



**RESOLUTION NO. 2024-12**  
**RESOLUTION NO. PFA-01**  
**ORDINANCE NO. 2024-01**

## **AGENDA**

### **OUR MISSION**

Protect, enhance, and develop Calaveras County's water resources and watersheds to provide safe, reliable, and cost-effective services to our communities.

2021-2026 Strategic Plan, Adopted April 28, 2021, and can be viewed at this [link](#)

Regular Board Meeting  
Wednesday, March 27, 2024  
1:00 p.m.

[Calaveras County Water District](#)  
120 Toma Court  
San Andreas, California 95249

**Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:**

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### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 224 605 927 844

Passcode: qDtDHA

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 323-647-8603,409112649#](#)

Phone Conference ID: 409 112 649#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

### **ORDER OF BUSINESS**

#### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

#### **1. ROLL CALL**

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#### **BOARD OF DIRECTORS**

Russ Thomas, President  
Cindy Secada, Director

Bertha Underhill, Vice President  
Scott Ratterman, Director

Jeff Davidson, Director

**2. PUBLIC COMMENT**

**At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three minutes per person.**

**3. CONSENT AGENDA**

3a Approval of Minutes for the Board Meeting of February 14 and February 28, 2024  
(Rebecca Hitchcock, Clerk to the Board)

3b Report on the Monthly Investment Transactions for February 2024  
(Michael Minkler, General Manager)

3c Support for the Calaveras Affordable Workforce Housing Facility Funding Request  
(Kelly Gerkenmeyer, External Affairs Manager)

**4. NEW BUSINESS**

4a Discussion/Action regarding transitioning to Streamline Website Services  
(Kelly Gerkenmeyer, External Affairs Manager)

4b Online Smart Meter Customer Portal Demonstration  
(Kelly Richards, Business Services Manager)

**5. REPORTS**

5a\* General Manager's Report  
(Michael Minkler)

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

**7. NEXT BOARD MEETINGS**

- Wednesday, April 10, 2024, 1:00 p.m., Regular Board Meeting (Possible reschedule)
- Wednesday, April 24, 2024, 1:00 p.m., Regular Board Meeting

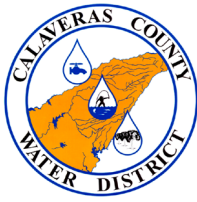
**8. CLOSED SESSION**

8a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

8b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - two potential cases

**9. REPORTABLE ACTION FROM CLOSED SESSION**

**10. ADJOURNMENT**



# CALAVERAS COUNTY WATER DISTRICT

## Board of Directors

District 1      Scott Ratterman  
District 2      Cindy Secada  
District 3      Bertha Underhill  
District 4      Russ Thomas  
District 5      Jeff Davidson

## Financial Services

Umpqua Bank  
US Bank  
Wells Fargo Bank

## CCWD Committees

\*Engineering Committee  
\*Finance Committee  
\*Legal Affairs Committee  
\*External Relations Committee  
Real Estate Review Committee (ad hoc)

## Joint Power Authorities

ACWA / JPIA  
CCWD Public Financing Authority  
Calaveras-Amador Mokelumne River Authority (CAMRA)  
Calaveras Public Power Agency (CPPA)  
Eastern San Joaquin Groundwater Authority  
Tuolumne-Stanislaus Integrated Regional Water  
Management Joint Powers Authority (T-Stan JPA)  
Upper Mokelumne River Watershed Authority (UMRWA)

## Other Regional Organizations of Note

Calaveras County Parks and Recreation  
Committee  
Mountain Counties Water Resources  
Association (MCWRA)  
Mokelumne River Association (MRA)  
Tuolumne-Stanislaus Integrated Regional Water  
Mgt. Watershed Advisory Committee to the JPA (WAC)  
Eastern San Joaquin Groundwater Authority-Technical  
Advisory Committee

## Legal Counsel

Matthew Weber, Esq.  
Downey Brand, LLP

## Auditor

Richardson & Company, LLP

## Membership\*\*

Thomas / Davidson (alt. Secada)  
Secada / Underhill (alt. Thomas)  
Ratterman / Davidson (alt. Thomas)  
Thomas / Secada (alt. Underhill)  
Thomas / Ratterman  
  
Ratterman (alt. Michael Minkler)  
All Board Members  
Ratterman / Secada (alt. Michael Minkler)  
Michael Minkler (alt. Damon Wyckoff)  
Thomas  
Underhill (alt. Thomas)  
  
Davidson (alt. Ratterman)  
  
Thomas (alt. Ratterman)  
  
All Board Members  
  
All Board Members  
Kelly Gerkenmeyer (alt: Juan Maya)  
  
Mark Rincon-Ibarra (alt: Sam Singh)

\* Standing committees, meetings of which require agendas & public notice 72 hours in advance of meeting.

\*\* The 1<sup>st</sup> name listed is the committee chairperson.

3 a

A G E N D A  
I T E M

3 a

# Agenda Item

DATE: March 27, 2024  
TO: Michael Minkler, General Manager  
FROM: Rebecca Hitchcock, Clerk to the Board  
SUBJECT: Implementation of Action Minutes

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## **RECOMMENDED ACTION:**

For information only, no action needed.

## **SUMMARY:**

CCWD Policy Number 5060, Minutes of Board meetings (attached) specifically lays out the information the District is required to record in the meeting minutes. Historically, the minutes have been summarized versions of the discussions and actions at the meeting but have never been verbatim.

Since the District has always created summarized discussion minutes and not verbatim minutes, anyone looking for more detail would have to refer to the video for the desired level of detail. The Board meeting videos are available on the District's website for those who wish to hear any discussion on a particular topic or action.

For this reason, the District is implementing action minutes as the official record of actions taken by the Board. Action minutes are a concise record of decisions made and specific tasks assigned during a meeting and still follow Policy 5060. Unlike traditional meeting minutes, action minutes focus solely on the actionable items.

## Benefits of Action Minutes:

1. **Clarity:** Action minutes provide a clear and concise record of action taken during a meeting and nothing is left to interpretation.
2. **Efficiency:** By focusing on actionable items, action minutes eliminate unnecessary details and streamline the documentation process.

