

# *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, October 10, 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
	Director	-- Mr. Richard Schlaman

<b>Staff Present:</b>	General Manager	-- Lori Arnberg
	Water and Park Manager	-- Russell Howard
	Asst. Water technician	-- Michael Murray

**Guests:**  
Liam Bailey, Engineer  
Frank Axe, County Supervisor  
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*. ~

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## 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

## STAFF REPORTS

### Office Manager's Report -

- Mtg Minutes 9/26/2018, 10/3/2018, and 10/4/2018 were reviewed by the Board.
- MOTION was called for by Bd. President Blair: Director Ollig moved, Director Schultz seconded, and with Aye votes by Directors Blair, Johnston, Schultz, Schlaman and Ollig the Board offered approval to accept the meeting minutes from 9/26/2018, 10/3/2018, and 10/4/2018.
- AT & T check received on 10/3/2018 for \$1,307.42
- Meter grant - most documents are in and our forms will be submitted after today's meeting. Liam and the Environmental team are working on their Engineering and Environmental documents.

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

- Staff benefits - Director Johnston indicated that the Personnel Committee will be reviewing various options next week.
- USDA funding - The Board will wait for information regarding cost and environmental requirements prior to deciding whether or not to apply for USDA funding for infrastructure replacement.

### NEW BUSINESS ITEMS -

- October Goals - Review open items on the agenda to bring closure to the year - No open items at this time
- Resolution number 2018-13 - Reimbursement resolution for the Meter Grant  
MOTION was called for by Bd. President Blair: Director Ollig moved, Director Johnston seconded, and with Aye votes by Directors Blair, Johnston, Schultz, Schlaman and Ollig the Board offered approval to adopt resolution 2018-13; resolution.

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## **New business items continued:**

- Resolution number 2018-14 – Authorizing resolution for the Meter Grant
- MOTION was called for by Bd. President Blair: Director Ollig moved, Director Johnston seconded, and with Aye votes by Directors Blair, Johnston, Schultz, Schlaman and Ollig the Board offered approval to adopt resolution 2018-14; resolution to apply for the Meter grant from the State.
- Resolution number 2018-15 – Debt Management Policy

MOTION was called for by Bd. President Blair: Director Schlaman moved, Director Johnston seconded, and with Aye votes by Directors Blair, Johnston, Schultz, Schlaman and Ollig the Board offered approval to adopt resolution 2018-15; resolution adopt the Debt Management Policy as written by CSDA.

## **COMMITTEE REPORTS**

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

- Regarding the water tank project:  
Gary Chan from Waterboards is communicating with their Finance group to get them to connect with the district to complete this phase of the project. Liam Bailey, Engineer, is thinking that having the Contractor connect the SCADA system may be better for scheduling purposes than asking AWA to do this portion of the tank installation. Director Ollig stated that AWA would need to inspect and approve the installation. Liam Bailey reported that he will be seeking an Electrical Engineer to complete that portion of the tank installation specifications. Director Johnston asked if it would be possible to move the existing electrical but that would require PG and E and AT and T negotiations and would likely be too cumbersome.
- 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. In addition to the current issues, PUC is requesting additional documentation regarding land ownership.
- Regarding the Water Loss Analysis - Director Ollig reported that a meeting was held with AWA yesterday to discuss the current charges. AWA changed the way that they figured charges for the CAWP system in 2017 but no one from the District attended their meetings. The current charges are based on usage as opposed to number of properties. It is likely that recently repaired major leaks on Hooper Ct. and Knoll Ct. will result in less water loss and therefore a reduction in costs. Director Ollig will be reviewing the current cost study and recommend next steps. Director Schlaman shared that AWA is collecting

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property taxes and that we should meet with the County to determine if a portion of that money should come directly to the district. Frank Axe reviewed some potential contacts at the County and said that he would be interested in being involved in those discussions.

- Meter replacement Grant – Gary Chan indicated that he is waiting for our information to be posted to the site and requested an estimate from Liam Bailey. Liam will provide a copy of the estimate tomorrow. Liam Bailey indicated that the Environmental portion is almost completed. Liam shared that it would be best if the meter project were timed to be done in the Winter months as bird studies would not be necessary after nesting season.
- **Personnel & Safety Committee - Director Johnston and President Blair**  
**3. Pine Grove Community Service District Park** – Director Johnston and President Blair indicated they would be meeting next week.

**Governmental Affairs Committee** – Nothing at this time.

**Grants & Finance Committee – Director Schlaman –**

- 2017 Audit reports were distributed.
- Park funds for \$22,237.87 were transferred to the water district to balance out last year's income and reflect actual revenues for each portion of the district.

**CLOSED SESSION – None**

**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 11:10 a.m.

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

**October 24, 2018 – Regular Meeting in Office – 2:00 p.m.**

**October 30, 2018 – Meeting with the Hwy. 88 Improvement Group from 10 to 12 starting at Ridge and Hwy 88.**

**November 12, 2018 – Veteran's Day – Office will be closed.**

**November 14, 2018 – Regular Meeting in Office – 9:00 a.m.**

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