

CALAVERAS PUBLIC UTILITY DISTRICT

August 20, 2024

Regular Meeting of the Board of Directors

5:00 pm

DIRECTORS PRESENT: Richard Blood  
Brady McCartney  
Kevin Sparks

MEMBERS ABSENT: Jack Tressler  
J.W. Dell'Orto

STAFF PRESENT: Travis Small, General Manager  
Mathew Roberts, Water System Superintendent  
Adam Brown, District Legal Counsel  
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, McCartney, and Sparks were present. Directors Tressler and Dell'Orto were absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
  - a. July 16, 2024, Regular Board Minutes
  - b. July 31, 2024, Special Board Minutes
  - c. Claim Summary

Director Blood asked for clarification as to why things would be categorized as Engineering/Non-Capital. Mr. Small clarified that only active projects go to Engineering Capital, while all non-active/future projects go to Non-Capital Engineering. If the projects ends up being active by the end of the fiscal year, a budget amendment will take place to move it to Engineering Capital. A motion was made by Director McCartney, seconded by Director Sparks, to approve Consent Items a-c. A roll call vote was taken. Directors McCartney, Sparks, and Blood voted yes. Motion carried 3-0.

6. RESOLUTION 2024-12 APPROVING ADOPTION OF CALPERS 457 PLAN

The District's Employee Handbook states that the employees have the ability to choose between two 457 Plans, but currently the District only offers one choice. This 457 plan would be managed by CalPERS at no cost to the District. There is a plan fee charged to the employee, but that fee is very competitive compared to the other plan the District currently offers. Director McCartney inquired if the District at this time matches employee contributions to the 457 plan. Mr. Small

stated that the District does not match contributions at this time. Director McCartney would like to discuss that option in the future, as he believes that benefit would impact employee morale. Director Sparks asked for employee input on this product. Mr. Roberts believes staff would be interested, especially with the competitive plan cost. A motion was made by Director McCartney, seconded by Director Sparks, to approve Resolution 2024-12 Approving Adoption Of CalPERS 457 Plan. A roll call vote was taken. Directors McCartney, Sparks, and Blood voted yes. Motion carried 3-0.

#### 7. JANITORIAL SERVICES

The District has had a long-time cleaning service. Unfortunately the owner recently passed away. Ms. Bear explained the process for receiving quotes and explained she had a hard time finding a local company who was bonded/insured. She received quotes from three companies that were all similar in price, but Amador Cleaning Services stood out the most for professionalism, thoroughness, and years of service. Director Blood inquired about the contract terms. Mr. Brown clarified that the contact is annual, but states that it can be terminated by either party with 10 days' notice. A motion was made by Director Sparks, seconded by Director McCartney, to authorize the General Manager to execute a Professional Services Agreement for janitorial services with Amador Cleaning Service in the amount of \$825 per month. A roll call vote was taken. Directors McCartney, Sparks, and Blood voted yes. Motion carried 3-0.

#### 8. BUDGET UPDATE 2024/2025

Mr. Small gave a monthly budget update through July 31, 2024. He reported that the loan covenant ratio will appear significant at this time, but once expenses start coming through that number will even out. Mr. Small informed the board that he will be sending two staff members to the Continental Utility Solutions, Inc. (CUSI) Annual User Summit Conference in October. This is held in Rogers, Arkansas. Ms. Bear explained that office staff are really excited for this opportunity. CUSI is such a new product to all of the office staff, so this is a great opportunity to learn the ins and outs of the product. Mr. Small notified the Board that the District just recently sent an employee to a backflow testing course. The next step is to send an employee for a cross-connection course. Mr. Roberts informed the Board that the California State Water Resources Control Board just sent out notification that in 2025 the District will be required to have at least one staff member trained for cross-connection. Mr. Small reported that staff are currently restocking on inventory for meters, meter boxes, materials, etc. Mr. Small went over the District's investments. He let the Board know that he has been keeping an eye out on the UBS Financial Services, Inc. (UBS) certificates of deposit (CDs) with the goal of moving the El Dorado Savings Bank CDs over to UBS at the appropriate time.

#### 9. REPORTS

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

No report this month.

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

Mr. Roberts started off his monthly report by showing pictures of fieldwork from the last month. Mr. Roberts took a moment to express his appreciation for staff, especially the field crew who worked tirelessly throughout the night on a major leak that occurred on a 10" steel main line which was located off of Highway 49 in San Andreas. He thanked Mr. Small who continued to stay connected with staff even while on a scheduled vacation. He also thanked Herd's Welding

for their assistance with finding a mobile welder. And lastly, he thanked the Board for providing the staff with tools to do their job. This leak was a rare occurrence and one of the largest that most staff has seen in their time at the District. The District lost roughly 500,000 gallons of water in a two-hour period. The leak was 260 pounds per square inch (PSI). Director inquired if staff had an idea of what caused the break. Mr. Roberts explained that the line is the original line from the 1970s and it sits in a “belly” of a meadow. The pipe was very thin in that spot. Mr. Roberts does not have an update on the South Fork Pump Station. The mechanic has found the issue, but the District is waiting on a quote for the repair.

c. District Engineer Report

Mr. Small and the District engineer are still engaging with the proponents of the new hotel project in San Andreas. The District is looking for clarification on what exactly they are requesting from the District. The farm in Paloma has reached out to the District for a possible annexation, but Mr. Small and Mr. Brown determined it was best to postpone consideration of this item pending further review by staff and the applicant’s engineer regarding legal and technical requirements. Mr. Small will place them on the agenda at a future time. Director Blood inquired about the waterline that was never deeded to the District at the new courthouse. Mr. Small has tasked WGA, the District’s engineering firm, with that matter.

d. General Manager’s Report

Mr. Small reminded the Board to RSVP to the East Bay Municipal Utility District’s (EBMUD) annual BBQ.

e. Directors’ Comments:

Director Blood attended the Upper Mokelumne River Watershed Authority (UMRWA) meeting on August 16<sup>th</sup>. There was a presentation on the voluntary agreements regarding the Mokelumne River. He asked that Mr. Small set up a presentation for a future meeting for the District. The General Manager will reach out to an EBMUD representative to give a presentation to the Board at a future meeting.

10. ADJOURNMENT

Mr. Small informed the Board that several Board members have conflicting schedules for the September 17<sup>th</sup> Board meeting, and asked them to move the meeting to September 10<sup>th</sup> at 5pm. The Board agreed. There being no further business to come before the Board, Vice President Blood adjourned the meeting at 6:44 pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board