

RESOLUTION NO. 2019-79  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2019-03

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

DECEMBER 11, 2019

- Directors Present: Russ Thomas, President  
Bertha Underhill, Vice President  
Cindy Secada, Director  
Jeff Davidson, Director
- Directors Absent: Scott Ratterman, Director
- Staff Present: Michael Minkler, General Manager  
Rebecca Hitchcock, Clerk to the Board  
Stacey Lollar, Human Resources Manager  
Peter Martin, Manager of Water Resources  
Damon Wyckoff, Director of Operations  
Rebecca Callen, Director of Administrative Services  
Joel Metzger, External Affairs Manager
- Others Present: Steve Sarantopoulos, Utica Power and Water Authority  
Dick Underhill

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 9:00 a.m. and led the pledge of allegiance. Director Ratterman was absent

#### 2. PUBLIC COMMENT

There was no public comment

#### 3. ELECTION OF OFFICERS

(Michael Minkler, General Manager)

Mr. Minkler called for nominations for Board President for the 2020 year. Director Secada nominated Director Thomas as President for a second term. Director Thomas declined the

nomination. Director Davidson nominated Director Underhill as President and Director Secada seconded the motion. There were no other nominations. Directors Davidson and Secada closed the nominations.

**MOTION: Directors Davidson / Secada - Nominate Director Underhill as Board President for the 2020 Year**

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

Director Thomas nominated Director Secada as Board Vice President and Director Underhill seconded the motion. Director Secada declined the nomination. Director Thomas nominated Director Davidson as Vice President and Director Secada seconded the motion. There were no other nominations. Directors Davidson and Secada closed the nominations.

**MOTION: Directors Thomas / Secada - Nominate Director Davidson as Board Vice President for the 2020 Year**

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

#### **4. CONSENT AGENDA**

**MOTION: Directors Davidson / Thomas - Approved Consent Agenda Items: 4a, 4b, 4c, 4d, and 4e as presented**

- 4a Approval of Minutes for the Board Meetings of November 13 and November 25, 2019
- 4b Review Board of Directors Monthly Time Sheets for November, 2019
- 4c Ratify Claim Summary #573 Secretarial Fund in the Amount of \$1,353,082.00 for November, 2019  
(Rebecca Callen, Director of Administrative Services) **RES 2019-79**
- 4d Report on the Write-Off of Uncollectible Accounts Receivable for the period of June 1 through November 30, 2019  
(Rebecca Callen, Director of Administrative Services)
- 4e Approval of Amendment to the District's Financial Management Policy No. 5.01 - Investment Policy  
(Rebecca Callen, Director of Administrative Services) **RES 2019-80**

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

**5. NEW BUSINESS**

- 5a Recognition of Bill Cardinal for his receipt of the California/Nevada Section of the American Waterworks Association's (CA-NV AWWA) George A. Elliott Memorial Award  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff stated the George A. Elliott Memorial Award was given to Mr. Cardinal by the California/Nevada Section of the American Waterworks Association (CA-NV AWWA). This is an award to recognize outstanding service to the CA-NV Section, by presentation of the best paper, contribution to committee activity, exceptional effort to improve member and public relations, and outstanding innovations in the water works field. Mr. Cardinal is a wonderful ambassador for CCWD and his involvement in the CA-NV Section of the AWWA is a direct illustration of that fact. The Board expressed appreciation to Mr. Cardinal for his accomplishments.

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

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

- 5b Presentation of the Audited Financial Statements for the Fiscal Year Ending June 30, 2019 by Richardson & Company, LLP  
(Rebecca Callen, Director of Administrative Services)

**MOTION:** **Directors Davidson / Secada – Approved to Receive and File the Audited Financial Statements for the Fiscal Year Ending June 30, 2019 by the Auditing Firm Richardson & Company, LLP**

**DISCUSSION:** Mr. Nash of the auditing firm Richardson & Company, LLP expressed how pleased he was when he heard CCWD hired Rebecca Callen as the Director of Administrative Services. Mr. Nash then addressed the Board giving a presentation of the District's audited financial statements for the fiscal year ending June 30, 2019. He provided a summary with highlights of the audit, which included information on the District's capital assets, operating revenues and expenses, power sales, income statements, status of pension funds, etc. Mr. Nash stated that his auditing firm gave the District "clean opinions". Mr. Nash answered questions from the Board on various items such as investments and expenses.

