



RESOLUTION NO. 2021-80  
RESOLUTION NO. PFA-02  
ORDINANCE NO. 2021-02

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

NOVEMBER 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 Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
Rebecca Callen, Director of Administrative Services  
Pat Burkhardt, Construction and Maintenance Manager  
Jessica Self, External Affairs Manager  
Charles Palmer, District Engineer  
Sam Singh, Engineering Technician, Sr.  
Patti Christensen, Accountant II  
Kate Jesus, Engineering Coordinator  
Tiffany Burke, Administrative Technician Sr.

Others Present: Dave Turner  
Laurie Mitchem  
Ralph Copeland

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:04 p.m. and led the Pledge of Allegiance. All Board members were present.

#### 2. PUBLIC COMMENT

There was no public comment.

**3. CONSENT AGENDA**

**MOTION: Directors Thomas/Underhill–Approved Consent Agenda Items:  
3a, 3b, 3c and 3d as presented.**

- 3a Approval of Minutes for the Board Meeting of October 26, 2021  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for October 2021  
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #596 Secretarial Fund in the Amount of \$1,672,875.71 for  
October 2021  
(Rebecca Callen, Director of Administrative Services) **RES 2021-80**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors  
of The Calaveras County Water District for the Period November 10, 2021, through  
December 10, 2021, Pursuant to AB 361 **RES 2021-81**

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

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

**4. REPORTS**

- 4a Report on the October 2021 Operations and Engineering Departments  
(Damon Wyckoff, Director of Operations)

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

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

**5. NEW BUSINESS**

- 5a Discussion regarding the Lake Tulloch Shores Infrastructure  
(Poker Flat Homeowners Association)

**DISCUSSION:** Mr. Dave Turner from the Poker Flat Homeowners Association addressed the Board with the concerns and frustrations of the Homeowners Association over the years. He reviewed the quantity of leaks in Lake Tulloch Shores and how much they are costing the District to repair as they arise. They would like to see the District proactively repair and replace the service laterals instead of waiting for leaks that require repairs. Director Thomas thanked Mr. Turner for bringing this item to the Board.

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

5b Discussion/Action regarding Creation of an Underground Utility Crew  
(Damon Wyckoff, Director of Operations)

- Approving the Side Letter Agreement with SEIU Local 1021 **RES 2021-82**
- Amending the Fiscal Year 2020-21 Personnel Allocation **RES 2021-83**

**MOTION: Directors Ratterman/Underhill–Approved Side Letter Agreement and Amended the FY 2020-21 Personnel Allocation in one unified motion**

**DISCUSSION:** Mr. Wyckoff explained that the District evaluated the cost of hiring contractors to do large service lateral replacement projects and determined it would be more cost-effective to create an in-house Underground Utility Crew. The crew would work through all service areas of the District replacing service laterals, fire hydrants, water and sewer mains, and relining manholes. This crew would be comprised of one Senior Utility Worker and three Utility Workers, with the Senior Utility Worker directly reporting to the Construction and Maintenance Manager. There was additional discussion between the Board and staff regarding the specifics of the potential new crew.

**PUBLIC COMMENT:**

Dave Turner addressed the Board stating that he is happy with the steps just taken to combat this issue.

Ralph Copeland addressed the Board stating that this crew could pay for itself over time with the potential cost savings.

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

**6. REPORTS**

6a General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the status of the meter replacement project; 2) the new Tyler software is now live and fully operational; 3) discussions with Tuolumne Utility District's GM Don Perkins regarding hydropower; 4) the District is participating on Headwaters to Delta mapping with Stockton East, City of Stockton and San Joaquin County with the Army Corp of Engineers; 5) the District is participating in a workgroup of mostly American River agencies headed by the Bureau of Reclamation regarding water transfers; 6) creative work is going on in the Water Resources Department; 7) attended the MCWRA event; and 8) ACWA is establishing a Climate Change Workgroup and he has been asked to participate.

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

Director Underhill is interested in hearing more about the Climate Change Workgroup and would like to have Bill Cardinal's presentation that he gave recently to the Engineering Committee.

Director Ratterman reported that MCWRA's new Executive Director is Jason Caparuso, and he managed the annual event very well. CPUD has selected a new General Manager, Travis Small and

he would also like to have a CPUD/CCWD Coordination Committee meeting by the end of the year. CAMRA has a meeting next week and he will be attending the ACWA Conference at the end of the month.

Director Thomas commented on the Forest Management discussion at the MCWRA event. He would like to see a future agenda item on the status of FERC Relicensing.

Director Secada requested a grant update on the agenda quarterly.

Director Davidson asked why the office is still closed to the public.

**8. NEXT BOARD MEETINGS**

- Wednesday, December 8, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, December 22, 2021, 1:00 p.m., Regular Board Meeting (Pending cancellation)

**9. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 2:40 p.m. Those present were Board Members: Jeff Davidson, Russ Thomas, Bertha Underhill, Cindy Secada, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 9a), and Matt Weber, General Counsel.

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

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:19 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 3:20 p.m.

Respectfully Submitted:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board