

Regular Meeting

3:00 pm

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

MEMBERS ABSENT: None

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

OTHERS PRESENT: Craig Collins, Collins Accountancy Company

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell’Orto at 3:03 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell’Orto, Blood and Tressler were present. Director McCartney was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. STAFF INTRODUCTION
General Manager, Travis Small introduced new District employee Dani Bell. Dani started at Calaveras Public Utility District on January 3, 2022. Everyone welcomed her to the team.
6. CONSENT ITEMS
 - a) Minutes of Regular Board Meeting of December 14, 2021
 - b) Claim Summary

President Dell’Orto asked for clarification on the Expenses by Vendor Detail regarding Director’s mileage. Carissa Bear, Clerk of the Board, explained that to the category was applied to the wrong general ledger account and that she would make the correction. President Dell’Orto inquired about a vendor not being on the list. Mrs. Bear clarified that the vendor was not paid in December and that the payment would appear on the January list. A motion was made by Director McCartney, seconded by Director Tressler, to approve Consent Items a-b. A roll call vote was taken. Directors Dell’Orto, Blood, McCartney and Tressler voted yes; none opposed. Motion carried 4-0.

7. RESOLUTION NO. 2022-1: 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 JANUARY 11, 2022 TO FEBRUARY 11, 2022 PURSUANT TO BROWN ACT PROVISIONS.

Adam Brown, District Legal Counsel, reminded the Board that the resolution was required to continue remote Board meetings. A motion was made by Director Blood, seconded by Director Tressler, to approve Resolution No. 2022-1. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney and Tressler voted yes; non opposed. Motion carried 4-0

8. BUDGET

Travis Small, General Manager, gave an overview of the budget proposal. Director Blood asked for clarification regarding billing software. Mr. Small explained that the software he is considering will help integrate meter reading with the new billing software. The updated meter reading software will provide a strong foundation with room for growth in the future. The staff will be looking at all major meter companies and will make a decision as a group. Director Blood asked a question regarding the separate Wells Fargo Bank account for the Clearwell Tank Project. Mr. Small clarified. President Dell'Orto complimented Mr. Small for including the rate comparison from neighboring Districts to show how the District's customer billing rates compared. Director Blood inquired about hiring of new staff. Mr. Small explained that he has put the current hiring proposal on hold and hopes to bring a new entry level position to the Board next month. Mr. Small asked for the Board's input on how they would like him to move forward with the vehicle and equipment purchasing. The Board collectively agreed that they would like Mr. Small to bring quotes back to the Board to decide together. The Board complimented Mr. Small on the budget he prepared and thanked Craig Collins with Collins Accountancy Company for his assistance. A motion was made by Director Tressler, seconded by Director Blood, to approve Resolution 2022-2 Budget for Fiscal Year 2021/22. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney and Tressler voted yes; non opposed. Motion carried 4-0.

9. REPORTS

- a. Legal Counsel's Report:

No report.

- b. Board Vacancy Update:

Mr. Small informed the Board that the District had received no applications for the vacant Board seat. He asked District Legal Counsel Adam Brown to explain the procedures for appointing a new Director at this stage. Mr. Brown explained to the Board that if an applicant comes forward that the appointment would have to be made by the Calaveras County Board of Supervisors.

- c. Water System Superintendent's Report:

Mathew Roberts, Water System Superintendent, went over the Monthly Maintenance Report. He updated the Board on the rain totals. Director Blood expressed his concern with the amount of water being used by the Schaads customer during winter months. Mr. Roberts discussed some of the leaks the crew repaired during December. Mr. Roberts reported that the crew reviewed 242 USAs. This is a large number especially for a small crew. At the time of the Board meeting the water rights were not curtailed.

- d. District Engineer Report/Clearwell Project Update

Mr. Small gave an update on the Clearwell Tank Project on behalf of WGA. The project is currently delayed due to weather. The District Engineer's office has been in contact with the contractors. The possibility of a change order has been discussed. If a change order is needed, Mr. Small will bring it back to the Board for consideration at a future meeting. WGA has completed the Emergency Response Plan and staff has certified the report on the EPA's self-service portal.

e. General Manager's Report:

Mr. Small went over his report. He touched on COVID-19 Response Plan updates. The staff had some concerns with the existing plan. He is working on updating the plan to meet current OSHA standards and the Calaveras County Public Health requirements.

f. Director's Comments:

Director Blood reported on the Upper Mokelumne River Watershed Authority (UMWRA) MAC Plan meeting that he and Mr. Small attended. Calaveras Public Utility District has the chance of receiving a \$500,000 grant for the backwash recycle project. At this time, the Calaveras Public Utility District is the only applicant. Director McCartney thanked Director Blood for his involvement. President Dell'Orto reported that he was happy with the Ad Hoc Finance Committee meeting. Mr. Small reminded Director Tressler that he replaced Director Speer for CPPA. Director Tressler and Mr. Small will attend the meeting together next week.

10. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 4:24pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

