

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JUNE 28, 2023

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

Directors Absent: Scott Ratterman, President

Staff Present: Stacey Lollar, Human Resources Manager  
Rebecca Hitchcock, Clerk to the Board  
Jeff Meyer, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
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  
Jared Gravette, Construction Inspector  
Tiffany Burke, Administrative Technician Senior  
Kate Darby, Customer Service  
Mike Crank, Purchasing Agent  
Doug Turner, Distribution Worker Senior

Others Present: None

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

Vice-President Thomas called the Regular Board Meeting to order at 1:00 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, 3e, and 3f as presented**

- 3a Approval of Minutes for the Board Meeting of May 24, 2023  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Approval of Credit Adjustment for APN 023-050-019  
(Kelly Richards, Business Services Manager) **RES 2023-38**
- 3c Approval of Credit Adjustment for APN 070-025-021  
(Kelly Richards, Business Services Manager) **RES 2023-39**
- 3d Awarding Contract for Utility Potholing and Data Collection for Jenny Lind A-B Water  
Transmission Pipeline Project  
(Sam Singh, Senior Engineering Technician) **RES 2023-40**
- 3e Approving District's Financial Management Policy – No. 5.02, Purchasing Policy  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-41**
- 3f Report on the Monthly Investment Transactions for May 2023  
(Jeffrey Meyer, Director of Administrative Services)

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

**4. NEW BUSINESS**

- 4a Approval of FY 2024 Service Area Water Supply & Demand Assessments  
(Brad Arnold, Water Resources Manager)

**MOTION: Directors Davidson/Underhill-by Minute Entry Approved the FY 2024  
Service Area Water Supply & Demand Assessments**

**DISCUSSION:** Mr. Arnold presented the requirement from the State for the Service Area Water Supply and Demand Assessments. He stated the County has adequate supply for all service areas. He reviewed the various items in the assessments. Director Underhill asked about how evaporation effects water supplies. Director Thomas pointed out a typo on the report.

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

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

Vice-President Thomas opened the Public Hearing at 1:09 p.m.

**5. PUBLIC HEARING**

5a Discussion/Action regarding the Adoption of the Fiscal Year 2023-24  
Operating and Capital Improvement Plan Budget  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-42**

**MOTION: Directors Davidson/Secada-Approved Resolution No. 2023-42 Adopting  
the Fiscal Year 2023-24 Operating and Capital Improvement Plan  
Budget**

**DISCUSSION:** Mr. Meyer reviewed the items incorporated into the proposed budget after the budget workshop on June 14, 2023. He explained that without projected water and sewer rate increases there would be an operating budget deficit of \$1.8 million:

- No change to salaries and benefits
- Require a decrease in services and supplies of \$660,000.
- Reduce capital outlay from \$1,381,743 to \$168,579 (existing lease to own vehicles), a decrease of \$1,150,164.
- Decrease in capital outlay budget would reduce transfers in revenues from \$585,430 to \$168,579, which would necessitate additional budget reductions of \$416,851.
- Water CIP increased by \$300,000 for CC Ozone Unit Replacement

There was significant discussion on the proposed budget. Director Secada stated she wished the PowerPoint had been included in the agenda package. She stated it would show people that the rate increase is included in the proposed budget more than the attachment in the agenda package. She also asked if there are more cuts the District could make to reduce the budget. Director Underhill stated everyone should remember the effect this will have on rate payers. Director Davidson stated that much of the budget is due to unfunded mandates from the State that the District has no control over. He stated compounded inflation, chemical costs, fuel costs, and power costs are also out of the District's control. Mr. Meyer reiterated that adopting this budget does not lock the Board into a rate increase. Certain projects will be delayed until a decision is made at the rate hearing in September. Director Secada asked for a list of projects that are not starting until after the rate hearing. Mr. Meyer stated just our Calaveras Public Power Agency (CPPA) costs have gone up 200 percent over the last three years. There was additional discussion regarding the various cost increases.

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

Vice President Thomas closed the Public Hearing at 1:55 p.m.

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

Vice-President Thomas opened the Public Hearing at 1:56 p.m.

Discussion/Action regarding the Adoption of the Fiscal Year 2023-24  
Personnel Allocation Budget  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-43**

**MOTION: Directors Davidson/Secada-Approved Resolution No. 2023-43 Adopted  
the Fiscal Year 2023-24**

**DISCUSSION:** Mr. Meyer stated the personnel allocation needs to be adopted each year with the budget. He reviewed that there is no change except for the moving of the External Affairs Manager

from the Admin Services budget to the General Management budget. Stacey Lollar explained how each position is reviewed after a vacancy and changes to the personnel allocation can arise from those reviews.

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

Vice President Thomas closed the Public Hearing at 2:02 p.m.

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

**6. REPORTS**

6a General Manager's Report

**DISCUSSION:** Stacey Lollar reported on the following items in Michael Minkler's absence: 1) the 2023 Annual Kids Day on June 15, 2023, which was a huge success; 2) the all-employee meeting last week; and 3) a thank you from Michael Minkler to all staff for continued work on the budget and the rate study.

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

Director Secada thanked staff for their hard work on the budget. She also reviewed her schedule for the following month. She asked for a report out on the Tyler software.

Director Underhill asked about water station monitoring. She also spoke in favor of the sales tax increase for the fire departments.

Director Davidson stated he attended the La Contenta Golf Course 50<sup>th</sup> Anniversary celebration and met the potential new owners.

Director Thomas reported that on the Wildfire Education Workshop on July 11<sup>th</sup> in Murphys. He asked for a report on surplus property.


**8. NEXT BOARD MEETINGS**

- Wednesday, July 12, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, July 26, 2023, 1:00 p.m., Regular Board Meeting

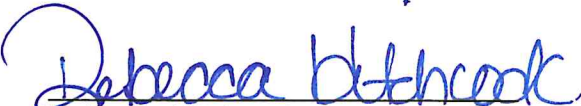
**9. ADJOURNMENT**

With no further business, the meeting adjourned at 2:22 p.m.

Respectfully Submitted:

  
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Stacey Lollar  
Acting General Manager

ATTEST:

  
\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board