

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

**JUNE 12, 2024**

Directors Present: Russ Thomas President  
Bertha Underhill, Vice-President  
Scott Ratterman, Director  
Cindy Secada, Director  
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel\*  
Kate Jesus, Human Resources Technician  
Damon Wyckoff, Director of Operations  
John Coleman, Water Resources Manager  
Jeffrey Meyer, Director of Administrative Services  
Stacey Lollar, Human Resources Manager\*  
Mark Rincon-Ibarra, District Engineer\*  
Joe Darby, Senior Distribution Worker\*  
Haley Airola, Engineering Coordinator\*  
Dylan Smith, IT Administrator\*  
Quentine Smith, IT Technician\*  
Corinne Skrbina, Customer Service\*  
Kate Darby, Customer Service\*  
Michael Bear, Accountant\*  
Kylie Muetterties, Accountant\*  
Kelly Soulier-Doyle, Accounting Technician\*  
Bana Rouson-Gedese, Water Resources Specialist\*

Others Present: Patrick Roy  
Francisco de la Cruz  
Robert Owens  
Michael Rodgers\*

\*Attended Virtually

## **ORDER OF BUSINESS**

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

#### **1. ROLL CALL**

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. All Directors were present.

2. **PUBLIC COMMENT**

Public comment was given by Bertha Underhill, Francisco de la Cruz, and Patrick Roy.

3 **CONSENT AGENDA**

3a Approval of Minutes for the Board Meeting of May 22 and May 29, 2024 (Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for May 2024 (Rebecca Hitchcock, Clerk to the Board)

3c ***Director Secada pulled Item 3c from the Consent Agenda***  
Ratify Claim Summary #627 Secretarial Fund in the Amount of \$3,185,548.85 for May 2024  
(Jeffrey Meyer, Director of Administrative Services)

**RES 2024-\_\_\_\_\_**

3d ***Director Ratterman pulled Item 3d from the Consent Agenda***  
Approval of Whistleblower Protection Policy  
(Stacey Lollar, Human Resources Manager)

**RES 2024-\_\_\_\_\_**

**MOTION:** Director Secada moved to approve the Consent Agenda Items 3a and 3b as presented, Director Ratterman seconded the motion, and it was approved (5-0).

**PUBLIC COMMENT:** No public comment was heard.

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

**OFF CONSENT AGENDA**

3c ***Director Secada pulled Item 3c from the Consent Agenda***  
Ratify Claim Summary #627 Secretarial Fund in the Amount of \$3,185,548.85 for May 2024  
(Jeffrey Meyer, Director of Administrative Services)

**RES 2024-31**

**DISCUSSION:** Director Secada recommended a few changes to the Claim Summary report.

**MOTION:** Director Secada moved to approve the Consent Agenda Item 3c as presented, Director Ratterman seconded the motion, and it was approved (5-0).

**PUBLIC COMMENT:** No public comment was heard.

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

**OFF CONSENT AGENDA**

- 3d **Director Ratterman pulled Item 3d from the Consent Agenda**  
Approval of Whistleblower Protection Policy  
(Stacey Lollar, Human Resources Manager) **RES 2024-32**

**DISCUSSION:** Director Ratterman commended staff for putting this policy in place as a result of the audit.

**MOTION:** Director Ratterman moved to approve the Consent Agenda Item 3d as presented, Director Davidson seconded the motion, and it was approved (5-0).

**PUBLIC COMMENT:** No public comment was heard.

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

President Thomas opened the Public Hearing at 1:10 p.m.

4. **PUBLIC HEARING**

- 4a Discussion/Action regarding the Adoption of the Fiscal Year  
2024-25 Operating and Capital Improvement Plan Budget  
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-33**

**MOTION:** Director Davidson moved to Adopt the Fiscal Year 2024-25 Operating and Capital Improvement Plan Budget, Director Ratterman seconded the motion.

Discussion/Action regarding the Adoption of the Fiscal Year 2024  
25 Personnel Allocation Budget  
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-34**

**DISCUSSION:** Mr. Meyer reviewed the items incorporated into the proposed budget since the budget workshop on May 29, 2024. He responded to questions from the Board.

**MOTION:** Director Davidson moved to Adopt the Fiscal Year 2024 25 Personnel Allocation Budget, Director Secada seconded the motion.

