



RESOLUTION NO. 2021-15  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2021-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

MARCH 10, 2021

Directors Present: Jeff Davidson, President  
Cindy Secada, Vice-President  
Scott Ratterman, Director  
Bertha Underhill, 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  
Brad Arnold, Manager of Water Resources  
Jessica Self, External Affairs Manager  
Stacey Lollar, Human Resources Manager  
Kate Jesus, Engineering Coordinator  
Tiffany Burke, Senior Administrative Technician

Others Present: Chelsea Haines, ACWA

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:05 p.m. and led the Pledge of Allegiance.

##### 2. PUBLIC COMMENT

There was no public comment.

##### 3. CONSENT AGENDA

**MOTION:** Directors Secada/Underhill—Approved Consent Agenda Item:  
3a, 3b, 3c, and 3d as presented.

3a Approval of Minutes for the Board Meetings of February 10, February 19, and February 24, 2021

- 3b Review Board of Directors Monthly Time Sheets for February 2021
- 3c Ratify Claim Summary #588 Secretarial Fund in the Amount of \$3,635,387.10 for February 2021  
(Rebecca Callen, Director of Administrative Services) **RES 2021-15**
- 3d Report on the Monthly Investment Transactions for February 2021  
(Rebecca Callen, Director of Administrative Services)

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

**4. NEW BUSINESS**

- 4a Update on 2018 Water Conservation Legislation  
(Brad Arnold, Manager of Water Resources)

**DISCUSSION:** Mr. Arnold reviewed The Water Conservation Act of 2009 (SB X7-7, Steinberg) requiring State Water Resources Control Board (SWRCB) and California Department of Water Resources (DWR) to establish new standards and rules for water suppliers to be adopted by 2022 and implemented by 2028. He explained the conservation targets for indoor use, outdoor (landscape) use, commercial use, and system water losses. At this point, the penalties for overuse are unclear. He reviewed the District water loss audits and showed the data from the 2020 audit and detailed the water loss portion. Mr. Arnold took questions from the Board. Chelsea Haines, the Regulatory Affairs Director at ACWA spoke to the Board about how ACWA is responding to the State about these regulations. There was discussion between staff and the Board regarding the mandates.

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

- 4b Discussion/Action on a Declaration of Surplus for a Portion of APN 055-051-008  
(Michael Minkler, General Manager) **RES 2021-16**

**MOTION:** Directors Ratterman/Underhill–Declared Surplus for a Portion of APN 055-051-008

**DISCUSSION:** Mr. Minkler stated the District operates water and wastewater treatment plants (the “Plants”) that are co-located on District property in Copperopolis. The Plants and surrounding storage ponds are located on 252.55 acres, which the District owns. Currently, the District does not utilize all the property surrounding the Plant for its operations. Staff has evaluated the current and future needs of the District for the Plants and has determined that approximately 91.9 acres are no longer needed for the District’s use. The property that staff believes is no longer necessary is a portion of APN 055-051-008. This property is located on the east side of the property and is the furthest away from the Plant. Staff has determined that because the property is no longer necessary for the District’s use that it would be in the best interest of the District to sell the property. Director Ratterman stated that there used to be a Property Committee that reviewed the District properties for use.

**PUBLIC COMMENT:** Ralph Copeland wanted to comment after the Public Comment portion of this item had passed. Michael Minkler told him he would call him after the meeting to explain the surplus process.

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

**5. OLD BUSINESS**

- 5a Discussion/Direction regarding Maintenance and Warehouse Building Project – CIP #11101 (Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff reported that staff have begun discussion about the maintenance and warehouse building. They have found ways to reduce costs on the building such as acting as the head contractor. Director Davidson stated that the basic building was originally priced for \$90,000 and is now priced at \$113,000. There was significant discussion about the details of the project. The Board directed staff to continue working on the project and work diligently to stay within the current budget.

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

**6. REPORTS**

- 6a Report on the February 2021 Operations and Engineering Departments (Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the February 2021 monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

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

- 6b General Managers Report (Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) wished Director Underhill a happy birthday; 2) Calaveras County has been downgraded to the Red Tier for Covid-19 restrictions and the Calaveras County Public Health Department has recognized water and wastewater employees under the food and agriculture category for vaccines; 3) the Strategic Plan Special Board Workshop is on Friday, March 19<sup>th</sup>; 4) an all employee meeting was held asking for staff input on the Strategic Plan; 5) some employees attended a site tour in the Copperopolis area ; 6) Blue Lake Springs could possibly need more capacity; 7) the amount of work going into the Valley Springs and Copperopolis Capacity Fee updates; and 8) Donna Leatherman from CPUD is retiring.

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

Director Underhill asked Michael Minkler about the status of the White Pines Park rule changes.

Director Ratterman had nothing to report.

Director Thomas enjoyed having CCWD staff attend a tour and discuss various water rights ideas. He would like to see a resolution about the long-standing issue of customers communicating with the customer service department.

Director Secada had nothing to report.

Approved March 24, 2021

Director Davidson had nothing to report.

**8. NEXT BOARD MEETINGS**

- Friday, March 19, 2021, 8:30 a.m., Special Board Workshop-Strategic Planning
- Wednesday, March 24, 2021, 1:00 p.m., Regular Board Meeting

Closed Session was cancelled.

**9. CLOSED SESSION**

- 9a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar, and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

**10. ADJOURNMENT**

With no further business, the meeting adjourned at approximately 2:56 p.m.

Respectfully Submitted:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board