

(ACT) – ACTION NEEDED  
(INF) – INFORMATION ONLY  
(DIS) – DISCRETIONARY

BOARD OF PUBLIC UTILITIES OF THE CITY OF NEEDLES  
TUESDAY, JULY 5, 2022 - 4:00 P.M. – REGULAR MEETING  
CITY COUNCIL CHAMBERS - 1111 BAILEY AVENUE, NEEDLES

A G E N D A

**AUTHORIZED BY AB 361**

**THE CHAIRMAN AND COMMISSIONERS MAY BE ATTENDING THIS MEETING  
TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:  
1-866-576-7975 - Participant access: 853544**

**THE PUBLIC MAY ALSO ATTEND BY CALLING THE ABOVE NUMBER AND  
MAY SUBMIT ANY COMMENTS IN WRITING PRIOR TO 12:00 NOON THE DAY  
OF THE MEETING BY EMAILING [csallis@cityofneedles.com](mailto:csallis@cityofneedles.com)**

**MASKS ARE ENCOURAGED TO ATTEND THIS MEETING**

**Call to Order - Roll Call**

**Approval of Agenda**

(ACT)

**Correspondence**

**Public Appearance:** Persons wishing to address the Board on subjects other than those scheduled are requested to do so at this time. When called by the Chairman, please come to the podium and announce your name and address for the record. In order to conduct a timely meeting, a three minute time limit per person has been established by Municipal Code Section 2-18. Amendments to California Government Code Sec. 54950 prohibits the Board from taking action on a specific item until it appears on the agenda.

**Consent Calendar:** All matters listed on the Consent Calendar are considered to be routine and will be enacted by one motion in the form listed. The Chairman or any Member of the Board may pull an item from the Consent Calendar for discussion. Prior to Board action, a member of the public may address the Board on matters scheduled on the Consent Calendar. A three-minute time limit per person applies.

**Recommended Action:** Approve Items 1 through 2 on the Consent Calendar by affirmative vote (ACT)

1. Minutes of regular meeting held June 21, 2022
2. Approve the Annual Depository Statement for fiscal year 2022-2023 for bond debt service, contract services, purchase payments, and reimbursement of non-utility sanitation revenues deposited with the Authority

**Regular Items** (A three minute time limit per person has been established per Municipal Code Section 2-18)  
NONE

**Reports** (INF)  
NONE

**Pending Matters (not for discussion at this time)**

- a) Board consideration to move an action to the City Council regarding debt relief (meeting of February 1, 2022)

**Manager's Report**

- a) Incident Report(s)

**Board Requests**

**Adjournment**

Posted: June 30, 2022

**INTERNET ACCESS TO BOARD AGENDA AND STAFF REPORT MATERIAL  
IS AVAILABLE PRIOR TO THE MEETING AT  
<http://www.cityofneedles.com>**

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS - Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to a meeting is available for public inspection at the Needles Administrative Office, 817 Third Street, Needles, CA 92363.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Cheryl Sallis, Secretary to the Board, at (760) 326-2113 ext 115. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-104 ADA Title II)

BOARD OF PUBLIC UTILITIES

June 21, 2022

The regular meeting of the Board of Public Utilities held on the 21st day of June, 2022, was called to order at 4:00 p.m. with CHAIRMAN CAMPBELL presiding and the following COMMISSIONERS present:

COMMISSIONERS LeJEUNE, BROWN, MOFFITT AND McNEIL

Also Present: SECRETARY SALLIS AND OTHER KEY STAFF

APPROVAL COMMISSIONER McNEIL MOVED, SECONDED BY COMMISSIONER  
AGENDA LeJEUNE, to approve the agenda. Motion carried by the following roll call vote:

AYES: CHAIRMAN CAMPBELL, COMMISSIONERS LeJEUNE,  
BROWN, MOFFITT AND McNEIL  
NOES: NONE  
ABSENT: COMMISSIONER SCHNEIDER

CORSPNDN: None

PBLC APRN: None

CNST CAL COMMISSIONER McNEIL requested to pull consent calendar item 2 (Authorize LPS Hydro Solutions, Inc./Littoral Power Systems, Inc. to conduct an evaluation of load-balancing alternatives and cost estimates for renewable energy options at a cost not to exceed \$14,995 to be funded by fiscal year 2022-23 electric operations & maintenance).

