



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

APRIL 26, 2023

Directors Present: Scott Ratterman, President
Russ Thomas, Vice-President
Bertha Underhill, Director
Jeff Davidson, Director

Directors Absent: Director Secada

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Jeff Meyer, Director of Administrative Services
Stacey Lollar, Human Resources Manager
Jesse Hampton, Plant Operations Manager
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Water Resources Manager
Kelly Richards, Customer Service Supervisor
Kelly Gerkenmeyer, Water Resources Technician
Catherine Eastburn, Accountant
Kelly Soulier-Doyle, Accounting Technician
Kate Jesus, Engineering Coordinator
Jared Gravette, Construction Inspector
Joe Darby, Distribution Worker
Carol Bowen, Customer Service

Others Present: Ralph Copeland
Cindy Secada

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. Director Secada was absent.

2. PUBLIC COMMENT

Ralph Copeland addressed the Board requesting publication of the Committee Meeting videos for public review.

3. **CONSENT AGENDA**

MOTION: Directors Davidson/Thomas-Approved Consent Agenda Items:
3b and 3c as presented

Director Thomas pulled Item 3a from the Consent Agenda

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

3b Approval of Credit Adjustment for APN 073-036-005
(Kelly Richards, Customer Service Supervisor)

RES 2023-21

3c Cancellation of the Regular Board Meeting of May 10, 2023
(Rebecca Hitchcock, Clerk to the Board)

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

OFF CONSENT AGENDA

Director Thomas pulled Item 3a from the Consent Agenda

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

MOTION: Directors Thomas/Underhill-Accepted the Monthly Investment
Transactions Report

DISCUSSION: Director Thomas asked for clarification on the amounts listed in the investment report. He would like to have a column added to the report showing which funds are already committed so there is no confusion over available funds.

PUBLIC COMMENT: There was no public comment.

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

4. **NEW BUSINESS**

4a Discussion/Action Regarding Amending District Policy No. 12 – Records Retention
Policy
(Rebecca Hitchcock, Clerk to the Board)

RES 2023-22

MOTION: Directors Davidson/Thomas-Adopted Resolution No. 2023-22
Amending District Policy No 12-Records Retention Policy

DISCUSSION: Ms. Hitchcock presented the amendment to the Records Retention Policy. She reviewed the process taken during the update and items of interest to the Board. She stated there would be one minor change to the Government Code listed on Page 1, item BOD 02. There was a brief discussion regarding the specifics of the retention schedule.

PUBLIC COMMENT: There was no public comment.

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

4b Discussion/Action regarding Approval of a Sole-Source Construction and Installation Contract for a UV Trough and Installation of the UV Disinfection System (Damon Wyckoff, Director of Operations)

MOTION: Directors Davidson/Thomas by Minute Entry-Approve a Sole-Source Construction and Installation Contract with Cole Tiscornia Construction in the amount of \$197,910.00 per Section 5.C of the District's Purchasing Policy

DISCUSSION: Mr. Wyckoff reviewed the Forest Meadows Wastewater Treatment Plant UV Trough project. He stated that Cole Tiscornia Construction (CTC) previously completed installation of two different UV systems at the Copper Cove Reclaimed Wastewater Treatment Plant and La Contenta Wastewater Plant in 2008 with great reviews. The District would like to retain the services of CTC through the District's Sole Course Purchase Policy for the Forest Meadows Project.

PUBLIC COMMENT: There was no public comment.

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

5. **REPORTS**

5a General Manager's Report (Michael Minkler)

DISCUSSION: Michael Minkler reported on the following items: 1) the Mechanics shop and warehouse are moving into the new building; 2) the reshuffling of the office spaces in the main building; 3) the new External Affairs Manager, John Osbourn, will begin work on May 1st; 4) the new District Engineer, Mark Rincon-Ibarra will begin work on May 15th; 5) a Mutual Aid agreement was signed between CCWD and Blue Lake Springs Mutual Water Company; 6) the Ebbetts Pass Town Hall meeting; 7) the upcoming ACWA Conference; 8) the Special Board Meeting on May 3rd; and 8) the Washington, D.C. Legislative meetings.

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

Director Thomas reported on dinner with the new District Engineer and his wife.

Director Davidson reported that there is a lawsuit in Montana over the use of fire retardant on forestlands and would like updates to the Board.

Director Underhill reported on the Ebbetts Pass Town Hall and commented on how knowledgeable CCWD staff are.

Director Ratterman stated the ACWA Conference is May 8-11 in Monterey. Since all five of the Directors are attending the conference, he requests each Director reports out on what they learned.

7. NEXT BOARD MEETINGS

- Wednesday, May 10, 2023, 1:00 p.m., Regular Board Meeting (Cancelled)
- Wednesday May 3, 2023, 1:00 p.m., Special Board Workshop
- Wednesday, April 26, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 1:37 p.m. Those present were Board Members: Scott Ratterman, 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

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 2:08 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 2:08 p.m.

Respectfully Submitted:


Michael Minkler
General Manager

ATTEST:


Rebecca Hitchcock
Clerk to the Board