

RESOLUTION NO. 2020-04  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2020-01

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
SPECIAL BOARD MEETING**

**JANUARY 17, 2020**

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

Directors Absent: Jeff Davidson, Vice-President

Staff Present: Michael Minkler, General Manager  
Rebecca Hitchcock, Clerk to the Board  
Stacey Lollar, Human Resources Manager  
Damon Wyckoff, Director of Operations  
Joel Metzger, External Affairs Manager  
Charles Palmer, District Engineer  
Peter Martin, Manager of Water Resources

Others Present: Brian Poulsen, El Dorado Irrigation District  
Ellen Wehr, Grassland Water District

**ORDER OF BUSINESS**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Underhill called the Regular Board Meeting to order at 2:00 p.m. and led the pledge of allegiance. Director Davidson was absent.

**2. PUBLIC COMMENT**

There was no public comment.

**3. NEW BUSINESS**

3a Discussion regarding the Potential for Utilizing In-House Counsel  
(Michael Minkler, General Manager)

**DISCUSSION:** Mr. Minkler presented an evaluation of the District's current relationship with legal counsel. He reviewed the District's historical use and cost of outside Counsel. He also discussed the future legal needs and discussed whether the District would be better served by full-time in-house counsel. He presented two staffing options that could accommodate the addition of an in-house counsel staff member.

Option 1

- Create new position for General Counsel
- Hire an Engineering Tech II instead of the currently open Engineering Analyst

Option 2-

- Create new position for General Counsel
- Create a Water Resources Technician
- Hire an Engineering Tech II instead of the currently open Engineering Analyst
- Delete the soon to be vacated Manager of Water Resources position

There was discussion about how each position would cover the current needs of the District for each option. The budget considerations were reviewed as well as the organization structure, with General Counsel reporting directly to the Board. Mr. Minkler introduced Brian Poulsen, General Counsel for El Dorado Irrigation District and Ellen Wehr, General Counsel for Grassland Water District. They each presented the pros and cons of their positions in their Districts. There was discussion between the presenters, staff, and the Board regarding the possibilities. The Board thought option 1 was the most beneficial to the District and would like staff to come back with more details on that possibility.

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

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

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

Director Thomas had nothing to report.

Director Ratterman had nothing to report.

Director Secada is now the Treasurer of the Tuolumne-Stanislaus Integrated Regional Water Management JPA and will represent IRWM at the ACWA Conference.

Director Underhill reported that the Arnold area received a foot of snow in the last storm.

**5. NEXT BOARD MEETINGS**

- Wednesday, January 22, 2020, 9:00 a.m., Regular Board Meeting
- Wednesday, February 12, 2020, 9:00 a.m., Regular Board Meeting

**6. ADJOURNMENT**

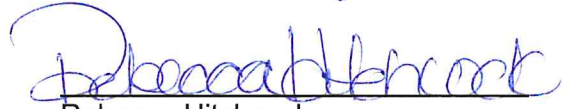
With no further business, the meeting adjourned at 4:30 p.m.

By:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board