

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, December 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.

Directors Present:	President	-- Mr. Robert G. Blair
	Director	-- Mr. Paul G. Johnston
	Vice President	-- Mr. Rick Schultz
	Director	-- Mr. Jay D. Ollig
	Director	-- Mr. Richard Schlaman

Staff Present:	Office Manager	-- Lori Arnberg
	Water and Park Manager	-- Russell Howard
	Water Operator Assistant	-- Michael Murray

Guests:	Engineer	-- Mr. Liam Bailey
	County Supervisor	-- Frank Axe

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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Guest Reports:

- Engineer, Liam Bailey, presented the Water Model he is developing for the district. The Model is almost complete and will provide the district with information to help determine line replacement needs, water flows and line size requirements for potential growth areas.
- County Supervisor, Frank Axe, shared the contact information for USDA grant and long-term finance funding.

STAFF REPORTS

General Manager's Report –

- Mtg minutes 11/28/2018 were reviewed by the Board.
MOTION was called for by Bd. President Blair: Director Johnston 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 Meeting Minutes from 11/28/2018.
. AT & T check received on 12/4/2018 for \$1,346.64
- CRWA Training – Michael attended a week-long training at CRWA and has returned with some good materials to add to the Operations Manual that he is drafting. Lori and Michael thanked the Board of Directors for their investment in his training.
- Grant Deeds from Customers – Lori requested that we discontinue collecting grant deeds as they are not required or necessary and can be time consuming to track down; the Board of Directors approved this change.
- Swearing in of 2019 President – County Supervisor, Frank Axe, presented the oath of office to Vice President Schultz who will become the President effective January 2019.

Water Manager's Report – Please see written report

OLD BUSINESS ~ items to Review for Discussion and Possible Action

- Draft Strategic Plan – item added to plan for park maintenance expenses if the AT and T tower lease were discontinued.

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1. NEW BUSINESS ITEMS -

- ◆ December Goals – Election of committee Personnel; all Directors will remain on the current committees for 2019.

COMMITTEE REPORTS

Water Committee - Director Ollig and Vice President Schultz

- Regarding the water tank project:
Regarding the well/raw water/cemetery projects:
 - The water committee will meet with Engineer, Liam Bailey, to discuss the new line to the cemetery project. The District will request bids after meeting with Mr. Bailey.
- Regarding the Water Loss Analysis Updates will be presented after the next meter read.
 - Meter replacement Grant – All documents have been submitted.
- **Personnel & Safety Committee - Director Johnston and President Blair** – moved to closed session.

3. Pine Grove Community Service District Park – President Blair and Director Johnston –

The Park committee met and came up with a number of ideas on park improvements as well as potential increased funding for park maintenance. Items for consideration include:

- Park improvements –
 1. Shade screen over stage
 2. Lights on stage facing park
 3. Cameras for security
 4. Replace post on Gazebo
 5. Remove prune tree, trim other trees and prune bushes off or the fence by the building parking lot.
- Strategic Plan Additions to plan for park maintenance without income from the Tower Lease –
 1. Increase bulk water rate
 2. Develop new costing for park use, including for non-profits and groups who want reserved area
 3. Possible fund raisers, perhaps a vendor fair where participants rent a space
 4. Income from cemetery water

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Governmental Affairs Committee – No updates at this time.

Grants & Finance Committee – Director Schlaman – Director Johnston and President Blair recommended researching credit cards that give 5% cash back.

Project Costing – Director Ollig –

- A bid to replace 2 valves and a fire hydrant from Campbell construction was reviewed. Director Ollig requested a second bid from Armstrong Construction for the hydrant and recommended that the valve replacement be completed by District staff.

CLOSED SESSION –

- Contract negotiations with AT and T contact for the Tower Lease.
- 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 ****

- December 25th – Office Closed for Christmas Day
- December 26th – Afternoon meeting cancelled
- January 1st – Office Closed for New Year's Day
- January 9th – Regular meeting in office – 9:00 a.m.
- January 23rd – Regular meeting in office – 2:00 p.m.

Respectfully submitted,

Lori Arnberg, Clerk to the Board of Directors