



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

SEPTEMBER 27, 2023

Directors Present: Scott Ratterman, President (attended online)  
Russ Thomas, Vice-President  
Cindy Secada, Director  
Bertha Underhill, 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  
Mark Rincon-Ibarra, District Engineer  
Stacey Lollar, Human Resources Manager  
Brad Arnold, Water Resources Manager  
Jesse Hampton, Plant Operations Manager  
Pat Burkhardt, Construction and Maintenance Manager  
Kelly Richards, Business Services Manager  
Kelly Gerkenmeyer, Water Resources Specialist  
Kate Jesus, Human Resources Technician  
Kate Darby, Customer Service Representative  
Kevin Williams, Senior Civil Engineer  
Jared Gravette, Construction Inspector  
Catherine Eastburn, Accountant  
Dylan Smith, IT Technician  
Tiffany Burke, Administrative Technician  
Mike Crank, Purchasing Agent  
Eric Martinez, Facilities Maintenance Technician  
Chris Zanardi, Senior Construction Worker

Others Present: Carlos Stroughton  
Francisco de la Cruz  
Approximately ten online participants.

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

Vice-President Thomas called the Special Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. Director Davidson was absent at roll call but arrive at 2:20 p.m.

President Ratterman logged in virtually. He announced Under the provisions of AB 2449, he was attending remotely under the Just Cause while on official business travel provision.

**2. PUBLIC COMMENT**

Carl Stroughton addressed the Board regarding fire hydrants and recall efforts.

Francisco de la Cruz thanks the Board and External Relations Committee for beginning work on metrics.

**3. CONSENT AGENDA**

**MOTION: Directors Ratterman/Underhill-Approved Consent Agenda Item:  
3a and 3b as presented**

3a Report on the Monthly Investment Transactions for August 2023  
(Jeffrey Meyer, Director of Administrative Services)

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

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

3c Ratify Claim Summary #618 Secretarial Fund in the Amount of \$3,601,087.89 for August 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-\_\_\_\_\_**

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

**OFF CONSENT AGENDA**

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

3c Ratify Claim Summary #618 Secretarial Fund in the Amount of \$3,601,087.89 for August 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-51**

**MOTION: Directors Underhill/Secada-Adopted Resolution No. 2023-51 Ratifying Claim Summary #618 Secretarial Fund in the Amount of \$3,601,087.89 for August 2023**

**DISCUSSION:** Director Underhill and Thomas asked about the following items on the Claim Summary: 1) 2023 Scholarship Award; 2) a legal payment to Hansen Bridgett; 3) a vehicle repair on the VaCon truck; and 4) payments on the VaCon trucks.

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

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

**4. NEW BUSINESS**

- 4a Recognition of Chris Zanardi for 34 Years of Service at the District  
(Damon Wyckoff, Director of Operations) **RES 2023-52**

**MOTION: Directors Underhill/Secada–Adopted Resolution No. 2023-52  
Recognizing Chris Zanardi for 34 Years of Service at the District**

**DISCUSSION:** Damon Wyckoff read the Resolution of Appreciation for Chris Zanardi. The Board, Michael Minkler, and Damon Wyckoff expressed their appreciation for Chris and all the years at the District.

**PUBLIC COMMENT:** Chris Zanardi stated he really appreciates the District for 34 years of employment. He said he will really miss it, and this has been the best management he has worked for over the years. He was happy to finally complete the slurry line project before he retired.

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

- 4b Hydrologic Conditions Update  
(Brad Arnold, Water Resources Manager)

**DISCUSSION:** Brad Arnold provided a verbal update regarding hydrologic conditions, reservoir storage levels, and other related information in preparation for the start of Water Year 2024 on October 1, 2023. He stated that although this past year has been one of the wettest on record for California, CCWD should remain prepared for future dry hydrology and return to drought conditions at any time. Fortunately, some of the major reservoirs that CCWD relies on for stored water releases are at their highest levels in recent history. Most of CCWD's service areas remain relatively protected from major supply disruptions, owing to these stored water supplies.

Mr. Arnold mentioned that this was his last Board meeting before leaving the District to move out of state. The Board and Mr. Minkler expressed gratitude to Mr. Arnold for his hard work during his tenure as the Water Resources Manager.

