

RESOLUTION NO. 2019-48  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2019-03

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

July 10, 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  
Jeffrey Meyer, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Peter Martin, Manager of Water Resources  
Stacey Lollar, Human Resources Manager  
Deja Haworth, Human Resources Technician  
Joel Metzger, External Affairs Manager  
Jesse Hampton, Plant Operations Manager  
Patti Christensen, Accountant III  
Kelly Soulier-Doyle, Accountant  
Robbie Creamer, Engineering Analyst  
Alesia Danner, Administrative Technician I  
Tiffany Burke, Administrative Technician Senior
- Others Present: Mike Lenzi, GANDA  
Adam Lewis, Calaveras Band of MI-Wuk Indians  
Dennis Mills  
Vickey Mills

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:01 p.m. and led the pledge of allegiance. All Board members were present.

#### 2. PUBLIC COMMENT

Dennis Mills addressed the Board regarding the release of the Calaveras County General Plan.

**3. CONSENT AGENDA**

**MOTION: Directors Davidson/Ratterman - Approved Consent Agenda Item: 3a, 3b, and 3d as presented**

3a Approval of Minutes for the Regular and Special Board Meetings of June 12, 2019

3b Review Board of Directors Monthly Time Sheets for June, 2019

***Director Secada pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #568 Secretarial Fund in the Amount of \$1,759,215.96 for June, 2019  
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-\_\_**

3d Adoption of Fiscal Year 2019/2020 District Pay Schedule for CalPERS Compliance  
(Stacey Lollar, Human Resources Manager) **RES 2019-48**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**OFF CONSENT AGENDA**

***Director Secada pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #568 Secretarial Fund in the Amount of \$1,759,215.96 for June, 2019  
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-49**

**MOTION: Directors Davidson/Underhill - Adopted Resolution 2019-49 Approving Claim Summary #568 Secretarial Fund in the Amount of \$1,759,215.96 for June, 2019**

**DISCUSSION:** Director Secada asked questions about vehicle maintenance expenses, hydrant inspection maintenance, recruitment advertising, legal services, the hazardous materials business plan update expense, and the salary and benefits review and analysis. Mr. Meyer responded to all her questions.

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

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**4. NEW BUSINESS**

4a Resolution of Appreciation for Jeffrey Meyer  
(Russ Thomas, Board President)

**RES 2019-50**

**MOTION: Directors Ratterman/Underhill - Adopted Resolution 2019-50 Approving Resolution of Appreciation for Jeffrey Meyer**

**DISCUSSION:** President Thomas announced that Jeff Meyer, the District's Director of Administrative Services, is retiring at the end of the month and read a resolution honoring him for his many accomplishments at the District for the past 11 years. Directors Secada, Davidson, Ratterman, Underhill, and Thomas all congratulated Mr. Meyer and spoke of his professionalism as well as how much he would be missed at the District. Jesse Hampton, Charles Palmer, Damon Wyckoff, and Michael Minkler each spoke fondly of Mr. Meyer and his time at the District.

**PUBLIC COMMENT:** Mr. Meyer addressed the Board regarding his future plans for retirement.

Dennis Mills and Vickey Mills commented on the great job Mr. Meyer has done for the District.

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

**RECESS** was called at 1:28 p.m. for refreshments; **SESSION RESUMED** at 1:48 p.m.

4b Discussion/Action Regarding Annual Resolution to Submit Delinquencies to County Tax Rolls  
(Jeffrey Meyer, Director of Administrative Services)

**RES 2019-51**

**MOTION: Directors Secada/Davidson - Adopted Resolution 2019-51 to Submit Delinquencies to County Tax Rolls**

**DISCUSSION:** Mr. Meyer discussed the water and/or delinquent sewer accounts that are proposed to be placed on the tax rolls for collection. There are 110 accounts to be placed on the 2019-2020 tax rolls for a total amount of \$105,113.01. Mr. Meyer responded to related questions from Board Members.

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

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

4c Discussion/Action regarding Division 5/Jenny Lind and La Contenta/Gold Creek Estates Unit 3 Water and Wastewater Service Facilities Agreement  
(Charles Palmer, District Engineer)

**RES 2019-52**

**MOTION: Directors Davidson/Underhill - Adopted Resolution 2019-52 approving Division 5/Jenny Lind and La Contenta/Gold Creek Estates Unit 3 Water and Wastewater Service Facilities Agreement**

**DISCUSSION:** Mr. Palmer presented the draft facilities agreement for Division 5/Jenny Lind and La Contenta/Gold Creek Estates Unit 3 Water and Wastewater service. He reviewed the non-standard provisions of the contract and there was brief discussion between staff and the Board.

