

CENTERVILLE COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Hopson, Vice President Oliver, Director Whitehead and Director Richison
Absent: Director Woodstrom
Others Present: Bryan Gentles, Spencer Muehlbacher, James Leviness, Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

1. Call to Order: President Hopson called the meeting to order at 7:00 pm.
2. Public Comment Period: President Hopson opened the public comment period. No comments were received. The public comment period was closed.
3. Approval of May 21, 2025, minutes: Vice President Oliver moved to approve the minutes. Director Whitehead seconded. The vote was unanimous. Motion carried.
4. Authorize Payment of Bills for Current Expenses: Director Richison moved to pay the bills. Director Whitehead seconded. Mr. Muehlbacher stated that the payment to Aqua metric is for repairing the handheld. The CRWA payment is for our annual dues. The CHA Consulting payment is for the vibration analysis completed in the spring. The payment to Gerlinger Steel is for an additional trench plate. The Les Schwab payment is for two new front tires on the backhoe. The Superior Tank Solutions payment is the quarterly payment for the tank improvement program. The Wagner Electric payments are for a progress payment on the telemetry replacement project and for the installation of the pressure switch at Tank A1. The vote was unanimous. Motion carried.
5. Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenue thru May was \$1,291,224 versus expenses of \$1,264,800. He mentioned that consumption continues to trend above budget. Pump Zone A and A1 are both trending higher than budget for the year. He mentioned that we have not received Clear Creek CSD's invoice because they lost all of their office staff and their most recent hire has only been there since late April. We should have their invoice prior to next month's meeting. He stated that engineering is over budget due to the approved fire flow analysis efforts.

The Capital revenue was \$281,967 versus expenses of \$259,107. He mentioned that taxes received are reflected in the revenue, and both the Wagner Electric and Tank Coating payments are reflected under expenses.

Reserve Fund Status Sheet: The total reserve is \$1,404,992. Mr. Muehlbacher stated that the notable changes were the taxes and ARPA funds going into the Capital Improvement Reserve.

NEW BUSINESS

President Hopson went into Old Business Item 3 first to accommodate Mr. Gentles attendance.

OLD BUSINESS

- 3 PLC, Radio and Antenna Replacement Project Update: Mr. Bryan Gentles stated that Wagner Electric delivered the radios to PACE Engineering. Once PACE completes writing the Functional Acceptance Testing procedures, they will proceed with programming the radios. Once all testing is complete, it will be a team effort from the operators, PACE Engineering, Wagner Electric and Computer Logistics to install and set up the new system. He explained that once the PLC is taken out the system will be down. They will continue to work to get the system back up and running even if they have to work on the weekend. Director Whitehead asked if there would be down time if something went out at a later date. Mr. Gentles stated that it would be a good idea to have spare parts.

NEW BUSINESS

- 1 Public Hearing for the Board to Consider Rate Increases for Water Rates, Pump Surcharge Fees, and Water Availability Charge as included in Resolution 2025-03 and Consider Any Protests Submitted: Mr. Muehlbacher stated that there were no protests received. Vice President Oliver moved to adopt Resolution 2025-03 adopting the rate increase. Director Richison seconded. President Hopson called for a roll call vote: Director Richison – yes; Director Whitehead – yes; Vice President Oliver – yes and President Hopson – yes. Director Woodstrom – absent. Motion carried.
- 2 Consider Adopting Resolution 2025-05 – Establishing a Cross Connection Control and Backflow Program: Mr. Muehlbacher stated that the State Water Resources Control Board adopted the Cross Connection Control Policy Handbook. The handbook replaces and expands upon the previous backflow regulations. The notable change is that an assessment be made for all users and that the program be under the purview of a person certified in both backflow testing and cross control by the State. He stated that James Leviness was our Cross Connection Specialist.

Director Whitehead asked how the District knows when a person drills a well on their property. Mr. Leviness stated that we need to be in contact with the Shasta County Environmental Health Department. They give out the permits to drill wells. However, there could be existing wells that we are not aware of. This will require going to every address and walking the property to see if there is a well. Director Whitehead asked if there has ever been a well that we let slip by. Mr. Leviness stated yes, there have been some that have slipped through the cracks, but now with the new system, we will know about them all.

Mr. Leviness stated that he believes the county can provide a list of all parcels in our district who have applied for a well permit. This will be a great tool to start with. Some individuals take out a permit; however, they do not strike water, or do not move forward with putting the well in.

