

Regular Meeting

7:00 P.M.

MEMBERS PRESENT: Clifford Overmier
Richard Blood
Scott Speer

MEMBERS ABSENT: J.W. Dell'Orto
John Lavaroni*

STAFF PRESENT: Donna Leatherman, General Manager
Adam Brown, Legal Counsel

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Vice-President Overmier at 7:00 P.M. Directors Overmier, Speer and Blood were present. Director Lavaroni was absent. Due to the absence of President Dell'Orto the meeting was chaired by Director Overmier.

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

3. APPROVAL OF CONSENT CALENDAR:

a. Minutes for Regular Meeting of August 11, 2020: A motion was made by Director Speer, seconded by Director Blood, to approve the minutes for the Regular Meeting of August 11, 2020 as presented. Motion carried 3-0-2.

*Director Lavaroni arrived at 7:06pm

b. System Totals Report for August 2020: A motion was made by Director Speer, seconded by Director Blood, to accept the System Totals Report for August 2020 as presented. Motion carried 4-0-1.

c. Maintenance Report for August 2020: A motion was made by Director Lavaroni, seconded by Director Speer, to accept the Maintenance Report for August 2020 as presented. Director Blood inquired about the tank inspection schedule. The General Manager clarified that it was inspected on a quarterly basis. Motion carried 4-0-1.

d. Water Report for August 2020: A motion was made by Director Speer, seconded by Director Lavaroni, to accept the Water Report for August 2020 as presented. Motion carried 4-0-1.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #743: Director Blood inquired about the payment to Weber, Ghio and Associates (WGA) for engineering services. The General Manager provided a copy of the invoice with details on monthly engineering expenses to WGA. A motion was made by Director Lavaroni, seconded by Director Speer, to approve Claim Summary #743 in the amount of \$130,520.56 as presented. Motion carried 4-0-1.

5. CONSIDERATION OF RESOLUTION 2020-14: RESOLUTION ADOPTING DISTRICT

POLICIES: The Ad Hoc Policies and Procedures Committee and staff met from April to August reviewing and updating policies prior to presenting to the Board. The Policy sections 2100 -2400 which were presented to the Board prior to the Board meeting for review and comment. A motion was made by Director Lavaroni, seconded by Director Speer, to approve Resolution 2020-14: Resolution Adopting District Policies Section Sections 2100 – Financial Management, 2200 - Inventory & Property Management, 2300 – Risk Management, 2400 – Communications & Technology. Director Blood inquired if the Policies had been posted to the website for public review and transparency. The General Manager reported that they were

inadvertently not included in the posting of the agenda packet. Director Blood was not comfortable with adopting the policies until they had been posted prior the approval by the Board of Directors. Director Lavaroni rescinded his vote and the item was tabled until the draft policies were posted to the District website prior to the October regular meeting. No further action was taken.

CONSIDERATION OF RESOLUTION 2020-15 RESOLUTION ADOPTING A NEW CONFLICT OF INTEREST CODE AND APPENDIX OF DESIGNATED POSITIONS AND DISCLOSURE CATAGORIES: As required by state law, the 2020 biennial review of the District's Conflict of Interest Code has been reviewed and updated. The only change was to replace the title of "District Manager" with "General Manager". All other Designated Positions and Categories remain unchanged. A motion was made by Director Lavaroni, seconded by Director Blood, to adopt Resolution 2020-15.. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto was absent. Motion carried 4-0-1.

6. CONSIDERATION OF RESOLUTIONS 2020-16: RESOLUTION OF APPRECIATION HONORING KATE JESUS: A motion was made by Director Lavaroni, seconded by Director Blood, to adopt Resolution 2020-16 Resolution of Appreciation Honoring Kate Jesus. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto was absent. Motion carried 4-0-1.

7. COURT STREET LINE REPLACEMENT PROJECT

a. Consideration of Resolution 2002-17 Accepting the Court Street Line Replacement Project: The General Manager provided a recap of the project, including the final inspection report from the Calaveras County Public Works Department. The District has received positive feedback from the public regarding the quality of the road surface. All work has been completed and the contractor submitted a request for progress payment for work completed. A motion was made by Director Lavaroni, seconded by Director Speer, to adopt Resolution 2020-17. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto absent. Motion carried 4-0-1.

9. UPDATE: STATE REVOLVING FUND (SRF) PLANNING GRANT APPLICATION PACKAGE FOR WATER TREATMENT PLANT IMPROVEMENT PROJECTS: The General Manager reported on the summary provided by Weber Ghio & Associates from the August 5, 2020 SRF Planning Grant workshop. Director Blood inquired about the tank and clear well, and the General Manager provided an update. Director Overmier inquired whether patching would be needed, and the General Manager indicated a need to wait for the report. Also presented was a Fact Sheet from the State Drinking Water SRF which describes the new Intended Use Plan (IUP) for project to be funded in State fiscal year 2020/2021. The General Manager recommended that the District complete the application packet to include all projects in the workshop recap. This will allow the District to have the application processed and allow the State to review for consideration of funding. Director Blood had concerns regarding the projects and when the recent tank inspection report would be presented. The General Manager clarified and reported that the tank inspectors did not have the report ready at this time.

