

# CALAVERAS PUBLIC UTILITY DISTRICT

March 10, 2020

## 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, General Manager  
Kate Jesus, Administrative Account Assistant  
Adam Brown, Legal Counsel  
John Schmidt, Weber, Ghio & Associates

OTHERS PRESENT: None

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by President 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. PUBLIC HEARING AND CONSIDERATION OF ADOPTION OF PROPOSED RESOLUTION 2020-2: UPDATE TEMPORARY WATER SERVICE FEES FOR BULK WATER FEE: The Manager reported that the notice for public hearing was posted in the Calaveras Enterprise and an email notification went out to all current and former bulk water haulers. An email received from a hauler was read aloud by the Manager. President Dell'Orto opened the public hearing. With no public comment, the hearing was closed. A motion was made by Director Overmier, seconded by Director Lavaroni, to adopt Resolution 2020-2: Update Temporary Water Service Fees for Bulk Water Fee as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Blood, Lavaroni and Speer voted yes. Motion carried 5-0.
4. APPROVAL OF CONSENT CALENDAR:
  - a. Minutes for Regular Meeting of February 11, 2020
  - b. Directors Report for February 2020
  - c. Monthly Maintenance Report for February 2020
  - d. Monthly Water Report for February 2020Director Blood commented on the minutes regarding the Process Solutions, Inc. invoice and again asked for further clarification on the purpose of the pump; the Manager would get clarification. He also mentioned the minutes regarding the concerns with the lack of a written agreement with the District Engineer regarding the modeling file and software license. The General Manager referenced an email from the District Engineer that addressed his concerns. Director Blood insisted stated that this does not clarify the District's ability to obtain data files. District Legal Counsel will review. Director Blood requested clarification on the Director's Report regarding the bulk water usage and the line item for 'Memberships'; the General Manager clarified. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve the Consent Calendar as presented. Motion carried 5-0.
5. FINANCIAL BUSINESS:

a. Approval of Claim Summary #737: Director Blood inquired about the payments to TD Ameritrade Trust Company; the General Manager reported they are employee's voluntary contributions to their 457 Plans. A motion was made by Director Overmier, seconded by Director Blood, to approve the Claim Summary #737 in the amount of \$143,848.13 as presented. Motion carried 5-0.

President Dell'Orto requested to move to agenda item 11.

11. UPDATE/DISCUSS: COURT STREET LINE REPLACEMENT PROJECT

a. Authorize Manager to Advertise Request for Proposals (RFP): The General Manager reported on the detailed Engineer's memo which provided the Board with a background on project details from 2018, including explanation of project changes and increased cost. Director Blood recommended postponing the project and requested more information before consideration by the Board. He expressed concerns with the changes to the project scope and increase in cost from the original estimate in October 2018. He asked Mr. Schmidt and the General Manager when they were aware of the cost overrun; there wasn't an answer available. He also inquired about the previous fiscal year and current engineering costs for the project and if they were included in the estimate; the General Manager clarified. Mr. Schmidt reported on the project and mentioned the changes from the original estimate and scope which included the updated Calaveras County Dig Once Policy and required sewer line separation permit. Director Blood requested that the Board be kept informed of project changes and cost overrun before being considered for action. He stated he was uncomfortable with the increase in cost. The General Manager stated that the updates to projects are included in the monthly Manager's Report. Director Blood, again, stated that the cost overrun was not mentioned in the previous reports. Director Overmier stated that the project should go out to bid. A motion was made by Director Lavaroni, seconded by Director Overmier, to authorize the General Manager to advertise request for proposals (RFP) for the Court Street line replacement project. Directors Dell'Orto, Overmier, Speer, and Lavaroni voted yes. Director Blood voted no. Motion carried 4-1.

6. AD HOC COMMITTEE REPORT – POLICIES AND PROCEDURES (DIRECTORS OVERMIER AND BLOOD):

a. Consideration of Resolution 2020-3: Resolution Adopting District Policies: Director Lavaroni acknowledged the committee's hard work on the policy updates and Mr. Brown stated that the committee meetings were very effective in the updating process. The Board reviewed each section individually for comments or concerns. Director Blood explained the difference between standing committees and ad hoc committees as mentioned in Policy 4105; Mr. Brown clarified the reasoning behind the use of an ad hoc committee for an as-needed basis. The General Manager stated that Policy 4110 changes the title of Chairperson to President; Mr. Brown stated this is how it is referenced in the Public Utility Code. Director Blood commented on Policy 4220 stating that the Board can recommend to record certain meetings provided it complies with the Brown Act. A motion was made by Director Overmier, seconded by Director Speer, to approve Resolution 2020-3: Resolution Adopting District Policies as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Blood, Lavaroni and Speer voted yes. Motion carried 5-0.

