



RESOLUTION NO. 2023-23
RESOLUTION NO. PFA-01
ORDINANCE NO. 2023-01

AGENDA

OUR MISSION

Protect, enhance, and develop Calaveras County's water resources and watersheds to provide safe, reliable, and cost-effective services to our communities.

2021-2026 Strategic Plan, Adopted April 28, 2021, and can be viewed at this [link](#)

Special Board Meeting
Wednesday, May 3, 2023
1:00 p.m.

[Calaveras County Water District](#)
120 Toma Court
San Andreas, California 95249

Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:

Microsoft Teams meeting

[Click here to join the meeting](#)

Meeting ID: 257 007 276 929

Passcode: SMJA3P

Or call in (audio only)

[+1 323-647-8603,,38381005#](#)

Phone Conference ID: 383 810 05#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. PUBLIC COMMENT

At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three minutes per person.

BOARD OF DIRECTORS

Scott Ratterman, President
Cindy Secada, Director

Russ Thomas, Vice President
Bertha Underhill, Director

Jeff Davidson, Director

3. CONSENT AGENDA

The following items are expected to be routine / non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

- 3a Approval of Minutes for the Board Meeting of April 12, 2023
(Rebecca Hitchcock, Clerk to the Board)

4. NEW BUSINESS

- 4a Discussion Regarding Cost of Service and Financial Analysis Study Public Outreach
(Michel Minkler, General Manager)
- 4b Discussion/Directions Regarding the Cost of Service and Financial Analysis Study
(Jeffrey Meyer, Director of Administrative Service)

5. REPORTS

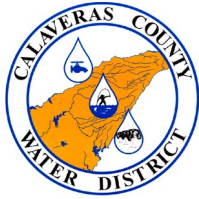
- 5a* General Manager's Report
(Michael Minkler)

6.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

7. NEXT BOARD MEETINGS

- Wednesday, May 24, 1:00 p.m., Regular Board Meeting
- Wednesday, June 14, 1:00 p.m., Regular Board Meeting

8. ADJOURNMENT



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

APRIL 12, 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
Jeff Meyer, Director of Administrative Services
Stacey Lollar, Human Resources Manager
Jesse Hampton, Plant Operations Manager
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Water Resources Manager
Kelly Richards, Customer Service Supervisor
Kelly Gerkensmeyer, Water Resources Technician
Catherine Eastburn, Accountant
Kate Jesus, Engineering Coordinator
Kevin Williams, Senior Civil Engineer
Tiffany Burke, Administrative Technician Senior
Corrine Skrbina, Customer Service
Kate Darby, Customer Service
Carol Bowen, Customer Service

Others Present: Ralph Copeland

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Ratterman called the Regular Board Meeting to order at 1:01 p.m. and led the Pledge of Allegiance. All Directors were present.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

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

- 3a Approval of Minutes for the Board Meeting of March 22, 2023
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for March 2023
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #613 Secretarial Fund in the Amount of \$3,738,724.33 for
March 2023
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-17**

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

4. NEW BUSINESS

- 4a Discussion/Action regarding Rescinding Stage 2 Drought Mandatory Conservation
Measures
(Kelly Gerkenmeyer, Water Resources Specialist) **RES 2023-18**

DISCUSSION: Kelly Gerkenmeyer detailed the Executive Order that removed some emergency drought provisions that are no longer necessary due to current water conditions. He explained that some provisions remain to support regions still facing water supply challenges. The District will still encourage water conservation as it will be a way of life in California going forward. There was a brief discussion regarding the Executive Order.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding approval of a Side Letter Agreement with the
Management and Confidential Unit
(Stacey Lollar, Human Resources Manager) **RES 2023-19**

DISCUSSION: Michael Minkler presented the various changes in the Management Confidential Unit Contract. He explained the need to increase the pay scale for the District Engineer by ten percent, the creation of a Business Services Manager, the consolidation of the Level 1 and Level 2 External Affairs Manager classifications, and the salary schedule correction for the Director of Operations. The Board asked a few questions regarding some of the items.

