



**RESOLUTION NO. 2020-68
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01**

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

October 14, 2020

Directors Present: Bertha Underhill, President
Jeff Davidson, Vice President (arrived at 1:02 p.m.)
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
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
Kate Jesus, Engineering Coordinator
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. Director Davidson was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

**MOTION: Directors Secada/Thomas-Approved Consent Agenda Items:
3a, 3b, 3c, 3e, and 3f as presented**

3a Approval of Minutes for the Board Meeting of September 9 and September 23, 2020

- 3b Review Board of Directors Monthly Time Sheets for September 2020
- 3c Ratify Claim Summary #583 Secretarial Fund in the Amount of \$2,433,618.97 for September 2020
(Rebecca Callen, Director of Administrative Services) **RES 2020-68**
- Director Ratterman pulled Item 3d from the Consent Agenda***
- 3d Approval of Proposed November Board Meeting Schedule
(Michael Minkler, General Manager)
- 3e Report on the Monthly Investment Transactions for September 2020
(Rebecca Callen, Director of Administrative Services)
- 3f Approval of an Amendment to the FY 2020-21 Personnel Allocation
(Stacey Lollar, Human Resources Manager) **RES 2020-69**

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

Director Davidson arrived at 1:02 p.m.

OFF CONSENT AGENDA

- Director Ratterman pulled Item 3d from the Consent Agenda***
- 3d Approval of Proposed November Board Meeting Schedule
(Michael Minkler, General Manager)

DISCUSSION: Director Ratterman discussed the meeting proposal date of November 18, 2020. He proposed keeping the meeting on November 11 since the Calaveras-Amador Mokelumne River Authority (CAMRA) meeting would fall on November 18. There was discussion amongst the Board and staff about the best fit and it was decided to leave the regularly scheduled Board meeting on November 11 and cancel the November 25, 2020 meeting due to the Thanksgiving Holiday.

PUBLIC COMMENT: There was no public comment.

4. NEW BUSINESS

- 4a Recognition of Bob Carter for his Service with CCWD
(Damon Wyckoff, Director of Operations) **RES 2020-70**

MOTION: Directors Davidson/Thomas - Adopted Resolution 2020-70 Recognizing Bob Carter for his 25 Years of Service with CCWD

DISCUSSION: Mr. Wyckoff read a resolution thanking Mr. Carter for 25 years of service with CCWD. Each of the Directors thanked Mr. Carter for service to CCWD and wished him well in his retirement.

PUBLIC COMMENT: Several staff members addressed the Board and gave their best to Mr. Carter.

- 4b Discussion/Direction regarding Engaging with Urban Futures, Inc (UFI) for Financial Advisory Services
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen explained that the District needs to have a financial plan that aligns with the Capital Improvement Program (CIP). There are many projects over the coming years and existing funds will not cover all costs. To address this funding gap, District staff want to develop a long-term funding and financing plan with the assistance of subject matter experts. The District solicited proposals from various financial advisory firms to assist with this process. Ms. Callen stated that staff recommends Urban Futures, Inc (UFI). They understand the scope of services and have an approach that focuses on developing a comprehensive financing plan before any debt financing takes place. UFI will work with the District to examine all financing options, including grant or loan programs. They will also assist with maintaining reserve levels, which strengthens the District's credit rating, and makes borrowing more cost effective. Ms. Callen responded to questions from the Board and they gave their support for the District to begin engagement with UFI.

PUBLIC COMMENT: There was no public comment.

4c Discussion/Action to Authorize Sub-Leasing Warehouse Space from Habitat for Humanity
(Damon Wyckoff, Director of Operations)

MOTION: Directors Davidson/Thomas–by Minute Entry Approved the General Manager sub-lease with Habitat for Humanity for warehouse space at 740 Pool Station Road in San Andreas

