

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING MINUTES
SEPTEMBER 17, 2020 - 6:30 PM
LOCATION: Virtually via Zoom

while Board Members: Rolando de la Torre, Dan Negus and Lynn Cook attended via Zoom at one location along with Don Elias and Gerry LaBudde: 3403 Witt Road, Auburn, CA 95602

The regular meeting of the Christian Valley Park Community Service District Board of Directors was called to order on Tuesday, September 17th, 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 (via Zoom), 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.

Kathleen Daugherty made a motion to approve the agenda to the September 17th, 2020 meeting. Dan Negus seconded the motion and it carried with all ayes.

The Board went into a Closed Session to discuss exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54945.9. There was no action taken during the closed session. The meeting with the attorney will be rescheduled as soon as possible due to a family emergency. After the Board came out of the Closed session, Kathleen Daugherty made a motion citing government code 61047 to change the Board compensation to \$100 per meeting with a limit of 6 meetings per month. Kathleen also noted that the Board will meet with the attorney as soon as possible to see if any reparations are needed. Bonnie Gilmore seconded the motion and it passed with the following roll call vote: Kathleen Daugherty – aye; Bonnie Gilmore – aye; Lynn Cook – no; Dan Negus – no; Rolando de la Torre – aye.

Gerry LaBudde presented to the Board a status report of what happened during the month as far as repairs and Water Treatment Plant highlights. The plant is operating on the 20 horsepower pump and the average daily production of water for the month is about 600 MGD (600,000 gallons per day). The meter which PCWA replaced had to be reprogrammed due to the overstatement of the water usage and a credit was issued to the district. There has been an ongoing problem with algae in the canal in August. The algae was clogging the headworks and required many trips to the Water Treatment Plant to clean the screen of algae. The algae has begun to subside as of mid-September. There was a leak attributed to corrosion on Thomas Drive. At 5900 Stanley Drive, boxes were set for meters and backflow devices. The contractor for the owner of 5900 Stanley Drive was certified to do the work and the district was onsite to observe that the connection was done to proper specifications and available to shutdown the system if a problem should occur. There were no problems to report and the customer's area is ready to hook-up to water when needed. The pump station generator was worked on and tuned up by a local contractor (G&T from Applegate) and it was noted that Campora Propane can upsize the secondary regulator on Friday, September 19, 2020 which hopefully will make the generator run at top capacity. Cummings will come out and finish the load test on September 30th, 2020 to complete the first year of service on the generator. A Capital Improvement project to replace the benchtop turbidimeter for the Water Treatment Plant was ordered and the invoice will be sent directly to the district. One actuator, also a capital improvement project, was ordered and the guys at the plant will see if it is the correct size and performing well to determine if they should order the other actuators of the same size.

The Reservoir Replacement Project (Tank Project) is still on schedule. The first tank's main structure is nearly complete and will be ready for the tank coating soon. The transition from the in-ground reservoir to the new tank should not cause an interruption in the water service, but the transition on the pump station will likely cause an outage for several hours in the pump zone which is the area up near the reservoir: Westridge Circle, Westridge Avenue, Pondorex Road, Morningside Avenue, Ellen Court, and Pheasant Hill Road. The Board approved the purchase (\$300 to \$500) under Water Plant Maintenance a 3-foot piece of ductile iron with flanges for the contractor to install for free while the flow meter is being installed. It's free because it will

make their job easier and the part would have had to be replaced in the near future anyway. The third payment (PP3) to Paseo Robles Tank (PRT) is for \$219,526 which is without the retainage. The next progress payment (PP4) will be significantly higher since it will include new filter pumps and the percentage of completion of the first tank will be mostly finished. There have been no change orders to date. The District may need to install some air release valves in some unexpected areas due to some high points. This will cause a small change order in the coming weeks.

