

CALAVERAS PUBLIC UTILITY DISTRICT

May 11, 2021

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, Board Secretary  
Mathew Robert, Water System Superintendent

OTHERS PRESENT: Dane Wadle  
Gary Phillips, Bob Murray and Associates  
Isabel Moncada, WGA  
Rich Sanchez  
Tyla Daries, WGA

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: 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) Claim Summary

Interim General Manager John Kingsbury apologized for the April minutes not being ready. Due to the transition period and being short staffed they were not completed in time to be posted. They will be ready for the June meeting.

President Dell’Orto commented on the higher balance of the claim summary. He did see that some higher quarterly bills did come through.

Director Speer inquired as to if the District was still within budget. Administrative Account Assistant/Board Secretary Carissa Bear said she would look into it and report it at the next meeting. Director Blood inquired about the Lowe’s purchase. Ms. Bear clarified that it was the salt purchase for the Water Treatment Plant.

President Dell’Orto inquired about the invoice for Campbell Construction. Ms. Bear informed him that it was an old invoice that finally came through. A motion was made by Director Speer, seconded by Director Blood, to approve the Claim Summary as presented. A roll call vote was taken. Directors Dell’Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

6. RESOLUTION OF APPRECIATION HONORING Former Director John Lavaroni:

President Dell'Orto read the resolution into the record. A motion was made by Director Speer, seconded by Director Blood, to approve Resolution of Appreciation Honoring John Lavaroni. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

7. RESOLUTION OF APPRECIATION HONORING Former General Manager Donna Leatherman:

President Dell'Orto read the resolution into the record. A motion was made by Director Speer, seconded by Director Blood, to approve Resolution of Appreciation Honoring Donna Leatherman. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

\* Interim General Manager, John Kingsbury requested to move to #11 General Manager Recruitment.

8. CLAIM \$547.20; Janice Carpenter

Interim General Manager Kingsbury recommended denying the claim. President Dell'Orto asked if there was any fault of the District. Water System Superintendent Mathew Roberts replied that he and the crew investigated, and they could not find any fault on the part of the District. President Dell'Orto feels confident to move forward to deny the claim if there is no fault of the District. Director Speer mentioned that the District policy does state that everything beyond the meter is the responsibility of the customer. District Legal Counsel Adam Brown did remind the Board that it is required of the customer to provide proof of damage allegedly caused by the District. Director Blood asked for the amount of pressure in that area. Superintendent Roberts explained that the pressure in the area is below 80 PSI, which is low compared to other areas of the District. A motion was made by Director Speer, seconded by Director Blood, to deny the claim. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

9. APPROVAL LETTER FOR QUICKBOOKS

QuickBooks is requiring a letter from the Board to remove the former General Manager as the point of contact for the account. Director Blood asked for clarification regarding QuickBooks, and Administrative Account Assistant/Board Secretary Carissa Bear explained that it is the District's accounting software that is backed up manually on her desktop. A motion was made by Director Speer, seconded by Director Blood, to approve the letter to be sent to QuickBooks. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

10. FEDERAL ENERGY REGULATORY COMMISSION (FERC) REPORTING UPDATE

Rich Sanchez with GEI Consultants gave a brief overview of his career. He explained that the previous General Manager engaged his services for the District about one year ago to assist with the FERC reporting. He recommends getting in contact with Mead & Hunt to assist in some of the outstanding items, as the District has worked with them in the past. The District has asked for an extension on a few items. Mr. Sanchez is not sure if FERC will approve the extensions or not. President Dell'Orto expressed his concerns regarding the possibility of being denied the extension requests. Mr. Sanchez recommended the Board view the inundation maps. Director Blood asked where he could find the map along with the report. MR. Sanchez believes it is on the state's website. Interim General Manager Kingsbury thanked Rich Sanchez for his presentation. President Dell'Orto appreciated the presentation and being able to see everything on paper.

## 11. GENERAL MANAGER RECRUITMENT

Gary Phillips of Bob Murray and Associates asked the Board if they had a chance to review the brochure for the draft language. Unfortunately, there was a misunderstanding, and the Interim General Manager did not forward that on to the Board. Mr. Phillips gave a brief overview of the brochure. He said that there should not be too many edits needed. He would like to advertise the listing for about 5-6 weeks and hopes to have the listing closed in June. Interim General Manager Kingsbury is working on the benefits portion and hopes to get that out soon. He recommends getting an Ad Hoc Committee together to review the brochure and get it back to Gary Phillips as quickly as possible. President Dell'Orto thinks an Ad Hoc Committee would be good. Director Blood volunteered to be on the committee. Mr. Phillips reported that once the verbiage for the brochure is approved that photos will be added, and a proof will be provided.

\*Moved to item # 10 Federal Energy Regulatory Commission (FERC) Reporting Update

## 12. CONSIDERATION TO CHANGE JOB DESCRIPTION, TITLE, AND ADJUST SALARY RANGE OF THE ADMINISTRATIVE ACCOUNT ASSISTANT POSITION

