

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

MARCH 8, 2023

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

Directors Absent: Bertha Underhill, Director

Staff Present: Michael Minkler, General Manager
Dave Cameron, Special Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Jeff Meyer, Director of Administrative Services
Brad Arnold, Water Resources Manager
Stacey Lollar, Human Resources Manager
Catherine Eastburn, Accountant II
Kate Jesus, Engineering Coordinator
Pat Burkhardt, Construction and Maintenance Manager
Dylan Smith, Information Systems Technician
Kevin Williams, Senior Civil Engineer
Tiffany Burke, Administrative Technician Senior
Kelly Gerkenmeyer, Water Resources Specialist
Carol Bowen, Customer Service
Kate Darby, Customer Service

Others Present: Ralph Copeland
Lese Jensen
Don Jensen
Vicki Flaxmer
Mike Castro
Bertha Underhill

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Ratterman called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. Director Underhill was absent.

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONSENT AGENDA**

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

- 3a Approval of Minutes for the Board Meeting of February 8, 2023
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for January 2023
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #612 Secretarial Fund in the Amount of \$2,798,344.68 for
February 2023
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-12**
- 3d Acceptance and Transfer of Division 4 / Copperopolis / Saddle Creek Unit 7B
Subdivision, Water and Wastewater Service Facilities Improvements Project, CCWD
#01597
(Damon Wyckoff, Director of Operations) **RES 2023-13**

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

4. **NEW BUSINESS**

- 4a Presentation of the Audited Financial Statements for the Fiscal Year Ending June 30,
2022, by Richardson & Company, LLP
(Jeffrey Meyer, Director of Administrative Services)

**MOTION: Directors Davidson/Secada-Received and Filed the Audited Financial
Statements for the Fiscal Year Ending June 30, 2022, by the Auditing
Firm of Richardson & Company, LLP**

DISCUSSION: Mr. Meyer presented the item and introduced Ingrid Shepline from the auditing firm Richardson & Company. Ms. Shepline addressed the Board giving a presentation of the District's audited financial statements for the fiscal year ending June 30, 2022. She provided a summary with highlights of the audit, which included information on the District's Balance Sheet, Water Fund, Capital Assets, Pension Liability, Sewer Fund, and Income Statements. Ms. Shepline stated that his auditing firm gave the District "unmodified clean opinions". She explained the meaning of "unmodified clean opinions" stating that is the best finding an audit can receive. There was discussion between the Board and Ms. Shepline regarding the audit findings.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion Regarding the Audited Financial Statements and Management Letter for the Fiscal Year Ending June 30, 2022, by Richardson & Company, LLP (Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Jeffrey Meyer presented the Management Letter which identifies areas of improvement uncovered in the audit process and the Districts response to those findings. He reviewed each of the findings and the potential corrective actions for each.

PUBLIC COMMENT: There was no public comment.

- 4c Review of the FY 2023-24 District's Five-Year Capital Improvement Program Update (Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the District's Five-Year Capital Improvement Program (CIP) update. He reviewed the critical projects that made the list and stated the cost of the District's infrastructure needs significantly exceed the annual funding sources. Therefore, securing grants and/or loans to move other critical projects forward on the list is a high priority. Director Davidson expressed concerns for the La Contenta infrastructure and capacity. There was significant discussion on this item and it was decided to have another Engineering Committee meeting to review the projects in more detail before final approval of the CIP. The Board asked for a list of projects that did not make the CIP list in addition to the projects on the CIP.

PUBLIC COMMENT: Ralph Copeland stated the District has not planned well if capacity has almost been reached in La Contenta.

Mike Castro asked what the difference is between project cost and budget.

5. OLD BUSINESS

- 5a After-Action Review of the December 2022 and January 2023 Atmospheric River Storms (Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented an after action report on the December 2022 and January 2023 atmospheric river storms. He reviewed how the District performed during the storms and areas that could be improved for future storms. He was very complimentary of the dedication of Field staff during the challenging conditions.

PUBLIC COMMENT: Don Jensen reported that there is a lot of debris in Black Creek at Copper Cove that the County needs to remove.

RECESS was called at 2:40 p.m. **SESSION RESUMED** at 2:50 p.m.

6. REPORTS

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

DISCUSSION: Mr. Wyckoff presented the February 2023 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: Michael Minkler reported on the following items: 1) the remarkable preparedness of our crews during recent weather events; 2) the External Relations committee meeting; 3) the Valley Springs Town Hall meeting; 4) additional Town Halls scheduled in Copperopolis on March 20th and in Arnold on March 28th; 5) a meeting with Tuolumne Utilities District; 6) the CAMRA meeting with a presentation by Green Gen on their Battery Project; 7) Calaveras County has created a housing planning task force that CCWD participates in; 8) a Water Use Efficiencies standards meeting organized by the Mountain Counties group; 9) the management team offsite meeting; 10) Congressman McClintock office hours to be held in the CCWD Boardroom; 11) the District's Local Hazard Mitigation Plan update is in progress; 12) the BOLD Financing Program; 13) the Tuolumne Counties Water Agency meeting; and 14) the General Manager of UWPA, Joel Metzger was awarded the 2023 John O. Fraser Fellowship Award.

PUBLIC COMMENT:

Ralph Copeland asked if the rate study has been mentioned in the town hall meetings.

Don Jensen stated they have let people know the upcoming town hall meeting is not about biosolids.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada would like to attend the Copperopolis town hall.

Director Thomas wanted to know the status records retention policy update.

Director Davidson had nothing to report.

Director Ratterman CPUD Is having a town hall for their Prop 218 Rate Hearing. He also stated he will miss the March 22nd meeting since he will be at an ACWA JPIA property meeting and a MCWRA meeting.

8. NEXT BOARD MEETINGS

- Wednesday, March 22, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, April 12, 2023, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:27 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Russ Thomas, and Jeff Davidson; staff members Brad Arnold, Water Resources Manager, Michael Minkler, General Manager; and Dave Cameron, Special Counsel.

9a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 1 potential case

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:25 p.m. There was no reportable action.

11. ADJOURNMENT

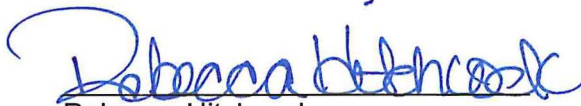
With no further business, the meeting adjourned at 4:25 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board