

**Trinity Public Utilities District**  
**MINUTES OF THE REGULAR BOARD MEETING**  
**June 13, 2013**

Location: Trinity Public Utilities District Community Room  
Weaverville, California  
Board Present: Richard Morris, Thomas Ludden, Keith Groves, Kelli Gant  
Board Absent: Rose Owens  
Others Present: Paul Hauser, Andy Lethbridge, Julie Catanese, Karen Palmer.  
Richard Stiliha, Amy Gittelsohn

**1. President Morris called the meeting to order at 2:00 pm**

**2. Approval of the Agenda Order**

Director Gant requested that Items 3(g) and 3(h) be moved to 5 (a)(i) and 5 (a)(ii). Director Groves motioned to approve the Agenda order as suggested by Director Gant. With a second from Director Gant, the motion passed with the following voice vote:

Ayes: Richard Morris, Thomas Ludden, Keith Groves, Kelli Gant  
Noes: None  
Absent: Rose Owens  
Abstain: None

**3. Consent Calendar**

Director Groves motioned to approve the Consent Calendar. Second by Director Gant, the Consent Calendar included:

- a. Approve Minutes of the Special Board Meeting May 6, 2013
- b. Approve Minutes of the Safety Meeting May 6, 2013
- c. Validate Bills of May, 2013
- d. Approve Financial Reports for April, 2013
- e. Amend the District's Renewable Portfolio Policy
- f. Adopt Resolution 13-01 Ordering Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order

The motion passed with the following roll call vote:

Richard Morris: Aye  
Thomas Ludden: Aye  
Kelli Gant: Aye  
Keith Groves: Aye  
Rose Owens: Absent

**4. Public Input**

- a. None

**5. Action Items**

- a. Items Pulled from Consent Calendar
  - i. Approve Task Order GIS #8 with Power Engineers

Mr. Hauser reviewed the Report with the Board. Mr. Hauser stated that the services provided are for newly installed electric services, relocating existing electric facilities, and maintenance. Mr. Hauser also informed the

Board that because of the District's size we cannot justify a fulltime position to maintain the mapping system. He has also spoken with other County agencies and they are not interested in providing the service either.

Mr. Hauser stated that the mapping program the District utilizes was created by Power Engineers; therefore they are the only company that can provide the service. Another factor to consider is that Power Engineers is familiar with the District's electrical system.

ii. Approve Task Order 32 to Provide Miscellaneous Engineering Support, Maintenance of Substations, and Other Major Electrical Equipment

Mr. Hauser reviewed the Report with the Board. Mr. Hauser explained that both Power Engineers and Mr. Dan Beans are funded through the same Budget line item.

After a brief discussion on both items 5 (a) (i) and 5 (a)(ii), Director Ludden motioned to approve Power Engineers Task Orders GIS #8 and 32 as presented and to authorize the General Manager to execute both Task Orders. Seconded by Director Gant, the motion passed with the following voice vote:

Ayes: Richard Morris, Thomas Ludden, Keith Groves, Kelli Gant

Noes: None

Absent: Rose Owens

Abstain: None

b. Adopt Proposed FY 13/14 Budget and Five Year Financial Forecast

Mr. Hauser reviewed the Report with the Board. Mr. Hauser also reviewed the attachments to the Report in detail. Mr. Hauser informed the Board that the "normal" line items are approximately the same as previous years.

After discussion regarding the Drought Relief Surcharge and overtime costs, Director Ludden motioned to adopt the proposed FY 13/14 Budget and Five Year Financial Forecast as presented. Seconded by Director Gant the motion passed with the following roll call vote as requested by President Morris:

Richard Morris: Aye

Thomas Ludden: Aye

Kelli Gant: Aye

Keith Groves: Aye

Rose Owens: Absent

Richard Stiliha departed at 3:20 p.m.

c. Adopt Resolution 13-02 Adopting the District's Records Retention Policy

Mr. Hauser reviewed the Report with the Board. Mr. Hauser also stated that the proposed Policy meets or exceeds the State mandate requirements.

After a brief discussion regarding storage and destruction, Director Groves motioned that the Board adopt Resolution 13-02, adopting the District's Records Retention Policy as provided. Seconded by Director Ludden, the motion passed with the following roll call vote:

Richard Morris: Aye  
Thomas Ludden: Aye  
Kelli Gant: Aye  
Keith Groves: Aye  
Rose Owens: Absent

d. Approve Task Order with Power Engineers for Inspection Application Development

Mr. Hauser reviewed the Report with the Board.

After a brief discussion, Director Groves motioned to approve the Professional Services Proposal for Inspection Application Development with Power Engineers as presented and to authorize the General Manager to execute the Task Order. Seconded by Director Ludden, the motion passed with the following voice vote:

Ayes: Richard Morris, Thomas Ludden, Keith Groves, Kelli Gant  
Noes: None  
Absent: Rose Owens  
Abstain: None

e. Adopt Resolution 13-03 Authorizing the General Manager to Execute Agreements to Join the Balancing Authority of Northern California

Mr. Hauser reviewed the Report with the Board. He explained that currently City of Shasta Lake and the District are the only Western customers in the Balancing Authority of Northern California (BANC) footprint who are not members of BANC. He believes that the City of Shasta Lake will be joining BANC soon.

Mr. Hauser briefly explained the history of BANC and its responsibility as well as a brief history of the California Independent System Operator (CALISO).