Interim General Manager Kingsbury would like to change the current Administrative Account Assistant's position to be more geared to assisting the new General Manager. The previous General Manager held onto a lot of tasks that most General Managers would not have wanted to do. He would like this position to take over those tasks as well as be more of a resource for the Board. Mr. Kingsbury spoke with the SEIU 1021 representative, Dennis Mallory. Dennis Mallory is comfortable with the change as long as the Administrative Account Assistant is. Mr. Kingsbury took the previous job description and added things he believed needed to be updated. This will act as a lead role. The new General Manager will be out of the office more and this new position will be the point of contact. Director Blood asked for clarification on the term 'work plan'. Mr. Kingsbury clarified that the work plan starts with the Board and trickles down from there. It stems from the mission statement. Director Blood commented on the amount of workload this seems to be for one person. Director Speer agrees but believes the current Administrative Account Assistant is already doing these tasks. She is overseeing the office now. Director Blood asked if the Water System Superintendent would be reporting to the Executive Assistant. John Kingsbury explained that those two positions will be working alongside each other. He clarified that this is a lead role, not a manager role. This new position will not be able to handle personnel issues. District Legal Counsel, Adam Brown has been working closely with Administrative Account Assistant, Carissa Bear and has witnessed the amount of workload she has taken on and believes she is doing it well. Director Blood inquired as to why it is not a requirement for this position to be a notary. John Kingsbury explained that it is a negotiable item with the SEIU Union, so he left it out. Director Blood asked to be provided with a copy of the flow chart once it has been updated. A motion was made by Director Speer, seconded by Director Blood, to approve Consideration to Change Job Description, Title, and Adjust Salary Range of the Administrative Account Assistant Position. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

## 13. LOCAL AGENCY INVESTMENT FUND (LAIF) – AUTHORIZATION FORM UPDATE

Interim General Manager Kingsbury informed the Board that with the approval of the new job title that the previous resolution needs to be updated. A motion was made by Director Speer, seconded by Director Blood, to update Local Agency Investment Fund (LAIF) Authorization for Transfer of Funds form and replace the Administrative Account Assistant title with the Clerk to the

Board/Executive Assistant title and adopt Resolution 2021-8. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

#### 14. LOCAL AGENCY INVESTMENT FUND (LAIF) – AUTHORIZATION FOR TRANSFER OF FUNDS

- a. *Authorize Interim General Manager to transfer \$2,000,000 from the District's Wells Fargo account to the Local Agency Investment Fund (LAIF).*
- b. *Authorize the Interim General Manager to establish a separate Wells Fargo account by which to transfer funds from LAIF to said account for the purpose of payments specific to the Clearwell Project.*
- c. *Authorize Interim General Manager or General Manager to transfer funds from LAIF to the separate Wells Fargo account within project budget to pay invoices specific to the Clearwell Project.*

President Dell'Orto believes that the Interim General Manager should be able to do these things and has no issue moving forward. Director Blood asked that all transactions/invoices be recorded into QuickBooks as a separate general ledger account including engineering fees. Administrative Account Assistant Bear confirmed that they are being reported to another general ledger account and that when the new account is created, she can create a new general ledger account specifically for that. A motion was made by Director Speer, seconded by Director Blood, to approve Local Agency Investment Fund (LAIF) – Authorization for transfer of funds a-c. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

#### 15. PROPOSED LEGISLATION; AB 697, AB 1570 AND SB 804

Mr. Kingsbury reported that Calaveras Public Utility District (CPUD) is looking into these. As a district alone he believes we will not be able to get far but working with Upper Mokelumne River Watershed Authority (UMRWA) will give CPUD an advantage. It would benefit the District to move forward with supporting these bills. Director Blood gave a brief overview of the last UMRWA meeting and what was discussed. Director Speer read through the summary and stated he had no objections. A motion was made by Director Speer, seconded by Director Blood, to support AB697, AB1570, and SB804 and to authorize Director Blood to communicate directly with UMRWA of the Board's position on each of the three bills. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

#### 16. REPORTS

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

Nothing to report at this time.

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

Water System Superintendent Mathew Roberts gave an overview of maintenance and repairs done throughout the month. He reported that Jeff Davis Reservoir is 2 inches below spill level. The Board was pleased to hear that. Superintendent Roberts reported the raw/untreated water from the South Fork Pump Station. This is something that has never been on the report before, but he believes it is good information for the Board to know. He also added the water provided to the Schaads customer. President Dell'Orto and Director Blood both inquired about the agreement for the Schaads customer. Superintendent Roberts reported that it was an agreement with the Schaads family. Director Blood asked how many acre feet the Schaads family were allotted. Mr. Roberts did not have that information at that time. Mr. Roberts reported that there has been an influx of new

connection inquiries. Some are just inquiries while others are ready to pay and move forward with the process. The possibility of a moratorium was brought up regarding new service connections. District Legal Counsel Adam Brown believes that if the customer has already paid that they will still be able to have the service installed.

Mr. Roberts gave an overview report on the status of the Clearwell Tank Project. He believes that there are some items that can be capitalized on during this project and will be presenting it to the Board at a later date. Director Blood asked where they were on the process with the California Environmental Quality Act (CEQA). Mr. Roberts did not have the answer and said he would follow up with WGA.

3. Interim General Manager's Report:

Interim General Manager Kingsbury reported that the Governor has issued a proclamation for 39 counties, including Calaveras County, declaring a drought emergency. He did an overview on what that means for the District. He will keep the Board informed if anything comes down from the State regarding conservation requirements.

4. Director's Comments:

President Dell'Orto has a CAMRWA meeting coming up that he will be attending. Director Blood will be attending the UMRWA meeting. He reported that the share of cost is projected at \$12,660 compared to last year's \$9,000.

\*The Board went into closed session at 5:23 pm.

17. CLOSED SESSION

- a. Pursuant to Government Code Sections 54957 Public Employee Performance Evaluation Interim General Manager

18. ADJOURNMENT there was no further business to come before the Board, a motion was made by Director Speer, seconded by Director Blood, to adjourn the meeting. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted to adjourn the meeting at 6:25 pm. Motion carried 3-0. Next Regular Board Meeting will be held June 8, 2021, at 3:00pm

Respectfully Submitted,



Carissa Bear, Board Secretary