

June 18, 2022 Board of Directors Meeting

Castle Rock County Water District

Attendees: Ed Grubb, Dan Moylan, Ben Kronick, Joe Atturio (director Dermon was absent)

Board Meeting Minutes

- 1) There were no questions or comments regarding previous board meeting minutes.
- 2) Jonathan Schimmel will be filling the board position to be vacated by Ed Grubb on 12/1/22. Allison Long, a new owner in the CRCWD service area will be contacted to gauge her willingness to serve as a member-at-large and as a potential future appointee to serve on the board of directors. In addition, the new neighbors (on Comistas Court and eventual neighbor on Sebastian Lane) will also be contacted. Director Moylan is sending an updated list of directors to the Contra Costa County Clerk-Recorder-Elections Department.
- 3) The insurance quote previously obtained by Director Atturio was unanimously approved. There was no requirement at the time of securing the insurance quote to submit CRCWD financials.
- 4) Operational issues centered around the discussions had with Ken Brooks regarding the removal, recycling and replacement of the redwood storage tank located off of Castle Rock Road on the road to Borges Ranch. Director Grubb was going to have preliminary discussions with the city of Walnut Creek Public Works Department to see what is involved with the potential removal of the existing storage tank and replacement with possibly two (2) five (5) thousand gallon plastic storage tanks. Director Kronick indicated that G.N. Henley General Contractors is located within the CRCWD district and was recommended to handle the removal and recycling of the existing storage tank. Pricing for the work was going to be obtained. Another suggestion was to drain the existing storage tank and install the two plastic storage tanks inside of the existing redwood storage tank in lieu of removing the existing storage tank.

Director Grubb suggested relocating the “on-off” switch and the timer out of the main electrical panel in the pump house on Oak Grove Road to help eliminate any risk of electrocution. An electrician was going to be consulted with to determine the costs associated with the relocation of the electrical components. In addition, Director Grubb was having a crew cut down weeds around the pump house. Director Kronick previously cleaned moss from the screen that filters debris into the pumps.

The subject of servicing the water pumps was discussed. The firm of Martell Water Systems was going to be contacted to see if there was any preventative maintenance work that should be performed on the pumps.

- 5) Director Moylan will send out information regarding the Contra Costa County’s requirement for members of County Advisory Bodies to obtain a Training Certificate regarding the Brown Act and Ethics Training.

- 6) The elimination of the daily shut down of the pump on Oak Grove Road was unanimously approved in order to eliminate the interruption of service provided to members of the CRCWD.
- 7) Director Moylan is going to draft a letter and ask Dwight to send it out to all members of the CRCWD via email to see if anyone has experience with website design as the CRCWD website requires modification and updating. In addition, we will also ask if any members of the CRCWD would be willing to act in an advisory capacity as a member-at-large.

Although the CRCWD has not received notification from the Contra Costa Water District about water rationing, a note will be included as a reminder to reduce water consumption as much as possible.

- 8) Director Grubb is going to discuss with Bill Armstrong the need to re-draft and re-state the agreement for water service and responsibilities of the CRCWD and the individual owners for maintenance and repair to the service lines. The subject has to do with at which point the owner is responsible for maintenance and repair of the service line providing water to the individual homes.
- 9) Director Grubb suggested keeping the financial director and secretary positions the same (currently held by Joe Atturio and Dan Moylan) because frequently changing individuals in those two roles is more problematic. At the next Board of Directors meeting, roles will be further discussed.
- 10) A time for the next board of directors meeting will be sent when there is a mutual agreement on date.
- 11) Being no further business before the board of directors, the meeting was adjourned at 9:55 AM, Saturday, June 18, 2022.