

CENTERVILLE COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Richison, Vice President Hopson, Director Whitehead and
Director Woodstrom
Absent: Director Oliver
Others Present: Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

1. Call to Order: President Richison called the meeting to order at 7:00 pm.
2. Public Comment Period: President Richison opened the public comment period. No comments were received. The public comment period was closed.
3. Approval of the July 17, 2024, minutes: Vice President Hopson moved to approve the minutes. Director Woodstrom seconded. The vote was unanimous. Motion carried.
4. Authorize Payment of Bills for Current Expenses: Director Woodstrom moved to pay the bills. Vice President Hopson seconded. Mr. Muehlbacher stated that the payment to Automotive Plus is for the air bag suspension on Vehicle 501. The Texas Springs payment is taxes received in July. The CUSI payment is our annual dues for the billing software. The USA payment is our annual dues for the 811 locate service. The vote was unanimous. Motion carried.
5. Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenue for the 2024/25 Fiscal Year was \$187,769 versus expenses of \$156,171. He mentioned that both Consumption and Zone A1 revenue is trending higher than budgeted. Regarding expenses, Clear Creek O&M is lower than expected, because they are using more water.

Mr. Muehlbacher stated that the Capital revenue was \$13,860 versus expenses of \$6,387. He stated all of the general property taxes received in July will be moved to June. The journal entry will be made during the audit preparation.

Reserve Fund Status Sheet: The total reserve is \$1,082,396. He stated that this statement reflects the LAIF Interest as well as taxes and capital expenses.

NEW BUSINESS

1. Consider Resolution 2024-07 Review of the District's Conflict of Interest Code: Mr. Muehlbacher stated that the Political Reform Act requires local agencies to review its Conflict of Interest Code every two years to ensure that it remains current and accurate. He stated that Mr. Bogener reviewed the document and no changes are required at this time.

Director Woodstrom moved to adopt Resolution 2024-07 Review of the District's Conflict of Interest Code. Vice President Hopson seconded. President Richison called for a roll call vote: Director Whitehead – yes; Director Woodstrom – yes; Vice President Hopson – yes and President Richison – yes. Director Oliver – absent. Motion carried.

2. Consider Resolution 2024-08 Modifying the Meal Period as Included in the Employee Handbook: Mr. Muehlbacher stated that the proposed change would become effective Monday, August 26, 2024.

Vice President Hopson moved to adopt 2024-08 modifying the Meal Period as included in the Employee Handbook. Director Woodstrom seconded. President Richison called for a roll call vote: Director Whitehead – yes; Director Woodstrom – yes; Vice President Hopson – yes and President Richison – yes. Director Oliver – absent. Motion carried.

3. Consider Resolution 2024-09 Adopting a Workplace Violence Prevention Plan: Mr. Muehlbacher stated that this is a state mandated item. This resolution modifies the existing section in the handbook and provides a stand-alone policy. After much discussion the Board decided to table this item until next month. They asked for clarity of whether or not Board Members are considered employees and how to address concealed weapons.

4. Authorization to Solicit Bids for the PLC, Radio, and Antenna Replacement Project: Mr. Muehlbacher stated that he is asking for authorization to solicit bids for the project. He mentioned that the engineering design went over budget. Vice President Hopson was concerned about the engineering design being over budget. Director Woodstrom agreed. They asked that Mr. Muehlbacher look at the original job scope and see if PACE Engineering had inspected the initial installation. They also asked how PACE's contract was written and if the other items were included in their original contract or if those items can be bid on by other engineers. They also asked Mr. Muehlbacher to review the District's Bid Policy.

Director Whitehead asked that Mr. Muehlbacher gather all the information and bring it to the Resource and Planning Committee.

Director Woodstrom believes we should get a firm bid from PACE for the remainder of the project, as opposed to a time and material contract.

The Board directed Mr. Muehlbacher to present the information to the Resource and Planning Committee.

OLD BUSINESS

1. Muletown Pump Station Generator Project Update: Mr. Muehlbacher stated that he met with CalOES on Monday. The engineer's bid from Mead and Hunt far exceeds the original estimate. CalOES suggested to obtain the bids and then decide to move forward or not.
2. Carr Fire Recovery Project Update: Mr. Muehlbacher stated that there is no additional information for this item.

GENERAL BUSINESS

1. Correspondence: Mr. Muehlbacher stated that the Board of Director's letter from Horton, McNulty and Saetern was placed in the Board Packet. The audit is scheduled for early September.
2. Director's Report: None
3. Manager's Report: Mr. Muehlbacher stated that he received an email from the County with comments regarding the building permit for the shop building. Vice President Hopson asked if their comments were going to increase the cost. Mr. Muehlbacher stated that one of the comments was in regards to the landscaping and it may increase the cost of the project not knowing what Butler's response will be. They are requiring that the landscaping be designed by a licensed landscaper.

He mentioned that the field staff had replaced three service lines and repaired another one over the past month.

Mr. Muehlbacher stated that there are issues with the Turnout and SCADA. Field operators have been troubleshooting the problem. They changed out the limit switches; however, that did not fix the problem. Wagner Electric confirmed that the wire insulation is bad and the wires need to be replaced. Wagner's bid to replace the wiring was over \$10,000. Operations is now seeking additional bids.

4. Committee Reports: None
5. Announcements: The next regular Board Meeting will be held September 18, 2024.
6. Adjournment: Meeting adjourned at 8:04 pm.