



RESOLUTION NO. 2020-75
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

December 9, 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
Rebecca Hitchcock, Clerk to the Board
Charles Palmer, District Engineer
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Brad Arnold, Manager of Water Resources
Jared Gravette, Construction Inspector
Jessica Self, External Affairs Manager
Pat Burkhardt, Construction and Maintenance Manager
Stacey Lollar, Human Resources Manager
Bob Godwin, Civil Engineer Sr.
Sam Singh, Engineering Technician Sr.
Tiffany Burke, Administrative Technician Sr.
Kate Jesus, Engineering Coordinator

Others Present: Dan Rich, NEXGEN
Fran Lillard

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

Vice-President Davidson called the Regular Board Meeting to order at 1:09 p.m. and led the pledge of allegiance

2. PUBLIC COMMENT

There was no public comment.

3. BOARD RECONSTITUTION AND ELECTION OF OFFICERS

- 3a Discussion/Action regarding Seating of Board Members and Election of Officers
(Michael Minkler, General Manager)

Mr. Minkler called for nominations for Board President for the 2021 year. Director Secada nominated Director Davidson as President and Director Thomas seconded the nomination. There were no other nominations. Directors Ratterman and Davidson closed the nominations.

MOTION: Directors Secada/Thomas - Nominate Director Davidson as Board President for the 2021 Year

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

Director Ratterman nominated Director Secada as Board Vice President and Director Thomas seconded the motion. There were no other nominations. Directors Ratterman and Davidson closed the nominations.

MOTION: Directors Ratterman/Thomas - Nominate Director Secada as Board Vice President for the 2021 Year

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

4. CONSENT AGENDA

**MOTION: Directors Ratterman/Thomas-Approved Consent Agenda Items:
4a, 4b, 4c, 4d, 4e, 4f, and 4g as presented**

- 4a Approval of Minutes for the Board Meeting of November 11, 2020
- 4b Review Board of Directors Monthly Time Sheets for November 2020
- 4c Ratify Claim Summary #584 Secretarial Fund in the Amount of \$1,932,618.87 for November 2020
(Rebecca Callen, Director of Administrative Services) **RES 2020-75**
- 4d Report on the Monthly Investment Transactions for November 2020
(Rebecca Callen, Director of Administrative Services)
- 4e Approval of Amendment of the Fiscal Year 2019-20 Personnel Allocation
(Stacey Lollar, Human Resources Manager) **RES 2020-76**
- 4f Approval of Purchase of an Orenco Pod System for the Indian Rock Wastewater Treatment Facility - CIP Project #15098
(Damon Wyckoff, Director of Operations)

- 4g Report on the Write-Off of Uncollectible Accounts Receivable for the period of June 1, 2020 through November 30, 2020
(Rebecca Callen, Director of Administrative Services)

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

5. PUBLIC HEARING

President Davidson explained that staff would present information on the proposed Ordinance and after presentations there would be time for public comment.

Public Hearing Opened at 1:22 p.m.

- 5a Discussion/Action regarding the Adoption of Amendment to Ordinance 2006-03 Amending Schedule B - Charges for Special Services
(Damon Wyckoff, Director of Operations) **ORD 2020-01**

MOTION: Directors Ratterman/Thomas-Adopted Ordinance 2020-01 Amending Ordinance 2006-03 Schedule B-Charges for Special Services

DISCUSSION: Mr. Wyckoff reviewed the proposed changes to the Schedule B Special Services Fees and Charges. The flat rate for the new installation of a 5/8" Radio Read Meter is proposed to change from \$353.00 to \$502.54, a 1" Radio Read Meter to \$625.87, and an upgrade from a 5/8" meter to a 1" Radio Read Meter to \$1,133.41. Director Thomas commented that the current pricing has been in place since 2006. Director Secada asked about the cost difference between a new install and an upgrade from a 5/8' to a 1' meter. She also asked about the cost-to-serve letter and was advised that this cost is not being affected by this amendment. She also wants to know what constitutes normal operating costs versus special fees. Staff advised that would be a good item to bring to the Finance Committee. Director Davidson would like a detailed review of what is included in Capacity Fees when the Capacity Fee study is complete.

PUBLIC COMMENT: There was no public comment.

Public Hearing Closed at 1:41 p.m.

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

6. NEW BUSINESS

- 6a Discussion/Action to Award Design Services for the West Point and Wilseyville Wastewater Facilities Consolidation Project, CIP 15072
(Bob Godwin, Senior Civil Engineer) **RES 2020-77**

MOTION: Directors Secada/Ratterman - Adopted Resolution 2020-77 Awarding Design Services for the West Point and Wilseyville Wastewater Facilities Consolidation Project, CIP 15072 to NEXGEN

DISCUSSION: Mr. Palmer stated that the project is a \$4.75 Million grant funded project and reviewed the project timeline and scope of work. He then discussed the seven bids received in September. He detailed the process staff used to rank the bids and why they recommend awarding the bid to NEXGEN. There was discussion on the scope of work between the Board and staff.

