

RESOLUTION NO. 2020-42
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

June 24, 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
Stacey Lollar, Human Resources Manager
Joel Metzger, External Affairs Manager
Brad Arnold, Manager of Water Resources
Jesse Hampton, Plant Operations Manager
Tiffany Burke, Administrative Technician-Senior
Deja Howarth Human Resources Technician
Sam Singh, Senior Engineering Tech
Carol Bowen, Customer Service Representative
John Gomes, Information Systems Administrator

Others Present: Eric Glanville

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 Director Davidson led the pledge of allegiance.

2. **PUBLIC COMMENT**

Michael Minkler presented Brad Arnold, the new Manager of Water Resources and Mr. Arnold introduced himself to the Board.

Eric Glanville addressed the Board about the Termination of Service Policy. He was under the impression it would have been on the agenda today. He hopes the item will be on the July 22nd meeting.

3. **CONSENT AGENDA**

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

- 3a Approve Cancellation of the July 8, 2020 Board Meeting
(Rebecca Hitchcock, Clerk to the Board)
- 3b Amendment of the District’s Financial Management Policy No. 5.07, District Credit Card Use Policy
(Rebecca Callen, Director of Administrative Services) **RES 2020-42**
- 3c Amendment of the District’s Financial Management Policy – No. 5.01, Investment Policy
(Rebecca Callen, Director of Administrative Services) **RES 2020-43**

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

President Underhill opened the Public Hearing at 1:09 p.m.

4. **PUBLIC HEARING**

- 4a Discussion/Action Regarding the Adoption of the Fiscal Year 2020-21 Operating and Capital Improvement Plan Budget
(Rebecca Callen, Director of Administrative Services) **RES 2020-44**
- Discussion/Action Regarding the Adoption of the Fiscal Year 2020-21 Personnel Allocation Budget
(Rebecca Callen, Director of Administrative Services) **RES 2020-45**

MOTION: Directors Davidson/Thomas–Adopted Resolutions 2020-44 and 2020-45 in one unified motion.

DISCUSSION: Ms. Callen presented the Fiscal Year 2020-21 Operating and Capital Improvement Plan Budget and Personnel Allocations, including a few items that have changed since the Budget Workshop.

PUBLIC COMMENT: There was no public comment.

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

President Underhill closed the Public Hearing at 1:13 p.m.

5. NEW BUSINESS

5a Discussion/Action Regarding Approval to Extend the current Memorandum of Understanding with the Service Employees International Union Local 1021 (Stacey Lollar, Human Resources Manager) **RES 2020-46**

MOTION: Directors Davidson/Thomas-Adopted Resolution 2020-46-Approving the Extension of the current Memorandum of Understanding with the Service Employees International Union Local 1021 (SEIU)

DISCUSSION: Mr. Minkler presented the extension of the MOU with SEIU. It is a one year extension of the contract with all the same terms as the previous year and no cost of living increase

PUBLIC COMMENT: There was no public comment.

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

5b Discussion/Action regarding Approval of an Amendment to the current Management and Confidential Unit Agreement (Stacey Lollar, Human Resources Manager) **RES 2020-47**

Discussion/Action regarding Approval of an Amendment to the current Memorandum of Understanding with the Service Employees International Union Local 1021 (Stacey Lollar, Human Resources Manager) **RES 2020-48**

MOTION: Directors Davidson/Ratterman-Adopted Resolution 2020-47 and 2020-48-Approving Side Letter Agreements with both the Management and Confidential Unit and the Service Employees International Union Local 1021

DISCUSSION: Mr. Minkler presented the side letter agreements with both the Management and Confidential Unit and the Service Employees International Union Local 1021. These agreements approve the staffing changes made to the organization such as a Construction Maintenance Manager position, an Engineering Coordinator position, and consolidation of the Accounting

classifications. These changes were incorporated in the Budget and Personnel Allocation which was just adopted.

PUBLIC COMMENT: There was no public comment.

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

Director Secada arrived at 1:20 p.m.

