

CALAVERAS PUBLIC UTILITY DISTRICT

December 19, 2023

Regular Meeting

9:00 am

DIRECTORS PRESENT: Richard Blood
J.W. Dell'Orto
Jack Tressler
Kevin Sparks

MEMBERS ABSENT: Brady McCartney

STAFF PRESENT: Travis Small, General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent
James Moe, Water Distribution/Treatment Operator

OTHERS PRESENT: Scott Ratterman, Mountain Counties Water Resources Association
Justin Caporusso, Mountain Counties Water Resources Association
Kathy Billburry (10:24)

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Blood at 9:07 A.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, McCartney, Dell'Orto, and Tressler were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a. November 14, 2023, Regular Board Minutes
 - b. Claim Summary

Director Tressler inquired about the purchases of 2 sets of wiper blades for truck #6 on Amazon. Travis Small, General Manager, explained that one set was returned. Director Tressler requested information about the invoice for Amador Barn Owl Box Co. Mr. Small informed the Board that the District reached out to Amador Barn Owl Box Co. to assist with the rodent control at Schaads. Schaads currently has gopher activity, and he has heard good feedback of using owls. Director Tressler inquired if the District has looked into stockpiling aggregate to get a better price. Mr. Small let Director Tressler know that he had looked into it and it didn't seem beneficial. Mathew Roberts, Water System Superintendent, explained that the District's little dump truck is about 7 tons, which is why there are multiple trips. He also explained that there is very limited space at the District's yard to keep extra aggregate. The purchase made on

November 16th was for the maintenance done on the road entering the Water Treatment Plant now that the Clearwell Tank Project has been complete. A motion was made by Director Dell'Orto, seconded by Director Tressler, to approve consent items a-b. A roll call vote was taken. Directors Dell'Orto, Tressler, and Blood voted yes; none opposed. Motion carried 3-0.

6. APPLICATION FOR CITIZEN APPOINTMENT TO CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

Mr. Small informed the Board that the Board vacancy was posted to the District's website, Facebook page, and marquee, as well as posted in the Calaveras Enterprise. The vacancy was posted for a minimum of 15 days. At the close of the application period, the District had one application which was Kevin Sparks. President Blood asked Adam Brown, District Legal Counsel, the time limit the District for the Board to make an appointment. Mr. Brown explained the Board is within their authority to appoint at this time. It is within the 60 days from when Director McDermed resigned. A motion was made by Director Dell'Orto, seconded by Director Tressler, to appoint Kevin Sparks to the Board of Directors for the Calaveras Public Utility District. A roll call vote was taken. Directors Dell'Orto, Tressler, and Blood voted yes; none opposed. Motion carried 3-0. Carissa Bear, Clerk of the Board, administered the Oath of Office to Director Sparks.

7. ELECTION OF BOARD PRESIDENT

President Blood asked if anyone would like to nominate someone to serve as President. Director Tressler nominated himself. Mr. Small informed the Board that after this election the Board can choose to do a rotating schedule by adopting a policy. President Blood announced that he would be willing to run a second time. Mr. Brown informed the Board that if they are deadlocked that it can be pushed to January's meeting. The Board and Mr. Brown discussed the process further. Director Dell'Orto expressed his concern with Director Tressler's attendance, explaining that being the Board President requires a few more hours than a Board Director does. Director Tressler understands the concerns as he has missed quite a bit of meetings in the past but changing the meetings to morning meetings has helped him tremendously. Director Dell'Orto reminded Director Tressler that agenda item # 11 is to change the time again. Director Tressler expressed his concerns about changing the time of the meeting again as he believes it will make it more confusing to the public. President Blood explained that morning meetings do not work for Director McCartney as discussed at the last meeting. He also spoke with Mr. Small who stated it is difficult for staff to start their day and get to the meetings by 9am. The Board had further discussion regarding the changing of the time of the Board meetings and with the advice from Legal Counsel they will speak further on it during agenda item #11. A motion was made by Director Tressler, seconded by Director Dell'Orto, to nominate Director Tressler as Board President. A motion was made by President Blood to nominate himself as Board President, with no second, the motion died. A roll call vote was taken to elect Director Tressler as Board President. Directors Dell'Orto, Tressler, and Sparks voted yes; Director Blood opposed. Motion carried 3-1. A motion was made by Director Blood, seconded by Director Tressler to elect Director Blood as Vice President. A roll call vote was taken. Directors Dell'Orto, Sparks, Blood, and Tressler voted yes; none opposed. Motion carried 4-0.

