

Castle Rock Country Water District Board of Directors Meeting Minutes

April 10, 2021

Attendees: Ed Grubb, Joe Atturio, Ben Kronick, Jerry Dermon, Dan Moylan

I. Reviewed and approved minutes of prior board meeting.

II. Treasurer's financial report and related matters:

a) Joe provided a report on the financial condition of the CRCWD. It appears that there will be an actual \$5,000 operating deficit this fiscal year ending June 30, 2021. There was discussion about projected rate increases in the future that should mirror the Contra Costa Water District rate increases and adding a factor to account for increases in PG&E rates.

b) There were approximately six (6) reportedly delinquent accounts and Dan, Jerry, Joe and Ed were going to follow up with those delinquent account holders. There was reportedly one individual that was not going to use the CRCWD service any longer.

c) There is approximately a 20%-22% loss factor for water being pumped through the CRCWD system but not being accounted for through the meter readings.

III. Status of Insurance:

a) Liberty Mutual Insurance has historically provided general liability insurance coverage for the CRCWD. The policy expired at the end of March and Liberty Mutual declined to continue providing insurance coverage. Joe was able to secure insurance through Evanston, but will be obtaining coverage through LAFCO, a consortium of independent water districts at a cost of approximately \$3,300 per year. Insurance coverage was previously \$1,800 per year, but many of the insurance carriers/providers have declined to cover small independent water districts.

b) Directors and Officers insurance can be obtained through Travelers at a cost of \$1,800 per year for \$1mm of coverage. An application has been submitted for the D&O Insurance.

c) Joe is going to put a summary of the costs and coverages for insurance for the Board and will convene a conference call to review and approve the insurance quotes.

IV. Report on Tank Cleaning and Learnings:

a) Ben gave a summary of the process for the redwood tank cleaning and the tank-plug removal and re-insertion. The board discussed possible replacement options for the existing tank. The board members are going to look into discussing (with a water engineering company) the redwood tank removal and replacement with a series of polymer tanks or a single polymer tank. Joe provided the current capacity of the redwood tank at 125,000 gallons or which a 1/3 is all that is required, or approximately 42,000 gallons.

b) Ed and Jerry mentioned the costs associated with the replacement of air pressure relief valves for the Pine Creek Road at \$600 per valve. It was decided that the air pressure relief valve was not an immediate repair/replacement necessity.

V. Status Report on Follow-Up from Prior Meeting(s):

a) Ed provided a safety protocol for emergency shut-down of the water district service in the event of a leak or a catastrophic failure of the system. A discussion was held about where the shut off valves for each of the streets was located and where the DVK (deep valve key) was located as well as keys to the various locations were to be found on Ed's side yard by the pool controls.

b) Dan contacted the CCCFD to determine if the fire district had any maps indicating which fire hydrants in our area were CCWD or CRCWD hydrants. The fire district did not have any maps. After contacting the CCWD, Dan was provided with digital maps that indicated the CCWD fire hydrants in the Castle Rock Country Water District area. Ed and Dan are going to discuss marking the non-CCWD fire hydrants (presumably CRCWD hydrants) with yellow spray paint like the hydrants on Comistas Drive and Comistas Court.

VI. Potential approach for Risk Assessment/Mitigation/Priorities

a) Ed discussed certain risk assessment issues related to the 440v power in the pump house and a discussion regarding a possible electrical shut-off switch installation. Ben knows an electrician and indicated his willingness to have the electrician survey the current situation and possibly provide an estimate for the electrical shutoff installation. Dan suggested Hein Lighting and Electric as well as a possible alternative electrician.

b) It was suggested that we should include in the billing and news letters to customers of the district a reminder that the water provided is non-potable and should not be consumed by the customers; it is strictly for irrigation purposes.

VII. Job Description for Chair

a) Ed indicated his desire to retire from the board in the summer and asked the board to provide him with suggestions on a job description for the chair position on the board of directors for the CRCWD.

VII. Open Discussion

VIX. Meeting adjourned.

Respectfully submitted,

Dan Moylan