



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JANUARY 11, 2023

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

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
Stacey Lollar, Human Resources Manager  
Jessica Self, External Affairs Manager  
Kate Jesus, Engineering Coordinator  
Pat Burkhardt, Construction and Maintenance Manager  
Charles Palmer, District Engineer  
Kevin Williams, Senior Civil Engineer  
Tiffany Burke, Administrative Technician Senior  
Kelly Richards, Customer Service Supervisor  
Catherine Eastburn, Accountant  
Corinne Skrbina, Customer Service Senior  
Kate Darby, Customer Service  
Dylan Smith, IT Technician

Others Present: Donald Jensen  
Lese Bolte-Jensen  
Vicky Flaxmer  
David Ehlers  
Ralph Copeland  
Additional attendees online

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

President Ratterman called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

**2. PUBLIC COMMENT**

Donald Jensen addressed the Board and presented them with a petition signed by residents of Copperopolis to stop any bio-solids facility project in the Copperopolis area.

**4. CONSENT AGENDA**

**MOTION: Directors Secada/Thomas-Approved Consent Agenda Items:  
3a, 3b, 3c, 3d, and 3e as presented**

- 3a Approval of Minutes for the Board Meetings of December 14, 2022  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Accepting the Canvass and Statement of Results of the November 8, 2022, General Election  
(Rebecca Hitchcock, Clerk to the Board) **RES 2023-01**
- 3c Ratify Claim Summary #610 Secretarial Fund in the Amount of \$2,110,636.08 for December 2022  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-02**
- 3d Review Board of Directors Monthly Time Sheets for December 2022  
(Rebecca Hitchcock, Clerk to the Board)
- 3e Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of January 11, 2023, through February 9, 2023 Pursuant to AB 361  
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-03**

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

**4. NEW BUSINESS**

- 4a Discussion/Action regarding Appointment to Board Committees and Election of Members to Joint Power Authorities  
(Scott Ratterman, Board President)

**DISCUSSION:** President Ratterman announced his selection of the following committee and association assignments for 2023:

Engineering Committee	Davidson / Thomas (alt. Secada)
Finance Committee	Secada / Ratterman (alt. Underhill)
Legal Affairs Committee	Ratterman / Davidson (alt. Thomas)
External Relations Committee	Underhill / Thomas (alt. Secada)

President Ratterman stated he created a new Committee called the External Relations Committee. The purpose and focus of this committee will be outreach such as town halls, publications, news releases, etc. The committee will also be tasked with focusing on our relationships with customers, other utilities, and other organizations.

**MOTION:** Directors Davidson/Secada-by Minute Entry approved the slate of assignments to the Joint Power Authorities

**DISCUSSION:** There were no other nominations and there was no discussion on the matter.

ACWA / JPIA	Ratterman (alt. Michael Minkler)
CCWD Public Financing Authority	All Board Members
Calaveras-Amador Mokelumne River Authority (CAMRA)	Ratterman / Secada (alt: Underhill)
Calaveras Public Power Agency (CPPA)	Michael Minkler (alt. Brad Arnold)
Eastern San Joaquin Groundwater Authority	Thomas (alt: Brad Arnold)
Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority (T-Stan JPA)	Secada (alt. Thomas)
Upper Mokelumne River Watershed Authority (UMRWA)	Davidson (alt. Ratterman)

**PUBLIC COMMENT:** There was no public comment.

4b Winter Storm Update  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff gave a presentation on the December/January winter storms and how they affected the operations and field staff. He reviewed the different service areas and the problems the storms caused at each. Director Davidson commented that he was disappointed about the Calaveras Counties response to Cosgrove Creek flooding. He stated there should be a warning system for flood events to help prevent the amount of flood damage that Valley Springs had sustained during these storms. He also recommended field staff remove the debris from the infrastructure under the bridges in Valley Springs. Mr. Wyckoff stated that the team in Valley Springs has already done so a few times. Director Davidson also stated the District should try to take advantage of the Emergency Declaration. Mr. Wyckoff and Mr. Minkler reviewed items that are being tracked for that purpose.