COMMISSIONER MOFFITT MOVED, SECONDED BY COMMISSIONER BROWN, to pull consent calendar item 2 and approve consent calendar item 1

1. Minutes of adjourned regular meeting held June 7, 2022

Motion carried by the following roll call vote:

AYES: CHAIRMAN CAMPBELL, COMMISSIONERS LeJEUNE,  
BROWN, MOFFITT AND McNEIL  
NOES: NONE  
ABSENT: COMMISSIONER SCHNEIDER

EVAL OF COMMISSIONER McNEIL felt that having an evaluation done of the load-  
RENEWBL balancing alternatives and cost estimates for renewable energy options is an  
ENERGY opportunity to create a plan and the details are good. The \$15,000 is well worth  
OPTIONS what the utility will get out of it in long term planning.

COMMISSIONER McNEIL MOVED, SECONDED BY COMMISSIONER MOFFITT, to approve consent calendar item 2

2. Authorize LPS Hydro Solutions, Inc./Littoral Power Systems, Inc. to conduct an evaluation of load-balancing alternatives and cost estimates for renewable energy options at a cost not to exceed \$14,995 to be funded by fiscal year 2022-23 electric operations & maintenance

Motion carried by the following roll call vote:

AYES: CHAIRMAN CAMPBELL, COMMISSIONERS LeJEUNE,  
BROWN, MOFFITT AND McNEIL  
NOES: NONE  
ABSENT: COMMISSIONER SCHNEIDER

REG ITEMS: Chris Brooks, Brooks Consulting, provided a PowerPoint presentation on his Final Report Needles Growth Challenges to the 69kV system and Moabi 12kV Supply Line dated June 2022. At the conclusion of the presentation, a general discussion ensued on the challenges and options for the electric system.

PRESTN &  
ACTION RE  
FNL REPT

69kV SYSTM  
& MOABI  
12kV LINE COMMISSIONER SCHNEIDER entered the meeting telephonically at 4:24 p.m. during the presentation.

Rainie Torrance, asst utility manager, explained that this final report will not be going to the city council/NPUA at this time as there is still work to be done by staff.

CHAIRMAN CAMPBELL suggested staff consider how to approach the utility will-serve letters in light of the information presented in this report.

COMMISSIONER MOFFITT MOVED, SECONDED BY COMMISSIONER McNEIL, to accept the Final Report from Brooks Consulting for the Needles Growth Challenges to the 69kV System and Moabi 12kV Supply Line dated June 2022. Motion carried by the following roll call vote:

AYES: CHAIRMAN CAMPBELL, COMMISSIONERS LeJEUNE,  
BROWN, MOFFITT, SCHNEIDER AND McNEIL  
NOES: NONE  
ABSENT: NONE

REPORTS: CHAIRMAN CAMPBELL acknowledged the following with a brief report by staff: 1) EUSI, LLC operational support services relating to the wastewater treatment facility and collection system May 2022; 2) Needles present perfected rights (PPR) report May 2022; 3) Western Area Power Administration group power purchase Q4 FY22 term purchase off-peak; 4) Monthly activity report April 2022; 5) Needles Public Utility Authority newsletter summer 2022

MGR'S RPT: Asst Utility Manager Torrance reported that there was a one hour power outage on June 12 and the utility crews attended several training courses recently.

BRD RQSTS: COMMISSIONER LeJEUNE asked the status of the bond investors in light of the recent financial climate and if there's any affect on Needles. CHAIRMAN CAMPBELL responded that the bonds are locked in.

COMMISSIONER LeJEUNE referenced the gas company on 95 South that is having to change out their generation and Needles is the closest source. He encouraged staff to contact and work with the gas company for the benefit of both entities. CHAIRMAN CAMPBELL spoke on mutual agreement that they supply power to Needles in case of an emergency situation - power sharing.

COMMISSIONER BROWN questioned if Brooks Consulting will be doing an evaluation on the city's infrastructure to which Asst Utility Manager Torrance responded no. She further responded to questions on managing the age of the infrastructure and failures.

COMMISSIONER BROWN spoke on the growth going south of Needles not north as anticipated when the Murl Shaver Substation was constructed and the need to repurpose that substation for the needs in the south area of the city. Mr. Brooks explained the use of the Murl Shave Substation for Park Moabi.

CHAIRMAN CAMPBELL felt there should be a water will-serve letter, as with electric, due to the drought situation. He requested that at the next meeting of the Alternative Energy Ad-Hoc Committee, this be included for consideration to expand the will-serve to water.

