



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

MINUTES

**CALAVERAS COUNTY WATER DISTRICT
SPECIAL BOARD MEETING**

JANUARY 8, 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
Rebecca Hitchcock, Clerk to the Board
Charles Palmer, District Engineer
Stacey Lollar, Human Resources Manager
Damon Wyckoff, Director of Operations
Joel Metzger, External Affairs Manager
Patti Christensen, Accountant III
Kevin Williams, Civil Engineer
Jesse Hampton, Plant Operations Manager

Others Present: Gary Cline, Nicolay Consulting Group

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Underhill called the Regular Board Meeting to order at 9:00 a.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 and 3b as presented**

3a Approval of Minutes for the Board Meeting of December 11, 2019

- 3b Review Board of Directors Monthly Time Sheets for December, 2019
- Director Secada pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #574 Secretarial Fund in the Amount of \$2,368,799.51 for December, 2019
(Rebecca Callen, Director of Administrative Services) RES 2020-__
- Director Secada pulled Item 3d from the Consent Agenda***
- 3d Amending the District's Financial Management Policy No. 5.13, Financial Audit Policy
(Rebecca Callen, Director of Administrative Services) RES 2020-__

OFF CONSENT AGENDA

- Director Secada pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #574 Secretarial Fund in the Amount of \$2,368,799.51 for December, 2019
(Rebecca Callen, Director of Administrative Services) RES 2020-01

MOTION: Directors Ratterman/Davidson–Approved item 3c as presented

DISCUSSION: Director Secada asked if the District was repurposing radios from old trucks. Mr. Wyckoff replied that they are being repurposed when possible. Director Underhill asked about Assessment District 604. Mr. Minkler replied that there would be a detailed discussion on AD604 during the next Engineering Committee meeting. She also asked about a payment to Aflac and Mozingo. Director Thomas asked about the cost of the excavator rental.

PUBLIC COMMENT: There was no public comment.

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

- Director Secada pulled Item 3d from the Consent Agenda***
- 3d Amending the District's Financial Management Policy No. 5.13, Financial Audit Policy
(Rebecca Callen, Director of Administrative Services) RES 2020-02

MOTION: Directors Ratterman/Davidson–Approved item 3d as presented

DISCUSSION: Director Secada asked about a previous discussion on this policy during the December Finance Committee meeting. Ms. Callen explained the reasons the policy was brought to the Board for adoption.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Presentation of Funding Ongoing Retiree Health Obligations - Other Post-Employment Benefits (OPEB)
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Gary Cline from Nicolay Consulting Group provided a presentation on the District's Ongoing Retiree Health Obligations (OPEB) Plan tracking, reporting, and funding. The District currently provides retiree health benefits, which is considered an OPEB. He explained that the District utilizes a "pay as you go" method to fund retiree health benefits for existing retirees and makes payments into a trust to prefund retiree health benefits for active employees. He reviewed the details of the current plan and answered questions from the Board on scenarios that could potentially change the way the District handles the funding in the future.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding Appointment to Board Committees and Election of Members to Joint Power Authorities
(Bertha Underhill, Board President)

DISCUSSION: President Underhill announced her selection of the following committee assignments for 2020:

Engineering Committee	Davidson / Thomas	Alternate Secada
Finance Committee	Underhill / Secada	Alternate Thomas
Legal Affairs Committee	Davidson / Ratterman	Alternate Thomas

President Underhill recommended the following slate of Associations and JPIA Assignments for 2020:

Joint Power Authorities

ACWA / JPIA	Ratterman (alt. Michael Minkler)
CCWD Public Financing Authority	All Board Members
Calaveras-Amador Mokelumne River Authority (CAMRA)	Ratterman / Underhill (alt. Secada)
Calaveras Public Power Agency (CPPA)	Michael Minkler (Alt. Rebecca Callen)
Eastern San Joaquin Groundwater Authority	Thomas
Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority (T-Stan JPA)	Secada (alt. Thomas)
Upper Mokelumne River Watershed Authority (UMRWA)	Davidson (alt. Ratterman)

Other Regional Organizations of Note

Calaveras LAFCO	Ratterman / Thomas
Calaveras County Parks and Recreation Committee	Thomas (alt. Ratterman)
Highway 4 Corridor Working Group	Thomas / Underhill
Mountain Counties Water Resources Association (MCWRA)	All Board Members
Mokelumne River Association (MRA)	All Board Members
Tuolumne-Stanislaus Integrated Regional Water	Peter Martin (alt. Metzger)

MOTION: Directors Davidson/Secada--Approved the Slate of Associations and JPIA Assignments for 2020

PUBLIC COMMENT: There was no public comment.

