P. O. Box 325 ▪ Sierraville, CA 96126
Water Emergencies: 530-386-0336
Billing Questions: 530-414-5994

SIERRAVILLE PUBLIC UTILITY DISTRICT
BOARD MINUTES

BOARD OF DIRECTORS REGULAR MEETING
JULY 15, 2026 AT THE SIERRAVILLE SCHOOL 6:00 PM

MEETING CALLED TO ORDER: 6:02 PM

DIRECTORS ROLL CALL: Tom McElroy (✓); Lee Wright (Absent); Tim Larson (✓); Travis Spencer (✓); Lisa Petrucci (✓)

Also in attendance: District Counsel, Thomas Archer;

CHANGES TO THE AGENDA: NONE

PUBLIC COMMENT: NONE

CORRESPONDENCE:

- USFS Special Use Permit Letter;
- 2026 Auditor's Engagement Letter, A Motion was made by Director Spencer to Approve Execution of the Engagement Letter; Director McElroy 2nd, the Motion passed unanimously.
- Biennial Notice for Conflict-of-Interest Code Filing

MINUTES: Review and Approval of the June, 2026 Regular Meeting Minutes. A Motion was made by Director McElroy to Approve the Minutes; Director Larson 2nd, the Motion passed unanimously.

SPECIAL REPORTS:

1. **Rate Study**
    a. Status Report: Scope of Work, Timeline, next steps. RCAC to present "Preliminary Rate Structure" with estimated time of completion set for 07.24.2026 for Board review; followed by a "Final Report", estimated 08.30.26
2. **Water System Updates**
    a. Water Operator's Report— Patrick Baird

i. Discussion: Documenting Well Usage (Dates, Times, Quantity, LOG) Clerk talked with Paul Rose, Consultant. The O & M Manual includes a Task List of all items to be performed for the SOP of the Well and Booster Pumpstation.
ii. Discussion: Bolted Water Storage Tank Inspection Report & Recommendations by Rosewater Systems Management Consultant
iii. Status Update: XiO Billing

3. **Pending Projects—Groundwater Well Project**
   - **a.** Status Report: SCADA System Project Schedule
   - **b.** Discussion: Community Outreach "FIRST SIP" Event details and plan
   - **c.** Discussion: District Maps Overlay re USA North-ongoing.

REVIEW OF FINANCIAL REPORTS AND FINANCES:

- **a.** Review: June 2026 Fund and Cash Reports, A Motion was made by Director Spencer to Approve Reports; Director Petrucci 2nd, the Motion passed unanimously.
- **b.** Discussion: Review & Approval of June-July 2026 A/P, A Motion was made by Director Spencer to Approve the Accounts Payable; Director Petrucci 2nd, the Motion passed unanimously.
- **c.** Review: Q4 Budget vs. Actuals for 2026 Fiscal Year End

ADMINISTRATION:

- **a.** Discussion: Development of upcoming Policies; Board to review and adopt one Policy per month:
  - i) AI Policy
  - ii) Capital Improvement Plan, also to include P. Rose CIP List, Director Spencer to consolidate data for the CIP
  - iii) Emergency Response Plan; Review Current
  - iv) Records Retention Policy
- **b.** Review: Updated 2026-2028 Independent Contractor Agreement for Bookkeeper, Administrative & Clerical. A Motion was made by Director Spencer to Approve the Agreement; Director Larson 2nd, the Motion passed unanimously.
- **c.** Status Report: Rate Payer Accounts
  - i) Status Update: Customer Water Line Replacement --pending

ADJOURNMENT: Meeting adjourned at 7:33 PM. **The meeting was adjourned to the next regular meeting, <u>WEDNESDAY AUGUST 19 , 2026, at 6:00 PM</u> at the Sierraville Community School.**