COMMISSIONER SCHNEIDER referenced the Brooks Consulting companion report on the Bureau of Land Management right-of-way for Park Moabi and the federal fish & wildlife wanting to install larger pumps. These are two federal agencies the utility can hopefully leverage to assist with system improvements. He encouraged staff to reach out to our federal representatives as time is of the essence.

COMMISSIONER BROWN requested an update on the funding for the water treatment plant to which Asst Utility Manager Torrance responded.

CHAIRMAN CAMPBELL declared the regular meeting of the Board of Public Utilities held on the 21st day of June, 2022, adjourned at 4:49 p.m.

ATTEST: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



# City of Needles, California Request for Board Action

CITY COUNCIL       NPUA       BOARD OF PUBLIC UTILITIES  
 Regular       Special

**Meeting Date:** July 5, 2022

**Title:** Approve the Annual Depository Statement for fiscal year 2022 – 2023 for bond debt service, contract services, purchase payments, and reimbursement of non-utility sanitation revenues deposited with the Authority.

**Background:** The Authority has established a Utility Fund with Wells Fargo Bank, into which all Electric, Water, Wastewater, and Sanitation revenues are deposited. Monthly transfers (see attached schedule) between the Utility Fund and the City account are necessary in order to reimburse for the payments made by the City on behalf of the NPUA according to the annual budget.

The Annual Depository Statement will be presented to the NPUA Board on July 12, 2022.

**Fiscal Impact:** The monthly transfers are in accordance with the approved budget for the 2022 – 2023 fiscal year.

**Recommendation:** **Recommend to the NPUA board to authorize and direct Finance staff to make the monthly transfers from NPUA to City accounts to reimburse for the fiscal year 2022 – 2023 payments for bond debt service, contract services, purchase payments, and reimbursement of non-utility sanitation revenues deposited with the Authority, according to the approved budget.**

**Submitted By:** Sylvia Miledi, Director of Finance  
Rick Daniels, City Manager

**City Management Review:** Rick

**Date:** 3/29/22

Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>	Tabled: <input type="checkbox"/>	Other: <input type="checkbox"/>
			Agenda Item: <u>2.</u>

**ANNUAL DEPOSITORY STATEMENT  
FOR FISCAL YEAR  
2022 - 2023**

**DEBT SERVICE**

**PAYMENT DATE                      July 15, 2022**

1.     \$    721,200 Bi-Annual Debt Service on the Bonds due 08/01/22

**PAYMENT DATE                      January 15, 2023**

2.     \$    721,200 Bi-Annual Debt Service on the Bonds due 02/01/23

**OPERATIONS & MAINTENANCE**

**PAYMENT DATE                      July 31, 2022**

1.	\$ 1,746,385	for the period	July 1 - 31, 2022	for Utility Operations and Maintenance (See Note 2);
2.	\$ 55,537	for the period	July 1 - 31, 2022	for Purchase Payments;
3.	\$ 145,890	for the period	July 1 - 31, 2022	for reimbursement of non-utility
Sanitation Revenues deposited within the Authority (See Note 1.)				

**PAYMENT DATE                      August 31, 2022**

1.	\$ 1,571,747	for the period	August 1 - 31, 2022	for Utility Operations and Maintenance (See Note 2);
2.	\$ 55,537	for the period	August 1 - 31, 2022	for Purchase Payments;
3.	\$ 131,301	for the period	August 1 - 31, 2022	for reimbursement of non-utility
Sanitation Revenues deposited within the Authority (See Note 1.)				

**PAYMENT DATE                      September 30, 2022**

1.	\$ 1,746,385	for the period	September 1 - 30, 2022	for Utility Operations and Maintenance (See Note 2);
2.	\$ 55,537	for the period	September 1 - 30, 2022	for Purchase Payments;
3.	\$ 145,890	for the period	September 1 - 30, 2022	for reimbursement of non-utility
Sanitation Revenues deposited within the Authority (See Note 1.)				

**PAYMENT DATE                      October 31, 2022**

1.	\$ 1,746,385	for the period	October 1 - 31, 2022	for Utility Operations and Maintenance (See Note 2);
2.	\$ 55,537	for the period	October 1 - 31, 2022	for Purchase Payments;
3.	\$ 145,890	for the period	October 1 - 31, 2022	for reimbursement of non-utility
Sanitation Revenues deposited within the Authority (See Note 1.)				

