

Regular Meeting

3:00 pm

DIRECTORS PRESENT: J.W. Dell’Orto
Richard Blood
Scott Speer

MEMBERS ABSENT: Brady McCartney

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent

OTHERS PRESENT: Tammy Hebrard
Jack Tressler
Aaron Brim
Ron Walker
Gary Phillips
Unknown Person (By Phone)

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell’Orto at 3:07 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell’Orto, Blood and Speer were present. Director McCartney was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a. Minutes of Regular Board meeting of June 8, 2021
 - b. Minutes of ~~Regular~~ Special Board meeting of June 29, 2021
 - c. Claim Summary
 - d. Billing Software Upgrade

President Dell’Orto requested that item b. of the Consent Items be corrected to state “Special” Board meeting. Director Blood requested to pull items a. and d. for discussion. A motion was made by Director Speer, seconded by Director Blood, to approve consent items b. and c. A roll call vote was taken. Directors Dell’Orto, Blood, and Speer voted yes; none opposed. Motion carried 3-0. Director Blood asked that the minutes from June 29, 2021, agenda item #10, reference that the Board expressed their preference to move forward with a short-term agreement with Calaveras County Water District. The Clerk of the Board took note of the correction. Director Blood requested a change to item #13 as well. No change was made.

Director Blood asked for clarification as to why item d. was a consent item as opposed to a separate agenda item. Interim General Manager Kingsbury explained that the budget for the billing software

was already approved in the 2020/2021 Budget. The staff has narrowed it down. Carissa Bear, Clerk of the Board, explained that the previous General Manager started the process last summer. The staff narrowed it down to the company they preferred, but no action was taken by the previous General Manager to move forward in the process. The staff has since restarted the process and had demonstrations from multiple companies narrowing it down again to the company they prefer. President Dell'Orto asked the approved budget for billing software upgrades. Director Blood is not opposed to moving forward with upgrading the billing software, but was just concerned on how it was being presented. Further discussion was had regarding billing options, overall cost, and the District's previous vendor. A motion was made by Director Speer, seconded by Director Blood, to approve consent items a. (with the corrections requested) and d. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes; none opposed. Motion carried 3-0

6. APPLICATION FOR CITIZEN APPOINTMENT TO CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

President Dell'Orto thanked the candidates for joining the meeting. He explained the process of appointment for the vacancy. He asked that each candidate introduce themselves. Discussion followed between the Directors and each candidate. President Dell'Orto and Director Speer both expressed their concerns with having another Director from Mokelumne Hill. Director Speer feels he gets a lot of feedback from the community he lives in and believes having another director in San Andreas will benefit the District. Director Blood encouraged the Board to consider qualifications rather than basing a decision on where the candidate resides. He asked how long this term will be. District Legal Counsel, Adam Brown informed the Board that the remaining term is three years. President Dell'Orto thought the term was two years. Mr. Brown asked the Clerk of the Board to contact the County Elections Department to confirm. Director Blood was pleased to see so many candidates and encouraged all to apply again for future vacancies. Due to the absence of Director McCartney, the Board discussed coming back to this item at the August meeting. A motion was made by Director Blood, seconded by Director Speer to table this item until the August meeting. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes; none opposed. Motion carried 3-0

* Moved to item # 8 General Manager Recruitment

7. BOARD PP WORKSHOP ON BOARD OF DIRECTORS 101

Mr. Brown thanked the Board candidates for staying for the presentation. He thinks it will benefit them coming on as new Board members. Mr. Brown gave a presentation on Board 101. He provided a Power Point to follow along. The Board thanked Mr. Brown; they appreciated the refresher.

8. GENERAL MANAGER RECRUITMENT

Gary Phillips of Bob Murray and Associates updated the Board on the General Manager recruitment process. July 2, 2021, was the final filing date. Twenty applications were received, with seven preliminary interviews being scheduled. He will work with Mr. Kingsbury to schedule a special meeting to update the Board on the interviews. Director Blood expressed his frustrations with not receiving the recruitment flyer before it was sent out and also with the flyer being geared more towards an administrative position rather than an engineer position like previously discussed. Mr. Blood asked to be able to view the seven candidates that have been selected for interviews. Mr. Phillips assured the Board that at the special meeting the Board will be able to review all applicants.

9. NEW SERVICE CONNECTIONS

Mr. Kingsbury informed the Board that staff is looking for clarification on the Charges and Fees rate sheet. The rate sheet is confusing to read. He wants to clarify that the Board is requesting that all meter installs above a 1" need to be brought to the Board. He recommends the Board remove the verbiage off of the rate sheet stating the installation charge be approved by the Board due to the fact that it is later stated that it is charged at cost. President Dell'Orto agreed with the changes. Director Blood inquired as to where the Charges and Fees rate sheet resides. Mrs. Bear informed him that it is on the website and is per Resolution 1989-23. President Dell'Orto asked for staff to verify that the District is charging the correct amount per the resolution. Mr. Kingsbury responded that he would update the spreadsheet and review the resolution.

