

May 20, 2020

CENTERVILLE COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS MEETING

Directors Present: President Richison, Vice President Woodstrom, Director Oliver,
Director Willis and Director Whitehead
Absent: None
Others Present: Paul Reuter, Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

- I Call to Order: President Richison called the meeting to order at 7:10 pm.
- II Public Comment Period – Open Time: President Richison opened the public comment period. No comments were received. The public comment period was closed.
- III Approval of the Minutes: Director Whitehead moved to adopt the minutes from the Regular Board Meeting held March 18, 2020. Director Oliver seconded. President Richison called for a roll call vote: Director Willis – yes; Director Oliver – yes; Director Whitehead – yes; Vice President Woodstrom – yes and President Richison – yes. The vote was unanimous. Motion carried as amended.

Vice President Woodstrom moved to adopt the minutes from the Special Board Meeting held April 27, 2020. Director Oliver seconded. Vice President Woodstrom stated that Page 1, New Business Item II the last sentence needs to read: He stated that the Finance Committee is recommending that the Board adopt the balanced budget of \$1,352,150 for FY 2020-21 as presented by Management.

He also stated that the last sentence of the last paragraph on Page 1 needs to read as follows: This proposed fee is based on Water Treatment Plant improvements submitted by Clear Creek CSD and recommended by the District Manager.

He stated that the first paragraph on Page 2 needs to read as follows: This fee will be used to fund the O&M Reserves until it is adequate and compliant with the Reserve Policy.

New Business Item III needs to read as follows: Mr. Muehlbacher stated that the Finance Committee supports Management's recommendation to increase each of the Base Rates by \$1.50 and the Consumption Rates by \$0.042.

New Business Item VI, the second sentence should read as follows: The Finance Committee supports Management's recommendation to increase the current fee to \$50.00 and create an After-Hours Fee of \$150.00.

President Richison called for a roll call vote: Director Willis – yes; 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 Whitehead moved to pay the bills. Director Oliver seconded. Mr. Muehlbacher stated that the payments to Redemption and Centerville CSD 1995-1 are pass through tax dollars. The Fed Ex payment is for shipping the AC Pipe off to be tested. The First Bankcard payment includes the payment to KC Engineering for testing the soil samples for the AC Pipe Project. The Berkadia payment is our semi-annual payment for the Project 82 loan. President Richison called for a roll call vote: Director Willis – yes; 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 \$959,718 versus expenses of \$1,013,659. He stated that the Consumption revenue was trending on budget; however, expenses continue to trend higher.

The Capital Budget's revenue is \$480,019 versus expenses of \$426,279. Mr. Muehlbacher stated that everything is tracking on budget. He mentioned that a new meter was sold in the Dartmouth area.

NEW BUSINESS:

I Review and Approve Resolution No. 2020-04 Authorizing the Manager to continue the Contract Conversion Process as Authorized by the WIIN Act: Mr. Muehlbacher stated that he is seeking authorization to represent the District for the next process of the WINN Act.

Director Oliver moved to adopt Resolution 2020-04, Authorizing the Manager to continue the Contract Conversion Process as Authorized by the WIIN Act. Vice President Woodstrom seconded. President Richison called for a roll call vote: Director Willis – yes; 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 heard back from Cal OES and we are allowed to use our Force Account in collaboration with using temp workers from a local agency. He will be presenting the B Tank Easement and the Zone C Clearing projects to the Resource and Planning Committee for their review.

Mr. Muehlbacher stated that to date field staff has installed three of the fire hydrants that were damaged during the fire.

Vice President Woodstrom asked who would provide the supervision over the temp workers. Mr. Muehlbacher stated that our field staff would provide the supervision. He mentioned that we are currently using free labor through an EDD Grant and they also provide a Supervisor to watch over the other laborers. He indicated a desire to use the same approach for the Carr Fire projects. The only other option would be to hire a contractor to perform the work.

- II Update on the District EOC Back-Up Generator Project: Mr. Muehlbacher stated that the generator was installed today. We are currently waiting on the permit. Once received the electrical work can be completed and the project will then be inspected. He is hoping the project will be completed in June.

GENERAL BUSINESS:

- I Correspondence: Mr. Muehlbacher stated that the LAFCO Ballot for Special District's was included and will be presented at the June meeting.

- II President's Report: None

- III Manager's Report: Mr. Muehlbacher went through the attached Manager's Report. He mentioned that Mrs. Teuscher attended a Target Solutions class. This will allow us to create trainings for District SOPs and Policy review. The class will require a passing grade before it is completed.

He mentioned that we currently have three EDD workers clearing brush throughout the District. They are not working on the FEMA projects but performing other work needed around the District. They have already cleared brush at the Muletown Pump Station. They will be working with us through June. He mentioned how pleased he was with their progress.

He mentioned that staff installed an additional 91 meters. To date field staff has installed a total of 1,120.

- IV Committee Reports:

- a. Personnel – April 14, 2020: The Personnel Committee met to discuss the COLA. This item was already addressed at the Special Meeting held last month.
- b. Finance – April 9 & 21, 2020: The Finance Committee met to discuss the O&M Budget and rate increases. These items were discussed at last month's Special Meeting.
- c. Resource & Planning – May 14, 2020: Director Whitehead stated that the Resource and Planning Committee met to discuss the Draft Joint Use Agreement with the Fire Department. He mentioned that they have sent the DRAFT for their review.

He also mentioned that they received three bids for legal services. They have contacted one of the firms for an interview.

The Committee also discussed the Tank Coating Program. They are currently waiting to hear back from one contractor regarding his proposal.

- V Announcements: The next regular Board Meeting will be held on June 17th. Then the following Wednesday will be the Public Hearing on June 24th.

- VI Adjournment: President Richison adjourned the meeting at 8:25 pm.