

Regular Meeting

7:02 P.M.

MEMBERS PRESENT: J.W. Dell’Orto
Clifford Overmier
Richard Blood
John Lavaroni
Scott Speer

MEMBERS ABSENT: None

STAFF PRESENT: Donna Leatherman, General Manager
Kate Jesus, Administrative Account Assistant
Adam Brown, Legal Counsel

OTHERS PRESENT: Alan Driscoll, Forsgren Associates

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Chairperson Dell’Orto at 7:02pm via teleconference. Directors Dell’Orto, Overmier, Blood and Speer were present. Director Lavaroni was absent.

2. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None.

Director Lavaroni arrived at 7:05pm.

- 3. APPROVAL OF CONSENT CALENDAR:
 - a. Minutes for Regular Meeting of March 10, 2020
 - b. Directors Report for March 2020
 - c. Maintenance Report for March 2020
 - d. Water Report for March 2020

A motion was made by Director Speer, seconded by Director Overmier. Director Blood requested that the March minutes for agenda item 11 be amended to include the following:

- Director Blood asked Mr. Schmidt and the General Manager when they were aware of the cost overrun; the information was unavailable.
- Inquiry about the previous fiscal year’s engineering costs.
- Cost overrun also wasn’t mentioned in the General Manager’s monthly report.

Legal Counsel, Adam Brown, clarified the process of pulling an item from the Consent Calendar. Director Speer withdrew his original motion. Item A and C of the Consent Calendar was removed.

A motion was made by Director Overmier, seconded by Director Speer, to approve items B and D of the Consent Calendar. Motion carried 5-0.

A motion was made by Director Blood, seconded by Director Overmier, to approve item A as previously amended. Motion carried 5-0.

Director Blood inquired about the air cylinder and air compressor replacement at the Treatment Plant; the General Manager clarified that these items are routine maintenance. A motion was made by Director Blood, seconded by Director Overmier, to approve item C of the Consent Calendar. Motion carried 5-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #738: Director Overmier noted a discrepancy with the Sub-total and Total on the Claim Summary. The Board Secretary clarified the correct total for Claim Summary #738 was \$133,686.08. Director Blood inquired about the payment to Garrett’s Cross Connection Control and if the District had a staff member that is a certified backflow tester. The General Manager stated the District’s procedures for backflow testing and District staff is not required to be certified. Director Blood inquired about the payment to NTU Technologies and Pace Supply; the General Manager clarified. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve the amended Claim Summary #738 in the amount of \$133,686.08 as presented. Motion carried 5-0.

5. CONSIDERATION OF RESOLUTION 2020-6: RESOLUTION ADOPTING DISTRICT POLICY 2170 – DISCONTINUANCE OF RESIDENTIAL WATER SERVICE FOR NON-PAYMENT (AS REQUIRED BY SB 998): The General Manager gave a recap of SB 998 and the District requirements of the new law. Director Blood expressed concerns with the term ‘Property Owner’ vs. ‘Customer’ in relation to SB 998 and Proposition 218. He stated that the policy is awkward and creates ambiguity. President Dell’Orto informed Director Blood of the District policy stating that the customer is the property owner. Mr. Brown clarified the language contained in the policy. A motion was made by Director Lavaroni, seconded by Director Speer, to approve Resolution 2020-6: Resolution Adopting District Policy 2170 – Discontinuance of Residential Water Service for Non-Payment (As required by SB 998) as presented. A roll call vote was taken. Directors Dell’Orto, Overmier, Lavaroni and Speer voted yes. Director Blood voted no. Motion carried 4-1.

6. DISCUSSION/ACTION: COVID-19 PANDEMIC:

a. Consideration of Resolution 2020-7: Declaration of Emergency and Resolution of Calaveras Public Utility District to Temporarily Authorize Increased Authority of the General Manager: The General Manager and Legal Counsel gave a recap of the resolution. President Dell’Orto inquired about item #2 on page 2 of the resolution and the word “her”; the Manager clarified. Director Lavaroni asked about the process of repealing the resolution once the Governor declares the pandemic to be over; Mr. Brown clarified. Director Blood expressed concerns with the broad language giving the Manager authorization to take “all necessary measures” in relation to Capital Improvement Projects and additional expenditures. President Dell’Orto and Director Speer clarified that the resolution would only pertain to the necessary action caused by the COVID-19 pandemic. Mr. Brown also clarified that the Manager would continue to use reasonable discretion and any decision made would be reported back to the Board. Director Blood requested that the minutes include the statement that the Manager would not be using capital expenditures in the capacity of the resolution. The Manager disagreed with Director Blood’s request and stated he was “out of line” as this has nothing to do with capital improvement projects and only related to COVID-19. A motion was made by Director Speer, seconded by Director Lavaroni, to approve Resolution 2020-7: Declaration of Emergency and Resolution of Calaveras Public Utility District to Temporarily Authorized Increased Authority of the General Manager as presented. A roll call vote was taken. Directors Dell’Orto, Overmier, Lavaroni and Speer voted yes. Director Blood voted no. Motion carried 4-1.

