

Regular Meeting

3:00 pm

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

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:

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Blood at 3:05 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, McCartney, Dell'Orto, and McDermed were present. Director Tressler was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a. March 14, 2023 Regular Board Meeting Minutes
 - b. March 29, 2023 Special Board Meeting Minutes
 - c. Claim Summary

Director Dell'Orto asked for clarification on why the annual fire extinguisher is under the janitorial general ledger account. Travis Small, General Manager informed the Board that he will be renaming the janitorial general ledger account to building and maintenance. Director McCartney asked if the payment to Lechowicz and Tseng was the final payment. Mr. Small clarified that there will be more billable hours. Director Dell'Orto inquired if the Clearwell loan payment was the normal one. Mr. Small confirmed that it is one of the normal payments that happen in the Spring and Fall. A motion was made by Director Dell'Orto, seconded by Director McCartney, to approve consent items a-c. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

6. POWER POINT WORKSHOP ON "BOARD OF DIRECTORS 101"

Adam Brown, District Legal Counsel provided a PowerPoint overview of the Brown Act, governance issues, and selected District policies regarding Board communications and procedures.

7. WORKSHOP NUMBER 1 ON UPDATING RESERVE POLICY 2150

President Blood inquired as to where the District gets our policy templates; Mr. Brown stated that the District uses templates from the California Special Districts Association (CSDA) and modifies them to suit the District's specific needs. President Blood gave an overview as to why he requested this item to be added to the agenda, explaining that when the policy was originally created that default numbers were just added in and those default numbers are low. He asked Mr. Small to explain further. Mr. Small explained that this is just one of many workshops to follow, letting the board know that during this meeting they would be reviewing a rough estimate for a Capital Improvement Plan (CIP) for the next five years for Vehicle Mobile Equipment Information Technology. He and the Board discussed the amounts that should be set back in reserves on an annual basis and reviewing the Reserve Policy on an annual basis to match up with the budget. Mr. Brown recommended having a maximum reserve amount and reviewing it annually. Direct Dell'Orto asked whether a minimum reserve and a maximum reserve should be set. Mr. Brown explained that the purpose of the policy is to guide the Board and to set its own target. He believes that the main focus should be setting a maximum. President Blood expressed his concern on certain items, such as items being leased, not showing up in the five-year CIP. Mr. Small clarified that it would show up in an Asset Management Program (AMP). President Blood believes an AMP should be created before editing the policy. Mr. Small is working with Peterson Brustad Inc. and awaiting a timeframe from them. The Water Master Plan, 5-year CIP, and a 20-year AMP will all be completed at the same time by Peterson Brustad Inc. President Blood would like to continue to work on this and asked for it to be placed on the agenda for next month as well.

8. WATER LOSS FORGIVENESS

Director Dell'Orto reminded the Board that the District's current policies state that water loss forgiveness is not granted without some showing of District fault, as it is considered a gift of public funds. Mr. Brown advised the Board to deny the request and to advise staff to set up a payment arrangement with the customer. Director McCartney requested that staff make sure the customer understands that it's considered a gift of public funds which is why we cannot approve the request. The staff and Board discussed the California Low Income Household Water Assistance Program (LIHWAP). Staff will make sure the customer is aware of the program. A motion was made by Director Dell'Orto, seconded by Director McDermed, to deny the request for water loss forgiveness. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

9. REPORTS

a. Legal Counsel's Report

Mr. Brown stated that his report was covered.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent gave an overview of the monthly maintenance report. The District is pumping water into Jeff Davis Reservoir now that the weather has cleared up at the South Fork Pump Station. Schaad's units are running. Schaad's is still over spill. The crew has been working on a lot of storm damage cleanup. The raw water customer at Schaad's used about one million gallons of water this month. Mr. Roberts will start reporting on the water being used by the Calaveras County Water District (CCWD) moving forward. This month CCWD has used 0-acre feet. The line flushing and valve turning program is under way. A 6" leak repair was done on Center St. in Mokolunne Hill. A 6" line repair was done in Glencoe.

c. District Engineer Report

Mr. Small reported on the status of the Clearwell Tank Project on behalf of WGA. Now that the weather has cleared up, the contractors are back on site. They have a task list with some smaller

items that they are finishing up. The plan is to clean and fill the tank by next week. There are a couple of coating issues that are on the exterior of the tank that will be fixed before the end of the project. President Blood asked the plan for running the two tanks, Mr. Roberts explained. Mr. Small reported that Mr. Roberts is working with Tyla Daries, District Engineering Technician, on the FEMA storm damages. Ms. Daries is also working on funding for the old spillway, penstock, electrical, etc. The District is just really trying to apply for everything and see what is granted. Director McCartney expressed the importance of having pictures when applying for FEMA. President Blood inquired on the timeline of the Water Recycle Project application process. Mr. Small clarified. President Blood expressed his concern about the deadline.

d. General Manager's Report

Mr. Small reported that the District audit has been completed. There were a couple of findings. One major finding was an invoice that was paid in the incorrect fiscal year. Mr. Small has worked with staff to create a procedure to avoid this happening in the future. The Auditors recommended placing the Board of Directors on the District's payroll instead of cutting checks. Another finding was the delegation of duties. This has been a finding in the past, but with the small staff at the District it does make it difficult to keep duties separate. The month end reconciliation was an issue as well. Moving forward, the reconciliation needs to be done in a timely manner. With a short staff, it wasn't getting done in a timely manner, but it shouldn't be a problem moving forward.

e. Director's Comments:

The Directors discussed their concern with Director Tressler not being able to attend Board meetings regularly. The Board discussed the District policy regarding Board meeting attendance. Mr. Brown recommended a Board member or the General Manager to reach out to Director Tressler to let him know the importance of attending the meetings. The Board discussed the possibility of changing the times of the Board meetings. The Board decided that it would be best to create an agenda item for the May agenda to speak about it further and possibly take action. President Blood reported on the Ad Hoc meeting he attended in March with Director McDermed and staff. Mr. Small informed the Board that he would like to get an Ad Hoc committee together soon to prepare the next year's fiscal budget. Director Tressler is currently on the Budget/Finance AD Hoc committee, and if he cannot attend President Blood volunteered to be the alternate. Director McCartney informed Carissa Bear, the Clerk of the Board, that Director McDermed took his place on the Engineering/Planning Committee. Ms. Bear will work with Mr. Brown on the correction.

10. ADJOURNMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 4:59 pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board