

Regular Meeting

7:00 P.M.

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

MEMBERS ABSENT: John Lavaroni*

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

OTHERS PRESENT: Matt Ospital, District Engineer
Tyla Daries, EIT

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by President Dell'Orto at 7:00pm. Directors Dell'Orto, Overmier, Speer and Blood were present. Director Lavaroni was absent.

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

3. APPROVAL OF CONSENT CALENDAR:

a. Minutes for Regular Meeting of September 15, 2020: The General Manager informed the Board of a correction to Item 1 (it should have stated "*the meeting was called to order by Vice President Overmier*" as President Dell'Orto was not in attendance). A motion was made by Director Overmier, seconded by Director Speer, to approve the minutes for the Regular Meeting of September 15, 2020 as corrected. Motion carried 4-0-1 absent.

b. System Totals Report for September 2020: A correction was made to the total water sold due to errors in the new meter reading application. A motion was made by Director Overmier, seconded by Director Speer, to accept the System Totals Report for September 2020 as reflected in the updated report presented. Motion carried 4-0-1 absent.

*Director Lavaroni arrived at 7:09pm

c. Maintenance Report for September 2020: A motion was made by Director Overmier, seconded by Director Blood, to accept the Maintenance Report for September 2020 as presented. Director Blood inquired about the time frame for the Diamond Maps. The General Manager explained it is an ongoing process and information is added as staff time permits. Motion carried 5-0.

d. Water Report for September 2020: A motion was made by Director Overmier, seconded by Director Blood, to accept the Water Report for September 2020 as amended by agenda item 3a. Motion carried 5-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #744: Director Blood inquired about the itemized billing for Weber Ghio and Associates. The General Manager reported that the itemized billing will be emailed to the Board and included in future monthly Engineer's Reports. The report also included payment to Campbell Construction for the Court Street line replacement project. A motion was made by Director Lavaroni, seconded by Director Speer, to approve Claim Summary #744 in the amount of \$328,659.61 as presented. Motion carried 5-0.

**Board President moved to Agenda Items 6 through 9 for reporting by District Engineering staff.

6. DISCUSSION AND CONSIDERATION – AUTHORIZING CONTRACT BASED ON PROPOSAL TO UPDATE CONNECTION FEES – HANSFORD ECONOMIC CONSULTING – As directed at the August Board meeting the General Manager and District Engineer began discussion on the approach for increasing District water connection fees. The District Engineer provided information on the nexus study and data that is required for the study. A conference call was conducted, and proposal was provided by Hansford Economic Consulting, LLC which includes the work plan, budget, and schedule. The Board discussed the process and time frame to complete the study. The Manager reported the study should be completed by March 2021 for Board consideration. The connection fee increase will require a public hearing once the study is reviewed by the Board. A motion was made by Director Overmier, seconded by Director Lavaroni, authorizing a contract based on the proposal from Hansford Economic Consulting, LLC conduct a study at a cost not to exceed \$16,000 for an update of the District’s connection fee for new water service. Motion carried 5-0.
7. DISCUSSION AND CONSIDERATION – AUTHORIZING CONTRACT BASED ON PROPOSAL FOR CALIBRATION NETWORK ANALYSIS AND SYSTEM MAPPING – KASL ENGINEERING - The General Manager presented an Engineering Memo and this proposal to the Board for consideration in July and requested that the Board reconsider and approve the contract. The District does not have a calibrated model. The District Engineer explained there are many critical components to the District operations that would benefit from the District having a calibrated model. The General Manager reported on the memo and information on recent and potential projects that the District could benefit from having an accurate system model. Without the model the District cannot provide needed information to the Board, staff, customers, or developers. It also does not allow the District staff to evaluate current and future infrastructure needs. The General Manager further asked the Board the reason for their hesitation, as this will only support the existing and future needs of the water system. Director Blood reiterated his previous concerns regarding amendments to the current District Engineering Agreement to be amended to include the licensing agreement associated with the District modeling. The District Engineer will provide and update their contract agreement with the District to reflect that the licensing for the modeling is the property of the District. Director Speer commented on the benefits of a District model and the impacts of agencies without a system model. After further discussion, a motion was made by Director Overmier, seconded by Director Speer, to approve the proposal and enter into a contract for Calibration Network Analysis and System Mapping with KASL Engineering at a cost not to exceed \$60,000, upon legal counsel’s review of the contract form. This would also include an amendment to the Weber Ghio and Associates contract once completed. Motion carried 5-0.
8. 2019 FEMA STORM DAMAGE PROJECTS: Tyla Daries of WGA provided a memorandum which detailed the status of the projects and information on the remaining So. Fork Pump Station project. The project at the So. Fork Pump Station is pending the Department of Fish and Wildlife review of the updated permit. This project is anticipated to start by the end of the month. The memo included additional information discovered while preparing for the debris removal project. Upon site evaluation for this project, conditional issues with the existing dam and diversion gate will require repairs. The Engineer’s memo provides details on the discoveries and recommendations to address soon. Staff will work with the District Engineer to further review for repairs.
9. UPDATE; STATE REVOLVING FUND (SRF) PLANNING GRANT APPLICATION PACKAGE FOR WATER TREATMENT PLANT IMPROVEMENT PROJECTS: Tyla Daries of Weber, Ghio and Associates reported that the completed application packet was submitted to the State and receipt confirmed by our representative. Included in the application was the clear well tank at the water treatment plant. A brief explanation of the application process was provided. The General Manager reported that the inspection report for the recent tank inspection should be available by end of the month. Nothing further to report.

