



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JUNE 8, 2022

Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President
Russ Thomas, Director (Arrived at 1:07)
Jeff Davidson, Director

Directors Absent: Bertha Underhill, Director

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Brad Arnold, Water Resources Manager
Jessica Self, External Affairs Manager
John Griffin, Senior Civil Engineer
Kate Jesus, Engineering Coordinator
Catherine Eastburn, Accountant II
Pat Burkhardt, Construction and Maintenance Manager
Charles Palmer, District Engineer
Kevin Williams, Senior Civil Engineer
Deja Howarth, Human Resources Technician
Tiffany Burke, Administrative Technician, Sr.
Corrine Skrbina, Customer Service Senior
Carol Bowen, Customer Service Representative
Jared Gravette, Construction Inspector Senior Supervisor

Others Present: Jeffrey Meyer, Hilltop Securities
Jerry Broch
Donny Kimber

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:02 p.m. and led the Pledge of Allegiance. Director Underhill and Director Thomas were absent.

2. PUBLIC COMMENT

Jerry Broch addressed the Board regarding his high usage bill and leak at his property.

Director Thomas arrived at 1:07 p.m.

3. CONSENT AGENDA

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

- 3a Approval of Minutes for the Board Meetings of May 11 and May 25, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for May 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #603 Secretarial Fund in the Amount of \$2,227,061.77 for May 2022
(Michael Minkler, General Manager) **RES 2022-49**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of June 8 through July 9, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-50**

AYES: Directors Ratterman, Thomas, Davidson, and Secada

NOES: None

ABSTAIN: None

ABSENT: Director Underhill

4. PUBLIC HEARING

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

ANNUAL STANDBY ASSESSMENT FEES
(Michael Minkler, General Manager)

- Indian Rock Vineyards Subdivision (Sewer) **RES 2022-51**
- West Point Improvement District 3 (Water) **RES 2022-52**
- Ebbetts Pass Improvement District 5 (Water) **RES 2022-53**
- Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite) (Water) **RES 2022-54**
- Saddle Creek Subdivision Improvement District 7 (Water) **RES 2022-55**
- Copper Cove/La Contenta Improvement District 8S (Sewer) **RES 2022-56**

MOTION: Directors Davidson/Thomas-Adopted Resolutions 2022-51, 2022-52, 2022-53, 2022-54, 2022-55, and 2022-56 in one unified motion.

DISCUSSION: There was no discussion.

PUBLIC COMMENT: There was no public comment.

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

President Secada closed the Public Hearing at 1:10 p.m.

5. NEW BUSINESS

- 5a Discussion/Action Regarding Credit Adjustment for
- o APN 023-056-006, Hoopa Circle, Camp Connell **RES 2022-57**
 - o APN 023-030-021 Sierra Parkway, Camp Connell **RES 2022-58**
(Jessica Self, External Affairs Manager)

MOTION: Directors Davidson/Ratterman-Adopted Resolution No. 2022-57 and 2022-57 in one unified motion Approving the Leak Adjustments for both APN 023-056-006 and APN 023-030-021

DISCUSSION: Jessica Self presented the customer requests for credit adjustments at APN 023-056-006 Hoopa Circle and APN 023-030-021 Sierra Parkway. Ms. Self explained the issues at each location and stated the leaks had been repaired at each property.

PUBLIC COMMENT: There was no public comment.

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

- 5b Discussion/Action regarding Stage 2 Water Supply Conditions per CCWD Water Shortage Contingency Plan
- (Brad Arnold, Water Resources Manager) **RES 2022-59**

MOTION: Directors Ratterman/Davidson-Adopted Resolution No. 2022-59 adopting Stage 2 Water Supply Conditions per the CCWD Water Shortage Contingency Plan

DISCUSSION: Brad Arnold gave an update on the Executive Order N-7-22 passed by California Governor Gavin Newsom in response to ongoing drought conditions across the State. The objective is to assist the State in achieving its conservation goals and to ensure sufficient water for essential indoor and outdoor uses. Mr. Arnold went over the provisions of the Stage 2 Water Shortage and there was discussion regarding the provisions and implementation.

