

CALAVERAS PUBLIC UTILITY DISTRICT

January 16, 2024

Regular Meeting

9:00 am

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

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  
Wyatt Rovera, Chief Water Treatment Plant Operator  
John Cunningham, Water Distribution/Treatment Operator

OTHERS PRESENT: None

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Tressler at 9:01 A.M.
2. ROLL CALL OF DIRECTORS: Directors Tressler, Blood, Dell'Orto, McCartney, and Sparks were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
  - a. December 19, 2023, Regular Board Minutes
  - b. Claim Summary

Director Blood inquired about the payment to Cole Tiscornia Construction for West Forty Road. Travis Small, General Manager, informed him the work was done to repair the shared road entering the Water Treatment Plant. It was agreed upon with the neighbor that the District would repair the shared road once the Clearwell Tank Project was completed. Director Blood questioned if that would come out of capital improvements. Mr. Small informed it that it would. Director Blood inquired about the payment to Farr Construction. Mr. Small informed him that was the final payment for the Clearwell Tank Project. Director Blood inquired about the payment to Peterson-Brustad, Inc. Mr. Small informed him that is for the Water Master Plan. Director Blood asked if the District has received the money from the state yet. Mr. Small confirmed that the District has received the money. President Tressler asked the need for renting the excavator from Holt of California. Mr. Small informed him the rental was necessary for the work at the

South Fork Pump Station. The crew also used it to clean the drainage ditch at the Water Treatment Plant. President Tressler questioned the need to keep it for a month. Mr. Small explained that the crew needed it for more than two weeks so at that point it was better to keep it for the whole month. Director McCartney would like to see something done to celebrate the completion of the Clearwell Tank Project. Mr. Small would like to do a dedication ceremony in the future. A motion was made by Director Dell'Orto, seconded by Director Blood, to approve consent items a-b. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood and Tressler voted yes; none opposed. Motion carried 5-0.

#### 6. A RESOLUTION COMMEMORATING THE 90TH ANNIVERSARY OF THE ESTABLISHMENT OF THE CALAVERAS PUBLIC UTILITY DISTRICT

Mr. Small informed the board that the District turns ninety this month. Director Blood inquired what one thousand miners' inches is in gallons. Mr. Small answered. Director Blood made a motion to approve Resolution 2024-01 Commemorating The 90th Anniversary Of The Establishment Of The Calaveras Public Utility District. Director Tressler seconded, then withdrew his seconded motion due to concerns of a president seconding a motion. At that time Director Sparks seconded. Adam Brown, District Legal Counsel, confirmed that a president can make a motion, but it is not normal practice. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood and Tressler voted yes; none opposed. Motion carried 5-0.

#### 7. REVIEW OF DISTRICT TEMPORARY ADVISORY (AD HOC) COMMITTEES AND ASSIGNMENTS

President Tressler dissolved the current committee and assignments. Director Blood stated that he would like to stay on the Engineering/Planning Committee. Director Sparks asked for some background on the committees and listings. Mr. Small and the Board explained. The Board questions if Mokelumne River Association is still active. Carissa Bear, Clerk of the Board, will look into it.

#### 8. ESTABLISHING DATE AND TIME OF REGULAR BOARD MEETINGS

Director McCartney explained that he is cutting into a lot of his personal time off at work and that moving forward he will no longer be able to have a seat on the Board if the meeting time cannot change to outside of his working hours. His recommendation is for 5pm. Director Sparks agreed that having a meeting later in the day will help him. President Tressler expressed his concern with staff in attendance earning a guaranteed four hours of overtime to attend these meetings. Director McCartney explained that is not new and has always been budgeted in. President Tressler expressed his frustration with the Board continuing to change the time of the meetings. If a member of the public is interested in attending, they are not going to know what time it is with the Board changing the time multiple times. Director Blood stated that a 9am meeting is not convenient for a working member of the public. He also said that morning meetings take up half of his day which makes it hard to get things done during business hours/daylight. His recommendation would be to hold the meeting no earlier than 3:30pm. President Tressler said evening meetings take him and staff away from their families which he does not believe is a fair thing to ask of them. He asked the staff present if they had a preference. Ms. Bear explained that morning meetings are harder on her with trying to get her other job

duties done such as payroll. In the past when it was later, she still was able to get her tasks done before attending the meeting. There are times that payroll lands on a Board meeting day, such as today, which makes it a tighter time constraint. Also, when she started as the Clerk of the Board, the meetings were at 7pm so her mindset going into it was that she would be away from her family once a month for a few hours. Director Sparks recommends that whatever decision is made today that it does not change again. Director Dell'Orto believes a middle-of-the-day meeting would work better for members of the public. A 5pm meeting will cost the district more money in overtime and he does not think an increase of public attendance will happen. Director Blood recommended having staff look into the cost of having the meetings at 5pm. President Tressler stated that he does not have an issue with 5pm meetings as long as it is not costing the District money. Mr. Small informed the Board that the overtime will only impact the budget by roughly \$500 a month. Directors Sparks and Dell'Orto felt that that was doable, with Director Dell'Orto stating that it would allow staff more time to do their other duties. Mr. Small asked if the Board would like to hold a special meeting to approve the new time. The Board all agreed. Mr. Small stated he would draft a resolution and schedule a special meeting.