7. CONSIDERATION OF RESOLUTION 2020-4: RESOLUTION TO ADOPT A DISTRICT MISSION STATEMENT: The Board was presented with three drafts to consider. A motion was made by Director Lavaroni to accept one of the three drafts; motion failed due to no second. Director Speer liked the mention of stewardship in draft #3. A motion was made by Director Lavaroni, seconded by Director Speer, to accept draft #3 and approve Resolution 2020-4: Resolution to Adopt a District Mission Statement as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Blood, Lavaroni and Speer voted yes. Motion carried 5-0.

8. CONSIDERATION OF RESOLUTION 2020-5: RESOLUTION DECLARING SURPLUS PROPERTY: The 2000 Toyota Tacoma pickup is no longer in service and the General Manager recommended to surplus the truck and arrange for a sealed bid auction with a minimum bid of \$2,500. Director Lavaroni inquired if there were any benefits to the District for donating the truck; Mr. Brown clarified and stated it would have to be donated to another agency. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve Resolution 2020-5: Resolution Declaring Surplus Property as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Blood, Lavaroni and Speer voted yes. Motion carried 5-0. Director Overmier directed the Manager to set a minimum bid of \$2,500.

9. DISSOLUION OF BOARD COMMITTEES APPOINTED AT THE JANUARY 15, 2019 BOARD MEETING: President Dell'Orto dissolved the committees appointed at the January 15, 2019 Board meeting and stated that the newly adopted policies address committee formation.

10. SUGGESTED AD HOC COMMITTEE FOR CAPITAL IMPROVEMENT PROJECTS (DIRECOR BLOOD): Director Blood requested an ad hoc committee be appointed for Capital Improvements Projects (CIP's) which would work with staff and consultants to establish a prioritized list of CIP's that the District is considering for additions, repairs, replacements, or upgrades to the District's infrastructure in the next five years. He expressed concerns with the need for detailed project descriptions as a condition included in the resolution for the approval of the fiscal year 2019/20 budget. President Dell'Orto deferred consideration for the development of the committee for two months or until the policy updates and SEIU negotiations are complete. Director Lavaroni agreed. Director Speer inquired about the timeframe for completions; Mr. Brown stated that the SEIU negotiations have a deadline of April and the policy updates should be complete by mid-summer. The General Manager recommended the Board consider a Master Plan update and emphasized the need to use an independent consultant.

12. STAFF REPORTS:

a. General Manager's Report: A report of ongoing projects was provided for review and discussion, which included information on the rebuild of pump and motor #1 at the South Fork Pump Station, upcoming CSDA Gold Country Chapter workshop, status of the Paloma fire house project, information on the draft report from SWRCB regarding drought index, the CRWA leak detection program, FEMA 2019 storm damages, EAP's for Jeff Davis and Schaads reservoirs, and future plans for the update of the billing/accounting software. A quote was provided for the contract with Mar Tech to remove and evaluate the Schaads hydro motor, turbine and impellor.

b. Legal Counsel Report: Nothing to report.

c. Engineer's Report: The Board reviewed the report. Director Blood inquired about the SRF grant application and a defined list of projects for the Treatment Plant improvements. He also inquired about the details of the Water Loss Control Program. Director Blood suggested possible cost savings if District staff could assist in the process. The General Manager stated there is not adequate staff for this project. The Board discussed the option to employ a staff engineer which was not recommended. Director Blood expressed concerns with the increasing costs and suggested staff develop project scopes in the future.

13. BOARD MEMBERS REPORT

a. LAFCO – Meeting Reminder 3/16/20 – Director Lavaroni will attend.

b. UMRWA – Meeting Reminder 4/24/20 – Director Blood will attend. He mentioned EBMUD's recent position on legislature items.

President Dell'Orto stated that Chris Swann was recently promoted to Manager of the Mokelumne Watershed for EBMUD. Director Lavaroni asked that future Board meetings start at 7:00pm and not postpone until his arrival.

14. CLOSED SESSION

a. Personnel Matters

Update on Negotiations with SEIU Local 1021 (Government Code § 54957.6)

Agency Designated Representative: Donna Leatherman

At 9:17pm the Board convened to a closed session. The Board reconvened at 10:49pm. The Board heard a report and no action was taken. President Dell'Orto called for a Special meeting on Wednesday, March 18, 2020 at 5:00pm.

15. ADJOURNMENT (Next Regular Meeting on April 14, 2020 at 7:00pm): As there was no further business to come before the Board, a motion was made by Director Speer, seconded by Director Overmier, to adjourn the meeting at 10:50 p.m. Motion carried 5-0.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

