



**RESOLUTION NO. 2020-27**  
**RESOLUTION NO. PFA-03**  
**ORDINANCE NO. 2020-01**

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
REGULAR BOARD MEETING**

**MAY 13, 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  
Kevin Williams, Civil Engineer  
Tiffany Burke, Administrative Technician-Senior

Others Present: Eric Glanville  
Dale Pilgeram

**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**

Eric Glanville from Gold Country Real Estate addressed the Board regarding termination of wastewater services, specifically regarding Forest Meadows. He gave the history behind why Forest Meadows has so many empty lots with connections. In 2006, builders purchased connections for empty lots due to a moratorium the District put in place. The District passed a termination of service policy last year and he would like to discuss the issues with this policy. He requested that the item be placed on the next meeting agenda for discussion. The Board directed staff to put this on the next agenda.

**3. CONSENT AGENDA**

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

3a Approval of Minutes for the Board Meetings of April 22, 2020.

3b Review Board of Directors Monthly Time Sheets for April, 2020

***Director Underhill pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #578 Secretarial Fund in the Amount of \$1,489,967.99 for April, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

***Director Thomas pulled Item 3d from the Consent Agenda***

3d Report on the Monthly Investment Transactions for April, 2020  
(Rebecca Callen, Director of Administrative Services)

3e Authorized Representatives on Chandler Asset Management Investment Account  
(Rebecca Callen, Director of Administrative Services) **RES 2020-27**

**AYES: Directors Ratterman, Secada, Thomas, Davidson and Underhill**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**OFF CONSENT AGENDA**

***Director Underhill pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #578 Secretarial Fund in the Amount of \$1,489,967.99 for April, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-28**

**MOTION: Directors Ratterman/Secada-Approved Consent Agenda Item:  
3c as presented**

**DISCUSSION:** Director Underhill asked about the following items: 1) the payment to ERS Industrial Services; 2) the payments to Paymentus seem to be going up; and 3) the payment to Western Hydrologics.

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

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

***Director Thomas pulled Item 3d from the Consent Agenda***

3d Report on the Monthly Investment Transactions for April, 2020  
(Rebecca Callen, Director of Administrative Services)

**MOTION:** Directors Ratterman/Secada-Approved Consent Agenda Item:  
3d as presented

**DISCUSSION:** Director Thomas asked about the term “Full Call” on the Wells Fargo Account. Rebecca Callen explained the fund is now ready to be transferred into Local Agency Investment Fund (LAIF) which will earn more money than the Money Market account.

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

**AYES:** Directors Ratterman, Secada, Thomas, Davidson 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 starting on Monday 5/18/2020. There will be social distancing in place with common areas closed for gathering. He mentioned that staff has done a great job keeping business as usual from home and everyone is eager to get back to the office. There was discussion about when to open the office to the public.

4b Discussion/Action regarding Pinebrook HOA Variance Request  
(Joel Metzger, External Affairs Manager)

**RES 2020-29**

**MOTION:** Directors Thomas/Secada-Approved Pinebrook HOA Variance Request  
subject to amended language limiting it to existing land use or property  
owner changes, the variance will be rescinded.

**DISCUSSION:** Mr. Metzger presented the variance request submitted by the Pinebrook Homeowners Association (HOA). The Association is currently using one commercial water meter to irrigate two parcels. Pinebrook has applied to terminate service for two of its commercial meters and after conducting a review, staff recommends approval. There was significant discussion on the meters and District policies.

**PUBLIC COMMENT:** Dale Pilgeram, President of the Pinebrook HOA, addressed the Board regarding their request. He mentioned the meters they are requesting termination on have not been in use and explained the history of the meters goes back 50-60 years.

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

**5. OLD BUSINESS**

5a Discussion regarding District's New Operations Maintenance Facility Bid Results and Options Moving Forward  
(Kevin Williams, Civil Engineer)

**DISCUSSION:** Mr. Williams presented the bids received for the District's new operations maintenance facility. He explained that the bids were significantly higher than the budget for the project. Staff reached out to the low bidder to value engineer the project but the cost was still high. Staff recommends postponing the project until financial uncertainty has passed and the project can be redesigned to reduce cost. There was significant discussion about possible cost saving measures. The Board agreed the project should be redesigned and brought back to the Engineering Committee for discussion in the future.

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

**RECESS** was called at 2:30 p.m. **SESSION RESUMED** at 2:35 p.m.

**6. REPORTS**

6a Report on the April 2020 Operations Department  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the April 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.

6b General Manager Report

**DISCUSSION:** Mr. Minkler reported the Management staff has been focusing their efforts on budget preparation. He had nothing additional to report.

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

Director Secada attended the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting virtually.

Director Ratterman spoke about the Mountain Counties Water Resources Association meeting and updated on the hiring process for the Executive Director of Mountain Counties.

Director Thomas had nothing to report.

Director Davidson had nothing to report.

Director Underhill reported that Camp Connell is very quiet during the quarantine.

**8. NEXT BOARD MEETINGS**

- Wednesday, May 27, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, June 10, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:00 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 9a) and Matt Weber, General Counsel.

**9. CLOSED SESSION**

- 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(a) La Contenta Investors, LTD vs. CCWD  
(Calaveras County Superior Court #11CV37713)
- 9c 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)

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:54 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 3:55 p.m.

By:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board