

Approved July 14, 2021



RESOLUTION NO. 2021-42  
RESOLUTION NO. PFA-02  
ORDINANCE NO. 2021-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

JUNE 15, 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  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Jesse Hampton, Plant Operations Manager  
Pat Burkhardt, Construction and Maintenance Manager  
Brad Arnold, Manager of Water Resources  
Jessica Self, External Affairs Manager  
Stacey Lollar, Human Resources Manager  
Kate Jesus, Engineering Coordinator  
Sam Singh, Engineering Tech Sr.  
Kevin Williams, Civil Engineer Sr.  
Jared Gravette, Sr. Supervisor Construction Inspection

Others Present: Michael Jarvis, LCW  
Ralph Copeland

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 2:02 p.m. and led the Pledge of Allegiance.

#### 2. PUBLIC COMMENT

There was no public comment.

### 3. BUDGET WORKSHOP

- 3a Discussion Regarding FY 2021-22 Preliminary Operating and Capital Improvement Budgets  
(Rebecca Callen, Director of Administrative Services)

**DISCUSSION:** Ms. Callen reviewed the process in which staff determined the proposed budget. She explained that the three components of the budget are fund balance, operating revenue and expenses, and CIP. Ms. Callen explained the specifics of the fund balance reallocation. She then reviewed the various sources of District revenue and reviewed the way the district uses funds. Ms. Callen listed the material increases, one-time investments, and Capital Outlay for the proposed budget. There was discussion between the Board and staff about the material increases. Ms. Callen then reviewed the Debt Service balances and payoff years. Ms. Callen then spoke of the proposed Capital Improvement Plan (CIP) of \$12.6 million in projects with \$9 million in grant/loan subsidized projects and \$4.5 million in R&R funding. There was significant discussion between the Board and staff about the projects listed on the CIP.

### 4. REPORTS

- 4a General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Mr. Minkler will hold any GM comments for the regularly scheduled Board meeting next week.

**PUBLIC COMMENT:** Ralph Copeland asked about the amount budgeted for the Lake Tulloch Submerged Water Line Crossing.

### 5. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported that there was a water break at White Pines Park.

Director Ratterman reported he attended the ACWA JPIA Property Committee on Monday.

Director Thomas asked Ms. Callen an accounting question.

Director Secada reported she is attending the IRWM meeting tomorrow.

Director Davidson asked staff about the water usage in La Contenta.

### 6. NEXT BOARD MEETINGS

- Wednesday, June 23, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, July 14, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 4:07 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager; and Michael Jarvis, LCW Negotiator.

7. **CLOSED SESSION**

7a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit.

8. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 5:28 p.m. There was no reportable action.

9. **ADJOURNMENT**

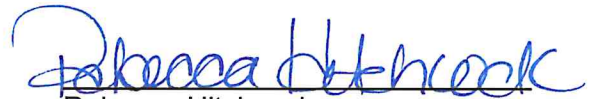
With no further business, the meeting adjourned at 5:28 p.m.

Respectfully Submitted:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board