



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JANUARY 12, 2022

- Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President
Bertha Underhill, Director
Russ Thomas, Director
Jeff Davidson, Director
- Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jessica Self, External Affairs Manager
Charles Palmer, District Engineer
John Griffin, Senior Civil Engineer
Tiffany Burke, Administrative Technician Senior
- Others Present: Jeffrey Meyer, Senior Vice President Hilltop Securities Inc.
Brian Nash, Richardson & Company, LLP.
Peter Martin

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:03 p.m. and led the Pledge of Allegiance. Director Davidson was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

- 3a Approval of Minutes for the Board Meeting of December 8, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for December 2021
(Rebecca Hitchcock, Clerk to the Board)

- Director Underhill pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #598 Secretarial Fund in the Amount of \$2,198,721.05 for December 2021
(Jessica Self, External Affairs Manager) **RES 2022-_____**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of the Calaveras County Water District for the Period January 12, 2022, through February 11, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-01**
- 3e Authorized Signatures on Banking and Investment Accounts
(Michael Minkler, General Manager)
- Umpqua Bank **RES 2022-02**
 - Local Agency Investment Fund **RES 2022-03**
 - Wells Fargo **RES 2022-04**

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

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

OFF CONSENT AGENDA

Director Davidson arrived at 1:09 p.m.

Director Underhill pulled Item 3c from the Consent Agenda

- 3c Ratify Claim Summary #598 Secretarial Fund in the Amount of \$2,198,721.05 for December 2021
(Jessica Self, External Affairs Manager) **RES 2022-05**

MOTION: Directors Thomas/Underhill–Ratified Claim Summary #598 Secretarial Fund in the Amount of \$2,198,721.05 for December 2021

DISCUSSION: Director Underhill reminded the other Directors that they can call the Finance department if they have questions on the Claim Summary. Director Thomas asked about the payment for solar units for the AMR/AMI project and a payment for a stream gauging program. Mr. Minkler, Mr. Wyckoff, and Mr. Arnold responded to the questions.

PUBLIC COMMENT: There was no public comment.

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

4. **NEW BUSINESS**

- 4a Presentation of the Audited Financial Statements for the Fiscal Year Ending June 30, 2021 by Richardson & Company, LLP
(Jeffrey Meyer, Senior Vice President Hilltop Securities Inc)

DISCUSSION: Mr. Meyer presented the item and introduced Brian Nash from the auditing firm Richardson & Company. Mr. Nash addressed the Board giving a presentation of the District's audited financial statements for the fiscal year ending June 30, 2021. He provided a summary with highlights of the audit, which included information on the District's Balance Sheet, Water Fund, Capital Asset increases, Pension liability, Sewer Fund, Income Statement, and the management letter. The Board requested that he review the recommendations provided in the management letter. Mr. Nash stated that his auditing firm gave the District "clean opinions". There was discussion between the Board and Mr. Nash regarding the audit findings.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding Appointment to Board Committees and Election of Members to Joint Power Authorities
(Cindy Secada, Board President)

MOTION: Director Davidson/Ratterman--Approved by Minute Entry the Slate of Assignments for the Board Committees and Joint Power Authorities Recommended by President Davidson

DISCUSSION: President Secada opted to keep all committee assignments the same as 2021. The Board agreed to the slate of assignments for the Joint Power Authorities.

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action regarding Urban and Multi-Benefit Drought Relief Program
(John Griffin, Senior Civil Engineer)

MOTION: Director Davidson/Ratterman--Approved Resolutions 2022-06 through 2022-08 approving the filing of three applications for the 2021 Urban and Multibenefit Drought Relief Grant Program

- CIP #11104: Lake Tulloch Submerged Water Line Crossing Project **RES 2022-06**
- CIP #15094: Copper Cove Secondary, Tertiary, and UV Improvements Project **RES 2022-07**
- CIP #15112: Copper Cove Wastewater Treatment Plant Pond 6 Effluent Storage Reservoir Enlargement Project **RES 2022-08**

DISCUSSION: Mr. Griffin reported that the Budget Act of 2021 allocated \$300 million to the Department of Water Resources to deliver grants for interim and immediate drought relief to urban communities and for multibenefit projects. These grants are intended to provide water to communities that face the loss or contamination of their water supplies, to address immediate impacts on human health and safety, and to protect fish and wildlife resources. District staff has identified three high-priority capital improvement projects that meet these project types, CIP #11104 Lake Tulloch Submerged Water Line Crossing Project, CIP #15094 Copper Cove Secondary, Tertiary, and UV Improvements Project, and CIP #15112 Copper Cove Wastewater Treatment Plant Pond 6 Effluent Storage Reservoir Enlargement Project. The grant application requires a Board resolution that authorizes preparing an application and designates a staff person to execute agreements and submit documents required to obtain grant funding. A resolution is required for each project.

