

Board Minutes

Regular Meeting

Thursday, October 24, 2024
Camrosa Board Room
5:00 P.M.

Call to Order The meeting was convened at 5:00 p.m.

Present: Eugene F. West, President
Andrew F. Nelson, Vice-President
Jeffrey C. Brown, Director
Timothy H. Hoag, Director
Terry L. Foreman, Director

Staff: Norman Huff, General Manager (via teleconference)
Tamara Sexton, Deputy General Manager/Finance (via teleconference)
Art Aseo, Engineering & Capital Projects Manager
Terry Curson, District Engineer
Michael Phelps, Water Quality and Environmental Compliance Manager
Donnie Alexander, Administrative Specialist
Christine Carson, Legal Counsel

Guests: Kassie Radermacher, Clifton, Larsen, and Allen (via teleconference)
Sophia Kuo, The Pun Group (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of October 10, 2024

2. Approve Vendor Payments

The Board approved accounts payable in the amount of \$1,584,340.66.

Motion to approve the Consent Agenda: West. Second: Nelson.

Motion carried unanimously.

Primary Agenda

3. Public Hearing to Consider Adoption of Ordinance 44-24

The Board took the following actions:

- 1) Convened a Public Hearing at 5:10 p.m. for the purpose of accepting public testimony regarding the adoption of Ordinance 44-24; no public comments were received.
- 2) Close the Public Hearing at 5:12 p.m.; and

- 3) Adopted Ordinance 44-24, Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments.

Motion: Brown. **Second:** Hoag.

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

4. Employee Spotlight

The Board was introduced to Donnie Alexander, Administrative Specialist.

No action was necessary; for information only.

5. Fiscal Year 2023-2024 Annual Comprehensive Financial Report

The Board received the Fiscal Year (FY) 2023-2024 Annual Comprehensive Financial Report (ACFR) and accepted the FY 2023-2024 ACFR as presented by staff.

Motion: Foreman. **Second:** Nelson.

Motion carried unanimously.

6. Fiscal Year 2023-24 Investment Policy Agreed-Upon Procedures

The Board received the Investment Policy Agreed-Upon Procedures (AUP) Report for Fiscal Year 2023-24 and accepted the FY 2023-2024 AUP as presented by the Pun Group LLP.

Motion: Nelson. **Second:** Brown.

Motion carried unanimously.

7. Fiscal Year 2024-2025 1st Quarter Budget Status Report

The Board received a report from staff regarding the Fiscal Year (FY) 2024-2025 1st Quarter budget report and reserves.

No action was necessary; for information only.

8. Update on the Status of the Well Asset Management Program

The Board was given an update by staff on the status of the Well Asset Management Program (Program).

No action was necessary; for information only.

9. Capital Improvement Projects Status Update for 1st Quarter of FY 2024-25

The Board received a quarterly presentation on the District's CIP status.

No action was necessary; for information only.

10. Quarterly Compliance Summary

The Board received a report from staff on the District's regulatory compliance for the 1st Quarter of Fiscal Year (FY) 2024-25.

No action was necessary; for information only.

11. Customer and Administrative Services Quarterly Report

Staff presented a quarterly update to the Board regarding Customer Service and other Administrative Services.

No action was necessary; for information only.

12. Replacement of the Roof of the Operations & Maintenance Building

The Board received a proposal to replace the old and deteriorating roof of the O&M building to eliminate water leaks and improve the overall condition of the building.

The Board took the following actions:

- 1) Appropriated funding, in the amount of \$100,000.00, from the capital replacement funds to establish the O&M Building Roof Replacement capital project; and
- 2) Authorized the General Manager to award a contract to RoofConnect, in the amount of \$81,503.00, and issue a purchase order for construction.

Motion: Nelson. **Second:** Hoag.

Motion carried unanimously.

13. University Well No. 2

Objective: The Board received a presentation from staff on the proposal to award engineering and design services for the University Well No. 2 to Cannon Corporation and MSO Technologies.

The Board took the following actions:

- 1) Appropriated additional funds, in the amount of \$250,000.00, for the University Well No. 2 project from the Potable Water Capital Improvement Fund; and
- 2) Authorized the General Manager to award a contract and issue a purchase order to Cannon Corporation for engineering design services, in the amount of \$206,028.00, for the University Well No. 2 project; and
- 3) Authorized the General Manager to issue a purchase order to MSO Technologies, Inc. for system integration design services, in the amount of \$29,340.00, for the University Well No. 2 project.

Motion: Foreman. **Second:** Hoag.

Motion carried unanimously.

14. 4C Hydro-Pneumatic Pump Station Replacement

The Board received a report from staff describing the need to replace the 4C Hydro-Pneumatic pump station.

The Board took the following actions:

- 1) Appropriated additional funds, in the amount of \$150,000.00, for the 4C Hydro-Pneumatic Pump Station project, from the Potable Capital Replacement Fund; and
- 2) Authorized the General Manager to award a contract and issue a purchase order to Cannon Corporation for engineering design services in the amount of \$208,285.00, for the 4C Hydro-Pneumatic Pump Station project.

Motion: Nelson. **Second:** Hoag.

Motion carried unanimously.

15. Discontinuance of Camrosa Water District (CWRF) NPDES Permit

The Board received a summary of the District's National Pollutant Discharge Elimination System (NPDES) permit history and discussed the proposal to discontinue the permit.

While the other four directors were comfortable with the proposal, Director Nelson expressed some reservations about what the contingency plan would be in the case that all the backup discharge options were unavailable during a severe rain event.

No action was necessary; for discussion only.

16. CalPERS Unfunded Accrued Liability (UAL)

The Board discussed making an Additional Discretionary Payment (ADP) to CalPERS to reduce the District's unfunded accrued liability (UAL), reduce the interest expense associated with amortization of the UAL, and increase its funded percentage.

No action was necessary; for discussion only.

17. Resolution of Intention to Terminate CalPERS Contract

The Board adopted Resolution 24-21 Rescinding Resolution 24-10 and Adopting a Resolution of Intention to Terminate the Contract Between the Board of Administration California Public Employees' Retirement System and the Board of Directors of the Camrosa Water District.

Motion: Nelson. **Second:** Hoag.

Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Comments by General Manager


- Informed the Board that with the new CalPERS resolution, the CalPERS buyout amount will not change until a new valuation is performed for the period ending June 30, 2025, and assured the Board that the required notices would be sent out within the 30-day period.

Comments by Directors

- President West noted that the FCGMA had decided not to participate in OPV Adjudication mediation.

Adjournment

There being no further business, the meeting was adjourned at 7:05 p.m.



Eugene F. West, President
Board of Directors
Camrosa Water District



Norman Huff, Secretary
Board of Directors
Camrosa Water District

(ATTEST)