

**MINUTES**  
**CALAVERAS COUNTY WATER DISTRICT**  
**SPECIAL BOARD MEETING**  
**FEBRUARY 11, 2026**

**Directors Present:**

Jack Garamendi	President, District 2
Scott Ratterman	Vice-President, District 1
Jeff Robertson	Director, District 3
Russ Thomas	Director, District 4
Jeff Davidson	Director, District 5

**Staff Present:**

Michael Minkler	General Manager
Matt Weber, Esq.	General Counsel, Downey Brand
Kate Jesus	Human Resources Technician
Jesse Hampton	Plant Operations Manager
Pat Burkhardt	Construction and Maintenance Manager
Kelly Gerkenmeyer	External Affairs Manager
Kelly Zahniser	Director of Administrative Services
Stacey Lollar	Human Resources Manager*
Kevin Williams	District Engineer*
Dylan Smith	Information Systems Administrator
Kylie Muetterties	Accountant*
Tiffany Burke	Operations Administrative Technician*
Haley Airola	Engineering Coordinator*
Josh Fernandez	Information Systems Technician*
Jason Knick	Inspector*

**Others Present:**

Kamiko Tsuchida	Eide Bailly*
James Ramsey	Eide Bailly*
Roxanne Freitas-Souza	Member of the public*
Michael Rodgers	Member of the public*

\*Attended virtually

**ORDER OF BUSINESS**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Garamendi called the Special Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. All Directors were present.

2. **PUBLIC COMMENT**

Public comments were provided by Kelly Gerkenmeyer, speaking as a member of the public and Michael Minkler, General Manager.

3. **CONSENT AGENDA**

**MOTION:**      **Directors Davidson/Thomas-Moved to Approve Consent Agenda Items: 3a, 3b, and 3c as presented**

- 3a      Approval of the Minutes for the Board Meeting of January 28, 2026  
(Rebecca Hitchcock, Clerk to the Board)
  
- 3b      Review Board of Directors Monthly Time Sheets for January 2026  
(Rebecca Hitchcock, Clerk to the Board)
  
- 3c      Ratify Claim Summary #647 Secretarial Fund in the Amount of \$2,401,320.83  
for January 2026  
(Michael Minkler, General Manager) **RES 2026-12**

**PUBLIC COMMENT:** No public comment was provided.

**AYES:**            **Directors Davidson, Thomas, Robertson, Ratterman, and Garamendi**  
**NOES:**            **None**  
**ABSTAIN:**        **None**  
**ABSENT:**         **None**

4. **NEW BUSINESS**

- 4a      [Review and Adoption of the Mid-Year FY 2025-26 Operating and Capital Improvement Program Budgets](#)  
(Michael Minkler, General Manager) **RES 2026-13**

**MOTION:**      **Director Ratterman/Davidson Moved to Approve Resolution No. 2026-13– Adopting the Mid-Year FY 2025-26 Operating and Capital Improvement Program Budgets**

**DISCUSSION:** Kamiko Tsuchida from Eide Bailly presented the Calaveras County Water District's FY 2025-26 mid-year operating and capital improvement program (CIP) budget review, discussing revenue and expenditure trends, proposed budget amendments, and the rationale behind them. She explained that the mid-year budget review covers the first six months of the fiscal year, analyzing trends and projecting year-end results. The review includes both operating and capital budgets, with a focus on identifying significant variances and proposing amendments where necessary.

There was discussion regarding the budget process, reserve management, contract expenditures, delinquent charges, and the rationale for not routing the mid-year budget through the Finance Committee. The Board members questioned why the mid-year budget review did not go through the Finance Committee before being presented to the full board. Michael Minkler explained that in recent years, the process was streamlined to avoid redundancy but acknowledged the value of committee review and agreed to reinstate it for future cycles.

**PUBLIC COMMENT:** Public comment was provided by Roxanne Freitas-Souza and Michael Rodgers.

**AYES:** Directors Davidson, Thomas, Ratterman, Robertson, and Garamendi  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

4b [Discussion/Direction Regarding Water and Wastewater Billing Practices](#)  
(Michael Minkler, General Manager) **RES 2026-14**

**MOTION:** Director Ratterman/Thomas Moved to Approve a Modified Resolution No. 2026-14—Approving the transfer of Sewer Bills to the Property Tax Rolls by July 1, 2027, and Transition Bi-Monthly Water Bills to Monthly no later than December 31, 2026

After Board discussion Director Thomas rescinded his second. Director Ratterman’s motion failed for lack of second.