PUBLIC COMMENT: There was no public comment.

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

NOES: None

ABSTAIN: None

ABSENT: None

RECESS was called at 1:50 p.m. **SESSION RESUMED** at 1:58 p.m.

5. OLD BUSINESS

- 5a Discussion/Action regarding Approval of a CEQA Addendum and Authorizing Notice of Determination West Point and Wilseyville Wastewater Treatment Consolidation Project, CWSRF No.C-06-7850-210
(Charles Palmer, District Engineer) **RES 2022-09**

MOTION: Director Davidson/Ratterman–Approved a CEQA Addendum and Authorized Notice of Determination for the West Point and Wilseyville Wastewater Treatment Consolidation Project, CWSRF No.C-06-7850-210

DISCUSSION: Mr. Palmer stated this item relates to CEQA environmental requirements for the West Point and Wilseyville Wastewater Treatment Consolidation Project that is grant funded through the Clean Water State Revolving Fund (CWSRF). During design of the improvements, it was determined that certain minor project changes would be beneficial to the project, including changes to the size and alignment of two new 4-inch sewer pipelines between the West Point and Wilseyville facilities and abandonment of the Wilseyville wastewater treatment pond by breaching a small earthen dam and partially backfilling inside the pond. He explained the original Mitigated Negative Declaration (MND) and Notice of Determination for this project were adopted and authorized by Board Resolution and previously filed with the State Clearinghouse on April 1, 2015. Upon discussing the proposed changes with CWSRF staff, the District was advised that a CEQA Addendum was needed to amend the original MND and satisfy CWSRF procedures and interagency agreements. Our consulting firm Nexgen prepared the necessary CEQA Addendum and staff submitted it to the State Clearinghouse on December 14, 2021 for circulation and review by State agencies. He reviewed the comments submitted by the Central Valley Regional Water Quality Control Board (CVRWQCB) and Department of Transportation (DOT). Staff recommends the Board of Directors authorize the preparation and execution of the attached Notice of Determination and filing with the State Clearinghouse within five working days.

PUBLIC COMMENT: There was no public comment.

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

- 5b Update on the Sustainable Groundwater Management Act (SGMA) including Recognition of Walt Ward for his Contributions to SGMA
(Brad Arnold, Water Resources Manager) **RES 2022-10**

MOTION: Director Thomas/Davidson–Adopted the Resolution of Appreciation for Walter Ward.

DISCUSSION: Mr. Arnold gave an update on the Sustainable Groundwater Management Act (SGMA). Mr. Minkler read a Resolution of Appreciation for Walter Ward’s commitment and contributions to SGMA.

PUBLIC COMMENT:

Peter Martin addressed the Board regarding his appreciation for Walter Ward.

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

6. REPORTS

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

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

- 6b General Manager’s Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) notice of interest for FEMA grant opportunities; 2) the Eastside GSA meetings; 3) the District has some new employees; 4) long term infrastructure planning is underway; 5) the mid-year budget review is underway and will be presented to the Board at the next meeting; 6) the virtual Washington D.C. meetings; 7) meetings with the new Calaveras Public Utility District General Manager; 8) he will be participating on the Union Public Utility District interview panel for their General Manager; 9) staff from El Dorado Irrigation District met with District staff regarding advice on water quality issues due to the Caldor Fire; and 10) the COVID-19 outbreak.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill would like a review done on the Termination of Service Policy.

Director Davidson had nothing to report.

Director Ratterman had nothing to report.

Director Thomas has information regarding brass component recycling and would like to provide it to Operations.

Director Secada reported there would be no IRWM meeting in January.

8. NEXT BOARD MEETINGS

- Wednesday, January 26, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, February 9, 2022, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:46 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation - Government Code § 54956.9(d)(2)-2
case


10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:51 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:51 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board