



MINUTES

CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

MAY 3, 2023

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

Directors Absent: Cindy Secada, Director

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Jeff Meyer, Director of Administrative Services
Stacey Lollar, Human Resources Manager
John Osbourn, External Affairs Manager
Pat Burkhardt, Construction and Maintenance Manager
Kelly Richards, Customer Service Supervisor
Kelly Gerkenmeyer, Water Resources Technician
Catherine Eastburn, Accountant
Kate Jesus, Engineering Coordinator
Kevin Williams, Senior Civil Engineer
Tiffany Burke, Administrative Technician Senior
Carol Bowen, Customer Service

Others Present: Habib Isaac, IB Consulting
Eric Scriven, NHA Advisors
Leslie Bloom, NHA Advisors
Cindy Secada
Ralph Copeland

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

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

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONSENT AGENDA**

MOTION: Directors Thomas/Underhill-Approved Consent Agenda Item:
3a as presented

3a Approval of Minutes for the Board Meeting of April 12, 2023
(Rebecca Hitchcock, Clerk to the Board)

AYES: Directors Thomas, Underhill, and Ratterman

NOES: None

ABSTAIN: None

ABSENT: Directors Davidson and Secada

4. **NEW BUSINESS**

4a Discussion Regarding Cost of Service and Financial Analysis Study Public Outreach
(Michel Minkler, General Manager)

DISCUSSION: Mr. Minkler introduced John Osbourn, External Affairs Manager, to the Board. Mr. Osbourn addressed the Board and gave a brief overview of his background and enthusiasm about the new position with the District. Mr. Minkler continued to present the public outreach plan for the District Cost of Service and Financial Analysis Study.

4b Discussion/Directions Regarding the Cost of Service and Financial Analysis Study
(Jeffrey Meyer, Director of Administrative Service)

Director Davidson arrived at 1:19 p.m.

DISCUSSION: Mr. Meyer introduced Habib Isaac, from IB Consulting, and Eric Scriven and Leslie Bloom from NHA Advisors. He clarified a statement in the staff report for this item. "Under the guidelines of Proposition 218, the District's rate plan must be reviewed at a minimum of every five years to determine the adequacy of the existing rates to support the District's operating and capital programs." He wanted to clarify that it is not required every five years unless an adjustment is necessary.

Mr. Isaac presented a summary of the Financial Plan. The discussion focused on the internal health of each utility (water, sewer) and the rate recommendations would be presented at a later time. IB Consulting uses a rigorous process to review the budget line by line and compare the budget to other similar utilities to determine that the budget is in line with what is expected. IB Consulting also follows a process of manually recalculating rates to compare with the actuals to ensure the system is properly capturing rate revenue.

Mr. Minkler reiterated that the Funding Plan presented only includes about half of the needed Capital Improvements. CCWD worked to judiciously defer as much of the Capital Improvements Plan (CIP) as possible, without endangering the structural integrity of District Facilities and Equipment.

Director Ratterman spoke about the amount of CIP projects that are considered critical, stating the plan is very aggressive. He discussed the history of the rate studies and increases over the years. He would like to see if there is a way to reduce the CIP list.

There was significant discussion between staff and the Board regarding the CIP Plan, the next steps, and the schedule of upcoming tasks.

RECESS was called at 2:28 p.m. **SESSION RESUMED** at 2:37 p.m.

Eric Scriven addressed the Board regarding NHA Advisors roll in the rate study.

PUBLIC COMMENT: Ralph Copeland asked when the agenda for this meeting was publicly posted.

5. REPORTS

- 5a. General Manager's Report
(Michael Minkler)

DISCUSSION: Michael Minkler reported the Board meeting on May 24, 2023, will focus on the rate design and public outreach.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported she will be attending the ACWA Conference next week.

Director Davidson asked if staff have done any research on a County wide infrastructure bond.

Director Thomas had nothing to report.

Director Ratterman reported on the upcoming ACWA Conference.

7. NEXT BOARD MEETINGS

- Wednesday, May 24, 1:00 p.m., Regular Board Meeting
- Wednesday, June 14, 1:00 p.m., Regular Board Meeting

8. ADJOURNMENT

With no further business, the meeting adjourned at 2:48 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board