



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JULY 13, 2022

Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President
Bertha Underhill, Director
Russ Thomas, 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
Brad Arnold, Water Resources Manager
Jessica Self, External Affairs Manager
Brandon Birmingham, IT Administrator
John Griffin, Senior Civil Engineer
Kate Jesus, Engineering Coordinator
Sam Singh, Engineering Analyst
Catherine Eastburn, Accountant II
Pat Burkhardt, Construction and Maintenance Manager
Charles Palmer, District Engineer
Kevin Williams, Senior Civil Engineer
Deja Howarth, Human Resources Technician
Tiffany Burke, Administrative Technician, Sr.
Corrine Skrbina, Customer Service Senior
Carol Bowen, Customer Service Representative
Jared Gravette, Construction Inspector Senior Supervisor
Ryan Sullivan, SEIU Local 1021 Representative

Others Present: None

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:05 p.m. and led the Pledge of Allegiance. All Directors were present.

2. PUBLIC COMMENT

There was no public comment.

3. **CONSENT AGENDA**

MOTION: Directors Davidson/Underhill-Approved Consent Agenda Items:
3a, 3b, 3c and 3e as presented

- 3a Review Board of Directors Monthly Time Sheets for June 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of July 13 through August 11, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-69**
- 3c Ratify Claim Summary #604 Secretarial Fund in the Amount of \$2,283,159.42 for June 2022
(Michael Minkler, General Manager) **RES 2022-70**

Director Underhill pulled Item 3d from the Consent Agenda

- 3d Approval of Cell Tower Lease Agreements with AT&T Mobility and T-Mobile Communications
(Kevin Williams, Senior Civil Engineer)
- Approving Additional Ground Space Lease Agreement Between Calaveras County Water District and New Cingular Wireless PCS, LLC. **RES 2022-_____**
 - Approving Site Lease Agreement Between Calaveras County Water District and T-Mobile West, LLC. **RES 2022-_____**
- 3e Approval of Indemnity and Defense Agreement – Saddle Creek Holdings, LLC Relating to Grading Permit for Secondary Access Road APN 055-051-008 Little John Rd and Flint Trail
(Damon Wyckoff, Director of Operations) **RES 2022-71**

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

OFF CONSENT AGENDA

Director Underhill pulled Item 3d from the Consent Agenda

- 3d Approval of Cell Tower Lease Agreements with AT&T Mobility and T-Mobile Communications
(Kevin Williams, Senior Civil Engineer)
- Approving Additional Ground Space Lease Agreement Between Calaveras County Water District and New Cingular Wireless PCS, LLC. **RES 2022-72**
 - Approving Site Lease Agreement Between Calaveras County Water District and T-Mobile West, LLC. **RES 2022-73**

MOTION: Directors Davidson/Underhill–Approving Resolutions No. 2022-72 Approving Additional Ground Space Lease Agreement Between CCWD and New Cingular Wireless PCS, LLC. and 2022-73 Approving Site Lease Agreement Between CCWD and T-Mobile West, LLC

DISCUSSION: Director Underhill asked about the infrastructure involved with additional cell equipment on the Districts towers. She also asked about the fee associated with renting the space and what happens during emergency power shut offs. Director Secada asked if neighbors had been notified of the new tower. Mr. Wyckoff explained it is an existing tower with a new dish located on it.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Discussion/Direction regarding Potential Changes in Policy to Allow for Commercial Water or Wastewater Account Modification
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff detailed the potential changes to the Commercial Water and Wastewater account Policy. Staff came up with a list of possible changes to the policy in a recent Engineering Committee meeting discussion, which included members of the public. He reviewed the following items:

- Ability to consolidate commercial water and sewer accounts and water meters that serve a commercial property
- Ability to temporarily suspend commercial water and sewer accounts
- Ability to downsize water accounts/meters based on consumption and changes in use
- Ability to install master meters to serve a commercial property thereby reducing the overall number of water meters/accounts

Director Secada would like to see some accommodations for subsidies for commercial accounts. Director Davidson wanted the other Directors to know that this could add to the need for a rate increase for all ratepayers. Director Thomas stated he did not believe the financial considerations would be that significant. Director Ratterman stated he did not agree with subsidies for commercial accounts. There was significant discussion regarding how commercial accounts are calculated, the possible policy changes, and ramifications of the potential changes. Staff was given direction on the policy changes the Board would like to see.

PUBLIC COMMENT: Amanda Kelly addressed the Board regarding the changes just discussed about the Commercial Meter Policy

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

Director Davidson recused himself from the Board Meeting at 2:08 p.m.