Don Elias gave an update on the different committees which are underway. The Board Compensation Study Committee is being handled and the Board is now working with the information with their attorney. The Fire Safety and Station has not started. The Communications Committee will be starting this coming month and an email to schedule the meeting is expected soon. The Policy Review / Development has a couple new policies to consider: Fiscal / Purchasing / Bidding Policy, Hiring Policy and both policies will be considered at the next Board meeting in October. Lastly, the CIP Projects / Strategic Action Plan Committee has not started and likely will not start until next calendar year.

Don Elias asked the Board to postpone the “Welcome to Christian Valley” sign project until next year and hopefully the permits (if needed) will be resolved and any other signs may be submitted in that time as well.

Lynn Cook made a motion to approve the newsletter with a few minor changes. Kathleen Daugherty seconded the motion and it carried with all ayes with Bonnie Gilmore abstaining.

Kathleen Daugherty made a motion to approve the Bylaws. Bonnie Gilmore seconded the motion and was approved by a roll call vote: Lynn Cook – no; Dan Negus – aye; Bonnie Gilmore – aye; Rolando de la Torre – aye; Dan Negus – aye.

Don Elias asked the Board to approve the purchase of Engage from Streamline, Inc. webhosting program especially designed for Special Districts. Engage is a program which works in conjunction with the new website to facilitate communication between the District and the community. It allows people to subscribe for different things, such as agendas, volunteering options, emergency notifications, etc. Engage is a month to month subscription without a long-term commitment. Dan Negus made a motion to purchase Engage for \$50 per month. Kathleen Daugherty seconded the motion and it passed with the following roll call vote: Dan Negus – aye; Kathleen Daugherty – aye; Lynn Cook – aye; Rolando de la Torre – abstain; Bonnie Gilmore – absent.

Streamline awarded the district with a 15-month grant worth \$1500 (\$100 per month), so there has been no expenses for webhosting and at no cost to the district. Diane Alessi has volunteered her time to help make the transition from the old site to the new site.

Don Elias discussed the options for amending the water hook-up fees with the Board. According to the attorney, in order to increase the fees there needs to be an engineering study, rate review to incorporate the engineering costs for the different aspects of the Water Treatment Plant, Reservoir, and Distribution System and then determine the correct way to increase the hook-up fees based on a particular index or method. The index which is used currently is the Construction Cost Index put out by the Engineering News Review (ENR). Since the ENR’s Construction Cost Index was last published in January which netted less than one percent increase (0.88 %), Don Elias suggested that the Board postpone the proposed resolution until a later time when more accurate information can be used and would have a larger increase than less than one percent. Kathleen Daugherty made a motion to postpone the Resolution until a later date. Rolando de la Torre seconded the motion and it passed with all ayes except that Bonnie Gilmore was absent for the vote.

Two new policies were introduced by Kathleen Daugherty: Fiscal, Purchasing, and Bidding Policy and Personnel & Hiring Policy. This item on the agenda was for information and discussion only. Kathleen noted

that importance for both policies and requested that the Board and community look them over carefully in the following month so that they may vote on them at the October meeting.

Lynn Cook noted that Roads was accidentally left off the agenda for this month, but had an urgent need for the Board to consider the painting of the lines on district maintained roads. Don will include it on the next agenda tentatively scheduled for Monday, September 21, 2020. The Board will consider the striping at that time.

The Board reviewed agenda items for the October regular meeting which is on the second Tuesday of each month.

Lynn Cook made a motion to approve the Consent Items which consisted of two items: approval of the minutes of the August 11th, 2020 Board meeting and the monthly expenditures for the month. Dan Negus seconded the motion and it carried with all ayes except that Bonnie Gilmore was absent.

Since there was no further business, Lynn Cook made a motion to adjourn the meeting. Dan Negus seconded the motion and it carried with all ayes except that Bonnie Gilmore was absent. The next regularly scheduled board meeting will be on October 13th, 2020 at 6:30pm. There will be another meeting on Monday, September 21st, 2020 consisting of a Closed Session due to anticipated litigation as well as the road striping in the district. The information for the Board meeting via Zoom will be found on the district website: www.christianvalley.org.

Respectfully submitted,



Don S. Elias
District Secretary / General Manager