Shortage Stage 2 (Alert Condition)

- A water shortage determined by CCWD to correspond with supply reduction between 10 and 20 percent may trigger Shortage Stage 2. Under Shortage Stage 2, certain demand reductions, curtailments, or other restrictions may be required by CCWD. All preceding Shortage Stage 1 Response Actions would remain in effect. Shortage Stage 2 restrictions may include, but are not limited to, the additional following Response Actions implemented by CCWD:

- Customers must repair controllable water leaks, correct overspray, and cease excessive landscape watering.
- Customers must take actions to establish appropriate run-times for landscape irrigation to eliminate water runoff extending beyond their properties
- Landscape irrigation is prohibited between the hours of 10:00 am and 6:00 pm.
- Use of water for cleaning driveways, walkways, parking lots, and streets is prohibited, except to alleviate immediate safety or sanitation hazards.
- All leaks, breaks, or other malfunctions shall be repaired within 72 hours of being notified by the CCWD.
- Use of potable water for construction or dust control is prohibited.
- Lodging establishments must provide patrons the option of not having towels and linens laundered daily by displaying notices prominently in each guestroom.
- Dining establishments may only serve water upon request.

PUBLIC COMMENT: There was no public comment.

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

5c Discussion/Action regarding the Slurry Line Water Service Customer Template Agreement
 (Brad Arnold, Water Resources Manager) **RES 2022-60**

MOTION: Directors Ratterman/Davidson-Adopted Resolution No. 2022-60 approving the Slurry Line Water Supply Customer Template Agreement

DISCUSSION: Brad Arnold gave an update on the status of the Slurry line. He explained the template agreement would be filled in with pertinent landowner information, delivery quantities and period, as well as other information related to the intended uses. That agreement defines CCWD and customer roles and responsibilities from the Slurry Line Turnout, and for CCWD to recover certain costs contemplated in the Water Wheeling Agreement, among other factors. There was brief discussion on the potential customer base and timing. Mr. Arnold and Mr. Minkler discussed the impact of these potential agreements to NCPA.

PUBLIC COMMENT: Donny Kimber addressed the Board regarding becoming a potential customer and thanked staff and the Board for making progress and discussed possible expansion thanks to the Slurry Line water.

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

RECESS was called at 1:56 p.m. **SESSION RESUMED** at 2:04 p.m.

6. BUDGET WORKSHOP

6a Discussion Regarding FY 2022-23 Preliminary Operating and Capital Improvement Budgets

(Michael Minkler, General Manager)

DISCUSSION: Jeff Meyer and Michael Minkler provided a PowerPoint presentation on the preliminary FY 2022-23 Operating and CIP budgets. A review of revenue sources for operating and starting fund balances, fund reallocations, non-operating revenue, transfers into the preliminary budget, debt service, and department summaries. President Secada moved the conversation to the request for two additional Full Time Equivalents (FTE's). She commented that approval of two new positions should not be included in the budget process and wants them brought back in July for further discussion and consideration. Mr. Minkler mentioned that the time for discussion on the FTE's would be the budget workshop. Director Ratterman agreed with President Secada and direction was given to staff to bring the FTE requests to a Board in July after the budget adoption. If the positions are not approved in July, a budget amendment would be required to move funds from Salaries and Benefits to Professional Services. There was significant discussion regarding the best way to proceed.

7. REPORTS

7a Report on the May 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the May 2022 Monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

7b General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the CIP portion of the budget that was not discussed; 2) the two FTE requests; 3) the Legal Affairs Committee meeting and Mia O'Connell's hard work; 4) the Groundwater Sustainability Agency agreements; 5) the 4th of July Parade in Arnold; 6) different outreach options; and 7) State water curtailments.

8. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Davidson had nothing to report.

Director Thomas made an announcement on a medical condition he is dealing with and reported he will be attending some upcoming meetings remotely for treatment.

Director Ratterman reported on the ACWA Local Government Committee, the ACWA JPIA Property Committee, and the Mountain Counties Caldor Fire Tour.

Director Secada reported on the T-Stan IRWM next week and would like more information on Mr. Broch's leak and water bill.

9. NEXT BOARD MEETINGS

- Wednesday, June 22, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, July 13, 2022, 1:00 p.m., Regular Board Meeting

10. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:37 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

10a Public Employee Performance Evaluation-Government Code §54957
General Manager

11. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:15 p.m. There was no reportable action.

12. NEW BUSINESS

12a Discussion/Action on amendment to General Manager's Employment Contract

MOTION: Directors Davidson/ Ratterman-by Minute Entry approved an amendment to the General Managers Employment Contract.

DISCUSSION: There was no discussion on this item.

PUBLIC COMMENT: There was no public comment.

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

13. ADJOURNMENT

With no further business, the meeting adjourned at 5:17 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board