- 4b Discussion/Action regarding a Variance Request from the Owner of 49 Cosmic Court, Copperopolis.
(Jessica Self, External Affairs Manager)

MOTION: Directors Thomas/Ratterman by Minute Entry-Approved the Variance Request for Cosmic Court effective today. The Resolution will be written in accordance with the Board direction and agenda July 27, 2022 for final approval.

DISCUSSION: Jessica Self summarized the request from the customer to consolidate their commercial accounts from four water accounts and four wastewater accounts down to one each. Previously, the owners disconnected three of the water meters and there has been no consumption on those three accounts for two years. District staff reviewed the fixture count on the building and determined the wastewater should be equal to 2.2 Equivalent Dwelling Units (EDU). She advised that the owner is aware that closing these accounts would forfeit the capacity fees on those accounts. There was discussion on the details of the variance request and the savings to the customer. Mr. Minkler reviewed the direction from the Board and stated that staff would draft the resolution to present for approval on July 27, 2022, with an effective date of today.

PUBLIC COMMENT: Mr. Benites addressed the Board regarding another property he owns.

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

Director Davidson joined the meeting at 2:28 p.m.

RECESS was called at 2:30 p.m. **SESSION RESUMED** at 2:37 p.m.

4c Discussion/Action regarding the Amendment of the Fiscal Year 2022-23
Personnel Allocation Budget
(Michael Minkler, General Manager) **RES 2022-74**

MOTION: Directors Davidson/Underhill–Amended the Fiscal Year 2022-23 Personnel Allocation Budget to include an Information Systems Technician and a Water Resources Technician

DISCUSSION: Stacey Lollar reviewed the details of the request for an Information Services Technician. She detailed the new insurance requirements that focus on cyber security. The scope of work and budget was reviewed. Director Ratterman commented on the insurance changes that he has learned about as part of the ACWA JPIA Conference. There was no additional discussion about the Water Resources Technician. Director Ratterman stated he likes the way this was presented and would like a policy created to have personnel allocations separated from the budget process.

PUBLIC COMMENT: There was no public comment.

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

Director Ratterman left the meeting at 2:58 p.m.

4d Discussion/Action regarding the Maintenance and Warehouse Building Project–
Phase 2 Site Improvements
(Kevin Williams, Senior Civil Engineer) **RES 2022-75**

MOTION: Directors Davidson/Underhill-Approved the Change Order to the Maintenance and Warehouse Building Project–Phase 2 Site Improvements

DISCUSSION: Mr. Wyckoff presented the proposal from Plummerbuilt to complete the site improvements at the Maintenance and Warehouse building. He commented that staff has been very pleased with the work they did on the first phase of the project. Director Thomas would like staff to consider putting gravel on the unpaved area of the plan. He also would like staff to review if galvanized pipe is the best option for the drainage pipe. There was brief discussion about the drainage.

PUBLIC COMMENT: There was no public comment.

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

6. REPORTS

6a Report on the June 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff asked for question on the June 2022 Monthly Operations and Engineering reports.

PUBLIC COMMENT: There was no public comment.

6b General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the Electra Fire; 2) the meeting and tour with Army Corps of Engineers; 3) the bid results for Copper Cove Lift Stations project have been received and are in review; 4) the project meeting for the Jenny Lind Elementary School Project; 5) the meeting in West Point with Director Davidson and Director Secada for a potential Biomass project; 6) the Groundwater Sustainability Agency activity; 7) the Caldor Fire tour with MCWRA; 8) the CCWD Bring your Kids to Work day; 9) Brad Arnold stated he took the Department of Water Resources on a tour for an points of diversion audit; and 10) the EPA is doing water testing at White Pines Lake.

Director Thomas left the meeting at 3:09 p.m.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Davidson had nothing to report.

Director Underhill reported that the EPA used a motorboat on White Pines Lake, which is not allowed, and they were told to remove the boat. She asked about water restrictors for over users of water and spoke about a fundraiser for Meals on Wheels.

Director Secada T-Stan IRWM is meeting next Wednesday for a tour of the Jamestown Sanitary District. She also directed staff to draft a new policy for adopting personnel allocations and would like a detail of Other Revenue at the next Finance Committee Meeting.

8. NEXT BOARD MEETINGS

- Wednesday, July 27, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, August 10, 2022, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:20 p.m. Those present were Board Members: Cindy Secada, Jeff Davidson, and Bertha Underhill; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a 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
- 9b Conference with Real Property Negotiators Gov. Code § 54956.8
Property: APN 012-011-011, West Point
Agency negotiators: M. Minkler
Negotiating parties: Calaveras Healthy Impact Prod Solutions (CHIPS)
Under negotiation: Price and/or terms of payment

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:51 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:51 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board