

CENTERVILLE COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Richison, Vice President Woodstrom, Director Oliver and Director Whitehead
Absent: None
Others Present: Roger Ankeny, Michael Todrzak, Lori Childres, Nikki Grasman, Gene Campbell, Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

- I Call to Order: President Richison called the meeting to order at 7:03 pm.
- II Public Comment Period – Open Time: President Richison opened the public comment period. Mr. Ankeny stated that he is requesting information regarding the O&M Budget, payroll, annual audit, Reserve Fund Status, as well as, health and life insurance.
- Mr. Campbell questioned if the community would have any input regarding the cost of projects.
- III Approval of the Minutes Vice President Woodstrom moved to adopt the minutes from the Regular Board Meeting held September 16, 2020. Director Oliver seconded. Director Whitehead stated that on Page 3, Item II under General Business, it states that the Board agreed that the Finance Committee would address the letter and then share their comments with the Personnel Committee. He believes it should read: Vice President Woodstrom stated that he and Director Oliver would assist Mr. Muehlbacher in writing a response letter. Vice President Woodstrom agreed. President Richison called for a roll call vote: Director Oliver – yes; Director Whitehead – yes; Vice President Woodstrom – yes and President Richison – yes. The vote was unanimous. Motion carried as amended.
- IV Authorize Payment of Bills for Current Expenses: Director Oliver moved to pay the bills. Vice President Woodstrom seconded. Mr. Muehlbacher stated that the payments to ACWA JPIA are for the Annual Dues, as well as, Property and Medical Insurance. The CSDA payment is for annual dues. The Redemption and Texas Springs Water Project payments are pass through taxes. The Exponent payment is for the AC Pipe Testing study. The payments to NBS are for Admin services for both the 1995-1 and Texas Springs Assessments. The payment to Horton, McNulty and Saeturn is for the annual audit. They are currently waiting for the NBS reports to complete the audit. It is anticipated that they will be done by December.
- President Richison called for a roll call vote: Director Oliver – yes; Director Whitehead – yes; Vice President Woodstrom – yes and President Richison – yes. The vote was unanimous. Motion carried.

- V Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenues were \$524,806 versus expenses of \$362,890. He mentioned that both the reserves and expenses were in line with projections.

Mr. Muehlbacher stated that the Capital revenue was \$31,558 versus expenses of \$32,839. He stated that the Capacity Fee is reflecting the sale of a new meter.

Reserve Fund Status Sheet: There is a total reserve of \$1,112,657. He stated that the significant change was in the O&M Reserves. He stated that both the Water Treatment Plant fees and Rate Stabilization fees were both moved from the Operating Account into the O&M Reserve. The Capital Improvement reserve increased by the Consumption Surcharge and the \$10,000 from the sale of the truck.

NEW BUSINESS:

- I Review and Approval of Repair to Muletown Pump Station Pump No.1: Mr. Muehlbacher stated that Pump #1 is out of service. He explained that the VFD failed. After weighing out the costs to either replace it or refurbish it, he decided that it was best to simply refurbish it. The cost to refurbish is \$9,490.

The Board asked how many bids were received. Mr. Muehlbacher stated that he only pursued one estimate from the contractor we have used in the past. Vice President Woodstrom stated that after receiving the feedback from the District Attorney, he believes we should be getting other bids. The Board agreed that two more bids were in order. Mr. Muehlbacher stated that if the Board approved the action tonight, he would verify with the attorney if they could go with a sole source or need additional bids. Vice President Woodstrom moved to approve the project with the amendment that Mr. Muehlbacher will verify with the attorney if additional bids are necessary. Director Oliver seconded. President Richison called for a roll call vote: Director Oliver – yes; Director Whitehead – yes; Vice President Woodstrom – yes and President Richison – yes. The vote was unanimous. Motion carried.

- II Review and Approval to Solicit Bids and Purchase a Replacement Service Truck: Mr. Muehlbacher stated that the District received \$15,000 for the 2007 Truck, \$10,100 for the Dump Truck and \$6,000 for the trailer. The estimated cost for the new Service Truck is \$45,000 this will be an out-of-pocket expense of approximately \$13,900.

