



RESOLUTION NO. 2020-22
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
REGULAR BOARD MEETING**

APRIL 8, 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
Charles Palmer, District Engineer
Stacey Lollar, Human Resources Manager
Damon Wyckoff, Director of Operations
Joel Metzger, External Affairs Manager

Others Present: Al Alt, Calaveras County CAO
George Lee

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. Director Secada was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

**MOTION: Directors Davidson/Ratterman-Approved Consent Agenda Items:
3a, 3b, 3c, 3d, and 3e as presented**

- 3a Approval of Minutes for the Board Meeting of March 11, 2020
- 3b Review Board of Directors Monthly Time Sheets for March, 2020
- 3c Ratify Claim Summary #577 Secretarial Fund in the Amount of \$1,169,477.49 for March, 2020
(Rebecca Callen, Director of Administrative Services) **RES 2020-22**
- 3d Action regarding Calling the General District Election
(Michael Minkler, General Manager) **RES 2020-23**
- 3e Report on the Monthly Investment Transactions for March 2020
(Rebecca Callen, Director of Administrative Services)

AYES: Directors Davidson, Ratterman, Thomas, and Underhill

NOES: None

ABSTAIN: None

ABSENT: Director Secada

Director Secada arrived at 1:10 p.m.

4. NEW BUSINESS

- 4a Discussion regarding the District's COVID-19 Response
 - Reclaimed Water Spray Field Operations at Local Golf Courses
 - White Pines Park Closure
 - Financial Impact
 - District Operations Update(Michael Minkler, General Manager)

DISCUSSION:

- Reclaimed Water Spray Field Operations at Local Golf Courses

Mr. Minkler thanked the County for their leadership in the COVID-19 crisis. He reviewed the relationship between the District and the various golf courses in the County. Golf courses serve a critical role in disposal of treated wastewater effluent and recycled water. There is a concern with the status of the golf course closures in response to the Governor's Stay at Home Order. Director Davidson added that the County made the decision to close the golf courses which were not specifically called out by the Governor. They are part of the District's infrastructure and essential to operations. He is worried about the economic impact of the closure on the golf courses ability to maintain their properties. Mr. Minkler added that the closure does not restrict the golf courses from maintaining the spray fields on the golf course properties.

Al Alt, Calaveras County CAO addressed the Board about the County's interpretation on the Governor's order. The County looked at the functions that allow for community spread and those are the places they focused on. He recognizes that the golf courses are very important to CCWD as well as the County. He stated that the order does not prevent the golf courses from maintaining the facilities.

George Lee, from La Contenta Golf Course, addressed the Board regarding the cost of maintaining a golf course. He also pointed out that other Counties have their golf courses open incorporating social distancing measures.

There was discussion between the Board members regarding the closures and actions the District can take.

Director Davidson would like the Board to direct Mr. Minkler to write a letter to the County Board of Supervisors to reconsider the essential necessity of golf courses and consider the economic viability of those businesses.

The Board unanimously agreed to direct Mr. Minkler to write the letter to the Board of Supervisors.

- White Pines Park Closure

Mr. Minkler discussed the need for closure of White Pines Park based on the order from the Governor and the Public Health Officer. There are signs up at the park and the District plans to close the parking lots as well. The White Pines Park Committee is also closing the areas they maintain such as the playground.

- Financial Impact

Ms. Callen advised the Board that the District has currently incurred over \$9,000.00 in costs as a direct result to the COVID-19 response. This is for items such as cleaning and disinfecting items and computer equipment for remote work. There has also been a decline in investment income. On a good note, the AMI/AMR Meter Reading Grant Application the District submitted did have an interim financing requirement and USDA approved a waiver for interim financing due to the financial uncertainty of COVID-19. Also, the District has submitted an application to FEMA and Cal OES for potential expense reimbursement for the COVID-19 response.

- District Operations Update

Mr. Minkler discussed the various changes made at the District in a short time frame to comply with The Governor's Stay at Home Order. He said there has been a phenomenal response from staff adapting to the changes. There was a brief discussion on the District operations and personal protective equipment purchased.

