



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JANUARY 24, 2024

Directors Present: Russ Thomas President
Bertha Underhill, Vice-President
Scott Ratterman, Director
Cindy Secada, Director
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
Stacey Lollar, Human Resources Manager
Kate Jesus, Human Resources Technician
Mark Rincon Ibarra, District Engineer
Juan Maya, Civil Engineer
Pat Burkhardt. Construction and Maintenance Manager
Kelly Richards, Customer Service Supervisor
Kelly Gerkenmeyer, External Affairs Manager
Kate Darby, Customer Service
Kevin Williams, Senior Civil Engineer
Dylan Smith, IT Technician
Corinne Skrbina, Customer Service
Tiffany Burke, Administrative Technician
Joe Darby, Distribution Worker Sr.
Mike DuBurg, Distribution Worker

Others Present: Ralph Copeland
Patrick Roy
Francisco de la Cruz
Michael Santos
Michael Rodgers
Al Segalla
Approximately 7 members of the public online

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:01 p.m. and led the Pledge of Allegiance. All Directors were present.

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONSENT AGENDA**

MOTION: Directors Davidson/Underhill-Approved Consent Agenda Item:
3a and 3b as presented.

3a Report on the Monthly Investment Transactions for December 2023
(Jeffrey Meyer, Director of Administrative Services)

3b Authorized Signatures on Banking and Investment Accounts
(Jeffrey Meyer, Director of Administrative Services)

- Umpqua Bank RES 2024-03
- Local Agency Investment Fund RES 2024-04
- Chandler Asset Management RES 2024-05
- Global Payments RES 2024-06

4. **NEW BUSINESS**

4a Discussion regarding the Customer Portal Launch
(Kelly Richards, Business Services Manager)

DISCUSSION: Kelly Richards announced that the Customer Portal was live as of today. She reviewed the information that would be available to customers on their accounts. There was discussion regarding the data and notifications to customers regarding the portal. President Thomas cut a ribbon in honor of the software launch.

PUBLIC COMMENT: Pat Roy congratulated CCWD on launching the new software. He asked about the alerts that customers can set up in the software. He also thanked the Board for using community forums such as Nextdoor to communicate with customers. He also asked about the water use standards legislation from the State.

Mike Castro addressed concerns about leak notifications. He would like the District to allow customers to sign a waiver allowing CCWD to shut off their water in case of a leak.

Francisco de la Cruz addressed the Board asked about the District's definition of success with the portal and what is a successful rollout for the cost of the program.

DISCUSSION: Director Ratterman and Mr. Minkler responded that the portal offers the District necessary reporting capability to report to the State for regulatory compliance and the customer portion of the program is just an added benefit. Damon Wyckoff added details on how the system is being used internally by staff. There was additional discussion about the Customer Portal between the Board and staff.

4b Discussion/Direction regarding Customer Outreach and Communication
(Kelly Gerkenmeyer, External Affairs Manager)

DISCUSSION: Mr. Gerkenmeyer gave a presentation about the external affairs activities including tours, public meetings, and online engagement metrics. He reviewed some of the metrics that have

been requested during the External Relations Committee meeting. Many of the requested items are available to the public in various committee reports at the Engineering, Finance, and External Relations Committee meetings. In addition, he reviewed approximately 100 other agency websites in search of a dashboard to use as a sample and only found one that was not a real time dashboard. Many of these sites did have a transparency page which the District would like to include on the website as industry standard. He discussed the Strategic Plan goals and the creation of the External Relations Committee. He finished with the following outreach priorities: 1) fill key staffing vacancies; 2) rollout the customer portal; 3) website improvements and transparency page certificate; 4) improve the CIP and construction specific outreach; 5) enhance Board and Committee meeting reports and content; 6) continue to advance social media outreach and engagement; and 7) focus on strategic plan objectives.

Director Secada would like to see how the District is measuring progress on the Strategic Plan goals. She explained why she wanted this item on the agenda and feels the District should work on a dashboard that displays various metrics on the performance of the District. She stated the work should be done through the External Relations Committee.

