



**RESOLUTION NO. 2020-26
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01**

AGENDA

MISSION STATEMENT

"Our team is dedicated to protecting, enhancing, and developing our rich water resources to the highest beneficial use for Calaveras County, while maintaining cost-conscious, reliable service, and our quality of life, through responsible management."

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

Calaveras County Water District
120 Toma Court, (PO Box 846)
San Andreas, California 95249

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.

Members of the public are encouraged to participate in the below noticed meeting by following these guidelines:

- 1. Join the WebEx meeting at the link in the email**
- 2. Please mute your line and do not talk over the top of any other callers. Conversations must be one at a time to allow the Board and other participants to hear comments.**
- 3. Please follow all other instructions from the person running the meeting.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

BOARD OF DIRECTORS

Bertha Underhill, President Jeff Davidson, Vice President
Scott Ratterman, Director Cindy Secada, Director Russ Thomas, Director

2. PUBLIC COMMENT

At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three minutes per person.

3. CONSENT AGENDA

The following items are expected to be routine/non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

3a Approval of Minutes for the Board Meetings of March 25 and April 8, 2020.

3b Review of the FY 2019-20 Third Quarter Investment Report
(Rebecca Callen, Director of Administrative Services)

4. NEW BUSINESS

4a* Discussion regarding the District's COVID-19 Response

4b Discussion/Action regarding Approval of an Amendment to the current Management and Confidential Unit Agreement
(Stacey Lollar, Human Resources Manager) **RES 2020-_____**

5. REPORTS

5a* General Manager Report

6.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

7. NEXT BOARD MEETINGS

- Wednesday, May 13, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, May 27, 2020, 1:00 p.m., Regular Board Meeting

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)

9. **REPORTABLE ACTION FROM CLOSED SESSION**

10. **ADJOURNMENT**



CALAVERAS COUNTY WATER DISTRICT

Board of Directors

District 1 Scott Ratterman
District 2 Cindy Secada
District 3 Bertha Underhill
District 4 Russ Thomas
District 5 Jeff Davidson

Financial Services

Umpqua Bank
US Bank
Wells Fargo Bank

CCWD Committees

*Engineering Committee
*Finance Committee
*Legal Affairs Committee
Strategic Planning Consultant
Selection Committee (ad hoc)

Joint Power Authorities

ACWA / JPIA
CCWD Public Financing Authority
Calaveras-Amador Mokelumne River Authority (CAMRA)
Calaveras Public Power Agency (CPPA)
Eastern San Joaquin Groundwater Authority
Tuolumne-Stanislaus Integrated Regional Water
Management Joint Powers Authority (T-Stan JPA)
Upper Mokelumne River Watershed Authority (UMRWA)

Other Regional Organizations of Note

Calaveras LAFCO
Calaveras County Parks and Recreation
Committee
Highway 4 Corridor Working Group
Mountain Counties Water Resources
Association (MCWRA)
Mokelumne River Association (MRA)
Tuolumne-Stanislaus Integrated Regional Water
Mgt. JPA Watershed Advisory Committee (WAC)
Eastern San Joaquin Groundwater Authority-Technical
Advisory Committee

Legal Counsel

Matthew Weber, Esq.
Downey Brand, LLP

Auditor

Richardson & Company, LLP

Membership**

Davidson / Thomas (alt. Secada)
Underhill / Secada (alt. Thomas)
Ratterman / Davidson (alt. Thomas)

Secada / Ratterman

Ratterman (alt. Michael Minkler)
All Board Members
Ratterman / Underhill (alt. Secada)
Michael Minkler (Alt. Rebecca Callen)
Thomas
Secada (alt. Thomas)
Davidson (alt. Ratterman)

Ratterman / Thomas
Thomas (alt. Ratterman)

Thomas / Underhill
All Board Members

All Board Members
Joel Metzger

Michael Minkler

* Standing committees, meetings of which require agendas & public notice 72 hours in advance of meeting.

** The 1st name listed is the committee chairperson.



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 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/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 1st. 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 12th 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.

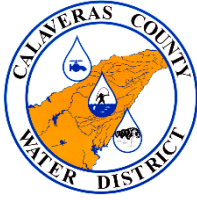
By:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

DRAFT



RESOLUTION NO. 2020-22
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

APRIL 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
Matt Weber, General Counsel
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: Al Alt, Calaveras County CAO
George Lee

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. Director Secada was absent.

