

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: Tina Teuscher and Chris Muehlbacher

PRELIMINARY BUSINESS:

- I Call to Order: President Richison called the meeting to order at 7:00 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: Vice President Woodstrom moved to adopt the minutes from the Special Board Meeting held June 24, 2020. Director Oliver seconded. Mr. Muehlbacher stated that on Page 5, under Item V, the second motion was not captured in the minutes. This item should include that Director Whitehead seconded the motion. President Richison called for a roll call vote: Director Willis – yes; Director Oliver – yes; Director Whitehead – Yes; Vice President Woodstrom – yes and President Richison – abstained as he was not present for the meeting. Motion carried.

Vice President Woodstrom moved to adopt the minutes from the Regular Board Meeting held July 15, 2020. Director Willis 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.

Director Willis moved to adopt the minutes from the Special Board Meeting held July 22, 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.

- IV Authorize Payment of Bills for Current Expenses: Director Willis moved to pay the bills. Director Whitehead seconded. Mr. Muehlbacher stated that the progress payment to Exponent was for the AC Pipe testing. The Golden State Flow Measurement payment is for new IPERLS. The Hach payment is for repairs to the CL17 at the Muletown Turnout. The Schneider Electric payment is the subscription for support for the Clear SCADA. The LAFCO payment is this year's annual dues. The USA Dig payments are for this year's tickets and the 811 service. The payment to Wagner Electric is for replacing two lights on the shop building. The Giles Lock and Key payment is a replacement check for the new keys and locks that were stolen. The original check was accidentally made out to Giles Excavation.

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 \$178,172 verses expenses of \$121,504. Revenues are trending towards what was projected. Regarding expenses, Line item 54800 shows that we are over budget because it includes the costs associated with replacing the windows from the break in. He explained that those expenses will be moved to Miscellaneous Expenses next month. Vice President Woodstrom asked why salaries were showing under budget. Mr. Muehlbacher stated that it is due to two operators being out on leave.

Mr. Muehlbacher explained that the Capital P&L was incorrect, it was missing the expenses. He explained that there were expenses for Exponent that were paid this evening.

NEW BUSINESS:

- I Review and Adopt Ordinance No. 2020-08 Amending the District's Construction Standards: Mr. Muehlbacher stated that several individuals have reviewed the Standards. He stated that all of the changes requested a few months ago, have been corrected.

Vice President Woodstrom moved to adopt Ordinance 2020-08, Amending the District's Construction Standards. Director Whitehead 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.

- II Review and Approve Engineering Design for the Middletown Park Pressure Reducing Valve Project: Mr. Muehlbacher stated that this project was presented to the Resource and Planning Committee. It is their concurred recommendation that the District authorize PACE Engineering to complete the design of the Middletown Park PRV. This project is needed to improve the fire flows in the Zone A and A1 areas and is necessary to facilitate the interior coating replacement for Tank A. Vice President Woodstrom asked how much the project would cost as a whole. Mr. Muehlbacher stated approximately \$60,000.

Director Whitehead moved to approve the engineering design work in the cost of approximately \$10,000 to be completed by PACE Engineering. 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.

- III Review and Adopt Resolution No. 2020-11 Awarding the B-Tank Pipeline Easement Clearing Project: Mr. Muehlbacher stated that in light of the staffing issues, he solicited competitive bids to complete this project. He received four bids, with the lowest bid belonging to Thomas J. Carpenter, DBA Dragon Demolition.

After reviewing their references, license, and contractor's statement, it is his recommendation that the Board award to project to Dragon Demolition. He explained that with a contingency of \$7,000 the total cost of the project would be \$35,000. He reminded the Board that the project is covered under the FEMA money.

The Board agreed that they did not want a contingency on the project. If there are additional items that Mr. Muehlbacher would like to have the contractor take care of once they get back in there and are able to see if additional work is required, he is authorized to cover expenses up to \$7,500 per the District's policy.

Vice President Woodstrom moved to adopt Resolution 2020-11 – Awarding the B-Tank Pipeline Easement Project to Thomas J. Carpenter, DBA Dragon Demolition. Director Willis 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.

- IV Review and Adopt Resolution No. 2020-03 Amending the District's Employee Handbook related to COLA and Meal and Rest Periods: Mr. Muehlbacher stated that this change to the Handbook was necessary to cover emergency situations when a lunch break was not feasible. He explained that the Handbook currently states that a lunch break was mandatory after 5 hours of work; however, now it states that if there is an emergency the meal periods are waived. He mentioned that the District's Counsel has reviewed and recommends the changes.

