



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JUNE 14, 2023

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

Directors Absent: Scott Ratterman, President

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Jeff Meyer, Director of Administrative Services
Stacey Lollar, Human Resources Manager
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Water Resources Manager
John Osbourn, External Affairs Manager
Kelly Richards, Customer Service Supervisor
Kelly Gerkenmeyer, Water Resources Technician
Catherine Eastburn, Accountant
Kelly Soulier-Doyle, Accounting Technician
Kate Jesus, Engineering Coordinator
Mark Rincon-Ibarra, District Engineer
Kevin Williams, Senior Civil Engineer
Jared Gravette, Construction Inspector
Tiffany Burke, Administrative Technician Senior
Dylan Smith, IT Technician
Kate Darby, Customer Service
Carol Bowen, Customer Service

Others Present: Ralph Copeland

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

Vice-President Thomas called the Regular Board Meeting to order at 1:01 p.m. and led the Pledge of Allegiance. Director Ratterman was absent.

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONSENT AGENDA**

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

- 3a Review Board of Directors Monthly Time Sheets for May 2023
(Rebecca Hitchcock, Clerk to the Board)
- 3b Approving District's Financial Management Policy – No. 5.01, Investment
Policy
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-28**
- 3c Ratify Claim Summary #615 Secretarial Fund in the Amount of \$2,708,265.04 for May
2023
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-29**
- 3d Approve Second Amendment to Cell Tower Lease between CCWD
and Pinnacles Cellular, Inc. dba Verizon Wireless
(Rebecca Hitchcock, Clerk to the Board) **RES 2023-30**
- 3e Adoption of Fiscal Year 2022/2023 District Pay Schedule for CalPERS Compliance
(Stacey Lollar, Human Resources Manager) **RES 2023-31**

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

4. **PUBLIC HEARING**

Vice-President Thomas opened the Public Hearing at 1:04 p.m.

ANNUAL STANDBY ASSESSMENT FEES
(Jeffrey Meyer, Director of Administrative Services)

- Indian Rock Vineyards Subdivision (Sewer) **RES 2023-32**
- West Point Improvement District 3 (Water) **RES 2023-33**
- Ebbetts Pass Improvement District 5 (Water) **RES 2023-34**
- Jenny Lind Improvement District 6, Copper Cove
Improvement District 7 (including Copperopolis Townsite) (Water) **RES 2023-35**
- Saddle Creek Subdivision Improvement District 7 (Water) **RES 2023-36**
- Copper Cove/La Contenta Improvement District 8S (Sewer) **RES 2023-37**

MOTION: Directors Davidson/Underhill-Adopted Resolutions 2023-32, 2023-33, 2023-34, 2023-35, 2023-36, and 2023-37 in one unified motion.

DISCUSSION: Mr. Meyer explained each of the areas being assessed with standby fees including the history and fees.

PUBLIC COMMENT: There was no public comment.

Vice President Thomas closed the Public Hearing at 1:06 p.m.

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

5. **NEW BUSINESS**

5a Discussion/Action regarding the Slurry Line Water Service Customer Template Agreement
(Brad Arnold, Water Resources Manager)

MOTION: Directors Davidson/Secada-by Minute Entry Approved the Slurry Line Water Service Customer Template

DISCUSSION: Brad Arnold detailed the changes to the Cataract Mine Cement Slurry Line customer agreement that was approved June 8, 2022. The proposed agreement allows customers to use water downstream from their property along the Slurry Line. It also adds requirements for customers who use the water for cannabis cultivation to adhere to state reporting requirements. Mr. Arnold responded to questions from the Board on the changes. Director Thomas expressed an interest in changing the name of the Slurry Line to the Calaveras County Water District's Grant Metzger Slurry Line. There was discussion on the possibility of that change, and it would have to be agenized separately at a future meeting.

PUBLIC COMMENT: There was no public comment.

