



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

NOVEMBER 9, 2022

Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President (Virtual)
Bertha Underhill, Director (Virtual)
Russ Thomas, Director

Directors Absent: Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Stacey Lollar, Human Resources Manager
Jessica Self, External Affairs Manager
Kate Jesus, Engineering Coordinator
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Water Resources Manager
Charles Palmer, District Engineer
Kevin Williams, Senior Civil Engineer
Sam Singh, Engineering Technician Senior
Tiffany Burke, Administrative Technician Senior
Kelly Richards, Customer Service Supervisor
Kelly Soulier-Doyle, Accounting Technician
Corinne Skrbina, Customer Service Senior
Carol Bowen, Customer Service
Kate Darby, Customer Service
Jared Gravette, Senior Supervisor Construction Inspector
Matthew Jarnagin, Distribution
Doug Turner, Distribution
Chris Skrbina, Distribution Senior
Mike DuBurg, Distribution
Dylan Smith, Information Systems Technician

Others Present: Donald Jensen
Lese Bolte-Jensen
Bill Slenter
Nancy Henderson
Dan Rich
Dean Copans

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:04 p.m. and led the Pledge of Allegiance. Director Davidson was absent.

2. PUBLIC COMMENT

Lese Bolte-Jense addressed the Board regarding CCWD buildings in her area that are in desperate need of repair. She stated she thought this item was on the agenda since she had asked for that at the last Board meeting. She presented the Board with a printout with pictures for examples. Staff was directed to have this item for discussion at the next meeting.

3. CONSENT AGENDA

**MOTION: Directors Thomas/Underhill-Approved Consent Agenda Items:
3a, 3b, 3d, and 3e as presented**

3a Approval of Minutes for the Board Meeting of October 12, 2022
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for October 2022
(Rebecca Hitchcock, Clerk to the Board)

Director Thomas pulled Item 3c from the Consent Agenda

3c Ratify Claim Summary #608 Secretarial Fund in the Amount of \$3,712,639.00 for
October 2022
(Michael Minkler, General Manager) **RES 2022-_____**

3d Report on the Monthly Investment Transactions for October 31, 2022
(Michael Minkler, General Manager)

3e Re-Authorizing Remote Teleconference Meetings of the Board of Directors
of The Calaveras County Water District for the Period of November 9, 2022 through
December 8, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-109**

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

OFF CONSENT AGENDA

Director Thomas pulled Item 3c from the Consent Agenda
3c Ratify Claim Summary #608 Secretarial Fund in the Amount of \$3,712,639.00 for
October 2022
(Michael Minkler, General Manager) **RES 2022-110**

MOTION: Directors Thomas/Ratterman–Adopted Resolution No. 2022-110 Ratifying Claim Summary #608 Secretarial Fund in the amount of \$3,712,639.00 for October 2022

DISCUSSION: Director Thomas asked about the following items: 1) the JPIA Premiums; 2) the computer order; 3) rental of a scissor lift; 4) a trailer purchase; 5) the payment for patch paving; 6) the surface pro replacements; 7) the drainage inlet purchase for the District Corp yard; 8) the PG&E relocate payment; 9) the check to San Joaquin County Public Works; 10) a payment to Sutton Enterprises; and 11) two payments to United Rentals. Director Underhill asked about the payment for UMRWA UMO.

PUBLIC COMMENT: There was no public comment.

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

4. PUBLIC HEARING

President Secada opened the Public Hearing at 1:30 p.m.

4a Discussion/Action to regarding Amendment of the Commercial Account Review Policy
(Jessica Self, External Affairs Manager) **ORD 2022-02**

MOTION: Directors Thomas/Ratterman-Adopted Ordinance No. 2022-02- Amending the Commercial Account Review Policy

DISCUSSION: Jessica Self reviewed the various meetings that the draft policy has been reviewed in the past several months. She summarized the changes in the policy and timeframe the policy would take effect if adopted today.

