLC

2:00pm-4:00pm

### ETHICS TRAINING WORKSHOP FOR DISTRICT DIRECTORS

Presented by Andrea Clark and Rebecca Smith, Downey Brand LLP

This two-hour session will fulfill California state law requirements that all public officials receive ethics training every two years. The training will cover transparency laws, conflicts of interest and fair process. Participants will receive a certificate to be retained by their agency. This workshop is offered at no charge,

but please indicate your participation on the registration form.

5:30pm-7:30pm

**EXHIBITOR RECEPTION & SLOTS TOURNAMENT** 

### **THURSDAY, JANUARY 25**

7:30am-5:00pm

REGISTRATION

8:00am-9:10am

**BREAKFAST and PROGRAM** 

Newlands Project Report

Ben Shawcroft, Truckee-Carson Irrigation District

Cachuma Project Report

Chris Dahlstrom, Santa Ynez River WCD ID #1 (ret.)

### 9:15am-12:15pm

### **GENERAL SESSION**

ESA: Is Anything Fixed? Fixable?

Moderated by Paul Simmons, Klamath Water Users Association

Paul Souza, U.S. Fish and Wildlife Service Brittany Johnson, Somach, Simmons, & Dunn Jason Phillips, Friant Water Authority

Golden Trophies – 40-year History of How Water Agencies have Celebrated Negotiated Agreements made while being Leveraged by Regulators. Are these really worth celebrating? Are the latest Biological Opinions and Voluntary Agreements the final give? When should we push back?

Moderated by Jason Phillips, Friant Water Authority Deanna Sereno, Contra Costa Water District (invited) Ian Buck-Macleod, Friant Water Authority Allison Febbo, Westlands Water District

### 12:15pm-1:30pm

### **LUNCHEON and PROGRAM**

Regional Director's Water Conservation Award

Presented by Ernest Conant, Director, California-Great Basin Region, Bureau of Reclamation

Klamath: Damned and Damless (Simmons to moderate)

Klamath Project Report

Paul Simmons, Klamath Water Users Association

Dam Removal: It's On

Moderated by Paul Simmons, Klamath Water Users Association

Mark Bransom, Klamath River Renewal Corp. Elizabeth Nielsen, Siskiyou County, California

Floodplains & Flyways

Moderated by Dan Keppen, Family Farm Alliance

Jacob Katz, California Trout Mark Petrie, Ducks Unlimited

Moss Driscoll, Klamath Water Users Association

3:00pm-5:00pm

WORKSHOP: Technical Assistance for Modernization Options

Stuart Styles, Cal Poly ITRC

6:00pm-9:00pm

Dinner and Bowling at the National Bowling Stadium

### FRIDAY, JANUARY 26

8:30am-11:30am

### **BREAKFAST and PROGRAM**

Bowling and Slot Tournament Awards

Meet the Cal Poly Scholarship Students

Revisiting 2023 Water Year

Presented by Bureau of Reclamation

2024 Water Supply Outlook

Presented by Bureau of Reclamation

### 2024 MID-PACIFIC WATER USERS' CONFERENCE PRE REGISTRATION

**CONFERENCE PARTICIPANT REGISTRATION** includes admittance to all Conference sessions, Exhibitor Reception, Wednesday lunch, Thursday breakfast, Thursday lunch and Friday breakfast. Separate tickets must be purchased for participation in the Thursday Evening Dinner & Bowling Event.

**ETHICS TRAINING WORKSHOP**. Two-hour session to fulfill CA state law requirements. For more information, see Schedule of Events. This workshop is offered at no charge, but you must indicate your participation on the registration form.

**SPOUSES OR GUESTS** of paid registrants who are not water district or company representatives need not pay a registration fee; however, spouses or guests who wish to participate in any meal sessions or the Thursday bowling event must purchase tickets to those events. Exhibitor reception is complimentary to spouses/guests.

THURSDAY DINNER AND BOWLING AT THE NATIONAL BOWLING STADIUM. Ticket price includes dinner, hosted bar, and bowling. Bowling balls and shoes will be provided. Random drawings throughout the evening. Not a bowler? No problem, come for the food, drink and to cheer on your favorite team!

