

Regular Meeting

7:07 P.M.

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

MEMBERS ABSENT: None

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

OTHERS PRESENT: Tammy Hebrard
Chris and Rita Williams

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Chairperson Dell’Orto at 7:07pm. Directors Dell’Orto, Overmier, Blood, Lavaroni and Speer were present.

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

3. APPROVAL OF CONSENT CALENDAR:
- a. Minutes for Regular Meeting of November 12, 2019
 - b. Directors Report for November 2019
 - c. Monthly Maintenance Report for November 2019

Directors Overmier and Blood inquired about several items on the Maintenance Report; the Manager clarified. A motion was made by Director Overmier, seconded by Director Blood, to approve the Consent Calendar. Motion carried 5-0.

4. FINANCIAL BUSINESS:

- a. Approval of Claim Summary #734: The Directors discussed several payments; the Manager clarified. Director Blood inquired about several payments including engineering costs. He requested a breakdown of the current cost of the SCADA project; the Manager stated this would be presented at the next meeting with the Notice of Completion. Director Blood expressed concerns regarding the expenditure of funds related to capital improvement projects prior to review of a well-defined project description. A motion was made by Director Overmier, seconded by Director Speer, to approve the Claim Summary #734 in the amount of \$141,576.96 as presented. Motion carried 5-0.

5. RESOLUTION 2019-11: RESOLUTION OF APPRECIATION HONORING CHRISTOPHER D. WILLIAMS: Chairperson Dell’Orto read the resolution aloud. Mr. Williams expressed his appreciation to the Board and Staff and wished the District luck in the future. The Manager thanked Mr. Williams for his long-time service to the District and presented him with a gift. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve Resolution 2019-11: Resolution of Appreciation Honoring Christopher D. Williams as presented. Motion carried 5-0.

6. RESOLUTION 2019-12: RESOLUTION OF APPRECIATION HONORING ANDREW ESTRADA: The Manager stated that the resolution would be presented to Mr. Estrada at the next District

Staff meeting. Director Lavaroni recognized Mr. Estrada for all of his hard work while at the District. A motion was made by Director Overmier, seconded by Director Lavaroni, to approve Resolution 2019-12: Resolution of Appreciation Honoring Andrew Estrada as presented. Motion carried 5-0.

7. RESOLUTION 2019-13: APPOINTMENT OF BOARD MEMBER TO BOARD OF DIRECTORS: Chairperson Dell'Orto read the resolution aloud. The Manager explained that Director Speer was appointed at the November meeting and the action requires a resolution. A motion was made by Director Overmier, seconded by Director Blood, to approve Resolution 2019-13: Appointment of Board Member to Board of Directors as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Lavaroni and Blood voted yes. Director Speer abstained. Motion carried 4-0-1.

8. RESOLUTION 2019-14: UPDATING AUTHORIZED SIGNERS TO BANK SIGNATURE CARD: Director Dell'Orto read the resolution to update authorized signers to include the addition of Director Speer to the District's bank account. A motion was made by Director Overmier, seconded by Director Lavaroni, to approve Resolution 2019-14: Updating Authorized Signers to Bank Signature Card as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Lavaroni, Blood and Speer voted yes. Motion carried 5-0.

9. SEIU LOCAL 1021 DEMAND FOR RECOGNITION IN THE CALAVERAS PUBLIC UTILITY DISTRICT: Chairperson Dell'Orto stated that the District had received notification from the SEIU Local 1021 to recognize the representation of certain District employees. The Manager has signed the recognition agreement. Director Lavaroni inquired about the number of employees involved; the Manager stated it was the majority. The Directors reviewed the letter included in the Board packet and discussion followed. Adam Brown explained the negotiating process and the involvement of the Board. Tammy Hebrard questioned the Board regarding the reason behind the request for unionization and if they had any communication with the staff or the representative; Chairperson Dell'Orto clarified. A motion was made by Director Overmier, seconded by Director Blood, to acknowledge SEIU Local 1021 as the sole and exclusive bargaining representative for its employees in said bargaining unit. Motion carried 5-0.

10. DISCUSSION: REVIEW AND UPDATES OF DISTRICT POLICIES: The Manager presented the Board with a recommendation for the update to the review of District policies to include the creation of a mission statement. The District will use standard templates to create and organize the policies for a more user-friendly system. The Manager also recommended the appointment of an ad hoc committee to work with staff to produce general, administrative and Board policy updates to be considered by the full Board. Director Blood inquired about the digitizing of the policies and provided a handout with suggested draft language for consideration regarding certain sections of the Board of Directors Handbook. Chairperson Dell'Orto asked for Directors to indicate their interest in being appointed to the ad hoc committee. Chairperson Dell'Orto then created a Policies and Procedures Ad Hoc Committee, and appointed Directors Blood and Overmier to serve on the committee. The Manager proposed a schedule of meetings between the committee and staff starting in January. Tammy Hebrard asked if the committee meeting agendas would be posted for the public; Mr. Brown stated that ad hoc committee meetings are not subject to the notice and agenda requirements of the Brown Act, but that the public would have the opportunity to comment on any proposals from the ad hoc committee and staff when presented for consideration by the Board at the regular Board meetings.

11. ACWA/JPIA – PRESIDENT'S SPECIAL RECOGNITION AWARD: The Board reviewed the letter and certificate from ACWA/JPIA recognizing the District's loss ratio of twenty percent (20%) or less in the Liability, Property, or Workers' Compensation insurance programs.

12. MONTHLY WATER REPORT: The water usage and rainfall report for November 2019 was presented for review and discussion. Director Blood commented on the comparison of the water treated and sold figures and inquired if the new SCADA system is being used for reporting on the monthly State report; the Manager stated that SCADA would be used for December's report.

MANAGER'S MONTHLY REPORT: A report of ongoing projects was provided for review and discussion, which included discussion of the Court Street line replacement project.

13. DIRECTORS COMMENTS

a. LAFCO – Meeting Report 11/18/19 – Director Lavaroni reported on the approval of the District's Municipal Service Review (MSR) and discussed a possible waterline extension in the Golden Hill Subdivision.

b. UMRWA – Meeting Reminder 1/24/20 – Director Blood will attend. The Manager asked the Board to review their Board member bios that would be included in the District's Winter 2020 newsletter that will be mailed out at the end of the month. A recap of the newsletter was explained; Director Lavaroni inquired about possibly removing the Court Street line replacement project. The Manager would follow up prior to publication.

14. ADJOURNMENT (Next Regular Meeting January 14, 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 8:32 p.m. Motion carried 5-0.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

