



**RESOLUTION NO. 2020-19**  
**RESOLUTION NO. PFA-03**  
**ORDINANCE NO. 2020-01**

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
REGULAR BOARD MEETING**

**MARCH 25, 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  
Rebecca Callen, Director of Administrative Services  
Charles Palmer, District Engineer  
Stacey Lollar, Human Resources Manager  
Damon Wyckoff, Director of Operations  
Joel Metzger, External Affairs Manager

Others Present: David Powell

**ORDER OF BUSINESS**

**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.**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Underhill called the Regular Board Meeting to order 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/Davidson - Approved Consent Agenda Items:  
3a as presented**

3a Approval of Minutes for the Board Meeting of February 26, 2020.

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

**4. NEW BUSINESS**

4a Discussion/Action regarding the District's COVID-19 Response  
(Michael Minkler, General Manager) **RES 2020-19**

**MOTION: Directors Davidson/Secada–Adopted Resolution 2020-19 Adopting the  
COVID-19 Shut Off Moratorium**

**DISCUSSION:** Mr. Minkler discussed the current efforts of the District to comply with Governor Newsom's Executive Order to stay home. The District office has been closed to the public and most staff members are working from home. The District had to purchase additional laptops and cell phones and those expenses are being tracked in hopes for reimbursement at a later time. Periodically, certain staff members must be in the office and those times are being scheduled to avoid contact. The Operations staff are staging from home with their District vehicles to maintain the water and wastewater facilities. The District has had to completely change the way it operates to keep everyone safe. Operators are taking normal measures with personal protective devices to protect them from COVID-19 in the wastewater which is consistent with guidelines from the Water Board and Public Health. The District will continue to monitor the situation closely as guidance changes. There was discussion on the office closure between the Board and staff. Mr. Minkler discussed new Family Medical Leave Act (FMLA) provisions from the Federal Government. The District may have to bring policy changes to the Board to address these issues.

Mr. Minkler discussed the proposed water shut off moratorium to prevent lock offs and late fee penalties during this time, at least through June 1<sup>st</sup>. The District will continue to monitor the situation and advise the Board as changes arise.

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

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

4b Presentation/Discussion of Calaveras County Water District's FY 2020-21 5-Year  
Capital Improvement Program (CIP)  
(Charles Palmer, District Engineer)

**DISCUSSION:** Mr. Palmer presented the draft Calaveras County Water District's FY 2020-21

5 Year Capital Improvement Program (CIP) The water segment is highlighted by several significant pipeline replacement projects including: Ebbetts Pass Reach 1 Pipeline Replacement project, Ebbetts Pass Techite Pipeline Replacement Project, Jenny Lind Kirby-Gabor-Garner Service Line Replacement Project, and the Jenny Lind A-B Transmission Main Project. Also, the District plans to initiate its automatic meter reading (AMR) program in FY 2020-21. The wastewater segment is highlighted by several key projects including West Point and Wilseyville Wastewater Treatment Plant Consolidation grant project, the Copper Cove Lift Station 6, 8 & Force Main Bypass, and Lift Station 15 & 18 Replacement projects. Also, in FY 2020-21 the District will undertake a significant engineering and design efforts for a new secondary clarifier, leach field expansion and other improvements to the Arnold Wastewater Treatment Plant. Also, a pre-design plan will be made for future improvements to the Copper Cove Wastewater Treatment Plant.

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

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

4c Discussion/Action regarding Award of Construction Contract for the Ebbetts Pass Techite Pipeline Replacement Project, CIP #11084  
(Charles Palmer, District Engineer) **RES 2020-20**

**MOTION:** **Directors Ratterman/Davidson–Adopted Resolution 2020-20 Awarding Construction Contract for the Ebbetts Pass Techite Pipeline Replacement Project, CIP #11084**

**DISCUSSION:** Mr. Palmer presented the details of the public bid for the Ebbetts Pass Techite Pipeline Replacement Project, CIP #11084. The Engineer’s estimate of construction cost was \$2.0 million. A public bid opening for the construction contract was held on March 12, 2020. The District received six bids with the apparent low bidder being K.W. Emerson, a local contractor headquartered in San Andreas, CA that has successfully performed work for the District in the past. Staff recommends awarding K.W. Emerson this contract in the amount of \$1,899,149. The project is part of the adopted 5-year Capital Improvement Program in the current FY 2019-20 budget and will be continued in the next FY 2020-21 budget. It will be funded by the Water Capital R&R Fund (Fund 125), which has sufficient funds available. There was discussion regarding the project specifics and bid items. Director Ratterman mentioned that he was pleased to award the contract to a local contractor.

