



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

FEBRUARY 12, 2025

Directors Present: Jeff Davidson President
Cindy Secada, Vice-President
Bertha Underhill, Director
Russ Thomas, Director

Directors Absent: Director Ratterman

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jeffrey Meyer, Director of Administrative Services
Kelly Gerkenmeyer, External Affairs Manager
Kevin Williams, District Engineer
Juan Maya, Civil Engineer
Michael Crank, Purchasing Agent
Stacey Lollar, Human Resources Manager*
Kate Jesus, Human Resources Technician*
Haley Airola, Engineering Coordinator*
Bana Rousan-Gedese, Water Resources Technician*
Andrew Renshaw, Water Resources Manager*
Dylan Smith, IS Administrator*
Michael Bear, Accountant*
Kelly Richards, Business Services Manager*
Robin Patolo, Customer Service Representative*

Others Present Francisco de la Cruz*
Michael Rogers*

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

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

2. PUBLIC COMMENT

Public comments were provided by Francisco de la Cruz and Mike Rogers.

MOTION: Director Underhill/Secada- Moved to approve Resolution No. 2025-10 Accepting the Advanced Metering Infrastructure (AMI) Project CIP #11096

DISCUSSION: Kevin Williams presented an overview of the project scope, total cost, and available grant funds. He also addressed questions from the Board.

PUBLIC COMMENT: Public comments were provided by Francisco de la Cruz and Michael Rogers.

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

4b [Discussion/Action regarding Acceptance of Copper Cove Lift Station 6, 8, 15 & 18 Renovations and Lift Station 12 & 13 Force Main Bypass Project CIP #15080/15076](#)
(Kevin Williams, District Engineer) **RES 2025-11**

MOTION: Director Thomas/Secada- Moved to approve Resolution No. 2025-11, Accepting the Copper Cove Lift Station 6, 8, 15 & 18 Renovations and Lift Station 12 & 13 Force Main Bypass Project CIP #15080/15076

DISCUSSION: Kevin Williams provided an overview of the project's scope and total cost, then responded to questions from the Board.

PUBLIC COMMENT: No public comments were heard.

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

4c [Discussion/Action to Declare the Listed Items as Surplus and to Authorize Disposal per the Surplus Policy](#)
(Damon Wyckoff, Director of Operations)

MOTION: Director Secada/Underhill- Moved to approve Resolution No. 2025-12, Declaring the Listed Items No.25-01 as Surplus and to Authorize Disposal per the Surplus Policy

DISCUSSION: Damon Wyckoff outlined the items designated as surplus by the District and addressed questions from the Board.

PUBLIC COMMENT: No public comments were heard.

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

- 4d [Discussion/Action to Approve the Budgeted Purchase of a Vibratory Roller](#)
(Damon Wyckoff, Director of Operations)

MOTION: **Director Thomas/Secada- By Minute Entry approved the Budgeted Purchase of a Vibratory Roller**

DISCUSSION: Damon Wyckoff explained the need for a vibratory roller at the District, mentioned that the expenditure was included in the 2024/25 budget, and responded to questions from the Board.

PUBLIC COMMENT: No public comments were heard.

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

5. **REPORTS**

- 5a [January 2025 Operations Department Report](#)
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff presented the January 2025 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: No public comments were heard.

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

Mr. Minkler reported on the following activities: 1) announced that Kevin Williams has been promoted to District Engineer; 2) the new Water Resources Manager, Andrew Renshaw; 3) the CSDA meeting with Assemblymember Tangipa; 4) the Calaveras River Watershed Resiliency Plan; 5) the Engineering Committee and CIP review tomorrow; 6) the Finance Committee meeting next week; 6) the Level Two Risk Assessment of the North Fork Project; and 7) the Calaveras Public Power Agency (CPPA) rate increase.

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

Director Underhill inquired about a possible sponsorship for an ACWA event.

Director Secada requested an item on the agenda regarding fire hydrants.

Director Thomas reporting he is attending the ACWA D.C. Conference and requested a discussion on red diesel.

Director Davidson reported on the upcoming Calaveras Republican Party meeting on February 26th regarding fire preparedness.

7. **NEXT BOARD MEETINGS**

- Wednesday, February 26, 2025, 1:00 p.m., Regular Board Meeting
- Wednesday, March 12, 2025, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into the Closed Session at approximately 2:40 p.m. Those present were Board Members: Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; Kelly Gerkenmeyer, External Affairs Manager; Kelly Richards, Business Services Manager and Damon Wyckoff, Director of Operations (for item 8b) ; and General Counsel Matt Weber.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 - two potential cases
- 8b Conference with Legal Counsel-Pending Litigation Government Code section 54956.9(d(1))
Jerry Brock v. Calaveras County Water District Calaveras County Superior Court Case Number 25CV47849
- 8c Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:22 p.m. There was no reportable action.

10. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:22 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board