DISCUSSION: Mr. Wyckoff explained the proposal the District received from Habitat for Humanity regarding sub-leasing the warehouse at 740 Pool Station Rd in San Andreas. The District does not currently have a central warehouse which makes it difficult for the District's Purchasing Agent to leverage bulk pricing for better cost savings. If the District had a central warehouse, bulk orders could be delivered to one site and field staff would have one location to pull from to replenish their inventory. The warehouse is also conveniently located directly next door to the District's Mechanic shop and minutes from District Headquarters. Director Secada would like to see the funds used towards building the new warehouse instead of using money on a lease. Director Thomas likes the idea of "test driving" a warehouse before building one. Director Davidson spoke about building the warehouse for less than the project bids. He feels it would take the term of the lease to have the new building ready so he is in favor of sub-leasing in the meantime, with a deadline to move to the new building by the end of the two-and-a-half-year lease. Director Ratterman commented that he likes the idea of having the new building move-in ready when the lease expires on the warehouse. He would also like to know the potential savings the District could see by having a warehouse and the ability to order in bulk. There was significant discussion regarding the warehouse benefits and cost.

PUBLIC COMMENT: There was no public comment.

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

RECESS was called at 2:00 p.m. **SESSION RESUMED** at 2:15 p.m.

5. **OLD BUSINESS**

- 5a Discussion/Direction regarding Proposal for Permanent Storage in New Melones Reservoir
(Brad Arnold, Manager of Water Resources)

MOTION: Directors Davidson/Thomas—by Minute Entry Approved the Submittal of the Proposal for Permanent Storage in New Melones Reservoir

DISCUSSION: Mr. Arnold gave a brief background on the proposal to procure permanent storage in New Melones Reservoir based on the WIIN Act Section 4006 Water Infrastructure Improvement Act of 2016. The District's request is that up to 13,800 acre-feet of storage in New Melones be made available as a permanent share for storage for use in its service areas per the places of use allowed in the Stanislaus Water Rights with the State Water Resources Control Board (SWRCB). Water made available for District storage is based on conservation of the Stanislaus Water Rights, normally used in the service areas. Conserved water is calculated via assessment of water treatment plant production by gallons per capita daily (GPCD) usage for each service area, given a range in historic populations for each. The District wishes to store enough of its Stanislaus Water Rights water in New Melones equivalent to 10-years of water made available for delivery to its customers in the service areas. This capacity provides some resiliency for the District to plan for uncertain water supply conditions in the service areas and helps prepare for increasing future demands in these areas of Calaveras County. He reviewed the next steps necessary to obtain storage in New Melones. Mr. Arnold responded to questions from the Board regarding the proposal.

PUBLIC COMMENT: There was no public comment.

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

6. **REPORTS**

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

DISCUSSION: Mr. Wyckoff presented the September 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) there was a kick off meeting for the District Strategic Planning process; 2) he will be moderating the ACWA Region 3 virtual event-Economic Drivers of Sustainable Forest Management Matter for California's Headwaters on October 20, 2020; 3) there was a project planning meeting with the Mueller team to discuss the sequencing of the new radio read meter installations; 4) a meeting at Hunters WTP with the UTICA staff to discuss the new FEMA approved intake pumps; 5) attended the EPPOC meeting to keep the HOA's informed of various projects; 6) progress on the UTICA wheeling agreement for the Slurry Line; 7)

updates on the Districts various projects; and 8) there will be tree work on the OP HQ property soon removing dead and dangerous trees.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada said there is an IRWM meeting next week and she registered for all the ACWA Region Virtual Events series. She would like a future agenda item to report out on the Purchasing Agent position.

Director Davidson reported that the SEIU 1021 endorsed his candidacy for re-election.

Director Thomas asked Mr. Minkler if he was attending a CSDA Webinar the following day and would like an updated organization chart.

Director Ratterman had nothing to report.

Director Underhill asked how the service line cut overs have been going on the Reach 1 Project.

8. NEXT BOARD MEETINGS

- Wednesday, October 28, 1:00 p.m., Regular Board Meeting
- Wednesday, November 11, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:08 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 (for item 9a) and Matt Weber, General Counsel.

9. CLOSED SESSION

- 9a Conference with Legal Counsel – Potential Litigation Government Code §54956.9(d)(4) – 1 case
- 9b Public Employee Performance Evaluation-Government Code §54957 General Manager

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:07 p.m. There was no reportable action.

11. ADJOURNMENT

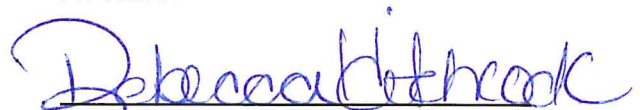
With no further business, the meeting adjourned at 4:08 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board