



RESOLUTION NO. 2021-72
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

SEPTEMBER 22, 2021

Directors Present: Cindy Secada, Vice-President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director

Directors Absent: Jeff Davidson, President

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Stacey Lollar, Human Resources Manager
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Charles Palmer, District Engineer
Kevin Williams, Civil Engineer, Sr.
Kate Jesus, Engineering Coordinator
Tiffany Burke, Administrative Technician Sr.

Others Present: Jonathan Lesperance, P.E., Lumos & Associates

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

Vice-President Secada called the Regular Board Meeting to order at 1:08 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Ratterman/Underhill–Approved Consent Agenda Item:
3b as presented.

- Director Thomas pulled Item 3a from the Consent Agenda***
- 3a Report on the Monthly Investment Transactions for August 2021
(Rebecca Callen, Director of Administrative Services)
- 3b Region 3 Election Ballot for the Association of California Water Agencies
(Michael Minkler, General Manager)

PUBLIC COMMENT: There was no public comment.

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

OFF CONSENT AGENDA

- Director Thomas pulled Item 3a from the Consent Agenda***
- 3a Report on the Monthly Investment Transactions for August 2021
(Rebecca Callen, Director of Administrative Services)

MOTION: Directors Thomas/Ratterman-by Minute Entry Accepted the Report on the Monthly Investment Transactions for August 2021

DISCUSSION: Director Thomas asked how Chandler Consulting is paid each month. Ms. Callen explained the District receives a bill each month and the amount is deducted from the overall investment returns.

PUBLIC COMMENT: There was no public comment.

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

Vice-President Secada opened the Public Hearing at 1:13 p.m.

4. PUBLIC HEARING

- 4a Discussion/Action regarding Amending Ordinance 2020-01 Establishing Application of Service Rates and Billing Quotes
(Rebecca Callen, Director of Administrative Services) **ORD 2021-01**

MOTION: Directors Thomas/Underhill-Adopted Ordinance 2021-01-Amending Ordinance 2020-01 Establishing Application of Service Rates and Billing Quotes with verbiage change

DISCUSSION: Ms. Callen presented the changes proposed to Ordinance 2020-01. There was discussion on the various fee changes and what exactly determines a cost to serve. Director Thomas stated he supports the Ordinance with one verbiage change. He would like to see the word leasing removed from Section 2 (see below).

- Section 2. Rates, Tolls, Fares and Charges

The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other changes by this Ordinance are for the purposes of meeting operating expenses, including, without limitation, employee wage rates and fringe benefits, purchasing ~~of or leasing~~ supplies, equipment, or materials, meeting financial reserve requirements, or obtaining funds for capital projects necessary to maintain or expand service to District customers.

PUBLIC COMMENT: There was no public comment.

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

Vice-President Secada closed the Public Hearing at 1:27 p.m.

5. NEW BUSINESS

5a Discussion/Action regarding Selection of a Consultant and Award of Professional Services Agreement for The Sheep Ranch Water Supply Reliability Study and Facilities Master Plan
(Charles Palmer, District Engineer) **RES 2021-72**

MOTION: Directors Ratterman/Underhill-Adopted Resolution 2021-72-Awarding a Professional Services Agreement for the Sheep Ranch Water Supply Reliability Study and Facilities Master Agreement

DISCUSSION: Mr. Palmer reviewed the scope of the study and gave a summary of the proposals received. Five proposals were reviewed and ranked by a Selection Committee, who ultimately recommended Lumos & Associates. There was brief discussion about the proposals.

PUBLIC COMMENT: There was no public comment.