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action regarding approval of a Side Letter Agreement with the SEIU Local 1021
(Stacey Lollar, Human Resources Manager) **RES 2023-20**

DISCUSSION: Michael Minkler detailed the requested change to the SEIU Local 1021 Contract. It would recognize temporary positions lasting longer than twelve months.

PUBLIC COMMENT: There was no public comment.

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

5. **REPORTS**

- 5a Report on the March 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the March 2023 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: Michael Minkler reported on the following items: 1) the ACWA State Legislation Symposium that focused on Water Rights Legislation and the Water Bond; 2) the Army Corps of Engineers funding for the Copper Cove Wastewater Treatment Plant improvements; 3) offers for the External Affairs Manager and District Engineer have been accepted; and 4) the rescheduling of the April Committee Meetings.

6. **BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Underhill reported on the upcoming Ebbetts Pass Town Hall on April 18 and the White Pines Park Committee Meeting on April 17, 2023.

Director Secada reported she will be absent for the April 26, 2023, Board meeting.

Director Thomas asked about the potential May 10, 2023, Board meeting cancellation.

Director Davidson stated the District should reach out to Senator Mike McGuire since he is the Senate Majority Leader of the California State Senate.

Director Ratterman reported on the ACWA JPIA Property meeting, a meeting with Senator Alvarado-Gil's staff, the ACWA JPIA Executive Committee meeting, the video premier by UWPA and UPUD on May 4, 2023, at Ironstone Vineyards, and his nomination to the ACWA JPIA Executive Committee.

7. NEXT BOARD MEETINGS

- Wednesday, April 26, 2023 1:00 p.m., Regular Board Meeting
- Wednesday, May 10, 2023, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:23 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 Matt Weber, General Counsel.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 1 potential case

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 2:43 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 2:43 p.m.

Respectfully Submitted:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

The Steps of the Proposition 218 Process

01

Data Compilation

Including the Capital Improvement Plan, billing & consumption history, and operational costs.



02

Financial Plan

Detailed report of CCWD's current finances and future needs.

03

Rate Design

Development of rate structure, including the base rate and consumption tiers.



04

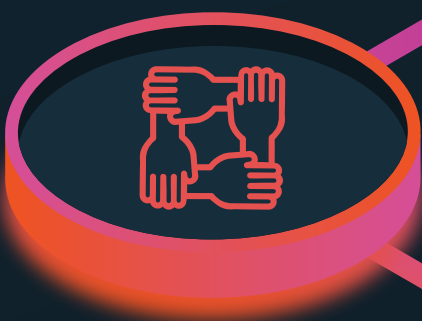
Rate Workshop

CCWD staff and Board of Directors determine and finalize a proposed rate structure.

05

Prop 218 Notice

Notices mailed to all customers at least 45 days prior to the Public Hearing.



06

Outreach & Community Workshops

CCWD conducts outreach and host community workshops.

07

Public Hearing

Protests are recorded and CCWD Board considers adoption of new rate plan.



Find out more at:

CCWD.ORG



Agenda Item

DATE: May 3, 2023

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Discussion/Directions Regarding the Cost of Service and Financial Analysis Study

RECOMMENDED ACTION:

Discussion/Directions Regarding the Cost of Service and Financial Analysis Study

SUMMARY:

The District's current water and wastewater five-year rate plan was adopted on May 23, 2018, and runs through July 15, 2023. Under the guidelines of Proposition 218, the District's rate plan must be reviewed at a minimum every five years to determine the adequacy of the existing rates to support the District's operating and capital programs. The District has engaged the services of IB Consulting, Inc. to perform a Cost of Service and Financial Analysis Study for the water and wastewater utilities.

Habib Isaac, Principal and Managing Partner of IB Consulting, presented an overview of the Cost of Service and Financial Analysis study to the Board on October 12, 2022 - a sort of a Rate Study 101. He reviewed the objectives of a Cost-of-Service study, as well as the steps and processes required during the rate study process. He also discussed Proposition 218 and the impact recent court cases have had on rate design.

Mr. Isaac also presented the preliminary financial analysis models for water and wastewater to the Finance Committee on April 28, 2023, and received comments and direction from the Finance Committee to present the financial analysis models to the Board on May 3, 2023.

FINANCIAL CONSIDERATIONS:

None