



**RESOLUTION NO. 2019-32
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-01**

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
SPECIAL BOARD MEETING**

May 29, 2019

- Directors Present: Bertha Underhill, Vice President
Scott Ratterman, Director
Cindy Secada, Director
Jeff Davidson, Director
- Directors Absent: Russ Thomas, President
- Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Jeffrey Meyer, Director of Administrative Services
Damon Wyckoff, Director of Operations
Peter Martin, Water Resources Manager
Patti Christensen, Accountant III

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

Vice-President Underhill called the Regular Board Meeting to order at 1:02 p.m. and led the pledge of allegiance. President Thomas was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

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

- 3a Approval of Minutes for the Board Meeting of April 24, 2019
- 3b Approval to Amend Appendix A of District Policy No. 5070 - Conflict of Interest Code
(Rebecca Hitchcock, Clerk to the Board) **RES 2019-32**

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

4. NEW BUSINESS

- 4a Discussion/Action regarding Approval of the Written Verification of Water Supply for the Vesting Tentative Subdivision Map for the Saddle Creek Development within the Copper Cove Service Area
(Peter Martin, Manager of Water Resources) **RES 2019-33**

MOTION: Directors Davidson/Secada Adopted Resolution No. 2019-33 Approval of the Written Verification of Water Supply for the Vesting Tentative Subdivision Map for the Saddle Creek Development within the Copper Cove Service Area

DISCUSSION: Mr. Martin presented the Written Verification of Water Supply for the Vesting Tentative Subdivision Map for the Saddle Creek Development within the Copper Cove Service Area. This requirement is in the Water Code for a water supply assessment for any subdivision. Mr. Martin answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Direction on the Calaveras County Dig Once Policy
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler presented the Draft Calaveras County Dig Once Policy released on April 29, 2019, discussing the various aspects of the policy. He discussed the detailed letter the District sent in response to the draft policy. Director Davidson suggested providing the County with a redlined copy with language changes for their review. He also asked if the policy has a distinction between County maintained roads or all roads in the County. The District will attend a meeting that Public Works has proposed between the County and the utilities to discuss the policy. There was significant discussion between staff and the Board on the policy specifics and response.

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action regarding the DRAFT Preliminary FY 2019-20 Operating and Capital Improvement Program Budgets
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer presented the Draft Preliminary FY 2019-20 Operating and Capital Improvement Program Budgets. He advised that there were changes made to the budget since the draft was published on Friday, May 24, 2019. He reviewed the budget process thus far, and

explained the changes that occurred since last week. There was discussion between staff and the Board on the specifics of the budget. There is currently a restructuring of the Operations Department in the works, such as eliminating the currently open position of Electrician, which will free up room in the budget to add the Purchasing Agent without adding any headcount. Staff feels a Purchasing Agent will free up time of Operators, Supervisors, and office staff by handling the entire inventory and dealing with vendors. In addition, purchasing in bulk will allow for quantity discounts, saving the District money. Mr. Minkler also discussed the possible change to the District On-Call program. Direction was given to Mr. Meyer to continue working to balance the budget by the Budget Workshop meeting on June 13, 2019.

PUBLIC COMMENT: There was no public comment.

RECESS was called at 2:30 p.m. **SESSION RESUMED** at 2:35 p.m.

5. OLD BUSINESS

- 5a Update on Actions of the Eastside Groundwater Sustainability Agency and JPA
(Peter Martin, Manager of Water Resources)

DISCUSSION: Mr. Martin gave a PowerPoint presentation with an update on the actions of the Eastside Groundwater Sustainability Agency and Joint Powers Agency.

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

6. REPORTS

- 6a General Manager Report

Mr. Minkler reported on the following activities: 1) the recent work on the budget and reorganization of Operations; 2) the District's preparation for the PG&E Power Shut Off Program (PSPS); 3) an update on the Customer Service management change and how the transition is going; 4) the West Point Grant application audit looks favorable and the District may qualify; 5) the Section 219 Authorization does allow for new projects and the District has the opportunity to compete for \$100 million dollar infrastructure funds; and 6) the salary survey is progressing and an update should be presented to the Board in June or July.

7. BOARD REPORTS/INFORMATION/FUTURE AGENDA ITEMS

Director Secada reported that she will be on vacation June 18-25th. She thanked Mr. Minkler for the Customer Assistance Program update on tenant qualifications.

Director Davidson reported on a cannabis meeting he attended at the ACWA Conference. There are going to be many rules coming out that may affect CCWD. Staff should have a meeting with the County regarding the state mandated rules. He also wants notifications sent out to people who have wells regarding the PG&E Power Shut off Program. Homes with wells will not have water during the shut offs unless they plan for it.

Director Ratterman reported that the PG&E Power Shut off Program will greatly affect the area this summer. Homeowners and businesses will be affected. The Calaveras Public Utilities District rate increase will be voted on June 11, 2019. Mountain Counties Water Resources is having a tour and meeting in Auburn on June 27 and 28.

Approved June 26, 2019

Director Underhill attended the Snowshoe Springs Association Board of Directors meeting. They received a grant for over a million dollars to help fund infrastructure.

8. NEXT BOARD MEETINGS

- Wednesday, June 12, 2019, 1:00 p.m., Regular Board Meeting
- Thursday, June 13, 2019, 1:00 p.m., Budget Workshop
- Wednesday, June 26, 2019, 1:00 p.m., Regular Board Meeting

9. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:18 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board