The new process started with the February 14, 2024, meeting. Each item on the agenda is now linked to a timestamp on the video for that discussion for easier viewing.

**POLICY TITLE: Minutes of Board Meetings**  
**POLICY NUMBER: 5060**

4-10-96

**5060.10** The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board. These shall be typewritten in a minute book with pages consecutively numbered. The minutes of each meeting shall be signed by the secretary and by the officer presiding at the meeting at which the minutes are approved.

**5060.11** Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

**5060.12** The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

**5060.13** The Secretary is charged with the custody of all the papers, books and documents of the Board and shall make these available to public inspection at all reasonable times.

**5060.14** Minutes of closed sessions are not public records subject to inspection pursuant to the California Public Records Act, and shall be kept confidential. The minutes of closed sessions shall be available only to Board members, or if a violation of the Government Code is alleged to have occurred at a closed session, to a court of general jurisdiction of CCWD. Such minutes may, but need not, consist of a recording of the closed session.

**5060.20** A video and/or audio tape recording of any meeting of the Board of Directors, including closed sessions, may be made at the request of the Secretary, General Manager or any Director when such request is approved by a majority of the whole Board.

**5060.21** The President will announce the fact that a recording is being made at the beginning of the meeting, and the recording device shall be placed in plain view of all present, so far as is possible.

**5060.22** The recordings, tapes, discs or other electronic data/information storage devices shall be kept in fire-resistant, locked cabinets or in a fire-proof, locked vault. Per Public Records Act Section 54953.5, any tape or film record of any meeting of the Board of Directors may be erased or destroyed 3 years after the taping or recording.

5060.30 (Not used)

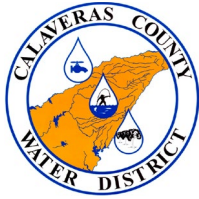
5060.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

5060.41 Procedure:

- 5060.411 Date, place and type of each meeting;
- 5060.412 Directors present and absent by name;
- 5060.413 Call to order;
- 5060.414 Arrival of tardy Directors by name;
- 5060.415 Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- 5060.416 Adjournment of the meeting;
- 5060.417 Record of written notice of special meetings; and,
- 5060.418 Record of items to be considered at special meetings.

5060.42 Board Actions:

- 5060.421 Approval or amended approval of the minutes of preceding meetings;
- 5060.422 Complete information as to each subject of the Board's deliberation including the roll call record of the vote on a motion if not unanimous;
- 5060.423 All Board resolutions and ordinances in complete context, numbered serially for each calendar year;
- 5060.424 A record of all contracts entered into;
- 5060.425 All employments and resignations or terminations of employment within the District;
- 5060.426 A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 5060.427 A record by number of all warrants approved for payment;
- 5060.428 Adoption of the annual budget;
- 5060.429 Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- 5060.430 A record of all important correspondence;
- 5060.431 A record of the General Manager's report to the Board;
- 5060.432 Approval of all policies and Board-adopted regulations; and,
- 5060.433 A record of all visitors and delegations appearing before the Board.



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

**FEBRUARY 14, 2024**

Directors Present: Russ Thomas President  
Bertha Underhill, Vice-President  
Scott Ratterman, Director  
Cindy Secada, 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, Maintenance and Construction Manager  
Stacey Lollar, Human Resources Manager\*  
Kate Jesus, Human Resources Technician\*  
Dylan Smith, Information Systems Administrator\*  
Mark Rincon Ibarra, District Engineer  
Haley Airola, Engineering Coordinator\*  
Jared Gravette, Senior Supervisor Construction Inspector\*  
Pat Burkhardt, Construction and Maintenance Manager\*  
Kelly Richards, Customer Service Supervisor\*  
Kelly Gerkensmeyer, Water Resources Technician\*  
Robin Patolo, Customer Service\*  
Kevin Williams, Senior Civil Engineer\*  
Corinne Skrbina, Customer Service\*  
Tiffany Burke, Administrative Technician\*

Others Present: Francisco de la Cruz\*  
Tori James\*  
Juliana Prospero\*

### **ORDER OF BUSINESS**

#### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

##### **1. ROLL CALL**

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. All Board Members were present.

##### **2. PUBLIC COMMENT**

No public comment was heard.



### 3. CONSENT AGENDA

- 3a Approval of Minutes for the Board Meeting of January 10, 2024  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for January 2024  
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #623 Secretarial Fund in the Amount of \$2,034,613.41  
for January 2024  
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-10**
- 3d Approval of Credit Adjustment for APN 055-013-007  
(Kelly Richards, Business Services Manager) **RES 2024-11**

**MOTION:** Director Davidson moved to approve the Consent Agenda as presented. Director Ratterman seconded the motion, and it was approved (5-0).

**PUBLIC COMMENT** No public comment was heard.

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

### 4. NEW BUSINESS

- 4a [Discussion/Action Regarding the Approval of the Calaveras County Water District Local Hazard Mitigation Plan Update](#)  
(Kelly Gerkenmeyer, External Affairs Manager) **RES 2024-11**

**DISCUSSION:** Kelly Gerkenmeyer, External Affairs Manager, presented the Local Hazard Mitigation Plan Update and responded to questions.

**PUBLIC COMMENT:** Public comment was given by Francisco de la Cruz.

**MOTION:** Director Ratterman moved to adopt Resolution No. 2024-11 Approving the Calaveras County Water District Local Hazard Mitigation Plan Update, Director Secada seconded the motion, and it was approved (5-0).

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

### 5. REPORTS

- 5a [Report on the January 2024 Operations Department](#)  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff, Director of Operations, presented the January 2024 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** Public comment was given by Francisco de la Cruz.

5b [General Manager's Report](#)  
(Michael Minkler)

**DISCUSSION:** Michael Minkler reported on the following items: 1) the Legal Affairs Committee Meeting; 2) the Jenny Lind A-B project construction bids; 3) budget development; 4) the upcoming CAMRA meeting; 5) the Finance Committee Meeting; 6) the Audit and Mid-Year Budget; and 7) the fire at the West Point Water Treatment Plant.