PUBLIC COMMENT: There was no public comment.

4b Discussion/Action Regarding Amending District Policy No. 22 - Exceptions to Standards, Rules and Policies
(Joel Metzger, External Affairs Manager) **RES 2020-24**

**MOTION: Directors Ratterman/Thomas–Adopted Resolution No. 2020-24
Amending District Policy No. 22 - Exceptions to Standards, Rules and
Policies**

DISCUSSION: Mr. Metzger presented the proposed changes to the Exceptions to Standards Policy. Within the past year, the District has received a number of variance requests. Having a clear, updated variance policy is crucial to give staff and the Board guidelines to ensure that all applicants are treated fairly and equally. Additionally, the process of reviewing, processing and implementing variance requests is quite costly. The cost of the time and effort necessary to review and implement variances often exceeds several thousand dollars. To ensure ratepayers are not unfairly burdened with these costs, staff proposes the implementation of a \$3,500.00 deposit that is paid when a variance application is submitted. There was discussion regarding the current policy and the proposed changes.

PUBLIC COMMENT: There was no public comment.

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

4c Discussion/Action Regarding Amending District Policy No. 21 – Customer Assistance Program
(Joel Metzger, External Affairs Manager) **RES 2020-25**

**MOTION: Directors Davidson/Ratterman–Adopted Resolution No. 2020-25
Amending District Policy No. 21–Customer Assistance Program**

DISCUSSION: Mr. Metzger presented the proposed changes to the Customer Assistance Program (CAP). The CAP was implemented on January 1, 2019. Within two weeks of launching the program, the 200 water slots were filled, and there is a wait list of nearly 100 customers. The wastewater slots have yet to be fully filled. In light of the weaker demand for wastewater assistance, and the fact that CCWD has 4,800 wastewater customers and 13,000 water customers, staff recommends reducing the number of wastewater slots by 25 and reallocating those credits to the water side. This reallocation would allow the water slots to increase from 200 to 237. Director Secada asked about the process to reapply for the program. Currently, once a customer is on the program, they stay on as long as they reapply each year. The other possibility is each year is a “first come, first served” which would allow for the wait listed customers to participate. Director Ratterman recommended the Board budget an additional \$30,000 to the CAP program which would allow for all customers on the waiting list to participate. Ms. Callen recommended waiting for the budget cycle to address funding.

PUBLIC COMMENT: There was no public comment.

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

5. **REPORTS**

- 5a Report Out from the Ad Hoc Strategic Planning Consultant Selection Committee
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler explained that after all the proposals for Strategic Planning had been received, staff thought it appropriate to get Board input on the consultant selection. President Underhill created an Ad Hoc Strategic Planning Consultant Selection Committee, appointing Directors Secada and Ratterman. The Committee met with Mr. Minkler, Stacey Lollar, and Rebecca Callen to review proposals. They unanimously selected the same proposal. They would like to get the contract in place and delay the start time of the planning due to the current pandemic situation. The Committee members gave their impressions on the proposals,

PUBLIC COMMENT: There was no public comment

- 5b Report on the March 2020 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the March 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.

- 5c General Manager Report

DISCUSSION: Mr. Minkler did not have any additional items to report on.

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

Director Secada reported the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting has been postponed until April 15th. Also, she made a mistake on her March timecard by putting mileage on a meeting that was done via teleconference. She will make an adjustment on her April timesheet.

Director Ratterman had nothing to report.

Director Thomas had nothing to report.

Director Davidson had nothing to report.

Director Underhill reported that a distillery in Rancho Cordova is making hand sanitizer.

7. **NEXT BOARD MEETINGS**

- Wednesday, April 22, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, May 13, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:02 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, 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 and Management and Confidential Unit
- 8b Conference with Legal Counsel – Existing Litigation
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD
(Calaveras County Superior Court #11CV37713)
- 8c 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 4:36 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 4:36 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board