2. PUBLIC COMMENT

There was no public comment.

3. **CONSENT AGENDA**

MOTION: **Directors Davidson/Ratterman-Approved Consent Agenda Items:
3a, 3b, 3c, 3d, and 3e as presented**

- 3a Approval of Minutes for the Board Meeting of March 11, 2020
- 3b Review Board of Directors Monthly Time Sheets for March, 2020
- 3c Ratify Claim Summary #577 Secretarial Fund in the Amount of \$1,169,477.49 for
March, 2020
(Rebecca Callen, Director of Administrative Services) **RES 2020-22**
- 3d Action regarding Calling the General District Election
(Michael Minkler, General Manager) **RES 2020-23**
- 3e Report on the Monthly Investment Transactions for March 2020
(Rebecca Callen, Director of Administrative Services)

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

Director Secada arrived at 1:10 p.m.

4. **NEW BUSINESS**

- 4a Discussion regarding the District's COVID-19 Response
 - Reclaimed Water Spray Field Operations at Local Golf Courses
 - White Pines Park Closure
 - Financial Impact
 - District Operations Update(Michael Minkler, General Manager)

DISCUSSION:

- Reclaimed Water Spray Field Operations at Local Golf Courses

Mr. Minkler thanked the County for their leadership in the COVID-19 crisis. He reviewed the relationship between the District and the various golf courses in the County. Golf courses serve a critical role in disposal of treated wastewater effluent and recycled water. There is a concern with the status of the golf course closures in response to the Governor's Stay at Home Order. Director Davidson added that the County made the decision to close the golf courses which were not specifically called out by the Governor. They are part of the District's infrastructure and essential to operations. He is worried about the economic impact of the closure on the golf courses ability to maintain their properties. Mr. Minkler added that the closure does not restrict the golf courses from maintaining the spray fields on the golf course properties.

Al Alt, Calaveras County CAO addressed the Board about the County's interpretation on the Governor's order. The County looked at the functions that allow for community spread and those are the places they focused on. He recognizes that the golf courses are very important to CCWD as well as the County. He stated that the order does not prevent the golf courses from maintaining the facilities.

George Lee, from La Contenta Golf Course, addressed the Board regarding the cost of maintaining a golf course. He also pointed out that other Counties have their golf courses open incorporating social distancing measures.

There was discussion between the Board members regarding the closures and actions the District can take.

Director Davidson would like the Board to direct Mr. Minkler to write a letter to the County Board of Supervisors to reconsider the essential necessity of golf courses and consider the economic viability of those businesses.

The Board unanimously agreed to direct Mr. Minkler to write the letter to the Board of Supervisors.

- White Pines Park Closure

Mr. Minkler discussed the need for closure of White Pines Park based on the order from the Governor and the Public Health Officer. There are signs up at the park and the District plans to close the parking lots as well. The White Pines Park Committee is also closing the areas they maintain such as the playground.

- Financial Impact

Ms. Callen advised the Board that the District has currently incurred over \$9,000.00 in costs as a direct result to the COVID-19 response. This is for items such as cleaning and disinfecting items and computer equipment for remote work. There has also been a decline in investment income. On a good note, the AMI/AMR Meter Reading Grant Application the District submitted did have an interim financing requirement and USDA approved a waiver for interim financing due to the financial uncertainty of COVID-19. Also, the District has submitted an application to FEMA and Cal OES for potential expense reimbursement for the COVID-19 response.

- District Operations Update

Mr. Minkler discussed the various changes made at the District in a short time frame to comply with The Governor's Stay at Home Order. He said there has been a phenomenal response from staff adapting to the changes. There was a brief discussion on the District operations and personal protective equipment purchased.

PUBLIC COMMENT: There was no public comment.

