

**CALAVERAS PUBLIC UTILITY DISTRICT**

**July 16, 2019**

**Regular Meeting**

**7:00 P.M.**

MEMBERS PRESENT: Clifford Overmier  
J.W. Dell'Orto  
Richard Blood  
Alan (Bill) Claudino  
John Lavaroni \*

MEMBERS ABSENT: None

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

OTHERS PRESENT: Tammy and Charlie Hebrard  
Gina Kathan  
Scott Speer  
Sharon Fischer

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Director Overmier at 7:02pm. Director Overmier, Dell'Orto, Blood, and Claudino were present.

2. ELECT AND NOMINATE BOARD PRESIDENT FOR FISCAL YEAR 2019/20: The Manager referenced Section 2.03 of the Board of Directors Handbook and stated that Director Overmier is eligible for another term as Board Chair; Director Overmier declined. Director Dell'Orto was next in rotation for Chair. A motion was made by Director Claudino, seconded by Director Blood to nominate Director Dell'Orto as Board Chair for fiscal year 2019/20. Motion carried 4-0-1.

Director Dell'Orto took his seat as the Board Chair at 7:04pm.

\*Director Lavaroni arrived at 7:09pm

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

4. APPROVAL OF CONSENT CALENDAR:
- a. Minutes for Regular Meeting of June 11, 2019
  - b. Minutes for Special Meeting of June 18, 2019
  - c. Directors Report for June 2019
  - d. Monthly Maintenance Report for June 2019

Discussion by Director Blood inquired about the minutes from the June 11, 2019 Regular meeting. He stated that the minutes were missing the request from Director Dell'Orto for the water loss report. The Manager directed him to item #12a. Director Blood requested that the minutes for item #8 be amended to include the reference of Section 6.02.1 of the Board of Directors Handbook stating inconsistencies with the availability of the agenda packet prior to the Board meetings. Tammy Hebrard also expressed concerns regarding this matter. A motion was made by Director Claudino, seconded by Director Overmier to approve the Consent Calendar with amendments to the minutes of June 11, 2019 Regular meeting as requested. Motion carried 5-0.

5. FINANCIAL BUSINESS:

a. Approval of Claim Summary #729: Directors Lavaroni and Claudino inquired about several payments; the Manager clarified. A motion was made by Director Overmier, seconded by Director Claudino to approve the Claim Summary #729 in the amount of \$212,537.09 as presented. Motion carried 5-0.

6. DISCUSSION: COLA AND MERIT BASED WAGE INCREASES (R. BLOOD): Director Blood reviewed his request and the Manager clarified the process for the granting of COLA and merit-based wage increases. Gina Kathan inquired about the approval process for wage increases; Director Blood referenced Section 2M of the Employee Handbook and Director Lavaroni stated that wage increases are presented to the Board by way of the approval of the annual budget. Director Blood asked if each position has a job descriptions and the employee acknowledgement referencing “at will” status in the Employee Handbook. The Manager stated that all positions have a job description and discussed the “at will” term. Director Blood inquired about the District’s Cafeteria Plan not being in the handbook; the Manager stated that revisions to the handbook will need to be reviewed and updated. Scott Speer asked for the clarification on the Cafeteria Plan; the Manager clarified. Director Blood inquired about page three (3) of the Payroll Journal, the budget workshop process and limited liability insurance coverage for Directors referenced in the Board of Directors Handbook. Tammy Hebrard inquired about the Employee and Board of Directors Handbook being available on the District’s website.

7. WATER EDUCATION FOUNDATION MEMBERSHIP UPDATES: The annual report and tour information was presented to the Board for review.

8. REPORT: SPECIALIZED UTILITY SERVICES PROGRAM (SUSP) MEDIAN HOUSEHOLD INCOME (MHI) SURVEY: As of June 28, 2019, SUSP had received 241 survey responses which meets the 13% required response rate and would continue to collect the responses until the conclusion of the project. A report with the summary of the results will be submitted to the District. Tammy Hebrard expressed concerns regarding the outcome of the survey. Options would be discussed if the survey results do not meet the DAC status.

9. MONTHLY WATER USAGE REPORT: The water usage for the month of June 2019 was presented for review and discussion. Director Blood discussed the water difference between the treated and sold water. Director Dell’Orto inquired about the bulk water fill station usage; the Manager stated that usage seemed to be increasing in the last few weeks.

10. MANAGERS COMMENTS:

a. Monthly Report: A report of ongoing projects was provided to the Board for review and discussion. Director Lavaroni inquired about costs associated with the South Fork Pump Station motor; the Manager will be working with the vendor regarding invoicing. The Manager stated that the District is participating in workshops and webinars to prepare for the PG&E Public Safety Power Shutoffs (PSPS). Calaveras County OES will host a Table Top exercise on July 19, 2019 to discuss local agencies preparedness.

11. DIRECTORS COMMENTS:

a. LAFCO – Meeting Report 7/15/19 – Director Lavaroni: Director Lavaroni reported that he was elected as the Chair for FY 2019/20 and five (5) small Special Districts were dissolved at the meeting.

b. CAMRA – Meeting Report 6/19/19 – The Manager did not attend.

c. CAMRA – Special Meeting Reminder 7/17/19 – The meeting has been cancelled.

d. UMRWA – Meeting Reminder 7/26/19 – Director Blood: Director Blood will attend. The Manager shared an email with Director Blood with information on the change of location for the meeting.

12. CLOSED SESSION: None

13. APPROVAL TO RESCHEDULE AUGUST 13, 2019 REGULAR BOARD MEETING TO AUGUST 20, 2019: A request to reschedule the Regular Board meeting of August 13, 2019 to Tuesday, August 20, 2019 was made due to the length of the previous Public Hearing. Director Dell'Orto clarified that the Board would consider the vote of the proposed rate increase at the Public Hearing on August 13, 2019. The Regular Board meeting would take place on August 20, 2019. A motion was made by Director Overmier, seconded by Director Lavaroni to reschedule the August 13, 2019 Regular Board meeting to August 20, 2019. Motion carried 5-0.

14. ADJOURNMENT (Public Hearing August 13, 2019 at the San Andreas Town Hall, 24 Churchill Rd, San Andreas, CA 95249): As there was no further business to come before the Board, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