The changes are as follows:

Water:

- Requests for water consumption review
- Consolidation of commercial water meters and accounts
- Master meters

Wastewater:

- Bi-monthly base rate and capacity review
- Consolidation of commercial wastewater accounts

PUBLIC COMMENT:

Dean Copans addressed the Board regarding the proposed changes. He stated that he has not had an opportunity to review the proposed document. He commented that the draft changes may not address his issues.

There was significant discussion regarding Mr. Copan’s property and how the policy would affect it.

President Secada closed the Public Hearing at 2:05 p.m.

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

5. NEW BUSINESS

5a Presentation on the Investment Report for the Period Ending September 30, 2020
(Carlos Oblites, Chandler Asset Management)

DISCUSSION: Carlos Oblites and Kara Raynor-Sanchez from Chandler Investment Management delivered an update on the current state of the economy and the District's investment portfolio.

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

RECESS was called at 2:32 p.m. **SESSION RESUMED** at 2:39 p.m.

5b Discussion/Action for Award of a Design Services Contract for the Copper Cove Wastewater Tertiary Improvements (CIP #15094T)
(Charles Palmer, District Engineer) **RES 2022-111**

MOTION: Directors Underhill/Thomas-Adopted Resolution No. 2022-111- Awarding a Design Services Contract for the Copper Cove Wastewater Tertiary Improvements (CIP #15094T)

DISCUSSION: Charles Palmer described the status of the project. He explained that Keller and Associates made progress on the technical evaluations and pre-design deliverables. Staff would like to hire Hydrosience to complete the remaining scope of work on the project. There was discussion on the current contract with Keller and Associates. Mr. Palmer introduced Bill Slenter with Hydrosience Engineers who discussed the project and schedule with the Board.

PUBLIC COMMENT: There was no public comment.

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

5c Discussion/Action regarding Proposed Customer Service Representative I Limited Term position Conversion to Full Time Employee
(Stacey Lollar, Manager Human Resources) **RES 2022-_____**

MOTION: Directors Secada/Thomas-by Minute Entry-Extended the Limited Term Position to June 2024

DISCUSSION: Stacey Lollar addressed the Board requesting change of the limited term Customer Service position into a full-time permanent position. She reviewed the historical head count in customer service which has been 4 full time equivalents (FTE) since 2014. If the position is made full-time, it would maintain the 4 FTE head count. There was discussion regarding the reasoning behind the temporary position, if those reasons remain, and the historical structure of the Customer Service department. Kelly Richards, Customer Service Supervisor, added that there are several

processes such as lock-offs that the department is currently not doing after the Tyler implementation and maintaining the current headcount would be beneficial to the department. After extensive discussion, the Board opted to extend the term of the limited term position instead of hiring a permanent full-time position.

PUBLIC COMMENT: There was no public comment.

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

6. **REPORTS**

6a External Affairs Monthly Report
(Jessica Self, External Affairs Manager)

DISCUSSION: Jessica Self reported on the recent District events, project outreach and coordination, grant administration, IT updates, and water conservation. She responded to questions from the Board.

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

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

6c General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the CCWD all hands employee meeting; 2) recent safety training; 3) his enrollment in the JPIA Leadership training program; 4) the EPPOC meeting; 5) state water curtailments have been lifted; 6) the virtual Washington, D.C. meetings; 7) the ACWA Fall Conference; 8) the ACWA Board meeting; and 9) Kelly Gerkenmeyer has been hired as the new Water Resources Specialist.

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

Director Underhill stated it is snowing in Arnold and she would like a regular Customer Service update.

Director Ratterman reported he will be attending the ACWA Conference and congratulated Kelly on his new position.

Director Thomas congratulated the other Directors on their successful elections.

Director Secada had nothing to report.

8. **NEXT BOARD MEETINGS**

- Wednesday, December 14, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, January 11, 2023, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 4:07 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, and Russ Thomas; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel – Potential Litigation
Government Code §54956.9(b)(1) – 1 case
- 9b Conference with Labor Negotiators Employee Organization SEIU Local 1021 and Management and Confidential Unit
Government Code §54957.6 Negotiators: Michael Minkler and Stacey Lollar

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:03 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 5:03 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board