



RESOLUTION NO. 2021-17  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2021-01

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
REGULAR BOARD MEETING**

**APRIL 14, 2021**

- Directors Present: Jeff Davidson, President  
Cindy Secada, Vice-President  
Scott Ratterman, Director  
Bertha Underhill, Director  
Russ Thomas, Director
- Staff Present: Michael Minkler, General Manager  
Matt Weber, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Jesse Hampton, Plant Operations Manager  
Pat Burkhardt, Construction and Maintenance Manager  
Brad Arnold, Manager of Water Resources  
Jessica Self, External Affairs Manager  
Stacey Lollar, Human Resources Manager  
Charles Palmer, District Engineer  
Zach Thompson, Accountant II  
Patti Christensen, Accountant II  
Kevin Williams, Civil Engineer  
Sam Singh, Engineering Tech  
Kate Jesus, Engineering Coordinator  
Tiffany Burke, Administrative Technician Senior  
Deja Howarth, Human Resources Technician  
Jared Gravette, Senior Inspector  
John Gomes, Info Systems Administrator  
Mike Samorano, Mechanic II  
Phil McCartney, Mechanic II
- Others Present: Karl Brustad, Peterson Brustad, Inc.  
Cameron Weist, Weist Law Firm

**ORDER OF BUSINESS**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Davidson called the Regular Board Meeting to order at 1:03 p.m. and led the Pledge of Allegiance.

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

**MOTION: Directors Secada/Underhill–Approved Consent Agenda Item:  
3b and 3c as presented.**

***Director Thomas pulled Item 3a from the Consent Agenda.***

3a Approval of Minutes for the Board Meetings of March 19 and March 24, 2021

3b Review Board of Directors Monthly Time Sheets for March 2021

3c Ratify Claim Summary #589 Secretarial Fund in the Amount of \$1,581,227.54 for  
March 2021

(Rebecca Callen, Director of Administrative Services) **RES 2021-17**

***Director Secada pulled Item 3d from the Consent Agenda.***

3d Award of Design Services for the West Point Water Supply Reliability Project, CIP  
11106

(Charles Palmer, District Engineer) **RES 2021-\_\_\_\_\_**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Director Underhill**

**OFF CONSENT AGENDA**

***Director Thomas pulled Item 3a from the Consent Agenda.***

3a Approval of Minutes for the Board Meetings of March 19 and March 24, 2021

**MOTION: Directors Thomas/Secada-Approved the Minutes for the Board  
Meetings of March 19 and March 24, 2021 with correction.**

**DISCUSSION:** Director Thomas pointed out the date on the March 19 and March 24, 2021 Minutes  
stated February.

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

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Director Underhill**

***Director Secada pulled Item 3d from the Consent Agenda.***

3d Award of Design Services for the West Point Water Supply Reliability Project, CIP  
11106

(Charles Palmer, District Engineer) **RES 2021-18**

**MOTION:** Directors Thomas/Secada-Awarded the Design Services Contract for the West Point Water Supply Reliability Project, CIP 11106 to Peterson Brustad, Inc.

**DISCUSSION:** Director Secada asked which consultant staff wanted to award the contract to. Director Ratterman asked what composed the large difference in cost between the proposals ranked first and second.

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

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

**4. NEW BUSINESS**

4a Recognition of Phil McCartney for his Service with CCWD  
(Damon Wyckoff, Director of Operations)

**RES 2021-20**

**MOTION:** Directors Thomas/Secada-Adopted the Recognition of Appreciation for Phil McCartney

**DISCUSSION:** Mr. Wyckoff read the Resolution appreciating Phil McCartney for his time with CCWD and wishing him well in his retirement. Each Director gave their best and thanked him for his commitment to the District over the years.

**PUBLIC COMMENT:** Phil McCartney addressed the Board stating that he has enjoyed his time working at the District.

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

Director Underhill arrived at 1:26 p.m.

**RECESS** was called at 1:28 p.m. **SESSION RESUMED** at 1:31 p.m.

4b Discussion/Action Authorizing Construction Contract for the Ebbetts Pass Redwood Water Storage Tanks Wildfire Hazard Mitigation Project, CIP 11095  
(Kevin Williams, Civil Engineer)

**RES 2021-19**

**MOTION:** Directors Ratterman/Underhill-Authorized Construction Contract for the Ebbetts Pass Redwood Water Storage Tanks Wildfire Hazard Mitigation Project, CIP 11095.