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

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

- 5c Discussion/Action regarding SB998 Amendments to the CCWD Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services  
(Joel Metzger, External Affairs Manager)
- Calaveras County Water District Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services, Article III, Application for Service Rates and Billing, Section 21 B

**RES 2019-81**

- Calaveras County Water District Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services, Article III, Application for Service Rates and Billing, Section 22

**RES 2019-82**

**MOTION: Directors Secada / Davidson – Adopted Resolution No. 2019-81 - Amending CCWD Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services, Article III, Application for Service Rates and Billing, Section 21 B**

**MOTION: Directors Secada / Davidson – Adopted Resolution No. 2019-82 - Amending CCWD Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services, Article III, Application for Service Rates and Billing, Section 22**

**DISCUSSION:** Mr. Metzger presented the proposed amendments to Section 21B and Section 22 of the Calaveras County Water District Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services, Article III, Application for Service Rates and Billing. These amendments were made due to SB998 (Dodd) Discontinuation of Residential Water Service: Urban and Community Water Systems, which was passed in 2018. This legislation requires CCWD to change policies and procedures regarding delinquent account notifications, fee assignments, discontinuation and restoration of service. There was discussion on the terms of the payment plan options. Director Secada would like to see the term length at 12 months instead of the recommended 6 months. Mr. Metzger, Mr. Minkler, and Ms. Callen responded to questions from the Board. These amendments are to take effect by February 2020.

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

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

5d Discussion/Action regarding Adoption of the Eastern San Joaquin Groundwater Subbasin Groundwater Sustainability Plan  
(Peter Martin, Manager of Water Resources) **RES 2019-83**

**MOTION: Directors Davidson / Secada – Adopted Resolution No. 2019-83 – Adopting the Eastern San Joaquin Groundwater Subbasin Groundwater Sustainability Plan**

**DISCUSSION:** Mr. Martin presented the final Eastern San Joaquin Groundwater Subbasin Groundwater Sustainability Plan to the Board. A Notice of Intent was circulated on August 15, 2019 opening that 90 day noticing window for the GSAs to adopt the GSP. He explained that due to the structure of the Memorandum of U governing the administration of the Eastside GSA, all member agencies must approve and adopt the Eastern San Joaquin Subbasin Groundwater Sustainability Plan by (ESJ GSP) their respective governing bodies. Calaveras County, Rock Creek Water District and Stanislaus County will be taking the same action as CCWD relative to the approval and adoption of the ESJ GSP. Staff recommends the Board adopt the ESJGSP. There was discussion regarding the financial commitment of the plan.

President Underhill opened the Public Hearing at 10:23 a.m.

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

President Underhill closed the Public Hearing at 10:24 a.m.

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

**RECESS** was called at 10:25 a.m. **SESSION RESUMED** at 10:35 a.m.

5e Approval of Amendment of the Fiscal Year 2019-20 Personnel Allocation  
(Rebecca Callen, Director of Administrative Services) **RES 2019-84**

**MOTION:** Directors Secada / Thomas – Adopted Resolution No. 2019-84 –  
Amending the Fiscal Year 2019-20 Personnel Allocation

**DISCUSSION:** Ms. Callen presented the proposed Personnel Allocation amendment. The allocation adjustment increase the total Senior Supervisor of Operations to four and reduce the Senior Treatment Plant Operators to nine, effective December 16, 2019. She explained the current Fiscal Year 2019-20 operating budget has savings primarily due to vacancies. Due to the savings in Salaries and Benefits, no additional budget appropriation will be required for fiscal year 2019-20. There was a brief conversation on the change in personnel.

