

RESOLUTION NO. 2020-62
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

September 9, 2020

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

Staff Present: Michael Minkler, General Manager
Matt Weber, General Counsel
Rebecca Hitchcock, Clerk to the Board
Charles Palmer, District Engineer
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
Tiffany Burke, Administrative Technician-Senior

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Underhill called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

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

3a Approval of Minutes for the Board Meeting of August 12, 2020

3b Review Board of Directors Monthly Time Sheets for August 2020

Director Secada pulled Item 3c from the Consent Agenda

3c Approval of Purchase of a 550 kw Standby Generator for the Ebbetts Pass Service Area
(Damon Wyckoff, Director of Operations)

Director Secada pulled Item 3d from the Consent Agenda

3d Approval of Declaration of Surplus Equipment
(Damon Wyckoff, Director of Operations)

RES 2020-_____

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

NOES: None

ABSTAIN: None

ABSENT: None

OFF CONSENT AGENDA

Director Secada pulled Item 3c from the Consent Agenda

3c Approval of Purchase of a 550 kw Standby Generator for the Ebbetts Pass Service Area
(Damon Wyckoff, Director of Operations)

MOTION: Directors Davidson/Secada-Approved Purchase of a 550 kw Standby Generator for the Ebbett's Pass Service Area

DISCUSSION: Director Secada asked about the cost of the generator. There was discussion on the plan moving forward for large equipment purchases. The District has a detailed list of generators including their status, which will help with replacement planning. Director Ratterman made recommendations on the presentation of this item. President Underhill inquired if the District had purchased from Central California Generator in the past.

PUBLIC COMMENT: There was no public comment.

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

NOES: None

ABSTAIN: None

ABSENT: None

Director Secada pulled Item 3d from the Consent Agenda

3d Approval of Declaration of Surplus Equipment
(Damon Wyckoff, Director of Operations)

RES 2020-62

MOTION: Directors Ratterman/Secada-Approved the Declaration of Surplus Equipment

DISCUSSION: Director Secada would like to see an estimated value on the proposed surplus items. She would also like to know details on the surplus auction. Mr. Wyckoff reviewed estimates and auction information with the Board. Director Ratterman advised this information should be included in the staff report in the future. Direction was given to staff to offer the surplus items to local agencies prior to auctioning them off.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Discussion and Update for the Districtwide Enterprise Resource Planning Project
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen updated the Board on the status of the Enterprise Resource Planning (ERP) Project. A steering committee was formed, made up of staff and management from different departments to allow for productive discussions to identify opportunities and challenges, and implement necessary changes. This allowed the members to voice comments and concerns when determining the best software to choose for an ERP Solution for the District. After much debate, the Steering Committee determined Tyler Technologies would be the best fit for the needs of the District. The Committee will stay in place throughout the implementation of the financial management suite. There was additional discussion on the cost and timing of the project.

PUBLIC COMMENT: There was no public comment.

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

- 4b Update Regarding the Municode District Project
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen updated the Board on the District Municode Project. The proposal included codification, supplementation (changes that occur after the initial implementation), and online code hosting services. Municode staff will assist the District with review of existing codes, identify which should be ordinance, versus which should be resolutions, ensure that they are free from internal conflicts and inconsistencies among other District documents, that they conform to the laws of the State of California, and are easily accessible in print and online to staff and citizens. Municode will also assist the District in creating a historical record of code changes to assist staff with version management. There was additional discussion on the cost and timing of the project.

PUBLIC COMMENT: There was no public comment.

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

RECESS was called at 2:25 p.m. **SESSION RESUMED** at 2:35 p.m.

- 4c Discussion/Action regarding Selection of Consultant to Develop 2020 Urban Water Management Plan Update
(Brad Arnold, Manager of Water Resources) **RES 2020-63**

MOTION: Directors Davidson/Thomas– Approving Selection of Consultant to Develop the 2020 Urban Water Management Plan Update

DISCUSSION: Mr. Arnold presented the proposals for the Urban Water Management Plan (UWMP). Staff developed a scoring matrix to detail criteria and rank the most-qualified consultants. Woodard and Curran received the highest score from staff's evaluation and was selected as the recommended consultant for development of the 2020 UWMP update. Mr. Arnold answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

- 4d Discussion/Action regarding Acceptance of the Jenny Lind (Kirby, Gabor, and Garner) Service Lateral Replacement Project, CIP No. 11066G
(Bob Godwin, Senior Civil Engineer) **RES 2020-64**

MOTION: Directors Ratterman/Secada– Accepted the Jenny Lind (Kirby, Gabor, Garner) Service Line Replacement Project, CIP No.11066G, as constructed by T&S Intermodal Maintenance, Inc. dba T&S West, and directed a Notice of Completion to be recorded with the Calaveras County Recorder.

DISCUSSION: Mr. Godwin gave a presentation of the Jenny Lind (Kirby, Gabor, Garner) Service Lateral Replacement Project, CIP No. 11066G. T&S West has completed the construction project and he reviewed the total contract amount along with change order details. There was discussion about the project between staff and the Board.

PUBLIC COMMENT: There was no public comment.

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

5. **OLD BUSINESS**

None

6. **REPORTS**

- 6a Report on the August 2020 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the August 2020 monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

6b General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) the current PG&E Public Safety Power Shutdown (PSPS); 2) The Northern California Power Agency (NCPA) tunnel outage scheduled for October; 3) the preliminary award from FEMA for replacement of the Hunters back up intake pumps; 4) the District's COVID-19 response; 5) the District has submitted a request for an increase in Section 219 funding and expect it to be increased. Letters of support were received from CV Developers, Supervisor Mills, Al Alt, Calaveras County CAO, Habitat for Humanity, Calaveras Counsel of Governments, Calaveras Chamber of Commerce, Amanda Folendorf, Supervisor Elect, Copper Valley CSD, and Joel Metzger, GM of Utica Power and Water Authority; 6) update on the Reach 1 Project; 7) fuel thinning projects and a potential Special Board Meeting in Arnold; 8) Amador Water Agency has hired their new GM; 9) the Eastern San Joaquin Groundwater Authority; 10) the District Strategic Planning will begin soon; and 11) he will be appearing on Calaveras Public Television this week.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada reported that she has a Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority (IRWM) meeting next week.

Director Thomas asked about the External Affairs Manager job posting and spoke of an article he read about the Mammoth Fire. He also reported the Calaveras County Planning Commission meeting is tomorrow.

Director Davidson reported he has been campaigning for re-election.

Director Ratterman had nothing to report.

Director Underhill reported she has no power at her home.

8. NEXT BOARD MEETINGS

- Wednesday, September 23, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, October 14, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:50 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Brad Arnold, Manager of Water Resources; and Matt Weber, General Counsel.

9. CLOSED SESSION

- 9a Conference with Legal Counsel – Potential Litigation Government Code §54956.9(b)(1) – 2 cases

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:15 p.m. There was no reportable action.

11. ADJOURNMENT


With no further business, the meeting adjourned at 4:16 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board