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

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

4d Discussion/Action Authorizing Contract Amendment for Archaeological Services  
Jenny Lind Water Plant Pretreatment Project, CIP #11092  
(Charles Palmer, District Engineer) **RES 2019-53**

**MOTION:** Directors Davidson/Ratterman - Adopted Resolution 2019-53  
Authorizing Contract Amendment for Archaeological Services Jenny  
Lind Water Plant Pretreatment Project, CIP #11092

**DISCUSSION:** Mr. Palmer discussed the requested final contract amendment. At this time, Garcia and Associates is requesting a contract amendment for \$17,939 for the final reporting and artifact reburial. There will be a final budget adjustment for the amendment and final costs of the project when the completion is brought to the Board in August. There was discussion between Mr. Palmer and the Board members.

**PUBLIC COMMENT:**

Mike Lenzi from GANDA addressed the Board regarding the contract amendment and discussed the artifacts that they have been digging up at the site. He said GANDA has discovered human remains and other significant Native American artifacts over the life of the project and the additional funds will cover the final reburial of the artifacts.

Adam Lewis from the Calaveras Band of Mi-Wuk Indians stated that the site is special to the Tribe and the artifacts need to be reburied in the most respectful manner possible.

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

## 5. **OLD BUSINESS**

5a Update on the PG&E Public Safety Power Shutdown  
(Michael Minkler, General Manager)

**DISCUSSION:** Mr. Minkler discussed the effort going into drafting the District's plan for the PG&E Public Safety Power Shutdown. He explained that the District is working on a comprehensive report on how a PG&E power shutdown would be handled and discussed some of the specifics. There was significant discussion regarding the various issues that will arise during a power shutdown event. Such as how the office will continue to function in addition to all the water supply

and collection facilities. Mr. Minkler advised that the complete report will be presented to the Board in August.

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

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

## 6. **REPORTS**

### 6a Report on the June 2019 Operations Department (Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the June 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.

### 6b General Manager Report

Mr. Minkler reported on the following activities: 1) work has begun on determining the Districts water and wastewater capacity in the various service areas; 2) the County Dig Once Policy has been delayed as the County is putting additional work into the draft; 3) update on the Operations staff restructure and the Valley Springs Boil Water Advisory efforts; and 4) the full draft of the Groundwater Sustainability Plan will be released today for public review and comment. Public comment will be open until August 25, 2019.

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

Director Davidson had nothing to report.

Director Underhill thanked Mr. Wyckoff and his family for representing CCWD in the Arnold Fourth of July parade. She also discussed the auto read meters in Blue Lake Springs and the traffic in Arnold due to the Reach One project.

Director Ratterman stated that he attended the Mountain Counties United Water Conference and tour in Auburn. He also mentioned there would be a special CAMRA meeting in the CCWD Boardroom on July 17, 2019.

Director Secada reported that the next IRWM meeting is on the 17<sup>th</sup>. The Hwy 4 Corridor meeting will be the third month of each calendar quarter beginning on Sept 5<sup>th</sup>. She would also like to see a revision of the new Water Use Audits policy to change some of the verbiage of the policy.

Director Thomas discussed a recent tour of the Copperopolis area with members of the District staff.



**8. NEXT BOARD MEETINGS**

- Wednesday, July 24, 2019, 1:00 p.m., Regular Board Meeting (Cancelled)
- Wednesday, August 14, 2019, 1:00 p.m., Regular Board Meeting

**9. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 3:15 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Scott Ratterman, and Jeff Davidson; staff member Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Real Property Negotiators  
Government Code § 54956.8  
Property APN 044-031-012  
District negotiators: Michael Minkler and Damon Wyckoff  
Under negotiations: price and other terms

**10. REPORTABLE ACTION FROM CLOSED SESSION**

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


**11. ADJOURNMENT**

With no further business, the meeting adjourned at approximately 3:45 p.m.

By:

  
\_\_\_\_\_  
Michael Minkler  
General Manager

ATTEST:

  
\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board