



RESOLUTION NO. 2021-74
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-02

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

OCTOBER 13, 2021

Directors Present: Jeff Davidson, President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director

Directors Absent: Cindy Secada, Vice-President

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Charles Palmer, District Engineer
Sam Singh, Engineering Technician Sr.
Kate Jesus, Engineering Coordinator
Tiffany Burke, Administrative Technician Sr.

Others Present: None

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. Director Secada was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Ratterman/Underhill–Approved Consent Agenda Items:
3a and 3b as presented.

- 3a Approval of Minutes for the Board Meeting of September 8, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for September 2021
(Rebecca Hitchcock, Clerk to the Board)
- Director Thomas pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #595 Secretarial Fund in the Amount of \$1,842,828.30 for
September 2021
(Rebecca Callen, Director of Administrative Services) **RES 2021-_____**

OFF CONSENT AGENDA

Director Thomas pulled Item 3c from the Consent Agenda

- 3c Ratify Claim Summary #595 Secretarial Fund in the Amount of \$1,842,828.30 for
September 2021
(Rebecca Callen, Director of Administrative Services) **RES 2021-74**

**MOTION: Directors Thomas/Ratterman–Approved Resolution No. 2021-74
Ratifying Claim Summary #595 Secretarial Fund in the Amount of
\$1,842,828.30 for September 2021**

DISCUSSION: Director Thomas asked about several payments listed on the Claim Summary and Ms. Callen responded to each item.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Discussion and Recommended Action Amending the FY 2021-22 CIP Budget and
Approving a Professional Services Agreement for the Copper Cove Wastewater
Treatment Plant, Pond 6 Effluent Storage Reservoir Enlargement Project
(Charles Palmer, District Engineer) **RES 2021-75**

**MOTION: Directors Thomas/Underhill– Approved Resolution No. 2021-75 Action
Amending the FY 2021-22 CIP Budget and Approving a Professional
Services Agreement for the Copper Cove Wastewater Treatment Plant,
Pond 6 Effluent Storage Reservoir Enlargement Project**

DISCUSSION: Mr. Palmer presented a PowerPoint presentation giving details on the project scope of work, the phases, and the cost. He reviewed the request to add funding for this project to the FY 2021-22 budget. He also discussed the Professional Services Agreement with Wagner & Bonsignore. Mr. Palmer, Mr. Minkler, and Mr. Wycoff responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Thomas, Underhill, Ratterman, and Davidson

NOES: None
ABSTAIN: None
ABSENT: Director Secada

- 4b Recommendation to Sole-Source Purchase a WesTech Trident Filter TR-420-A for the West Point Water Supply Reliability Project (CIP 11106)
(Damon Wyckoff, Director of Operations) **RES 2021-76**

MOTION: Directors Underhill/Thomas– Approved Resolution No. 2021-76
Approving Sole-Source Purchase a WesTech Trident Filter TR-420-A
for the West Point Water Supply Reliability Project (CIP 11106)

DISCUSSION: Mr. Wyckoff explained there is only one local manufacturer and vendor for Trident Filters. They are a packaged treatment system constructed by WesTech and sold by Misco. The District does not have the ability to place this portion of the West Point Water Supply Reliability Project out to bid to review the best proposal and best price from multiple filter manufacturers. Mr. Wyckoff recommended purchasing the unit from Misco and exercise the sole source provision in the District's purchasing policy. He responded to questions from the Board regarding the Trident Filter and how it functions.

PUBLIC COMMENT: There was no public comment.

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

5. **OLD BUSINESS**

There was no old business to discuss.

6. **REPORTS**

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

DISCUSSION: Mr. Wyckoff presented the September 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 Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) a contract amendment to the design contract for the Arnold Wastewater Treatment Facility Improvement Project; 2) UMWRA meeting that focused on AB 1346 Air Pollution: small off-road engines which bans the sale of small gas engines by 2024; 3) he attended a meeting with VSPUD; 4) the Board of Supervisors has approved the MOU for the Sheep Ranch Fire water tank; 5) Jessica Self and Damon Wyckoff attended the NCPA Emergency Action Plan Functional Tabletop exercise; 6) the Board will be provided with a cheat sheet describing the 5 year rate increase that was adopted in 2018; and 7) the District is working on the Board of Director's laptops, business cards, and emails.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported that the rain has arrived in Arnold and there was a power outage due to the storm.

Director Ratterman reported that CPUD has hired a new General Manager, Travis Small and filled the opening on their Board of Directors. He also mentioned the MCWRA Conference on October 27, 2021.

Director Thomas discussed the Board of Supervisors draft boundaries map. He mentioned an upcoming meeting between the Calaveras County Planning Commission and CCWD. He was also asked to speak at the upcoming Republican Women's Federation meeting.

Director Davidson had nothing to report.

8. NEXT BOARD MEETINGS

- Tuesday, October 26, 2021, 1:00 p.m., Regular Board Meeting – **Rescheduled from Wednesday October 27, 2021**
- Wednesday, November 10, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:47 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 9b); and General Counsel, Matt Weber.

9. CLOSED SESSION

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation - Government Code § 54956.9(d)(2)-1 case
- 9b Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit - Government Code § 54957.6
Agency Negotiators: General Manager, Michael Minkler and HR Manager, Stacey Lollar

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:43 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:43 p.m.

Respectfully Submitted:

ATTEST:



Michael Minkler
General Manager



Rebecca Hitchcock
Clerk to the Board