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

4c Information Regarding Grant Funding for the West Point and Wilseyville Wastewater Facilities Consolidation Project (CIP 15072), SWRCB Project #C-06-7850-210 (Charles Palmer, District Engineer)

DISCUSSION: Mr. Metzger announced that the District was awarded a 4.75 million dollar grant to consolidate the West Point and Wilseyville plants. The funding is 100% grant funded due to the disadvantaged status of the communities served. The grant acceptance needs to be signed by 1/10/2020. He continued explain the project details and responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

4d Discussion/Action Regarding Awarding Construction Contract for the Ebbetts Pass Hunters Water Treatment Plant Filter Rehabilitation CIP #11098 (Damon Wyckoff, Director of Operations) **RES 2020-03**

MOTION: Directors Davidson/Secada--Adopted Resolution 2020-03 Construction Contract for the Ebbetts Pass Hunters Water Treatment Plant Filter Rehabilitation CIP #11098

DISCUSSION: Mr. Wyckoff presented the bid received from ERS Industrial Services for the Ebbetts Pass Hunters Water Treatment Plant Filter Rehabilitation CIP #11098. He reviewed the details of the project to rehabilitate one filter and the budget allocation of \$400,000. The ERS Industrial Services bid included two filters for \$470,000 which is a value to the District. Staff recommended the Board award the contract to ERS Industrial Services. There was brief discussion regarding the qualifications of ERS Industrial Services.

PUBLIC COMMENT: There was no public comment.

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

5. OLD BUSINESS

5a Discussion/Direction regarding the District's New Operations Maintenance Facility
(Kevin Williams, Civil Engineer)

MOTION: Directors Ratterman/Davidson–By Minute Entry Support the Building Proposal

DISCUSSION: Mr. Williams presented the most recent building proposal. He discussed the preliminary site plan, floor plan, and building elevations. There was discussion between staff and the Board regarding the plans and the potential utilization of the building by the District. Director Davidson commented that in his professional opinion, the foundation is too thick. Mr. Williams agreed that the specs of the foundation could be amended. They reviewed all modifications made since the previous presentation. Mr. Williams also presented the financial considerations of the project. The estimated cost of the building to date is \$772,525. Most of the funding would come from Fund 104 (Admin Replacement) and Fund 108 (Interest Reserve). There was significant discussion on the specifics of the building plan. The Board voted to support the proposal and directed staff to prepare a Request for Proposal (RFP).

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

PUBLIC COMMENT: There was no public comment.

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

6. REPORTS

6a Report on the December 2019 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the December 2019 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) CIP meetings have begun for budget preparation; 2) the need for a Strategic Planning session with the Board; 3) the Bio-Mass Grant has been put on hold due to lack of staff time and staff will pursue partnerships to be better prepared to apply next year; 4) the Groundwater Sustainability Plan (GSP) is on the County agenda for adoption next Tuesday; 5) there was a meeting with Utica Water and Power Authority regarding the potential Slurry Line use; 6) the County has reached out with a Paving Program schedule and CCWD will try to match work with theirs where possible; and 7) there has been a lot of activity recently on Section 219 funding. An Army Corps work plan is anticipated to be submitted for approval by the 15th of this month and the District is hopeful that its project will be included.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Thomas had nothing to report.

Director Ratterman reported on the upcoming Mountain Counties meeting. He would also like to agendize the renaming of the Regulating Reservoir.

Director Davidson had nothing to report.

Director Secada had nothing to report.

Director Underhill reported that she is still getting thanks from her constituents for the Customer Assistance Program (CAP).

8. 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

The meeting adjourned into Closed Session at approximately 12:15 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Peter Martin, Manager of Water Resources (for item 9a), and Stacey Lollar, Human Resources Manager (for item 9b).

9. CLOSED SESSION

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code Section 54956.9(d)(2)-1 case.
- 9b Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, HR Manager, Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit.

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 1:30 p.m. There was no reportable action.

11. ADJOURNMENT


With no further business, the meeting adjourned at 1:30 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board