



RESOLUTION NO. 2021-52
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JULY 14, 2021

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

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Stacey Lollar, Human Resources Manager
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Jessica Self, External Affairs Manager
Brad Arnold, Manager of Water Resources
Charles Palmer, District Engineer
Kevin Williams, Civil Engineer, Sr.
Sam Singh, Engineering Technician, Sr.
Kate Jesus, Engineering Coordinator
Tiffany Burke, Administrative Technician Sr.

Others Present: None

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:03 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Ratterman/Thomas–Approved Consent Agenda Items: 3a, 3b, and 3c as presented.

- 3a Approval of Minutes for the Board Meetings of June 15, June 23, and June 25, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for June 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #592 Secretarial Fund in the Amount of \$2,835,206.43 for June 2021
(Rebecca Callen, Director of Administrative Services) **RES 2021-52**

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Discussion/Action regarding the Redwood Water Storage Tanks Wildfire Hazard Mitigation Project (Site Work, Foundation, Underground Piping, and Electrical) CIP 11095
(Kevin Williams, Civil Engineer Sr.) **RES 2021-53**

MOTION: Directors Underhill/Thomas-Adopted Resolution 2021-53 Awarding Construction Contract to Complete Site Improvements for the Ebbetts Pass Redwood Water Storage Tanks Wildfire Hazard Mitigation Project, CIP 11095 to KW Emerson

DISCUSSION: Mr. Williams presented the details of the Ebbetts Pass Redwood Water Storage Tanks Wildfire Hazard Mitigation Project. He advised the Board on the tank locations and replacement specifications. He presented the bids received for the site-work, foundation, underground piping, and the electrical work. K.W. Emerson was the lowest responsible bidder and had worked with the District on previous tank replacements. He mentioned that for accounting purposes, the Contractor is required to provide the District the value of the salvaged redwood materials at the time of contract award. There was significant discussion on the value of the salvaged redwood. Mr. Williams also stated that the project is slated to take place over two construction seasons and a budget adjustment may be needed this fiscal year to cover the total cost of the project. Staff will continue to monitor the project for this need and will bring forward a budget amendment as needed.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding Stage 1 Water Supply Conditions per the Water Shortage Contingency Plan.
(Jessica Self, External Affairs Manager) **RES 2021-54**

MOTION: Directors Ratterman/Secada-Adopted Resolution 2021-54-Adopting Stage 1 Water Shortage response per the Water Shortage Contingency Plan with proposed word change

DISCUSSION: Ms. Self addressed the Board regarding drought status in California. She explained that Governor Newsom expanded his drought emergency declaration to include 50 of California's 58 counties including Calaveras County. No conservation mandates have been imposed, but state officials are calling on all Californians to voluntarily reduce water consumption by 15% compared to 2020 levels. Customers are encouraged to conserve by limiting outdoor use, establishing appropriate run times for landscape irrigation, use a broom to clean sidewalks instead of water, fix leaky faucets, and install high-efficiency fixtures. To comply with the requests of the state, the District can adopt a Resolution of State 1 Water Conservation. There was discussion about the next stages in drought conservation. Director Davidson asked for the below change in the proposed resolution. There was additional discussion regarding the Mueller Meter replacement project and how it will help the District track water usage in the future.

WHEREAS, The Urban Water Management Planning Act requires that each water supplier provide a Water Shortage Contingency Plan (WSCP) that outlines how the supplier will prepare for and respond to water shortages. Stage 1, the Advisory Stage, per the Department of Water Resources, is a voluntary ~~rationing~~ **conservation** response; and

PUBLIC COMMENT: There was no public comment.

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

5. **REPORTS**

- 5a Report on the June 2021 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the June 2021 monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

- 5b General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the 4th of July Parade in Arnold; 2) the District will hold a town hall meeting in Ebbetts Pass on August 12 at 6:00 p.m.; 3) staff is planning a 75th Birthday party for CCWD; 4) the outreach being done regarding the Mueller meter replacement project; 5) the new CCWD website; 6) a meeting with all local water agencies is coming up; 7) the agreement between CCWD and CPUD is now finalized; and 8) he had a very positive meeting with the new County CAO Christa Von Latta.

The meeting adjourned into Closed Session at approximately 2:03 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager, and General Counsel Matt Weber.

6. CLOSED SESSION

6a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

7. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:40 p.m. There was no reportable action.

8. NEW BUSINESS-Cont.

8a Discussion/Action regarding Approval of the Memorandum of Understanding with the Service Employees International Union Local 1021 and the Management and Confidential Unit
(Stacey Lollar, Human Resources Manager)

- Service Employees International Union Local 1021 **RES 2021-55**

MOTION: Directors Underhill/Thomas-Adopted Resolution 2021-55-Approving the Memorandum of Understanding with the Service Employees International Union Local 1021

DISCUSSION: Mr. Minkler presented the proposed contracts for both the SEIU Local 1021 and the Management and Confidential Unit. He stated how grateful he is to the negotiating teams and the Board of Directors for all the work on the contracts. There was brief discussion on the process.

PUBLIC COMMENT: There was no public comment.

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

- Management and Confidential Unit **RES 2021-56**

MOTION: Directors Ratterman/Thomas-Adopted Resolution 2021-56-Approving the Memorandum of Understanding with the Management and Confidential Unit

DISCUSSION: Director Ratterman stated that this was a difficult and important process, and he is pleased with the outcome of the contracts. Director Underhill reminded everyone that these contracts are 5-year terms. Director Thomas expressed his appreciation for staff and how much respect he has for them. He feels the contracts will assure the continued prosperity of the District.

Director Secada echoed the sentiments of Director Thomas. Director Davidson stated that he would like staff to recognize how much they are appreciated. A space/row after this..

PUBLIC COMMENT: There was no public comment.

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

8b Discussion/Action Revising District Employee Policies
(Stacey Lollar, Human Resources Manager)

RES 2021-57

MOTION: Directors Secada/Underhill-Adopted Resolution 2021-57-Revising the District Employee Policies

DISCUSSION: Ms. Lollar explained that the following polices were referenced in the newly adopted MOU's. These policies need to be updated to reflect the new agreements. A more substantial Employee Policy Update will be brought to the Board in the near future.

PUBLIC COMMENT: There was no public comment.

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

9. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported on the 4th of July parade in Arnold.

Director Ratterman reported on the MCWRA recruitment for a new Executive Director.

Director Thomas complimented Michael Minkler and Stacey Lollar on their efforts during contract negotiations.

Director Secada reported she attended the NCPA tour of Spicer Reservoir.

Director Davidson would like an update on the District obligation for redistricting.

10. NEXT BOARD MEETINGS

- Wednesday, July 28, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, August 11, 2021, 1:00 p.m., Regular Board Meeting

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:53 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board