5c Discussion/Direction on Discharging Lehman Brothers Outstanding Balances
(Rebecca Callen, Director of Administrative Services)

MOTION: Directors Thomas/Davidson – By Minute Entry to Discharge Lehman Brothers Outstanding Balances

DISCUSSION: Ms. Callen presented the proposal to discharge the remaining balance of the Lehman Brothers asset on the books, remove the holdings from the monthly investment report to the Board, and make all necessary journal entries to facilitate that. This action does not waive the bankruptcy payments that the District could receive. Direction was given to Ms. Callen to move forward with this item.

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

5d Discussion/Action Regarding Construction Contingency for the Ebbetts Pass Reach 1 Water Pipeline Replacement Project, CIP # 11085
(Charles Palmer, District Engineer) **RES 2020-49**

MOTION: Directors Davidson/Ratterman-Adopting Resolution 2020-49-Approving a Contingency for the Ebbetts Pass Reach 1 Water Pipeline Replacement Project, CIP # 11085

DISCUSSION: Mr. Palmer addressed the Board regarding the need for a contingency on the contract to Mazingo Construction for the Ebbetts Pass Reach 1 Pipeline Replacement Project. At the time of Contract Award, staff did not present a contingency for change orders during construction, but a 5% contingency is common. Change orders for the Ebbetts Pass Reach 1 Water Pipeline project total \$136,005.30, or about 2% of the total contract amount. There was discussion between the Board and Mr. Palmer about planning for contingencies in the future.

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

RECESS was called at 1:45 p.m. **SESSION RESUMED** at 1:50 p.m.

5e Resolution of Appreciation for Joel Metzger
(Michael Minkler, General Manager)

RES 2020-50

MOTION: Directors Davidson/Thomas-Adopting Resolution 2020-50-
Commending and Thanking Joel Metzger for his time at CCWD

DISCUSSION: Ms. Lollar read a resolution thanking Mr. Metzger for service with CCWD. Each of the Directors thanked Mr. Metzger for service to CCWD and its ratepayers.

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

NOES: None

ABSTAIN: None

ABSENT: None

6. GENERAL MANAGER REPORT

DISCUSSION: Mr. Minkler reported on the following activities: 1) staff has been working hard on the budget and personnel changes; 2) ACWA sent a request out to water agencies for responses about the cost associated with COVID 19. The District's actual expenditures to date are \$70,000, there has been a drop of in water consumptive use, and other factors are unknown at this point; 3) the Engineering Department has been extremely busy with the Reach 1 project, the Techite project and the service line replacements in Jenny Lind; and 4) there are new employees at the District and there will be additional hiring soon for the positions approved at today's meeting.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada attended the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting last week.

Director Davidson had nothing to report.

Director Thomas reported the recent fire came very close to his ranch in Copperopolis and the ACWA Virtual conference is coming up on the 29th of July.

Director Ratterman would like to see a press release done for the new Manager of Water Resources, Brad Arnold. He also stated the candidate filing period for the November election begins on July 13th.

Director Underhill gave Mr. Minkler a custom facemask for his birthday in August.

8. NEXT BOARD MEETINGS

- Wednesday, July 8, 2020, 1:00 p.m., Regular Board Meeting (Proposed cancellation) it was cancelled above
- Wednesday, July 22, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:20 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Damon Wyckoff, Director of Operations (for item 9a) and Matt Weber, General Counsel.

9. CLOSED SESSION

- 9a Conference with Real Property Negotiators (Gov. Code section 54956.8.)
Property: APN 065-032-001 Agency negotiators: M. Minkler and D. Wyckoff
Negotiating parties: W. Abbott; Under negotiation: Price and/or terms of payment.
- 9b Conference with Legal Counsel – Existing Litigation
Government Code § 54956.9(a) PG&E Corporation and Pacific Gas and Electric Company; United States Bankruptcy Court, Northern District of California; Case No. 19-30088-DM.

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 2:49 p.m. There was no reportable action.

11. ADJOURNMENT

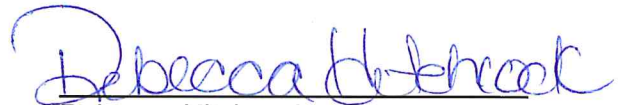
With no further business, the meeting adjourned at 2:50 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board