



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

OCTOBER 11, 2023

- Directors Present: Scott Ratterman, President
Russ Thomas, Vice-President
Cindy Secada, Director
Bertha Underhill, Director
Jeff Davidson, Director
- 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
Kelly Richards, Customer Service Supervisor
Kelly Gerkenmeyer, Water Resources Technician
Kate Jesus, Engineering Coordinator
Kate Darby, Customer Service
Kevin Williams, Senior Civil Engineer
Dylan Smith, IT Technician
Corinne Skrbina, Customer Service
Kelly Soulier-Doyle, Accounting Tech
Tiffany Burke, Administrative Technician
Catherine Eastburn, Accountant
- Others Present: Francisco De La Cruz
Ralph Copeland
Carlos Stoughton
Approximately 3 other members of the public online

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Ratterman called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. All Directors were present.

2. PUBLIC COMMENT

Carlos Stoughton addressed the Board regarding the need for more General Manager reviews.

Damon Wyckoff, Director of Operations introduced new employees Eric Martinez, Darren Johnson, Roy Gear, and Curtis Wainwright.

Randy Scheidt addressed the Board regarding replacement of the asbestos cement pipe and a company that can assess the pipeline for the District.

Francisco de la Cruz requested an update on metrics.

3. CONSENT AGENDA

MOTION: Directors Secada/Thomas-Approved Consent Agenda Items: 3a, 3b, and 3d as presented.

3a Approval of Minutes for the Board Meetings of August 9 and August 23, 2023
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for September 2023
(Rebecca Hitchcock, Clerk to the Board)

Director Secada pulled Item 3b from the Consent Agenda

3c Ratify Claim Summary #619 Secretarial Fund in the Amount of \$2,991,258.95 for September 2023
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-_____**

3d Approval of the Board Meeting Schedule for November and December 2023
(Rebecca Hitchcock, Clerk to the Board)

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

NOES: None

ABSTAIN: None

ABSENT: None

OFF CONSENT AGENDA

Director Secada pulled Item 3b from the Consent Agenda

3c Ratify Claim Summary #619 Secretarial Fund in the Amount of \$2,991,258.95 for September 2023
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-55**

MOTION: Directors Underhill/Secada - Adopted Resolution No. 2023-55 - Ratifying Claim Summary #619 Secretarial Fund in the Amount of \$2,991,258.95 for September 2023

DISCUSSION: Director Secada asked about the following purchase items: 1) Arnold Auto Supply; 2) a claim settlement; 3) auto tires; 4) Data Pros cost for Prop 218 notices; 5) AutoCAD users; 6) vehicle leases; 7) Global Payments; 8) Govinvest Annual fee; 9) patch paving in Copperopolis; 10) landscaping services; 11) Kennedy/Jenx Consulting fee; 12) KW Emerson payment; 13) mail equipment lease; 14) Adobe Acrobat fee; 15) Comcast Internet; 16) IT training; 17) Microsoft password manager; 18) web developer contract; 19) US Bank; and 20) WSP USA Environment contract. There was additional discussion regarding other meetings this document is reviewed.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Calaveras County Water District's Role in Calaveras County
(Russ Thomas, Director)

DISCUSSION: Director Thomas spoke about the State of the County event in Copperopolis. He mentioned Michael Minkler's presentation at the meeting and asked that the video be played. The Board watched the video of Mr. Minkler's presentation. Director Thomas discussed how informative this video was and would like it to be on the website for an introduction to the District.

PUBLIC COMMENT: There was no public comment.

- 4b Update of the District's Operations-Based Purchasing, Purchasing Agent Efforts, Warehousing, and Heavy-Duty Fleet
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff, Director of Operations and Mike Crank, Purchasing Agent gave a PowerPoint presentation on the status of the purchasing program. They responded to questions from the Board on the specifics of the program.

PUBLIC COMMENT: There was no public comment.

5. REPORTS

- 5a Report on the September 2023 Operations Department
(Damon Wyckoff, Director of Operations)

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

PUBLIC COMMENT: There was no public comment.

- 5b General Manager's Report
(Michael Minkler)

DISCUSSION: Michael Minkler reported on the following items: 1) the Biomass tour; 2) the Public Relations Team and outreach efforts; 3) performance metrics; 4) changes to the CCWD website; 5) the UMRWA meeting; 6) the EBMUD BBQ; 7) the Legal Affairs Committee meeting; 8) the Governor signed AB 338 Prevailing Wage for Forest Management; 9) he all employees meeting; 10) Charles Palmer is retiring in January 2024; 11) Jesse Hampton will present a grant application at the Calaveras Public Power Agency (CPPA) meeting; and 12) the Laser Light Show will be at White Pines Park again this year.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada reported on Lumberjack Days in West Point and asked for a dashboard update and website information.

Director Thomas complimented Kelly Gerkenmeyer on the recent videos done for public outreach.

Director Davidson would like the assessment of pipelines in Rancho Calaveras brought to the Engineering Committee.

Director Underhill stated the crews have done an amazing job on the tule removal at White Pines Park Committee.

Director Ratterman reported on the JPIA meeting, UMRWA meeting, the UTICA tour, the Board meeting next week, and the upcoming Washington, D.C. trips.

7. NEXT BOARD MEETINGS

- Wednesday, October 25, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, November 15, 2023, 1:00 p.m., Special Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:40 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager and Stacey Lollar (for item 8c); and Matt Weber, General Counsel.

- 8a 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)
- 8b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 2 potential cases
- 8c Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar regarding Negotiations with Management and Confidential Unit

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:41 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 4:41 p.m.

Respectfully Submitted:


Michael Minkler
General Manager

ATTEST:


Rebecca Hitchcock
Clerk to the Board