**DISCUSSION:** Mr. Williams described the bids received for the Ebbetts Pass Redwood Water Storage Tanks Wildfire Hazard Mitigation Project. He explained that the Hazard Mitigation Grant will pay for 75% of the project cost. He also explained that another request for proposal will be sent out later this month for the concrete foundation. There was discussion on the value of the redwood. The contractor doing the site work will remove the tank and the bid will incorporate the savings in the redwood salvage.

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

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

4c Discussion/Action regarding approval of a Side Letter Amendment to the current SEIU Local 1021 MOU **RES 2021-21**  
(Stacey Lollar, Human Resources Manager)

**MOTION:** Directors Underhill/Thomas-Approved the Side Letter Amendment to the current SEIU Local 1021 MOU.

**DISCUSSION:** Ms. Lollar discussed the request to change the current salary range of the Electrical Instrumentation/SCADA Technicians. There has been an opening since December 2020 and the District has been unable to fill the position. She explained that the 2018 Koff Salary Survey shows the Electricians are paid approximately 8% below the comparators in total compensation. Were the District to increase compensation for the electrical positions to align with the compensation ranges at the surrounding utilities, the District could more effectively retain and recruit for talent. Director Secada asked if current employees would get the raise and Mr. Minkler responded that they would. Director Secada also asked when it would take effect, and how it would affect the budget. Ms. Lollar stated that the savings of the current vacancy will offset the increases for this year, and it would take effect on Friday, April 16, 2021. Director Secada also asked if the current employees would also receive an increase in July for a Cost-of-Living (COLA) Increase. Mr. Minkler responded that the current contract will expire in June. Director Ratterman asked if the positions would be over or under the comparators after the increase. Mr. Minkler stated after the increase, they would be 2% over the median. Director Ratterman also asked if the vacancy would be reposted, and Mr. Minkler responded that it would. Director Underhill asked if there would be retroactive pay for the current employees. Ms. Lollar stated there would be no retroactive pay increases.

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

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

4d Discussion/Direction regarding Recommendations in Response to Customer Complaints about the Office Phone  
(Michael Minkler, General Manager and Rebecca Callen, Director of Administrative Services)

**DISCUSSION:** Ms. Callen spoke of the many complaints regarding the current phone system, and even after program changes were made issues remained. Ms. Callen said the Cisco phone system is a complex system that requires regular administration and updates. The system requires a high level of Cisco certification to operate and very few qualified technicians are available. A consultant generally costs anywhere from \$400-500 per hour to do anything beyond the basic functions CCWD staff can do in-house. Ms. Callen explained several of the problems with the existing phone system and explained some of the efforts made to address customer complaints. Ms. Callen reviewed the phone system replacement options, benefits to the District, and the costs. There was much

discussion between the Directors and Ms. Callen on the phone system. Direction was given to include the new phone system into the FY 2021-22 Operating Budget.

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

- 4e Update from the Association of California Water Agencies (ACWA)  
(Dave Eggerton, Executive Director)

**DISCUSSION:** Mr. Eggerton gave an update on the activities of the Association of California Water Agencies. He discussed the various legislation that ACWA is working on.

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

This item was for information only; no action was taken.

- 4f Discussion/Action regarding SB 323 (Caballero) Proposing a Statute of Limitations for the Enactment of Water and Sewer Rates  
(Michael Minkler, General Manager)

**MOTION:** **Directors Ratterman/Underhill-by Minute Entry Adopted a Position of Support for SB 323 (Caballero) Proposing a Statute of Limitations for the Enactment of Water and Sewer Rates**

**DISCUSSION:** Mr. Minkler reported that currently there is an unlimited amount of time a District can be challenged in court over a rate increase. SB 323 creates a liability cut off for rate process challenges. It still allows challenges to the rate process but limits allowable the amount of time. There was discussion on the specifics of the bill.

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

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

**5. OLD BUSINESS**

- 5a Discussion/Action Granting Authorization to Issue Certificates of Participation for the Automatic Radio Read Meter Project and Approval of Related Legal Documents and Resolutions  
(Rebecca Callen, Director of Administrative Services)

- Discussion/Action Approving a Trust Agreement, Installment Sale Agreement, Assignment Agreement and Certain other Documents in Connection with the Authorization, Preparation, Sale and Delivery of Calaveras County Water District Public Financing Authority, Series 2021 Water Revenue Certificates of Participation, and Authorizing and Directing Certain Actions with Respect thereto. **RES 2021-22**  
(Rebecca Callen, Director of Administrative Services)

**MOTION:** **Directors Thomas/Underhill-Adopt Resolution 2021-22 Approving a Trust Agreement, Installment Sale Agreement, Assignment Agreement and Certain other Documents in Connection with the Authorization, Preparation, Sale and Delivery of Calaveras County Water District Public**

