



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JUNE 22, 2022

Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President
Bertha Underhill, Director
Russ Thomas, Director

Directors Absent: 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
Brad Arnold, Water Resources Manager
Jessica Self, External Affairs Manager
John Griffin, Senior Civil Engineer
Kate Jesus, Engineering Coordinator
Catherine Eastburn, Accountant II
Jesse Hampton, Plant Operations Manager
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
Travis Small, CPUD
Ralph Copeland

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 Davidson was absent.

2. PUBLIC COMMENT

There was no public comment.

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 Meeting of June 8, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Report on the Monthly Investment Transactions for May 2022
(Michael Minkler, General Manager)
- 3c Consideration of Renewal of Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Years 2022/23-2027/28
(Michael Minkler, General Manager) **RES 2022-61**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of June 22 through July 21, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-62**

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

4. NEW BUSINESS

- 4a Discussion/Action regarding the Adoption of Transaction Fees for Utility Payments
(Jessica Self, External Affairs Manager) **RES 2022-63**

**MOTION: Directors–Ratterman/Underhill-Approved RES 2022-63 - Adopting
Transaction Fees for Utility Payments**

DISCUSSION: Jessica Self gave the history of transaction fees for credit card payments. In 2004, the Board adopted transaction fees for credit card payments. In 2008, the Board rescinded that when customers were faced with financial hardships during the recession. Now that there are so many customers paying with credit and debit, staff feel that the cost of those transactions should be paid by the customer. Ms. Self discussed the outreach planned to notify customers of the change. She also explained customers can mail a check if they wish to avoid the fee. Director Ratterman asked about the difference between credit and debit. There was discussion regarding the various payment options and the costs associated with them.

PUBLIC COMMENT: There was no public comment.

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

5. PUBLIC HEARING

President Secada opened the Public Hearing at 1:19 p.m.

5a Discussion/Action regarding the Adoption of the Fiscal Year 2022-23
Operating and Capital Improvement Plan Budget
(Michael Minkler, General Manager) **RES 2022-64**

**MOTION: Directors Ratterman/Secada- Adopted Resolution No. 2022-64 -
Adopting the Fiscal Year 2022-23 Operating and Capital Improvement
Plan Budget**

DISCUSSION: Jeffrey Meyer presented the changes since the budget workshop on June 8. He described the differences as the credit card transaction fees and the cost of the Hazard Mitigation update. Mr. Meyer also reviewed Revenues, Investments, and Transfers In. Mr. Minkler reported the District is closely monitoring the fuel costs and are researching a document management system. Both items could require a mid-year budget adjustment. There was discussion regarding the process of adoption of a document management system. Director Thomas asked about his request for a report out on Red Diesel. President Secada requested additional details on the budget items on the water sampling stations and the interior office builds in the warehouse building. Director Underhill requested additional information on the loan for the Corporate Building and the work O’Connell & Dempsey has been doing. Director Thomas asked for further clarification on the offices in the warehouse building.

PUBLIC COMMENT: Ralph Copeland inquired on the Copper Cove Cross Country Gravity Sewer Force Main project on the CIP Budget.

President Secada closed the Public Hearing at 2:06 p.m.

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

Discussion/Action regarding the Adoption of the Fiscal Year 2022-23
Personnel Allocation Budget
(Michael Minkler, General Manager) **RES 2022-65**

**MOTION: Directors Underhill/Ratterman adopted Resolution No. 2022-65-
Adopting the Fiscal Year 2022-23 Personnel Allocation Budget**

DISCUSSION: President Secada clarified that the proposed FY 2022-23 does not include two new positions.

PUBLIC COMMENT: There was no public comment.

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

6. **NEW BUSINESS**

6a Discussion/Action regarding Second Amended and Restated Agreement between Calaveras Public Utility District and Calaveras County Water District for the Sale of Surface Water

(Brad Arnold, Water Resources Manager)

RES 2022-66

MOTION: Directors Underhill/Ratterman–Approved Resolution No. 2022-66- Approving the Second Amended and Restated Agreement between Calaveras Public Utility District and Calaveras County Water District for the Sale of Surface Water

DISCUSSION: Brad Arnold presented the agreement with the Calaveras Public Utility District (CPUD) facilitating the Sale of Surface Water. He explained it is the sale of up to two hundred acre-feet per year of water from CPUD’s Middle Fork Mokelumne River, made available via Schaads Reservoir for use in CCWD’s West Point Service Area. Mr. Arnold detailed the terms of the agreement which are 1) a minimum of forty acre-feet up to two hundred acre-feet; 2) a cost of \$150.00 per acre-foot; 3) the annual rate would escalate annually based on the Consumer Price Index; and 4) a term length of 5 years from the date of execution. Mr. Minkler added that the CPUD Board of Directors had approved the agreement at their recent Board meeting with one word change in the agreement, page 1 section 1a. change the word take to purchase. The Board concurred with that change.