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

Director Underhill reported that Bear was closed due to wind.

Director Ratterman reported that Senator Alvarado-Gil is receiving Legislator of the Year, the ACWA D.C. Legislative Conference, and the JPIA Conference in Nashville, TN.

Director Davidson had nothing to report.

Director Secada reported on the Calaveras County District 2 town hall for the Supervisor candidates.

Director Thomas created a Real Estate Review Ad Hoc Committee and appointed himself and Director Ratterman to serve on the committee.

## **7. NEXT BOARD MEETINGS**

- Wednesday, February 28, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, March 13, 2024, 1:00 p.m., Regular Board Meeting

## **8. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 2:11 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager, Mark Rincon-Ibarra, District Engineer (for item 8b), Keving Williams, Senior Civil Engineer (for item 8b); and Matt Weber, General Counsel.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - three potential cases
- 8b Conference with Real Property Negotiators Government Code § 54956.8  
Property: APN 098-034-010, 477 Bret Harte Dr. Copperopolis, CA 95228  
District negotiators: Michael Minkler  
Negotiating parties: L. Bolden  
Under negotiations: price and other terms
- 8c Public Employee Performance Evaluation-Government Code §54957  
General Manager

## **9. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 4:38 p.m. There was no reportable action.

**10. NEW BUSINESS**

10a [Discussion/Action on amendment to General Manager's Employment Contract](#)

**DISCUSSION:** Matt Weber, General Counsel, presented the proposed amendments to Michael Minkler's employment contract and responded to questions.

**PUBLIC COMMENT:** Public comment was heard.

**MOTION:** Director Underhill moved to approve the employment contract for Michael Minkler. Director Ratterman seconded the motion, and it was approved (5-0).

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

**10. ADJOURNMENT**

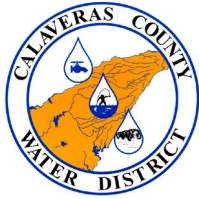
With no further business, the meeting adjourned at approximately 4:45 p.m.

By:

ATTEST:

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

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



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

FEBRUARY 28, 2024

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

Directors Absent: Scott Ratterman, Director

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
Stacey Lollar, Human Resources Manager\*  
Kate Jesus, Human Resources Technician\*  
Dylan Smith, Information Systems Administrator\*  
Mark Rincon Ibarra, District Engineer  
Haley Airola, Engineering Coordinator\*  
Kelly Richards, Customer Service Supervisor  
Kelly Gerkensmeyer, Water Resources Technician  
Robin Patolo, Customer Service\*  
Corinne Skrbina, Customer Service\*

Others Present: Al Segalla  
Francisco de la Cruz  
John Coleman\*  
Michael Rogers\*  
Scott Ratterman\*

### **ORDER OF BUSINESS**

#### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

##### **1. ROLL CALL**

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

**2. PUBLIC COMMENT:** Members of the public were able to provide oral comments in-person or virtually using Teams during the meeting.

No public comment was heard.

3. **CONSENT AGENDA**

- 3a Report on the Monthly Investment Transactions for January 2024  
(Jeffrey Meyer, Director of Administrative Services)

**MOTION:** Director Secada moved to approve the Consent Agenda as presented. Director Davidson seconded the motion, and it was approved (4-0).

**PUBLIC COMMENT** Public comment was given by Francisco de la Cruz.

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

4. **NEW BUSINESS**

- 4a [Presentation of a Resolution Honoring Dylan Cuneo and the Retirement of his Truck Radio Number](#)  
(Damon Wyckoff, Director of Operations) **RES 2024-12**

**DISCUSSION:** Damon Wyckoff, Director of Operations, presented the Resolution honoring Dylan Cuneo and retiring his truck radio number.

**PUBLIC COMMENT:** Public comment was given by Mitzi Cuneo.

**MOTION:** Director Davidson moved to adopt Resolution No. 2024-12 Presentation of a Resolution Honoring Dylan Cuneo and retiring his truck radio number, Director Underhill seconded the motion, and it was approved (4-0).

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

**RECESS** was called at 1:10 p.m. **SESSION RESUMED** at 1:15 p.m.

**Items 4b, 4c, and 4d were tabled for future discussion at the March 13<sup>th</sup> Board Meeting**

- 4b Discussion/Action Regarding the Audited Financial Statements for the Fiscal Year Ending June 30, 2023, by Richardson & Company, LLP  
(Jeffrey Meyer, Director of Administrative Services)
- 4c Discussion/Direction Regarding the Audited Financial Statements and Management Letter for the Fiscal Year Ending June 30, 2023, by Richardson & Company, LLP  
(Jeffrey Meyer, Director of Administrative Services)
- 4d Discussion/Action Regarding the Mid-Year FY 2023-24 Operating and Capital Improvement Program Budgets  
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-\_\_\_\_\_**

## 5. **REPORTS**

### 5a **General Manager's Report** (Michael Minkler)

**DISCUSSION:** Michael Minkler reported on the following items: 1) the work going into the request for Army Corp Federal Funding for Copper Cove; 2) a meeting with Teresa Hitchcock, County CEO, regarding SB 552 Drought Taskforce; 3) the Jenny Lind A-B bids came in under budget; 4) the External Relations Committee meeting; 5) the Finance Committee meeting; 6) the Engineering Committee meeting; 7) the CAMRA meeting; 8) the Engineering team, Operations teams, and Inspection met with the Poker Flat HOA regarding the work in Copperopolis; 9) CCWD, UPUD, UTICA, and the City of Angels camp met regarding Highway 4 Corridor water planning and grants; 10) Administrative Service is currently short staffed but two new accountants will be starting work on Friday; 11) budget development; and 12) discussions about agriculture customers with UPUD.

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

Director Secada requested the Chairperson of each Committee should provide report outs to the Board. She also commented on the progress made at the Engineering Committee.

Director Underhill reported on the watershed framework network.

Director Davidson would like to speak with staff regarding the Wallace noise complaint.

