

CALAVERAS PUBLIC UTILITY DISTRICT

October 19, 2021

Regular Meeting

3:00 pm

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

MEMBERS ABSENT: None

STAFF PRESENT: John Kingsbury, Interim General Manager  
Adam Brown, District Legal Counsel  
Carissa Bear, Clerk of the Board  
Mathew Roberts, Water System Superintendent  
James Moe, Water Distribution/Treatment Operator  
John Cunningham, Water Distribution/Treatment Operator  
Michael Dresser, Water Distribution/Treatment Operator  
Wyatt Rovera, Chief Water Treatment Plant Operator  
Faith Hall, Customer Service Representative  
Matt Ospital, District Engineer  
Tyla Daries, District Engineering Technician

OTHERS PRESENT: Craig Collins, Collins Accountancy Company  
Jason Foster, Control Point  
Jeremy Pollet, Control Point  
Linda Smith

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:04 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, Blood, Speer, and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): President Dell'Orto announced that this meeting was Director Speer's last meeting.
5. CONSENT ITEMS
  - a) Minutes of Regular Board meeting on August 10, 2021
  - b) Minutes of Special Board meeting on August 17, 2021
  - c) Minutes of Special Board meeting on August 31, 2021
  - d) Minutes of Special Board meeting on September 10, 2021
  - e) Minutes of Regular Board meeting on September 14, 2021
  - f) Minutes of Special Board meeting on September 27, 2021
  - g) Claim Summary

Director Blood asked questions regarding in the invoice for Campbell Construction. The Clerk of the Board clarified. A motion was made by Director Speer, seconded by Director McCartney, to approve consent items a-g. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

6. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED MEMBER OF THE CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

The Clerk of the Board administered the oath of office to Jack Tressler. All Staff were on the call to welcome the new Board member and to introduce themselves. Mathew Roberts, Water System Superintendent, informed the Board that a new Water Distribution/Treatment Operator will start on November 1, 2021.

7. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)

The Board went into closed session at 3:20 pm. No action was taken. The Board came out of closed session at 3:30 pm.

8. PUBLIC EMPLOYEE APPOINTMENT

No discussion was had. A motion was made by Director Tressler, seconded by Director Speer, to appoint Travis Small as Calaveras Public Utility District's new General Manager. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney, and Tressler voted yes; none opposed. Motion carried 5-0.

\*President Dell'Orto moved item 17c., Interim General Manager's Report, to the end of the meeting with the other staff reports.

9. FERC – CONSIDERATION OF PROPOSAL FOR WATER RIGHTS COMPLIANCE AND HYDROPOWER GENERATING PLANT EVALUATION

Mr. Kingsbury provided several presentations to the Board. He asked that the Board approve the task order to continue working with Rich Sanchez for the remaining FERC items. A motion was made by Director Speer, seconded by Director Blood, to approve the task order with Rich Sanchez, GEI Consultant, not to exceed \$24,948. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; none opposed. Motion carried 5-0.

10. CONSIDERATION OF THREE PROPOSALS WITH CONTROLPOINT ENGINEERING, INC.

- a. Business Server Improvements Proposal
- b. Business Network Upgrade Proposal
- c. High-Level SCADA Assessment Proposal

Mr. Kingsbury informed the Board that the server needs to be upgraded in order to support the new billing software. The current server is old and outdated. Jason Foster introduced himself and explained he provided the quote for the server/network aspect of this agenda item. He explained to the Board how he came to his proposals and went over the features that would be provided. Director Blood has questions regarding what was included and what this would replace that CPUD currently has. Mr. Foster clarified. Jeremy Pollet introduced himself and explained that he worked on the SCADA aspect of this agenda item. The SCADA assessment will be a 1–2-day assessment. Director Blood asked what Mr. Foster would be looking at. Mr. Foster explained that he will be looking at anything and everything related to SCADA. He will submit a report once he has finished his

assessment. A motion was made by Director Speer, seconded by Director Tressler, to approve items a-c. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; none opposed. Motion carried 5-0.