8. EMPLOYEE RECOGNITION

President Tressler presented a Certificate Of Appreciation to James Moe for 15 years of service with Calaveras Public Utility District. Mr. Moe thanked the Board for the certificate and expressed how much it means as an employee to receive this type of recognition. Mr. Moe expressed his appreciation to Mr. Roberts, Mr. Small, and the rest of the staff. Mr. Small gave an overview of what James's duties are for the District and thanked him for being such an asset to the team. Mr. Roberts thanked James for his dedication. Mr. Moe is one of the few class A drivers the District has. He takes the duty very seriously and is great at it. He is the most tenured employee in the District and is well respected by staff. A great quality of James is that he acts with the District's best interest in mind, always putting the District first. President Tressler expressed his appreciation.

9. MOUNTAIN COUNTIES WATER RESOURCES ASSOCIATION PRESENTATION
Justin Caporusso and Scott Ratterman provided a presentation on Mountain Counties Water Resources Association. The main component of the association is tours and outreach programs, as well as advocacy. There are 58 members and 9 board members. The price to join the Mountain Counties Water Resource Association is based on how many water connections the District has. Mr. Caporusso and Mr. Ratterman answered questions from the Board.

10. PRESIDENT SPECIAL RECOGNITION AWARD
Mr. Small informed the Board that Scott Ratterman sits on the Board of ACWA/JPIA as well, and while he is here at this meeting, he would also like to present to the Board the Special Recognition Awards from ACWA/JPIA. Mr. Ratterman has been on ACWA/JPIA's board since May of 2023. He is impressed with the District being awarded in all three programs. He presented the certificates to Mr. Small.

11. ESTABLISHING DATE AND TIME OF REGULAR BOARD MEETINGS
Director Sparks inquired if there was a time that proved more public attendance in the past. President Tressler let him know that there has never been much attendance by the public. Director Blood informed Director Sparks that historically there was not a lot of outreach to the public. To receive participation, the Board needs to reach out to the public. One thing to assist with public participation is setting a time that allows the public to attend. Director Blood has also proposed recording the meetings to allow the public who cannot attend to still be able to view the meetings. Director Sparks asked for the Board's opinion on what they feel would be a good time. Director Blood felt that 7pm worked best for the public but presented difficulties for the staff. He has heard from the public, staff, and Board members that the current time of 9am is not working. Mr. Ratterman was asked how the attendance of Calaveras County Water District's board meetings is, as their meetings are at 1pm. He responded that their attendance is also very low. With their most recent rate increase they have seen more attendance at recent board meetings. They also record their meetings, and the public can view them on YouTube. President Tressler explained that the Board is heavily stacked with members in the Mokelumne Hill area. With him being the only member out of San Andreas, he speaks to a different set of people. The consensus is that if it does not directly affect the public's pocket that they're not concerned which is why they show up to the rate increases but not the regular meetings. When the public is concerned, they obviously make the time. Mr. Small would prefer the meetings to be between 10am to 1pm

but will make the time for whatever the Board decides. The Board agreed to postpone this item until they can have a full Board present.

