



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

DECEMBER 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
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Pat Burkhardt, Construction and Maintenance Manager
Jessica Self, External Affairs Manager
Charles Palmer, District Engineer
Brad Arnold, Water Resources Manager
Kevin Williams, Senior Civil Engineer
John Griffin, Senior Civil Engineer
Catherine Steyer, Accountant II
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 1:02 p.m. and led the Pledge of Allegiance. All Board members were present.

2. PUBLIC COMMENT

There was no public comment.

3. **ELECTION OF OFFICERS**
(Michael Minkler, General Manager)

MOTION: Directors Davidson/Underhill - Nominate Director Secada as Board President for the 2022 Year

Mr. Minkler called for nominations for Board President for the 2022 year. Director Davidson nominated Director Secada as President and Director Underhill seconded the nomination. There were no other nominations. Directors Ratterman and Davidson closed the nominations.

PUBLIC COMMENT: There was no public comment.

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

MOTION: Directors Thomas/Secada - Nominate Director Ratterman as Board Vice President for the 2022 Year

Director Thomas nominated Director Ratterman as Board Vice President and Director Secada seconded the motion. There were no other nominations. Directors Thomas and Davidson closed the nominations.

PUBLIC COMMENT: There was no public comment.

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

4. **CONSENT AGENDA**

MOTION: Directors Davidson/Ratterman-Approved Consent Agenda Items:
4a, 4b, 4d, and 4e as presented

4a Approval of Minutes for the Board Meetings of November 10 and November 23, 2021
(Rebecca Hitchcock, Clerk to the Board)

4b Review Board of Directors Monthly Time Sheets for November 2021
(Rebecca Hitchcock, Clerk to the Board)

Director Underhill pulled Item 4c from the Consent Agenda

4c Ratify Claim Summary #597 Secretarial Fund in the Amount of \$1,414,716.81 for November 2021
(Jessica Self, External Affairs Manager) **RES 2021-_____**

4d Report on the Monthly Investment Transactions for October 2021
(Jessica Self, External Affairs Manager)

4e Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period December 8, 2021, through January 6, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2021-88**

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

OFF CONSENT AGENDA

Director Underhill pulled Item 4c from the Consent Agenda

4c Ratify Claim Summary #597 Secretarial Fund in the Amount of \$1,414,716.81 for November 2021
(Jessica Self, External Affairs Manager) **RES 2021-86**

MOTION: Directors Davidson/Underhill–Ratified Claim Summary #597 Secretarial Fund in the Amount of \$1,414,716.81 for November 2021.

DISCUSSION: Director Underhill pointed out a formatting error on the Claim Summary. The first 4 lines were the same items repeating on each page. Ms. Hitchcock assured the Board that the report submitted by the Finance Department was accurate, it was a formatting error in the transition from Excel to PDF, and those amounts were not included in the totals.

PUBLIC COMMENT: There was no public comment.

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

5. NEW BUSINESS

5a Introduction of new District employees Senior Civil Engineer, John Griffin and Accountant II, Catherine Steyer
(Damon Wyckoff, Director of Operations and Jessica Self, External Affairs Manager)

DISCUSSION: Mr. Wyckoff introduced John Griffin to the Board. Mr. Griffin spoke briefly, and the Board welcomed him to the District. Ms. Self introduced Ms. Steyer to the Board. Ms. Steyer spoke briefly, and the Board also welcomed her to the District.

PUBLIC COMMENT: There was no public comment.

5b Discussion/Action regarding Purchase of UV Disinfection Equipment for the Forest Meadows Wastewater Treatment Facility
(Charles Palmer, District Engineer) **RES 2021-87**

DISCUSSION: Mr. Palmer addressed the Board regarding the existing UV disinfection equipment installed in 1999. He explained that that system is now obsolete and unreliable and requires replacement. He reviewed the quotes received and the recommendation of staff to purchase the WEDECO open channel system. There was discussion between staff and the Board regarding the specifics of the system.

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 November 2021 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the November 2021 monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

6b General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the upcoming ACWA Conference; 2) on December 1, 2021 UTICA will officially be under a REMAT Contract; 3) the City Administrator, Melissa Eads, of Angels Camp has resigned; 4) the arrearage funding process is almost complete and he thanked all the staff that have worked so hard to administer the program; 5) the meter replacement program is almost complete in the Arnold area; 6) the Tyler software upgrade implementation and the server upgrade process; 7) several open positions are in various stages of recruitment; 8) Ryan Sullivan was promoted to the new Underground Utilities Crew Supervisor position; 9) the State water rights curtailment order has been lifted; and 10) the laser light show at White Pines Park.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Thomas reported that he toured an area of the Slurry Line with staff and Director Secada. He also mentioned an article on the State voluntary agreements and would like to have the Director Compensation Policy as an agenda topic soon.

Director Davidson had nothing to report.

Director Ratterman reported on the ACWA Conference and the JPIA session regarding cyber security. They recommend reflective striping and cones for vehicles. He reminded staff to submit safety awards through ACWA JPIA. He also pointed out to the Board that the 30-day reauthorization of virtual meetings ends on January 6, 2022. Matt Weber confirmed that the Board will need to attend in person for the January 12th meeting since the reauthorization will be expired on January 6, 2022.

Director Underhill asked about the number of customers in Ebbetts Pass versus Copperopolis.

Director Secada would like the arrearages program and the legal requirements of staff wearing masks in the office as topics at the next Board meeting. She also reported that she attended a webinar on being a good Board Chair.

8. NEXT BOARD MEETINGS

- Wednesday, December 22, 2021, 1:00 p.m., Regular Board Meeting-**Cancelled**
- Wednesday, January 12, 2022, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:21 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Damon Wyckoff, Director of Operations (for item 9a); and General Counsel, Matt Weber.

9. CLOSED SESSION

9a Conference with Real Property Negotiators Gov. Code § 54956.8
Property: APN 055-051-008, Copperopolis
Agency negotiators: M. Minkler
Negotiating Parties: CV Developers
Under negotiation: Price and/or terms of payment.

9b Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation - Government Code § 54956.9(d)(2)-1
case

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:22 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:22 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board