**MOTION:** Director Davidson/Thomas Moved to Approve Resolution No. 2026-14—Directing staff to Evaluate Improvements to Billing Practices and Pursue Collecting Sewer Bills Through the Tax Rolls

**DISCUSSION:** Mr. Minkler gave the background regarding the request from the Finance Committee to discuss options for improving billing practices, including moving sewer charges to the property tax roll, or transitioning to monthly billing. Board members debated the merits of moving to monthly billing for water and/or sewer, with some expressing support for immediate implementation and others preferring to wait until the sewer charge transition is complete. The impact on landlords, tenants, and mortgage companies was discussed, with a consensus that public outreach and stakeholder engagement would be essential. The board ultimately directed staff to prepare a detailed implementation plan, cost analysis, and cash flow assessment for moving sewer charges to the property tax roll by July 1, 2027, and to continue evaluating the transition to monthly billing for water, with regular updates to the Finance Committee and External Relations Committee for opportunities for public input.

**PUBLIC COMMENT:** Public comments were provided by Roxanne Freitas-Souza and Michael Rodgers.

**AYES:** Directors Davidson, Thomas, Ratterman, Robertson, and Garamendi  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

## 5. **REPORTS**

5a [Operations Department Monthly Report – January 2026](#)  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Minkler reported on the major line break in Arnold overnight on Monday February 9<sup>th</sup>. He commended staff on their hard work and diligence and also the community for their support.

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

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

Mr. Minkler provided updates on several items, including:

1. an update on the Army Corps of Engineers Section 219 Funding
2. the External Relations Committee meeting coming on March 23
3. the Highway 4 Partnership meeting
4. the search for a new City Administrator for Angels Camp
5. the Legal Affairs meeting last week
6. the ACWA Region 3 meeting on Friday
7. the upcoming Finance Committee meeting next week
8. his participating in the Office of Land Use and Climate Initiatives update to the General Plan
9. upcoming Board meeting dates

**6. [BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS](#)**

Jeff Robertson wants to ensure that budgets amendments go to the Finance Committee first.

Director Thomas requested information on the rate increases versus the budget.

Director Ratterman wants the CIP update for next fiscal year to be heavily scrutinized to be considerate of the upcoming rate increase. He also reported on the JPIA Property Committee, the Mountain Counties Water Resources Association meeting and the JPIA meeting to update their Strategic Plan.

Director Davidson had nothing to report.

Director Garamendi polled the Board of interest in bringing an item to a future agenda for changing the time of Board Meetings. The Board declined to add the topic to the agenda.

**7. [NEXT BOARD MEETINGS](#)**

- Wednesday, February 25, 2026, 1:00 p.m., Regular Board Meeting – **Cancelled and rescheduled to March 4, 2026.**
- Wednesday, March 11, 2026, 1:00 p.m., Regular Board Meeting- **Cancelled**

**8. [CLOSED SESSION](#)**

The meeting adjourned into the Closed Session at approximately 3:10 p.m.

- 8a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar Regarding Negotiations with Employee Organization Service Employees International Union Local 1021 and Management and Confidential Unit
- 8b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 – two potential cases

8c Public Employee Performance Evaluation-Government Code §54957  
General Manager

Participants:

Board Members: Scott Ratterman, Russ Thomas, Jeff Robertson, Jeff Davidson, and Jack Garamendi

Staff: Michael Minkler and Stacey Lollar

General Counsel: Matt Weber and Cass Ferrannini

**9. REPORTABLE ACTION FROM CLOSED SESSION**

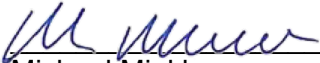
The Board reconvened into Open Session at approximately 4:06 p.m. There was no reportable action.


**10. ADJOURNMENT**

With no further business, the meeting adjourned at approximately 4:06 p.m.

By:

ATTEST:

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

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