Director Thomas reported on the Copper Cove Water Treatment Plant tour. He also brought up Director Compensation and would like to revisit the policy.

**PUBLIC COMMENT:** Public comment was given by Al Segalla.

## 7. **NEXT BOARD MEETINGS**

- Wednesday, March 13, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, March 27, 2024, 1:00 p.m., Regular Board Meeting

## 8. **CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 1:52 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; and Matt Weber, General Counsel.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - three potential cases
- 8b Public Employee Performance Evaluation-Government Code §54957  
General Manager

## 9. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:47 p.m. There was no reportable action.

**10. ADJOURNMENT**

With no further business, the meeting adjourned at approximately 3:47 p.m.

By:

ATTEST:

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

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

DRAFT

3b

A G E N D A  
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3b



# Agenda Item

DATE: March 27, 2024

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for February 2024

## RECOMMENDED ACTION:

For information only.

## SUMMARY:

Per the District's Investment Policy, staff will report the monthly investment activity for the preceding month. During February 2024, the following investment transactions occurred:

<b>Chandler Asset Management Activity:</b>	<b>General</b>	<b>Water CIP Loan</b>	<b>Sewer CIP Loan</b>
<b>Book Value at 1/31/2024</b>	<b>20,317,023.90</b>	<b>19,840,364.41</b>	<b>7,472,316.17</b>
Security Purchases	1,161,694.53		
Money Market Fund Purchases		83,038.76	31,274.21
Money Market Contributions			
Security Sales	(1,078,277.98)		
Money Market Fund Sales			
Maturities			
Principal Paydown	(37,244.08)		
Money Market Fund Withdrawals			
Amortization/Accretion	764.81		
Gain/Loss on Dispositions	(24,229.15)	(5,533.12)	(2,083.89)
<b>Book Value at 2/29/2024</b>	<b>20,339,732.03</b>	<b>19,917,870.05</b>	<b>7,501,506.49</b>
<b>Local Agency Investment Fund Activity:</b>			
<b>Balance at 1/31/2024</b>	<b>7,716,841.49</b>		
<b>Withdrawals, Operating Cash</b>	<b>-</b>		
<b>Interest</b>			
<b>Balance at 2/29/2024</b>	<b>7,716,841.49</b>		

LAIF (Local Agency Investment Fund) daily interest rates are 4.07% as of February 29, 2024.

**CALAVERAS COUNTY WATER DISTRICT  
INVESTMENT ACTIVITY  
FOR THE MONTH ENDING February 29, 2024**

INVESTMENT TRUSTEE	TYPE OF FUNDS/Availability	MARKET VALUE	INVESTMENT COST			DATE INVST	CM INTEREST AND DIVIDEND RECVD
			COST	PAR (PRINC)	CPN RATE		
Local Agency Investment Fund	Restricted for Reserves/Special Projects	7,716,841.49	7,716,841.49	7,716,841.49	4.070%	ongoing	-
Chandler Asset Management	Restricted/Reserves/Expansion/AD/R&R	19,614,309.96	20,339,732.03	20,445,155.53	2.430%	ongoing	21,564.43
Chandler Asset Management - Water Loan	Committed to Specific CIP Projects	19,917,870.05	19,917,870.05	19,917,870.05	4.880%	ongoing	83,038.76
Chandler Asset Management - Sewer Loan	Committed to Specific CIP Projects	7,501,506.49	7,501,506.49	7,501,506.49	4.880%	ongoing	31,274.21
<b>Totals</b>		<b>54,750,527.99</b>	<b>55,475,950.06</b>	<b>55,581,373.56</b>			<b>135,877.40</b>

**MONTHLY ACTIVITY**

Chandler Asset Management Activity:	General	Water CIP Loan	Sewer CIP Loan
<b>Book Value at 1/31/2024</b>	<b>20,317,023.90</b>	<b>19,840,364.41</b>	<b>7,472,316.17</b>
Security Purchases	1,161,694.53		
Money Market Fund Purchases		83,038.76	31,274.21
Money Market Contributions			
Security Sales	(1,078,277.98)		
Money Market Fund Sales			
Maturities			
Principal Paydown	(37,244.08)		
Money Market Fund Withdrawals			
Amortization/Accretion	764.81		
Gain/Loss on Dispositions	(24,229.15)	(5,533.12)	(2,083.89)
<b>Book Value at 2/29/2024</b>	<b>20,339,732.03</b>	<b>19,917,870.05</b>	<b>7,501,506.49</b>
<b>Local Agency Investment Fund Activity:</b>			
<b>Balance at 1/31/2024</b>	<b>7,716,841.49</b>		
Withdrawals, Operating Cash	-		
Interest			
<b>Balance at 2/29/2024</b>	<b>7,716,841.49</b>		

**CALAVERAS COUNTY WATER DISTRICT  
CHANDLER ASSET MANAGEMENT (General)**

**FOR THE MONTH ENDED February 29, 2024**

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			Dividends Earned	Interest Earned
		BOOK	PAR Value/Units	CPN RATE		
Asset Backed Security	543,001.03	551,595.22	551,629.21	2.51%		764.34
Agency Securities	3,327,009.61	3,401,840.19	3,400,000.00	3.00%		
Agency CMBS	1,291,161.23	1,314,407.83	1,340,000.00	3.75%		3,917.96
Corporate Securities	4,569,544.03	4,683,001.80	4,695,000.00	3.14%		24,095.35
Money Market Fund (Cash)	88,526.32	88,526.32	88,526.32	4.90%	311.54	
Municipal Bonds	206,898.00	203,012.60	200,000.00	5.12%		
Supranational Securities	1,063,980.28	1,119,720.98	1,120,000.00	0.64%		
US Treasury	8,524,189.46	8,977,627.09	9,050,000.00	1.75%		18,924.30
<b>Totals</b>	<b>19,614,309.96</b>	<b>20,339,732.03</b>	<b>20,445,155.53</b>	<b>2.43%</b>	<b>311.54</b>	<b>47,701.95</b>

3c

A G E N D A  
I T E M

3c

# Agenda Item

DATE: March 27, 2024

TO: Michael Minkler, General Manager

FROM: Kelly Gerkenmeyer, External Affairs Manager

SUBJECT: Support of the Calaveras Affordable Workforce Housing Funding Request

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## **SUMMARY:**

Calaveras County has a critical need to develop housing for its workforce. Employers frequently report they are unable to fill positions due to potential employees not being able to find housing in the county. Not being able to house our workforce has a significant impact on our economy creating a downward spiral as young families are forced to move out of the county to find housing and leaving a smaller and smaller workforce to fill positions.