10. UPPER MOKELUMNE RIVER WATERSHED AUTHORITY (UMRWA) 20TH ANNIVERSARY: A release from UMRWA was presented celebrating two decades of protecting water quality, water supply and the health of the Mokelumne River Watershed. The General Manager reported on some of the recent projects that the Authority is working on and has completed.

11. DISCUSSION: CALAVERAS LOCAL AGENCY FORMATION COMMISSION (LAFCO) NOMINATION BALLOT FOR INDEPENDENT SPECIAL DISTRICT MEMBERS AND

ALTERNATE: Calaveras LAFCO is seeking two Special District Board of Director Members to serve four-year terms on LAFCO. A motion was made by Director Speer, seconded by Director Blood, to nominate Director John Lavaroni as to the Calaveras LAFCO. Motion carried 4-0-1.

12. APPROVAL OF REVISED JOB DESCRIPTION

a. Administrative Account Assistant: The Administrative Account Assistant job description was last reviewed in 2014. The General Manager recommended updating and modifications due to the position vacancy and changes in the duties and responsibilities since the last update. The salary was reviewed compared to the current approved 2018/19 salary structure, and General Manager recommended to update the pay range. A discussion regarding the current salary for the position and recommended that it be changed to a salary range 14 or \$4350.00-\$5287.00, which would be the starting salary for the Administrative Account Assistant position. Following discussion by the Board, a motion was made by Director Lavaroni, seconded by Director Speer, to approve the updated and revised Administrative Account Assistant job description. Motion carried 4-0-1.

13. APPROVAL OF SMART PHONE METER READING (SPMR) AGREEMENT: The General Manager reported that the District's current handheld devices used for meter reading are out of date and no longer functioning due to a recent software update. The District conducted research of various types of handheld devices and a demo of the SPMR application was conducted during the August meter reading. Staff reported that the app and demonstration was successful. The General Manager added that there are additional benefits of efficiency, cost, reduction in staff time and safety. The one-year agreement for the SPMR application is a subscription of \$5,988.00, and additionally includes a one-time set up and staff training cost of \$1,700.00, for a total cost of \$7,688.00 for the annual agreement. The District will have to replace the District iPhones with Android phones to use the SPMR app. Upon approval, the staff will be able to use the application for the September meter reading cycle. A motion was made by Director Lavaroni, seconded by Director Speer, to approve the Smart Phone Meter Reading (SPMR) Agreement. Motion carried 4-0-1.

14. CONSIDERATION OF RESOLUTION 2020-18: APPOINTMENT OF DIRECTOR JOSHUA WAYNE DELL'ORTO TO THE BOARD OF DIRECTORS: At the direction of District Legal Counsel, Resolution 2020-18 was revised and retitled as RESOLUTION 2020-18: REQUESTING APPOINTMENT TO BE MADE BY THE CALAVERAS COUNTY BOARD OF SUPERVISORS TO THE CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS IN LIEU OF AN ELECTION to include both Director Dell'Orto and Director Speer. A motion was made by Director Lavaroni, seconded by Director Blood, to approve the revised Resolution 2020-18. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto was absent. Motion carried 4-0-1.

15. CONSIDERATION OF RESOLUTION 2020-19: APPOINTMENT OF DIRECTOR SCOTT SPEER TO THE BOARD OF DIRECTORS: This resolution was withdrawn (see Agenda item #14).

16. STAFF REPORTS

a. General Manager's Report: The General Manager provide an overview of the presented report and included additional reporting on upcoming items regarding President Dell'Orto's request to update the water connection fees, a policy for Residential Fire Sprinkler Systems, reinstatement of late fees for non-payment of water and several inquiries for new water services.

b. Legal Counsel Report: Adam Brown, District Legal Counsel, reported he was assisting the General Manager with the SEIU Local 1021 negotiations, continued policy updates and COVID-19.

c. ENGINEER'S REPORT: The monthly Engineer's Report was presented for review. There were no comments from the Board.

17. BOARD MEMBERS REPORT

- a. Director Lavaroni – LAFCO Meeting Report (9/21//20) Nothing to report.
- b. Director Blood – UMRWA Meeting Report (10/23/20) Nothing to report.

The General Manager inquired to Director Blood if there has been any information on the update to the MAC plan. Not currently. Also mentioned was the cancellation of the Annual EMBUD Barbeque.

18. CLOSED SESSION

- a. Personnel Matters
Update on Negotiations with SEIU Local 1021(Government Code § 54957.6)
Agency Designated Representative: Donna Leatherman
- b. Public Employee Performance Evaluation for Management (Government Code §54957(b)(1))

The Board reconvened in open session. The Board heard a report on the status of SEIU negotiations, and discussed matters concerning a performance evaluation of the General Manager. No action was taken.

19. ADJOURNMENT (Next Regular Meeting on September 15, 2020): As there was no further business to come before the Board, a motion was made by Director Overmier, seconded by Director Lavaroni, to adjourn the meeting at 9:35pm. Motion carried 4-0-1.

Respectfully submitted,



Donna Leatherman, General Manager