



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

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
REGULAR BOARD MEETING**

**APRIL 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  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Joel Metzger, External Affairs Manager  
Tiffany Burke, Administrative Technician-Senior

Others Present: Al Alt, Calaveras County CAO

**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 Davidson was absent.

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

**MOTION: Directors Ratterman/Thomas-Approved Consent Agenda Items:  
3a and 3b as presented**

3a Approval of Minutes for the Board Meetings of March 25 and April 8, 202

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

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Davidson**

Director Davidson arrived at 1:05 p.m.

**4. NEW BUSINESS**

4a Discussion regarding the District's COVID-19 Response  
(Michael Minkler, General Manager)

**DISCUSSION:**

- Mr. Minkler asked Al Alt, Calaveras County CAO to update the Board on the potential golf course reopening. He explained that Dr. Kelaita, Calaveras County's Public Health Officer, is considering allowing certain recreational activities, such as golf, may reopen as long as the county numbers remain low into the beginning of May. Dr. Alt has a meeting with various golf course management this afternoon to discuss how they may safely reopen. Director Davidson asked about the status of the letter sent to the Board of Supervisors (BOS) from the CCWD Board of Directors asking for the golf courses to be considered as essential businesses for the long-term. Dr. Alt has not presented the letter to the BOS since the restrictions could be lifted very soon. He is working collectively with the golf courses to come up with restrictions they can agree on. Director Davidson reminded everyone that the golf courses have the threat of a state fine and are obligated to run the spray fields. He would like a formal response from the Public Health Officer regarding the essential nature of the golf courses which will allow the District to plan accordingly. Dr. Alt responded that he is confident the recreational aspect of the golf course would remain non-essential. Director Thomas recommended reaching out to San Joaquin and Sacramento Counties to review the restrictions that have put in place on their golf courses. There was more discussion on the various Counties and how they are handling closures. Direction was given to agendize this topic at the next Engineering Committee and discuss with ACWA.
- Mr. Minkler continued to update the Board on the District's COVID-19 response. Those who are able to work from home are doing so and the field staff are working with social distancing guidelines. He reviewed projects that may require customer shut-offs. There will be extra communication with customers when shut-offs are required for a project.
- Mr. Minkler discussed the Families First Corona Virus Response Act. He explained that it allows the District employees up to 80 hours paid sick leave for qualifying COVID-19 reasons. If it becomes a burden to District operations, the District has the discretion to designate staff as first responders, which would deem them ineligible for the emergency paid sick leave.

- Ms. Callen gave an update to the Board about the financial impact of COVID-19 to date. At this point customer delinquencies are up about 5% on cycle 1 billing. The next billing will occur in May. There are also reductions in interest revenue. There was discussion on the late accounts and staff projections.

**President Underhill moved item 4b to the end of the agenda after Closed Session.**

- 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

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) budget development and capital improvement meetings are in progress; 2) there is more infrastructure funding available at the Federal level and will be discussed at the upcoming Legal Affairs meeting; and 3) there will be updates on Water Resources issues for the Board over the next month and the job posting for the Water Resources Manager has been re-circulated for new candidates.

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

Director Secada attended the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting virtually. The Technical Assistant Grant workplan has been approved. The T-STAN membership dues have been lowered from \$12,000 to \$8,064 for the next fiscal year. The Stormwater Project Identification Toolkit approved a \$30,000 expenditure to move on to Phase 2 of that project in Twain Harte.

Director Ratterman reported that Mountain Counties had a meeting about John Kinsbury's retirement. An ad hoc committee was created to review the candidates.

Director Thomas would like to reach out to Gene Mancebo. He thinks someone should attend the webinar tomorrow put on by ACWA about virtual meetings and the Brown Act. Rebecca Hitchcock responded that she would be attending the webinar to make sure the District is handling the virtual meetings correctly.

Director Davidson had nothing to report.

Director Underhill reported that Camp Connell is very quiet during the quarantine.

**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

The meeting adjourned into Closed Session at approximately 2:05 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 3:43 p.m. There was no reportable action.

**President Underhill moved item 4b to the end of the agenda after Closed Session.**

**MOTION: Directors Davidson/Thomas - Adopted Resolution No. 2020-26 Amending the current Management and Confidential Unit Agreement**

- 4b Discussion/Action regarding Approval of an Amendment to the current Management and Confidential Unit Agreement  
(Stacey Lollar, Human Resources Manager) **RES 2020-26**

**DISCUSSION:** Mr. Minkler reported that the Management Confidential Unit wishes to extended their existing contract for one year.

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

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

**10. ADJOURNMENT**

With no further business, the meeting adjourned at 3:45 p.m.

By:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board