



**CALAVERAS COUNTY WATER DISTRICT
EXTERNAL RELATIONS COMMITTEE MEETING**

**MINUTES
MARCH 23, 2026**

The following Committee Members were present:

Jeff Robertson	Director
Scott Ratterman	Director

Staff Present:

Michael Minkler	General Manager
Rebecca Hitchcock	Clerk to the Board
Kelly Gerkensmeyer	External Affairs Manager
Dylan Smith*	Information Systems Administrator
Kevin Williams*	District Engineer
Kate Jesus*	Human Resources Technician
Haley Airola*	Engineering Coordinator
Andrew Renshaw*	Water Resources Manager
Jesse Hampton*	Plant Operations Manager
Tiffany Burke*	Operations Administrative Technician

Public Present:

Jessica Self, UPUD
Justin Erickson, Streamline
Kyle Harvey,
Dana Nichols
Dane Wadle

*Attended the meeting virtually

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

The meeting was called to order at 1:00 p.m., and Director Robertson led the Pledge of Allegiance.

2. PUBLIC COMMENT

No public comment was heard.

3. APPROVAL OF MINUTES

3a Approval of the Minutes from the Committee Meeting held on October 22, 2024

Director Ratterman moved to approve the Minutes for the meeting of October 22, 2024, and Director Robertson seconded the motion.

4. **NEW BUSINESS**

- 4a External Relations Committee Scope
(Scott Ratterman, Director)

DISCUSSION: Director Ratterman provided an overview of the Committee's initial objectives and mission. He emphasized his desire for the Committee to address not only external relations with customers but also interactions with outside agencies, highlighting how those partnerships can enhance the District's interests.

PUBLIC COMMENT: No public comment was heard.

- 4b CSDA Calaveras Chapter Presentation
Chapter President – Jessica Self, Vice President – Kyle Harvey, Secretary - Dana Nichols and Senior Public Affairs Field Supervisor – Sierra Network, Dane Wadle

DISCUSSION: Jessica Self, Kyle Harvey, Dana Nichols, and Dane Wadle discussed the formation of the CSDA Calaveras Chapter, highlighting its mission to unify special districts in Calaveras County for advocacy, collaboration, and resource sharing, with support from the Calaveras County Water District and other local agencies

PUBLIC COMMENT: No public comment was heard.

- 4c Department of Justice PDF Accessibility Requirements
(Kelly Gerkenmeyer, External Affairs Manager and Dallas Madison, Account Manager for Streamline)

DISCUSSION: Justin Erickson, assisted by Kelly Gerkenmeyer, informed the committee about updated federal and state mandates regarding website and PDF accessibility. He detailed the associated risks, explained the compliance deadlines, and introduced DocAccess as an automated solution proposed for the District.

PUBLIC COMMENT: Public comment was provided by Jessica Self.

- 4d Calaveras County Water District 80th Birthday
(Kelly Gerkenmeyer, External Affairs Manager)

DISCUSSION: Kelly Gerkenmeyer went over historical records and talked about ways to mark the Calaveras County Water District's 80th anniversary in 2026. The Committee considered partnering with other local water agencies for joint events to showcase regional water history. Celebration ideas included collaborating with other districts, inviting retired staff to participate, and organizing outreach efforts to honor the District's legacy and inform the public.

PUBLIC COMMENT: Public comment was provided by Jessica Self.

- 4e External Affairs Report
(Kelly Gerkenmeyer, External Affairs Manager)

DISCUSSION: Kelly Gerkenmeyer provided an update on recent and upcoming external affairs activities, including public information initiatives, participation in community events, and educational outreach to schools and local organizations.

PUBLIC COMMENT: No public comment was heard.

5. GENERAL MANAGER COMMENTS

Michael Minkler indicated that he had no further updates and would reserve his remarks for the next Board meeting.

6. DIRECTOR COMMENTS OR FUTURE AGENDA ITEMS

Director Robertson requested a 10-minute video explaining CCWD's rates, infrastructure, and comparison to other districts to address community concerns

7. NEXT COMMITTEE MEETING

- June 15, 2026, at 1:00 p.m.

8. ADJOURNMENT

The meeting was adjourned at 2:34 p.m.

Respectfully Submitted,



Rebecca Hitchcock
Clerk to the Board