In evaluating this critical need, the County's Regional Housing Needs Allocation indicates 74% of the housing need is in the income bracket for workforce. Additionally, 71% of our population are of workforce age. The combination of needed housing units and significant portion of the population being of workforce age creates a supply-demand gap that has only served to inflate existing housing prices. This has been demonstrated by an increase in rent of 55% and in home prices of 46% over the last ten years while household incomes only rose 33%.

The proposed workforce housing project is comprised of 11 parcels containing approximately 7.5 acres and is located in San Andreas. The project is known as the Foothill Terrace subdivision and is owned by the Stanislaus Regional Housing Authority and is currently zoned for 26 units. The original pre-development of the property includes curb, gutter, and utility connections. The proposed project envisions increasing the density to include: two 20-unit (40 units total) one-bedroom apartments with 20 of the units designated for senior housing, 5 two-bedroom duplexes (10 units total); 4 three-bedroom duplexes (8 units total); and an open space park area. The project would contain a total of 58 units. The Stanislaus Housing Authority will own and manage the development as affordable workforce housing for the County.

All environmental work has been completed for the original project design and the utility connections have already been established. However, with the identified need to increase density, it requires additional CEQA analysis, although it is possible an exemption might apply. The county is also in the process of conducting a zoning plan amendment which could allow for the increase in density on the parcels. Additionally, the architectural drawings and engineering work also needs to be updated to accommodate the larger development. The request for funds also includes construction of related infrastructure needed for the building including traffic mitigation, a bus stop, and sidewalks.

Staff is seeking the Board to approve and authorize the General Manager to sign a letter of support for The Calaveras County Economic & Community Development Department, requesting Congressional Appropriations from Senator Padilla in the amount of \$3,000,000 for workforce housing development in Calaveras County.

### **STRATEGIC PLAN GOALS and OBJECTIVES:**

Consistent with the Strategic Plan, this Agenda Item supports the following goals and objectives:

**PEOPLE & PARTNERSHIPS:** Goal: Engage our stakeholders and partners to best protect our water resources and infrastructure and further our shared interests.

- **PP-03**, Create a recognizable presence in the County through thought leadership and rebranding.
- **PP-05**, Closely monitor and engage in any relevant policy developments that affect the District.
- **PP-07**, Increase District recognition and expand partnerships' engagement through community events and outreach opportunities.

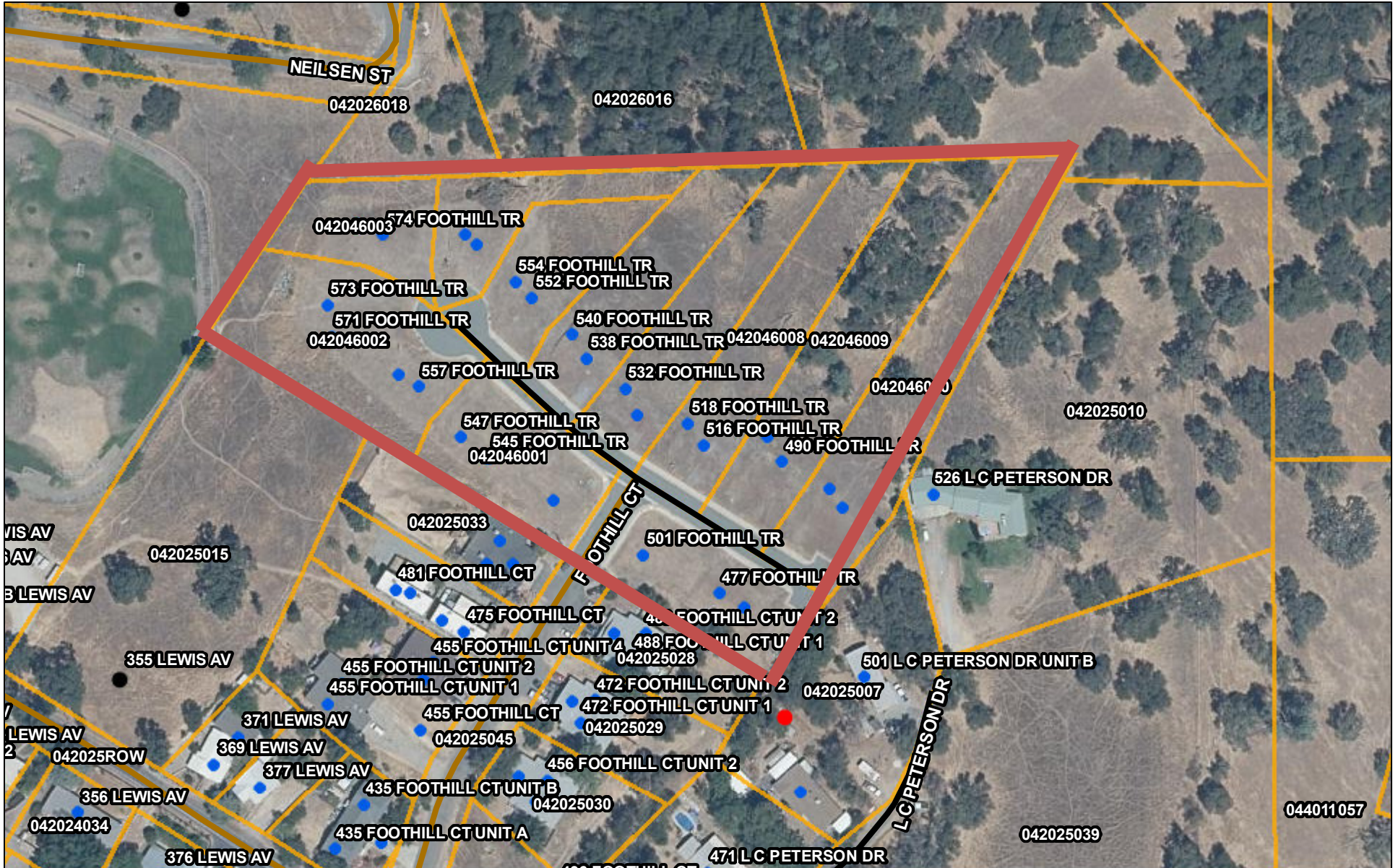
**ENDURING ORGANIZATION:** Goal: Ensure reliable and consistent services through building an evolving organization that reflects the District's values.

