



RESOLUTION NO. 2019-54
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-03

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

August 14, 2019

Directors Present: Russ Thomas, President
Bertha Underhill, Vice President
Scott Ratterman, Director
Cindy Secada, Director
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Peter Martin, Interim Director of Administrative Services
Joel Metzger, External Affairs Manager
Jesse Hampton, Plant Operations Manager
Robbie Creamer, Engineering Analyst

Others Present: Bill French, Footprint Real Estate
Adam Lewis, Calaveras Band of Wi-Wuk Indians (CBMI)
Leonard Grimes, CBMI
Gloria Grimes, CBMI
Jason Deschler, CBMI
Debra Grimes, CBMI
Steven Sarantopoulos, UWPA
Manoj Desai, Websoft
Sean Dingman, Websoft
Carl Stoughton
Susan Earle

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:02 p.m. and led the pledge of allegiance. All Board members were present.

2. PUBLIC COMMENT

Carl Stoughton addressed the Board voicing his approval of the District.
Susan Earle addressed the Board regarding a request to terminate service.
Bill French addressed the Board regarding a property purchase.

3. CONSENT AGENDA

MOTION: Directors Davidson/Secada - Approved Consent Agenda Item: 3a, 3b, 3c, 3d, 3f, 3g, and 3h as presented

- 3a Approval of Minutes for the Board Meetings of June 26 and July 10, 2019
- 3b Review Board of Directors Monthly Time Sheets for July, 2019
- 3c Ratify Claim Summary #569 Secretarial Fund in the Amount of \$1,866,181.43 for July, 2019
(Peter Martin, Interim Director of Administrative Services) **RES 2019-54**
- 3d Approval of Amendment to the District's Financial Management Policy No. 5.09 - Surplus Equipment
(Peter Martin, Interim Director of Administrative Services) **RES 2019-55**
- Director Ratterman pulled Item 3e from the Consent Agenda*
- 3e Approval of Amendment to the District's Financial Management Policy No. 5.01 - Investment Policy
(Peter Martin, Interim Director of Administrative Services) **RES 2019-___**
- 3f Approval of Amendment to the Board of Directors Policy Handbook, Policy No. 5010 - Board Meetings
(Rebecca Hitchcock, Clerk to the Board) **RES 2019-56**
- 3g Approval of Authorized Signers on Banking and Investment Accounts
(Peter Martin, Interim Director of Administrative Services)
- **Umpqua Bank** **RES 2019-57**
 - **Local Agency Investment Fund** **RES 2019-58**
- 3h Appointing PARS Public Agency Post-Retirement Plan Trust Administrators
(Peter Martin, Interim Director of Administrative Services) **RES 2019-59**

YES: Directors Davidson, Secada, Underhill, Ratterman and Thomas
NOES: None
ABSTAIN: None
ABSENT: None

OFF CONSENT AGENDA

- Director Ratterman pulled Item 3e from the Consent Agenda*
- 3e Approval of Amendment to the District's Financial Management Policy No. 5.01 - Investment Policy
(Peter Martin, Interim Director of Administrative Services) **RES 2019-60**

MOTION: Directors Ratterman/Underhill - Adopted Resolution 2019-60 Approving Amendment to the District's Financial Management Policy No. 5.01 - Investment Policy

DISCUSSION: Director Ratterman pointed out that there was a word in the policy that should have been removed with the other changes. Mr. Martin agreed to remove the word on the Draft policy before publication.

PUBLIC COMMENT: There was no public comment.

YES: Directors Ratterman, Underhill, Secada, Davidson, and Thomas

NOES: None

ABSTAIN: None

ABSENT: None

4. **NEW BUSINESS**

4a Discussion regarding Monitoring of Cultural Resources on the Reach 1 Pipeline Replacement Project
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler discussed the Reach 1 Pipeline Replacement Project and how the District handled the Cultural Resources aspect of the project. He included information on the requirements and measures taken by the District. Mr. Minkler responded to questions from the Board on various items and timeline details.

PUBLIC COMMENT: Debra Grimes, Tribal Cultural Resources Specialist for the Calaveras Band of Mi-Wuk Indians addressed the Board. She shared the timeline according to the Tribe and provided the Board with a written copy along with a letter. There was significant discussion between Ms. Grimes and the Board.

This item was for information only; no action was taken.

4b Discussion/Direction regarding Computerized Maintenance Management System (CMMS) Contract
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Dingman, from Websoft Developers gave a presentation about Mobile MMS. He gave an overview of the capabilities of the software and how it can benefit the District. There was discussion between Mr. Dingman and the Board about the software and how it would be implemented at the District. The Board directed staff to bring the Professional Services Agreement back to the next Board meeting for approval since it was originally agendized as an informational item only.

PUBLIC COMMENT: There was no public comment.

President Thomas introduced Steven Sarantopoulos, the new General Manager of the Utica Power and Water Authority. He invited Mr. Sarantopoulos, to introduce himself to the group.

