

CALAVERAS PUBLIC UTILITY DISTRICT

April 19, 2022

Regular Meeting

3:00 pm

DIRECTORS PRESENT: J.W. Dell'Orto  
Richard Blood  
Brady McCartney

MEMBERS ABSENT: Jack Tressler

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

OTHERS PRESENT: None

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:08 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, Blood, and McCartney were present in the Board room.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. RESOLUTION NO. 2022-7: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD APRIL 19, 2022 TO MAY 19, 2022 PURSUANT TO BROWN ACT PROVISIONS.  
A motion was made by Director Blood, seconded by Director McCartney, to approve Resolution No. 2022-6. A roll call vote was taken. Directors Dell'Orto, Blood, and McCartney voted yes; none opposed. Motion carried 3-0.
6. CONSENT ITEMS
  - a. Minutes of Regular Board meeting of March 8, 2022
  - b. Claim Summary

Director Blood inquired if the District will be continuing with Diamond Maps. Travis Small, General Manager, informed him that the District is currently reviewing the Diamond Maps

workorder system and if it works for the District, we will stay with Diamond Maps. President Dell'Orto asked if the final check for Phase I of the Clearwell tank project has been issued. Mr. Small reported that there's a 5% retention that still needs to be paid once the contractor finishes the pending items. Director Blood noticed one of the employee's overtime hours was on the expense detail and wondered if that was how the District would be reporting it going forward. Mr. Small informed the Board that there was a payroll issue that prevented the employee from being paid his overtime through the payroll system. It has been corrected, but he let the Board know that the District is not happy with the current payroll company and will be looking into other options. A motion was made by Director Blood, seconded by Director McCartney, to approve items 6. a-b. A roll call vote was taken. Directors Dell'Orto, Blood, and McCartney voted yes; none opposed. Motion carried 3-0.

**7. RESOLUTION 2022-8: A RESOLUTION CALLING GENERAL DISTRICT ELECTION**  
Carissa Bear, Executive Assistant/Clerk of the Board, informed the Board that Directors Blood, McCartney and the vacant position are up for reelection in the upcoming general election. She informed the Board members who are up for reelection on what steps will need to be taken if they would like to run. President Dell'Orto questioned the reason for needing a resolution. Adam Brown, District Legal Counsel, explained that this would consolidate the District election with the general election in November, which is much less expensive and more efficient than the District conducting its own election. A motion was made by Director Blood, seconded by Director McCartney, to approve Resolution 2022-8. A roll call vote was taken. Directors Dell'Orto, Blood and McCartney voted yes; none opposed. Motion carried 3-0.

**8. CONSIDERATION OF PROPOSAL FROM WESTERN HYDROLOGICS TO INSTALL AND MAINTAIN SOUTH FORK PUMP STATION GAGING EQUIPMENT.**  
General Manager Small informed the Board that a site inspection was performed at the South Fork Pump Station to review what it would take to get the District back in compliance. Director Blood asked for clarification as to why there are two proposals. Mr. Small informed them that one proposal is for the installation of the gaging equipment and the second is for maintenance, monitoring and reporting. Mr. Small and the Board further discussed. A motion was made by Director McCartney, seconded by Director Blood, to approve the proposal from Western Hydrologics to Install South Fork Pump Station Gaging Equipment, at a cost not to exceed \$16,255, and to approve the proposal from Western Hydrologics to maintain the South Fork Pump Station Gaging Equipment, at a cost not to exceed \$13,260. A roll call vote was taken. Directors Dell'Orto, Blood, and McCartney voted yes; none opposed. Motion carried 3-0.

