

CENTERVILLE COMMUNITY SERVICES DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Woodstrom, Director Richison, Director Whitehead and Director Hopson  
Absent: Vice President Oliver  
Others Present: Roger Ankeny, Collin Bogener, Paul Reuter, Tina Teuscher and Chris Muehlbacher

**PRELIMINARY BUSINESS:**

- I Call to Order: President Woodstrom called the meeting to order at 7:00 pm.
- II Public Comment Period: President Woodstrom opened the public comment period. Mr. Ankeny stated that he is concerned about the late fees. He stated that he had asked Mr. Muehlbacher what the penalties were and how they were assessed. He believes that 10% on the entire balance is excessive and asked that the Board consider crediting back all of the late fees for 2020. There were no other public comments. President Woodstrom closed the public comment period.
- III Approval of the Minutes Director Richison moved to adopt the minutes from the Regular Board Meeting held January 20, 2021. Director Hopson seconded. President Woodstrom asked that under New Business agenda item I, it state Kayla Horton, CPA with Horton, McNulty & Saeteurn, LLP. He asked that the intro be taken out. There were no other changes. President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Richison – yes; Director Hopson - yes and President Woodstrom – yes. Director Oliver was absent. The vote was unanimous. Motion carried.
- IV Authorize Payment of Bills for Current Expenses: Director Whitehead moved to pay the bills. Director Hopson seconded. Mr. Muehlbacher stated that the payment to Aqua Metric is for the annual support for the handheld software. The payment to Horton, McNulty & Saetuern is the final audit payment. The J&J pump payment is for pulling pump #1 at the A Pump Station. The Wagner Electric payment is for repairs to the District Office sign.  
  
President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes; Director Richison – yes and President Woodstrom – yes. Director Oliver was absent. The vote was unanimous. Motion carried.
- V Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenues were \$934,715 verses expenses of \$714,784. Miscellaneous Revenue increased due to staff taking in recyclables. Clear Creek’s expenses are trending below budget; however, the annual adjustment will change once Clear Creek approves their annual audit for fiscal year ending June 30, 2020. He mentioned that we are continuing to purchase Clear Creek water.

Mr. Muehlbacher stated that the Capital revenue was \$271,964 verses expenses of \$ 149,658. He stated that the District sold another meter, bringing the total to three this year. He also mentioned that taxes were received and are reflected on this month's profit and loss. President Woodstrom asked that next month the Finance Committee be presented a comparison of the reserves to what the policy requires.

Reserve Fund Status Sheet: There is a total reserve of \$1,188,831.37. He stated that the significant changes were to the DWR Reserve and Texas Springs Reserve due to tax deposits. The O&M reserve reflects this quarter's interest from LAIF.

## **NEW BUSINESS:**

- I Review and Discussion of the Plant Capacity Fee: Mr. Muehlbacher stated that the Resource and Planning Committee reviewed Table III with Paul Reuter in attendance. It is recommended that the Board defer an increase to the Capacity Fees this year, due to no activity on Westridge. President Woodstrom stated that it would be a good idea to meet with the developers of Westridge to discuss what their plans are.

The Board agreed that a meeting with the developers is necessary. Mr. Muehlbacher will reach out to them. The Board agreed that an increase is not necessary at this time, pending future development.

- II Review and Adopt Resolution No. 2021-01 in the Matter of Uniform Public Construction Cost Accounting Procedures: Mr. Muehlbacher stated that the Board needs to adopt this Resolution to move forward with the UPCCAP. President Woodstrom stated that the first step is to opt into the Resolution then the Finance Committee can make recommendations for further policies to allow for bidding guidelines.

Mr. Bogener, the District's attorney stated that adopting the Resolution will not create additional work for the District, nor will it mean that the District cannot do the regular bidding processes that they are accustomed to. President Woodstrom stated that there are a few extra things that need to be done, but none of them are burdensome.

Director Richison moved to adopt Resolution 2021-01 in the matter of Uniform Public Construction Cost Accounting Procedures. Director Hopson seconded.

President Woodstrom called for a roll call vote: Director Whitehead – yes; Director Hopson – yes; Director Richison – yes and President Woodstrom – yes. Director Oliver was absent. The vote was unanimous. Motion carried.

## **OLD BUSINESS:**

- I Board of Director's Annual Re-Organization Session for the 2021 Calendar Year: Appointment to Centerville Education Foundation: President Woodstrom asked that an invitation be placed in the newsletter for a community member to represent the District on the Centerville Education Foundation.

## **GENERAL BUSINESS:**

- I Correspondence: Mr. Muehlbacher stated that the only correspondence was a public records request response.
- II President's Report: President Woodstrom stated that at the Finance Meeting, Mr. Ankeny had comments regarding the District's website, which he thought were valid concerns and suggestions. He asked that each Board member look at the District's website and come up with some ideas on how to improve the content and structure for our customers. Mr. Muehlbacher will collect the suggestions and it will be up to him to either implement the changes or share them with the Public Information Committee for input. He mentioned that a recent change is that the minutes will now be placed on the website once they are approved.
- III Manager's Report: Mr. Muehlbacher stated that the Joint Use Agreement with the Fire Department is still being reviewed by the Shasta County. President Woodstrom asked if the Fire Company had been using the back room. Mr. Muehlbacher advised that it is not being used for sleeping quarters. President Woodstrom suggested that the issue be tabled until such time the Fire Company brought it up again.

Mr. Muehlbacher stated that the Middletown Park PRV bids will be opened the next day at 4 pm. He stated that the Tank Coating Interviews are being scheduled for the weeks of March 1 and March 8<sup>th</sup>.

Field staff repaired two service lines and replaced one. There is a scheduled repair tomorrow on Silver King.

He stated that Pump 1 at the A Pump Station was pulled and it has been confirmed that it either needs to be repaired or replaced.

The EDD workers have successfully cleared 30-foot easements from Melinda to Rocklin and Bond Ridge to Morning Glory.

- IV Committee Reports: These items were already covered during the meeting.

## **CLOSED SESSION:**

The Board entered Closed Session at 7:48 pm and returned at 8:21 pm.

- I Conference with Legal Counsel – Anticipated Litigation – Significant exposure to litigation pursuant to §54956.9 (b): President Woodstrom stated that the Board provided direction to staff.
- II Conference with Real Property Negotiator Pursuant to Government Code Section §54956.8 Property: Supplemental Water Supply Negotiating parties: District Manager: President Woodstrom stated that there was no reportable action.

## **GENERAL BUSINESS CONTINUED:**

- V Adjournment: The meeting adjourned at 8:21 pm.