



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

DECEMBER 14, 2022

Directors Present: Cindy Secada, President (Virtual)
Scott Ratterman, Vice-President
Bertha Underhill, Director
Russ Thomas, 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
Jesse Hampton, Plant Operations Manager
Stacey Lollar, Human Resources Manager
Jessica Self, External Affairs Manager
Kate Jesus, Engineering Coordinator
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Water Resources Manager
Charles Palmer, District Engineer
Tiffany Burke, Administrative Technician Senior
Kelly Richards, Customer Service Supervisor
Catherine Eastburn, Accountant
Corinne Skrbina, Customer Service Senior
Jared Gravette, Senior Supervisor Construction Inspector
Doug Turner, Distribution
Kate Darby, Customer Service
Brandon Birmingham, Information Systems Administrator

Others Present: Evan Licht, LGI Homes
Jonathan Liesch, LGI Homes
Donald Jensen
Lese Bolte-Jensen
Jo Mitchell
Vicky Flaxmer
Doug Ricketts
Ralph Copeland
George Garcia
Additional attendees online

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:03 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

Donald Jensen addressed the Board regarding the potential bio-solids facility in Copperopolis stating he would return to a meeting in January with a petition to stop it. He wishes for transparency in the future.

Ralph Copeland addressed the Board to thank the staff for their hard work in 2022 and wished everyone a Merry Christmas.

Doug Ricketts voiced his opposition to a bio-solids plant in Copperopolis.

3. BOARD RECONSTITUTION AND ELECTION OF OFFICERS

- 3a Discussion/Action regarding Seating of Board Members and Election of Officers
(Michael Minkler, General Manager)

The newly re-elected Board Directors stood as Ms. Hitchcock, Clerk to the Board, administered the Oath of Office to Directors Secada, Underhill, and Thomas.

After the Board of Directors were seated, Mr. Minkler called for nominations for Board President for the 2023 year. Director Davidson nominated Director Ratterman as President and Director Thomas seconded the nomination. There were no other nominations. Directors Davidson and Thomas closed the nominations.

MOTION: Directors Davidson/Thomas-Nominate Director Ratterman as Board President for the 2023 Year

PUBLIC COMMENT: There was no public comment.

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

President Ratterman called for nominations for Board Vice President. Director Underhill nominated Director Thomas as Board Vice President and Director Davidson seconded the motion. There were no other nominations. Directors Davidson and Underhill closed the nominations.

MOTION: Directors Underhill/Davidson - Nominate Director Thomas as Board Vice President for the 2023 Year

PUBLIC COMMENT: There was no public comment.

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

President Ratterman stated that he would postpone making any committee assignments and requested the Board Members to email or phone in their committee preference to the Board Clerk who will forward the information to the Board President. Committee selections to joint powers authorities will be voted on at the January 11, 2023 meeting.

4. CONSENT AGENDA

**MOTION: Directors Davidson/Thomas-Approved Consent Agenda Items:
4a, 4b, 4c, 4d, 4e, 4f, 4g, 4h, and 4i as presented**

- 4a Approval of Minutes for the Board Meetings of October 26, 2022, and November 9, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 4b Review Board of Directors Monthly Time Sheets for November 2022
(Rebecca Hitchcock, Clerk to the Board)
- 4c Ratify Claim Summary #609 Secretarial Fund in the Amount of \$3,091,696.96 for November 2022
(Michael Minkler, General Manager) **RES 2022-112**
- 4d Report on the Monthly Investment Transactions for November 30, 2022
(Michael Minkler, General Manager)
- 4e Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of December 14, 2022, through January 13, 2023, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-113**
- 4f Approval of Credit Adjustment for APN 064-033-011
(Jessica Self, External Affairs Manager) **RES 2022-114**
- 4g Approval of Credit Adjustment for APN 098-009-016
(Jessica Self, External Affairs Manager) **RES 2022-115**
- 4h Approval of a Temporary Construction Easement for Pacific Gas and Electric Company on APN 034-004-062
(Damon Wyckoff, Director of Operations) **RES 2022-116**
- 4i Amendment of the Fiscal Year 2022/23 Personnel Allocation
(Damon Wyckoff, Director of Operations) **RES 2022-117**

5. NEW BUSINESS

- 5a Recognition of Tony Atnip for his 27 years of Service at the District
(Damon Wyckoff, Director of Operations) **RES 2022-118**

**MOTION: Directors Davidson/Thomas-Adopted Resolution No. 2022-118
Recognizing Tony Atnip for his 27 years of Service at the District**

DISCUSSION: Damon Wyckoff presented the Resolution to the Board and to Tony Atnip. He spoke of good times working together and he wished him well in his retirement. The Board of Directors gave their appreciation to Mr. Atnip for his time.

PUBLIC COMMENT: Tony Atnip thanked the Board and stated it was a pleasure working for the District and it is just his time to retire.

Pat Burkhart stated it was an honor and privilege working with Tony.

Mr. Minkler thanked Tony for his service to the Country and CCWD.

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

5b Presentation on the State of District Buildings and Facilities
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff gave a PowerPoint presentation regarding the condition of District facilities. He reviewed the many buildings and showed pictures of the work that needs to be done at each. He stated that work has already begun on the building in Copperopolis on Kiva Court. There was significant discussion regarding the work needed and the budget it would require and if the work could be done in house or if an external bid would be needed.