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

5b Discussion/Action regarding the Acceptance of an Easement and Related Agreement for the Sheep Ranch Water System's Fire protection Tank
(Damon Wyckoff, Director of Operations) **RES 2021-73**

MOTION: Directors Underhill/Ratterman-Adopted Resolution 2021-73- Accepting an Easement and Related Agreement for the Sheep Ranch Water System's Fire protection Tank

DISCUSSION: Mr. Wyckoff introduced the collaboration between CCWD and Calaveras County to erect a 140,000-gallon non-potable water tank for fire protection in Sheep Ranch. Upon completion of the site survey, it was discovered that the parcel maps of record are approximately one-hundred feet off from the actual property markers. As a result, the desired location of the tank will straddle the property line with the neighbor. Staff determined that the most efficient and cost-effective resolution for this matter was to negotiate an easement with the neighboring property owner to obtain the

additional property necessary for the fire-protection tank installation. The District already has an easement for site access with the neighbor. The additional easement will be provided for the fire-protection tank. The District and the neighboring property owner have come to an agreement for the easement. The property owner will allow the District to install the fire-protection tank for a payment of twelve-thousand dollars. There was discussion between the Board and staff regarding the tank.

PUBLIC COMMENT: There was no public comment.

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

- 5c Discussion/Action Regarding the Acceptance of the Memorandum of Understanding between Calaveras County and Calaveras County Water District concerning the Relocation of a Water Tank in Sheep Ranch
(Jessica Self, External Affairs Manager)

MOTION: Directors Thomas/Underhill-by Minute Entry Accepting the Memorandum of Understanding between Calaveras County and Calaveras County Water District concerning the Relocation of a Water Tank in Sheep Ranch

DISCUSSION: Ms. Self stated the District and Calaveras County are collaborating to erect a 140,000-gallon non-potable water tank to be used for fire protection in the community of Sheep Ranch. The District will relocate and install the tank on District property located in Sheep Ranch. The water will be used by Calaveras County and/or its fire prevention partners during emergencies. The cost for transport, construction and connection of the tank will cost \$136,500. Calaveras County will provide the funding to cover the cost of this project, including site improvements as well as tank installation and reassembly costs.

PUBLIC COMMENT: There was no public comment.

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

6. **OLD BUSINESS**

- 6a Update regarding the Tyler Software Conversion
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen gave an update to the Board regarding the status of the Tyler software upgrade. She reviewed the struggles during implementation, successes, outreach efforts, and next steps in the process. There was discussion regarding changes to payment processing and account set-up.

PUBLIC COMMENT: There was no public comment.

7. **REPORTS**

7a General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the District is currently in the Retiree Health buyout election period; 2) a new Senior Civil Engineer was hired and should start in late October; 3) there was a meeting last week with Secretary Crowfoot, Secretary Bloomfield, and ACWA Agency GMs about the drought, water conservation, and warnings for next year; 4) the first meeting of the CPUD/CCWD Committee; 5) field staff presentations have begun at the last Engineering Committee meeting; 6) staff are beginning to update the District's Construction Standards; 7) PG&E Public Safety Power Shutdowns; 8) there is a Redwood Tank Replacement Project delay due to supply chain delays; 9) it is time to re-apply for any ACWA Committees; and 10) the October 27th meeting should be cancelled or moved due to the MCWRA Annual Meeting.

8. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill presented a letter from Calaveras Fire. She also asked why the State has not put stricter regulations in place for water conservation.

Director Ratterman reported on the Ad Hoc CCWD/CPUD Committee Meeting and the MCWRA Conference on October 27.

Director Thomas had nothing to report.

Director Secada reported there was no IRWM meeting in September. She also attended a tour of the District facilities in West Point. In addition, she would like to see the Directors receive District tablets in an effort to end the printing of agenda packages and save the large cost of postage.

9. NEXT BOARD MEETINGS

- Wednesday, October 13, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, October 27, 2021, 1:00 p.m., Regular Board Meeting

10. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:55 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, and Scott Ratterman; staff members Michael Minkler, General Manager, Damon Wyckoff, Director of Operations (for item 10a), and Matt Weber, General Counsel.

- 10a Conference with Real Property Negotiators Gov. Code § 54956.8
Property: APN 055-051-008 Agency negotiators: M. Minkler and D. Wyckoff
Under negotiation: Price and/or terms of payment.
- 10b Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code § 54956.9(d)(2)-1
case

11. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:43 p.m. There was no reportable action.

12. ADJOURNMENT

With no further business, the meeting adjourned at 3:43 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board