4b Discussion/Action Regarding Amending District Policy No. 22 - Exceptions to Standards, Rules and Policies
(Joel Metzger, External Affairs Manager)

RES 2020-24

MOTION: Directors Ratterman/Thomas–Adopted Resolution No. 2020-24
Amending District Policy No. 22 - Exceptions to Standards, Rules and Policies

DISCUSSION: Mr. Metzger presented the proposed changes to the Exceptions to Standards Policy. Within the past year, the District has received a number of variance requests. Having a clear, updated variance policy is crucial to give staff and the Board guidelines to ensure that all applicants are treated fairly and equally. Additionally, the process of reviewing, processing and implementing variance requests is quite costly. The cost of the time and effort necessary to review and implement variances often exceeds several thousand dollars. To ensure ratepayers are not unfairly burdened with these costs, staff proposes the implementation of a \$3,500.00 deposit that is paid when a variance application is submitted. There was discussion regarding the current policy and the proposed changes.

PUBLIC COMMENT: There was no public comment.

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

4c Discussion/Action Regarding Amending District Policy No. 21 – Customer Assistance Program
(Joel Metzger, External Affairs Manager) **RES 2020-25**

MOTION: Directors Davidson/Ratterman–Adopted Resolution No. 2020-25
Amending District Policy No. 21–Customer Assistance Program

DISCUSSION: Mr. Metzger presented the proposed changes to the Customer Assistance Program (CAP). The CAP was implemented on January 1, 2019. Within two weeks of launching the program, the 200 water slots were filled, and there is a wait list of nearly 100 customers. The wastewater slots have yet to be fully filled. In light of the weaker demand for wastewater assistance, and the fact that CCWD has 4,800 wastewater customers and 13,000 water customers, staff recommends reducing the number of wastewater slots by 25 and reallocating those credits to the water side. This reallocation would allow the water slots to increase from 200 to 237. Director Secada asked about the process to reapply for the program. Currently, once a customer is on the program, they stay on as long as they reapply each year. The other possibility is each year is a “first come, first served” which would allow for the wait listed customers to participate. Director Ratterman recommended the Board budget an additional \$30,000 to the CAP program which would allow for all customers on the waiting list to participate. Ms. Callen recommended waiting for the budget cycle to address funding.

PUBLIC COMMENT: There was no public comment.

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

5. **REPORTS**

- 5a Report Out from the Ad Hoc Strategic Planning Consultant Selection Committee
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler explained that after all the proposals for Strategic Planning had been received, staff thought it appropriate to get Board input on the consultant selection. President Underhill created an Ad Hoc Strategic Planning Consultant Selection Committee, appointing Directors Secada and Ratterman. The Committee met with Mr. Minkler, Stacey Lollar, and Rebecca Callen to review proposals. They unanimously selected the same proposal. They would like to get the contract in place and delay the start time of the planning due to the current pandemic situation. The Committee members gave their impressions on the proposals,

PUBLIC COMMENT: There was no public comment

- 5b Report on the March 2020 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the March 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.

- 5c General Manager Report

DISCUSSION: Mr. Minkler did not have any additional items to report on.

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

Director Secada reported the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting has been postponed until April 15th. Also, she made a mistake on her March timecard by putting mileage on a meeting that was done via teleconference. She will make an adjustment on her April timesheet.

Director Ratterman had nothing to report.

Director Thomas had nothing to report.

Director Davidson had nothing to report.

Director Underhill reported that a distillery in Rancho Cordova is making hand sanitizer.

7. **NEXT BOARD MEETINGS**

- Wednesday, April 22, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, May 13, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:02 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)

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:36 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at 4:36 p.m.

By:

Michael Minkler
General Manager

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: April 22, 2020

TO: Board of Directors

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Review and Direction of the FY 2019-20 Third Quarter Investment Report

RECOMMENDED ACTION:

Motion: _____/_____ by Minute Entry, to review and accept the District's quarterly Cash and Investments report for the period ending March 31, 2020.

