

Regular Meeting

7:00 P.M.

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

MEMBERS ABSENT: None

STAFF PRESENT: Donna Leatherman, District Manager
Kate Jesus, Administrative Account Assistant
Christopher Williams, District Legal Counsel

OTHERS PRESENT: T. M. Moran
Sharon Fischer

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Chairperson Dell’Orto at 7:06pm. Director Dell’Orto, Overmier, Blood, and Lavaroni were present.

2. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): Mr. Moran commented on the new Board room set-up and was pleased with the change.

3. APPROVAL OF CONSENT CALENDAR:
- a. Minutes for Regular Meeting of September 10, 2019
 - b. Minutes for Special Meeting of September 12, 2019
 - c. Directors Report for September 2019
 - d. Monthly Maintenance Report for September 2019

Director Blood inquired about a statement made by Chairperson Dell’Orto regarding the recording of future meetings and receiving a copy of the amendments to Resolution 2019-10; the Manager clarified. A motion was made by Director Lavaroni, seconded by Director Overmier to approve the Consent Calendar. Motion carried 4-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #732: Chairperson Dell’Orto and Director Lavaroni inquired about the cost of the medium household income survey and reimbursement; the Manager clarified. Directors Lavaroni and Overmier inquired about the payment for R.F. MacDonald Co.; the Manager reported it was the final payment for the South Fork Pump Station pump and motor rebuild. A motion was made by Director Lavaroni, seconded by Director Blood to approve the Claim Summary #732 in the amount of \$180,237.92 as presented. Motion carried 4-0.

5. DISCUSSION: APPROACH TO THE REVIEW AND UPDATES OF DISTRICT POLICIES: The Manager reviewed the planned approach for the review and update of District policies. The approach recommends using a third-party consultant with knowledge and expertise of current laws, regulations and support to develop a District Administrative Manual. It was also stated that the Board had previous concerns of policy review that were focused on Administrative policies which includes the Board of Directors Handbook, Accounting Policies and Procedures Manual, and Employee Handbook. The need for a Mission Statement was emphasized by the Manager. Director Blood requested digitized copies of all the District’s current policies and procedures prior to making a decision on proceeding with a third party. The Board and staff had a lengthy discussion regarding the review of current policies and

procedures. The Manager requested direction from Director Blood on a suggested approach. Director Blood, again, requested all the District's policies and procedures. Chairperson Dell'Orto recommended making all current policies and procedures available for each Director at the December 10, 2019 Board meeting to determine approach.

6. UPPER MOKELUMNE RIVER WATERSHED AUTHORITY (UMRWA) – FY 2019-20 DUES: The Manager presented the Board with a letter from UMRWA showing the 2019-20 dues of \$12,980 and stated that the District could consider future membership options. Mr. Moran commented on the cost of the membership dues and the expense to the District.

7. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA):

a. Gold Country Regional Chapter Workshop – October 23, 2019: Included in the Board packet was an announcement for an upcoming workshop where speakers will present information on “Being Grant Ready”. Directors may contact the Board Secretary if interested in attending.

8. REPORT: SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) PROJECT: District staff, Engineer and TSI, Inc. participated in an in-house factory testing of the new SCADA system. The subcontractor has begun work on the installation of electrical conduit. The office area of the Treatment Plant has also been updated with new office furniture and paint. The project is expected to be completed and operational by October 18, 2019. Final punch list, As-Built, and State acceptance will be needed prior to the Notice of Completion.

9. MONTHLY WATER USAGE REPORT

a. Monthly Report: The water usage for the month of September 2019 was presented for review and discussion, along with the current rainfall totals.

b. Bulk Water Report: The Board reviewed the report showing the monthly usage for the bulk water fill stations and fire hydrant meters through September. Director Dell'Orto inquired about the bulk water fees; the Manager stated that staff is currently working on the update of the fees.

10. MANAGERS COMMENTS:

a. Monthly Report: A report of ongoing projects was provided for review and discussion. The Manager also provided a memo regarding the District preparedness for the possible PG&E Public Safety Power Shutoff event. The annual budget approved the purchase of a new service truck to replace the 2000 Toyota Tacoma. A summary of the quotes was given to the Board for review, with the lowest quote from Elk Grove Ford at \$32,130.13. The Board was pleased to see the cost under budget. The Manager will move forward with the purchase from Elk Grove Ford. The Manager also reported on possible grant funding for water storage tank issues in fire prone areas of disadvantaged communities.

11. DIRECTORS COMMENTS (SAVE THE DATE: BOARD TRAINING – TUESDAY, NOVEMBER 12, 2019 AT 6:00PM)

a. LAFCO – Meeting Report 9/16/19 – Director Lavaroni: Nothing to report.

b. CAMRA – Meeting Reminder 10/16/19 – The Manager stated that CAMRA will have a planning session at the next meeting.

c. UMRWA – Meeting Report 10/4/19 – Director Blood: Director Blood reported on the water storage tank funding opportunity and upcoming legislation. The Manager presented the Board with a letter from Richard Sykes, the Executive Officer of UMRWA requesting support for the West Calaveras Thin/Bailey Forest Health Improvement Project. The Board reviewed the letter and authorized the Manager to submit the letter of support.

12. CLOSED SESSION:

a. Public Employee Negotiators (Government Code Section 54957)

Agency designated representatives: Donna Leatherman and Chris Williams
Title: General Counsel Legal Services

At 9:01pm the Board convened to a closed session. The Board reconvened at 9:47pm. Chairperson Dell'Orto appointed Director Overmier and Lavaroni to an Ad Hoc Committee for the purpose of supporting staff in conducting the interview process to make determination of General Counsel Legal Services according to the RFP dated April 23, 2019. The committee would follow up with their recommendation to the Board of Directors no later than January 31, 2020.

13. ADJOURNMENT (Next Regular Meeting November 12, 2019): As there was no further business to come before the Board, a motion was made by Director Lavaroni, seconded by Director Overmier to adjourn the meeting at 9:48 p.m. Motion carried 4-0.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