*Matt Ospital and Tyla Daries left the meeting at 8:30pm.

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 presentation to the Board. The Policy Sections 2100 -2400 were presented to

the Board and posted to the District website prior to the Board meeting. After discussion and clarification by Legal Counsel and Board revision, slight modifications and grammatical corrections were made to Sections 2105, 2110, 2115, 2145, 2160, 2300, 2400, 2415, and 2430. A motion was made by Director Overmier, seconded by Director Lavaroni, to approve Resolution 2020-14: Resolution Adopting District Policies Section Sections 2100 – Financial Management, 2200 - Inventory & Property Management, 2300 – Risk Management, 2400 – Communications & Technology. A roll call vote was taken. Directors Speer, Lavaroni, Blood Overmier and Dell’Orto voted yes. Motion carried 5-0.

10. STAFF REPORTS

- a. General Manager’s Report: The General Manager recapped the report presented, and included information to conclude the annual audit, and consideration of reestablishing late payment fees in January 2021.
- b. Legal Counsel Report: Adam Brown, District Legal Counsel, said his report would be covered in closed session..
- c. Engineer’s Report: The report was presented. The General Manager stated items listed were discussed under previous agenda item topics.

11. DIRECTORS’ COMMENTS

- a. Director Lavaroni – LAFCO Meeting Report (9/21/20) Director Lavaroni did not attend the September 21, 2020 meeting.
- b. Director Blood – UMRWA Meeting Reminder (10/23/20) Director Blood will attend via conference call. The General Manager inquired if there was any information on the MAC Plan update. Director Blood replied no.

Director Blood also submitted an Agenda Request Form for Backflow prevention program for fill stations. The request stated *“if these trucks lack an air gap between the fill point of the water tank and the district fill station, these truck represent a backflow risk to the district potable water supply. Not verify that the trucks have the required air gap appears to be inconsistent with a backflow prevention program.”* The General Manager reported that the District fill stations were installed with backflow prevented devices for the purpose of protecting the District’s system. Since they were installed staff has not inspected water trucks for air gap during applications for bulk water. The District staff previously only verified the air gap. After further discussion it was agreed the application can be updated to include a self-certification section for the applicant to verify trucks having the proper air gap requirements. Director Lavaroni inquired if this could be done to any new permits issued. The General Manager will work with Legal Counsel on language to be included on the applications.

12. CLOSED SESSION

Personnel Matters

- a. 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))
At 8:40pm the Board convened to a closed session. The Board reconvened at 9:15pm. The Board heard reports on items 12. a. and b., and no action was taken.

13. ADJOURNMENT (Next Regular Meeting on November 10, 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 9:20pm. Motion carried 5-0.

Respectfully submitted,



Donna Leatherman, General Manager