b. Consideration of Resolution 2020-8: Resolution Authorizing the Temporary Waiver of Late Fees and Moratorium on Water Discontinuances Required by the Governor’s Executive Order N-42-20: The Board reviewed the resolution. Director Lavaroni inquired about the estimated financial impact; the General Manager stated that the monthly late charges range from \$1,000 to \$1,200 and the District would be keeping track of the financial impact. A motion was made by Director Lavaroni, seconded by Director Blood, to approve Resolution 2020-8: Resolution Authorizing the Temporary Waiver of Late Fees and Moratorium on Water Discontinuances Required by the Governor’s Executive Order N-42-20 as presented. A roll call vote was taken. Directors Dell’Orto, Overmier, Lavaroni, Blood and Speer voted yes. Motion carried 5-0.

c. Discuss: Temporary Remote Work Authorization and Agreement & Travel Authorization: The Board reviewed the agreement. Director Blood questioned if the document was an example or final draft. The Manager stated that the document was final and the District had not started the program but it would be available, if needed, during the COVID-19 pandemic.

7. UPDATE: COURT STREET LINE REPLACEMENT PROJECT: The General Manager reviewed the revised project schedule with the Board, which included date changes due to the COVID-19 pandemic.

8. APPROVAL OF REVISED JOB DESCRIPTIONS AND SALARY STRUCTURE:

a. Review of Current Salary Structure (FY 2018/19): The General Manager presented the Board with the current Salary Structure as reference to the job descriptions being presented.

b. Water Utility Worker I – IV: The General Manager reviewed the revised job description which addressed long term employment and advancement opportunities. Director Blood expressed concerns with the lack of detailed system information in the job description. A lengthy discussion followed

regarding the certification requirements for the Water Utility Worker series. Director Speer requested the President call for the vote. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve the Water Utility Worker I – IV job description as presented. Directors Dell’Orto, Overmier, Lavaroni and Speer voted yes. Director Blood voted no. Motion carried 4-1.

c. Chief Treatment Plant Operator: The Manager reviewed the revised job description with the Board stating the previous description did not provide enough details and includes updates to SCADA and chlorine system. A motion was made by Director Speer, seconded by Director Lavaroni, to approve the Chief Treatment Plant Operator job description as presented. Directors Dell’Orto, Overmier, Lavaroni and Speer voted yes. Director Blood voted no. Motion carried 4-1.

9. STAFF REPORTS:

a. General Manager’s Report: The General Manager asked the Board if clarification was needed on any items of the report. Director Blood requested that item #6 be agendized as its own line item at the May Board meeting to provide more details and estimated cost. The Manager stated that two consultants were contacted and GEI Consultants was chosen after recommendations. She explained further that the contract would only start a working discussion to assist with prioritizing task orders for FERC related projects. Tasks would then be presented to the Board. President Dell’Orto agreed with Director Blood, that the contract should be presented at a future meeting including a cost estimate. Director Blood inquired about the District mapping and modeling; the General Manager explained that staff is working with the District Engineer on a new program called Diamond Maps to track District infrastructure and leaks to support future capital improvement projects.

b. Legal Counsel Report: Mr. Brown complimented the District staff on their efforts regarding the response to the COVID-19 pandemic.

c. Engineer’s Report: The Board reviewed the report.

10. BOARD MEMBERS REPORT

a. LAFCO – Meeting Reminder (5/18/20) – Director Lavaroni stated that the March meeting was rescheduled for April 20, 2020 and the May 18, 2020 meeting was cancelled.

b. UMRWA – Meeting Reminder (4/24/20) – Director Blood would attend.

Director Blood inquired about how many Distribution 3 operators were on staff; the Manager believes 2 but will clarify. He also inquired about the status of the update to the Operations Plan and requested it be included in the Manager’s Report next month; the General Manager stated that the Water System Superintendent had completed his revisions and staff will review prior to submitting to the State.

11. ADJOURNMENT (Next Regular Meeting on May 12, 2020): As there was no further business to come before the Board, a motion was made by Director Overmier, seconded by Director Speer, to adjourn the meeting at 9:34 p.m. Motion carried 5-0.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant