



RESOLUTION NO. 2020-34  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2020-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

June 10, 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  
Matt Weber, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Joel Metzger, External Affairs Manager  
Tiffany Burke, Administrative Technician-Senior  
Corinne Skrbina, Customer Service Representative-Senior  
Sam Singh, Senior Engineering Tech

Others Present: Alice Montgomery  
Eric Glanville  
Dale Pilgeram  
Jennifer

**Based on guidance from the California Governor's Office and Department of Public Health, in order to minimize the potential spread of the COVID-19 virus, the Calaveras County Water District will convene its public meetings of the Board of Directors telephonically until further notice.**

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

President Underhill called the Regular Board Meeting to order via teleconference at 1:00 p.m. and led the pledge of allegiance.

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONSENT AGENDA**

**MOTION:** Directors Davidson/Ratterman-Approved Consent Agenda Items:  
3a, 3b, 3c, 3d, and 3e as presented

- 3a Approval of Minutes for the Board Meeting of May 27, 2020.
- 3b Review Board of Directors Monthly Time Sheets for May, 2020
- 3c Ratify Claim Summary #579 Secretarial Fund in the Amount of \$1,939,931.31 for May, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-34**
- 3d Report on the Write-Off of Uncollectible Accounts Receivable for the period of December 1, 2019 through May 31, 2020  
(Rebecca Callen, Director of Administrative Services)
- 3e Report on the Monthly Investment Transactions for May 2020  
(Rebecca Callen, Director of Administrative Services)

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

4. **NEW BUSINESS**

- 4a Discussion/Direction regarding the Districts Termination of Service Policy  
(Joel Metzger, External Affairs Manager)

**DISCUSSION:** Mr. Metzger reviewed the history of District terminations dating back to the 1990's. Staff's interpretation of the termination of service language is that the water or wastewater laterals should be completely terminated at the main line to avoid abandoned service laterals. For a wastewater connection, this will usually involve cutting out the lateral at the sewer main, eliminating the lateral tee, and reconnecting the main. He explained that this approach would eliminate the District's liability for water or wastewater lines that are no longer active. Abandoned laterals that remain in place diminish the integrity of distribution and collections systems. Abandoned connections can leak, create opportunities for theft, and expose the District to potential unintended damage by property owners or other utilities that damage the laterals. In order for the termination of service to be approved, the customer must pay a \$300 administrative fee and an operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped. There was significant discussion between the Board, Mr. Wyckoff, and Mr. Metzger regarding the operations fee estimated at \$2307.10 for water and \$5180.50 for sewer. Director Secada expressed that the proposed cost to remove laterals is unacceptable and not customer friendly. Director Davidson thinks the proposed fees are cost prohibitive for customers. He thinks the District should terminate services at the easiest and most reasonable place for the customer. Director Thomas mentioned that in Copperopolis there are about 900 lots that have a lateral off the main with no customer meters. He believes there will be unintended

consequences of the policy. He suggests staff go back to the drawing board and come back at the next meeting with a revised plan. Director Ratterman read an excerpt from the current policy and stated that there is nothing wrong with the current policy and the District should proceed with the policy as is. He would like the District to process the applications that are already submitted under the current policy.

Mr. Minkler stated that it is becoming clear that there are two different types of termination. A true termination with no foreseeable reinstatement; and services that they are not using connected to a vacant lot with the expectation that the property could be developed and connected in the future. He recommends staff make that differentiation in the policy and bring it back for Board consideration.

**PUBLIC COMMENT:**

Eric Glanville stated he is a Real Estate Broker and has lived in Forest Meadows for 32 years. He stated he would like to see the meters removed and capped. He feels there is no need to remove the laterals as discussed previously in the meeting. He feels the implementation of the new policy has not been fair to the customers that have already applied.

Rob and Alice Montgomery addressed the Board and they have an application in for termination of service under the current policy. They urged the Board to come up with something that does not burden land owners that never intend to develop the property.

Jennifer, a homeowner, stated that paying for water and sewer on an empty lot is an undue burden on landowners. She also stated that she applied for termination of service three months ago, thinking the policy was already in place. She would like to have the application fee returned to her as she thought the policy was already determined when she applied for termination.

Dale Pilgeram stated that they applied for termination of two services and was also surprised by the additional fee proposed to remove the laterals. He encouraged the Board to revisit the policy to make it more affordable and practical.

- 4b Discussion/Direction regarding the FY 2020-21 Draft Operating and CIP Budgets  
(Rebecca Callen, Director of Administrative Services)

**DISCUSSION:** Ms. Callen presented the FY 2020-21 Draft Operating and CIP Budgets. She went into much detail on the flow of the budget and talked about the Sewer Fund shortfall and how staff may address this issue. There was a discussion regarding customer rates, Capital R&R rates, and a rate study. There was a discussion on the Financial/Utility Billing software upgrade. The District is now at the point of upgrading to a newer version of Springbrook or migrating to a new software company. Ms. Callen talked about Tyler Technologies software and the benefits to go in this direction. Direction was given to proceed with the Budget preparations for the Budget Workshop on June 24, 2020.

**RECESS** was called at 3:35 p.m. **SESSION RESUMED** at 3:40 p.m.

**PUBLIC COMMENT:**

Mike Samorano, a District Employee representing the SEIU Union addressed the Board. He stated that there has been employee concern about the new financial planning software. He restated the cost of the upgrade to Tyler Technologies and that employees are concerned about

the cost considering the current financial uncertainty. He also stated that the office staff was unhappy with the choice of Tyler Technologies. Mr. Minkler and Ms. Callen responded to the concerns and said there would be a meeting with all involved with the software to discuss.

4c Discussion/Action Amending the Fiscal Year 2019-20 Personnel Allocation  
(Rebecca Callen, Director of Administrative Services) **RES 2020-35**

**MOTION: Directors Ratterman/Secada-Approved the Amendment to the Fiscal 2019-20 Personnel Allocation**

**DISCUSSION:** Ms. Callen explained the amendment to the 2019-20 Personnel Allocation allows the District to begin recruitment for a Treatment Plant Operator position. There is no change in the budget allocation due to the unused salary funds from unfilled positions.

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

President Underhill opened the Public Hearing at 3:39 p.m.

**5. PUBLIC HEARING**

5a Annual Standby Assessment Fees  
(Rebecca Callen, Director of Administrative Services)

- Indian Rock Vineyards Subdivision (Sewer) **RES 2020-36**
- West Point Improvement District 3 (Water) **RES 2020-37**
- Ebbetts Pass Improvement District 5 (Water) **RES 2020-38**
- Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite) (Water) **RES 2020-39**
- Saddle Creek Subdivision Improvement District 7 (Water) **RES 2020-40**
- Copper Cove / La Contenta Improvement District 8 (Sewer) **RES 2020-41**

**MOTION: Directors Davidson/Secada-Adopted Resolutions 2020-36, 2020-37, 2020-38, 2020-39, 2020-40, and 2020-41 in one unified motion.**

**DISCUSSION:** Ms. Callen discussed the annual standby assessments and the improvement district fees assessed for each district and responded to questions from the Board.

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

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

President Underhill closed the Public Hearing at 3:41 p.m.

## 6. REPORTS

6a Report on the May 2020 Operations Department  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the May 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.

6b General Manager Report

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the Operations Department has been very busy; 2) the Reach 1 Project is progressing and there are traffic controls in place; 3) the Techite Project is now underway; 4) in response to COVID-19 the District has returned to full staffing levels with accommodations made for those who need it. Social distancing and masks are required in the office; and 5) the new Manager of Water Resources, Brad Arnold will begin working on Monday June 15<sup>th</sup>.

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

Director Secada reported the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting is next week and they need the Manager of Water Resources to be the new representative for the District. She will also miss the July 8 Board Meeting.

Director Davidson had nothing to report.

Director Thomas reported he has decided to attend the Virtual ACWA Conference. He would like a report on the progress with the County on the Eastern San Joaquin Groundwater Authority.

Director Ratterman has an ACWA / JPIA Property meeting tomorrow, the Mountain Counties Water Resources Association meeting Friday, and the Legal Affairs Committee meeting next Wednesday at 2:00 p.m.

Director Underhill reported on the Techite Project work on Meko Drive.

## 8. NEXT BOARD MEETINGS

- Wednesday, June 24, 2020, 1:00 p.m., Regular Board Meeting-Budget Adoption
- Wednesday, July 8, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 4:00 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman;

staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 9a) and Matt Weber, General Counsel.

**9. CLOSED SESSION**

9a Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, HR Manager, Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021.

9b 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)

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 4:12 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 4:13 p.m.

Respectfully Submitted:

  
Michael Minkler  
General Manager

ATTEST:

  
Rebecca Hitchcock  
Clerk to the Board