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

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

**RECESS** was called at 1:40 p.m. **SESSION RESUMED** at 1:47 p.m.

- 4c Discussion/Action Regarding a Sole Source Purchase of a Uninterruptable Power Supply (UPS) for the Ozone Generator at the Copper Cove Water Treatment Plant  
(Jesse Hampton, Plant Operations Manager)

**MOTION: Directors Secada/Underhill–By Minute Entry Approved Sole Source  
Purchase of an Uninterruptable Power Supply for the Ozone Generator  
at the Copper Cove Water Treatment Plant**

**DISCUSSION:** Jesse Hampton explained that the UPS currently at the Copper Cove Wastewater Treatment Plant has run out of life and is out of date due to being around 20 years old. The UPS is

used to condition the power that is used for the ozone generators. It is also used to power the ozone generators during a power outage while transferring to our generator power backup system. There was discussion between the Board and Mr. Hampton regarding the purchase.

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

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

4d Discussion/Action Regarding a Sole Source Purchase of Ozone Generators CIP Project #11133  
(Jesse Hampton, Plant Operations Manager)

**MOTION:** Directors Secada/Underhill–By Minute Entry Approved Sole Source Purchase of a Ozone Generators CIP Project #11133

**DISCUSSION:** Jesse Hampton explained that at the District’s Copper Cove Water Treatment Plant there are two ozone generators that were originally installed back in 1998. Ozone is used as an oxidizer in pretreating the raw water for organics and manganese before the water flows to the filtration units. District staff have done a great job keeping the generators in functioning order. But we have come to a point where the generators are beyond their life and the parts for them are no longer manufactured. There was discussion between the Board and Mr. Hampton regarding the purchase.

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

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

4e Discussion/Action Regarding the Award of Construction Contract for the Copper Cove Phase 1 and 2 Tanks Project, CIP #11083C  
(Charles Palmer, P.E., Senior Engineer) **RES 2023-53**

**MOTION:** Directors Underhill/Secada–Adopted Resolution No. 2023-53 Awarding a Construction Contract for the Copper Cove Phase 1 and 2 Tanks Project, CIP #11083C

**DISCUSSION:** Charles Palmer reviewed the project of the replacement and rehabilitation of the Copper Cove Water System Tank B and Clearwells. He stated that five bids were received with T&S Construction Co., Inc. of Sacramento, CA being the apparent low bidder. There was discussion between staff and the Board regarding the project and T&S Construction. It was clarified that the cost of the redwood from the tanks was included in the bid.

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

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

4f Discussion/Action Regarding Approval of Addendum No.1 under CEQA Guidelines §15164 Incorporating Proposed Project Changes to the Adopted Mitigated Negative Declaration for the Copper Cove Booster Pump Station and Water Transmission Pipeline Project, SCH #2007012054.  
(Charles Palmer, P.E., Senior Engineer) **RES 2023-54**

**MOTION:** Directors Ratterman/Underhill– Approved of Addendum No.1 under CEQA Guidelines §15164 Incorporating Proposed Project Changes to the Adopted Mitigated Negative Declaration for the Copper Cove Booster Pump Station and Water Transmission Pipeline Project, SCH #2007012054

**DISCUSSION:** Charles Palmer stated (CCWD), as lead agency, approved the Copper Cove Booster Pump Station and Water Transmission Pipeline Project and adopted a Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP) for this project. On February 22, 2007, staff filed a Notice of Determination (NOD) with the State OPR. This project includes construction of 5,800' of new 20" diameter water transmission pipeline and modifications to the existing treated water effluent pump station at the Copper Cove Water Treatment Plant (WTP).

He added described in the attached Addendum No.1, CCWD is planning to rehabilitate the existing clearwell at the Copper Cove Water Treatment Plant (WTP) and replace a redwood tank and rehabilitate a steel tank at the B-Tank site. These rehabilitation and replacement activities are categorically exempt under CEQA Guidelines §15301 and §15302. Also, CCWD plans to construct a new 330,000-gallon clearwell at the Copper Cove WTP site. Because a portion of the 20" transmission pipeline, clearwells and clearwell piping occupy the same area and must be constructed together in coordination, the new clearwell is being added by Addendum to the previously approved MND.

Director Thomas pointed out a few errors in the package.