Mr. Leviness explained that for him to become certified, he will need to attend two types of training and receive two separate certifications from the State. Together the cost for the classes is \$3,000 plus lodging, food, etc., and will take time since the classes need to be taken sequentially.

Director Richison moved to approve Resolution 2025-05 establishing a Cross-Connection Control & Backflow Program. Vice President Oliver seconded. President Hopson called for a role call vote: Director Richison – yes; Director Whitehead – yes; Vice President Oliver – yes and President Hopson – yes. Director Woodstrom – absent. Motion carried.

- 3 Consider Adopting Resolution 2025-02 – Establishing the Tax Appropriation Limitation for Fiscal Year 2025-26: Mr. Muehlbacher stated that this is an annual house keeping item. Director Whitehead moved to adopt Resolution 2025-02 establishing the tax appropriation limits for fiscal year 2025-26. Director Richison seconded. President Hopson called for a role call vote: Director Richison – yes; Director Whitehead – yes; Vice President Oliver – yes and President Hopson – yes. Director Woodstrom – absent. Motion carried.

- 4 Consider Adopting a Capital Budget as included in Resolution 2025-04: Mr. Muehlbacher stated that this Capital budget assumes selling four 4 meters this year. As well as funding for the Muletown generator, the PLC replacement program and the tank improvement program.

Vice President Oliver moved to approve Resolution 2025-04 adopting the 2025-26 Capital Budget. Director Whitehead seconded. Director Richison seconded. President Hopson called for a role call vote: Director Richison – yes; Director Whitehead – yes; Vice President Oliver – yes and President Hopson – yes. Director Woodstrom – absent. Motion carried.

- 5 Discussion regarding the Volunteer Fire Department Station 52: Mr. Muehlbacher stated that the fire company advised him that this is going to be a storage facility.

Director Whitehead stated that according to the recent Municipal Services Review and Sphere of Influence Update for County Services Area #1, they stated that there are two volunteers at Station 52. President Hopson stated that it also states that they have been dispatched 320 times this past year and responded to 92 of them. Nowhere in the report did it mention that Station 52 is only a storage facility.

Director Richison suggested inviting our Board of Supervisor to discuss the fire station. Director Whitehead would also like to know how much tax revenue the county is receiving from Centerville CSD customers.

Director Richison mentioned that Phil Browning completed a budget study regarding the fire company. He would like us to prepare a new budget assessment. President Hopson agreed that it would be a good idea to complete a new budget assessment for running a fire station because costs have gone up. He also agreed that we should find out how much revenue is from Centerville CSD customers on an annual basis.

The Board agreed to invite Supervisor Allen Long to a meeting and get the information from the County regarding the tax revenue.

OLD BUSINESS:

- 1 Muletown Pump Station Generator Project Update: The change in scope of work and budget amendment have been finalized by CalOES and submitted to FEMA. An 18-month extension has also been requested.
- 2 Carr Fire Recovery Project Update: Mr. Muehlbacher stated that FEMA is finalizing the close out process. The two remaining projects needing to be reconciled and closed include Direct Administrative Charges (DAC) and Miscellaneous projects. The DAC will pay an additional \$16k for the District's administrative costs. Once staff completes the DAC details it is anticipated that FEMA's review will be completed soon.

GENERAL BUSINESS:

- 1 Correspondence: None.
- 2 Director's Report: None.
- 3 Manager's Report: Mr. Muehlbacher stated that the Water Treatment Plant Ad Hoc meeting is anticipated to be in July; however, Clear Creek CSD has not hired a new General Manager. This will soon be confirmed.

He stated that staff is currently working on a salary survey which will include the directors fees. The auditor is scheduled to be onsite in September.

Regarding operations, field staff replaced 19 service lines this year. They have also been working on the Air Valve program and completed 18 this month. They recently found one that was four feet under pavement that was shut off. They opened it. This was the third valve that they found that was closed. They have been working on site maintenance and have cleared brush from all tank sites. They also attended training which included: JPIA Heat Illness training, Well Outreach, RCAC – Revised Total Coliform Rule and RCAC Mapping Small Water Systems.

Mr. Muehlbacher stated that one of the handhelds used for meter reading was repaired and a replacement autogun has been ordered.

- 4 Committee Reports: None.
- 5 Announcements: The next Board Meeting will be July 16, 2025.
- 6 Adjournment: The meeting adjourned at 8:06 pm.