

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

MARCH 9, 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
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jessica Self, External Affairs Manager
Charles Palmer, District Engineer
Kevin Williams, Senior Civil Engineer
John Griffin, Senior Civil Engineer
Stacey Lollar, Human Resources Manager
Brad Arnold, Water Resources Manager
Tiffany Burke, Administrative Technician Senior
Kelly Richards, Customer Service Supervisor
- Others Present: Jeffrey Meyer, Hilltop Securities
Shawn Korn, HDR
Robin Glanville, Calaveras County
Tyler Mayo, Blue Lake Springs Mutual Water Company

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. Director Thomas was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

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

3a Approval of Minutes for the Board Meeting of February 9, 2022
(Rebecca Hitchcock, Clerk to the Board)

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

Director Underhill pulled Item 3c from the Consent Agenda

3c Ratify Claim Summary #600 Secretarial Fund in the Amount of \$2,881,409.58 for
February 2022
(Jeffrey Meyer, Hilltop Securities) **RES 2022-_____**

3d Action regarding Nomination of Scott Ratterman to the ACWA/JPIA Executive
Committee
(Michael Minkler, General Manager) **RES 2022-25**

3e Authorized Signatures on Banking and Investment Accounts
(Michael Minkler, General Manager)
• Umpqua Bank **RES 2022-26**
• Local Agency Investment Fund **RES 2022-27**
• Chandler Asset Management **RES 2022-28**

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

OFF CONSENT AGENDA

Director Underhill pulled Item 3c from the Consent Agenda

3c Ratify Claim Summary #600 Secretarial Fund in the Amount of \$2,881,409.58 for
February 2022
(Jeffrey Meyer, Hilltop Securities) **RES 2022-29**

**MOTION: Directors Underhill/Davidson- Adopted Resolution No. 2012-29 Ratifying
Claim Summary #600 Secretarial Fund in the Amount of \$2,881,409.58
for February 2022**

DISCUSSION: Director Underhill asked about transactions that amounted to approximately
\$500,000.00. Mr. Minkler reported that those transactions were from the employee buyouts of the
retiree health benefits program.

PUBLIC COMMENT: There was no public comment.

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

Director Thomas arrived at 1:12 p.m.

4. PUBLIC HEARINGS

- 4a Discussion/Action regarding updating the Water and Wastewater Capacity Fees for Jenny Lind, La Contenta and Copper Cove
(Damon Wyckoff, Director of Operations) **ORD 2022-01**

MOTION: Directors Ratterman/Underhill–Adopted Ordinance No. 2022-01 Updating the Water and Wastewater Capacity Fees for Jenny Lind, La Contenta and Copper Cove

DISCUSSION: Shawn Korn, from HDR presented the Capacity Charge Study to the Board. He reviewed what information is considered in the study. The study included a review of key data and review of GASB 34 asset data to remove obsolete infrastructure and contributed capital items that were not applicable to the buy-in portions of the Capacity Fees. Revisions to the analysis occurred multiple times to assure existing assets were accurately accounted for, and that it identified expansion and capacity improvements needed to serve future water and wastewater customers in each service area and it correlated closely with master plans. He also explained for the La Contenta Wastewater System capacity fee, a comprehensive review of Assessment District 604 (AD-604) was completed by staff. In the past, property owners who paid into AD-604 were charged a capacity fee for new connections that excluded AD-604 assets to ensure they were not charged twice for the same assets. Customers establishing new connections outside of AD-604 paid a higher capacity fee that included AD-604 assets. As the assessment district is now closed out and the AD-604 assets are 30 years old, the infrastructure constructed as part of AD-604 should be considered contributed capital assets and removed from the capacity fee calculation. Therefore, it is proposed that the cost of the AD-604 facilities be eliminated from the calculation of the capacity fee. The associated costs will not be contemplated as being part of the La Contenta Wastewater System's updated Capacity Fee. This approach does not impact new connections within AD-604, as those property owners who paid into AD-604 will still pay the full capacity fee excluding AD-604 assets, as they always have. The difference under this approach is that new customers outside of AD-604 will no longer pay a higher capacity fee. The elimination of AD-604 assets from the proposed Capacity Fee for the La Contenta Wastewater System means all new customers will pay the same capacity fee once the new schedule goes into effect. Mr. Korn stated the next steps would be publishing the Ordinance within 10 days of adoption, staff will continue outreach to members of the community, new fees would take effect May 8, 2022, and capacity fees would be adjusted annually every July 1st by the ENRCCI index as stated in the original Ordinance. There was significant discussion between Mr. Korn, staff, and the Board regarding the process.

President Secada opened the Public Hearing at 1:33 p.m.

PUBLIC COMMENT: There was no public comment.

President Secada closed the Public Hearing at 1:34 p.m.

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

- 4b Discussion/Action regarding Establishing New Election District Boundaries following the 2020 U.S. Census
(Michael Minkler, General Manager) **RES 2022-30**

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MOTION: Directors Davidson/Ratterman-Adopted Resolution 2022-30
Establishing New Election District Boundaries following the 2020 U.S.
Census

DISCUSSION: Mr. Minkler and Mr. Arnold presented the proposed District Boundaries map which was selected by the Board at the previous public hearing Board meeting on February 9, 2022 to for possible adoption. The map was brought up on the website to enable the Board to view the boundaries zoomed in at a closer detail. There was brief discussion about the boundaries.

President Secada opened the Public Hearing at 1:42 p.m.

PUBLIC COMMENT: There was no public comment.

President Secada closed the Public Hearing at 1:43 p.m.

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

5. NEW BUSINESS

5a Discussion/Action to Approve a Mokelumne River Middle Fork Pump Station Easement
(Damon Wyckoff, Director of Operations) **RES 2022-31**

MOTION: Directors Thomas/Davidson– Adopted Resolution No. 2022-31-
Approving the Mokelumne River Middle Fork Pump Station Easement

DISCUSSION: Mr. Hampton stated East Bay MUD reached out to the District about 2 years ago asking for an easement on our property that is on the Middle Fork of the Mokelumne River. This Easement would provide East Bay MUD with a 10'x10' area in the corner of our lot to install stream gaging equipment for the Middle Fork.

PUBLIC COMMENT: There was no public comment.

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

6. REPORTS

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

DISCUSSION: Mr. Wyckoff presented the February 2022 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 number of 811 locate requests the District has received; 2) the Federal Government passed the budget today and CCWD's project made it into the Section 219 funding; 3) the CIP financing plan options will be presented at the next meeting; 4) The Finance Committee meeting will be held at the regularly scheduled time; and 5) the Tyler/Mueller Meter upgrade conversion.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Ratterman reported he will miss the April 13, 2022 Board meeting. He also reported that there will be a presentation on the Mokelumne Water Battery Project on March 31.

Director Davidson reported he will miss the April 27, 2022 Board meeting.

Director Thomas reported on the Calaveras County Parks & Recreation Committee.

Director Underhill reported on the Hwy 4 construction, and she will attend the ACWA Legislative Symposium meeting tomorrow.

Director Secada asked if she could host a Board meeting in West Point so her constituents could attend in person. She would like to have a study session on the grease trap policy with other agencies to determine best practices for commercial customers.

8. NEXT BOARD MEETINGS

- Wednesday, March 23, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, April 13, 2022, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:45 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code Section
54956.9(d)(2)-2 cases.

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:38 p.m. There was no reportable action.

11. ADJOURNMENT


With no further business, the meeting adjourned at 3:38 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board