**PAYMENT DATE**                      **November 30, 2022**

1.     \$ 1,397,108 for the period                      November 1 - 30, 2022                      for Utility Operations and Maintenance (See Note 2);
2.     \$     55,536 for the period                      November 1 - 30, 2022                      for Purchase Payments;
3.     \$    116,712 for the period                      November 1 - 30, 2022                      for reimbursement of non-utility Sanitation Revenues deposited within the Authority (See Note 1.)

**PAYMENT DATE**                      **December 31, 2022**

1.     \$ 1,571,747 for the period                      December 1 - 31, 2022                      for Utility Operations and Maintenance (See Note 2);
2.     \$     55,536 for the period                      December 1 - 31, 2022                      for Purchase Payments;
3.     \$    131,301 for the period                      December 1 - 31, 2022                      for reimbursement of non-utility Sanitation Revenues deposited within the Authority (See Note 1.)

**PAYMENT DATE**                      **January 31, 2023**

1.     \$ 1,222,470 for the period                      January 1 - 31, 2023                      for Utility Operations and Maintenance (See Note 2);
2.     \$     55,536 for the period                      January 1 - 31, 2023                      for Purchase Payments;
3.     \$    102,123 for the period                      January 1 - 31, 2023                      for reimbursement of non-utility Sanitation Revenues deposited within the Authority (See Note 1.)

**PAYMENT DATE**                      **February 28, 2023**

1.     \$ 1,047,830 for the period                      February 1 - 28, 2023                      for Utility Operations and Maintenance (See Note 2);
2.     \$     55,536 for the period                      February 1 - 28, 2023                      for Purchase Payments;
3.     \$     87,534 for the period                      February 1 - 28, 2023                      for reimbursement of non-utility Sanitation Revenues deposited within the Authority (See Note 1.)

**PAYMENT DATE**                      **March 31, 2023**

1.     \$ 1,222,470 for the period                      March 1 - 31, 2023                      for Utility Operations and Maintenance (See Note 2);
2.     \$     55,536 for the period                      March 1 - 31, 2023                      for Purchase Payments;
3.     \$    102,123 for the period                      March 1 - 31, 2023                      for reimbursement of non-utility Sanitation Revenues deposited within the Authority (See Note 1.)

**PAYMENT DATE**                      **April 30, 2023**

1.     \$ 1,222,470 for the period                      April 1 - 30, 2023                      for Utility Operations and Maintenance (See Note 2);
2.     \$     55,536 for the period                      April 1 - 30, 2023                      for Purchase Payments;
3.     \$    102,123 for the period                      April 1 - 30, 2023                      for reimbursement of non-utility Sanitation Revenues deposited within the Authority (See Note 1.)



**PAYMENT DATE** **May 31, 2023**

- |    |              |                |                  |  |
|----|--------------|----------------|------------------|--|
| 1. | \$ 1,222,470 | for the period | May 1 - 31, 2023 | for Utility Operations and Maintenance (See Note 2); |
| 2. | \$ 55,536    | for the period | May 1 - 31, 2023 | for Purchase Payments;                               |
| 3. | \$ 102,123   | for the period | May 1 - 31, 2023 | for reimbursement of non-utility                     |
- Sanitation Revenues deposited within the Authority (See Note 1.)

**PAYMENT DATE** **June 30, 2023**

- |    |              |                |                   |  |
|----|--------------|----------------|-------------------|--|
| 1. | \$ 1,746,385 | for the period | June 1 - 30, 2023 | for Utility Operations and Maintenance (See Note 2); |
| 2. | \$ 55,536    | for the period | June 1 - 30, 2023 | for Purchase Payments;                               |
| 3. | \$ 145,890   | for the period | June 1 - 30, 2023 | for reimbursement of non-utility                     |
- Sanitation Revenues deposited within the Authority (See Note 1.)

Note 1 Sanitation charges are included in the customer's bills for utility, and therefore, the non-utility Sanitation revenues are included in the utility revenue deposits made to the Depository, on behalf of the Authority. This payment transfers Sanitation revenues back to the City.

Note 2 The Utility Operations and Maintenance figures are based on history of fiscal year expenses, as reflected in the current year budget.

NEEDLES PUBLIC UTILITY AUTHORITY

\_\_\_\_\_  
President

CITY OF NEEDLES, CALIFORNIA

\_\_\_\_\_  
Mayor