SUMMARY:

Stated below are cash and investment balances for December 31, 2019 and March 31, 2020 and the change in respective balances:

Asset Description	12/31/19	03/31/20	Change
Cash, Umpqua Bank (general account)	\$ 2,596,660	\$ 2,692,182	\$ 95,522
Cash on Hand, Petty Cash & Cash Drawer	600	600	-
Local Agency Investment Fund (LAIF)	28,256,139	28,717,021	460,882
Money Market Accounts	1,817,713	1,819,272	1,559
Bond Investments*	17,813	14,963	(2,850)
Certificates of Deposits*	1,998,560	2,000,820	2,260
Trustee Accounts	534,257	532,697	(1,560)
Total Cash and Investments	<u>\$ 35,221,742</u>	<u>\$ 35,777,555</u>	<u>\$ 555,813</u>

**Based on Market Value*

District Funds	\$ 34,529,022
Trustee Accounts	532,697
Assessment District Funds	<u>715,836</u>
Total Funds	<u>\$ 35,777,555</u>

This report is for the third quarter of FY 2019-20 and covers the months of January, February and March 2020. Investment activities included:

INVESTMENT ACTIVITY	12/31/2019	3/31/2020
Interest received on the Wells Fargo Money Market investment account	87.08	37.31
Interest received on the Wells Fargo Certificate of Deposit	-	17,643.83
Interest received on the Umpqua Bank Money Market investment account	1,915.89	1,377.22
Quarterly Interest received on the LAIF investment account	177,231.16	160,882.43
Lehman Bros Holding liquidation distribution	2,918.61	-
Transfer from Wells Fargo Money Market investment account to the District's Operating account	25,000.00	17,500.00
Transfer from Umpqua Bank Money Market investment account to the District's Operating account	750,000.00	-
Transfer from the District's Operating account to LAIF	1,000,000.00	2,700,000.00
Transfer from LAIF to the District's Operating account	-	2,400,000.00

The District posted investment earnings of \$179,903 during the third quarter. Note that the above LAIF interest revenue received relates to the prior quarter. The Wells Fargo Bank Certificate of Deposit is out of compliance with the Investment Policy as it exceeds the length of maturity allowed. The District is monitoring the cashflow and will begin to start seeing payment trends due to COVID-19 this week. Staff is working with Chandler Asset Management on a strategic investment plan.

FINANCIAL CONSIDERATIONS:

Should the District identify definitive cashflow issues due to delinquencies, the Director of Administrative Services has identified the ability to utilize a pooled TRAN (Tax Revenue Anticipation Note) through CSDA in the event it's needed. This would be brought before the Finance Committee and/or Board (depending on timing) prior to engaging in this option.

The District is holding our balances in LAIF to mitigate market uncertainty. While LAIF is continuing to show declines in interest payments, it is still the safer option at this time.

CALAVERAS COUNTY WATER DISTRICT

Quarterly Report on Investments

March 31, 2020

Investment Cost	Market Value	Coupon Rate	Date Invested	Date of Maturity	Days to Maturity	% of Portfolio	Invested with
\$ 28,717,021	\$ 28,717,021	1.730%	Open	Open	208	84.94%	Local Agency Investment Fund
316	316	0.010%	Open	Open	5	0.00%	Wells Fargo Money Market
1,818,956	1,818,956	0.220%	June 14, 2007	Open	1	5.38%	Umpqua Bank Money Market
2,000,000	2,000,820	1.300%	July 22, 2016	July 22, 2021	478	5.92%	Wells Fargo Bank Certificate of Deposit
740,413	14,963	3.950%	May 5, 2008	November 10, 2009	DEF	2.19%	Lehman Bros Hldgs Med Term Note CUSIP 52517PXT3
532,697	532,697	(Trustee funds from page 2)				1.58%	
<u>\$ 33,809,403</u>	<u>\$ 33,084,773</u>					100.00%	

I certify that all of the investments reported herein are substantially in accordance with the District's Financial Management Policy 5, "Investment Policy Guidelines", the law and other contractual agreements. I further certify the investments reported herein provide for the ability of the District to meet cash flow needs as specified in Financial Management Policy 5.