**Financing Authority, Series 2021 Water Revenue Certificates of Participation, and Authorizing and Directing Certain Actions with Respect thereto**

**DISCUSSION:** Ms. Callen explained the Resolution will authorize and approve the foundational legal documents necessary to provide for the successful issuance of the Certificates. The adoption of each Resolution is a legal prerequisite to allow for the completion of the appropriate documentation necessary for the USDA/Certificates finalization. The accompanying financing documents comprise a financing structure that is considered standard for California government agencies to legally incur debt secured by water enterprise fund revenues, and is acceptable to USDA, as the purchaser of the Certificates. In using this financing structure, an installment sale arrangement must be established with a third-party governmental entity. The Calaveras County Water District Public Financing Authority is being used to serve this purpose for this financing transaction.

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

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

- Discussion/Action Approving and Adopting USDA Rus Bulletin 1780-27 Loan Resolution Providing for The Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving and/or Extending the Automatic Radio Read Meter Project **RES 2021-23**  
(Rebecca Callen, Director of Administrative Services)

**MOTION:** Directors Underhill/Secada-Adopt Resolution No. 2021-23 Adopting USDA Rus Bulletin 1780-27 Loan Resolution Providing for The Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving and/or Extending the Automatic Radio Read Meter Project

**DISCUSSION:** There was no additional discussion.

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

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

**RECESS** was called at 2:44 p.m.

**6. CONVENE PUBLIC FINANCING AUTHORITY**

6a Roll Call: CCWD Board Members

President Davidson called the Calaveras County Water District (CCWD) Public Financing Authority Regular Board Meeting to order at 2:44 p.m.

6b Discussion/Action regarding Approving a Trust Agreement, Installment Sale Agreement, Assignment Agreement and Other Documents in Connection with the

Authorization, Preparation, Sale and Delivery of CCWD Public Financing Authority,  
Series 2021 Water Enterprise Revenue Certificate of Participation  
(Rebecca Callen, Director of Administrative Services)      **RES 2021-PFA-01**

**MOTION:**      **Directors Underhill/Secada-Adopt Resolution No. 2021-PFA-01 Approving a Trust Agreement, Installment Sale Agreement, Assignment Agreement and Other Documents in Connection with the Authorization, Preparation, Sale and Delivery of CCWD Public Financing Authority, Series 2021 Water Enterprise Revenue Certificate of Participation**

**DISCUSSION:** There was no additional discussion.

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

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

6c      Adjournment

With no further business, the CCWD Public Financing Authority meeting adjourned at approximately 2:47 p.m.

**7.      RECONVENE REGULAR BOARD MEETING**

**SESSION RECONVENED** at 2:55 p.m.

**8.      REPORTS**

8a      Report on the March 2021 Operations and Engineering Departments  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the March 2021 monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

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

8b      General Managers Report  
(Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) Sheep Ranch Fire Department is installing a water tank for fire suppression; 2) the mistake at the post office that caused District mail to be returned to sender has been corrected. He thanked Customer Service staff for handling all the calls regarding the issue; 3) Blue Lake Springs wholesale water demand has returned back to normal since the high usage during 2020; 4) Snowshoe Springs has replaced their distribution system; 5) Donna Leatherman from CPUD has retired; 6) the Urban Water Management Plan update needs to be adopted by July 2021; 7) the status of the Strategic Plan process; and 8) Forest Meadows Golf Course has re-opened.

**9.      BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Approved May 12, 2021

Director Underhill reported that TUD wants to purchase the Phoenix Power Project. She also asked about the rope swing at White Pines Lake.

Director Ratterman reported that Mountain Counties will have an in-person meeting on May 14.

Director Thomas had nothing to report.

Director Secada reported she will attend the IRWM meeting next week.

Director Davidson had nothing to report.

**10. NEXT BOARD MEETINGS**

- Wednesday, April 28, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, May 12, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:25 p.m. Those present were Board Members: Russ Thomas, Cindy Secada, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager; Michael Jarvis, Negotiator; and General Counsel, Matt Weber.

**11. CLOSED SESSION**

- 11a Conference with Real Property Negotiators Gov. Code § 54956.8  
Property: APN 074-017-013 Agency negotiators: M. Minkler  
Under negotiation: Price and/or terms of payment.
- 11b Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

**12. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 4:23 p.m. There was no reportable action.

**13. ADJOURNMENT**

With no further business, the meeting adjourned at approximately 4:23 p.m.

Respectfully Submitted:

  
\_\_\_\_\_  
Michael Minkler  
General Manager

ATTEST:

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