Director Whitehead asked how many vehicles the District currently owns. Mr. Muehlbacher stated two. We currently have one pickup truck and one service truck. Vice President Woodstrom stated that the Finance Committee reviewed this item and it is their recommendation that the Board approve the purchase of a new service truck.

Vice President Woodstrom moved to purchase the new service truck. Director Oliver seconded. President Richison called for a roll call vote: Director Oliver – yes; Director Whitehead – yes; Vice President Woodstrom – yes and President Richison – yes. The vote was unanimous. Motion carried.

- III Review and Approval of Resolution No. 2020-16 Regarding Employee Life Insurance Benefit Premium: Mr. Muehlbacher stated that in his efforts to seek less expensive insurance benefits, it was discovered by ACWA JPIA that we are not in compliance with the Life Insurance requirements. According to their policy the employee cannot contribute to the Life Insurance premium. He explained that back in 2010 the employees had asked for an increase of \$40,000 to their life insurance, and they volunteered to cover the expenses of the additional coverage.

This item has been discussed with the Personnel Committee and it is their recommendation that the District assume the entire cost of the Life Insurance premiums which is an addition of approximately \$750 annually which includes all full-time employees.

Director Oliver moved to adopt Resolution 2020-16, Employee Life Insurance Benefit Premium. Vice President Woodstrom seconded. President Richison called for a roll call vote: Director Oliver – yes; Director Whitehead – yes; Vice President Woodstrom – yes and President Richison – yes. The vote was unanimous. Motion carried.

OLD BUSINESS:

- I Update on the Carr Fire Projects: Mr. Muehlbacher stated that he is working with a temporary agency to acquire field labor to help the operators with the Zone C tank clearing project. He also mentioned that he submitted a time extension request for the Zone A Tank Coating project.
- II Update on Zone B Pipeline Easement Clearing Project: Mr. Muehlbacher stated that the project has been awarded to Thomas J. Carpenter, DBA Dragon Demolition. At present the contract has been executed. As a result of the ongoing Red Flag danger alerts, we have elected to postpone the start of this project.
- III Update on Request for Qualifications and Proposal For a Tank Coating Program: This item has been tabled.
- IV Update for Design of the Middletown Park PRV Project: Mr. Muehlbacher stated that PACE Engineering completed 90% of the PRV improvement designs. Once completed the project will be presented for authorization to bid the project.

GENERAL BUSINESS:

- I Correspondence: Mr. Muehlbacher stated that there was no correspondence.
- II President's Report: None
- III Manager's Report: Mr. Muehlbacher went through the attached Manager's Report. He stated that the District currently has two EDD Grant Workers on-site. They are currently working on finalizing the clearing at the Muletown Pump Station. He also mentioned that he received the MD&A from the auditors. He will soon begin working on his portion of the document.

Regarding operations, he stated that the field staff completed a service line repair on Placer Road. He also mentioned that a new meter was sold for a new home being built on Middletown Park.

Regarding staffing, he stated that Mr. Leviness received his D2 Certification and that Mr. Peters will be out on leave until December 4th.

Mr. Muehlbacher stated that efficiency vibration tests were done on all of the pumps earlier this month. He is awaiting the results of those tests.

IV Committee Reports: Resource and Planning: President Richison stated that Mr. Ankeny made comments regarding utility costs from 2016 to present and had questions regarding employee benefits. He stated that the committee discussed the tank coating submittals and also wanted the funding to be considered by the Finance Committee. The committee also reviewed the various options for requesting a JPIA Grant and concurred with the Manager's recommendation for a backup power source for the Zone A1 Tank site controls system.

Personnel: President Richison stated that the committee reviewed health care options and various premium options. The committee directed the manager to further investigate the ACWA-JPIA and EDIS options.

Finance Committee: Vice President Woodstrom stated that the committee met to discuss the service truck purchase. They also reviewed the tank coating project as it relates to the tank coating program.

Ordinance Committee: Vice President Woodstrom stated that they reviewed the Board Policy regarding the public comment period and also reviewed information gathered from other agencies regarding their policies for the public comment section of Board meetings.

V Announcements: The next regular Board Meeting will be held November 18, 2020.

VI Adjournment: The Board adjourned at 8:06 pm.