



RESOLUTION NO. 2020-71
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

October 28, 2020

- Directors Present: Bertha Underhill, President
Jeff Davidson, Vice President
Scott Ratterman, Director
Cindy Secada, Director
Russ Thomas, Director
- Staff Present: Michael Minkler, General Manager
Matt Weber, General Counsel
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Mike Crank, Purchasing Agent
Brad Arnold, Manager of Water Resources
Jessica Self, External Affairs Manager
Kate Jesus, Engineering Coordinator
Tiffany Burke, Administrative Technician-Senior
- Others Present: John Woodling, GEI Consultants
Ellen Cross, GEI Consultants
Maria Pascoal, GEI Consultants
Ralph Copeland

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Underhill called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance.

2. PUBLIC COMMENT

Mr. Copeland (he's not listed as an attendee) addressed the Board regarding the Districts 5-year Capital Improvement Program (CIP). He had questions regarding the priorities and developer obligations to the projects. He presented his questions in writing and the Board advised staff to respond directly to Mr. Copeland.

3. CONSENT AGENDA

MOTION: Directors Davidson/Ratterman-Approved Consent Agenda Items: 3a, 3b, and 3c, as presented

- 3a Approval of Minutes for the Board Meeting of October 14, 2020
- 3b Approval of Cancellation of Board Meetings of November 25 and December 23, 2020 (Rebecca Hitchcock, Clerk to the Board)
- 3c Review of the FY 2020-21 First Quarter Investment Report (Rebecca Callen, Director of Administrative Services)

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

- 4a Discussion regarding the District Five-Year Strategic Plan Process (Michael Minkler, General Manager and John Woodling, GEI Consultants)

DISCUSSION: Mr. Woodling and Ellen Cross, from GEI Consultants presented the District's Strategic Planning process. Mr. Woodling presented the project team, the approach, projected schedule, and he responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding the PG&E Settlement Reserve (Rebecca Callen, Director of Administrative Services) **RES 2020-71**

MOTION: Directors Davidson/Secada - Adopted Resolution 2020-71 Authorizing the Renaming of Fund 108 Water Rights Expense Account to Water Resources and FERC Relicensing and Transfer in Funds Originating from the PG&E Settlement Reserve

DISCUSSION: Ms. Callen explained why a reserve fund in Fund 108 should be changed from Water Rights Expense Account to Water Resources and FERC Relicensing. Staff recommended a transfer of the PG&E settlement in the amount of \$2,445,795.36 to the renamed Fund 108. Mr. Arnold addressed the Board regarding broadening the scope of the fund to include CCWD water rights management and tasks related to the upcoming Federal Energy Regulatory Commission (FERC)

relicensing related to hydropower facilities owned by the District. Director Ratterman commented that he is proud that the District is taking these measures to be prepared.

PUBLIC COMMENT: There was no public comment

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

- 4c Review of the Annual Results from the Creation of a District Purchasing Agent Position
(Damon Wyckoff, Director of Operations and Michael Crank, Purchasing Agent)

DISCUSSION: Mr. Crank reviewed the initial implementation of the Purchasing Agent position created in 2019. He discussed the changes in the purchasing process, steps taken to inventory the current District items, competitive pricing, and culture changes. He provided a list of direct cost savings achieved through the material and equipment selection process, labor cost saving offsets by reducing Field Supervisor purchasing, and additional benefits such as fleet management. There was significant discussion between the Board and staff regarding the specifics of the savings.

PUBLIC COMMENT: Mr. Copeland gave some tips on purchasing from his experience.

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

5. **REPORTS**

- 5a General Manager Report

DISCUSSION: Mr. Minkler reported on the following activities: 1) introduced Jessica Self, External Affairs Manager to the Board; 2) the proposal for storage in New Melones has been submitted to the Bureau of Reclamation; 3) the recent PG&E Public Safety Power Shutdown (PSPS); 4) the Reach 1 and Techite Projects are complete and the Board can expect a possible ribbon cutting event; 6) the AMR/AMI Meter Replacement Project is ramping up the planning phase; and 7) the ACWA Region 3 Webinar he moderated.

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

Director Secada is attending all the ACWA Region Virtual Events and the IRWM JPA meeting was last week and they adopted a Resolution to amend the measurable planning targets.

Director Thomas asked if anyone attended the Special District webinar on rates.

Director Ratterman reported that the Legal Affairs Committee is attending virtual Washington D.C. meetings November 9th.

Director Underhill mentioned that the ACWA news mentioned Calaveras County. She also brought an article she found on marketing to seniors for Jessica Self to read.

7. **NEXT BOARD MEETINGS**

- Wednesday, November 11, 2020, 1:00 p.m., Regular Board Meeting

- Wednesday, November 25, 2020, 1:00 p.m., Regular Board Meeting (pending cancellation)

The meeting adjourned into Closed Session at approximately 2:50 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager and Matt Weber, General Counsel.

8. CLOSED SESSION

- 8a Conference with Legal Counsel – Potential Litigation Government Code §54956.9(b)(1) – 1 case

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:16 p.m. There was no reportable action.

11.10. ADJOURNMENT

With no further business, the meeting adjourned at 3:16 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board