

CALAVERAS PUBLIC UTILITY DISTRICT  
Regular Meeting of the Board of Directors

October 15, 2024  
5:00 pm

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

MEMBERS ABSENT: Jack Tressler

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

OTHERS PRESENT:

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by Vice President Blood at 5:04 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, Dell'Orto, McCartney, and Sparks 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. September 10, 2024, Regular Board Minutes
  - b. Claim Summary

Director Blood asked if the purchase through Ferguson was for the meters. Mr. Small confirmed that it was for the meters. The District currently purchases their meters through Ferguson and Sensus. Director Sparks asked for an estimate of how many new meters has been installed for the Meter Replacement Program. Mr. Small believes roughly 200. Director Blood inquired about the status of the Recycled Backwash Program. Mr. Small gave an update. Mr. Small explained that the State Revolving Fund Grant is still frozen at the state level. The planning part of the grant is fine, but the construction portion is frozen. Director Blood would like to know the estimated cost for completion and a timeline on the Recycled Backwash Program. Mr. Small will get an update from WGA and bring it back to the board at the next meeting. Director Dell'Orto inquired about the Training Committee. Ms. Bear clarified that it is actually a Safety Committee. The committee consists of one Water Distribution/Treatment Operator, one Customer Service Representative, Mr. Roberts, Ms. Bear, and Mr. Small. This committee meets once a month to discuss anything safety related. For example; training, procedures, PPE needs, any staff concerns, etc. A motion was made by Director Dell'Orto, seconded by Director Sparks, to approve Consent Items a-b. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, and Blood voted yes. Motion carried 4-0.

## 6. BUDGET UPDATE 2024/2025

Mr. Small presented the budget update as of September 30, 2024. He reported that the income through the first quarter was \$1,176,389 and the expenditures were \$938,310. The District's current debt ratio is 5.32. Mr. Small informed the Board that the salary is slightly over budget for the quarter due to the amount of overtime the crew accumulated on the large leak back in August. Director Dell'Orto pointed out a typo on the budget update. It states the date is through June 30, 2024, but it should be September 30, 2024. Mr. Small will make that correction. The training budget will start to be used with multiple upcoming conferences. Mr. Small reported that the operations budget is on track. In the upcoming months, more expenditures will occur due to all of the supplies being ordered. The District is going to focus on stocking parts for some of the District's larger lines in case of emergency repairs needing to be done. The District quickly learned of the importance of having supplies on hand with that large leak back in August. The District is working with 4-5 suppliers on getting supplies. Director Blood asked if the software was purchased for the Probable Maximum Flood (PMF) Study. Mr. Small confirmed that it was purchased and that he made the purchase through the Finance Committee.

## 7. EDUCATION ASSISTANCE

Mr. Small informed the Board that this was brought to him by an employee. This form is in the Employee Handbook. There is no correspondence with the form to give a guideline on how this was intended to be used. Mr. Small would like to bring this matter to the personnel committee to provide him some guidance. Director Sparks asked how many staff inquiries Mr. Small received. Mr. Small reported that there have been two employees who have inquired. Director Blood inquired about the language in the employees' Memorandum Of Understanding (MOU). Mr. Small reported that there is no reference in the MOU regarding this. Director Blood recommend for Mr. Small to reach out to CSDA to see if there's a policy we could use. Mr. Small informed Board that there are many agencies that have Education Assistance Programs, but the range is very wide. The District would need to decide our specific needs/parameters. The Board and Mr. Small discussed the possibility of adding an indenture to the policy. Director McCartney expressed his disagreement on adding an indenture stating that it puts employees off when they feel they owe the District something. Director Blood stated that a budget/cap would need to be in place for this type of program. Director Dell'Orto asked Mr. Small to gather some sample policies and reach out to the Personnel Committee. He would like to see it brought back to the Board as a whole for approval. Mr. Small will gather sample policies.