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

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

4d Discussion/Direction regarding an update of the District Operational Assistance Policy  
(Michael Minkler, General Manager) **RES 2020-21**

**MOTION:** **Directors Secada/Ratterman–Adopted Resolution 2020-21 Amending the District Operational Assistance Policy**

**DISCUSSION:** Mr. Minkler presented the changes staff would like to make to the Operational Assistance Policy. Some of the changes would be eliminating the limitation to providing assistance only to in-county entities, eliminating the need for Board approval of an assistance agreement, and expanding the circumstances under which assistance can be offered. These changes add some flexibility to the District when calls come in for mutual aid. There is also an Operational Assistance Agreement Template and On Call Agreement to approve with the amendment.

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

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

## 5. **REPORTS**

5a\* General Manager Report

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the Capacity Fee Contract has been awarded to HDR to update fees for La Contenta Wastewater, Jenny Lind Water, Copperopolis Water, and Copperopolis Wastewater. The details of the calculations and planning will be brought to the Engineering Committee; 2) the proposals for Strategic Planning are under review; 3) the Renewable Market Adjusting Tariff (ReMAT) Coalition actively voiced opposition to SB1365 California Renewables Portfolio Standard Program: renewable feed-in tariff and Senator Hertzburg withdrew legislation; 4) gave an update on the labor share with UTICA; 5) the District is purchasing a used 1986 fuel truck for the low price of \$5,000 to assist with future PG&E Public Safety Power Shutoff's. The truck will be used to store and deliver fuel to stand-by generators in emergencies; 6) the candidate hired for the Water Resources Manager has withdrawn his acceptance; 7) there may be project delays due to the COVID-19 closures; and 8) there may be some rescheduled upcoming meetings and committee members will be contacted.

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

Director Secada attended the Association of California Water Agencies (ACWA) Legislative Symposium on March 12<sup>th</sup> and attended a meeting with Senator Borgeas. She also mentioned the ACWA Spring Conference being moved to July.

Director Davidson had nothing to report.

Director Thomas thanked all the staff members for the efforts during this difficult time.

Director Ratterman thanked staff members for their hard work during weird times.

Director Underhill reported there are lots of trees down around Arnold due to the snow storm.

## 7. **NEXT BOARD MEETINGS**

- Wednesday, April 8, 2020, 1:00 p.m., Regular Board Meeting

- Wednesday, April 22, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:10 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 8a) and Matt Weber, General Counsel.

## **8. CLOSED SESSION**

- 8a 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
- 8b Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD  
(Calaveras County Superior Court #11CV37713)
- 8c Conference with Legal Counsel-Existing Litigation  
Government Code 54956.9(d)(1)  
California Sportfishing Protection Alliance v. All persons interested in the matter of the validity of the Eastern San Joaquin Groundwater Subbasin groundwater sustainability plan et al. (Stanislaus County Superior Court Case # CV20-1720)
- 8d Public Employee Performance Evaluation-Government Code §54957  
General Manager

## **9. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 2:20 p.m. There was no reportable action.

## **10. NEW BUSINESS**

- 10a Discussion/Action on amendment to General Manager's Employment Contract

**MOTION: Directors Davidson/Ratterman – By Minute Entry, Approve to Amend the General Manager's Employment Contract to include the following:**

**DISCUSSION:** The Board motioned to make the following amendments to the General Manager's Employment Contract:

1. Effective February 16, 2020, annual salary will be updated to \$180,000.00.
2. Effective February 16, 2021 there will be a 3% increase in annual salary
3. Effective February 16, 2022 there will be a 3% increase in annual salary
4. Effective February 16, 2023 there will be a 3% increase in annual salary

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

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

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 2:40 p.m.

By:



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Michael Minkler  
General Manager

ATTEST:



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Rebecca Hitchcock  
Clerk to the Board