

RESOLUTION NO. 2021-01
RESOLUTION NO. PFA-03
ORDINANCE NO. 2021-01

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
SPECIAL BOARD MEETING**

January 13, 2021

- Directors Present: Jeff Davidson, President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director
- Directors Absent: Cindy Secada, Vice-President
- Staff Present: Michael Minkler, General Manager
Matt Weber, General Counsel
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Brad Arnold, Manager of Water Resources
Jessica Self, External Affairs Manager
Stacey Lollar, Human Resources Manager
Kate Jesus, Engineering Coordinator
- Others Present: Brian Nash, Richardson & Company LLP

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

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

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Ratterman/Underhill – Approved Consent Agenda Items:
3a, 3b, 3d, 3e, and 3f as presented.

- 3a Approval of Minutes for the Board Meeting of December 9, 2020
- 3b Review Board of Directors Monthly Time Sheets for December 2020

Director Thomas pulled Item 3c from the Consent Agenda.

- 3c Ratify Claim Summary #586 Secretarial Fund in the Amount of \$2,790,425.74 for December 2020
(Rebecca Callen, Director of Administrative Services) **RES 2021-_____**
- 3d Report on the Monthly Investment Transactions for December 2020
(Rebecca Callen, Director of Administrative Services)
- 3e Accepting the Canvass and Statement of Results of the November 3, 2020 General Election
(Rebecca Hitchcock, Clerk to the Board) **RES 2021-01**
- 3f Award of Construction Contract for the Wallace Lake Estates Wastewater Treatment Facility Electrical and Instrumentation Improvement Project, CIP 15087
(Bob Godwin, Civil Engineer Sr.) **RES 2021-02**

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

OFF CONSENT AGENDA

Director Thomas pulled Item 3c from the Consent Agenda.

- 3c Ratify Claim Summary #586 Secretarial Fund in the Amount of \$2,790,425.74 for December 2020
(Rebecca Callen, Director of Administrative Services) **RES 2021-03**

MOTION: Directors Thomas/Ratterman–Ratified Claim Summary #586 Secretarial Fund in the Amount of \$2,790,425.74 for December 2020

DISCUSSION: Director Thomas asked about payments to Lee & Ro that appeared to be duplicate checks in the same amount. Ms. Callen explained that the invoice was split in half to apply to two different projects.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

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

MOTION: Director Ratterman/Thomas--Approved the Slate of Assignments for the Board Committees and Joint Power Authorities Recommended by President Davidson

DISCUSSION: President Davidson recommended keeping all committee assignments the same as 2020 and the Board agreed. Director Thomas asked about why some associations allowed all Board Members to attend and others could not. Mr. Minkler and Mr. Weber reviewed the California Brown Act requirements.

PUBLIC COMMENT: There was no public comment.

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

- 4b Presentation of the Audited Financial Statements for the Fiscal Year Ending June 30, 2020 by Richardson & Company, LLP
(Rebecca Callen, Director of Administrative Services)

MOTION: Directors Underhill/Ratterman – Approved to Receive and File the Audited Financial Statements for the Fiscal Year Ending June 30, 2020 by the Auditing Firm Richardson & Company, LLP

DISCUSSION: Mr. Nash of the auditing firm Richardson & Company, LLP addressed the Board giving a presentation of the District's audited financial statements for the fiscal year ending June 30, 2020. He provided a summary with highlights of the audit, which included information on the District's Balance Sheet, Water Fund, Capital Asset increases, Pension liability, Sewer Fund, Income Statement, and the management letter. The Board requested that he review the recommendations provided in the management letter. Mr. Nash stated that his auditing firm gave the District "clean opinions".

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action regarding Adoption of the 2017 Tuolumne-Stanislaus Integrated Regional Water Management Plan Update
(Brad Arnold, Manager of Water Resources)

RES 2021-04

MOTION: Directors Thomas/Underhill – Adopted the 2017 Tuolumne-Stanislaus Integrated Regional Water Management Plan Update

DISCUSSION: Mr. Arnold reviewed the history of the Tuolumne-Stanislaus Integrated Regional Water Management (T-STAN IRWM). In December of 2018, the Board of Directors adopted the MAC (what does this stand for?) IRMW Plan to maintain eligibility for the West Point grant currently in progress. Adopting the plan update would help the District maintain eligibility for upcoming grants such as Prop 1 Implementation Funding. Mr. Arnold responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

5. **OLD BUSINESS**

- 5a Discussion regarding COVID-19 Response and Conduct of Board Meetings
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler reported on the District's COVID-19 response. He reported that there have been several employees that have tested positive for COVID-19 and many others with close exposures that required quarantine. All have recovered without major complications. The District's work process has been performing well. He reported that the District has not had major expenditures regarding COVID-19 but is keeping track of expenses to apply for FEMA funding through the disaster declaration. There is an increasing number of utility customer delinquent accounts and staff is working on how to get those accounts back in good standing. There could be an upcoming agenda item to extend the Family First COVID Relief Leave for District employees.

Mr. Minkler discussed the current conduct of the Board Meetings. He mentioned that President Davidson would like the Board to discuss whether the Board meetings should be held in person again or continue with virtual. Matt Weber, General Counsel, reported on the current state restrictions on public meetings. Calaveras County is still in the purple tier which means no gatherings. With a minimum of 5 people in the same room from different households, that could be a violation of the order. He also reviewed the technical difficulties that the District has when trying to conduct a hybrid meeting of virtual and in person. There was discussion about how the County Board of Supervisors are conducting their meetings. President Davidson polled the Board about their preference. There was discussion regarding the technology in the board room and the reasons why the virtual meetings are not as efficient as an in-person meeting. The Board decided to begin having meetings in the board room again.

6. **REPORTS**

- 6a Report on the December 2020 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the December 2020 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 Managers Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) Brad Arnold was accepted into the Water Education Foundations Water Leaders Class which is very competitive to get into and he was also given the ACWA Fellowship, which pays for tuition. He will be tasked to report out at the ACWA Conference the following year; 2) internal work has started on the District Corp.Yard plans; 3) the Strategic Plan Special Meeting went well; 4) the District participated in the Voluntary Agreement Meeting negotiation with the CA State Water Board; 5) there was a meeting with Senator Borgeas regarding legislative issues; 6) the District's cyber security plans; and 7) staff is researching phone systems to replace the current system.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Ratterman reported that he would like to have a follow-up item on the Audit Management Letter.

Director Underhill reported on the White Pines Park Committee meeting regarding the parks rule changes they would like to make.

Director Thomas asked Director Underhill for foundation documents used to create the Ebbetts Pass Property Owners Coalition.

Director Davidson had nothing to report.

8. NEXT BOARD MEETINGS

- Wednesday, January 27, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, February 10, 2021, 1:00 p.m., Regular Board Meeting
- Friday, February 19, 2021, 8:30 a.m., Special Board Workshop-Strategic Planning

The meeting adjourned into Closed Session at approximately 3:11 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Brad Arnold, Water Resources Manager, and Matt Weber, General Counsel.

9. CLOSED SESSION

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code Section
54956.9(d)(2)-1 case.

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:47 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:47 p.m.

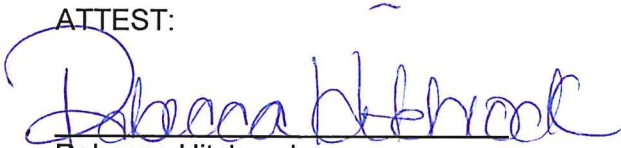
Approved February 10, 2021

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board