PUBLIC COMMENT: There was no public comment.

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

6b Discussion/Action regarding the Award of Construction Contract for the West Point and Wilseyville Wastewater Treatment Plant Consolidation Project, CWSRF Project No. C-06-7850-210

(Charles Palmer, P.E., District Engineer)

RES 2022-67

MOTION: Directors Thomas/Underhill-Adopted Resolution No. 2022-67- Awarding a Construction Contract for the West Point and Wilseyville Wastewater Treatment Plant Consolidation Project, CWSRF Project No. C-06-7850-210 and authorizing the General Manager to execute a construction contract with K.W. Emerson, Inc. in the amount of \$8,573,362.00

DISCUSSION: Charles Palmer stated the bid opening for this project was March 31, 2022, and K.W. Emerson was the lowest responsive bidder with the bid of \$8,573,362. This was \$4 million higher than cost estimate and the grant funding which is \$4.75 million. The Engineering department began working on value engineering the project and requested additional funding with the State’s Clean Water State Revolving Fund (CWSRF). Preliminary concurrence from the State was received stating the grant funding could be increased up to as much as \$10 million. The District is waiting for Final Budget Approval (FBA) from CWSRF so that it can proceed with bid award to K.W. Emerson with assurance of 100% grant funds to cover the full construction costs. He stated the District must weigh the risk of waiting to receive Final Budget Approval from CWSRF and running out of time to bring it before the Full Board for award vs. waiting too long for that confirmation and the bids expire. Staff’s recommendation is to proceed with award to K.W. Emerson without the formality of first receiving

the FBA from CWSRF. Given the fact that the project meets all the requirements for increased project funding and positive feedback from CWSRF, staff recommends moving forward with the Award of the Construction Contract rather than throwing out the responsive bids. There was significant discussion between the Board, Mr., Palmer, Mr. Wyckoff, Mr. Meyer, and Mr. Minkler. Mr. Minkler assured the Board that the District can cancel the contract with K.W. Emerson at any time if the grant funds are not approved.

PUBLIC COMMENT: There was no public comment.

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

6c Discussion/Action regarding Credit Adjustment for APN 008-022-009
(Jessica Self, External Affairs Manager) **RES 2022-68**

MOTION: Directors Underhill/Ratterman-Adopted Resolution No. 2022-68-
Approving Credit Adjustment for APN 008-022-009

DISCUSSION: Jessica Self described the credit requested by Douglas Colfax for APN 008-022-009. She stated the customer had a leak that has been repaired and he has not received a credit in the past five years.

PUBLIC COMMENT: There was no public comment.

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

6d Approval of FY 2023 Service Area Water Supply & Demand Assessments
(Brad Arnold, Water Resources Manager)

MOTION: Directors Ratterman/Underhill-By Minute Entry-Approved the FY 2023
Service Area Water Supply Assessments

DISCUSSION: Brad Arnold advised the Board that approval of each fiscal year Service Area Water Supply & Demand Assessment is a new requirement from the Department of Water Resources. He reviewed the service area tables and the water supply projection report. There was additional discussion with Mr. Minkler, Mr. Arnold, and the Board of Directors regarding water rights.

PUBLIC COMMENT: There was no public comment.

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

6. **REPORTS**

6a General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the Engineering Committee Meeting held on June 16; 2) the District has hired Jeffrey Meyer to fill the Director Of Administrative Services position; 3) his attendance to the CSDA GM Leadership Summit; 4) Mountain Counties discussion to oppose AB1717 Public Works; and 5) his upcoming vacation.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Thomas reported on the temperature in Arizona, and that he is pleased that he can attend the meetings virtually when needed.

Director Underhill asked about the status of the HWY 4 Corridor Committee, the Statewide Save Our Water Campaign, and the Draft Legislative Policy.

Director Ratterman would like a policy created that keeps personnel changes separate from the budget process. He also discussed the O'Connell & Dempsey Contract renewal, the JPIA Property Committee 20% increase in premiums, the MCWRA Tour and Conference begins tonight, and his attendance at the ACWA DC Conference on July 12-14.

Director Secada Murphys Sanitary District is participating in state wastewater biosolids COVID Testing program. She would like to attend the employee appreciation party on July 14. She requested future agenda items: Red Diesel, Commercial Meters, and a New Melones report out.

8. NEXT BOARD MEETINGS

- Wednesday, July 13, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, July 27, 2022, 1:00 p.m., Regular Board Meeting

9. ADJOURNMENT

With no further business, the meeting adjourned at 3:32 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board