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

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

5f Discussion/Direction regarding U.S. Forest Service Wood Innovations Program  
Proposal  
(Joel Metzger, External Affairs Manager)

**DISCUSSION:** Mr. Minkler reported that the United States Forest Service (USFS) is offering up to \$8 million in nationwide, competitive grant funding in 2020 through its Wood Innovations Funding Opportunity. The program is designed to substantially expand and accelerate wood energy and wood products markets throughout the United States to support forest management needs. The program prioritizes funding projects that reduce hazardous fuels and improve forest health, reduce costs of forest management on all land types, and promote economic and environmental health of communities. These funds are intended for planning, and awards are generally limited to \$250,000 for each project. The Calaveras County Water District became interested in this grant because of its ongoing efforts through the Upper Mokelumne River Watershed (UMRWA), Cal Fire, fire safe councils and community groups to manage forests and watersheds. CCWD sees the clear benefits of increasing water quality and quantity, along with reducing the chances of catastrophic wildfires. CCWD is considering the submission of an application seeking funding for a feasibility study that would analyze the construction of a 3mw biomass plant on the upper Highway 4 Corridor. This application would be developed over the next month and submitted by the January 15, 2020 deadline. There was significant discussion between staff and the Board regarding the opportunity.

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

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

## 6. OLD BUSINESS

- 6a Update on the Slurry Line  
(Michael Minkler, General Manager)

**DISCUSSION:** Mr. Minkler gave an update on the Slurry Line development. He stated that the District is currently working on a demand analysis with a survey to the neighboring land owners to assess the need for water delivery. This will help the District determine the water needs of the adjacent homeowners. The District is planning a meeting with interested homeowners sometime in mid-January to discuss the possibility in more depth. There was discussion regarding the ag water rate and the possibility of a Prop 218 process, easements, and the required partnership with Utica Water and Power to purchase water.

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

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

## 7. REPORTS

- 7a Report on the November 2019 Operations Department  
(Damon Wyckoff, Director of Operations)

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

- 7b General Manager Report

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the District is evaluating the four PG&E Public Safety Power Shutdown (PSPS) events and the associated costs; 2) he attended a CalPELRA conference on labor negotiations that was very informative; 3) the Mountain Counties Water Resources Association (MCWRA) tour and reception event was great; 4) the Association of California Water Agencies (ACWA) Fall conference was largely devoted to PSPS responses and forest management issues; and 5) all ten of the new vehicles from the lease program have been delivered to the District and is expecting 10 more next year.

## 8. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

**Director Secada** reported on the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting she attended.

**Director Davidson** had nothing to report.

**Director Thomas** reported on a letter from the San Diego County Water Authority. He really liked the statement “yes these are bold ideas and no they may not all materialize, but we know that our predecessors had the foresight to envision the present that we enjoy today. We owe it to those who come after us to plan for a future that is equally bright, ensuring the livability and economic vitality of this place we call home.” He would like the District staff to revisit the current mission statement while doing strategic planning.

Director Underhill reported that Utica Water and Power Authority has their Board meeting on Monday.

**9. NEXT BOARD MEETINGS**

- Wednesday, January 8, 2020, 9:00 a.m., Regular Board Meeting
- Wednesday, January 22, 2020, 9:00 a.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 12:05 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, and Jeff Davidson; staff members Michael Minkler, General Manager, Peter Martin, Manager of Water Resources (for items 10a and 10b), Stacey Lollar, Human Resources Manager (for item 10c), Dave Cameron, Special Counsel, and Matt Weber, General Counsel (by conference call).

**10. CLOSED SESSION**

- 10a Conference with Real Property Negotiators  
Government Code §54956.8  
Property: APN 044-066-03, 15.8 acres San Andreas  
District negotiators: Michael Minkler and Peter Martin  
Under negotiations: price and other terms
- 10b Conference with Legal Counsel-Anticipated Litigation  
Significant Exposure to Potential Litigation-Government Code Section  
54956.9(d)(2)-1 case
- 10c Government Code § 54957.6 Agency Negotiators: General Manager, Michael  
Minkler, HR Manager, Stacey Lollar and Gage Dungy Regarding Negotiations with  
Employee Organization SEIU Local 1021 and Management and Confidential Unit
- 10d Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD  
(Calaveras County Superior Court #11CV37713)

**11. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 2:00 p.m. There was no reportable action.


**12. ADJOURNMENT**

With no further business, the meeting adjourned at 2:01 p.m.

By:

  
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Michael Minkler  
General Manager

ATTEST:

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