After a brief discussion, Director Ludden motioned to adopt Resolution 13-03, Authorizing the General Manager to Execute Agreements to Join the Balancing Authority of Northern California. Seconded by Director Gant, the motion passed with the following roll call vote:

Richard Morris: Aye  
Thomas Ludden: Aye  
Kelli Gant: Aye  
Keith Groves: Aye  
Rose Owens: Absent

**6. Discussion items**

a. Installment Payments for Line Extensions Policy

Mr. Hauser discussed with the Board the wording that was developed by the District's Legal Counsel after the Board meeting last month.

**7. Reports**

a. Board Member Reports

- President Morris discussed the presentation he made to the Northwest Public Power Association (NWPPA) Board of Directors regarding Stewardship contracting authority on Federal lands. President Morris stated that NWPPA approved their staff's activity on the Stewardship

issue. President Morris also stated that there was discussion regarding the Farm Bill at the annual meeting as well.

b. Committee Reports

None

c. General Manager's Reports

- Long Canyon Project

Mr. Hauser reported to the Board that Sierra Pacific Industries has agreed to sign the easement. Mr. Hauser stated that he is hopeful that the easements will be received within a couple of weeks.

Mr. Hauser informed the Board that he has met with numerous homeowners and they are ready to move forward. Currently District's Legal Counsel is attempting to find a way that the District could use the road easement because of the broad property owner support. He will be using the argument that part of the road easement was supposed to include utilities.

- Land Exchange

Mr. Hauser stated that he has spoken with Kyle Chapman and Felix Young. Mr. Hauser stated that he is in the process of obtaining letters of support from the Community Forest and Trinity County. The District has already received a letter of support from the Trinity County Resource Conservation District.

- District Website

Mr. Hauser reported to the Board that Ms. Palmer was able to obtain a schedule from the District's computer software company indicating the date different steps will be performed. Based on the schedule we should have the Smarthub software ready for use by our customers the end of August. Mr. Hauser also reported that the office staff will be able to begin using the Smarthub software the end of July. This will allow Staff to become familiar with the product prior to the customers use.

- Power Outages

Mr. Hauser reported to the Board that there were four larger outages since the last Board meeting. The first two occurred during a very windy spell. Customer's in the Lakeview Terrace area experienced an outage for approximately 2 ½ hours due to a tree falling through the line. During that same wind storm PG&E experienced damage on their line serving the Hyampom area. This outage lasted approximately eight hours.

Mr. Hauser stated that there was an outage at the Eagle Rock Quarry. This outage affected approximately 600 customers and was caused by an employee at Eagle Rock lifting a dump truck bucket into the power line. The outage lasted approximately a half hour.

The last outage occurred when a teenager fell asleep at the wheel after Sober Grad and hit a pole in Lewiston. This outage affected approximately 200 customers and lasted seven hours.

- Lewiston Project  
Mr. Hauser reported to the Board that the District is still waiting for the final contract from the Bureau of Reclamation. District's Legal Counsel will be provided the contract prior to presenting it to the Board for action.
- Western Customer Meeting  
Mr. Hauser reported that there was also discussion on the Central Valley Project water and power costs. He explained how water customers pay less than their portion of the project.

Mr. Hauser also informed the Board that there was discussion regarding the Chu Memo and Access to Capital.

## 8. Communications Received

### a. Letter to the Bureau of Reclamation

Mr. Hauser reviewed the letter sent to the Bureau of Reclamation regarding river flows. This letter was signed by multiple entities including the District.

The Board discussed what type of action the District may need to participate in.

## 9. Meetings and/or Workshops

### a. None

## 10. Closed Session

Director Ludden motioned to go into Closed Session at 4:06, seconded by Director Groves, the Board entered into Closed Session on the following:

### a. Closed Session Item Under Government Code §54957.6

#### **Conference with Labor Negotiator**

Agency Negotiator: General Manager

Employee Organization: Unrepresented Employee:

General Manager

Line Superintendent

Budget Officer

Office Administrator

Assistant Office Administrator

### b. Closed Session Item Under Government Code §54956.9(b)

#### **Conference with Legal Counsel – Anticipated Litigation**

One Potential Case

Amy Gittelsohn, Andy Lethbridge, Julie Catanese, Kellie Ambrose, and Karen Palmer departed at 4:08 p.m.

The Board came out of Closed Session and immediately reconvened in Open Session at 5:15 p.m. President Morris reported that the following action was taken during Closed Session:

- a. The Board authorized a 3% pay increase for the Electric Superintendent bringing Mr. Lethbridge's annual salary to \$136,910.711.

The Board agreed that The Budget Officer has not been reasonably compensated for her skill set, as a Certified Public Accountant. Therefore the Board authorized a 17% pay increase for the Budget Officer bringing Ms. Catanese's annual salary to \$75,595.923.

The Board authorized a 3% pay increase for the Office Administrator bringing Ms. Palmer's annual salary to \$89,166.523. The Board also authorized a Contract Amendment to compensate Ms. Palmer 25% of her sick leave upon retirement at age 56, 50% of her sick leave upon retirement at age 58, or 75% of her sick leave upon retirement at age 60.

The Board authorized a 3% pay increase for the Assistant Office Administrator bringing Ms. Ambrose's annual salary to \$ 72,447.80.

- b. No action was taken.


**11. Public Input**

- a. None

**12. Adjourn**

Motion to adjourn by Director Groves at 5:20 p.m. second by Director Ludden, passing unanimously, the Board adjourned at 5:21 p.m.

  
Richard L. Morris, President

Attest:   
Thomas J. Ludden, Clerk