



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

MAY 11, 2022

Directors Present: Cindy Secada, President
Bertha Underhill, Director
Russ Thomas, Director
Jeff Davidson, Director

Directors Absent: Scott Ratterman, Vice-President

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Brad Arnold, Water Resources Manager
Jessica Self, External Affairs Manager
Stacey Lollar, Human Resources Manager
Deja Howarth, Human Resources Technician
Charles Palmer, District Engineer
Kevin Williams, Senior Civil Engineer
John Griffin, Senior Civil Engineer
Kate Jesus, Engineering Coordinator
Sam Singh, Engineering Technician
Tiffany Burke, Administrative Technician, Sr.
Catherine Eastburn, Accountant II
Kelly Richards, Customer Service Supervisor
Corrine Skrbina, Customer Service Senior
Carol Bowen, Customer Service Representative
Jared Gravette, Construction Inspector Senior Supervisor
Ron Rose, Treatment Plant Operator Senior Supervisor
Jeremy Wood, Distribution

Others Present: Jeffrey Meyer, Hilltop Securities
Karl Brustad, PBI
Ralph Copeland
Amanda Kelly
Cory Walton, Sr.
Others Present

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:01 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

Ralph Copeland from Copperopolis addressed the Board regarding the Infrastructure Improvement Funding.

Cory Walton Sr. addressed the Board regarding a district owned property his company is interested in purchasing.

3. CONSENT AGENDA

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

- 3a Approval of Minutes for the Board Meeting of April 13, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for April 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #602 Secretarial Fund in the Amount of \$1,780,919.60 for April 2022
(Jeffrey Meyer, Senior Vice President Hilltop Securities Inc) **RES 2022-47**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of May 11 through June 10, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-44**

AYES: Directors Davidson, Thomas, Ratterman, and Secada

NOES: None

ABSTAIN: None

ABSENT: Director Underhill

4. NEW BUSINESS

- 4a Discussion/Direction Regarding Commercial Water and Sewer Policies
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff gave a presentation on how other agencies compare to CCWD's handling of commercial accounts. He stated the comparators used were San Andreas Sanitary, Amador Water Agency, Tuolumne Utility District, El Dorado Irrigation District, City of Vallejo, and East Bay Municipal Utility District.

The policies compared and reviewed were:

- Allowance of Incremental payment of capacity fees
- Allowance of Incremental payment of monthly service charges for water and wastewater
- Allowance of account service pause for commercial vacancies
- General overview of the commercial account process

In addition, Mr. Wyckoff reviewed the capacity fees of CCWD compared to the other agencies. There was discussion on the policies of the other agencies compared to the CCWD.

PUBLIC COMMENT: Michelle Wilson addressed the Board regarding her commercial account having four sewer bills.

Amanda Kelly addressed the Board regarding the commercial building her family owns in Copperopolis with four sewer bills.

Dean Copens addressed the Board regarding his commercial building in Arnold.

There was discussion regarding creation of an Ad hoc Committee for this topic or discuss it at the Engineering Committee. Direction was given to staff to agendize this item at the next Engineering Committee to allow for the public to participate in the discussion on various solutions for the Commercial Meter Policy.

RECESS was called at 2:45 p.m. **SESSION RESUMED** at 2:51 p.m.

- 4b Discussion/Action regarding the Award of Construction Contract for the West Point Water Supply Reliability Project, CIP 11106 **RES 2022-45**
(Charles Palmer, District Engineer)

MOTION: **Directors Davidson/Thomas- Awarded a Construction Contract to K.W. Emerson, Inc. for the West Point Water Supply Reliability Project CIP 11106.**

DISCUSSION: Mr. Wyckoff reviewed the bids received for the West Point Water Supply Reliability Project. He discussed the budgeted amount, the amount of the grant received, and the amount of the recommended bid. He explained that staff recommends awarding the contract to K.W. Emerson.

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action Regarding Award of a Design Services Contract for Copper Cove Water System Improvements **RES 2022-46**
(John Griffin, Senior Civil Engineer)

MOTION: **Directors Thomas/Davidson- awarded a contract for engineering services and authorizing General Manager to execute a professional services agreement with Peterson Brustad, Inc. in the amount of \$1,042,659 for the design of the Copper Cove Water System Improvements including Tank B/Clearwell Replacement (CIP #11083C), Tank B Pump Station Replacement (CIP #11111), Zone B-C Transmission**

Pipeline & Pump Station (CIP #11122), and Lake Tulloch Submerged Water Line Crossing (CIP #11104).

DISCUSSION: Mr. Griffin reviewed the project and the bids received. He stated the review committee recommends awarding the contract to Peterson Brustad.

PUBLIC COMMENT: Ralph Copeland addressed the Board with recommendations on the project and the contract award.

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

4d Discussion/Presentation of AMI Water Meter Videos
(Jessica Self, External Affairs Manager)

DISCUSSION: Ms. Self presented a video to the Board showing how to read the new meters and another video showing to test the meter by doing a bucket flow test.

PUBLIC COMMENT: There was no public comment.

4e Discussion/Presentation of District Accomplishments
(Jessica Self, External Affairs Manager)

DISCUSSION: Ms. Self, Mr. Wyckoff, and Ms. Lollar gave appreciation for the hard work of staff and presented a video of the District accomplishments over the past several years.

PUBLIC COMMENT: There was no public comment.

5. REPORTS

5a Report on the April 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

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

PUBLIC COMMENT: There was no public comment.

5b General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the ACWA Spring Conference; 2) the passing of Bob McGuinness from Blue Lake Springs; 3) budget preparations; and 4) the Sheep Ranch Ribbon Cutting on Friday and the West Point Town Hall on the 17th.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Davidson reported on the ACWA Conference, and it was great to see many CCWD staff members on Committees at the conference.

Director Thomas stated the accomplishments video should be shown at a booth at the Frog Jump.

Director Ratterman had nothing to report.

Director Secada reported that the T-Stan IRWM meeting will be in person next week.

7. NEXT BOARD MEETINGS

- Wednesday, May 25, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, June 8, 2022, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:35 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 8a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code Section 54956.9(d)(2)-2 cases.
- 8b Conference with Real Property Negotiators Gov. Code § 54956.8
Property: APN 012-011-011, West Point
Agency negotiators: M. Minkler
Negotiating parties: Calaveras Healthy Impact Prod Solutions (CHIPS)
Under negotiation: Price and/or terms of payment
- 8c Public Employee Performance Evaluation-Government Code §54957
General Manager

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:29 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 4:29 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board