**PUBLIC COMMENT:** Ralph Copeland commented that the County Supervisor should be contacted with any concerns.

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

4c Mid-Year Water Supply Review  
• Review of recent Hydro Conditions  
• Mi-Year Water Supply Projections  
(Brad Arnold, Water Resources Manager)

**DISCUSSION:** Kelly Gerkenmeyer, Water Resources Specialist presented the hydrologic conditions of the service areas after the December/January winter storms. He reviewed the current local reservoir conditions, the precipitation totals for the service areas compared to the last water year, the percentage of average storage in New Hogan and New Spicer Reservoirs, the inflow and outflow of New Hogan Reservoir, water supplies versus demand, the current snowpack, and the drought. He explained that California is still under drought conditions even with the amount of water during the recent storm. Mr. Minkler stated that the tools to monitor conditions that are being created by Water Resources are being shared with the County Public Works Department.

Director Davidson would like staff create a report on Hogan Reservoir and its original purpose to share with the public.

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

- 4d Discussion/Direction regarding Brown Act Compliance in 2023: Limited Options for Remote Participation  
(Matt Weber, General Counsel)

**DISCUSSION:** Matt Weber, General Counsel outlined the new Brown Act legislation regarding Board Members teleconferencing into Board meetings. He explained the current emergency exception to the Brown Act is ending on February 28<sup>th</sup>. This exception is the reason Board Members are currently allowed to attend meetings virtually. He detailed the new options under AB 2449 to allow Board members to attend virtually under just cause and what constitutes just cause. There was discussion regarding the rules and the potential for a permanent amendment to the Brown Act to allow for use of current technology.

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

**RECESS** was called at 2:14 p.m. **SESSION RESUMED** at 2:20 p.m.

**5. OLD BUSINESS**

- 5a Discussion/Action regarding Army Corps Section 219 Local Funding Commitment  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-04**

**MOTION:** **Directors Thomas/Secada-Adopted Resolution No. 2023-04- Designating the Director of Administrative Services as Authorized Agent and Authorizing the Self-Certification Of Financial Capability Letter for the Copper Cove Wastewater Treatment Systems Improvements Project Under Section 301 (F) Of The WRDA 2022.**

**DISCUSSION:** Jeffrey Meyer stated the Federal funding authorization of \$13.28 million for Copper Cove Wastewater Treatment Systems Improvements Project requires a local cost share match of twenty five percent. The total estimated project cost for the Pond 6 and Tertiary Treatment Improvements is \$21 million. The District's cost-share match of \$7.62 million for will include funds from the Sewer Capital Renovation and Replacement Fund and the Copper Cove Sewer Expansion Fund. The District may also seek funding from the State of California. The USACE application requires the Board to designate an authorized agent to sign and execute Self-Certification of Financial Capability Letter. Mr. Minkler added that this is standard protocol with Federal funding. There was discussion regarding other funding options for the Districts cost share. Director Ratterman reminded everyone that the Legal Affairs Committee and Mia O'Connell were integral in getting the \$13.28 million dollars in funding.

**PUBLIC COMMENT:** Ralph Copeland stated that Congressman McClintock does not favor Earmarks.

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

**6. REPORTS**

- 6a Report on the December 2022 Operations and Engineering Departments  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the December 2022 Monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** There was no public comment.

- 6b General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the Local Hazard Mitigation Plan update is in progress; 2) changes in staffing due to staff retirements; 3) a Mutual Aid Agreement has been signed with UWPA; 4) the 100% grant funding for the West Point/Wilseyville Consolidation Project went from \$4.25 million to \$9.9 million; and 5) Jessica Self, External Affairs Manager has accepted the General Manager position at UPUD and will leave the District at the end of February.

## 7. **BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Secada would like a Committee calendar.

Director Thomas thanked President Ratterman for creating the External Relations Committee and would like an update on the Records Retention Policy. He asked about water storage expansion in California.

Director Davidson asked about the Wallace treatment plant since the power has been out. He also would like some outreach for customer with septic systems regarding steps to take while out of power.

Director Underhill asked about the premier turnout for the video created by Joel Metzger and she is excited about the new Committee.

Director Ratterman discussed the purpose of the new Committee. He stated Legal Affairs Committee will meet next on January 31<sup>st</sup>.

## 8. **NEXT BOARD MEETINGS**

- Wednesday, January 25, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, February 8, 2023, 1:00 p.m., Regular Board Meeting
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## 9. **CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 3:08 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 3 potential cases
- 9b Conference with Legal Counsel – Existing Litigation

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:31 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 4:54 p.m.

Respectfully Submitted:

  
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Michael Minkler  
General Manager

ATTEST:

  
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Rebecca Hitchcock  
Clerk to the Board