

CHRISTIAN VALLEY PARK, C.S.D.  
BOARD OF DIRECTORS MEETING MINUTES  
JULY 14, 2020 - 7:00 PM  
LOCATION: Virtually via Zoom

while Board Members attended via Zoom at one location: 5185 Westridge Circle, Auburn, CA 95602

The regular meeting of the Christian Valley Park Community Service District Board of Directors was called to order on Tuesday, July 14th, 2020 at 7:00 p.m. by president, Rolando de la Torre.

Board members present were Dan Negus, Lynn Cook, Kathleen Daugherty (via Zoom), Bonnie Gilmore, and Rolando de la Torre. General Manager, Don Elias, and Gerry LaBudde, of Hydros Inc, were in attendance as well. There were several residents from the community in attendance as well.

Bonnie Gilmore made a motion to approve the agenda to the July 14, 2020 meeting. Dan Negus seconded the motion and it carried with all ayes.

Gerry LaBudde presented to the Board a status report of what happened during the month as far as repairs and Water Treatment Plant highlights. Gerry reported that the Water Treatment Plant is working great and the community is using about 800,000 gallons per day for the last three days in a row. The generator at the pump station was serviced by Cummins on June 12, 2020. It was reported that the generator is working at 30% of capacity and needs a larger propane line from the propane tank. The resident at the former "school property" at 5900 Stanley Drive will have their local, experienced contractor, John Harbour, hot-tap the mainline (2 inch) while a Hydros employee is there to inspect and be available if something goes wrong. Gerry had spoken with the resident at the corner of Stanley Drive and Christian Valley Road who is building a fence right on top of the existing pipe. The pipe is marked and Gerry advised him to call 811 for the Underground Service Alert (USA) so that all utilities may mark their locations of pipes and services. Gerry told him that the sewer is located under where he's planning to build as well.

The Tank project is about a week and a half ahead of time. Gerry noted that the electrical lead time may be tricky to schedule, but is hopeful that it will go alright. Paso Robles Tank asked Gerry to notify the Board about a roof option which could potentially make the tank last longer against rust. The additional cost of the roof is \$43,000 for tank #1 and \$47,000 for tank #2. The Board discussed the option and decided to not pursue the option.

Don Elias gave an update on the Committees to the Board. The Bylaws committee met and asked the Board to review the changes and make edits to them by July 23<sup>th</sup>, 2020 so that the committee may work with them and have them ready for an attorney or someone from CSDA review them. The Board Compensation Committee met and had a suggestion for the Board to defer payment of the \$250 per meeting until an attorney gives legal advice on the validity of the compensation. The other committees have not met.

The website needs to become ADA Compliant and Don Elias asked for Rolando's help in finding an organization to evaluate the District's website. The District has two offers to do the work in order to make the website more user friendly and ADA compliant. Both of the offers are around \$4500. Diane Alessi made the suggestion to contact ADA directly and see if they have any suggestions.

The Board reviewed the sign created by Wendy Arild to replace the "Welcome to Christian Valley Park, CSD" sign entering the district on Christian Valley Road as well as Virginia Drive. The Board liked it and directed Don to research a price on making the signs and installing them for next month's meeting. The Board asked that at the bottom of the sign it read, "Established 1962" and [www.christianvalley.org](http://www.christianvalley.org).

The Board discussed the installation of two outdoor bulletin boards for posting the Agenda in two other locations in addition to the District's website. The Board agreed to wait until the tank project is finished to purchase a new outdoor bulletin board, but to have a piece of plywood attached to a sign near the reservoir to place the agenda as well as keeping the agenda at the entrance to the California Conservation Corps campus.

The Board discussed the idea of having a moderator to attend to the Zoom comments/chats as well as the "Raised Hand" by the community. The Board decided to have each Board member take turns monitoring the Zoom meeting each month.

The Board discussed the suggestion to have lapel microphones so that the voices of the Board are heard better on Zoom. The Board suggested that all the Board members login to Zoom and use their own computer's microphone to be heard better. At the August meeting, the Board will meet via Zoom, except Rolando de la Torre and Don Elias will meet at Don's residence. If Dan Negus or Lynn Cook have a difficult time hearing, they may come to Don Elias' residence so that they can hear better as well as read lips as needed.

The Board considered having an annual membership to the California Special District Association (CSDA). Kathleen Daugherty made a motion to obtain either a 6-month membership for a prorated amount or an annual membership for no more than \$2800. Rolando de la Torre seconded the motion. The motion passed with the following vote: Lynn Cook – no; Dan Negus – no; Rolando de la Torre – yes; Kathleen Daugherty – yes; Bonnie Gilmore – yes.

The Board discussed the committee's idea of deferring the Board Compensation of \$250 per meeting. They did not take action on the committee's suggestion to defer compensation until an attorney can give advice. Kathleen Daugherty made a motion that the Board use the allotted one hour of legal time from CSDA to work on the issue of Board Compensation and the recently edited ByLaws, Dan Negus seconded the motion and the vote was: Bonnie Gilmore – aye; Lynn Cook – aye; Rolando de la Torre – aye; Kathleen Daugherty – aye; Dan Negus – aye.

Kathleen Daugherty made a motion to approve the newsletter as presented. Bonnie Gilmore seconded the motion and it carried with all ayes. The newsletter will accompany the water bills.

Don Elias gave an update on the Road Project. Lynn Cook and Don Elias met to go over the two bids. They concluded that the bids were very different in their scope and decided to not approve either bid. Rolando made a suggestion to create a Road Committee. The committee would decide how much money should be left in Reserves as well as to create a plan to maintain all the Christian Valley owned roads in an orderly, systematic fashion. Lynn Cook suggested that the plan needs to be flexible to account for culverts and ditches as well as maintaining some high-use roads more often than other roads.

The Board will consider the Conflict of Interest Code. The Board was not sure if Kathy Coleman was a subcontractor or an Officer of the Board or both. It's thought that if she is recorded as the Treasurer with the Secretary of State, she should be filing a Form 700. Additionally, the Board would like to look into how to make the Conflict of Interest Code more restrictive than what Placer County has mandated, thus requiring more people to file the form 700.

Agenda items were discussed for August regular Board meeting: Job Description / Approval for General Manager and Administrative Assistant / Clerk, ByLaws Approval, Policy Revision: Fiscal / Purchasing / Bidding Policy, Hiring / Personnel Policy (first read only), Conflict of Interest Code, Tank Color, reviewing the qualifications of the attorney who will be reviewing the District's ByLaws as well as being general counsel to the District.

Bonnie Gilmore made a motion to adopt the Consent Items: approval of the June 9<sup>th</sup>, 2020 meeting minutes, and approval of the monthly expenditures. Rolando de la Torre seconded the motion and it carried with all ayes.

Since there was no further business, the meeting was adjourned. The next regular board meeting will be on August 11<sup>th</sup>, 2020 at 7pm. The information for the Board meeting via Zoom will be found on the district website: [www.christianvalley.org](http://www.christianvalley.org).

Respectfully submitted,

*Don Elias*

Don S. Elias  
District Secretary / General Manager