

# *Pine Grove Community Services District*

State Water System ID#0310005

19840 State Highway 88 at Irish Town Road  
209/ phone: 296-7188/fax: 296-7189

pgcomser@volcano.net P O Box 367  
Pine Grove CA 95665-0367

## **Board of Directors Meeting**

~ Summary of Meeting Minutes ~

This meeting was tape-recorded

Pine Grove, Amador County, California

Wednesday, September 12, 2018  
9:00 a.m.

The Board of Directors of the *Pine Grove Community Services District* met at its office, 19840 State Highway 88, Pine Grove, California, adjacent to the Pine Grove Community Fire House, on the above date and time, at which the following proceedings took place.

<b>Directors Present:</b>	President	-- Mr. Robert G. Blair
	Director	-- Mr. Paul G. Johnston
	Vice President	-- Mr. Rick Schultz
	Director	-- Mr. Jay D. Ollig
<b>Staff Present:</b>	Office Manager	-- Lori Arnberg
	Water and Park Manager	-- Russell Howard
	Asst. Water technician	-- Michael Murray
<b>Guests:</b>	Angela Wendele	-- CRWA Circuit Rider
	Gary Chan, Project Manager – Waterboards – Via Phone	

At 9:00 a.m. Board President Robert Blair called to order today's Board of Directors meeting of the ~ *Pine Grove Community Services District.* ~

## **CORRESPONDENCE REGISTER**

President Blair invited the Directors to take note of the following items in the Register:

1. AWA minutes & agendas - on clipboard
2. County / LAFCO / Upcountry Council notices - on clipboard
3. CRWA/CSDA/Senator's update and information - on inside bulletin board

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## STAFF REPORTS

### Office Manager's Report -

- Mtg minutes 8/15/2018 were reviewed by the Board.  
MOTION was called for by Bd. President Blair: Director Ollig moved, Director Johnston seconded, and with Aye votes by Directors Blair, Johnston, Schultz, and Ollig the Board offered approval to accept the meeting minutes from 8/15/2018.
- Meeting Minutes from 8/22/2018 were reviewed by the Board of Directors.
- MOTION was called for by Bd. President Blair: Director Ollig moved, Director Johnston seconded, and with Aye votes by Directors Blair, Johnston, Schultz, and Ollig the Board offered approval to accept the meeting minutes from 8/22/2018.
- AT & T check received on 9/4/2018 for \$1,307.42
- Estimate needed for gross salaries for Worker's Comp. - the Board agreed to use the current budget to provide this information.
- PG Improvement club is interested in the park sign and would put it at the Town Hall

### OLD BUSINESS ~ items to Review for Discussion and Possible Action

- Staff benefits recommendations from the Attorney were reviewed by President Blair and Director Johnston. The Board requested that they continue with research and this item will be placed on the agenda for the Special Meeting in October.
- Cal Fire Hydrant Funds - Director Johnston gave the Office Manager an additional contact from the MAC group to see if we can get the contact for fire hydrant funds.
- USDA Funds - Director Ollig and Angele Wendele reviewed the funds available for system upgrades from USDA. The funds are primarily a low interest, 40-year loan with some grant funds. Angela also shared that CoBank is a good source for low interest bridge funds and that they are partnered with CRWA.

### 1. NEW BUSINESS ITEMS -

- ◆ September Goals - review employee Handbook - Completed
- ◆ Angela from CRWA explained the new Apprentice program they are offering
- ◆ Angela shared information on the Specialized Utility Service Program that offers contracted personnel to water Districts.

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◆ Celebrate the success:

2017-2018 Accomplishments
Formal Rate Study Completed
Water Tank Grant near completion
Meter Grant in Process
New Message Board
Web Site Launched
Water Loss is less
Hired and provided training to 2 new staff
Ethics training completed
Office painted and re-carpeted
Well pump and pipes replaced
Easement documents submitted for cemetery project
Engaged a new and less expensive Insurance Company
Engaged a new Attorney specializing in Water Districts
Purchased cell phones for Water Manager and Asst.
Registered new customer emergency alert system
Up to date on Hwy 88 project
Policies, Procedures, Employee Handbook, Rules and Regulations and by-Laws updated

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District is in good financial standing
Employee evaluations up to date
Projects in Process:
Researching employee benefit options
Researching Church Street Paving responsibility

## COMMITTEE REPORTS

### **Water Committee - Director Ollig and Vice President Schultz**

- Regarding the water tank project:

Gary Chan has received the Engineer report regarding the strain on the CAWP system if our tank were to be down; he will ask his Supervisor if we can have the project moved up on the priority list. The Financial reviewer should be in touch with the District soon. Gary said that Gabrielle and Liam are in direct communication regarding the environmental and engineering report and he did not have any other updates.

- Regarding the well/raw water/cemetery projects:

- Director Schultz stated that the project is on hold while waiting for the PUC and County regarding telephone poles.
- Regarding the Water Loss Analysis - Director Ollig commented that our comparison to AWA residents was lower this period and that it is possible they have a leak.
  - Meter replacement Grant - Gary Chan indicated that he would assist the district with uploading required documents as a project technician has not been assigned.
- **Personnel & Safety Committee - Director Johnston and President Blair**

**3. Pine Grove Community Service District Park** - Vice President Schultz has been given two shade tents that he is willing to donate to the park.

### **Governmental Affairs Committee** - Nothing at this time.

- Director Schlaman asked if we have received a response from our request for the fire department to pay 100% of the PG and E and Wastewater bills; we have not received an answer to this but have sent an inquiry.

### **Grants & Finance Committee** - Director Schlaman - None

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**CLOSED SESSION – Staffing and Personnel**

**DIRECTOR & STAFF ADDITIONAL COMMENTS – None**

**ADJOURNMENT**

As there were no additional comments and with Board acceptance, President Blair adjourned today's Board of Directors Meeting at 11:30 a.m.

**\*\* DATES TO REMEMBER \*\***

**September 26, 2018 – Regular Board Meeting in Office – 2:00 p.m.**

**October 3, 2018 – Special Meeting in Office 9:00 a.m.**

**October 23, 2018 – Regular Meeting in Office – 2:00 p.m.**

Respectfully submitted,  
Lori Arnberg, Clerk to the Board of Directors