

Regular Meeting

9:00 am

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

MEMBERS ABSENT: None

STAFF PRESENT: Travis Small, General Manager  
Adam Brown, District Legal Counsel (9:15am)  
Carissa Bear, Clerk of the Board  
Mathew Roberts, Water System Superintendent  
Heather Williams, Customer Service Representative

OTHERS PRESENT: Kevin Sparks

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Blood at 9:02 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):  
Kevin Sparks, member of the public, informed the Board that he was present at this meeting to express his interest in filling the Board vacancy.
5. CONSENT ITEMS
  - a. October 17, 2023 Regular Board Minutes
  - b. Claim Summary

Director Tressler informed the Board that the price of aggregate has been raised at Martin Marietta. He recommended looking into Ford Foothill Materials Inc. Travis Small, General Manager, informed the Board that he will look into other options. Director McCartney asked about the status of the Clearwell Tank Project. Mr. Small replied that the project is almost complete. There is one outstanding payment to the contractor. There was a question about the billing for pre-employment. Carissa Bear, Executive Assistant, advised that Datco was behind in their billing. 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, McCartney, and Blood voted yes; none opposed. Motion carried 4-0.

6. RESOLUTION OF APPRECIATION HONORING DIRECTOR STEVE MCDERMED

President Blood expressed his appreciation for Steve McDermed's participation. A motion was made by Director Tressler, seconded by Director Dell'Orto, to approve Resolution 2023-15 Honoring Steve McDermed. A roll call vote was taken. Directors Dell'Orto, Tressler, McCartney, and Blood voted yes; none opposed. Motion carried 4-0.

\*Mr. Small asked to postpone agenda item 7 until Mr. Brown, District Legal Counsel, arrived.

#### 8. SURVEY OF ALL SURROUNDING BOARD COMPENSATION PACKAGES

This was requested to be on the agenda by Director Tressler. He explained that he'd like a compensation survey done of the surrounding districts due to the lack of compensation provided to the Board at this time. When Director Tressler came on as a Board Member it was discussed that additional compensation was being considered. He feels that the Board keeps kicking it down the road and he thinks that a survey of surrounding areas will help finalize this topic. He'd like to survey the same agencies that the District took into account when doing the rate study as well as some sewer districts. Director McCartney asked Travis Small, General Manager what kind of work that would impose on the staff to gather that information. Mr. Small said it would not be too much trouble but is looking for direction from the entire Board if they'd like the staff to move forward. Director Dell'Orto thinks it is fair to look into it further. Director McCartney is interested in looking into it further as long as the staff has time. President Blood would like this survey to be from like districts. He'd like them to be comparable in customer size, employee size, and notated if they are considered a disadvantaged community. Mr. Small informed the Board that staff would start the process and a report will be presented sometime early next year.

\*Mr. Brown arrived (9:15am)

#### 7. DECLARATION OF VACANCY ON THE BOARD OF DIRECTORS AND ESTABLISH PROCEDURE AND SCHEDULE FOR APPOINTMENT OF DIRECTOR TO SERVE THE BALANCE OF THE TERM

Mr. Brown announced Director McDermed's mid-term resignation. This Board can appoint a replacement up to 60 days after his resignation. After the 60 days it would be up to the Calaveras County Board of Supervisors. The staff will need to post the vacancy for a minimum of 15 days before the Board appoints a new Board member. Mr. Small informed the Board that the vacancy will be listed on the website, Facebook, the newspaper, and the outside marquee. Director Dell'Orto let Mr. Brown know that Kevins Sparks was here today expressing his interest in the vacancy. Mr. Sparks believes he brings a lot to the table and looks forward to the opportunity. Director Tressler inquired where Mr. Sparks currently resides. Mr. Sparks informed the Board that he lives in Mokelumne Hill. A motion was made by Director Tressler, seconded by Director McCartney, to declare a vacancy on the Board of Directors. A roll call vote was taken. Directors Dell'Orto, Tressler, McCartney, and Blood voted yes; none opposed. Motion carried 4-0.

#### 9. BOARD DISCUSSION REGARDING DISTRICT WATER RESOURCES AND POTENTIAL OPTIONS FOR FUTURE USE

Mr. Small's intention for this item is to have a general discussion about what the Board would like himself and Mr. Brown to discuss and negotiate moving forward. He has received some calls from interested parties further downstream regarding potential water sales. Director Tressler expressed his support for the General Manager and Legal Counsel to research options. Mr. Small

informed the Board that there are a lot of legislative changes for water rights that are pending. The discussion of potential water sales is important to prepare and secure the District's position in anticipation of such potential changes. Director Dell'Orto asked Mr. Small to verify that these types of sales will not affect the grants that the District is trying to get currently. Mr. Small doesn't believe that it will but will look into it. President Blood expressed his concern with the Board not being actively included in the entire process of potential water sales. He discussed that in the past when the District was working with the Tassajara Estates Project, the Board was left in the dark with a lot of decision making. And when he asked the previous General Manager for more information about the status of the project, his request was dismissed. He informed Mr. Small the District received \$25,000 from Tassajara and believes that the District entered into a water sales agreement with them already. Director Dell'Orto believed that money was intended to help the District with research fees and wasn't any binding agreement at the time. Mr. Brown informed the Board that this is the first he has heard of this and that he and Mr. Small will investigate further. Mr. Small said if there is some type of agreement in place with Tassajara that the District would just need to make sure not to sell what was promised to them. President Blood would like updates regarding the water sale discussions to be reported back out to the public in the meetings. He understands some things need to be kept in closed session but there needs to be some type of report out giving more information. Mr. Brown conveyed that once a discussion with prices, terms, etc. is had all actions will then take place out of closed session. This will be an ongoing process with many closed session meetings for the Board to be updated as well as give guidance to Mr. Small and Mr. Brown.

