

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

SEPTEMBER 14, 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  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Brad Arnold, Water Resources Manager  
Jessica Self, External Affairs Manager  
Kate Jesus, Engineering Coordinator  
Pat Burkhardt, Construction and Maintenance Manager  
Charles Palmer, District Engineer  
Kelly Richards, Customer Service Supervisor  
Jared Gravette, Construction Inspector Senior Supervisor  
Deja Howarth, Human Resources Technician  
Joe Darby, Distribution

Others Present: Gabriel Elliott, Planning Director, Calaveras County

### 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

Michael Minkler introduced Gabriel Elliott, the Planning Director at Calaveras County to the Board.

##### 3. CONSENT AGENDA

**MOTION:** Directors Davidson/Underhill-Approved Consent Agenda Items:  
3a, 3b, 3c, 3d, 3e, 3f, 3g, and 3h as presented

- 3a Approval of Minutes for the Board Meetings of July 27 and August 10, 2022  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for August 2022  
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #606 Secretarial Fund in the Amount of \$4,085,775.66 for August 2022  
(Jeffrey Meyer, Director of Administrative Services) **RES 2022-95**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of September 14 through October 13, 2022, Pursuant to AB 361  
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-96**
- 3e Approval of Budget Amendment for the Purchase of West Point APN 012-011-014  
(Jeffrey Meyer, Director of Administrative Services) **RES 2022-97**
- 3f Recognition of George Garcia for his Service with CCWD  
(Jesse Hampton, Plant Operations) **RES 2022-98**
- 3g District Records Destroyed per Retention Schedule  
(Rebecca Hitchcock, Clerk to the Board)
- 3h Designating Authorized Agents to Sign on behalf of the Calaveras County Water District pertaining to State Disaster Assistance Program Grants  
(Jessica Self, External Affairs Manager) **RES 2022-99**

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

**4. NEW BUSINESS**

There was no new business

**5. OLD BUSINESS**

- 5a Discussion/Direction regarding the Commercial Meter Policy  
(Jessica Self, External Affairs Manager)

**DISCUSSION:** Jessica Self summarized the proposed changes to the Commercial Meter Policy. Those proposed changes consist of requests for water consumption review, consolidation of commercial meters and accounts, and master meters.

Water:

- Requests for water consumption review
  - Adjustments would only occur after a full 2 years from initial water service account activation
  - An assessment would be made on the maximum number of fixtures
  - The property owner must submit approved building plans showing all current and proposed improvements and water fixtures

- Consolidation of commercial meters and accounts
  - Meter size will be determined by fixture counts and demand factor formulas for new commercial connections
  - A reduction in Equivalent Single-Family Units (ESFU's) would forfeit the corresponding capacity
  - Restoring capacity or separate consolidated meters must be applied for and approved prior to reinstatement
- Master Meters
  - The property owner would be responsible for any allocation of costs among commercial tenants
  - The customer is responsible for all necessary modifications to water service infrastructure on the customer side of the meter
  - All plumbing must be permitted by the building department and constructed to code. CCWD would conduct an inspection of the master meter after construction

Wastewater:

- Bi-monthly base rate and capacity fee review
  - Adjustments will occur only after two full years of use
  - The greater of either the fixture count or the actual peak water use of the most recent 12 months will be used
  - There will not be an adjustment if the actual water use is within 0.5 ESFU's
- Consolidation of commercial accounts
  - The greater of either the fixture count or the actual peak water use of the most recent 12 months will be used
  - The property owner must submit approved building plans showing all improvements and drainage fixtures for CCWD review
  - If consolidation is approved, the customer is responsible for all costs associated with the consolidation

The Board discussed the following items: 1) Director Davidson wanted the policy to be clearer regarding the building plan and permit requirements; 2) Director Underhill asked if commercial customer had been given opportunity to comment on the proposed changes; 3) Director Thomas asked about the requirement for two years of use to review. There was significant discussion on the two-year review; 4) Director Secada asked how much response time for a customer request. She would like to see a response requirement of two weeks. After discussion with the Board, that was changed to a 30-day response from staff; 5) Director Davidson asked if there would be an option for a concept review for potential customers; 6) Director Secada asked about the recording of the forfeiture of capacity. Director Davidson asked about the legality of the forfeiture of capacity. Matt Weber, General Counsel, stated that was previously vetted through him; and 7) Director Ratterman asked if the District has any plans to bill monthly instead of bi-monthly.

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

## 6. REPORTS

6a Customer Service Report  
(Kelly Richards, Customer Service Supervisor)

**DISCUSSION:** Kelly Richards presented the first Customer Service report out. She reviewed the number of calls, emails, and work orders for the past three months. She spoke about the projects and programs the customer service department is involved in and answered questions from the Board.

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

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

**DISCUSSION:** Jesse Hampton and Pat Burkhardt presented the August 2022 Monthly Operations and Engineering reports. They reviewed items of interest and answered questions from the Board.

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

- 6c General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the property purchase in West Point is set to close next week; 2) the MCWRA Water, Wildfire, and Wine reception on October 20; 3) the Copperopolis Town Hall meeting and Bio Solids facility; and 4) the disinfection byproducts exceedance in the last quarter of 2020.

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

Director Underhill asked when the other two scholarship winners would attend a meeting.

Director Ratterman reported that he will be attending the CSDA Leadership Academy.

Director Davidson had nothing to report.

Director Thomas discussed the George Reed paving project and the Homeowner's Association meeting in Copperopolis. He will also be attending the CSDA Leadership Academy.

Director Secada stated she will also be attending the CSDA Leadership Academy and Murphys Sanitary is having a ribbon cutting Friday at 11:00 am for the treatment plant upgrade. She also stated the 75<sup>th</sup> Birthday Party turned out fantastic.

## **8. NEXT BOARD MEETINGS**

- Wednesday, September 28, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, October 12, 2022, 1:00 p.m., Regular Board Meeting

## **9. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 2:50 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Bertha Underhill, Scott Ratterman, and Jeff Davidson; staff members Michael Minkler, General Manager, Brad Arnold, Water Resources Manager (for item 9a); and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel – Potential Litigation  
Government Code §54956.9(b)(1) – 2 cases
- 9b Public Employee Performance Evaluation-Government Code §54957 General  
Manager


9. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 4:04 p.m. There was no reportable action.

9. **ADJOURNMENT**

With no further business, the meeting adjourned at 4:04 p.m.

Respectfully Submitted:



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Michael Minkler  
General Manager

ATTEST:



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Rebecca Hitchcock  
Clerk to the Board