



P. O. Box 325 ■ Sierraville, CA 96126

Water Emergencies: 530-386-0336

Billing Questions: 530-414-5994

## SPUD BOARD MINUTES

### BOARD OF DIRECTORS REGULAR MEETING

FEBRUARY 19, 2025 AT THE SIERRAVILLE SCHOOL 6:00 PM

**MEETING CALLED TO ORDER:** 6:02 PM

**DIRECTORS ROLL CALL:** Lee Wright (√); Tom McElroy (√); Tim Larson (√); Travis Spencer (√);  
Glenn Hawxhurst (√)

**Also in attendance:** District Counsel, Thomas Archer and District Engineer, Bill Quesnel; Water Operator, Patrick Baird; District Consultant, Paul Rose via telephone

**CHANGES TO THE AGENDA:** NONE

**PUBLIC COMMENT:** SPUD Customer attended to discuss Board Action for Water Service Overage Fees.

- Customer request for large Overage Fee “forgiveness”. The Board advised usual protocol for request, i.e., Customer to provide receipts, photos and proof of repair.

**CORRESPONDENCE:** NONE

**MINUTES:** Approval of the January 15, 2025 Regular Meeting Minutes. A Motion was made by Director McElroy to Approve the Minutes; Director Larson 2<sup>nd</sup>, the Motion passed unanimously.

#### **SPECIAL REPORTS:**

##### **1. Water System Updates**

- a. Water Operator’s Monthly Report--Patrick Baird
  - i. Discussion Continued: Annual Review of the Water Operator’s Contract Agreement. The Board established an Ad Hoc Committee of Director McElroy and Director Larson, to speak with our Water Operator to develop the following protocols:
    1. Chain of command in Emergencies
    2. Process of approval for “extra work”- and authority to spend money.
    3. Normal “Plant Operations” defined

*SPUD is an equal opportunity provider*

#### **SPUD BOARD MEMBERS**

**Lee Wright | Tom McElroy | Tim Larson | Travis Spencer | Glenn Hawxhurst**  
[info@sierravillepud.gov](mailto:info@sierravillepud.gov)

4. Itemized Log for work details

- b. Status Update: XiO surge protection plan—Bill Q. is working with an electrical engineering specializing in SCADA systems. —Tabled to March Meeting

**2. Pending Projects**

- a. Status Report: on the **Groundwater Well Project**
- i. Status Report: Bill Q. presented and updated timeline.
  - ii. Status Update: Review Well Project Bid Documents. One Bid received which came in over budget. “Means & Methods” Team to meet with the Contractor to explore possible ways to lower expenses. Team to report results at the March 19, 2025 Regular Board Meeting
  - iii. Status Report: Thomas Archer presented a USFS update on the Special Use Permit; A Motion was made by Director Spencer to Adopt and Approve Resolution 2025-01 Authorizing Execution of USFS Temporary Construction Permit, Well Site #1; 2<sup>nd</sup> by Director McElroy. The Motion passed unanimously by Roll Call Vote.
- b. Discussion: Review and consider District Engineer’s Board Memo re Construction Standards Handbook, District Connection Application and Emergency Hydrant Use Application. Set to Review, Adopt and Approve at the March 19, 2025 Regular Board Meeting by Resolution.
- c. Review and Adopt District Engineer’s Professional Contract Agreement ?? **Was there a Motion to approve and Execute??**

**REVIEW OF FINANCIAL REPORTS AND FINANCES:**

- a. Review: January 2025 Fund and Cash Reports, A Motion was made by Director Spencer to Approve Reports; Director McElroy 2<sup>nd</sup>, the Motion passed unanimously.
- b. Discussion: Review & Approval of February-March 2025 A/P. Director McElroy made a Motion to approve; Director Larson 2<sup>nd</sup>; Motion passed unanimously.
- c. Review: 2024 Auditor’s Report; Board Requested an Auditor’s Executive Summary, still pending

**ADMINISTRATION:**

- a. Status Report: Rate Payer accounts; Currently in good standing.
- b. Status Report: Emergency Water Service Agreement Policy and Plan; District Counsel provided status update. Tabled to March Meeting by Resolution
- c. Discussion: Consider election of an additional Officer Position to include Vice-President & Chief Financial Officer for State Reporting. A Motion was made by Director Spencer to Appoint Director McElroy for the position. Director Larson 2<sup>nd</sup>, the Motion passed unanimously.

**ADDITIONAL/NEW COMMITTEE ITEMS: NONE**

**ADJOURNMENT:** Meeting adjourned at 8:23 PM. **The meeting was adjourned to the next regular meeting, WEDNESDAY MARCH 19, 2025, at 6:00 PM at the Sierraville Community School.**