Rebecca Callen

Rebecca Callen, Director of Administrative Services

CALAVERAS COUNTY WATER DISTRICT
Quarterly Report on Investments

March 31, 2020

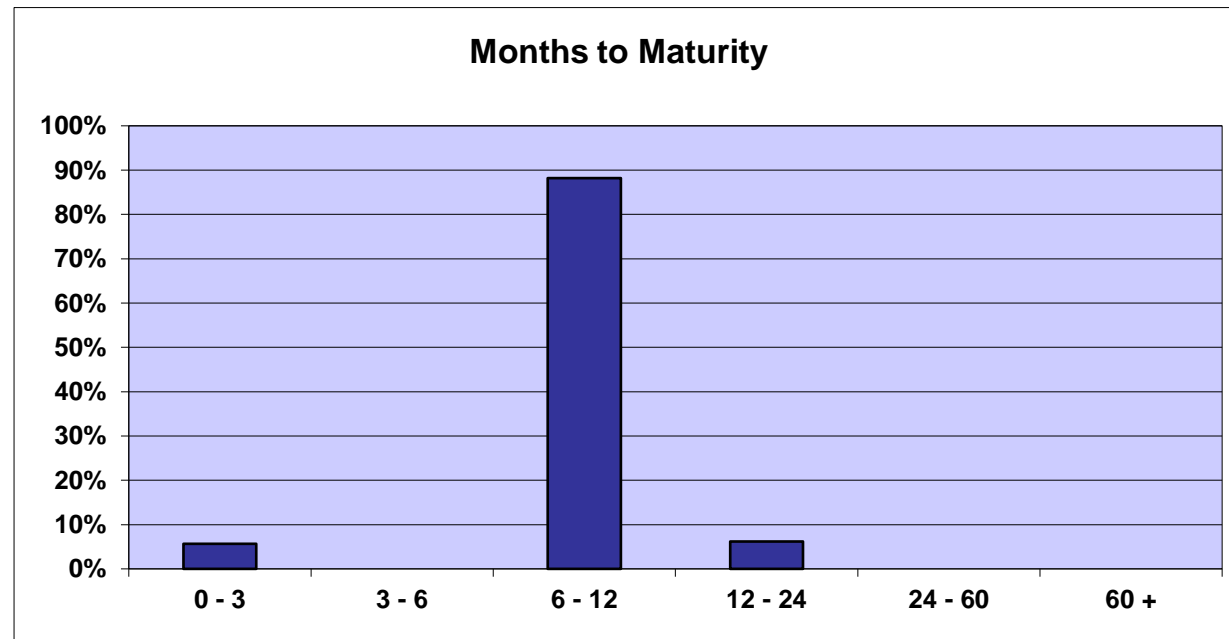
Trusteed Funds:

Cost	Market Value	% Yield	Date Invested	Date of Maturity	Days to Maturity	% Portfolio	Trustee	INVESTED FOR
\$ 334,059	\$ 334,059	0.00%	Aug 16, 06	Open	1	62.71%	USBank	2006 Saddle Creek Ltd, Reserve
130,269	130,269	0.01%	Oct 15, 13	Open	1	24.45%	USBank	Fly In Acres Reserve Fund
68,369	68,369	0.01%	Sep 09, 10	Open	1	12.83%	USBank	DaLee/Cassidy Reserve Fund
<u>\$ 532,697</u>	<u>\$ 532,697</u>					<u>100.00%</u>		

Maturity Analysis	Maturity Time Frames
\$ 30,536,293	LAIF/Money Market
14,963	Maturity in Default
2,000,820	Scheduled Maturities in 2021
<u>\$ 32,552,076</u>	Total
532,697	Trustees Investments
\$ 33,084,773	Total Investments
\$ 2,692,182	Checking Account Balance
600	Petty Cash + Change Fund
<u>\$ 35,777,555</u>	Total Cash & Investments

Weighted Average Maturity	
(The average life in days following the last day of the month)	
Fund Class:	No. of Days
General	<u>173</u>
In Years =	<u>0.47</u>
Trust	<u>1</u>

**Calaveras County Water District
Monthly Maturity Distribution (Market Value)
As of March 31, 2020**



Months to Maturity	Maturity Distribution	Market Value
0 - 3	6%	\$ 1,834,235
3 - 6	0%	-
6 - 12	88%	28,717,021
12 - 24	6%	2,000,820
24 - 60	0%	-
60 +	0%	-
	Total	\$ 32,552,076

Months to maturity chart includes Lehman Bros defaulted bond of \$14,963 as of 03/31/20.

