



# CALAVERAS COUNTY WATER DISTRICT SPECIAL ENGINEERING COMMITTEE

**MINUTES**  
**May 6, 2025**

Directors/Committee Members present:

Scott Ratterman  
Jeff Davidson

Staff present:

Michael Minkler	General Manager
Kevin Williams	District Engineer
Juan Maya	Civil Engineer
Haley Airola	Engineering Coordinator
Sam Singh	Senior Engineer Technician
Pat Burkhardt	Construction and Maintenance Manager
Damon Wyckoff	Director of Operations
Jeff Myers	Director of Administration Services*
Rebecca Hitchcock	Executive Assistance/Clerk to the board*
Bana Rousan-Gedese	Water Resource Specialist*
Tiffany Burke	Senior Administrative Technician*
Kate Jesus	Human Resources Technician*
Ron Rose	Senior Supervisor Water/Wastewater*
Michael Bear	Accountant I*
Dylan Smith	Information *
Bill Heinle	Senior Distribution Worker*
Stacey Lollar	Human Resources Manager*
Kelly Gerkenmeyer	External Affairs Manger*

Others present:

Russ Thomas                      Member of the Public\*

**CALL TO ORDER / PLEDGE OF ALLEGIANCE.**

**1. ROLL CALL**

Director Davidson called the Engineering Committee to order at 2:00 p.m. and led the Pledge of Allegiance.

**2. PUBLIC COMMENT**

No public comment was given.

**3. APPROVAL OF MINUTES**

The March 11, 2025, minutes were approved by a motion from Director Ratterman and seconded by Director Davidson.

**4. NEW BUSINESS**

**4a. Cross-Connection Control Policy  
(Operations Department)**

**DISCUSSION:** The Operations department provided an update on changing policies regarding back flow prevention assembly. All questions were answered directly by the Operations Department.

**PUBLIC COMMENT:** No Public comment was given.

**4b. SSMP Update  
(Operations Department)**

**DISCUSSION:** The operations department provided information regarding the SSMP update. All questions were answered directly by the Operations Department.

**PUBLIC COMMENT:** No Public comment was given.

**4c. Arnold Secondary Clarifier CIP 15095  
(Kevin Williams, District Engineer)**

**DISCUSSION:** Kevin Williams provided an update on the project status. Any questions from the Committee were answered by Kevin Williams.

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

**4d. Proposed Development Projects  
(Sam Singh, Senior Engineering Technician)**

**DISCUSSION:** Sam Singh provided an update on the current proposed developer projects and their statuses. Any questions from the Committee were answered by Sam Singh.

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

**4e. Capital Improvement Update  
(Kevin Williams, District Engineer)**

**DISCUSSION:** Kevin Williams provided on update on the Capital Improvement Program. Any questions from the Committee were answered by Kevin Williams.

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

5. **OLD BUSINESS**

5a. **Developer Projects**  
**(Sam Singh, Senior Engineering Technician)**

**DISCUSSION:** Sam Singh provided updates on the developer projects. Any questions from the Committee were answered by Engineering Staff.

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

5b. **Other Updates**  
**(Juan Maya, Associate Civil Engineer)**

**DISCUSSION:** Juan Maya provided updates on all other engineering projects. Any questions from the Committee were answered by Engineering staff.

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

6. **GENERAL MANAGER COMMENTS**

Staff and Board members will be attending the AQUA conference will be next week. Director Secada has resigned from the Board effective May 22, 2025. Notice for vacancy will be initiated.

7. **DIRECTOR COMMENTS OR FUTURE AGENDA ITEMS**

None.

8. **NEXT COMMITTEE MEETING**

July 1, 2025

9. **ADJOURNMENT**

There being no further business, the meeting adjourned at approximately 3:16 p.m.

Respectfully submitted,

*Haley Airola*

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Haley Airola  
Engineering Coordinator