President Thomas closed the Public Hearing at 1:50 p.m.

**PUBLIC COMMENT:** There was no public comment.

The following votes were taken for the Motion to Adopt the Fiscal Year 2024-25 Operating and Capital Improvement Plan Budget

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

The following votes were taken for the Motion to Adopt the Fiscal Year 2024 25 Personnel Allocation Budget

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

5. **NEW BUSINESS**

5a [Discussion/Action on issuing a Contract Amendment to PBI Engineers for Design and Engineering of the Lake Tulloch Intertie Project, CIP#11104](#)  
(Sam Singh, Engineering Technician) **RES 202-35**

**DISCUSSION:** Sam Singh presented the proposed amendment to the PBI Engineers contract and responded to questions from the Board.

**MOTION:** Director Davidson moved to Approve the Amendment to the PBI Engineers contract for Design and Engineering of the Lake Tulloch Intertie Project, CIP#11104, Director Ratterman seconded the motion, and it was approved (5-0).

**PUBLIC COMMENT:** No public comment was heard.

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

5b [Discussion/Action regarding Award of Engineering and Design Contract for the Huckleberry Lift Station Improvement Project, CIP#15092](#)  
(Sam Singh, Engineering Technician) **RES 2024-36**

**DISCUSSION:** Sam Singh presented the proposed contract for Engineering and Design Services for the Huckleberry Lift Station Improvement Project. He responded to questions from the Board.

**MOTION:** Director Davidson moved to Approve the Engineering and Design Services for the Huckleberry Lift Station Improvement Project, CIP #15092, Director Secada seconded the motion, and it was approved (5-0).

**PUBLIC COMMENT:** No public comment was heard.

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

6. **REPORTS**

6a [Report on the May 2024 Operations Department](#)  
(Pat Burkhardt, Construction and Maintenance Manager)

**DISCUSSION:** Damon Wyckoff presented the June 2024 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** No public comment was heard.

6b [General Manager's Report](#)  
(Michael Minkler)

Mr. Minkler reported on the following activities: 1) the Quarterly utilities meeting, Legal Affairs meeting, Engineering Committee meeting and the Lenny Lind Town Hall all on Tuesday June 4<sup>th</sup>; 2) the Jenny Lind A-B town hall and possible construction impacts; 3) paving coordination between CCWD and Calaveras County on the Jenny Lind A-B project; 4) a team meeting with Tuolumne Utilities District; 5) meetings with the Hwy 4 Regional Water Planning Group; 6) the NCPA Commission meeting; and 7) the Finance and External Relations Committee meetings were cancelled.

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

Director Underhill asked about a town hall for Ebbetts Pass.

Director Ratterman reported on the Town Hall meeting in Jenny Lind, the MCWRA Reception, the ACWA JPIA meeting, and the Real Estate Ad Hoc Committee.

Director Davidson asked about the report on the ISO ratings.

Director Secada had nothing to report.

Director Thomas reported on the MCWRA Reception.

8. **NEXT BOARD MEETINGS**

- a. Wednesday, June 26, 2024, 1:00 p.m., Regular Board Meeting
- b. Wednesday, July 10, 2024, 1:00 p.m., Regular Board Meeting

9. **CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 2:31 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Russ Thomas, Bertha Underhill, and Jeff Davidson; staff members Stacey Lollar, Human Resources Manager (for item 9a), 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

9b Conference with Legal Counsel-Existing Litigation Government Code 54956.9(d)(1) California Sportfishing Protection Alliance v. All persons interested in the matter of the validity of the Eastern San Joaquin Groundwater Subbasin groundwater sustainability plan et al. (Stanislaus County Superior Court Case # CV20-1720)

- 9c Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - two potential case

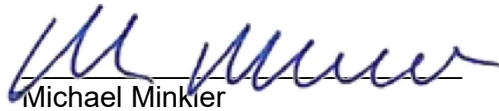
10. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:35 p.m. There was no reportable action.

11. **ADJOURNMENT**

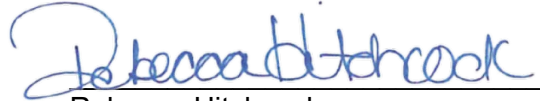
With no further business, the meeting adjourned at approximately 3:35 p.m.

By:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board