



RESOLUTION NO. 2020-51
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

July 22, 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
Charles Palmer, District Engineer
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Brad Arnold, Manager of Water Resources
Jesse Hampton, Plant Operations Manager
Tiffany Burke, Administrative Technician-Senior

Others Present: Kevin Cornejo
Herbert Pike

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 Ratterman/Secada-Approved Consent Agenda Items:
3a, 3c, 3d, 3e, 3f, 3g, and 3h as presented

3a Approval of Minutes for the Board Meetings of June 10 and June 24, 2020

Director Ratterman pulled Item 3b from the Consent Agenda

3b Review Board of Directors Monthly Time Sheets for June, 2020

3c Ratify Claim Summary #580 Secretarial Fund in the Amount of \$2,925,258.46 for June, 2020

(Rebecca Callen, Director of Administrative Services) **RES 2020-51**

3d Report on the Monthly Investment Transactions for June 2020

(Rebecca Callen, Director of Administrative Services)

3e Review and Direction of the FY 2019-20 Fourth Quarter Investment Report

(Rebecca Callen, Director of Administrative Services)

3f UB Delinquencies Submitted to the Tax Rolls

(Rebecca Callen, Director of Administrative Services) **RES 2020-52**

3g Adoption of Fiscal Year 2020/2021 District Pay Schedule for CalPERS Compliance

(Stacey Lollar, Human Resources Manager) **RES 2020-53**

3h Amendment of the CCWD High School Scholarship Program

(Rebecca Callen, Director of Administrative Services) **RES 2020-54**

Director Ratterman pulled Item 3i from the Consent Agenda

3i Authorization of Capital Equipment Order

(Rebecca Callen, Director of Administrative Services) **RES 2020-_____**

Director Ratterman pulled Item 3j from the Consent Agenda

3j Consideration of Renewal of Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Year 2020-21

(Michael Minkler, General Manager) **RES 2020-_____**

OFF CONSENT AGENDA

Director Ratterman pulled Item 3b from the Consent Agenda

3b Review Board of Directors Monthly Time Sheets for June, 2020

MOTION: Directors Ratterman/Thomas-Approved Directors Monthly Time Sheets for June, 2020

DISCUSSION: Director Ratterman pointed out that the time sheet for Director Davidson has an extra meeting listed with no description. The Clerk to the Board will correct on the July time sheet.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Thomas, Secada, Davidson, and Underhill

NOES: None
ABSTAIN: None
ABSENT: None

Director Ratterman pulled Item 3i from the Consent Agenda

3i Authorization of Capital Equipment Order
(Rebecca Callen, Director of Administrative Services) RES 2020-55

MOTION: Directors Ratterman/Thomas–Authorized Capital Equipment Order

DISCUSSION: Director Ratterman asked for a better understanding of the dollar amount listed on the Resolution. Ms. Callen responded to the question.

PUBLIC COMMENT: There was no public comment.

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

Director Ratterman pulled Item 3j from the Consent Agenda

3j Consideration of Renewal of Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Year 2020-21
(Michael Minkler, General Manager) RES 2020-56

MOTION: Directors Ratterman/Thomas–Approved Renewal of the Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Year 2020-21

DISCUSSION: Director Ratterman pointed out that the Resolution states Russ Thomas as President. The Clerk to the Board will correct the Resolution before President Underhill signs.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

4a Presentation on Urban Water Management Plan (UWMP) 2020 Plan Cycle Update
(Brad Arnold, Manager of Water Resources)

DISCUSSION: Mr. Arnold presented the Urban Water Management Plan (UWMP) 2020 Plan Cycle update. He advised the completion of the UWMP is due by July 1, 2021 and he responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

4b Discussion/Action regarding Award of Contract and Adoption of USDA Loan Resolutions for AMR/AMI Radio Read Meter Project, CIP #11096 (Michael Minkler, General Manager)

- Awarding a Construction Contract for the Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) Radio Read Meter Project, CIP #11096

RES 2020-57

- Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing the Costs of Acquiring and Installing Radio Read Meters, CIP #11096

RES 2020-57

MOTION: Directors Ratterman/Underhill–Awarded Contract and Adoption of USDA Loan Resolutions for AMR/AMI Radio Read Meter Project# CIP# 11096

DISCUSSION: Mr. Minkler presented the bid given by Mueller as a responsible bidder. He explained that Mueller is a meter manufacturer and the price given on the meters could not be beat by a construction company. Staff reviewed the various options such as doing the meter replacement in house and found outsourcing the project makes the most sense for timing and cost. He explained that the interest rate on the USDA loan is 2.25% for 40 years, which are very reasonable terms. There was discussion regarding the radio read fixed networks versus radio drive by reads, the additional debt service, the potential increase in consumptive revenues, the Mueller meter specs, logistics of the replacements, and the timing and cost of the project.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Underhill, Secada, Thomas, and Davidson

NOES: None

ABSTAIN: None

ABSENT: None

- Approval of Project Specific Legal Services Agreement

MOTION: Directors Ratterman/Thomas–by Minute Entry to Approve the Project Specific Legal Services Agreement

DISCUSSION: Mr. Minkler explained that the USDA Loan/Grant required an agreement stating the District has Legal Counsel for the project.

AYES: Directors Ratterman, Thomas, Secada, Davidson, and Underhill

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC COMMENT: There was no public comment.

5. **OLD BUSINESS**

None

6. **REPORTS**

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

DISCUSSION: Mr. Wyckoff presented the June 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 tremendous progress the Distribution crew in Jenny Lind has made with leak repairs; 2) Damon Wyckoff has received his Grade 5 Treatment Plant Certification; 3) the District has hired a new External Affairs Manager who will begin on August 10th; 4) update on the Termination of Service Policy. There was enough direction from the Board at the last meeting for staff to move forward with the applications without changing the Policy; 5) a productive meeting with the new manager at the UTICA Water and Power Authority; 6) a Strategic Planning kick-off meeting should be sometime in August; 7) he participated in the interview panel for the new General Manager for Amador Water Agency; 8) crowds at White Pines Lake; and 9) an update on construction projects.

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

Director Ratterman has filed his documents for re-election in November and there is a Legal Affairs Committee Meeting on August 4, 2020 at 2:00 p.m.

Director Thomas reported he will be attending the virtual ACWA Conference next week.

Director Secada reported her recent meetings were cancelled.

Director Davidson had nothing to report.

Director Underhill reported on the Techite line project.

8. **NEXT BOARD MEETINGS**

- Wednesday, August 12, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, August 26, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:35 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, and Matt Weber, General Counsel.

9. **CLOSED SESSION**

9a Conference with Legal Counsel – Potential Litigation Government Code §54956.9(b)(1) – 3 cases

10. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:05 p.m. There was no reportable action.

11. **ADJOURNMENT**

With no further business, the meeting adjourned at 3:06 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board