#### 10. FISCAL YEAR 2023/2024 BUDGET UPDATE

Mr. Small presented the budget update for fiscal year 2023/24. He reported that the District is currently on track with the projected budget. President Blood inquired why the backhoe lease is not included in operations. Mr. Small explained that it is placed a debt payment and a portion of it is placed in capital so the District will be able to depreciate it. Director Tressler noted that the repairs was over budget. Mr. Small responded that due to work done on the dump truck, the budget was exceeded for repairs. An internal budget amendment will fix that. Director Tressler asked Mr. Small to look into the current year to date expenses for outside services, he would like to see a comparison for previous years. He believes, with the addition of staff and equipment, that the District has been able to cut those expenses down. Mr. Small will put something together.

#### 11. REPORTS

##### a. Legal Counsel's Report

Mr. Brown's report was covered in another item.

##### b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, reported that the District rented an excavator for a project at the South Fork Pump Station. A ton of debris has come down over the year and it needed to be cleaned up. The District removed river gravel from the pump station gate and the sump area. In the past this was something that the District would contract out, but with Mr. Small's support and the right equipment, this is something that the crew was able to do in-house.

The project is now complete and the District is ready for the next pumping season. Director Tressler gave praise to the crew. The crew completed a valve replacement project in house. It was in large project. Mr. Roberts thanked the crew for their amazing job of getting this done in-house. He thanked the office staff for supporting the crew, preparing the door tag notices, handling the calls, and handling the social media. And he thanked Mr. Small for his support. Mr. Small complimented the crew on their work and stated that they did an excellent job. The Board was impressed and complimented the staff. Mr. Roberts presented his monthly maintenance report, reporting that the Jeff Davis Reservoir was 14 feet below spill last year at this time. Currently it is 7 feet below spill. President Blood asked how the gage was working at the South Fork Pump Station. Mr. Roberts informed him that it is still being fine-tuned. Mr. Roberts notified the Board of a new report being required by the State Water Board, which is the Safe and Affordable Funding for Equity and Resilience (SAFER) Clearing House Report. It's a reporting platform that is intended to provide information for drought and conservation for all public drinking water systems. He now needs to report on a number of items such as water sold and produced. They required to be completely broken down into categories. Mr. Roberts can't help but wonder what they'll be using the report for in the future. The fall protection inspections have been completed. The District's PRV vault lid maintenance has been completed. Director McCartney commented on the amount of USAs that the crew completed. Mr. Roberts agreed that it was a heavy month for USAs. Director Tressler asked for clarification on the Districts water rights. The board and staff discussed.

c. District Engineer Report

Nothing to report for the Engineer report. No active projects at this time.

d. General Manager's Report

Mr. Small reported that he had received the administrative draft of the Water Master Plan. It will take a while for the in-house review.

e. Director's Comments:

Director Blood reported that he had some issues with the Microsoft conversion. Director Tressler reported he had some issues too. Mr. Small is working with the new IT company on creating a form for issues. In the meantime, he asked for the directors to reach out to himself or Carissa Bear, Executive Assistant, for IT support. President Blood reported that he went on a tour of the water treatment plant with Mr. Roberts. He was able to see the SCADA system and the site improvements. He was very impressed how everything was streamlined and in ship shape. Mr. Small let the rest of the Board know that if they are also interested in a tour to reach out to him and he'll get that on the schedule. Director McCartney informed the Board that the current meeting time is becoming inconvenient as he is having to use a lot of vacation time to attend. He inquired if the Board would be willing to discuss changing the times of the meeting again. Mr. Small will add it to the December agenda. Ms. Bear reported on her attendance to the CSDA Board Secretary Conference. She really enjoyed the topics and learned a lot while there. Mr. Small informed the board of the ACWA conference in the Spring and let them know to reach out to him if they're interested in attending. Director Tressler reiterated the importance of the discussion about the Board compensation. The work that the Board does is a job, and it takes a lot of effort to juggle all of their home lives and work lives with the duties of being a Board Member. He would really like to make it more enticing for future Board Members. He thanked the Board for hearing him out and having an open discussion. Director Tressler gave compliments to all District staff and expressed his appreciation. Mr. Small introduced Heather Williams, the newest Customer Service Representative. She attended this meeting to learn how

to be a back-up for when Ms. Bear is out. Mr. Small stated that Ms. Williams is very organized and has proven to be a great asset to the District.

8. ADJOURNMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 10:55 am.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

