



RESOLUTION NO. 2020-30
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
REGULAR BOARD MEETING**

MAY 27, 2020

Directors Present: Bertha Underhill, President
Jeff Davidson, Vice President
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
Joel Metzger, External Affairs Manager
Tiffany Burke, Administrative Technician-Senior

Others Present: Alice Montgomery

Based on guidance from the California Governor's Office and Department of Public Health, in order to minimize the potential spread of the COVID-19 virus, the Calaveras County Water District will convene its public meetings of the Board of Directors telephonically until further notice.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Underhill called the Regular Board Meeting to order via teleconference at 1:00 p.m. and led the pledge of allegiance.

2. PUBLIC COMMENT

Alice Montgomery addressed the Board regarding the District Termination of Service Policy. The Board advised the item would be on the agenda at the next Board meeting on June 10, 2020 if she would like to attend and give her comments then.

3. CONSENT AGENDA

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

3a Approval of Minutes for the Board Meeting of May 13, 2020

3b Replacement of the District's Financial Management Policy No. 5.02, Purchasing Policy
(Rebecca Callen, Director of Administrative Services) **RES 2020-30**

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

4. NEW BUSINESS

4a Discussion regarding the District's COVID-19 Response
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler addressed the Board regarding the plan for office staff gradually returning to the office. He reported that most of the management team is in the office daily and there is a rotation schedule for the office staff. The office is not open to the public yet but will be soon once staffing is back up. There have been additional cases of COVID-19 in the County and the situation is being monitored. There was discussion regarding taking staff temperatures and provisions for returning to the office.

PUBLIC COMMENT: There was no public comment

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

4b Discussion/Direction Regarding the sunset of the Moratorium related to Imposition of Late Fees (Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen reported that the moratorium related to imposing late fees expires on June 1st. According to the Governor's Executive Order, Water District's cannot lock off water service for non-payment but it does not state anything about late fees. Staff recommends allowing the moratorium to expire which will allow the District to begin charging late fees once again. There was discussion about amount of late accounts and various communications to customers about ways to pay on their accounts to avoid large balances. The Board gave direction to staff to allow the moratorium to expire and provide written and verbal communication to customers regarding partial payment options.

PUBLIC COMMENT: There was no public comment

Director Secada left the meeting at 1:45 p.m.

- 4c Discussion/Action regarding Variance Request for 22605 Highway 26, West Point
(Joel Metzger, External Affairs Manager) **RES 2020-31**

MOTION: Directors Davidson/Thomas-Approved Variance Request for 22605 Highway 26, West Point

DISCUSSION: Mr. Metzger presented the variance request for Ms. Kaur, the property owner. The property has two water meters and two sewer connections for a single-family home and an old motel, which was demolished in 2017. Staff recommends approving the variance to allow the termination of service application to proceed for one water meter and one sewer connection. Director Secada had to leave the meeting before the vote but she told the other Board members that she fully supports this variance request.

PUBLIC COMMENT: There was no public comment

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

- 4d Discussion/Action regarding Variance Request for 120 Hawkrige Road,
Copperopolis
(Joel Metzger, External Affairs Manager) **RES 2020-32**

MOTION: Directors Davidson/Thomas-Approved Variance Request for 120 Hawkrige Road, Copperopolis

DISCUSSION: Mr. Metzger presented the variance request for Mr. Varenkamp, the property owner. His home is currently equipped with two 5/8-inch water meters. One serves his fire sprinkler system, and the second serves the rest of his property. The meter serving the fire sprinklers has never had any water usage. Mr. Varenkamp would like to terminate the dedicated meter that serves his fire sprinkler system, upsize his other 5/8-inch meter to a 1-inch meter and use that larger meter to serve his entire property, including his fire sprinkler system. This is a highly unusual situation and the only case that staff knows of where there is a separate meter for fire sprinklers at a residential home.

PUBLIC COMMENT: There was no public comment

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

MOTION: Directors Davidson/Thomas-Declaring Its Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Obligations

- 4e Discussion/Action Regarding the Board Declaring Its Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Obligations
(Rebecca Callen, Director of Administrative Services) **RES 2020-33**

DISCUSSION: Ms. Callen said the District is presently contemplating a portion of the cost to complete the Ebbetts Pass Techite Water Line Replacement Project will come from the issuance of revenue bonds or some other form of long-term tax-exempt indebtedness (Debt Obligations). The District plans to begin spending money on the Techite Project prior to the issuance of the Debt Obligations. By adoption of the attached Resolution, and upon issuance of the Debt Obligations, the District will be legally allowed to reimburse itself for all expenses advanced for the Techite Project. Ms. Callen explained that passage of the Resolution does not bind the District to issue Debt Obligations, rather it merely spells out the intent to do so at some future date and preserves the District's right to reimburse itself for Reimbursable Expenditures.

PUBLIC COMMENT: There was no public comment

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

5. REPORTS

- 5a General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) budget preparation has been busy due to the financial uncertainty due to COVID-19 and a draft budget will be presented at the budget workshop at the June 10 Board meeting; 2) announced Joel Metzger is leaving CCWD to become the General Manager of Utica Water and Power Authority (UWPA); 3) there are some personnel changes in the works due to various vacancies and succession planning; 4) a new Manager of Water Resources has accepted the position and will start on June 15, 2020; and 5) there are currently many ongoing construction projects and the Techite Water Line Replacement Project will begin next week.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Davidson had nothing to report.

Director Thomas reported the space launch was cancelled due to inclement weather and commented on Joel Metzger leaving CCWD and how much he will be missed.

Director Ratterman extended his congratulations to Joel Metzger for his new position with UWPA. He would like to see Joel recognized by the District before he leaves.

Director Underhill congratulated Joel on his new position and expressed how much he will be missed at CCWD. She also discussed the possible retirements at CCWD in the next 5 years. She would like to see timely replacements to achieve proper overlapping and training with the retiring staff.

7. NEXT BOARD MEETINGS

- Wednesday, June 10, 2020, 1:00 p.m., Regular Board Meeting-Budget Workshop
- Wednesday, June 24, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:25 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 8a) and Matt Weber, General Counsel.

8. CLOSED SESSION

- 8a Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, HR Manager, Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021.
- 8b 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)

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 2:45 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 2:45 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board