



RESOLUTION NO. 2019-28  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2019-01

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
SPECIAL BOARD MEETING**

**May 15, 2019**

- Directors Present: Russ Thomas, President  
Bertha Underhill, Vice President  
Cindy Secada, Director
- Staff Present: Michael Minkler, General Manager  
Rebecca Hitchcock, Clerk to the Board  
Jeffrey Meyer, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Joel Metzger, Manager of External Affairs, Conservation, and Grants  
Stacey Lollar, Director of Human Resources and Customer Service
- Others Present: Laura Clark, Enterprise Fleet Services  
Jay Caponetti, Enterprise Fleet Services

**ORDER OF BUSINESS**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance. Directors Ratterman and Davidson were absent.

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

**MOTION: Directors Secada/Underhill - Approved Consent Agenda Items:  
3a and 3b as presented**

3a Approval of Minutes for the Board Meetings of March 27 and April 10, 2019

3b Review Board of Directors Monthly Time Sheets for April, 2019

***Director Underhill pulled Item 3c from the Consent Agenda***

- 3c Ratify Claim Summary #566 Secretarial Fund in the Amount of \$1,717,018.42 for April, 2019 (Jeffrey Meyer, Director of Administrative Services) **RES 2019-\_\_\_\_\_**

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

**OFF CONSENT AGENDA**

***Director Underhill pulled Item 3c from the Consent Agenda***

- 3c Ratify Claim Summary #566 Secretarial Fund in the Amount of \$1,717,018.42 for April, 2019 (Jeffrey Meyer, Director of Administrative Services) **RES 2019-28**

**MOTION: Directors Underhill/Secada Adopted Resolution No. 2019-28 to approve Claim Summary #566 Secretarial Fund in the Amount of \$1,717,018.42 for April, 2019**

**DISCUSSION:** Director Underhill asked questions about the Dam fees, Director Secada asked questions about the computer fees associated with GIS, and Director Thomas asked about the bio-solids item. Mr. Meyer responded to all questions presented.

**PUBLIC COMMENT:** There was no public comment.

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

**4. NEW BUSINESS**

- 4a Discussion/Action Regarding Enterprise Fleet Management Vehicle Lease Program (Damon Wyckoff, Director of Operations) **RES 2019-29**

**MOTION: Directors Underhill/Secada Adopted Resolution No. 2019-29 Authorizing the Calaveras County Water District to enter into an Open-Ended Lease Agreement with Enterprise Fleet Management**

**DISCUSSION:** Mr. Wyckoff introduced the proposed contract from Enterprise Fleet Services. Laura Clark and Jay Caponetti from Enterprise Fleet Services presented the proposal in detail. There was significant discussion between staff, Enterprise, and the Board regarding specifics of the proposal.

**PUBLIC COMMENT:** There was no public comment.

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

- 4b Discussion/Action Regarding Approving a Side Letter Agreement for the Management and Confidential Unit  
(Michael Minkler, General Manager) **RES 2019-30**

**MOTION: Directors Underhill/Secada Adopted Resolution No. 2019-30 Approving a Side Letter Agreement for the Management and Confidential Unit**

**DISCUSSION:** Mr. Minkler described the current personnel structure and how it was put in place. He detailed the proposed realignment of the Management Unit, explaining the need for the Human Resources Manager to be dedicated full time to Human Resources for the District. He explained that the External Affairs Manager would assume the management of the Customer Service Department while continuing the current duties of District outreach and legislative efforts. The Board discussed the proposed changes with staff and thanked Stacey Lollar and Joel Metzger for their efforts and flexibility.

**PUBLIC COMMENT:** There was no public comment.

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

- Discussion/Action Regarding the Amendment of the Fiscal Year 2018-19 Personnel Allocation  
(Michael Minkler, General Manager) **RES 2019-31**

**MOTION: Directors Underhill/Secada Adopted Resolution No. 2019-31 Amending the Fiscal Year 2018-19 Personnel Allocation**

**DISCUSSION:** There was no additional comment.

**PUBLIC COMMENT:** There was no public comment.

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

## 5. **REPORTS**

- 5a Report on the April 2019 Operations Department  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the April 2019 monthly Operations report. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** There was no public comment.

This item was for information only; no action was taken.

5b General Manager Report

Mr. Minkler reported on the following activities: 1) the ACWA Conference in Monterey was very productive. There was a huge focus on the PG&E Public Safety Shut-off Program and wildfire safety and response; 2) the County's draft paving policy has been released and there is a meeting next week with other agencies to create a list of unified comments; 3) the Chicken Ranch tribe has approached CCWD for an emergency water supply agreement; 4) the Techite Project bid was higher than anticipated and more details will be brought to the next Board meeting; 5) Slurry line testing is scheduled for next week; and 5) the meeting with West Point Fire identified items such as CCWD inoperable fire hydrants that need to be removed. CCWD crews are currently in the process to remove those fire hydrants.

6. **BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Underhill requested an agenda item for a future meeting that covers the various Human Resources updates such as new Sexual Harassment laws.

Director Secada requested an agenda item for a Customer Service training program and also a closed session for General Manager Evaluation in preparation for the six month evaluation in August.

Director Thomas reported out on the ACWA Conference and he asked for an update on the adjacent property for the Ops Headquarters Maintenance Facility.

7. **NEXT BOARD MEETINGS**

- Wednesday, May 29, 2019, 1:00 p.m., Special Board Meeting
- Wednesday, June 12, 2019, 1:00 p.m., Regular Board Meeting

Closed Session was cancelled

8. **CLOSED SESSION**

- 8a Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD  
(Calaveras County Superior Court #11CV37713)

9. **REPORTABLE ACTION FROM CLOSED SESSION**

Nothing to report.

10. **ADJOURNMENT**

With no further business, the meeting adjourned at approximately 11:50 a.m.

By:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board