#### 11. CONSIDERATION OF PROPOSAL FOR WATER RIGHTS COMPLIANCE AND HYDROPOWER GENERATION PLANT EVALUATION

Mr. Kingsbury explained that he along with Mathew Roberts and Adam Brown, met with Jeff Meyer, an engineer and water rights consultant. Mr. Meyer produced a proposal with 4 tasks to evaluate shortcomings and summarize/categorize the District's water rights. Mr. Brown expressed how important it is for the District to protect its water rights, and having a comprehensive summary and outline is important in that process. Director Blood inquired as to if this was geared towards Schaads only. Mr. Kingsbury explained that it is the entire District's water rights. Director Blood inquired about the information provided on the table. Mr. Kingsbury clarified. Mr. Roberts explained that CPUD has 4 separate water rights and that each hold different requirements. President Dell'Orto asked for clarification on where this would appear on the budget. Mr. Kingsbury clarified. A motion was made by Director Speer, seconded by Director Tressler, to approve the Western Hydrologics (WHC) proposal for water rights compliance and hydropower generating plant evaluation based on time and materials not to exceed \$9,940. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; none opposed. Motion carried 5-0.

#### 12. CONSIDERATION OF PROFESSIONAL GRANT WRITING SERVICES

Mr. Kingsbury explained to the Board that the District is looking to get a \$10 thousand grant from ACWA/JPIA. He is hoping to be able to use Fawn on her grant writing abilities in the future. Director Tressler inquired if it was normal to use an outside company rather than using someone in house. Mr. Kingsbury explained that there just is not the staff to do it. It is definitely normal practice for districts to outsource jobs like this. A motion was made by Director Speer, seconded by Director Tressler, to approve the professional services agreement with Fawn McLaughlin to complete the ACWA/JPIA Risk Control grant application at \$110 per hour, not to exceed \$2,500. A roll call vote was taken. Directors Speer, McCartney, and Tressler voted yes; Directors Dell'Orto and Blood abstained; non opposed. Motion carries 3-0-2.

#### 13. STATUS REPORT/CLEARWELL PROJECT

Tyla Daries, District Engineering Technician, gave a brief introduction and an overview of the background on the Clearwell Tank project to Director Tressler. Mrs. Daries provided a timelapse of work being done by Campbell Construction in phase I. She updated the Board that the contractors will be breaking ground on phase II on November 15, 2021. She will provide a schedule at the next Board meeting. Director Blood asked if the State has been notified. Tyla explained that the state is fully informed. President Dell'Orto asked if rain being in the forecast could cause delays. Mrs. Daries explained the contractors are still within their two hundred working days as provided in the contract.

#### 14. FINANCIAL REVIEW – CRAIG COLLINS

Mr. Kingsbury introduced Craig Collins, an accountant. Mr. Collins has worked with CPUD in the past. Mr. Kingsbury asked Mr. Collins to present a high-level overview of mid-year budget adjustment proposal. Discussions and decisions will need to be made during this meeting on some items, but the rest will be brought back to the finance committee. The District has been conservative



in the past, but the system is in need of repair. He wants to put everything out in the open for the Board to review. The Board should decide together what needs to be acted on now and what can be postponed until next fiscal year. Mr. Collins presented a draft budget. He explained that all of the information he was working on was based on unaudited data. President Dell'Orto thanked Mr. Collins for the presentation but expressed his concerns. And stated that he would like to review it closer and come back another time. Director Tressler inquired about the needs of equipment for the crew, asking if all of the equipment was needed at this time. Mr. Roberts clarified. Discussion regarding types of equipment followed. Director Blood expressed his concerns with hiring new staff. Director Speer commented that there is more work to be done than staff at this time. A motion was made by Director Speer, seconded by Director Tressler, to obtain bids on all equipment needed, the hiring of two additional office staff, and three additional field staff. Any job description changes will need to be brought back to the Board for approval. A roll call vote was taken. Directors Speer, McCartney and Tressler voted yes; Directors Dell'Orto and Blood voted no. Motion carried 3-2.

