



**CALAVERAS COUNTY WATER DISTRICT
FINANCE COMMITTEE MEETING**

**MINUTES
December 17, 2024**

The following Committee Members were present:

Cindy Secada	Director
Bertha Underhill	Director

Staff Present:

Michael Minkler	General Manager
Jeffrey Meyer	Director of Administrative Services
Rebecca Hitchcock*	Clerk to the Board
Kelly Richards	Business Services Manager
Kylie Muetterties	Accountant I
Michael Bear	Accountant II
Kelly Gerkenmeyer	External Affairs Manager
Mark Rincon-Ibarra*	District Engineer
Bana Rousan-Gerdese*	Water Resources Specialist
Dylan Smith*	Information Systems Administrator
Kevin Williams*	Senior Civil Engineer
Damon Wyckoff	Director of Operations
Tiffany Burke*	Administrative Technician Senior
Scott Ratterman*	Director

Public Present:

No Public Present.

*Attended Virtually

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Meeting called to order at 2:00 p.m., the Pledge of Allegiance was led by Director Secada.

- PUBLIC COMMENT:** No public comment was heard.
- APPROVAL OF MINUTES:** Director Secada moved to approve the Minutes for the meeting of October 15, 2024
- NEW BUSINESS**
 - 3a Report on the Monthly Financial Reports for November 2024 (Pre-Audit)
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer presented the Monthly Financial Reports and responded to questions from the committee.

PUBLIC COMMENT: No public comment was heard.

- 3b FY 2023-24 Audit Update
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer discussed the FY 2023-24 Audit update.

PUBLIC COMMENT: No public comment was heard.

- 3b Tyler Conversion Update
(Kelly Richards, Business Services Manager)

DISCUSSION: Ms. Richards discussed the Tyler conversion and responded to questions from the committee.

PUBLIC COMMENT: No public comment was heard.

4. DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:

Nothing to Report

5. GENERAL MANAGER COMMENTS

Nothing to Report

6. DIRECTOR COMMENTS AND FUTURE AGENDA ITEMS

7. NEXT COMMITTEE MEETING

Tuesday January 17, 2025, at 1:00 p.m.

8. ADJOURNMENT

With no further business, the meeting was adjourned at 3:20 p.m.

Respectfully Submitted,

Michael Bear

Michael Bear
Accountant II