PUBLIC COMMENT: There was no public comment

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

6b Discussion/Action regarding Acceptance and Final Completion of the Ebbetts Pass Reach 1 Water Transmission Pipeline Replacement Project,
(Charles Palmer, District Engineer) **RES 2020-78**

MOTION: Directors Underhill/Ratterman-Accepting Final Completion of the Reach 1 Water Transmission Pipeline Replacement Project, CIP #11085

DISCUSSION: Mr. Minkler reported that the Ebbetts Pass Reach 1 Water Transmission Pipeline Replacement Project constructed by Mazingo Construction, Inc. is now complete and ready for final acceptance. The total cost of the project is \$6,832,301.24 which was self-financed by the District. Mr. Minkler thanked Jared Gravette and Kelly Gerkenmeyer for their hard work on the project. The Board congratulated Mr. Palmer, Mazingo Construction, and District staff for a successful project. Director Thomas would like to have an after-action discussion with Mazingo Construction at the next Engineering Committee Meeting.

PUBLIC COMMENT: There was no public comment

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

6c Discussion/Action regarding Acceptance and Final Completion of the Ebbetts Pass Techite Pipeline Replacement Project, CIP No. 11084
(Kevin Williams, Civil Engineer) **RES 2020-79**

MOTION: Directors Underhill/Ratterman-Accepting Final Completion of the Reach 1 Techite Pipeline Replacement Project, CIP No. 11084

DISCUSSION: Mr. Williams reported that the Ebbetts Pass Techite Pipeline Replacement Project constructed by KW Emerson is now complete and ready for final acceptance. The total cost of the project is \$1,984,105.00 which was self-financed by the District. The Board congratulated Mr. Williams, KW Emerson, and District staff for a successful project.

PUBLIC COMMENT: There was no public comment

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

- 6d Discussion/Action regarding Ballot for Calaveras LAFCO Independent Special District Representatives
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler indicated that the Calaveras LAFCO is calling for nominations for consideration to fill two (2) regular seats and one (1) alternate seat for the Independent Special District seats. Two of the nominees receiving the highest number of votes will be appointed seats as the Independent Special District Regular Board Members and the nominee receiving the third highest number of votes will be appointed as the alternate Board Member. Director Secada recommended a vote for Travis Owens and Director Ratterman recommended a vote for John Lavaroni. President Davidson will approve those nominations.

PUBLIC COMMENT: There was no public comment

7. **OLD BUSINESS**

- 7a Update on Eastside Groundwater Sustainability Agency
(Brad Arnold, Manager of Water Resources)

DISCUSSION: Mr. Arnold reviewed the history of the Eastside Groundwater Sustainability Agency (GSA). He explained that as the Eastside GSA moves forward with managing its portion of the Sub-Basin to meet the Groundwater Sustainability Plan (GSP) targets and other Sustainable Groundwater Management Act (SGMA) requirements, the group may need to adopt a new governance structure to avoid placing an undue financial or staffing burden on any one Party. Given that the Joint Powers Authority structure has generally worked well to coordinate and focus the diverse GSA members of the large Sub-Basin, some members of the Eastside GSA have proposed using a similar governance structure to form a separate agency dedicated to local groundwater management. Ideally, the JPA version of the Eastside GSA would establish an agency structure, policies, and revenue stream independent of the Parties, and would provide for more equitable involvement in local groundwater management. Preliminary assessment of each Party's interests in the Eastside GSA has suggested that the group should provide a platform to focus on the following topics. A draft Eastside GSA JPA Agreement developed by CCWD and its legal counsel, was circulated to the Parties on August 11, 2020 for their review and feedback. The Eastside GSA has been meeting monthly to discuss relevant sections, SGMA requirements, and similar JPA formation efforts. The Eastside GSA recently provided a SGMA and Eastside GSA governance overview to the Calaveras County Board of Supervisors at their December 8, 2020 meeting. There was further discussion on the specifics of the JPA and the various interests.

PUBLIC COMMENT: There was no public comment.

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

8. **REPORTS**

- 8a Report on the November 2020 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the November 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.

8b General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) the COVID-19 response since the county is now in the purple tier the District has gone back to reduced staff in the office; 2) the ACWA Conference last week was really beneficial; 3) the Voluntary Agreement; 4) update on the Slurry Line progress; 5) the Bureau of Reclamation meeting regarding New Melones Storage; 6) the CAMRA meeting with discussions regarding Mokelumne River operations; 7) the Low Value Property Tax Exemption on the Board of Supervisors agenda, and ultimately the Board declined to increase the level of the low value property tax exemption; and 8) COVID-19 Vaccine.

9. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada reported she attended the two IRWM meetings and discussed the agendas.

Director Thomas would like to see the Retention Policy updated to include emails.

Director Ratterman reported on the CAMRA Meeting, the Slurry Line meeting, and John Kingsbury, the Executive Director is leaving Mountain Counties at the end of the year. He also reported on the ACWA Conference and a presentation on cyber security. He would like to see a future agenda item on that topic.

Director Underhill had nothing to report.

Director Davidson had nothing to report.

10. NEXT BOARD MEETINGS

- Friday, January 8, 2021, 8:30 a.m., Board Workshop-Strategic Planning
- Wednesday, January 13, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, January 27, 2021, 1:00 p.m., Regular Board Meeting

11. CLOSED SESSION

11a Conference with Legal Counsel – Potential Litigation Government Code §54956.9(b)(1) – 1 case

Closed Session was cancelled

12. ADJOURNMENT

With no further business, the meeting adjourned at 3:05 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board