## 8. WATER METER SOFTWARE PRESENTATION AND AUTOMATED METER INFRASTRUCTURE

Mr. Small gave a presentation on the meters and meter reading program. Director Dell'Orto asked the cost of the subscription for the radios. Mr. Small informed him that it is 60 cents per month. Director McCartney asked for clarification as to if that was per meter; Mr. Small confirmed it was 60 cents per meter a month. Mr. Small reported that 5.2% of the meters in the ground have been converted to full Automated Meter Infrastructure (AMI) which equals 103 meters. Director Dell'Orto asked if this software can detect high usage and send notification; Mr. Small verified it could. Mr. Roberts reported that the crew worked together to compile a list of meters to start with. What qualified a meter to make the list was; hard to access meters such as meters way out in a field or behind locked gates/doors as well as meters that were in unsafe

locations such as meters on blind corners, right off the roadway, or unsafe parking conditions to access the meter. So far, the District has switched 192 meters which consist of both cellular and radio meters. Director Dell'Orto inquired about the possibility of reimbursement for this program. Mr. Small informed the Board that there is already a pending grant for residential meters.

## 9. REPORTS

### a. Legal Counsel's Report

Mr. Brown met with Mr. Small, Mr. Roberts, and Matt Ospital of WGA to discuss the out of area service agreement request for the potential customer in Paloma. . The District informed the Calaveras County Local Agency Formation Commission (LAFCO) that we would like to annex the property instead of providing service through an out of area service agreement. LAFCO and the District are in agreement that the property owner should initiate the process with the County and work with the Calaveras County Planning Department on getting the appropriate permits. The County would need to be the lead agency. The District has notified the landowner. Director Sparks agrees with the approach, stating that is standard operating procedure to go through the County Planning Department. Mr. Small will have Mr. Ospital reach out to the landowner's engineer to reiterate. Mr. Small informed the Board that the District still has not heard back from the potential hotel owners on the unrelated project proposed in San Andreas.

### b. Water System Superintendent's Report

Mr. Roberts presented his monthly maintenance report. He reported that the annual generator maintenance has been completed. Director Blood inquired as to how often the emergency generators are tested. Mr. Roberts informed the board that they are tested monthly by performing a "fast" test but annually a full load test is performed. Mr. Roberts informed the Board that turbine pumps and motor repair at Schaads are still about 10-12 weeks out. The District has rented an excavator to get the log boom cleaned up at Schaads. The Division Of Safety Of Dams (DSOD)/ Federal Energy Regulatory Commission (FERC) maintenance is ongoing, but the road maintenance has been completed. It was a quiet month for leaks. Mr. Small informed the Board that one of the leaks the District had flooded a customer's basement, and the claim has been reported to ACWA/JPIA, our insurance provider. Mr. Roberts reported the physical inspections for the lead service line inventory are complete, now just working on the reporting. Mr. Small notified the Board that it is now required for the District to send letters to customers who have galvanized pipes informing them they need to change to the new requirements. Mr. Small will prepare answers for staff to help answer any potential customer questions regarding the letters. Director Dell'Orto asked for the Board to receive the letter before it goes out to the customers.

### c. District Engineer Report

No report.

### d. General Manager's Report

Report was combined with Legal Counsel's Report.

### e. Directors' Comments:

Director Dell'Orto advised that he will not be able to attend the Calaveras Public Power Agency(CPPA) meeting. Director Blood will attend. Director Blood and Mr. Small attended the East Bay Municipal Utility District's (EBMUD) annual BBQ. The Upper Mokelumne River Watershed Authority (UMRWA) meeting was held before the BBQ. Director Blood provided an overview of the UMRWA meeting.

10. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: General Manager

Mr. Small asked to move this agenda item to the November meeting. The Board agreed. Director Dell'Orto asked Mr. Brown to distribute the template for the annual review as soon as possible so the Board can start working on the General Manager's review.

11. ADJOURNMENT

There being no further business to come before the Board, Vice President Blood adjourned the meeting at 6:37 pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