PUBLIC COMMENT:

Lisa Ricketts asked about a specific building and the water that runs through it. She also asked about how facility repair priority is determined.

Ralph Copeland asked what the generator at Kiva Cove is for.

Lese Bolte-Jensen addressed the Board and thanked them for the work currently being done to refresh the buildings near Kiva Cove. She discussed a safety issue with a stairway ramp at one of the buildings.

Donald Jensen thanked the Board for the work currently happening at Kiva Cove.

George Garcia addressed the Board as a former employee doing facilities maintenance, stating there is so much constant work to do at District facilities.

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

5c Discussion/Action regarding Division 1/Jenny Lind and La Contenta/North Vista Plaza
Water and Wastewater Service Facilities Agreement
(Damon Wyckoff, Director of Operations) **RES 2022-119**

MOTION: Directors Davidson/Thomas—Adopted Resolution No. 2022-119
Approving a Water and Wastewater Service Facilities Agreement with
LGI Homes – California LLC for North Vista Plaza and Authorizing the
General Manager to Execute Agreement with updated Attachment B

DISCUSSION: Damon Wyckoff presented the facilities service agreement with LGI Home for North Vista Plaza consisting of 156 single-family residential parcels located off Vista Del Lago Drive in La Contenta, The next step in the process requires a Facilities Agreement between LGI Homes–California, LLC and the District to provide water and wastewater services. District is presenting the Facilities Agreement for authorization by the Board of Directors. The agreement is the District's standard form with exceptions that are called for in Paragraph 7, *Determination of System Impacts*. The system impacts addressed in the agreement relate to the expansion of certain portions of the collections system that serves the project and a contribution to improvements at the Huckleberry lift station. There was discussion regarding the grant funded project for the Jenny Lind School project and how the two projects intersect. Director Davidson asked the developer to consider the General Plan that was recently adopted. Evan Licht and Jonathan Liesch from LGI Homes addressed the Board. They discussed Rick Engineering and the relationship with CCWD during this process.

PUBLIC COMMENT: Ralph Copeland thanked the Board for considering the General Plan and hopes the developer is conscious of it.

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

5d Discussion/Action Regarding the Implementation of Third-Party Credit Card Transaction Fees
(Jessica Self, External Affairs Manager)

MOTION: Directors Secada/Thomas–by Minute Entry approved the 3.9% Transaction fee for Credit Card Payments

DISCUSSION: Jessica Self explained the previous unanimous decision by the Board on June 22, 2022 to authorizing credit card transaction fees to be paid by the payee and not the District. Staff wanted to update the Board on the amount of those charges. Moving forward customers paying by credit card will be charged a 3.9% transaction fee and an ACH payment will be charged \$2.00 beginning February 2023. There was significant discussion regarding the various fees and other ways to avoid these costs. Director Underhill stated she does not support charging customers ACH fees.

PUBLIC COMMENT: Doug Ricketts stated that the ACH fee to pay with a debit card is very unusual.

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

RECESS was called at 2:51 p.m. **SESSION RESUMED** at 3:00 p.m.

5e Discussion/Direction regarding Board Member Compensation
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler introduced the item stating it was a requested by the Finance Committee and reviewed the history of Director Compensation. Director Ratterman stated that the per diem meal amounts should be updated to reflect the current cost of meals. The Board discussed the history of the per meeting allowance amongst themselves. Matt Weber, General Counsel advised

the statute allows for a maximum of a 5% annual increase to the per meeting allowance. Director Thomas would like to see the per meeting cost raised 5% after adoption with a 2% annual escalator. Direction was given to staff to do research on other agencies and bring this item back for further discussion.

PUBLIC COMMENT: There was no public comment.

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

6. REPORTS

- 6a Report on the November 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the November 2022 Monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

- 6b General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) CCWD was awarded a President's Special Recognition Award from ACWA/JPIA for a low ratio of claims in 2018-2021; 2) the EPPOC meeting with Merita Calloway and she reported the County was change to the position of COA to a County Executive Officer which will change the reporting structure of the County; 3) the Washington D.C. virtual visits; 4) the Legal Affairs Committee Meeting; 5) the ACWA Fall Conference and a meeting with the State Water Resources Control Board during the conference; 6) the status of the Tyler Smart Meter Portal; 7) the status of the Rate Study; 8) the UPUD Prop 218 meeting; and 9) Summer Nicotero is leaving UPUD to be the GM at Tri Dam.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada reported there would be no IRWM meeting in December and would like a report out on FERC Relicensing.

Director Thomas congratulated Director Secada for a job well done as President of the Board. He reported on the ACWA Conference and discussed a possible amendment to the Accessory Dwellings policy.

Director Underhill thanked the Field staff for their hard work in the elements during the winter and that she has been with the Sierra Club for 25 years.

Director Ratterman reported on the rain.

Director Davidson had nothing to report.

8. NEXT BOARD MEETINGS

- Wednesday, January 11, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, January 25, 2023, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 4:00 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager, Stacey Lollar, HR Manager (for item 9b), and Brad Arnold, Water Resources Manager (for item 9a); and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 3 potential cases
- 9b Conference with Labor Negotiators Employee Organization SEIU Local 1021 and Management and Confidential Unit
Government Code §54957.6 Negotiators: Michael Minkler and Stacey Lollar

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:54 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 4:54 p.m.

Respectfully Submitted:


Michael Minkler
General Manager

ATTEST:


Rebecca Hitchcock
Clerk to the Board