Address:		City, Sta	te, Zip				
Phone:							
CONFERENCE PARTICIPANTS  Full registration is required for water district or company epresentatives.	Full Pre-Registra (by Jan. 12 \$345	2) (afte	Full istration r Jan. 12) \$385	Ethics Training Workshop NO CHARGE	Dinner & Eac		Total Each Rep
Company Representative						\$	
Company Representative						\$	
Company Representative						\$	
SPOUSE/GUEST REGISTRATIONS vailable only to spouses and guests of paid registrants tho are not water district or company representatives	Wed Lunch \$45	Thurs Breakfast \$45	Thurs Lunch \$45	Thursday Dinner & Bowling \$85	Fri Breakf \$45	ast	Ttl Each Spouse Guest
Spouse/Guest							\$
Spouse/Guest							\$
Spouse/Guest							\$
	ТОТ	AL AM	OUNT I	DUE ALL	ITEMS		\$
PAYMENT METHOD:  □Check payable to "Water Users Conference" □Credit Card:VISAMaster	card	American	Express	Discove	r		
Card No:						lina 7ia	•

Return form to: Water Users Conference, 1521 I Street, Sacramento, CA 95814 or fax (916)446-1063
You can also email your registration form to jane@agamsi.com
CANCELLATIONS: Cancel by January 12 for a full refund. NO refunds for cancellations after January 12th.
QUESTIONS? Call Jane at (916)206-7186

### 2024 MID-PACIFIC WATER USERS' CONFERENCE SPONSORSHIP OPPORTUNITIES

All sp	onsors will be recognized on prominent signage at the conference and in the conference program.					
	SUPPORTING SPONSOR \$250 Sponsorship					
	CONTINENTAL BREAKFAST: WEDNESDAY OPENING SESSION \$1500 Sponsorship includes complimentary exhibit space (one 6 ft. table)					
	WEDNESDAY AM/PM COFFEE BREAKS \$500 Sponsorship					
	COCKTAILS: WEDNESDAY EXHIBITOR RECEPTION \$2000 Sponsorship includes complimentary exhibit space (one 6 ft. table)					
	HORS D'OEUVRES: WEDNESDAY EXHIBITOR RECEPTION \$2000 Sponsorship includes complimentary exhibit space (one 6 ft. table)					
	THURSDAY AM/PM COFFEE BREAKS \$500 Sponsorship					
	COCKTAILS: THURSDAY EVENING DINNER & BOWLING AT THE NATIONAL BOWLING STADIUM \$2000 Sponsorship includes complimentary exhibit space (one 6 ft. table)					
N/A	LANYARDS sponsored by Provost & Pritchard \$500 Sponsorship. Imprint your company's name and/or message on lanyards that will be distributed at registration. Sponsor produces and provides lanyards. (Please check with us to ensure lanyards are compatible with our nametags).					
	<b>PENS</b> \$500 Sponsorship. Provide attendees with pens with your company's name and/or logo. Pens will be distributed at registration. Sponsor produces and provides pens.					
	WRITING PADS \$500 Sponsorship. Provide attendees with writing pads with your company's name and/or logo. Writing pads will be distributed at registration. Sponsor produces and provides pads.					
progra literatu writing shippin	SORSHIP INFORMATION: All sponsors will be recognized on prominent signage and in the printed meeting m. Sponsorships will be accepted on a first come, first served basis. Sponsors have the opportunity to provide are (brochures, booklets or pamphlets) for distribution at the registration desk. Sponsors of lanyards, pens and a pads agree to provide these items at no cost to the Water Users Conference. Sponsors will be responsible for the ag or transport of any literature or promotional items to the Water Users Conference in Reno. Sponsors will be ted by WUC staff to coordinate their participation.					
	SE INDICATE YOUR CHOICE OF SPONSORSHIP IN THE ABOVE MENU, RETURN THIS I AND WE WILL CONTACT YOU:					
Compa	any:Contact:					
Phone	Email:					

**RETURN FORM TO:** 

Water Users' Conference, 1521 I Street, Sacramento, CA 95814 Phone (916)206-7186 Fax (916)446-1063 Email jane@agamsi.com

## **EXHIBITOR INFORMATION & APPLICATION**

### 56th Mid-Pacific Water Users' Conference

January 24-26, 2024 \* Silver Legacy, Reno, NV

#### ATTENTION EXHIBITORS: GREAT LOCATION FOR 2023!

In 2020, the Water Users Conference relocated to the Silver Legacy Resort Casino. This is **GOOD NEWS** for exhibitors — the new layout allows vendors to exhibit for the duration of the conference. Exhibitors will be located in the Pre-Function area of the Grande Exposition Hall (see a floor diagram of the space on the Exhibitor page of our website: <u>waterusersconference.com</u>). We will still have our **Exhibitor Reception** on the evening of Wednesday, January 24, but we will also serve **Wednesday Continental Breakfast** and **Wednesday/Thursday Refreshment Breaks** in the exhibit area, ensuring that your company has the most exposure to potential customers.