Director Willis moved to adopt Resolution 2020-03 – Amending the District's Employee Handbook related to COLA and Meal and Rest Periods. 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.

- V Review and adopt Resolution 2020-12: Mr. Muehlbacher stated that in response to the Auditor's recommendation to eliminate Time Card Corrections, upon his direction, the Personnel Committee concurs in recommending that the District go to a bi-weekly pay schedule.

Director Willis moved to adopt Resolution 2020-12 Amending the District's Handbook related to Payroll Processing. 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.

- VI Review and Adopt Resolution No. 2020-13 Amending the Employee Handbook related to Drug, Alcohol and Marijuana Use and Amending Operator Job Descriptions: Mr. Muehlbacher stated that this item was related to selling both the Dump Truck and the Trailer as surplus. He explained that those items

required an operator to carry a Class A license; however, without them, District Operators no longer need a Class A license.

Director Whitehead was not in favor of removing the requirement. He stated that if the District needed to rent any type of equipment that required a Class A license, they would not be able to. He is fearful that this will mean that our operators will not be equipped to handle large jobs in the District and everything will be contracted out. Mr. Muehlbacher advised that our existing equipment can do the same work and we can rent a trailer when needed.

Mr. Muehlbacher stated that in regards to the drug and alcohol testing, it was suggested by the attorney to add the wording to cover random drug tests if there was reasonable suspicion that someone may be under the influence. He also explained that the District participates in the DOT random drug testing through Weinhoff.

Director Willis moved to adopt Resolution 2020-13 Amending the Employee Handbook related to Drug, Alcohol, and Marijuana Use and Amending Operator Job Descriptions. 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 the B Tank Easement Clearing project was awarded tonight. The Zone C Tank Clearing will be completed using the force account. Regarding the Zone A Tank Coating Project, proposals for a tank maintenance program are currently being sought after.

Director Oliver asked if we can use the excess money from one project to cover another project if it comes up short. Mr. Muehlbacher stated yes. He explained that once all of the projects are complete, they will true up the expenses versus the revenues received. The District will get to keep the excess funds because they all are considered to be small projects.

II Update of the AC Pipe Study: Mr. Muehlbacher stated that due to the COVID restrictions in the Bay area, the engineer is only working part time. It is estimated that the report should be available in September.

III Update on the Request for Qualifications and Proposal for the Tank Coating Program: Mr. Muehlbacher stated that there will be a mandatory project meeting at the District Office tomorrow morning. He stated that there is a minimum of two interested parties. They have until September 3rd to submit their proposals. A recommendation should be made to the Board in November.

GENERAL BUSINESS:

I Correspondence: None.

II President's Report: President Richison stated that no one ran against him and Vice President Woodstrom so they will be with the Board another four years.

III Manager's Report: Mr. Muehlbacher stated that the EDD Workers have been very beneficial to the District. They will be working on fire breaks at all of our sites.

Mr. Muehlbacher stated that he attended the Weinhoff Designated Employer Representative training for the DOT program.

Regarding the Clear Creek Adjustment, he mentioned that the original submittal came in at approximately \$60,000. After removing items that were not relevant to the District, it went down to \$6,500; however, when he reviewed their new figures, he found an error in their calculations. The new O&M Adjustment amount is approximately \$8,100.

Mr. Muehlbacher stated that the surplus property was sold. He stated that the Dump Truck sold for \$10,100 and the Trailer sold for \$6,000.

IV Committee Reports: Resource & Planning – Aug. 13th: President Richison stated that they talked about Grant School and their water rates. They had directed the Manager to write a letter to the Superintendent regarding the agreement. They suggested that Mr. Muehlbacher make an appointment to talk to the Superintendent in person and directed him to send the letter.

V Announcements: The next regular Board Meeting will be held September 16, 2020.

CLOSED SESSION:

I Personnel Matters – Preparation for District Manager's Annual Performance Evaluation: President Richison stated that the Board went into Closed Session at 8:32 pm and came out at 9:00 pm. No reportable action was taken.

GENERAL BUSINESS CONTINUED:

VI Adjournment: The Board adjourned at 9:00 pm.