There was significant discussion regarding metrics and how the District currently presents information.

RECESS was called at 2:30 p.m. **SESSION RESUMED** at 2:40 p.m.

PUBLIC COMMENT: Mike Rodgers stated the Advisory group is looking for measurable items that have a financial impact.

Francisco de la Cruz spoke to the Board regarding the Strategic Plan and measurable items. He recommended a metrics selection workshop to find a priority set of metrics.

Mike Castro would like to see a list of projects for the last 15 years along with the budgeted amount versus actual cost of the project.

DISCUSSION: Director Davidson stated that these are complex issues and the District needs to find a way to make them more digestible for the public. He would like to see metric discussions to happen in each of the various committees.

There was discussion regarding what information could be selected for reportable metrics and what meeting would be the best venue for the discussion.

This item was for discussion and direction only; no action was taken.

- 4c Discussion/Action regarding Request to Purchase a Pipehunter Vac-Hunter Dual Axle Hydro-Excavator Trailer
(Damon Wyckoff, Director of Operations)

MOTION: **Directors Ratterman/Underhill-By Minute Entry Approved the Purchase of a Pipehunter Vac-Hunter Dual Axle Hydro-Excavator Trailer**

DISCUSSION: Damon Wyckoff explained the purchase of a vac trailer was approved in the 2023/24 Budget. He stated the crew in West Point have to either hand dig to repair leaks or wait for the vac truck to come from the Valley Springs service area. This scheduling can slow down repairs and is cost prohibitive to bring the vac truck several times a week approximately 30 miles at 4-6 miles per gallon.

PUBLIC COMMENT: Ralph Copeland asked when the Board was going to stop buying equipment and asked about the expiration of the quote.

Pat Roy stated he is in favor of acquiring long term useful assets and asked about the cost analysis for the trailer.

Francisco de la Cruz stated he was able to see a vac-truck in action. He stated it was easy to see how much faster a crew can work with it and supports the purchase.

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

4d Discussion/Direction regarding Professional Services Agreement with Landstedt Consulting for As-Needed Grant Administration Services
(Mark Rincon-Ibarra, District Engineer)

MOTION: Directors Davidson/Underhill-By Minute Entry Approved Professional Services Agreement with Landstedt Consulting for As-Needed Grant Administration Services

DISCUSSION: Mark Rincon-Ibarra addressed the Board regarding the scope of work offered by Landstedt Consulting for as needed grant administration. The scope of work is based on a partnership with the District to work collaboratively to review and consider grant opportunities, provide project information to assist with matching potential funding opportunities to projects, apply for grants with high competitiveness, and manage awarded grants. There was discussion between the Board and staff regarding projects that could be approved for grant funding.

PUBLIC COMMENT: Francisco de la Cruz stated he is always in support of finding outside sources of funding and asked for a progress report.

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

4e Discussion/Action regarding Proposal from Crosno Construction for Rehabilitation of Jenny Lind Water Treatment Plant Clearwell #2 CIP 11083J
(Kevin Williams, Senior Civil Engineer)

RES 2024-07

MOTION: Directors Davidson/Ratterman-Adopted Resolution No. 2024-07 Awarding Construction Contract to Crosno Construction for Rehabilitation of Jenny Lind Water Treatment Plant Clearwell #2 CIP 11083J

DISCUSSION: Kevin Williams stated that Crosno Construction provided the District with a proposal to rehabilitate the existing Clearwell #2 at the Jenny Lind Water Treatment Plant. This work included demolition of the existing tank roof, raising the tank walls to meet seismic requirements, reconstructing of the roof and supports, installing new spiral staircase, recoating the entire tank, and

installing new tank appurtenances. The project was budgeted for \$350,000 for blasting and recoating the tank. Under further inspection, the tank also needs a new roof, and the tank walls need to be raised to provide the required freeboard. Crosno Construction had provided an additional bid on the additional items. To complete this project, the project budget must increase from \$350,000 to \$850,000. There was significant discussion regarding the initial tank inspections and why the additional work was not accounted for during the original bid process.

