



RESOLUTION NO. 2021-68
 RESOLUTION NO. PFA-02
 ORDINANCE NO. 2021-01

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
 REGULAR BOARD MEETING**

SEPTEMBER 8, 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
 Rebecca Hitchcock, Clerk to the Board
 Rebecca Callen, Director of Administrative Services
 Damon Wyckoff, Director of Operations
 Charles Palmer, District Engineer
 Kevin Williams, Civil Engineer, Sr.
 Kate Jesus, Engineering Coordinator
 Tiffany Burke, Administrative Technician Sr.

Others Present: None

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:01 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

**MOTION: Directors Ratterman/Underhill—Approved Consent Agenda Items:
 3a, 3b, 3c and 3d as presented.**

- 3a Approval of Minutes for the Board Meeting of August 11, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for July and August 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #594 Secretarial Fund in the Amount of \$2,081,261.58 for August 2021
(Rebecca Callen, Director of Administrative Services) **RES 2021-68**
- 3d Report on the Monthly Investment Transactions for July 2021
(Rebecca Callen, Director of Administrative Services)

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Discussion/Action regarding Maintenance and Warehouse Building Project CIP #11101
 - Awarding the Construction Contract for the Maintenance and Warehouse Building Project CIP #11101
(Kevin Williams, Sr. Civil Engineer) **RES 2021-69**

MOTION: Directors Thomas/Ratterman-Adopted Resolution No. 2021-69-Awarding the Construction Contract for Maintenance and Warehouse Building Project CIP #11101

DISCUSSION: Mr. Williams reviewed the scope of this portion of the Maintenance and Warehouse Building Project. The work covered under this contract includes general site cleanup and demolition, placing fill material for building slab, installing drainage, constructing building slab, metal building erection, paving the driveway, walkways, and installing wet utilities to the building. He presented a summary of the bids received and staff has found the bid by Plummerbuilt, Inc. from Herald, CA to be responsive and recommends award of the Maintenance and Warehouse Building contract to Plummerbuilt, Inc. of Herald, CA. There was discussion between Mr. Williams and the Board regarding details of the building plans.

PUBLIC COMMENT: There was no public comment.

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

- Amending the FY 2021-22 CIP Budget Funding for the Maintenance and Warehouse Building Project, CIP 11101
(Kevin Williams, Sr. Civil Engineer) **RES 2021-70**

MOTION: Directors Ratterman/Underhill–Adopted Resolution No. 2021-70- Approving the Amendment to the FY 2021-22 CIP Budget Funding for the Maintenance and Warehouse Building

DISCUSSION: Ms. Callen stated that this amendment is moving CIP dollars from 2022-23 to 2021-22 to pay for work being completed during the current fiscal year, amending the source of funds for the Corp Yard, and increases the CIP cashflow for Fiscal Year 2021-22. While there is significant funding for this project in total, a budget adjustment is necessary to cover the cost of the work in FY 2021-22.

PUBLIC COMMENT: There was no public comment.

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

4b Discussion/Action regarding Amendment of Article III of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services (Rebecca Callen, Director of Administrative Services) **RES 2021-71**

MOTION: Directors Ratterman/Thomas–Adopted Resolution 2021-71-Amending Article III of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services

DISCUSSION: Ms. Callen commented that this resolution will rescind many older Resolutions to clean up the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services while providing a much-needed update to the policy. A working group made up of staff from Engineering, Customer Service, Finance, and Operations have spent many months reviewing the document to ensure the language, missing language, and fee adjustments were all contemplated to allow for the most comprehensive amendments in Article III. There was discussion between the Board and Ms. Callen regarding the amendments.

PUBLIC COMMENT: There was no public comment.

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

4c Discussion regarding Potential Redistricting due to 2020 Census Data (Director Ratterman)

DISCUSSION: Director Ratterman stepped down from the dais to present this item to the Board. He stated on August 12, 2021, the U.S. Census Bureau released the results of the 2020 census. The release of the census data triggers an obligation for CCWD to redistrict its Director Division Boundaries. Pursuant to Election Code section 22000, following a decennial census, CCWD is required to adjust its division boundaries. The redistricting must be adopted through a resolution approved by a majority of the directors, use the federal decennial census as a basis, and must adjust the boundaries of any divisions so that the divisions are, practicable and equal in population.

In determining new division boundaries, the District may give broad consideration to the following factors: topography, geography, cohesiveness, contiguity, integrity, and compactness of territory, and community of interests of the division. Prior to adoption of the new division boundaries CCWD must hold at least one public hearing on its proposed division boundaries. The change in the division boundaries will not impact any Director's term of office. Each Director will remain the director of the former division until their term expires, even if the Director resides in the boundaries of the new division. Because the next election for any of the Board of Directors for CCWD is not until November 2022, any redistricting would have to be adopted before May 2022. There was significant discussion regarding redistricting and whether staff should send out an RFP for consultants or do the research in house. Direction was given to staff to come back to the Board with information such as current population by District and potential growth for the next 10 years.

PUBLIC COMMENT: There was no public comment.

5. **OLD BUSINESS**

There was no Old Business

6. **REPORTS**

6a Report on the July and August 2021 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the July and August 2021 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 COVID-19 breakout status in the District office; 2) District customer arrearages and how to get assistance for the rate payers through the State and also take advantage of the County Tax Rolls program; 3) an update on the drought water reporting requirements; 4) the Eastside GSA meeting; 5) the ACWA Fall Conference is November 30-December 2; 6) the Ebbetts Pass town hall meeting; 7) Mr. Wyckoff did a great job presenting to the Conner Estates HOA; 8) the North Fork Dam inspections are underway; and 9) he will be on vacation the rest of the week.

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

Director Underhill thanked Mr. Wyckoff and Ms. Callen for their knowledge, Cruisers is coming to Arnold, and White Pines Park has added security cameras.

Director Ratterman reported that MCWRA has hired Justin Caporusso as the Executive Director and encouraged attendance to the MCWRA Annual Conference on October 27, 2021. He attended the CSDA Annual Conference last week.

Director Thomas asked Mr. Minkler to report on a letter that is going out to Valley Springs PUD. He also reported on the Calaveras County Parks & Recreation Commission Prop 68 Grant.

Director Secada stated the IRWM meeting was cancelled, and she will be unavailable October 15 through November 3.

Director Davidson reported he will be unavailable October 14 and possibly sometime around November 14.

8. NEXT BOARD MEETINGS

- Wednesday, September 22, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, October 13, 2021, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:14 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Rebecca Callen, Director of Administrative Services (for 9b), Damon Wyckoff, Director of Operations (for item 9b), and Matt Weber, General Counsel.

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

- 9b Conference with Real Property Negotiators
Government Code § 54956.8
Property: APN 036-014-026 and 036-014-062
District negotiators: Michael Minkler and Damon Wyckoff
Under negotiations: price and other terms

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:56 p.m. There was no reportable action.

11. ADJOURNMENT


With no further business, the meeting adjourned at 5:56 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board