- **EO-01**, Develop a District that our customers value and our Board and staff are proud to serve through a recognizable and respected brand.

### **FINANCIAL CONSIDERATIONS:**

None at this time.

# Foothill Terrace



3/1/2024, 12:34:23 PM

**ROADCENTERLINE**

- COUNTY MAINTAINED ROADS
- ROADS

**ADDRESSING POINTS**

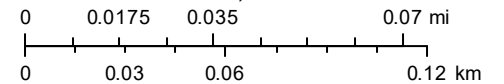
- ACTIVE
- NO STRUCT
- RETIRED

**GISPARCELS PRIVATE**

- LandParcel
- COUNTY BOUNDARY
- CALAVERAS CO

- Red: Band\_1
- Green: Band\_2
- Blue: Band\_3

1:2,257



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand),



## CALAVERAS COUNTY WATER DISTRICT

120 Toma Court • San Andreas, CA 95249 • Main Line (209) 754-3543

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March 20, 2024

The Honorable Alex Padilla  
United States Senator  
331 Hart Senate Office Building Washington, DC 2051

Dear Senator Padilla:

On behalf of Calaveras County Water District and our communities in Calaveras County, I am writing to ask for your support of Calaveras County's request for inclusion in the Transportation, Housing and Urban Development Appropriations bill of FY 2025 to provide the requested funding to proceed with critical preconstruction and construction work needed for the Calaveras Affordable Workforce Housing Facility.

Calaveras County is experiencing a severe housing crisis. Employers, including county government, often are not able to fill critical positions due to the housing shortage. Persons working full-time in lower paid positions often find themselves homeless due to lack of affordable housing units available. Calaveras County partners, the Stanislaus Housing Authority currently have property in the county that is being developed for an affordable workforce housing facility of upwards of 100 units. The project will be redesigned to increase the size based on the most recent identified need. The Stanislaus Housing Authority will keep and manage affordable housing for the county.

Thank you so much for your consideration of our request for this critically needed affordable workforce housing for Calaveras County.

Sincerely,

Michael Minkler, General Manager  
Calaveras County Water District



4a

A G E N D A  
I T E M

4a

# Agenda Item

DATE: March 27, 2024

TO: Michael Minkler, General Manager

FROM: Kelly Gerkenmeyer, External Affairs Manager

SUBJECT: Discussion/Direction regarding transitioning to Streamline Website Services.

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## SUMMARY:

Staff are prioritizing the transformation of our online presence by igniting a new era of impact and connection for the Calaveras County Water District (CCWD). Investing in a more engaging website is not just a necessity, but a catalyst for realizing our full potential and inspiring meaningful change. Streamline is the leading website platform for Special District's throughout the state. Utilizing Streamline will improve our website presence in the following ways:

1. **Enhanced Communication and Transparency:** As a Special District, it is crucial to maintain transparent communication with our community. CCWD's website serves as a central hub for sharing essential information, updates, and reports, fostering trust and accountability within the community.
2. **Increased Outreach and Engagement:** Our website is often the first point of contact for individuals seeking information about CCWD and its initiatives. By upgrading to a more user-friendly and visually appealing website, we can attract and engage more of our customers.
3. **Enhanced User Experience:** An improved website will provide a smoother, more intuitive user experience, leading to increased customer satisfaction. With improved navigation and modern design elements, visitors are more likely to engage with our content and services.
4. **Improved Brand Image:** A well-designed and functional website will reflect positively on CCWD, instilling trust and credibility. A high quality, functioning website sends a message that we are committed to quality and excellence in all aspects of our organization.
5. **Streamlined Operation and Efficiency:** A modern website platform will streamline internal operations and administrative tasks, saving time and resources overall.

6. **Compliance and Accessibility:** As a public entity, CCWD must adhere to various regulations and standards, including accessibility requirements for individuals with disabilities. Streamline websites are optimized for compliance and accessibility guidelines, ensuring CCWD's digital content will be accessible to all members of the community.
7. **Community Empowerment and Participation:** A user friendly website can empower community members to take an active role in CCWD's initiatives and decision-making processes. By providing easy access to meeting agendas, minutes, and opportunities for public input, we can foster a greater understanding and engagement in our organization.

**Key upgrades compared to our current website platform:**

- Personalized bulk email capabilities
- ADA compliance tracking
- Transparency page
- Employee intranet / communications hub
- Forms and Surveys integration
- One-Click communication via email and social media
- Unlimited data storage
- Unlimited customer support and training
- Annual board reports
- Annual design reviews

Staff strongly urges the District to prioritize this project to better serve the needs of our community and fulfill our mission.

**STRATEGIC PLAN GOALS and OBJECTIVES:**

Consistent with the Strategic Plan, this Agenda Item supports the following goals and objectives:

**CUSTOMER EXPERIENCE:** Goal: Build trust and demonstrate value to customers with responsive service and positive experiences.

- **CE-01**, Instill a districtwide culture that fosters positive customer experiences.
- **CE-02**, Improve communications with customers through the following:
  - a. Seeking to understand the customer point of view to improve District service.
  - b. Prioritizing responsiveness to phone calls and electronic inquiries
  - c. Enhancing access and response times through technology, especially as related to emergency situations.

- **CE-03**, Implement strategies to get customer input (e.g., customer surveys) to inquire about experiences, obtain feedback, understand priorities, and learn preferred communication modes.