PUBLIC COMMENT: Ralph Copeland asked about the original Engineers estimate for this project.

Pat Roy asked about potential process improvements regarding estimates being done before the inspections on the tank.

Mike Castro asked about the cost of a total replacement tank instead of a rehab and the life expectancy of each.

AYES: Directors Davidson, Ratterman, Underhill, Secada, and Thomas

NOES: None

ABSTAIN: None

ABSENT: None

4f Discussion/Action regarding Westpoint Water Supply Project Scope of Work
(Sam Singh, Senior Engineering Tech) **RES 2024-08**

MOTION: Directors Davidson/Underhill-Adopted Resolution No. 2024-08
Authorizing the General Manager to sign Change Orders to the Contract
for West Point Water Supply Reliability Project, CIP #11106

DISCUSSION: Sam Singh gave the Board a recap of the West Point Water Supply Reliability Project. During the design phase, staff had identified some piping around the existing pressure tank to be demolished to create room for storage of additional chemicals and other materials. However, the operations staff suggested the existing filter be removed which will allow additional equipment to be stored on site. Staff recommends having the unutilized pressure tank removed from the building and asked the current contractor for a quote. K.W. Emerson submitted a quote for demolition of pressure tank, concrete posts below slab, and patch concrete for supports for at the additional cost of \$24,064.90.

Mr. Singh added that in addition to that change, the sump for the treatment unit tends to splash during high flow conditions of a backwash which operates at the rate of three times the maximum treatment flows. To eliminate the splashing and reduce the risk of overflow during the process, it is recommended to raise the existing sump by 30 additional inches. The extension will provide support to the filter drain outlet. The quote provided by K.W Emerson for this additional work is \$7,031.73.

There was discussion regarding the funding for the additional work.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Davidson, Underhill, Ratterman, Secada, and Thomas

NOES: None

ABSTAIN: None

ABSENT: None

5. REPORTS

5a General Manager's Report
(Michael Minkler)

DISCUSSION: Michael Minkler reported on the following items: 1) the District was awarded a grant from FEMA for standby generators and it will fund 11 new generators for various infrastructure needs; 2) CPPA has approved a rate decrease; 3) the Engineering Coordinator, Haley Airola started on Monday; 4) new Water Resources Manager, John Coleman will join the District in March; 5) Dylan Smith has been promoted to the Information Systems Administrator; 6) public workshop and tour at UTICA; 7) next week there will be a joint board meeting with the UTICA, UPUD, and the City of Angels Camp; 8) productive discussions between UTICA, UPUD, and City of Angels Camp regarding possible joint water resources master plan; 9) UCWRA meeting on Friday; 10) the mid-year budget review has been moved to February; and 11) ongoing work on the CIP and budget development.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill asked about the credit card surcharges on customer bills.

Director Ratterman reported he will attend the ACWA JPIA meeting will focus on a Strategic Plan, MCWRA on Friday, and the ACWA Federal Affairs Conference. He also asked for President Thomas to create a Property Committee.

Director Davidson he will attend the MCWRA meeting and is thrilled the District has hired John Coleman.

Director Secada reported there will be a Mountain Ranch town hall for the District 2 Supervisor candidates.

Director Thomas made public comment at the Calaveras County Board of Supervisors meeting to promote interagency discussions. He stated that he will present at the Board of Realtors on February 6th with Michael Minkler. He stated he would consider the Property Committee.

PUBLIC COMMENT: Pat Roy addressed the Board about the credit card surcharges.

7. NEXT BOARD MEETINGS

- Wednesday, February 14, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, February 28, 2024, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 4:58 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager and Stacey Lollar, Human Resources Manager; and Matt Weber, General Counsel.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - three potential cases
- 8b Public Employee Performance Evaluation-Government Code §54957
General Manager

9. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 6:30 p.m. There was no reportable action.

11. **ADJOURNMENT**

With no further business, the meeting adjourned at approximately 6:30 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board