#### 15. ANNUAL AUDIT ENGAGEMENT LETTER

Larry Bain has performed CPUD's previous audits. Mr. Kingsbury recommends using him again at this time. The district can look for a new auditor next year. President Dell'Orto inquired if the District has exhausted their number of times allowed to use the same company. Adam Brown, District Legal Counsel, explained that as long as Mr. Bains uses different staff it will be acceptable. A motion was made by Director McCartney, seconded by Director Blood, to approve the professional services agreement with Larry Bain, CPA, An Accounting Firm, to complete the annual financial audit not to exceed \$8,600. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; non opposed. Motion carries 5-0.

#### 16. RESOLUTION NO. 2021-11: 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 NOVEMBER 18, 2021 TO NOVEMBER 19, 2021 PURSUANT TO BROWN ACT PROVISIONS.

Mr. Brown explained that the Board has to recertify every 30 days regarding virtual meetings. Meeting remotely is needed due to insufficient social distancing available in the District conference room while the pandemic state of emergency persists. A motion was made by Director Tressler, seconded by Director Speer, to approve Resolution No. 2021-11 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors Due to the Covid-19 Emergency. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; non opposed. Motion carried 5-0.

#### 17. REPORTS

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

Nothing to report.

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

##### i. Maintenance Report

Mr. Roberts went over his monthly maintenance report. He reported that Jeff Davis is at 13.25 feet below spill. Schaads raw water customer is currently out of water due to the reservoir level. EAP Risk & Resilience Assessment has been completed.

##### ii. Curtailment/Water Rights Update

The District is currently able to take fifty-five gallons per person per day out of the river. Mr. Roberts is currently petitioning to take more due to the need to continue to raise Jeff Davis Reservoir. With what is currently in Jeff Davis Reservoir, and if we ask customers to conserve, we have a 2-year supply.

iii. MCV Power Pole/Fuse Update

A lightning event that damaged the SCADA system at Jeff Davis Reservoir has also caused an issue at our Main Control Valve. PG&E came out and inspected. CPUD owns all of the equipment. There is a blown fuse on the transformer. Don Moss tried to obtain a replacement, but the part was discontinued in the 1980s. It is being reported that it will take about 24 weeks before new stock arrives to try and retrofit it. PG&E is requiring CPUD to make the repair.

iv. WTP SCADA Update

ControlPoint will be coming into assess the system. It takes twelve cards to operate the system. It is recommended to have one spare for each card, which would cost roughly \$12,000.

c. Interim General Manager's Report:

Mr. Kingsbury thanked the employees of CPUD. Mr. Kingsbury went over his report in depth. President Dell'Orto thanked Mr. Kingsbury for preparing the report and expressed his interest with Mr. Kingsbury sharing the information with Travis Small, the District's newly appointed General Manager. Director Speer thanked Mr. Kingsbury for his time at CPUD. He stated that the District desperately needed an outsider to come in and assess the District's shortcomings and he feels that is exactly what Mr. Kingsbury did.

d. Director's Comments:

Board and staff thanked Director Speer for his service on the Board, as Director Speer has previously advised that he was resigning effective November 1, 2021. Director Blood announced that UMRWA is taking applications for projects with MAC. CPUD's only project on the list is to run water from Schaads to Jeff Davis, which is a \$19 million project. He would like to work with Mr. Kingsbury to get new projects on the list.

18. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)

Title: General Manager

*Meeting with Gary Phillips of Bob Murray & Associates, District negotiator/recruiter for General Manager position.*

Mr. Kingsbury pulled the closed session from the agenda in the interest of time, which will be moved to the November meeting.

19. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 7:33 P.M.

Respectfully Submitted,



Carissa Bear, Clerk of the Board