

CENTERVILLE COMMUNITY SERVICES DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING

Directors Present: President Oliver, Vice President Whitehead, Director Richison, Director Hopson and Director Woodstrom
Absent: Tina Teuscher
Others Present: Bruce and Cathy Anderson, Collin Bogener and Chris Muehlbacher

PRELIMINARY BUSINESS:

- I Call to Order: President Oliver called the meeting to order at 7:00 pm.
- II Public Comment Period: President Oliver opened the public comment period. No comments were received. The public comment period was closed.
- III Authorize Payment of Bills for Current Expenses: Vice President Whitehead moved to pay the bills. Director Richison seconded. Mr. Muehlbacher stated that the payment to Immense Impact, LLC is for the annual dues for the website. The Peterson payment was for the servicing of the A and A1 generators as well as some minor repairs to the A1 generator. The payment to Weinhoff Drug Testing is for the annual membership. The vote was unanimous. Motion carried.
- IV Status of the Budget Report: Mr. Muehlbacher stated that the O&M revenues were \$547,531 verses expenses of \$550,769. Miscellaneous Revenue is trending a little higher due to recycling being taken in. He mentioned Clear Creek is behind with their billing and that he had met with the new General Manager and discussed the invoice issue.

Mr. Muehlbacher stated that the Capital revenue was \$10,532 verses expenses of \$109,144. He mentioned that there were some additional minor expenses to the Diggins Standby Generator.

Reserve Fund Status Sheet: The total reserve is \$1,169,763.28. Director Woodstrom stated that there was not a Reserve Fund Status Sheet in the Board Packet. Mr. Muehlbacher explained that one was not included in the packet because Mrs. Teuscher was out. He mentioned that the only notably change was a transfer from the Operating Account into LAIF for \$50,000 with the majority of that going into the O&M Reserve for the Drought Surcharge and Rate Stabilization.

CONSENT AGENDA:

- I Approval of the minutes of: October 19th – Regular Meeting; Director Richison moved to approve the minutes under the consent agenda items. Director Hopson seconded. The vote was unanimous. Motion carried. The Ordinance was pulled from the consent agenda.

Ordinance 2022-02 – District Policy: Mr. Bogener, the District’s attorney explained that last month was the first reading of the Ordinance. He explained that if there are any typo’s or wording issues, they can be amended within the next 30 days; however, if there is content that is in question, that would start the process over again. Tonight is the second reading in title only which starts the 30 day period before the ordinance becomes effective.

Mr. Bogener explained that this new policy takes two of the District’s past ordinances, both Ordinance 8 and Ordinance 96-1 and combines them. The fees have also been removed and placed into their own resolution so that in the future, when fees are changed, they can become effective immediately.

Vice President Whitehead moved that Ordinance 2022-02 be approved. Director Hopson seconded. Director Hopson stated that Page 9 Section 3.02 states that “Application for permanent water service shall be made in writing on a form to be provided by the District, which shall be available at the District office.” He asked if on the application there was a statement indicating that the customer had read and agreed with the District’s policies? If not, he would like to see this on the application for water service. Mr. Bogener stated that he would look into some wording to place on the application.

The vote was unanimous. Motion carried.

NEW BUSINESS:

I Board of Director’s Annual Re-organization Session for the 2023 Calendar Year (Section 5010.50, Centerville CSD Board of Director’s Policy): Director Woodstrom moved to elect Larry Whitehead as President and Walt Richison as Vice President. The Vote was unanimous. Motion carried.

Mr. Muehlbacher stated that Mrs. Lori Mathiesen indicated a desire to continue to represent the District on the Centerville Education Foundation Committee. Vice President Whitehead moved to elect Mrs. Mathiesen as the Centerville Education Foundation representative. Director Richison seconded. The vote was unanimous. Motion carried.

