



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

AUGUST 9, 2023

Directors Present: Scott Ratterman, President  
Russ Thomas, Vice-President  
Cindy Secada, Director  
Bertha Underhill, Director

Directors Absent: 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  
Jeff Meyer, Director of Administrative Services  
Stacey Lollar, Human Resources Manager  
Pat Burkhardt, Construction and Maintenance Manager  
Kelly Richards, Customer Service Supervisor  
Kelly Gerkensmeyer, Water Resources Technician  
Kate Jesus, Engineering Coordinator  
Kate Darby, Customer Service  
Kevin Williams, Senior Civil Engineer  
Jared Gravette, Construction Inspector  
Sam Singh, Engineering Technician  
Dylan Smith, IT Technician  
Corinne Skrbina, Customer Service  
Kelly Soulier-Doyle, Accounting Tech  
Brad Arnold, Water Resources Manager  
Tiffany Burke, Administrative Technician  
Catherine Eastburn, Accountant  
Mark Rincon-Ibarra, District Engineer

Others Present: Francisco De La Cruz  
Jaclyn Hifai  
Dan Urdahl  
Approximately 10 members of the public online

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

President Ratterman called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. Director Davidson was absent.

**2. PUBLIC COMMENT**

Franciso de la Cruz thanked a Board member for supporting the sales tax measure for fire fighters. He also recommended a website called Data USA for research regarding the rate study.

**3. CONSENT AGENDA**

**MOTION: Directors Secada/Thomas-Approved Consent Agenda Items:  
3a, 3c, and 3d as presented.**

3a Review Board of Directors Monthly Time Sheets for July 2023  
(Rebecca Hitchcock, Clerk to the Board)

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

3b Ratify Claim Summary #617 Secretarial Fund in the Amount of \$4,067,558.44 for July 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-\_\_\_\_\_**

3c Approval of the Annual Resolution to Place Delinquent Charges on County Tax Rolls  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-49**

3d Receive and File the Governance Planning Letter from Richardson & Company LLP for the Audit of the Fiscal Year Ending June 30, 2023  
(Jeffrey Meyer, Director of Administrative Services)

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

**OFF CONSENT AGENDA**

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

3b Ratify Claim Summary #617 Secretarial Fund in the Amount of \$4,067,558.44 for July 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-50**

**MOTION: Directors Underhill/Secada - Adopted Resolution No. 2023-50 - Ratifying Claim Summary #617 Secretarial Fund in the Amount of \$4,067,558.44 for July 2023**

**DISCUSSION:** Director Underhill asked about the payment to Calaveras Public Power Agency (CPPA) for \$190,558.61. She wanted to know if this was the new higher rate, which recently doubled. Mr. Minkler stated the CPPA rate has doubled but it did not go up again this month. She also asked about payments to IB Consulting and Gambi Disposal.

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

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

**4. OLD BUSINESS**

- 4a Update/Discussion Regarding the Cost-of-Service Study for the Proposed Water and Wastewater Rates and the Proposition 218 Public Hearing  
(Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Michael Minkler updated the Board on the time of the Public Hearing. Due to public feedback regarding a 1:00 p.m. meeting time, the District has changed the time of the meeting to September 13, 2023, at 5:30 p.m. He also clarified that on August 4, when the agenda package was completed, there was discussion of changing the Public Hearing date to September 27, which is why it states that in the agenda material. He stated the date was not changed, and it is still on September 13th as noticed to all customers. A postcard notification has been mailed out to all customers to advise of the new time. The website and all communications have been updated. He also discussed the three community meetings, Monday August 14 in Ebbetts Pass, Wednesday August 16 in Copperopolis, and Thursday August 17 in Valley Springs.

Jeff Meyer gave an update on the Cost-of-Service Study. He reviewed the debt service coverage ratio, the Proposition 218 process, the modifications to the Capital Improvement Plan (CIP), and the changes to the usage tiers.

Director Thomas stated that the discussion regarding the reductions to the CIP were not just discussions but very hard gut-wrenching exercises to remove infrastructure projects from the plan. There was a discussion regarding the CIP between staff and the Board.

Jeff Meyer continued with the Wastewater Cost-of-Service Study. He reviewed the debt service coverage ratio and the modifications to the CIP. He discussed the Equivalent Dwelling Unit (EDU) demand factor for the wastewater rates. He stated decisions of project deferral was gut wrenching trying to balance the infrastructure needs and regulatory needs while trying to keep rates as low as possible. There was discussion between the Board and Mr. Meyer on the debt service ratio.

**PUBLIC COMMENT:**

Jaqueline Hifaj stated there should have been more transparency and customers needed more time before the public hearing.

Rick Randolph stated grants should be considered in the budget.

Broch addressed the Board about the Modesto rate increase.

Peggy commented on the rates and what projects have historically been done.

Peggy Willis stated her bill would double in five years and water is not something people can go without. She asked about taking income into consideration when setting rates.

Francisco de la Cruz addressed the Board regarding best practices and the salaries listed on Transparent California.

Glen Babros stated the increases are more than inflation, why more projects were not done before now, and discussed debt and solar energy.

Ralph Copeland understands frustration in Copperopolis but stated CCWD has tons of work being done in Copperopolis right now. He listed some items that should be emphasized at the town hall meetings. He also mentioned the Board should consider one meeting a month in the evening.

Karen Givens is worried about repairs in Poker Flat. There was discussion about the repairs in Copperopolis.

Mr. Minkler clarified that the District did not hire a PR Firm for public outreach. It is a group of CCWD employees that have taken on additional duties of outreach in addition to their regular tasks.

**RECESS** was called at 3:20 p.m. **SESSION RESUMED** at 3:28 p.m.

## 5. REPORTS

- 5a Report on the July 2023 Operations Departments  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the July 2023 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

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

- 5b General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Michael Minkler reported on the following items: 1) various meetings with customers who want to learn more about the proposed increases; 2) the Legal Affairs Committee Meeting that discussed the Army Corps of Engineers funding increase to \$11.2 Million for the Copper Cove Dam Raise; 3) the lobbying efforts in Washington, D.C.; 4) the ACWA Board Meeting that discussed affordability; and 5) the majority of his time is being spent on Rates, North Fork work and New Hogan work.

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

Director Secada requested a report out on the Customer Assistance Program in an upcoming Finance Committee. She also suggested the Board consider one meeting a month in the evening to allow for more participation.

Director Thomas stated he was advised of a leak in Copperopolis and was pleasantly surprised by the information provided by Sentrix.

Director Thomas left the meeting at 4:00 p.m.

Director Underhill reported she turned in signatures to the County for Measure A.

Director Ratterman reported on the Finance Committee Meeting on Tuesday at 1:00 p.m.

7. **NEXT BOARD MEETINGS**

- Wednesday, August 23, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, September 13, 2023, 1:00 p.m., Regular Board Meeting (**Changed to 5:30 p.m.**)

8. **CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 4:03 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, and Bertha Underhill; staff members Michael Minkler, General 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. 3 potential cases

9. **REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 4:33 p.m. There was no reportable action.

10. **ADJOURNMENT**

With no further business, the meeting adjourned at 4:33 p.m.

Respectfully Submitted:

  
\_\_\_\_\_  
Michael Minkler  
General Manager

ATTEST:

  
\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board