#### WHAT IS IT AND WHO WILL BE THERE?

The Mid-Pacific Water Users' Conference is an annual Conference attended by Managers, Directors, Operators, Maintenance Personnel, and Consultants from water districts served by the United States Bureau of Reclamation facilities in California, Nevada, and Oregon. Many of the Conference participants are the same people who participate in budget preparation and purchasing decisions back home. Typical attendance is over 300 people.

#### MOVE-IN/MOVE-OUT

Exhibit setup will be after 4pm on Tuesday, January 23. Exhibitor move-out will be following the conclusion of sessions on Thursday, January 25 (approximately 3:30pm).

#### **CONFERENCE SPONSORSHIPS**

A limited number of sponsorships are available. Please see the enclosed Sponsorship Menu for more information. Some sponsorships include free exhibit space.

#### **NEED A ROOM?**

Special room rates for Water Users Conference attendees at the Silver Legacy start at \$70 per night plus applicable taxes. Make hotel reservations online at <a href="https://www.waterusersconference.com">www.waterusersconference.com</a> or directly with the hotel by calling 800-687-8733 (mention group code SSWTR24). PLEASE NOTE THE DEADLINE FOR HOTEL RESERVATIONS IS JANUARY 8, 2024 OR UNTIL OUR ROOM BLOCK IS FULL.

#### SPACE IS LIMITED

Exhibit space is limited. If your company would benefit from contact with staff and representatives from water districts throughout California, Nevada and Oregon, please reserve your space early.

Complete the attached application and mail it to:

Mid-Pacific Water Users' Conference, 1521 I Street, Sacramento, CA 95814 Or email to <u>jane@agamsi.com</u> Or fax (916)446-1063

#### **DETAILS, DETAILS**

Payment must accompany registration to reserve exhibit space. Deadline for exhibitor pre-registration is January 12. If you wish to register an exhibit after that date, please call or email Jane (916-206-7186; <a href="mailto:jane@agamsi.com">jane@agamsi.com</a>) to check availabilty. Exhibitors are welcome to attend Conference sessions; however, tickets must be purchased for meals and the Thursday Dinner/Bowling event.

#### **QUESTIONS**

Please feel free to contact us or visit our website if you would like more information <a href="www.waterusersconference.com">www.waterusersconference.com</a>
Phone 916/206-7186 Fax 916/446-1063 Email: jane@agamsi.com

# EXHIBITOR APPLICATION 56th Annual Mid-Pacific Water Users' Conference January 24-26, 2024 \* Silver Legacy Resort Casino, Reno, NV

City/State:		Phone:		
Primary Contact: Email:				
EXHIBITOR REPRESENTAT	IVES (namet	ags will be prepared	for all listed na	mes)
EXHIBIT SPACE:				
Number of Exhibit Tables:	-	-foot table (@ \$350.0		
_	Two 6	6-foot tables (@ \$450 ot require tables - I ha	.00) ave my own exh	iibit
_	*char	ge is based on width of	of display area:	iioit
	<b>\$35</b>	50 for up to 6 ft.; $\square$ \$	450 for up to 12	2 ft.
Electrical Requirements:	Electr	ical Connection (exhi	bitors provide e	extension cords as r
Exhibitors are welcome to attend				
EVENT REGISTRATIONS: Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast  Thursday Lunch Thursday Breakfast Thursday Hamale	r the Thursda	y Dinner/Bowling ev	ent. Please indi	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:	r the Thursda	y Dinner/Bowling ev	ent. Please indi	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:			ent. Please indi	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast Thursday Lunch Friday Breakfast Thursday Dinner/Bowling  TOTAL DUE	r the Thursda	X \$45/person X \$45/person X \$45/person X \$45/person X \$45/person X \$45/person	= \$ = \$ = \$ = \$	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast Thursday Lunch Friday Breakfast Thursday Dinner/Bowling #	r the Thursda	X \$45/person X \$85/person	= \$	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast Thursday Lunch Friday Breakfast Thursday Dinner/Bowling  TOTAL DUE Subtotal Exhibit Space Subtotal Events Subtotal Sponsorship	r the Thursda	X \$45/person X \$85/person	= \$	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast Thursday Lunch Friday Breakfast Thursday Dinner/Bowling  TOTAL DUE Subtotal Exhibit Space Subtotal Events	r the Thursda	X \$45/person X \$85/person	= \$	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast Thursday Lunch Friday Breakfast Thursday Dinner/Bowling  TOTAL DUE Subtotal Exhibit Space Subtotal Events Subtotal Sponsorship Total Due:  PAYMENT METHOD:  Check payable to "Water Users Co	r the Thursda	X \$45/person \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	= \$ = \$ = \$ = \$ = \$ = \$	cate which tickets
Exhibitors are welcome to attend participate in any meal sessions or you would like to purchase:  Wednesday Lunch Thursday Breakfast Thursday Lunch Friday Breakfast Thursday Dinner/Bowling  TOTAL DUE Subtotal Exhibit Space Subtotal Events Subtotal Sponsorship Total Due:  PAYMENT METHOD:	r the Thursda	X \$45/person \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	= \$ = \$ = \$ = \$ = \$ = \$	cate which tickets

Exhibit space is limited and will be reserved on a first come, first serve basis. Deadline for exhibitor pre-registration is January 12. If you wish to register an exhibit after that date, please call us to check availability.

