



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

OCTOBER 12, 2022

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

Staff Present: Michael Minkler, General Manager  
Rebecca Smith, Special Counsel  
Rebecca Hitchcock, Clerk to the Board  
Jeffrey Meyer, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Jesse Hampton, Plant Operations 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 I  
Kelly Soulier-Doyle, Accounting Technician II  
Corinne Skrbina, Customer Service Senior  
Carol Bowen, Customer Service

Others Present: Joel Metzger, UWPA  
Donald Jensen  
Lese Bolte-Jensen  
Vicki Flaxmer  
Ralph Copeland

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:03 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 Thomas/Underhill-Approved Consent Agenda Items:  
3a, 3b, 3c, and 3d as presented

- 3a Approval of Minutes for the Board Meeting of September 14, 2022  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for September 2022  
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #607 Secretarial Fund in the Amount of \$2,527,718.96 for  
September 2022  
(Jeffrey Meyer, Director of Administrative Services) **RES 2022-103**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors  
of The Calaveras County Water District for the Period of October 12 through  
November 10, 2022, Pursuant to AB 361  
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-104**

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

4. **NEW BUSINESS**

- 4a Discussion/Direction Regarding Cost of Service and Rate Design Analysis  
(Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Habib Isaac, from IB Consulting, addressed the Board regarding the Cost-of-Service Study his firm will be conducting. He reviewed the main objectives, tentative schedule, study approach, legal requirements, approach to evaluating rate options, existing rates, rate structure considerations, water rate alternatives, wastewater rate alternatives, and strategic objectives. He responded to questions from the Board on the topics presented. He stated rate workshops will be scheduled in January or February 2023.

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

**RECESS** was called at 2:19 p.m. **SESSION RESUMED** at 2:27 p.m.

- 4b Discussion/Action regarding Lot Line Agreement and Escrow Agent Instructions-  
Golden State Equity Investors, Inc. Relating to APN's 055-051-008 & 053-020-009 for  
Copper Cove Wastewater Pond 6 Dam Raise Project (CIP 15112)  
(Charles Palmer, District Engineer) **RES 2022-105**

**MOTION:** Directors Davidson/Ratterman–Adopted Resolution No. 2022-105 Approving Lot Line Adjustment and Escrow Agent Instructions-Golden State Equity Investors, Inc. Relating to APN’s 055-051-008 & 053-020-009 for Copper Cove Wastewater Pond 6 Dam Raise Project (CIP 15112)

**DISCUSSION:** Charles Palmer presented the details of the proposed Lot Line Adjustment for the Copper Cove Pond Dam 6 Raise project. He explained that it will allow the District to relocate pump stations and utilities below the toe of the dam at Pond 6 in order to raise the dam. Michael Minkler reviewed the price and how it was determined.

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

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

**5. OLD BUSINESS**

5a Discussion/Direction regarding the draft Commercial Account Review Policy (Jessica Self, External Affairs Manager)

**DISCUSSION:** Jessica Self reviewed the changes to the draft Commercial Account Review Policy since it was last presented to the Board on September 14<sup>th</sup>. She stated that the Board’s comments and suggestions were incorporated into the policy and responded to questions from the Board. The policy will be presented to the Board on November 9<sup>th</sup> meeting for consideration after it is publicly noticed in the newspaper for two weeks.

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

**6. REPORTS**

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

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

6b General Manager’s Report (Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) a meeting in Copperopolis with Congressman McClintock; 2) the ACWA Water, Wildfire, and Wine event on October 20<sup>th</sup>; 3) the first customer is now getting water from the slurry line; 4) the tour of Ebbetts Pass facilities with Director Underhill, Supervisor Calloway, and Supervisor-elect Huberty; 5) the East Bay MUD Annual BBQ; 6) the Legal Affairs Committee meeting discussed the Governor’s veto of SB1717 Prevailing Wage and SB 222 Low Income Rate Payer Assistance; 7) stated that several member of the various Copperopolis Home Owner Associations attended the last EPPOC meeting to see how it was run; 8) an upcoming Technology Use Policy update; 9) an upcoming grant through the Sierra Nevada Conservancy; and 10) the BOLD program for infrastructure financing for developers.

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

Director Thomas had nothing to report.

Director Davidson had nothing to report.

Director Ratterman reported on the MCWRA Board meeting and the scheduling of the Washington, D.C. meetings on November 14 and 15.

Director Underhill stated the Human Resources Manager title should be changed to Chief People and Culture Officer.

Director Secada reported she attended a tour with UWPA of Hunters Dam. She requested a discussion item about Biomass on the next agenda.

8. **NEXT BOARD MEETINGS**

- Wednesday, October 26, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, November 9, 2022, 1:00 p.m., Regular Board Meeting

9. **ADJOURNMENT**

With no further business, the meeting adjourned at 3:18 p.m.

Respectfully Submitted:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board