



MINUTES

CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

DECEMBER 13, 2023

Directors Present: Scott Ratterman, President
Russ Thomas, Vice-President – Attended virtually
Cindy Secada, Director – Attended virtually
Bertha Underhill, Director
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Kate Jesus, Human Resources Tech
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Jeff Meyer, Director of Administrative Services
Stacey Lollar, Human Resources Manager
Mark Rincon Ibarra, District Engineer
Charles Palmer, Senior Civil Engineer
Juan Maya, Civil Engineer
Pat Burkhardt, Construction and Maintenance Manager
Kelly Richards, Customer Service Supervisor
Kelly Gerkensmeyer, Water Resources Technician
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: Ralph Copeland
Francisco de la Cruz
Michael Rodgers
Michael Castro

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 with Directors Thomas and Secada attending virtually under provisions of AB 2449 Illness.

2. PUBLIC COMMENT

Ralph Copeland wished everyone a Merry Christmas.

Francisco de la Cruz addressed the Board about speaking with Habib Issac from IB Consulting. He asked for access to the worksheets used during the rate study.

3. BOARD RECONSTITUTION AND ELECTION OF OFFICERS

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

Mr. Minkler called for nominations for Board President for the 2024 year. Director Davidson nominated Director Thomas as President and Director Underhill seconded the nomination. There were no other nominations.

MOTION: Directors Davidson/Underhill-Nominate Director Ratterman as Board President for the 2024 Year

PUBLIC COMMENT: There was no public comment.

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

Mr. Minkler called for nominations for Board Vice President. Director Ratterman nominated Director Underhill as Board Vice President and Director Davidson seconded the motion. There were no other nominations.

MOTION: Directors Ratterman/Davidson - Nominate Director Underhill as Board Vice President for the 2024 Year

PUBLIC COMMENT: There was no public comment.

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

Mr. Minkler stated any committee assignments requested by the Board Members should be emailed or phoned to the Board Clerk who will forward the information to the Board President. Committee selections to joint powers authorities will be voted on at the January 10, 2024 meeting.

4. CONSENT AGENDA

**MOTION: Directors Davidson/Ratterman-Approved Consent Agenda Item:
4a, 4b, 4c, 4d, and 4e as presented.**

- 4a Approval of Minutes for the Board Meetings of September 13 (revised), September 27, and October 11, 2023
(Rebecca Hitchcock, Clerk to the Board)

- 4b Review Board of Directors Monthly Time Sheets for October and November 2023
(Rebecca Hitchcock, Clerk to the Board)
- 4c Ratify Claim Summary #621 Secretarial Fund in the Amount of 3,410,666.23 for
November 2023
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-62**
- 4d Report on the Monthly Investment Transactions for November 2023
(Jeffrey Meyer, Director of Administrative Services)
- 4e Approval of the Adoption of the Public Agencies Post-Employment Benefits
Trust Administered by Public Agencies Retirement Services (PARS)
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-63**

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

5. NEW BUSINESS

- 5a Discussion/Action regarding the Amendment of the Fiscal Year 2023-24 Personnel
Allocation Budget
(Stacey Lollar, HR Manager) **RES 2023-64**

MOTION: Directors Davidson/Ratterman-Adopted Resolution No. 2023-64-
Amending the Fiscal Year 2023-24 Personnel Allocation Budget

DISCUSSION: Stacey Lollar requested an amendment to the Personnel Allocation Budget. The request is to add an Accountant position and explained that the budget for the position would come from the FERC Relicensing Reserve Fund. She stated that all three finance employees are eligible to retire within the next three years. This recommended Accountant position would provide succession planning and project accounting for engineering. There was discussion on the plan moving forward beyond the 2023-24 budget. Director Secada would like this position re-evaluated within the next three years. Director Ratterman stated he appreciates the staff's creativity when it comes to succession planning. There was additional discussion regarding the current vacancies at the District.

PUBLIC COMMENT:

Mike Rodgers asked if the District considered a contract employee for the Accountant.

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

- 5b Discussion/Action regarding Proposed Amendment to Professional Services
Agreement for HydroScience Engineers for the Arnold Wastewater Treatment
Facilities Improvement Project, CIP #15095
(Charles Palmer, Senior Civil Engineer) **RES 2023-65**

MOTION: Directors Davidson/Ratterman-Adopted Resolution No. 2023-65-Amendment to Professional Services Agreement for HydroScience Engineers for the Arnold Wastewater Treatment Facilities Improvement Project, CIP #15095

DISCUSSION: Mark Rincon-Ibarra stated that upon submitting a pre-application for initial evaluation for possible grant funding, CCWD was advised the service area appears to be an eligible as a disadvantaged community and to proceed with submitting a full construction grant application for the project. An Engineer's Report and Environmental Document must be prepared and submitted with the grant application. Staff requested the attached proposal, contract Amendment #3, from Hydroscience Engineers to prepare the Engineer's Report and to retain Dewberry as a subconsultant to prepare the necessary environmental documents. Staff requests authorization for Amendment #3 scope of work and fees totaling \$130,489.00 which the FY 2023-24 adopted budget has sufficient funding to cover. If able to secure this grant opportunity, it will have a significant beneficial outcome on the overall wastewater CIP program by bringing more funding into the program without further burdening our customers.

PUBLIC COMMENT:

There was no public comment.

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

6. REPORTS

6a Report on the November 2023 Operations Department
(Damon Wyckoff, Director of Operations)

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

PUBLIC COMMENT:

There was no public comment.

6b General Manager's Report
(Michael Minkler)

DISCUSSION: Michael Minkler reported on the following items: 1) the Special Board meeting on December 1st to opt out of the PFAS settlements; 2) AB552 Drought Resiliency Planning; 3) the staff Water Resources committee; 4) talks between UTICA, UPUD, Angels Camp, and CCWD to create a plan for alternate water supplies; 5) Claim Summary formatting; 6) a recent all hands meeting and chili cook off; 7) his presentation to the MCWRA Annual Forum on infrastructure funding challenges and thanks Kelly Gerkenmeyer for his terrific slide deck; 8) the USDA Loan approval for the Bio-Mass project in West Point; 9) recent North Fork relicensing workshop; 10) the External Relations Committee Meeting; 11) the Town Hall in Copperopolis; 12) the ACWA Fall Conference; 13) the Customer Portal is scheduled to go live in January; 14) mid-year budget development has begun; and 15) Dylan Cuneo's memorial.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Davidson had nothing to report.

Director Ratterman had nothing to report.

Director Secada had nothing to report.

Director Thomas thanks Director Ratterman for a remarkable job this year as President of the Board.

Director Underhill reported it is getting cold up in Arnold and Bear Valley is open.

PUBLIC COMMENT:

Francisco de la Cruz addressed the Board regarding the quantity of customer calls, the vacancies on the CAP Program, and his disappointment regarding the lack of response on District metrics.

8. NEXT BOARD MEETINGS

- Wednesday, January 10, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, January 24, 2024, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:48 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 Matt Weber, General Counsel.

- 9a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - 2 potential cases

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:50 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:50 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board