



MINUTES

**CALAVERAS COUNTY WATER DISTRICT
REGULAR BOARD MEETING**

January 27, 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
Charles Palmer, District Engineer
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Brad Arnold, Manager of Water Resources
Jessica Self, External Affairs Manager
Pat Burkhardt, Construction and Maintenance Manager
Stacey Lollar, Human Resources Manager
Tiffany Burke, Administrative Technician Sr.
Kate Jesus, Engineering Coordinator

Others Present: Julio Morales, UFI Financial Solutions
Jeff Land, Brandis Tallman
Michael Jarvis, LCW

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:09 p.m. and led the pledge of allegiance

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Ratterman/Underhill – Approved Consent Agenda Items: 3b and 3c as presented.

Director Underhill pulled Item 3a from the Consent Agenda.

3a Approval of Minutes for the Board Meeting of January 8, 2021

3b Report on the FY 2020-21 Second Quarter Investment Report (Rebecca Callen, Director of Administrative Services)

3c Approving Discharge of the Uncollectible Loan Balance Associated with the Lake Tulloch Assessment District (Rebecca Callen, Director of Administrative Services) **RES 2021-05**

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

OFF CONSENT AGENDA

Director Underhill pulled Item 3a from the Consent Agenda.

3a Approval of Minutes for the Board Meeting of January 8, 2021

MOTION: Directors Thomas/Ratterman–Approved the Minutes from the Board Meeting of January 8, 2021, with amendment

DISCUSSION: Director Underhill would like a correction to the Directors Present section of the Minutes. Director Underhill is listed as the President and Director Davidson was elected President in December.

PUBLIC COMMENT: There was no public comment.

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

4. NEW BUSINESS

4a Discussion/Action on Refunding Assessment District Financings: DaLee/Cassidy and Fly in Acres (Rebecca Callen, Director of Administrative Services) **RES 2021-06**

MOTION: Directors Ratterman/Secada-Approved Refunding Assessment District Financings for DaLee Cassidy and Fly in Acres

DISCUSSION: Ms. Callen explained that the District has a fiduciary responsibility to the Assessment Districts (AD) including refunding debt service if applicable. DaLee/Cassidy and Fly In Acres are the only AD’s under the District’s responsibility to qualify for this refunding. Ms. Callen introduced Jeff Land of Brandis Tallman and Julio Morales of UFI Financial Solutions who are attending today’s meeting to answer any questions regarding the refunding. Ms. Callen spoke of the savings for each AD, and the savings homeowners will receive. She explained the timeline of

the process. The two AD's will be combined into one during the refunding process. There was discussion between Ms. Callen and the Board regarding the refunding.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding Sewer Fund Repayment Agreement between the Sewer Fund (Fund 500) and the Water Fund (Fund 300)
(Rebecca Callen, Director of Administrative Services) **RES 2021-07**

MOTION: Directors Thomas/Ratterman-Approved the Sewer Fund Repayment Agreement between the Sewer Fund (Fund 500) and the Water Fund (Fund 300)

DISCUSSION: Ms. Callen reviewed the history of the Sewer Fund loan. The proposed repayment schedule includes the negative Sewer Fund balance that occurred in the following year as well. The original repayment schedule was for 10 years, and the new repayment schedule will remain within the same timeframe.

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action regarding Mid-Year Fiscal Year 2020-21 Operating and Capital Improvement Program Budgets
(Rebecca Callen, Director of Administrative Services) **RES 2021-08**

MOTION: Directors Thomas/Ratterman-Approved the Mid-Year Fiscal Year 2020-21 Operating and Capital Improvement Program Budgets

DISCUSSION: Ms. Callen said that staff has been watching the items that have been reporting under or over budget. She reviewed the agenda item attachments and the criteria necessary for approval and spoke of both attachments. The Capital Improvement Program adjustments were discussed for both the water and wastewater projects.

PUBLIC COMMENT: There was no public comment.

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

5. OLD BUSINESS

- 5a Discussion regarding Management Letter Responses and Accounting Changes
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen spoke of the outside audit firm's annual management letter which outlines their recommended changes to internal controls. Ms. Callen reviewed each item listed and provided her response to each.

PUBLIC COMMENT: There was no public comment.

6. **REPORTS**

6a General Managers Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the Districts COVID-19 response; 2) legislative updates; 3) the County's COVID-19 vaccine roll-out; 4) a meeting with the Bureau of Reclamation; 5) the Groundwater Sustainability Agency meeting; 6) the Upper Mokelumne River Watershed Authority meeting; 7) the White Pines Park Committee meeting; and 8) Calaveras Public Power Agency rates are going up significantly.

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

Director Underhill reported that there is a lot of snow in Arnold.

Director Davidson had nothing to report.

Director Ratterman reported that a Mountain Counties Water Resources meeting is this Friday, the Legal Affairs Committee meeting is Tuesday at 2:00 p.m., and the upcoming ACWA Washington, D.C. Virtual Conference in March.

Director Thomas had nothing to report.

Director Secada reported that she attended the IRWM T-Stan & DAC meeting was last week.

8. **NEXT BOARD MEETINGS**

- Wednesday, February 10, 2021, 1:00 p.m., Regular Board Meeting
- Friday, February 19, 2021, 8:30 a.m., Special Board Workshop-Strategic Planning
- Wednesday, February 24, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:20 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager, and Michael Jarvis, LCW.

9. **CLOSED SESSION**

9a 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.

10. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:15 p.m. There was no reportable action.

Approved February 24, 2021

11. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:15 p.m.

Respectfully Submitted:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board