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

5b Discussion/Action to Approve the Purchase of a Paving Machine
(Damon Wyckoff, Director of Operations)

MOTION: Directors Davidson/Underhill-by Minute Entry Approved the Purchase of a Paving Machine

DISCUSSION: Mr. Wyckoff detailed the bids received compared to the cost of purchasing the paver. There was discussion regarding the training and staffing requirements to use the paver.

PUBLIC COMMENT: Ralph Copeland asked if a lease option was considered for a paving machine.

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

6. BUDGET WORKSHOP

- 6a Discussion Regarding FY 2023-24 Preliminary Operating and Capital Improvement Budgets
(Jeffrey Meter, Director of Administrative Services)

DISCUSSION: Jeffrey Meyer stated this budget was presented to the Finance Committee on May 30 and said there were a few changes since that date.

- Tyler Technologies was originally in the budget for the full 5-year contract amount of \$333,000, and it was corrected to the annual cost of \$75,000 per year with all modules plus implementation costs (\$37,500 per year for just the Utility Billing software). All modules include Finance, HR, and Inventory. There was extensive discussion regarding the Tyler software. The Board has requested a complete review of Tyler implementation and costs.
- A change to the PERS UAL amount was added since the last Finance Committee meeting.

Michael Minkler stated the revenues used in the budget includes the assumption that rates will be increased in October. It does not bind the Board to raising rates, but the District would have to amend the budget if the rates are not increased. Director Davidson would like a column added to the next budget draft showing the current revenue and projected revenue with the increases. He wants to see the comparison between current revenue and projected revenue with a list of projects the District would not be able to do without rate increases.

Mr. Meyer reviewed various items from Revenues, Transfers In, Salaries and Benefits, Services and Supplies, Capital Outlay/Debt Service, and the departmental Operating Budgets. He responded to questions on various items. Mr. Meyer reviewed the Capital Improvements Plan (CIP) Budget for Water and Sewer. There was discussion regarding different funding options for the CIP Projects.

PUBLIC COMMENT: Ralph Copeland addressed the Board regarding the potential rate increases projected on the budget.

7. REPORTS

- 7a Report on the May 2023 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the May 2023 Monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

- 7b General Manager's Report
(Michael Minkler)

DISCUSSION: Michael Minkler reported on the following items: 1) the July 12th Board meeting will be the Rate Workshop to discuss the rate recommendations; 2) a meeting with Teresa Hitchcock, CEO Calaveras County and Marcos Munoz, Assistant CEO; 3) Mark Rincon-Ibarra, District Engineer met with Gabriel Elliott, Director of Planning of Calaveras County; 4) the Washington, D.C. meetings; 5) the EPPOC meeting; 6) the Housing Resources Partnership meeting; 7) a meeting with Phoenix Energy; 8) the CCWD Kids Day event; 9) he will be on vacation the last week of June; and 10) the District received emails from Forest Meadows thanking Ron Rose for his great work on the pond.

8. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill asked about the Districts plan for the 4th of July Parade in Arnold.

Director Davidson asked about the Department of Water Resources grant awarded to Stockton East Water District for Groundwater Recharge.

Director Secada is enjoying the cooler than average weather.

Director Thomas reported that today is his 21st Wedding Anniversary and that he attended the Calaveras Republican Women Federated meeting in Copperopolis with John Osbourn, External Affairs Manager.

9. NEXT BOARD MEETINGS

- Wednesday, June 28, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, July 12, 2023, 1:00 p.m., Regular Board Meeting

10. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 4:12 p.m. Those present were Board Members: Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; Brad Arnold, Water Resources Manager, and Matt Weber, General Counsel.

- 10a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 1 potential case

11. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:56 p.m. There was no reportable action.

12. ADJOURNMENT

With no further business, the meeting adjourned at 4:56 p.m.

Respectfully Submitted:


Michael Minkler
General Manager

ATTEST:


Rebecca Hitchcock
Clerk to the Board