**9. REQUEST FOR PROPOSALS FOR PROPOSITION 218 RATE STUDY CONSULTANT SERVICES**

Mr. Small informed the Board that it is time to start gearing up for another Proposition 218 Rate Study. On July 1, 2022, the District will be entering the 4<sup>th</sup> year out the 5-year approved rate schedule. Mr. Small would like to start the process early as a few unforeseen expenses came up since the last Prop 218 Rate Study. He asked for comments from the Board and let them know that he is looking for feedback on the timeline. Director McCartney observed that Prop 218 Rate Studies help the District in priority for applying for grants. President Dell'Orto expressed his worry that the impact of new meters and a rate increase being so close together may cause a large increase in customer bills, which will have some customers feeling as if they're getting hit twice. Director Blood reviewed the RFP and thinks it looked fine. He did inquire as to who would be setting the schedule. Mr. Small clarified that the consultant would handle all of that

since it will be their expertise. Mr. Small will be looking for one firm that can handle the entire Rate Study process, including public engagement. He informed the Board that he will bring back the final RFP to the May Board meeting for Board consideration.

#### 10. CONSIDERATION FOR APPROVAL OF NEW OFFICE FURNITURE

President Dell'Orto inquired if the proposals were within the approved budget. Mr. Small confirmed that they were within budget. The Board and staff discussed details of the proposals. A motion was made by Director McCartney, seconded by Director Blood, to approve the proposal from Absolute Solutions at \$37,564.68. A roll call vote was taken. Directors Dell'Orto, Blood and McCartney voted yes; none opposed. Motion carried 3-0.

#### 11. CONSIDERATION FOR APPROVAL OF OFFICE FLOORING

Mr. Small informed the Board that the flooring for the entire office will be replaced. The carpet will consist of square panels opposed to a solid sheet, so if in the future there is damage or a tear to the carpet, only the affected panel or panels will be replaced instead of the whole carpet. The Directors inquired about the timeline. Mr. Small was unsure of the supply availability and when the installation would take place. A motion was made by Director McCartney, seconded by Director Blood, to approve the proposal from Pinnell's Carpet One at \$18,465.58. A roll call vote was taken. Directors Dell'Orto, Blood and McCartney voted yes; none opposed. Motion carried 3-0.

#### 12. 3RD QUARTER BUDGET REVIEW

Mr. Small gave a review of the 3<sup>rd</sup> quarter budget. The District has spent less money than projected so far, but that may all change as the District just received the dam fees invoice for all District dams, which is significant. Director Blood inquired as to how the dam fees are calculated. Mr. Small informed him that it is done through a formula. The invoice received will be for all of the District's dams. The Board and staff had more discussion regarding the budget review. Overall, the Board was pleased with the numbers.

#### 13. REPORTS

a. Legal Counsel's Report

No Report.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, discussed the Monthly Maintenance Report. He started by showing the Board photos from the past month which included photos of the Clearwell Tank Project, line repairs, and a new service connection install. He reported that Jeff Davis Reservoir is still currently full, but it did go down about a foot. Currently, South Fork Pump Station is off. All in-house annual filter maintenance has been completed. Mr. Roberts went over the filter maintenance procedure with the Board and answered questions. He also informed the Board that the gopher abatement has been complete at Schaads Reservoir which is a Division Safety of Dams (DSOD) requirement.

c. District Engineer Report/Clearwell Project Update

Due to the large agenda, Mr. Small reported on behalf of WGA. WGA provided a memo for Mr. Small to present as well as a timelapse of the Clearwell Tank Project.

d. General Manager's Report



Mr. Small presented his report. He informed the Board that he would like to schedule a Finance Committee meeting sometime in May. He has been working with the CPA on cleaning up the current GL structure. During the last month he has attended meetings for the Mokelumne River Stakeholders as well as the Safer Program meetings.

- e. Director's Comments: Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

Mr. McCartney discussed a phone call he received from a family member in Mokelumne Hill regarding an issue with his water pressure. Mr. Small and Mr. Roberts advised Director McCartney that they are working on a solution, but it requires a line replacement. The District has been in contact with the customer.

\* The Board went into closed session at 5:47 pm

#### 14. CLOSED SESSION PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

The Board went into closed session to conduct a performance review of the General Manager. No action was taken.

#### 15. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 6:52 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