#### 9. FISCAL YEAR 2023/2024 BUDGET UPDATE

Mr. Small informed the Board of a typo on the agenda item description. The Income and Expense report is through December 2023, not November 2023. Mr. Small went over the current status of the budget. Quarters one and two are pending grant reimbursements. He added in percentages for easier viewing. Director Dell'Orto thanked him for that. The District is at the halfway mark for the fiscal year. All categories should be around the 50% mark. Looking at the budget, Mr. Small believes the \$6,000 estimated for overtime during a Board meeting would not make or break the district. The District has a few vacancies for employees which are reflected in the District being under budget for salaries. He would like to bring the office position back to the Board with the possibility of changing the position to better serve the District. Director Blood and Mr. Small discussed a formatting issue on page 7. President Tressler noticed that the District is over budget in automotive. Mr. Small reported that a budget amendment will be made at the end of the fiscal year to take that into account. Director Dell'Orto inquired about the consultants and planning category being so low. Mr. Small informed him that it is due to the District being reimbursed by grants as well as some being categorized incorrectly. Some items may need to be moved around. Overall Mr. Small is happy where the District is sitting, stating that the District's bonding capacity has improved tremendously.

#### 10. WATER MASTER PLAN WORKSHOP

Mr. Small went over the Draft Water Master Plan with markups done by staff and himself. He touched on comments made by staff. The purpose of the Master Plan update is to identify and complete the necessary updates to the plan. President Tressler expressed his interest in a District tour to help him better understand. Mr. Small let the Board know to contact the off to schedule a tour. Mr. Small will submit all comments to Peterson-Brustad, Inc. Once the changes have been made, he will redistribute the Draft Water Master Plan to the Board. The Board and GM discussed the timeframe.



## 11. LETTERS OF SUPPORT

President Tressler had a brief discussion with Mr. Small regarding these letters and gave him direction to write them. There was no time to bring it to the Board beforehand. A motion was made by Director Blood, seconded by Director Sparks, to approve the General Manager to submit the Letter of Support for San Andreas East Fuel Break and the Letter of Support for UMRWA. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood and Tressler voted yes; none opposed. Motion carried 5-0.

## 12. REPORTS

### a. Legal Counsel's Report

No report this month. Brown Act seminar will be in February.

### b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, presented his monthly maintenance report for the month of February. The annual On-Site Chlorine Generation (OSG) maintenance has been completed. Both hydros at Schaads are running. There was a ten-inch steel main line leak repair done in San Andreas. The crew completed 57 USA tags. The valve turning/flushing program is underway. President Tressler inquired about the oil change for the Ford F-550 being completed at Brawner Automotive. He is concerned of maintenance being completed outside of Ford as the District has a warranty with Ford. He wants the staff to make sure there not having work done that could possibly void the warranty. Mr. Small stated that the staff does have an in-house tracking system of the work being completed. President Tressler is concerned with the District being over budget on automotive and would like Mr. Small to look into that further.

### c. District Engineer Report

No report this month.

### d. General Manager's Report

Mr. Small reported the Calaveras Public Power Authority (CPPA) will be held tomorrow. The power rates will be discussed. The primary and secondary rates have decreased. Mr. Small and the Board discussed the process of rates being lowered. During the last Board meeting, Director Blood inquired about the three thousand sections of the policies. Mr. Small investigated it and determined that section did not get voted on in 2020 with the rest of the policies. Ms. Bear gave a presentation on the Board Compensation Survey. Director Sparks complimented Ms. Bear on the report provided. The Board discussed the cost of health benefits for the Board. President Tressler reminded the Board that Mr. Small stated there is a way for the District to pay these costs without effecting the current budget. Mr. Small explained that the District currently pays into a trust (Other post-employment benefits (OPEB)) for retiree health. The District is above the limit needed to fund that and could opt out of contributions and start paying for health benefits for the Board. Director Blood stated that another option would be to take it from the capital budget. Director Dell'Orto brought up to the Board that with more benefits that will bring more candidates, but it may also bring more costs to elections. Director Dell'Orto stated that after reviewing the report, the District is currently in line with other Districts. President Tressler was surprised that there are not more districts providing a full health package. The staff and Board discussed multiple options and decided to bring it back to a committee meeting. President Tressler asked Ms. Bear to check into the cost of dental and vision and provide it to the committee.

e. Director's Comments:

No comments this month.

\*\*The Board entered closed session at 12:51 pm.

13. CLOSED SESSION

The Board met in closed session to conduct the General Manager's evaluation. No action was taken.

\*\*The Board Reconvened in open session at 1:05 pm.

President Tressler directed staff to create a policy that will outline the participation of staff's input on the General Manager's annual evaluation. He would like staff to be able to submit their reviews anonymously. Director Dell'Orto asked for the policy to state that the start of the employee participation will start in November in order to be completed by the current manager's anniversary date. Mr. Brown will draft a policy to bring back at the next meeting.

14. ADJOURNMENT

There being no further business to come before the Board, President Tressler adjourned the meeting at 1:09pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

