

CALAVERAS PUBLIC UTILITY DISTRICT

March 15, 2021

Special Meeting

6:00 pm

MEMBERS PRESENT: J.W. Dell'Orto  
Scott Speer  
Richard Blood

STAFF PRESENT: Donna Leatherman, General Manager  
Adam Brown, District Legal Counsel  
Carissa Bear, Board Secretary  
Mathew Roberts, Water Systems Superintendent  
Matt Ospital, District Engineer

OTHERS PRESENT: Gary Phillips, Bob Murray & Associates \*

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The special meeting of the Board of Directors (conducted via Zoom) was called to order by President Dell'Orto at 6:09 P.M. Directors Dell'Orto, Speer, and Blood were present.

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

3. DISCUSSION REGARDING STATUS OF DISTRICT OPERATIONS AND PROVIDE DIRECTION TO GENERAL MANAGER

Adam Brown, District Legal Counsel, informed the Board of the telephone conference between President Dell'Orto, the General Manager and himself that took place on March 12. The purpose of the call was to discuss pending items and to help make the transition at the end of the month as smooth as possible. The General Manager provided input on the meeting. District Legal Counsel stated at this time a list of what is needing to be done and a list of items that can be placed on hold is important. The General Manager responded that the Board is not clear on what the priorities consist of and with time running out until her expected retirement on March 31, creating a prioritized list was difficult without the Board's input. Mr. Brown stated he understood the preparation of the budget and the Clearwell Tank Project should be at the top of the list. President Dell'Orto expressed the need to get the bank updates, informing Service Employees International Union (SEIU), preparing the budget, and preparing a list of pending and upcoming projects. Director Speer agreed with the above-listed items. Director Blood asked the General Manager to familiarize the staff with projects and where the documentation for those projects are kept. Director Blood asked the General Manager if there is a numbering system in place to locate files easily. The General Manager stated that the staff is aware of the District's filing system. Director Blood asked whether there was a written procedure for the filing system, the General Manager responded. The General Manager informed the Board that the Clearwell Tank project funding is moving forward, and a pending signature is required from President Dell'Orto on the Resolution passed at the March regular meeting. The General Manager is in the processing of making step by step procedures for numerous items. The General Manager informed the Board that GEI Consulting will be assisting with FERC requirements to respond to the FERC annual letter. The Part 12 will

require an extension request for possibly December of 2021. The General Manager reported that anything to do with the Clearwell Tank project, minus the financing, will be handled by Weber, Ghio, and Associates. The General Manager will attempt to prepare an Excel spreadsheet, and President Dell'Orto agreed that a spreadsheet will be helpful. The General Manager stated that she will need a point of contact to provide to SEIU, and District Legal Counsel reported that he could serve as the point of contact until an interim General Manager is in place. The General Manager reported that she has a standing monthly meeting with Weber, Ghio, and Associates and will have a list for presentation to the Board. The General Manager informed the Board on the status of the State Revolving Fund (SFR) Planning Grant. A conversation ensued regarding the Calaveras County Water District's agreement with Calaveras Public Utility District. The General Manager informed the Board that the existing agreement is due to expire in June. President Dell'Orto suggested a short-term extension to the existing agreement in order for the new General Manager to get settled. The General Manager reported that the modeling efforts by KASL are continuing. The General Manager hopes to have the EAP reviews finalized by the end of month. The General Manager has spoken with staff regarding the Consumer Confidence Report and other required state reports. The Board was informed that the District has received acceptance letters for two new hires filling the Water Utility Worker I and Customer Service Representative vacancies.

#### 4. CONSIDERATION OF ENGAGEMENT OF INTERIM GENERAL MANAGER

District Legal Counsel reported he had contacted John Kingsbury to inquire about his interest in filling the interim General Manager position, as he had served in that capacity in 2020 for Amador Water Agency. Mr. Kingsbury expressed interest. However, he was out of town and unavailable until later this month.

At 6:46pm Gary Phillips, Bob Murray & Associates joined the meeting.

#### 5. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (GOV. CODE § 54957)

Title: General Manager

*Meeting with Gary Phillips of Bob Murray & Associates, District negotiator/recruiter for General Manager position.*

Gary Phillips briefly discussed the recruitment process prior to closed session. During this time, Mr. Phillips requested the General Manager gather some items to help put together the marketing materials and job description for the General Manager. The Board convened to closed session at 6:54pm. The General Manager left the meeting, and the remainder of the meeting was attended by District Legal Counsel, Adam Brown, who also conducted the Zoom hosting privileges and served as Secretary.

The Board reconvened into open session at 9:05pm. The General Manager rejoined the meeting. District Legal Counsel reported that during closed session the Board discussed the recruitment process and with recruiter Gary Phillips. No action was taken. Prior to closing the meeting, the General Manager asked the Board if they are going to be prepared and have a better idea of the duties of the interim General Manager and hopes they are better prepared in all aspects of their duties as a Board of Directors. There was discussion among the Board and General Manager regarding the Board keeping abreast of District operations and priorities, and the need for a smooth transition until a permanent General Manager could be recruited. The General Manager offered to delay her retirement if the Board accepted her conditions of continued employment.

6. ADJOURNMENT

A motion was made by Director Blood that if there was no further business before the Board that the meeting be adjourned. Before a second could be made, the meeting ended when the Zoom call was disconnected.(Next Regular Meeting April 13, 2021 at 7:00pm)

Respectfully Submitted,

A handwritten signature in blue ink, consisting of the letters 'C', 'a', and 'B' followed by a long horizontal line extending to the right.

Carissa Bear, Secretary