<u>Cancellation</u>: Exhibitor cancellation by January 12 will be refunded in full. Cancellation after January 12th will be refunded ONLY IF we are able to resell the space.

RETURN APPLICATION AND PAYMENT TO:

Water Users Conference, 1521 I Street, Sacramento, CA 95814
Fax (916)446-1063 Email: jane@agamsi.com
Questions? Contact Jane Townsend (916-206-7186 or jane@agamsi.com)

# RECLAMATION

Managing Water in the West

# Water Conservation Team and Technical Assistance

~Silver Room~

Join Reclamation staff for water conservation planning, grant program information, and technical assistance during the Water Users Conference. Individual meetings are available on January 24th and January 25th from 9 am - 12 noon and 1 pm - 4:30 pm. Contact Anna Sutton at <a href="mailto:assutton@usbr.gov">assutton@usbr.gov</a> for an appointment.

Dr. Stuart Styles of Call Poly Irrigation and Training Research Center will also be available for assistance (by appointment only). Contact <a href="mailto:sstyles@calpoly.edu">sstyles@calpoly.edu</a> for an appointment.

#### Gent Program Internetten

- O WEIGHMART PROPERTY
- ি Aছু Were Use Minderey. সক্রেন্তান
- O CAUFFID Program

#### Paning Assistance

- o 2023 Conservation and Effector Standard Circuia
- o Water Wanagerment Plans
- C Annual Opdate Resonance



IT'S BACK!!!! Join us Thursday evening for dinner and bowling at the National Bowling Stadium, which the LA Times calls the "The Taj Mahal of Tenpins". Enjoy the company of friends, a great dinner, hosted bar and bowling. You don't have to be a bowler to enjoy this event!!!!

Tickets are only \$85 and include dinner, hosted bar, bowling (games, balls, shoes), and shuttle transportation to/from the National Bowling Stadium.

Prizes will be awarded! There are three ways to win:

- O Highest Team Score Wins
- O Your Team Gets a Playing Card for Every Strike Best 5 Card Poker Hand Wins!
- O Random Drawings for Prizes Whether You're Bowling or Not!!

YOU DON'T HAVE TO BE A BOWLER TO ENJOY THIS EVENT! Join us for food, drink, and to cheer on your favorite team!!

# Scholarship SILENT AUCTION

11th Annual Silent Auction benefiting the Mid-Pacific Water Users' Conference Scholarship

In 2010, the WUC Planning Committee established the Mid-Pacific Water Users' Conference Scholarship. The scholarships are awarded annually to students pursuing fields of study offered by the BRAE (BioResource and Agricultural Engineering) and ITRC (Irrigation Training and Research Center) departments at Cal Poly San Luis Obispo.

Your generous donation to our SILENT AUCTION will benefit the Scholarship. Auction items might include, but are certainly not limited to, gift baskets, weekend getaways, use of a vacation rental, wine, merchandise, clothing, gift cards. gift certificates, adventure excursions, etc.

Auction item donors will be recognized at the Conference on signs in the registration area. Auction flyers will be displayed in the registration area where attendees will have the opportunity to bid on each item. Bidding will be open from Wednesday morning of the conference through Thursday's lunch. All proceeds will benefit the Scholarship.

# **Adventure Excursions**



#### SCHOLARSHIP SILENT AUCTION DONATION

Item Description:

Fair Market Value of Item: \$\_\_\_\_\_\_

Donor Name:

Company Name (if applicable):

Donor Phone & Email:

Return form: Water Users Conference, 1521 I Street, Sacramento, CA 95814 or fax: 916-446-1063 or email: jane@agamsi.com Please send a photo and/or description of the donated item and your company logo (if applicable) to jane@agamsi.com

Questions, call Jane Townsend at (916)206-7186

## **Weekend Getaways**



## **Gift Baskets**





**Logo'd Merchandise** 



Wine



**Gift Certificates Golf Outings** 





**Gift Cards** 





DATE:

December 7, 2023

TO:

**Board of Directors** 

FROM:

Chris Muehlbacher

Subject:

New Business Item 3 - Consider Approval of Engineering Design Services

Agreement for the Telemetry and PLC Replacement Project

#### Recommendation

**ACTION** – It is recommended that the Board approve the Engineering Design Services Agreement with PACE Engineering for the Telemetry and PLC Replacement Project.

#### **Item Explanation**

At the Workshop held on October 23, 2023, the Board reviewed and prioritized the following projects:

- 1. Replace the Programmable Logic Controllers (PLCs)
- 2. Demolition of the Shop Mezzanine Structure
- 3. AMI System

Based upon the Board's direction to make the PLC replacement project the highest priority, it is recommended that the Board authorize a change to PACE Engineering's scope of work to include services needed for the PLCs. Below is a total project summary:

Telemetry & PLC Replacement Project		
Engineering Design	36,000	
Bidding & Construction Support	13,500	
Telemetry System	49,500	
PLC Systems	49,500	
Programming	72,000	
Contingency	25,500	
Total	246,000	

The engineering services included are:

1.	Engineering Design	\$ 36,000
2.	Bidding & Construction Services	\$ 13,500
3.	Programming (Telemetry & PLC)	\$ 72,000
	TOTAL	\$121,500

#### **Financial Impacts**

The new Telemetry & PLC Replacement Project will be funded primarily using a \$142k ARPA grant with the remainder being funded by the Capital Improvement Reserve. The approved capital budget has already encumbered \$85k for the Telemetry Project. With the inclusion of the PLC System as well as the ARPA grant funds, an additional \$19k is required from the CIR to completely fund this amended project. It is important to note that this amount may only be required should the contingency funds be needed.

#### **Attachments**

• PACE proposal dated December 6, 2023



December 6, 2023

214.85

#### SENT BY EMAIL ONLY

cmuehlbacher@centervillecsd.com

Chris Muehlbacher Centerville Community Services District 8930 Placer Road Redding, CA 96001

Dear Chris,

Subject:

Controller, Radio, and Antenna Replacement

Instrumentation and Controls Engineering Proposal – REV 3

We have reviewed the existing supervisory control and data acquisition (SCADA) system and are pleased to propose our instrumentation and controls engineering services. The scope of these services is to provide construction documents for the replacement of the existing programmable logic controllers (PLCs), radios, and antennas of the SCADA system with updated hardware and to provide programming services for the configuration of the new PLCs, radios, and modifications to the existing human machine interface (HMI) at the District Office. Based upon our knowledge of the project and review of the available information, the Scope of Services shall be as shown below:

#### **SCOPE OF SERVICES**

#### **TASK 100 – CONSTRUCTION DOCUMENTS**

- 1. Site visit to document antenna types at each location.
- 2. Power plans. Plans shall indicate existing antenna and control panel locations. Site conduit routing, sizes, and details shall be indicated.
- 3. Instrumentation drawings shall indicate equipment connected to the existing PLCs and how to connect these to the replacement PLCs.
- 4. Electrical and controls specifications shall be provided in 2004 CSI electronic format.
- 5. Functional descriptions detailing how the system is supposed to function in SCADA.
- 6. Electrical and controls details as required to accurately depict the improvements shown on the drawings.
- 7. Plans shall be suitable for bidding and constructing the controls system improvements.

#### TASK 200 – CONSTRUCTION ADMINISTRATION

- 1. Respond to questions during bidding.
- 2. Review of submittals for conformance to contract documents.
- 3. Respond to requests for information (RFIs) that pertain to the original Scope of Services.

#### **TASK 300 – PROGRAMMING**

- 1. Configure new radios to be compatible with the new PLCs and SCADA system.
- 2. Configure new PLCs to match functionality of existing PLCs.
- 3. Reconfigure the SCADA HMI to be compatible with the new PLCs.
- 4. Functional acceptance testing of the entire control and SCADA system to confirm proper system operation.

#### **ITEMS NOT INCLUDED**

It is assumed that the new antennas, antenna cables, radios, and PLCs will be installed simultaneously.

#### **FEE**

Our estimated time-and-expense fee for completing the Scope of Services as described above is as follows:

Task 100 – Design:		\$36,000
Task 200 – Bidding and Construction Admir	nistration:	\$13,500
Task 300 – Programming:		\$72,000
•	TOTAL:	\$121,500

Please see Exhibits A and B for a cost breakdown of the programming, design, construction administration, and construction costs supporting the estimated fee above. Let me know if there are any questions or concerns regarding the Scope of Services or associated fee.

In addition, see attached Exhibit C for the applicable 2024 rate schedule.

