



CALAVERAS COUNTY WATER DISTRICT ENGINEERING COMMITTEE MEETING

MINUTES
January 9, 2024

Directors/Committee Members present:

Russ Thomas
Jeff Davidson

Staff present:

Michael Minkler	General Manager
Kate Jesus	Human Resources Technician
Mark Rincon-Ibarra	District Engineer
Kevin Williams	Senior Civil Engineer
Sam Singh	Senior Engineering Technician
Jared Gravette	Senior Supervisor Construction Inspection
Kelly Gerkenmeyer	Water Resources Specialist
Damon Wyckoff	Director of Operations
Pat Burkhardt	Construction and Maintenance Manager
Rebecca Hitchcock	Executive Assistant/Clerk to the Board
Jeffrey Meyer	Director of Administrative Services
Tiffany Burke	Administrative Technician

Others present:

Ralph Copeland	Member of the Public
Cindy Secada	Member of the Public
Francisco De La Cruz	Member of the Public
Michael Rogers	Member of the Public
Carl Collins	Member of the Public

CALL TO ORDER / PLEDGE OF ALLEGIANCE.

1. ROLL CALL

Director Davidson called the Engineering Committee to order at 2:00 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

Carl Collins addressed the Committee regarding a noise issue at his residence. Ralph Copeland also mentioned a similar noise at his residence.

3. APPROVAL OF MINUTES

The November 2, 2023 minutes were approved by a motion from Director Thomas and seconded by Director Davidson.

4. NEW BUSINESS

**4a Proposed Professional Services Agreement with Landstedt Consulting for As-Needed Grant Administration
(Mark Rincon-Ibarra, District Engineer)**

Mr. Rincon-Ibarra presented contract options and benefits of using Landstedt Consulting for grant services due to the current staff constraints. The Engineering Committee agreed to have the item presented to the Board for approval at the next regular Board meeting.

**4b Master Meter at Meadowmont Shopping Center
(Sam Singh, Senior Engineering Tech)**

Mr. Singh reviewed the history and background of the property owner's request. He proposed a 4-inch master meter at the existing vault in the shopping center past the pressure reducing station, that will replace the existing 27 water meters. The property owner would be responsible for the cost of construction if performed by CCWD.. But they would also have the choice to outsource the construction to a contractor of their choice. Staff will follow up with the owner.

**4c Discussion on Proposal from Crosno Construction for Rehabilitation of Jenny Lind Water Treatment Plant Clearwell #2, CIP 11083J
(Kevin Williams, Senior Civil Engineer)**

Kevin Williams presented a quote from Crosno Construction for the rehab of the water tank. Crosno Construction is currently working on the Clearwell project in Copperopolis and the staff is very happy with their work. Mr. Williams discussed other concerns about the condition of the Jenny Lind tank, including the need to increase the CIP budget for this project. Ralph Copeland expressed concerns about the item not going to public bid. Kevin & Michael Minkler clarified the reasoning behind the decision. Francisco De La Cruz expressed concern of how the tank deterioration was not noticed previously. Kevin gave further clarification of the inspection process. The Committee agreed to have the item presented to the Board for approval at the next regular Board meeting.

**4d Service Termination Request Variance West Point
(Sam Singh, Senior Engineering Tech)**

The property owner has requested termination of water service as they currently use a well. One of the requirements of the Termination of Service policy is the fact that the property must not have a habitable structure, which this property does have. Staff recommended the owner apply for a Variance which requires a deposit of \$3,500. The property owner has now requested a Variance to the Variance Policy to have the deposit waived. Staff needs direction from the Committee to move forward. The Committee discussed the options of amending the current Termination of Service Policy to include the option to terminate service if the owner has a working well. Staff will follow up with possible policy updates and resolution with the property owner.

5. OLD BUSINESS

**5a Capital Improvement Project Updates
(Engineering Department)**

- AMI/AMR Project – Project closeout should be presented at the next Board meeting.
- Jenny Lind Water System A-B Water Transmission Pipeline – Project is currently out to bid with a bid opening in mid-February. The alternate bid items for service line replacements and paving options were discussed.
- Copper Cove Wastewater Projects – Discussion of separate project descriptions regarding the USACE funding.
- Copper Cove Lift Station Project (LS 15, 18 & Forcemain) –Supply chain issues have caused project delays which will impact traffic in the Poker Flat area this Summer.
- Copper Cove Clearwell and Tank B Project – Discussion of color choice for tanks which will blend in with local environment.

**5b Other Updates
(Engineering Department)**

- Copper Valley Town Square – Update to the developer’s proposal of commercial buildings, commercial plaza area, Town Square townhomes, lift station and forcemain project, and pump station project.
- Jenny Lind Elementary School Forcemain Project – The location of the intermediate lift station was discussed.
- North Vista Plaza / LGI Homes – Continual work with developer on sewer forcemain and lift station.

6. GENERAL MANAGER COMMENTS

Mr. Minker gave updates on the following: 1) Charles Palmer’s upcoming retirement; 2) new Engineering Coordinator will start in the next few weeks;

Director Davidson mentioned the idea of internship programs for future Engineers.

7. DIRECTOR COMMENTS OR FUTURE AGENDA ITEMS

None.

8. NEXT COMMITTEE MEETING

March 5, 2024

9. ADJOURNMENT

There being no further business, the meeting adjourned at approximately 3:56 p.m.

Respectfully submitted,

Kate Jesus

Kate Jesus
Human Resources Technician