



Approved June 23, 2021



RESOLUTION NO. 2021-33
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JUNE 9, 2021

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

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
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Manager of Water Resources
Jessica Self, External Affairs Manager
Stacey Lollar, Human Resources Manager

Others Present: Michael Jarvis, LCW
Mark Henwood, Henwood & Assoc.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:02 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 Item:
3a, 3b, and 3c as presented.**

- 3a Approval of Minutes for the Board Meeting of May 26, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Resolution of Support for Nomination of Michael Minkler for ACWA Region 3
Board Member Position
(Michael Minkler, General Manager) **RES 2021-33**
- 3c Ratify Claim Summary #591 Secretarial Fund in the Amount of \$1,983,207.92 for May
2021
(Rebecca Callen, Director of Administrative Services) **RES 2021-34**

AYES: Directors Ratterman, Underhill, Secada, Thomas, and Davidson

NOES: None

ABSTAIN: None

ABSENT: None

4. PUBLIC HEARING

President Davidson opened the Public Hearing at 1:04 p.m.

**ANNUAL STANDBY ASSESSMENT FEES
(Rebecca Callen, Director of Administrative Services)**

- Indian Rock Vineyards Subdivision (Sewer) **RES 2021-35**
- West Point Improvement District 3 (Water) **RES 2021-36**
- Ebbetts Pass Improvement District 5 (Water) **RES 2021-37**
- Jenny Lind Improvement District 6, Copper Cove
Improvement District 7 (including Copperopolis Townsite)(Water) **RES 2021-38**
- Saddle Creek Subdivision Improvement District 7 (Water) **RES 2021-39**
- Copper Cove / LaContenta Improvement District 8S (Sewer) **RES 2021-40**

**MOTION: Directors Underhill/Thomas-Adopted Resolutions 2021-35, 2021-36,
2021-37, 2021-38, 2021-39, and 2021-40 in one unified motion.**

DISCUSSION: Ms. Callen discussed the annual standby assessments and the improvement district fees assessed for each district and responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Underhill, Thomas, Ratterman, Secada, and Davidson

NOES: None

ABSTAIN: None

ABSENT: None

President Davidson closed the Public Hearing at 1:06 p.m.

5. NEW BUSINESS

- 5a Discussion/Action to Accept the Two-Year Audit of the District's Sanitary Sewer Management Plan
(Damon Wyckoff, Director of Operations)

MOTION: Directors Secada/Ratterman-By Minute Entry Accepted the Two-Year Audit of the District's Sanitary Sewer Management Plan

DISCUSSION: Mr. Wyckoff presented the audit findings from the District's Sanitary Sewer Management Plan. He stated that there have been updates to procedural items, workflow descriptions, and contact information. There was brief discussion regarding the audit.

PUBLIC COMMENT: There was no public comment.

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

- 5b Discussion/Action regarding Credit Adjustment for APN 030-005-010
(Jessica Self, External Affairs Manager) **RES 2021-41**

MOTION: Directors Secada/Underhill-Approved Credit Adjustment for APN 030-005-010

DISCUSSION: Ms. Self stated that the District currently has a customer at 5831 Highway 4, who is requesting a credit adjustment of \$1,007.33 due to a leak on their property through no fault of their own. As per Section 1 of Ordinance 2000-03, leak adjustments will only be granted once every five years per water service account. Ms. Floyd has not received an adjustment within the last five years and is in good standing with payment as such. Therefore, staff recommends that the credit adjustment be approved by the Board. There was brief discussion regarding the leak.

PUBLIC COMMENT: There was no public comment.

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

6. REPORTS

- 6a Report on the May 2021 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the May 2021 monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

- 6b General Manager's Report

(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the retirement party for Dave Hicks of Blue Lake Springs Mutual Water Company; 2) the water supply agreement with CPUD; 3) the Corp yard building has been delayed to September or October; 4) ACWA Committee assignment applications are open; 5) Engineering, Operations, and Administrative Services have been working diligently on the many projects such as Tyler implementation and Mueller Meters; and 6) potential Special Board Meetings in June.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill attended Dave Hicks retirement party and stated she is very pleased about the promotion of the new General Manager.

Director Ratterman complimented Jessica Self on the recent press releases she has done for the District.

Director Thomas had nothing to report.

Director Secada had nothing to report.

Director Davidson had nothing to report.

8. NEXT BOARD MEETINGS

- Wednesday, June 15, 2021, 1:00 p.m., Special Budget Workshop
- Wednesday, June 23, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 1:45 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager; Michael Jarvis, LCW Negotiator (for item 9b); Mark Henwood, Henwood & Assoc. (for item 9a); and Matt Weber, General Counsel.

9. CLOSED SESSION

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code § 54956.9(d)(2)-2 cases
- 9b Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:02 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 5:02 p.m.

Respectfully Submitted:

ATTEST:



Michael Minkler
General Manager



Rebecca Hitchcock
Clerk to the Board