**Calaveras County Water District
Portfolio Summary
As of March 31, 2020**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield to Maturity
Local Agency Investment Fund (LAIF)	28,717,021	28,717,021	28,717,021	86.3%	208	1.73%
Money Market Funds (Wells Fargo)	316	316	316	0.0%	5	0.01%
Money Market Funds (Umpqua)	1,818,956	1,818,956	1,818,956	5.5%	1	0.22%
Non-Negotiable Certificates of Deposit (Wells Fargo Bank)	2,000,000	2,000,820	2,000,000	6.0%	478	1.30%
Medium Term Notes	1,425,000	14,963	740,413	2.2%	DEF	DEF
Total Investments	33,961,293	32,552,076	33,276,706	100%		
Ending Accrued Interest		154,643	154,643			
Total Investments & Accrued Interest:	33,961,293	32,706,719	33,431,349			

**Calaveras County Water District
Investment Compliance Checklist
As of March 31, 2020**

California Government Code Section	Investment Category	Maximum Maturity	Authorized Investment Limits (Percent of Portfolio)	Percentage Held in Portfolio	Credit Rating Limits	Compliance
16429.1	Local Agency Investment Fund (LAIF)	None	*	86%	n/a	Yes
53601(l)	Money Market Funds (Wells Fargo)	None	20%	0%	(1)	Yes
53601(l)	Money Market Funds (Umpqua)	None	20%	5%	(1)	Yes
53684	Non-Negotiable Certificate of Deposit (Wells Fargo Bank)	2 years	40%	6%	n/a	No
53601(k)	Medium Term Notes	5 years	30%	2%	A or >	Yes
				100%		

(1) Highest ranking by 2 of 3 of the nationally recognized rating agencies

*LAIF currently allows a maximum of \$65 million per account.

Agenda Item

DATE: April 22, 2020

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, Human Resources Manager

SUBJECT: Discussion/Action regarding Approval of an Amendment to the current Management and Confidential Unit Agreement

RECOMMENDED ACTION:

Motion: _____/_____ approving Resolution 2020- ____ approving an Amendment to the current Agreement with the Management and Confidential (MCU) to extend the term of the Agreement by one-year.

SUMMARY:

CCWD and members of the MCU have been involved in collaborative negotiations for the last few months to reach a new Agreement, as the MCU's current Agreement is scheduled to expire on June 30, 2020. CCWD's Management along with the MCU negotiating committee were working diligently to come to an agreement until negotiations stalled with the issuance of stay at home orders due to the COVID-19 pandemic.

The District is facing significant financial uncertainty due to economic effects of the COVID-19 response. The increased financial uncertainty is not conducive to bargaining, therefore, the District and the MCU agree that it is in the best interest of the District and its employees to suspend bargaining and extend the current Agreement for one year. This extension will not change any existing benefits for the employees nor will it provide a Cost of Living Adjustment (COLA). The existing MCU wage schedule, dated on July 1, 2019, will remain in effect through June 30, 2021.

The District will use this extended time period to work on critical issues to the District such as retiree health care benefits, an item which had been identified early on in this year's negotiating efforts. District management expects contract negotiations to resume in early 2021.

FINANCIAL CONSIDERATIONS:

The one-year extension will result in no additional cost to the District, other than step increases for those employees eligible as a result of a satisfactory performance evaluation.

RESOLUTION NO. 2020-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT**

**APPROVING AN AMENDMENT TO THE
AGREEMENT WITH MANAGEMENT AND CONFIDENTIAL UNIT (MCU)
EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2020**

WHEREAS, both the Board of Directors of the Calaveras County Water District (CCWD) and MCU entered into an Agreement having an effective date of July 1, 2018 through June 30, 2020, the terms of which the Agreement are incorporated herein by this reference; and

WHEREAS, CCWD management staff and the representatives of the MCU began to meet and negotiate in good faith on a successor Agreement; and

WHEREAS, negotiations with the MCU bargaining team were delayed for a few weeks as a result of the COVID-19 national emergency as declared by the President of the United States and the subsequent stay at home order issued by California's Governor in mid-March; and

WHEREAS, it is anticipated that the effects of the COVID-19 national emergency will have an impact on the District short- and long-term finances; and

WHEREAS, the District management staff and MCU bargaining team believe it is in the best interest of the District and its employees to extend the current expiration date of the Agreement to June 30, 2021 with no changes to the benefits and no Cost of Living Adjustment for fiscal year 20/21.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT authorize approval of the Amendment to the MCU Agreement currently in effect, attached hereto and made a part hereof.

PASSED AND ADOPTED by this 22nd day of April, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board