- **CE-06**, Provide services that are accessible and cost-effective to transact business including use of the District's website, telephone and in-person services.

**FISCAL RESPONSIBILITY:** Goal: Prioritize investments based on risk and benefit to our communities and fulfill the District's services commitments.

- **CE-01**, Communicate the District's fiscal obligations and accountability to our customers through transparency and effective public outreach.

**OPERATIONAL INTEGRITY:** Goal: Ensure District operations deliver efficient and reliable water and wastewater services.

- **OI-07**, Communicate on CCWD's operational efforts to effectively deliver water and wastewater services.

**PROGRAMS, PROJECTS, AND INITIATIVES:** Goal: Implement programs, projects, and initiatives to ensure water reliability for the prosperity and wellbeing of our residents, businesses, and watershed.

- **PI-09**, Continue to implement water conservation initiatives such as customer outreach, leak detection, and infrastructure replacement.

- **PI-12**, Educate and engage our communities about the District's commitment to healthy watersheds and forests.

**PEOPLE & PARTNERSHIPS:** Goal: Engage our stakeholders and partners to best protect our water resources and infrastructure and further our shared interests.

- **PP-03**, Create a recognizable presence in the County through thought leadership and rebranding.

**ENDURING ORGANIZATION:** Goal: Ensure reliable and consistent services through building an evolving organization that reflects the District's values.

- **EO-12**, Provide transparency by communicating frequently and broadly to unite our workforce and execute a living Strategic Plan through work that matters.

**FINANCIAL CONSIDERATIONS:**

Our current website costs are \$4,946 annually. General assistance, specialized formatting, and changes are extra and billed at an hourly rate of \$110. Staff

estimates that a robust overhaul of the current website could require 50-100 hours of support from our current web provider, which could bring the current website overhaul costs to an additional \$5,500 to \$11,000. Furthermore, many functions that come standard with Streamline would be extra, such as mass email campaign capabilities, which start at approximately \$535 per month (\$6,420 annually).

Streamline has an initial startup cost of \$2,500 and a monthly cost of \$1,190 with no additional costs for unlimited support. A yearly investment of \$14,280 to create a more robust website, and a more dynamic communications channel for our customers and staff.

4b

A G E N D A  
I T E M

4b

# Agenda Item

DATE: March 27, 2024  
TO: Michael Minkler  
FROM: Kelly Richards, Business Services Manager  
SUBJECT: Online Smart Meter Customer Portal Demonstration

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## **RECOMMENDED ACTION:**

Discussion and demonstration of the new elements now available on the Online Smart Meter Customer Portal.

## **SUMMARY:**

Calaveras County Water District launched the Smart Meter element of the Online Customer Portal (“Portal”) in January 2024. Although these new aspects of the Portal were rolled out softly in order for CCWD Staff to evaluate the site, resolve go-live issues, and work with Tyler Technologies to propose changes and modifications, customers are able to log into the Portal and not only see the changes, but also utilize the features.

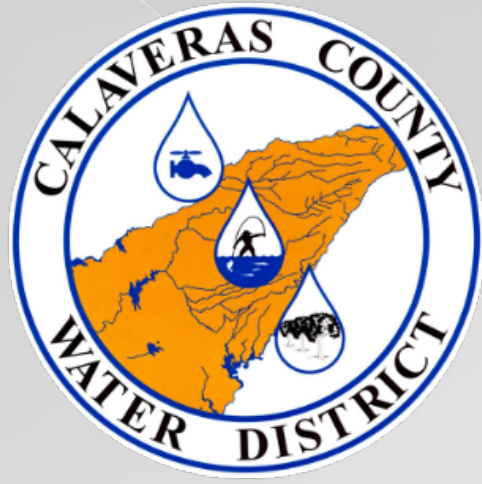
The Portal offers customers a way to view their consumption on an interactive graph, while also comparing their usage to associated weather trends from a bi-monthly, daily, or hourly time period. Customers may also enroll in various alerts, including possible leaks, daily or monthly consumption thresholds, and vacation period.

Customers have the ability to set and reset alerts within the Portal to meet their needs, whether it is to lower usage costs on their bills, conserve water, receive notifications of possible issues or leaks, or be alerted of water consumption at the property if nobody is home.

Customer Service Staff is available to assist customers with registering for the Portal and answering any questions about the data or new features. Customers may reach out to Customer Service by calling, emailing, selecting “Contact” in the upper right corner of the CCWD website, or by clicking on the “Contact us” icon on the Portal.

## **FINANCIAL CONSIDERATIONS:**

*None at this time.*



# ONLINE SMART METER WEB PORTAL

A collage of images related to the Calaveras County Water District's online smart meter web portal. It includes a laptop displaying the website's login page with the heading "Welcome to Calaveras County Water District's online payments website" and a "Log in/Register" button. Another screenshot shows a user's account page for "NICHOLAS &amp; KELLY RICHARDS" with a current balance of \$0.00, a "Pay now" button, and a usage graph. A third image shows a notification alert with checkboxes for "Email", "Voice", and "Text", all of which are checked. A smartphone displays a payment summary with a total of \$102.50 and a "PAY NOW" button. A bar chart with a red trend line is also visible in the bottom right corner.