- 4c Discussion regarding Submittal of a USDA Grant and Loan Application for District Automatic Meter Reading (AMR) Project
(Charles Palmer, District Engineer)

DISCUSSION: Mr. Palmer advised the Board that the District had applied for a USDA Grant and Loan Application for the Automatic Meter Reading (AMR) project. The project would allow the District to replace all meters District-wide from manual read meters to AMR's. This would allow the meter readers to receive readings from the meters by driving by instead of stopping to open each meter box and read them manually. Some benefits to the District include: 1) more precise water usage data, 2) recovery of revenue losses by replacing old, unreliable or under-registering meters, and 3) ensuring compliance with state-mandated water use efficiency measures.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

- 4d Discussion/Direction of the FY 2018-19 Fourth Quarter Investment Report
(Peter Martin, Interim Director of Administrative Services)

MOTION: Directors Davidson/Ratterman – by Minute Entry, Approved and Accepted the District's Fiscal Year 2018-19 Fourth Quarter Investment Report

DISCUSSION: Mr. Martin presented the Fourth Quarter Investment Report and there were no questions from the Board.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Davidson, Ratterman, Secada, Underhill, and Thomas
NOES: None
ABSTAIN: None
ABSENT: None

- 4e Discussion/Action regarding Rules and Regulations Governing Water & Wastewater: Article III, Section 21E: Termination of Service
(Joel Metzger, External Affairs Manager) **RES 2019-61**

MOTION: Directors Secada/Davidson – Adopted Resolution 2019-61 Approving amendments to Rules and Regulations Governing Water & Wastewater: Article III, Section 21E: Termination of Service

DISCUSSION: Mr. Metzger presented the proposed amendments to the Termination of Service Policy. He reviewed the current policy and explained the following guidance given by the Finance Committee.

1. A legal-deeded property owner may apply for termination of service(s) if the following conditions are met:
 - The parcel is vacant without any habitable structures
 - Water and/or wastewater service(s) have not been used in the past two years
2. If service is terminated, CCWD will reserve a connection fee credit on the property that is equal to the amount paid when the parcel was originally connected.

3. If a property owner applies for reinstatement of service(s), they must pay the difference between the current full connection fee at the time of reconnection, minus the initial connection fees paid.
4. CCWD will hold the property owner terminating service(s) responsible for all operational and administrative costs incurred by the District to terminate service(s) and remove the meter or cap the wastewater connection.
5. All required fees must be paid prior to termination of service(s).
6. The District will record a Notice of Termination of Water and/or Wastewater with the County Clerk Recorder's Office, and all related administrative and recording fees will be the responsibility of the applicant.
7. Property owners must fill out an application for reinstatement of service(s), and water and/or wastewater service(s) are not guaranteed.
8. If a reinstatement of water and/or wastewater services application is approved by the general manager, the District will record a release stating water and/or wastewater service(s) have been reinstated, and all fees related to recording that document will be paid by the applicant.
9. All required fees must be paid prior to reinstatement of service(s).

There was significant discussion on the proposal from staff and some alternate wording given from public comment. Director Secada made a motion to adopt the revised version of the Termination Policy with one amendment replacing the word sold with transferred. Director Davidson supports the policy other than the appeals section. He commented the District has a No Variance Policy and directed staff to look into that.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Secada, Underhill, and Thomas
NOES: Directors Davidson and Ratterman
ABSTAIN: None
ABSENT: None

5. REPORTS

- 5a Report on the July 2019 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the July 2019 monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

- 5b General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) Utica Power and Water Authority has a new General Manager, Steven Sarantopoulos; 2) the PG&E Public Safety Power Shutdown (PSPS) planning is progressing well and the Board will be updated soon; 3) the purchase of the property adjacent to the District headquarters is almost complete. Escrow is scheduled to close in the next week; 4) an offer has gone out to fill the vacancy for a Civil Engineer; 5) the employee appreciation picnic was a success and he thanked Stacey Lollar, Human Resources Manager for all of her planning efforts; and 6) the Upper Mokelumne River

Watershed Authority hosted a tour of various forest management projects in different stages and was very informative.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada reported that there was no IRWM meeting in July. The nine IRWM's are discussing available Technical Assistance Grant Funding. Also, T-Stan has recently sent out their membership invoices.

Director Davidson had nothing to report

Director Underhill would like to see outreach to customers regarding the rate increase step up effective July 16th. She reported that Mill Woods subdivision issued a press release regarding a grant they have received from Cal Fire for fuel-reduction. She also mentioned she enjoyed the employee appreciation picnic.

Director Ratterman reported that the Calaveras Public Utilities District (CPUD) approved their 5 year rate increase last night. Also, the Mokelumne River Association meeting hosted by CCWD is Friday, August 16th and there is a Mountain Counties Water Resources Association tour and reception on November 14th in Murphys.

Director Thomas reported that he enjoyed the annual NCPA BBQ and the employee appreciation picnic.

7. NEXT BOARD MEETINGS

- Wednesday, August 28, 2019, 1:00 p.m., Regular Board Meeting
- Wednesday, September 11, 2019, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 4:15 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Scott Ratterman, and Jeff Davidson; staff members Robbie Creamer, Engineering Analyst (for 8a), Peter Martin, Interim Director of Admin Services (for 8b), Stacey Lollar, Human Resources Manager, (for 8c), Michael Minkler, General Manager, and Special Counsel, Dave Cameron.

- 8a Conference with Real Property Negotiators
Government Code §54956.8
Property: APN 044-066-03, 15.8 acres San Andreas
District negotiators: Michael Minkler and Robert Creamer
Under negotiations: price and other terms
- 8b Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code §54956.9(d)(2)- 2 cases
- 8c Conference with Labor Negotiators Management and Confidential Unit Government Code §54957.6 Negotiators: Michael Minkler and Stacey Lollar

9. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 5:30 p.m. There was no reportable action.

10. **ADJOURNMENT**

With no further business, the meeting adjourned at approximately 5:30 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board