Sincerely,

Bryan Gentles
Staff Engineer

#### Enclosures

M:\Jobs\0214\0214.85 Radio and Antenna Replacement\01 Agreements\01 Proposals\Rev 3\Centerville\_ PLC, Radio and Antenna Replacement Proposal\_REV3.docx

# **EXHIBIT A - REV 3**

	PACE ENGINEERING	Cent	erville letry In Project	Centerville CSD Water System Telemetry Improvements Update Project Cost Estimate 12/6/2023	ystem Update ite				
				Mater	Material Cost	Labor	Labor Cost		
Item No.	ltem	Qty	Unit	Unit (\$)	Total (\$)	Unit (\$)	Total (\$)	Sub-Total Cost (\$)	Total Cost (\$)
-	Zone C Pump Station								\$27,350
<u>a</u>	New Radio and Associated Cabling	-	rs	\$2,000	\$2,000	\$1,250	\$1,250	\$3,250	
1b	New Antenna and Associated Cabling	1	LS	\$2,000	\$2,000	\$1,000	\$1,000		
10	New PLC	1	FS	\$5,100	\$5,100	\$2,500	\$2,500	\$7,600	
1d	Programming	1	FS		\$0	\$13,500	\$13,500	\$13,500	
2	Zone A1 Reservoir								\$15,950
2a	New Radio and Associated Cabling	1	ST	\$2,000	\$2,000	\$1,250	\$1,250	\$3,250	
2b	New Antenna and Associated Cabling	1	LS	\$2,000	\$2,000				
2c	New PLC	1	LS	\$2,200	\$2,200				
2d	Programming	1	LS	\$0	\$0	\$5,000	\$5,000	\$5,000	
3	Zone A Reservoir/Zone A1 Pump Station								\$20,100
3a	New Radio and Associated Cabling	1	ST	\$2,000	\$2,000	\$1,250	\$1,250	\$3,250	
36	New Antenna and Associated Cabling	_	rs	\$2,000	\$2,000	\$1,000	\$1,000	\$3,000	
3с	New PLC	1	ST	\$4,150	\$4,150	\$2,500	\$2,500	\$6,650	
39	Programming	-	rs	\$0	\$0	\$7,200	\$7,200	\$7,200	
4	Zone B Reservoir/Zone A Pump Station								\$20,100
4a	New Radio and Associated Cabling	-	ST	\$2,000	\$2,000	\$1,250	\$1,250	\$3,250	
4b	New Antenna and Associated Cabling	-	ST	\$2,000	\$2,000	\$1,000	\$1,000		
4c	New PLC	-	ST	\$4,150	\$4,150	\$2,500	\$2,500		
44	Programming	1	ST	\$0	\$0	\$7,200	\$7,200	\$7,200	
2	District Office								\$33,150
5a	New Radio and Associated Cabling	-	LS	\$2,000	\$2,000	\$1,250	\$1,250		
Sb	New Antenna and Associated Cabling	_	LS	\$750	\$750	\$1,000	\$1,000		
2c	New PLC	-	LS	\$4,150	\$4,150	\$2,500	\$2,500		
2d	Programming	-	LS	\$0	\$0	\$21,500	\$21,500	\$21,500	
9	Muletown Pump Station								\$31,050
6a	New Radio and Associated Cabling	_	LS	\$2,000	\$2,000	\$1,250	\$1,250		
q9	New Antenna and Associated Cabling	-	rs	\$2,000	\$2,000	\$1,000	\$1,000		
90	New PLC	-	LS	\$6,050	\$6,050	\$2,500	\$2,500		
p9	Programming	-	LS	\$0	\$0	\$16,250	\$16,250	\$16,250	
7	Diggins Repeater Site								\$6,350
7a	New Radio and Associated Cabling	_	PS	\$2,000	\$2,000				
7b	New Antenna and Associated Cabling	1	rs	\$750	\$750		\$1,000		
7c	Programming	_	LS	\$0	\$0	\$1,350	\$1,350	\$1,350	
							Subtotal Ma	Subtotal Materials and Labor Cost:	\$82,050
							Sales Ta	Sales Tax on Materials at 7.5%:	\$3,848
						Contra	actor's Overh	Contractor's Overhead and Profit @ 15%:	\$12,885
								Programming Cost:	\$72,000
							Subt	Subtotal Construction Cost:	\$170,782
								Contingency @ 15%:	\$25,617
				TOTAL	ESTIMATED C	ONSTRUCTI	ON COST (i	TOTAL ESTIMATED CONSTRUCTION COST (including Contingency):	\$196,399
					Engineeri	ng Design, B	idding and C	Engineering Design, Bidding and Contract Administration:	\$48,500
						5	AL ESTIMA	TOTAL ESTIMATED PROJECT COST:	\$245,899

