

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

OCTOBER 25, 2023

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

Directors Absent: Cindy Secada, Director

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
Jeff Meyer, Director of Administrative Services  
Stacey Lollar, Human Resources Manager  
Mark Rincon Ibarra, District Engineer  
Pat Burkhardt, Construction and Maintenance Manager  
Kelly Richards, Customer Service Supervisor  
Kelly Gerkenmeyer, Water Resources Technician  
Kate Jesus, Human Resources Tech  
Kate Darby, Customer Service  
Kevin Williams, Senior Civil Engineer  
Dylan Smith, IT Technician  
Corinne Skrbina, Customer Service  
Kelly Soulier-Doyle, Accounting Tech  
Tiffany Burke, Administrative Technician  
Catherine Eastburn, Accountant

Others Present: Ralph Copeland  
Justin Downing  
Stacie Walker  
Cindy Secada

### 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 Secada was absent.

**2. PUBLIC COMMENT**

Ralph Copeland stated that director Davidson and Ratterman owe Director Secada an apology for asking so many questions during the last Board Meeting.

Justin Downing from West Point asked for an agenda item on a potential termination of service at his property.

**3. CONSENT AGENDA**

**MOTION: Directors Thomas/Davidson-Approved Consent Agenda Item:  
3a as presented.**

3a Report on the Monthly Investment Transactions for September 2023  
(Jeffrey Meyer, Director of Administrative Services)

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Director Secada**

President Ratterman opened the Public Hearing at 1:05 p.m.

**4. PUBLIC HEARING**

4a Discussion/Action regarding Approval of the District's Capital R&R Rate Ordinance and amending Financial Management Policy – No. 5.00, Budget and Fiscal Policies (Jeffrey Meyer, Director of Administrative Services)

- Approval of Designated Funding Levels for the Water and Wastewater Capital Improvement Program

**ORD 2023-02**

**MOTION: Directors Davidson/Thomas-Adopted Ordinance 2023-02- Approving Designated Funding Levels for the Water and Wastewater Capital Improvement Program**

**Discussion:** Jeffrey Meyer stated after the approved Rate Study separated the Capital Renovation and Replacement (Capital R&R) funding requirements from the rates and rate ordinance. Staff recommend a new capital funding ordinance with an updated Section 5.00.4, Capital Improvement Policies, and Section 5.00.7, Rate Setting Policies of the Financial Management Policy 5.00. He reviewed the proposed ordinance and policy; the Board was concerned about escalating construction costs and requested that the base funding allocations of \$3.4million in water capital funding and \$1.3 million in wastewater capital funding be adjusted annually by the Engineering News Review (ENR) building cost index to account for future construction cost increases.

There was discussion by the Board regarding the minimum being the floor in Capital Improvements spending. Director Thomas stated this Ordinance requires a 4/5 vote by the Board in order to move this funding from Capital Improvements to any other fund.

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

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

- Amendment of the District's Financial Management Policy – No. 5.00, Budget and Fiscal Policies  
**RES 2023-56**

**MOTION:** Directors Davidson/Thomas- Amended the District's Financial Management Policy – No. 5.00, Budget and Fiscal Policies

**Discussion:** Jeffrey Meyer had no further comment.

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

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

## 5. **REPORTS**

5a General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Michael Minkler reported on the following items: 1) the Washington, D.C. Legislative visits; 2) the status of the Army Corps appropriations; 3) the tour of the Jenny Lind treatment plant with customers; 4) announced the promotion of Kelly Gerkenmeyer to the External Affairs Manager; 5) reservoir conditions for next year; 6) the Green Gen Mokelumne River Storage group; 7) creation of a Water Resources team with several staff members in Brad Arnold's absence; 8) a new Civil Engineer will begin working on November 1<sup>st</sup>; and 9) the CPPA Grant awarded to CCWD.

**PUBLIC COMMENT:** Ralph Copeland asked about Senator Feinstein's replacement and asked for a report out on the Washington, D.C. meetings.

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

Director Thomas had nothing to report.

Director Davidson reported on the Washington, D.C. meetings item of discussion on Forest Management, appropriations, FERC reform, ACWA DC staff, and Senator Butler.

Director Underhill reported that White Pines Park is closing in November. She also brought up the repeal effort for the UPUD rate increase.

Director Ratterman also discussed the Washington, D.C. trip, McClintock working hard for the District, and the Jenny Lind tour, which was phenomenal.

## 7. **NEXT BOARD MEETINGS**

- Wednesday, November 15, 2023, 1:00 p.m., Special Board Meeting
- Wednesday, December 13, 2023, 1:00 p.m., Regular Board Meeting

8. **CLOSED SESSION**

The closed session was cancelled.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 1 potential cases
- 8b Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar regarding Negotiations with Employee Organizations SEIU Local 1021 and Management and Confidential Unit


9. **ADJOURNMENT**

With no further business, the meeting adjourned at 2:01 p.m.

Respectfully Submitted:

  
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Michael Minkler  
General Manager

ATTEST:

  
\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board