

CHRISTIAN VALLEY PARK, C.S.D.
BOARD OF DIRECTORS MEETING MINUTES
September 14, 2021 - 7:00 PM Open Session
LOCATION: Virtually via Zoom

The regular meeting of the Christian Valley Park Community Service District Board of Directors was called to order on Tuesday, September 14th, 2021 at 7:03 p.m. by president, Kathleen Daugherty.

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

Rolando de la Torre made a motion to approve September 14th, 2021 agenda without Action Item #5 which consists of seven Resolutions which deal with closing out the loan with the USDA for the Tank Project. Dan Negus seconded the motion, and it carried with all ayes.

Gerry LaBudde presented to the Board a status report (inserted at the bottom of the minutes on this document) of the previous month's repairs and Water Treatment Plant highlights. There were some customer calls and minor leaks reported. There was a new water connection at 5870 Stanley Drive this month. Materials were purchased for some capital improvement projects at the pump station piping and a scale for measuring chemicals. He reported that he's working on the project close-out with the USDA and Don Elias is working with Bond Counsel. The invoice submitted for the grit and Paso Robles Tank (PRT) has acknowledged the damage and will reimburse the district. PRT is proposing a deductive change order which the USDA will approve of and Don Elias will speak with the attorney for details to be accomplished. Partial Payment #15 is \$26,809 to PRT and the retainage to be paid to PRT to date is \$167,880.60 plus any funds which may arise from the proposed from two change orders for soils. Gerry included many pictures with the status report showing some highlights of the tank project from beginning to end.

Don Elias, General Manager, gave a report of the committees and other items. The Planning and Development Committee chairs would like to have the RFP finished by an engineer and reviewed by legal counsel and then presented to the board for approval. It was reported that PCWA has accepted the project to calculate approximate figures to have the district consolidate with PCWA either partially or fully. They will be meeting with Don Elias and Gerry LaBudde. Don Elias spoke with the CCC and they are willing to have the district meet at their site again after they resume living and working at the campus on Christian Valley Road. Don Elias reported out that the audit was completed and the auditor suggested that the district ask the USDA to waive the "Yellow Book" audit and return to the regular audit after next year's audit in 2022. The Road Project began prepping the roads today, September 14th and is expected to take about a week to complete. There is ditch work, patches, and chip and seal among other services provided. Pheasant Hill Lane, which is privately owned, contracted with Simpson and Simpson for road work as well. A majority of the work for the district is on Mary Lane and Westridge Circle.

Heidi Temko made a motion to have a 3rd party engineer from CRWA (California Rural Water Association) review the RFP for Operations and then have legal counsel review it as well so that the RFP can be finished in a more timely manner. Rolando de la Torre seconded the motion and it passed with all ayes from the board.

Lynn Cook made a motion to approve Resolution 21-03 to Amend the Water Hook-up Fees according to the Construction Cost Index published by Engineering News Record. Dan Negus seconded the motion and it passed with the following roll call vote: Heidi Temko – aye; Rolando de la Torre – nay; Dan Negus – aye; Kathleen Daugherty – aye; Lynn Cook – aye.

Rolando de la Torre made a motion to approve a leak adjustment for a resident in Christian Valley's who leak adjustment was in excess of the \$400 limit for the General Manager to automatically approve. The adjustment was to credit the customer's account for \$544.08 Dan Negus seconded the motion and it passed with the following roll call vote: Heidi Temko – aye; Rolando de la Torre – aye; Dan Negus – aye; Kathleen Daugherty – aye; Lynn Cook – nay.

Rolando de la Torre made a motion to table the action item for the change orders. Dan Negus seconded the motion and it passed with all ayes.

Rolando de la Torre made a motion to approve the Consent Items which included the minutes to the August 10th, 2021 board meeting and the special meeting on August 23rd, 2021 as well as the approval of the monthly expenditures. Dan Negus seconded the motion and it passed with the following roll call vote: Heidi Temko – aye; Rolando de la Torre – aye; Dan Negus – aye; Kathleen Daugherty – aye; Lynn Cook – aye.

Diane Alessi made a comment about an item not on the meeting agenda about the need to notice the community about delinquent water bills are the landlord's responsibility. Heidi Temko made a motion to adjourn the meeting, Dan Negus seconded the motion. The motion was approved unanimously by the five board members. The information for future Board meetings can be found on the district website: www.christianvalley.org.

Respectfully submitted,

Don Elias

Don S. Elias

District Secretary / General Manager

**Christian Valley Park CSD
Water Report – August 2021**

Water Plant Operation and Maintenance

1. Average flow for the month 0.615 MGD raw water was 1.1 NTU.

Water Line Repairs and Call Outs

1. 14021 Hidden Pines – Low pressure complaint, turned out to be customer's PRV.
2. Multiple meter replacement/meter leak repairs – see invoice for address.
3. 5054 Greg – Customer called about low pressure, and pulsing. Water pressure was fine, pulsing present. Replaced meter thinking that was problem, did not solve issue. Further investigation found a PRV on customer side that was causing the issue. **Miscellaneous**

1. PCWA grant for generator replacement and Kenneth Loop – proceed or wait on these two projects.

2. Purchased a case of meters.

3. Installed meter/backflow at 5870 Stanley. **Capital Improvements**

1. Material for pump station piping, will need to shut down pump station for a day, which will affect Westridge – waiting to do big portions of work with shutdown when weather cools off, will coordinate with Don on customer notifications.
2. Purchased scale, have not installed it yet. **Upcoming Work**
 1. Clean sludge basin – delayed until Fall due to high demands and limited storage.
 2. Filter inspections – delayed to Fall. Replacing gaskets on lower manways will have to wait until winter when demands are reduced.

Storage Tank Project Update

1. Working on project close out
 - a. USDA documents, finalizing CCOs, O&M manual, SWPPP, Notice of Completion, etc.
 - b. Don is coordinating with Bond Counsel on loan paperwork
2. CCOs
 - a. Contractor acknowledged errors in CCO, working with them. Will have final number for Board consideration at meeting.
3. Grit invoice at 2543 Gayle
 - a. Contractor has acknowledged damage and will reimburse.
 - b. Proposed a deductive Contract Change Order, whereby contract price drops by an amount equal; District then pays property owner directly.
 - c. USDA will approve the CCO.
 - d. Don spoke with Andrew and will provide more info on the paperwork needed by property owner.
4. PP15 – Final billing from Contractor - \$26,809. Total of \$167,880.60 in retainage that will be due to the contractor.
Will likely be one more depending on outcome of the two outstanding CCOs plus retainage.