12. FISCAL YEAR 2023/2024 BUDGET UPDATE

Mr. Small presented a review of the 2023/24 budget. During the audit he had to put some expenses back to the previous year. Moving forward he's going to change the budget method. He is working with the CPA and will give an update when done. The District is within budget as of now and is being diligent in trying to save where possible. The District's goal is to be frugal while building our reserves again. He would like to get the finance committee together in January to start working on the next fiscal year's budget. President Tressler inquired about the maintenance on the vehicles, asking if that was routine maintenance. Mr. Roberts clarified that normal routine maintenance such as oil changes, check engine lights, etc. are done at Brawner's Automotive in town. President Tressler asked if the District has looked at other companies to make sure we're getting the best price. Mr. Small said depending on the issues, the District typically uses Brawner's Automotive, Sonora Ford, and International. President Tressler stated that if the vehicle maintenance is going outside of budget that the District should look at alternatives. Mr. Robert's said another factor is convenience. Brawner's is right down the road from the shop. The crew can take it over first thing in the morning and pick it up by the end of day. President Tressler thanked them for their input and stated a vehicle replacement program is important and will help with things like this. Mr. Small reported that the Part 12D fees will become more expensive in the future and would like to speak more on that with an AD Hoc Committee. Mr. Small and Director Blood discussed the accounting updates and how it will potentially affect the asset management component of the Master Plan.

13. REPORTS

a. Legal Counsel's Report

Mr. Brown welcomed Director Sparks to the Board. Mr. Brown will work with the General Manager for the Brown Act training for Director Sparks. Mr. Small would like Mr. Brown to do the Board training for all the Board at an upcoming meeting.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, presented the monthly maintenance report. Jeff Davis Reservoir is 9' below spill. Which is 2' lower than last month. He's hoping the upcoming rain will help. The maintenance at the South Fork Pump Station maintenance is complete. The gate has been lowered and the sump is filling up. Mr. Small reported that during the South Fork Pump Station that someone filed a complaint to the State Water Board which resulted in an inspection. The District is exempt for dredging. The inspection results determined that the District did not have any water quality violations. Mr. Roberts thanked the crew for their work down at the pump station. Both hydro units are running at Schaads. Schaads is 3" over spill. The 6" gate valve replacement that Mr. Roberts touched on at the last meeting has been completed. The PRV maintenance and valve turning programs are currently in full swing. There were 67 USAs completed.

c. District Engineer Report

Mr. Small is actively working to provide documentation for the January 2023 storm damage. The SRF funding is being restructured so all applications are frozen.

d. General Manager's Report

The retention payment will go out for the Clearwell Project. The bond will cover any issues that arise in the next year. The District completed the repairs to the shared road entering the Water Treatment Plant now that the Clearwell Tank Project is complete. The auditors were at the District about 2 weeks ago. Still waiting on the official report. An issue in billing was found. When the rates went up in July 2022 the tiered amounts did not get updated causing under billing. Fortunately, when the District did their migration to the new billing software in October of 2022 that was corrected. It equated to approximately \$3,000 per month. The amount was below a material finding, meaning the District does not have to go back and request the uncollected funds. The Auditors found that the District Verizon bill is not on the correct plan for the District's needs causing the District to have to pay more money. Mr. Small will reach out to Verizon to get that corrected. Ms. Bear gave an update on the progress of the Board Compensation Survey. She let the Board know that she hopes to have a report prepared by the January 2024 Board meeting. Director Tressler thanked her for her work and looks forward to the results.

e. Director's Comments:

Director Blood asked when the reassignment of committees will be done. Mr. Brown said those will be done in January. Director Blood inquired about section 3000 for the policies. He was reviewing the binder given out to the Board a few months ago and noticed that section was missing. Mr. Brown believes that section was leap frogged. Mr. Small will look into it.

**The Board entered closed session at 11:31 am.

14. CLOSED SESSION

The Board met in closed session to discuss performance with the General Manager. A General Manager Performance Review Committee consisting of President Tressler and Director Dell'Orto was created for evaluation of the General Manager's performance.

**The Board Reconvened open session at 11:52 am.

15. ADJOURMENT

There being no further business to come before the Board, President Tressler adjourned the meeting at 11:52 am.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board