# **EXHIBIT B - REV 3**

	Centerville CSD Water System	tem					
1	Telemetry Improvements Update	date					
	ENGINEERING 12/6/2023						
WORK	DESCRIPTION	T. Bowser QA/QC and Principal Engr	B. Gentles Electrical Engr and Project Mngr	J. Mills Staff Electrical Engr	Office Staff	ى ق ق	Category Subtotal
			WORKHOURS				COST
Task 100 DESIGN	DESIGN						
1a	1a. Review and evaluate existing drawings/documentation	4.00	12.00	16.00		69	5,712
1b	1b. Site visit with District personnel to document existing site conditions		3.00	3.00		8	1,023
10	1c. Size and locate the physical placement of equipment	1.00	2.00	4.00		69	1,244
10	1d. Prepare technical specifications	4.00	2.00	24.00	8.00	69	5,904
1e	1e. Prepare power plan showing site conduit/conductors	2.00	8.00	40.00		69-	8,248
11	1f. Prepare control diagrams showing devices and equipment to be connected to the new PLCs	2.00	16.00	00.09		69	12,860
19	1g. Design review meetings	2.00	2.00	2.00		69	1,178
	Task 1 - Design Subtotal:	15.00	45.00	149.00	8.00	69	36,169
Task 200	SERVICES DURING BID AND CONSTRUCTION PERIODS	0					
2a	2a. Attend pre-bid site visit		2.00	2.00		69	682
2b	2b. Bidding assistance	1.00	2.00	2.00		69	930
2d	2d. Attend pre-construction meeting		2.00	2.00		8	682
2e	2e. Review submittals	2.00	4.00	24.00		69	5,000
21	2f. Respond to Contractor's RFIs during construction	1.00	2.00	8.00		↔	1,872
29	2g   Provide change order oversight	2.00	4.00		2.00	69-	1,426
2h	2h. Final site visit inspection and preparation of final punch list	1.00	3.00	3.00		8	1,271
2	2i. Prepare Record Drawings	1.00	2.00	00.9		8	1,558
	Task 2 - Services During Bid and Construction Periods Subtotal:	8.00	21.00	47.00	2.00	\$	13,421
	TOTAL PERSON-HOURS:	23.00	66.00	196.00	10.00	8	49,590
	LABOR COST PER HOUR:	\$ 248	\$ 184	\$ 157	\$ 97		
	LABOR COST PER CLASSIFICATION:	\$ 5,704	\$ 12,144	\$ 30,772	\$ 970	_	
		TOT	AL ENGINEERIN	TOTAL ENGINEERING SERVICES COST ESTIMATE:	ST ESTIMATE:	49	49,590
THE REAL PROPERTY AND ADDRESS OF THE PERSONS ASSESSED.							NAME AND ADDRESS OF THE OWNER, TH



### **EXHIBIT C - FEE SCHEDULE**

#### RATES FOR PROFESSIONAL SERVICES

Effective through December 31, 2024

LABOR CLASSIFICATION	BILLING CLASS	HOURLY RATE
Senior Engineering Consultant	E8	\$263
Managing Engineer	E7	\$263
Principal Engineer/Surveyor	E6/LS6	\$248
Senior Engineer/Surveyor	E5/LS5	\$228
Associate Engineer/Surveyor	E4/LS4	\$204
Staff Engineer/Surveyor - Grade 3	E3/LS3	\$184
Staff Engineer/Surveyor - Grade 2	E2/LS2	\$173
Staff Engineer/Surveyor - Grade 1	E1/LS1	\$157
Technician 4	T4	\$173
Technician 3	T3	\$156
Technician 2	T2	\$141
Technician 1	T1	\$123
One-Man Survey Crew	SC1	\$289
Two-Man Survey Crew	SC2	\$367
Two-Man Survey Crew (O/T)	SC2x	\$434
Three-Man Survey Crew	SC3	\$453
Admin. Clerk 3	AD3	\$97
Admin. Clerk 2	AD2	\$86
Admin. Clerk 1	AD1	\$79

	EXPENSES	
Meals and Lodging:	At cost (out-of-town and overnight work only).	
Vehicle Transportation:	ehicle Transportation: Included in hourly rates unless specifically indicated otherwise in Agreement. Hourly labor rates are applicable during travel to and from job site.	
Express Mail/Federal Express:	At cost.	
Outside Services and Fees:	At cost plus 10% administrative fee.	
Equipment:	Included in hourly rate unless specifically indicated otherwise in Agreement.	
Rates for expert witness services wi	ll be as set forth in the Engineering Agreement.	
Rates are effective through the date hourly rates in place at the time ser	shown above and are subject to annual revisions. Services will be billed at the vice is provided.	
Refer to Prevailing Wage Fee Sched	ule for hourly rates on prevailing wage projects.	