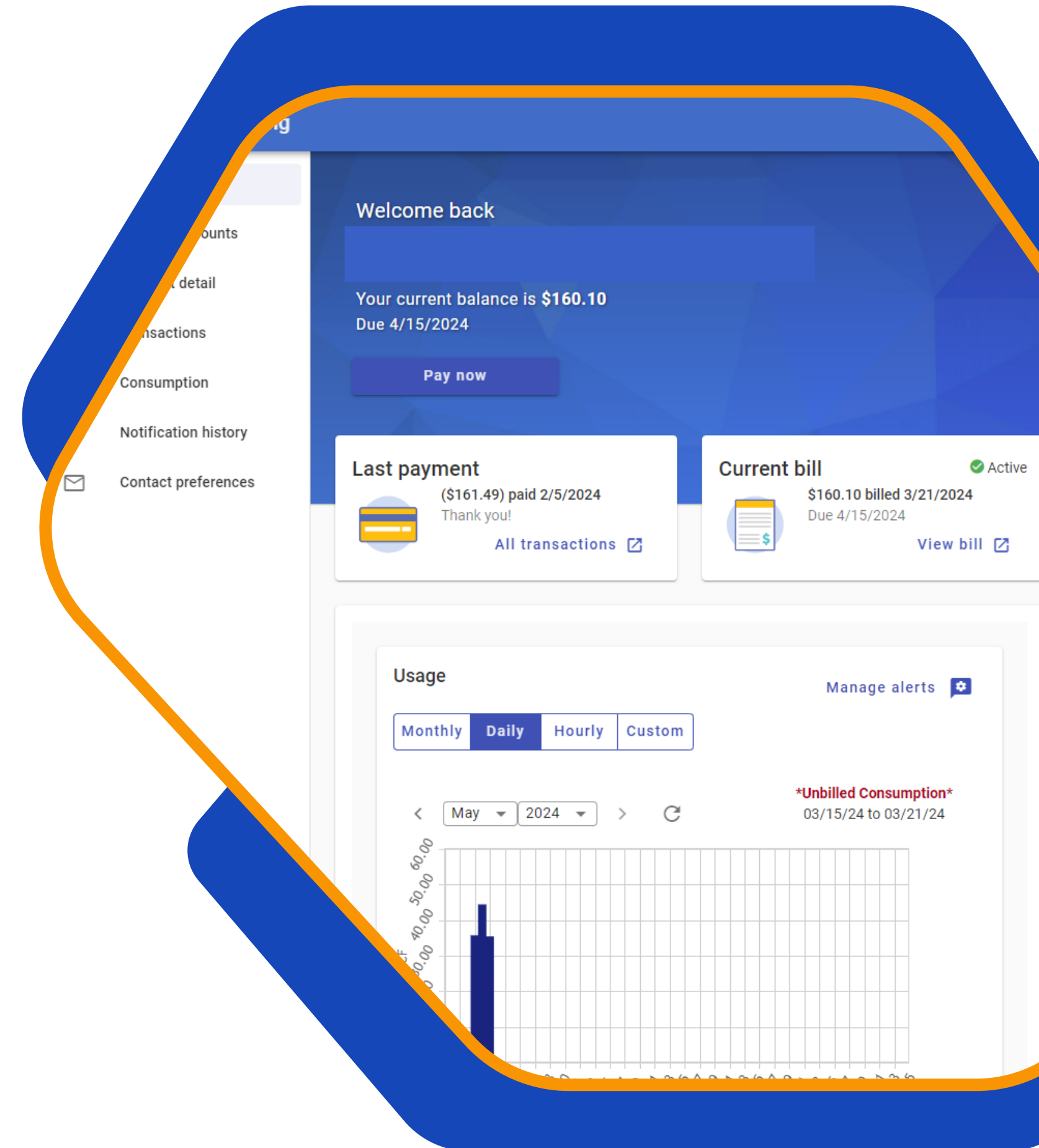
# New Features!

## Hourly, Daily, Monthly & Custom Usage Graph

- View up to 60 days at a time
- Toggle the temperature readings on or off
- “Monthly” view provides billed consumption
  - Billing period, usage amount, billed amount
  - Compares to prior year for easy comparison

## Manage Alerts

- Consumption Threshold
- Leak
- Vacation Threshold
- Email, Call or Text – or all of the above!



# All About Alerts

## POSSIBLE LEAKS

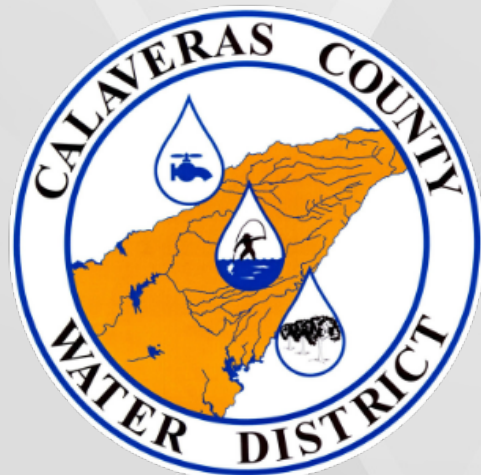
Customers enrolled in leak alerts on the Portal will receive a notification when there is a moderate, severe or critical leak.

## CONSUMPTION

Customers can enroll in daily or monthly consumption threshold alerts to manage usage and conserve water.

## VACATION

Customers may enroll in vacation alerts to notify them if water is flowing through the meter when they are away.



[ALERT EXAMPLE](#)

Internal

# Data for CCWD



SPIKE USAGE (%)



REVERSE FLOW



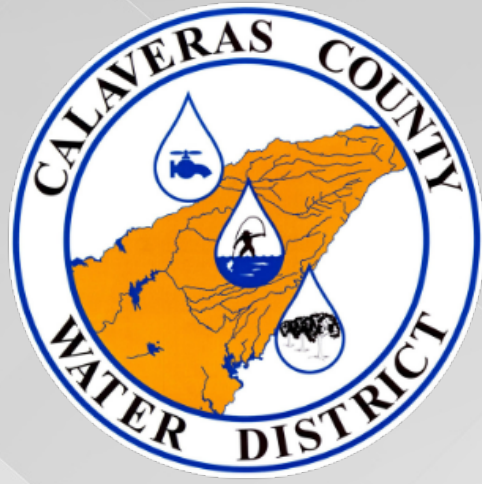
CLERK DASHBOARD

# Outreach & How To

Customer Service & External Affairs is putting together outreach materials for CCWD customers that will provide information on how to...

- Register on the Customer Web Portal
- Navigate the Portal
- View consumption on the graph
- Enroll in the various alerts that are available
- Establish contact preferences, including:
  - Signing up for eBilling
  - Reminders
    - Bill reminders
      - New balance
      - Past due
    - Auto Pay reminders
      - Successful payment
      - Drafted payment
      - Payment method updated





# Thank You