**PUBLIC COMMENT:** Ralph Copeland stated he is not convinced a 20" line is necessary.

Damon Wyckoff, Director of Operations addressed why the 20" line is needed.

Director Davidson arrived at 1:15 p.m.

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

4g Discussion/Action Approving Repayment of the Loan from the Special Project Fund to the Jenny Lind Water Expansion Fund  
(Jeffrey Meyer, Director of Administrative Services)

**MOTION:** Directors Secada/Underhill– Approving Repayment of the Loan from the Special Project Fund to the Jenny Lind Water Expansion Fund

**DISCUSSION:** Mr. Meyer explained the history of the internal loan from the reserve fund (108) to the Jenny Lind Expansion (364), which originated several years ago. The Jenny Lind Expansion fund was not able to pay back the loan due to lack of development. This has been an audit recommendation as well. Development has started to increase, and the JL Expansion fund can afford to make a partial payment. It is recommended to make the payment in FY 2022-23 and plan to make payments each year moving forward.

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

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

4h Discussion/Direction Regarding District's Capital R&R Rate Ordinance and Financial Management Policy – No. 5.00, Budget and Fiscal Policies (Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Mr. Meyer advised that Ordinance No. 2013-01, Modifying Rates for Water and Wastewater Services was adopted by the Board of Directors on July 10, 2013. Section 5 of Ordinance 2013-01, Use of Additional Revenue, states:

“Funds received as a result of a rate increase above the current rates as of July 10, 2013, must be placed in a restricted fund and the funds must be used to fund the renovation and replacement of the District's existing capital infrastructure. The funds in this account cannot be used for any other purpose without a 4/5th vote of the full Board of Directors of the District.”

The recently approved Rate Study separated the Capital Renovation and Replacement (Capital R&R) funding requirements from the rates and rate ordinance. Staff presented drafts of a new capital funding ordinance and updated Section 5.00.4, Capital Improvement Policies, and Section 5.00.7, Rate Setting Policies of the Financial Management Policy 5.00, to the Finance Committee on July 18 and August 15, 2023.

There was discussion between the Board and staff regarding the change to the Ordinance and directed staff to bring it back at a noticed public hearing for consideration by the Board. They also directed staff to include a CPI escalation on the minimum funding requirement.

**PUBLIC COMMENT:** Francisco de la Cruz asked about the Cost of Service Study and how it relates to the minimum listed.

Director Ratterman left the meeting at 3:00 p.m.

## 5. **REPORTS**

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

**DISCUSSION:** Mr. Wyckoff presented the August 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:** Mr. Minkler reported on the following activities: 1) presentation at the Sons of Retirement; 2) presentation at the Chamber of Commerce State of the County; 3) meeting with Senator Alvarado-Gil; 4) the dam safety inspections; 5) Engineering Committee, Finance Committee, and the External Relations Committee meetings; 6) Water Resources training in the last few weeks before Brad Arnold's last day; 7) White Pines Park tule removal to begin October 2<sup>nd</sup>; 8) ACWA Board election results; 9) there are many current recruitments for job vacancies; 10) thanked Mike Rogers and Franciso de la Cruz for their presentation at the ER Committee meeting.

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

Director Underhill reported on the External Relations Committee meeting. She also stated there was a horse that drowned at White Pines Lake.

Director Davidson reported on the meeting with Senator Alvarado-Gil.

Director Secada reported on the External Relations meeting that she listened to, and she attended the Engineering Committee meeting as the alternate.

Director Thomas reported on the meeting with Senator Alvarado-Gil and expressed his appreciation for Mike Rogers and Franciso de la Cruz for their presentation at the ER Committee meeting. Would like to talk about scheduling a Board meeting at 5:30 p.m.

**7. NEXT BOARD MEETINGS**

- Wednesday, October 11, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, October 25, 2023, 1:00 p.m., Regular Board Meeting

**8. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 3:44 p.m. Those present were Board Members: Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; and Matt Weber, General Counsel.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 2 potential cases

The Board reconvened into Open Session at approximately 4:03 p.m. There was no reportable action.

**9. ADJOURNMENT**

With no further business, the meeting adjourned at 4:51 p.m.

Respectfully Submitted:

  
Michael Minkler  
General Manager

ATTEST:

  
Rebecca Hitchcock  
Clerk to the Board