Date:

December 8, 2023

To:

**Board of Directors** 

From:

Chris Muehlbacher

Subject:

Old Business No. 1 - Muletown Pump Station Generator Project Update

#### Recommendation

**Information** – This provides updated information related to the project.

#### **Discussion**

The preliminary design is underway with Mead & Hunt. At present, the primary focus is sizing the generator based upon ultimate needs as well as confirming the fuel source. In sizing the generator, it is necessary to design it for a minimum load of 30%. Lower demands have a negative long-term effect on the generator. Another concern related to the fuel choice is diesel fuel having a potential for "wet stacking" when the generator is operated at too low of a demand. This condition is prevalent when the diesel engine is underloaded and never gets hot enough to burn off the exhaust particles. It is important to note that this can be mitigated by implementing an annual load bank test to ensure that the generator will run at 100% capacity for two hours. Doing so ensures that it gets hot enough and will burn off all of the accumulated waste.

Considering that the generator unit is a long-lead item, Mead & Hunt is recommending that the District procure the generator in advance of publicly bidding the construction. This project is being funded 75% by FEMA and the remaining 25% by REU. It has been confirmed that FEMA does not provide advanced funds but does have an out-of-rotation reimbursement request policy should it be needed. Future payment requests will be submitted to FEMA on a quarterly basis. Following a 1–2-week staff review process (including confirmation of the payment being made), the actual fund reimbursement generally will take 30-45 days before the check is forwarded.

#### Attachment(s) – None



Date:

December 8, 2023

To:

**Board of Directors** 

From:

Chris Muehlbacher

Subject:

Old Business 2 - Carr Fire Recovery Project Update

#### Recommendation

**Information** – This is a project update and an agenda place holder. There is no additional information or timeline available. The remining \$141k continues to be held in the District's LAIF account collecting interest.

#### **Discussion**

At present the CalOES consultant has completed the expense validation process and has submitted it for FEMA final review and close-out. Currently, there are no updates available regarding the close-out process. The consultant advised that there is no timeline for the time remaining.

#### Fiscal Impact

It is anticipated that the remaining reserve funds will be retained by the District. It has been reaffirmed by the consultant that part of the close-out process is to confirm that the projects were completed, the expenses are valid, and that there were no additional funding sources such as an insurance claim.

In summary, FEMA awarded a total of seven (7) projects totaling \$347k for the benefit of this District because of Carr Fire impacts. At present, there remains approximately \$141k in reserve which was not used in completing the approved projects.

#### Attachment(s)

None



Date:

December 8, 2023

To:

**Board of Directors** 

From:

Chris Muehlbacher

Subject:

Old Business 3 – Shop Building's Mezzanine Structure Update

#### Recommendation

**INFORMATION** – This provides a project update.

#### **Discussion**

After obtaining a demolition permit from Shasta County, Gabel's Hauling and Demolition completed the effort in less than half of a business day. This area in the Shop Building is now completely clear and will have additional shelving installed once it is received. This will then provide the operators the opportunity to optimize this area for improved workflow and better departmentalization of resources.

The next step moving forward will be for the District to provide a new and complete submittal for the County to review. This effort will be completed by PACE Engineering. As a result of the original submittal being reviewed by the County only as a "shell", the County deferred review of several standards until such time that the District was to further this project with future improvements which included construction of an office for the operators and a restroom. Now that it has been confirmed that the current planned use of this space is different than the previously planned use, it is important that the District formalize this change and finalize the entire Shop Building effort. Once submitted to the County for its review, their staff will then consider all previously deferred requirements and they would then generate a specific plan check letter reflecting the final intended use of the Shop Building absent the operator office and restroom.

Below is a summary of the estimated costs as well as remaining tasks:

Description	Estimate	Actual
Demo Mezzanine Structure	13,500	4,000
Remove existing sheds	2,000	TBD – by Operators
Accessible Path of Travel	9,500	TBD
Landscaping – 10-feet frontage	9,500	TBD
Privacy Fencing	200	TBD – by Operators
Engineering & Permitting	29,000	TBD
Building Permit Fees	5,000	TBD
Contingency	7,300	TBD
TOTAL	76,000	TBD

As we move forward in finalizing the Shop Building project it is important to note that the estimated project cost of \$76k is very conservative. Aside from the engineering and permitting costs, it is anticipated that the Operators will complete many of these tasks themselves and then pursue informal bids for the landscaping and accessible path of travel.

#### Attachment(s)

None