II Review and Adopt Resolution 2023-01 establishing a Fee Schedule to be charged by the District for Services: Mr. Bogener stated that these are the fees that were removed from Ordinance 96-1 and Ordinance 8. Mr. Muehlbacher stated that the Annexation Fee did increase per PACE Engineering’s review of the fee. The Board asked about the Reconnection Fee. Mr. Muehlbacher explained that the fee was for those individuals who were not paying the monthly base rate, or who had been delinquent in their billing and the meter had been locked off. If there was a lien placed on the account for non-payment, the meter would be pulled then at such time as the customer wanted the meter reinstalled, they would need to pay the reconnection fee. The Board agreed to remove the new fee’s and have them go back to the Ordinance Committee.

Director Woodstrom moved to adopt Resolution 2022-24 establishing a fee schedule to be charged by the District for services with the change to not increase the annexation fee or include a reconnection fee. Director Richison seconded. The vote was unanimous. Motion carried.

- III Bureau of Reclamation's 55th Annual Mid-Pacific Region Water User's Conference – Reno, NV. Jan. 25-27, 2022: Vice President Whitehead stated that he would like to attend the conference, however, he needs to get a ride from someone. Director Richison stated that he was going to attend. Director Hopson stated that he would not be attending.

OLD BUSINESS:

- I Review and Discuss Water Allocation and Water Supply: Mr. Muehlbacher stated that the District ended November using 67 AF. He mentioned that December is trending at 55 AF which indicates continued conservation. He stated that the predictions are still showing not much rain moving into the winter months, then moving towards an equal chance.
- II Meeting Room Conversion Project Update: Mr. Muehlbacher stated that they started laying tile today. He mentioned that the final checklist was short and included some electrical items that needed to be finished, as well as the tile and the heating and air conditioning units.
- III Muletown Pump Station Generator Project: Mr. Muehlbacher stated that the consultant gave a revised cost proposal, so now he needs to put together a benefit cost analysis. Once he has his information together, everything will be given to the City of Redding for their submittal to FEMA.
- IV Diggins Repeater Emergency Generator Project: Mr. Muehlbacher stated that this project is complete. The fence is up and the generator is operational.
- V Update on Carr Fire Recovery Project Status: Mr. Muehlbacher stated that the consultant provided a form for him to complete. He stated that with the final accounting he is proposing a higher amount for the Tank A recoating. He mentioned that the Middletown PRV project had to be completed first prior to taking the tank out of service. He explained that we also needed temporary water. Mr. Muehlbacher is hopeful to have this project completed by the end of April.

Closed Session:

- I Public Employee Performance Evaluation: Title District Manager (§54957): President Oliver stated that the Board went into closed session at 8:03 pm and returned at 8:37 pm. No reportable action was taken.

GENERAL BUSINESS:

- I Correspondence: Mr. Muehlbacher stated that he had provided a letter from the Bureau of Reclamation indicating that this is the worst drought on record. He also stated that there is a vacant seat on Shasta LAFCO. He indicated that it would be a Board action item at the January meeting if a director wanted to pursue it.

II President's Report: None.

III Manager's Report: Mr. Muehlbacher stated that the audit is being delayed. He explained that the auditors are having staffing issues. He mentioned that the audit should be ready for Board approval in February.

Mr. Muehlbacher stated that he met with Clear Creek's new Manager, Mr. Paul Kelly. They will continue to meet and discuss timely billings, the O&M Adjustments and a new contract between Centerville and Clear Creek. Director Woodstrom stated that it would be a good idea to put together a committee of the Manager and two Board members to discuss the new contract.

Mr. Muehlbacher stated that field staff are now collecting information regarding what type of pipe is on the customer's side of the meter. He explained that the State Water Resource Control Board is asking for this information to be available by 2025. They want to know how much lead or copper pipe is out there. As our field staff collects the information we will start a data base to comply with that requirement.

Mr. Muehlbacher stated that field staff is also doing dead end flushing at certain points in the District. This provides fresh water in the lines.

IV Committee Reports: Director Richison stated that the Personnel Committee met with the District Manager. He stated that the meeting will continue this evening under closed session.

V Announcements: None

VI Adjournment: Meeting adjourned at 8:37 pm.