10. STATUS REPORT/CLEARWELL PROJECT

- a. Mathew Roberts, Water System Superintendent, gave an overview of the progress for the Clearwell Tank Project. Today was the mandatory pre-bid walk for Phase II. Over twenty people showed up. One of the biggest concerns he heard the contractors express was the ditch issue that was previously brought to the Board. President Dell'Orto noted that the project completion is out further than anticipated. He also inquired as to why WGA is recommending Campbell Construction since CT Construction was the overall lowest bid. Mr. Roberts explained that it was going off the base bid.
- b. Mr. Roberts gave an update on the MCC Project. He explained that the parts would take about 8 weeks if they do not get the order in Phase II. If the Board is going to wait it could be until November before the parts arrive. President Dell'Orto questioned pricing; Mr. Roberts clarified. Director Blood asked for clarification on what Phase I consisted of; Mr. Roberts clarified. Director Blood questioned as to why the project is so far behind, Mr. Roberts clarified it was due to numerous things. A few being; working with Cal Fire to take down the trees, the availability of parts, getting contractors, and Engineers/staff going back and forth on plans. Director Blood inquired whether the staff was working on the tracer study. Mr. Roberts explained that he and staff are currently working with Robert Lapp of the State Water Resources Control Board. He also explained that the District is running into issues on finding someone to do the study but thinks they may have found someone. Director Blood understands the urgency of this project but would like to be provided more information in advance in the future. He also inquired about Phase II designs. Mr. Roberts informed him that those designs have been completed and submitted to the State. Discussion occurred but no action was taken.
- c. Staff is looking to finalize Phase I. President Dell'Orto expressed the need to move forward and the potential of having time delays due to weather if the Board waits. President Dell'Orto and Director Speer expressed that they were in favor of the alternative. President Dell'Orto asked for Mr. Roberts' opinion. Mr. Roberts believes the alternative will improve the safety at the treatment plant and it will help both phases. Discussion was had regarding drainage ditch. Mr. Kingsbury asked what the Board would like to do. President Dell'Orto and Director Speer both agree that it makes sense to move forward with the alternative. A motion was made by Director Speer to approve the contract with CT Construction and to do alternate 1. Discussion was had regarding how the bid should be awarded. Clarification from WGA is required to move forward. Mr. Kingsbury recommended placing this item on the

Special Meeting agenda late this month. President Dell'Orto agreed. The motion was withdrawn, and no action was taken.

11. REPORTS

a. Legal Counsel's Report:

Mr. Brown stated that his report was covered in the Board training presentation and had nothing further to report.

b. Water System Superintendent's Report:

Mr. Roberts gave a brief summary of the Monthly Maintenance Report. He informed the Board that the annual Consumer Confidence Reports were mailed out to customers and that office staff updated the website. Jeff Davis Reservoir is currently sitting at 2' below spill. The pumps at the South Fork Pump Station are currently off. Hydro units are off due to high water temperatures. Director Blood had some questions regarding procedures for the hydros with high water temperatures; Mr. Roberts clarified. Mr. Roberts reviewed a couple of leaks that happened throughout the month. A total of four new service connections were installed.

c. Interim General Manager's Report:

Mr. Kingsbury informed the Board that he will be coming to the Board to request additional staff. Currently the District is need of another office staff person as well as in the field. He recommends cutting down on vehicle costs by having the field crew do a buddy system. Most jobs require two crew members, so it makes sense to start having them together. He also thinks it will help with training as well as safety. He would assign a senior crew member to each less senior person. Mr. Kingsbury will work more on this before bringing the item back to the Board. Mr. Kingsbury reminded the Board that the office is still closed to the public. The office is starting to get push back from the public, but he thinks it's important that safety for the public and employees is the District's top priority. COVID is still very present in the county and the District and the small size of the office makes social distancing difficult. Staff is looking into safety measures that would enable the office to open back up to the public. Mr. Kingsbury informed the Board that he is working with Craig Collins of Collins Accountancy Company. He hopes to have a full report on the finances at the August meeting.

d. Directors' Comments:

Director Speer will be attending the LAFCO meeting next Monday. Director Blood will be attending the UMRWA meeting in person on July 23rd. Director Blood explained that in the past that he has requested documents pertaining to the District's water rights. He has made his request multiple times with no response. He believes that Board members should have access to those documents. Mr. Kingsbury asked if Director Blood could look into it on his end to provide staff with clearer direction. Director Blood will get back to Mr. Kingsbury. Director Speer expressed interest in seeing those documents as well.

ADJOURNMENT. There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 6:24 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board