



CALAVERAS COUNTY WATER DISTRICT ENGINEERING COMMITTEE MEETING

MINUTES
July 8, 2025

Directors/Committee Members present:

Russ Thomas
Jeff Robertson

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*
Jesse Hampton	Plant Operations Manager*
Rebecca Hitchcock	Executive Assistance/Clerk to the board*
Kelly Richards	Business Services Manager*
Kate Jesus	Human Resources Technician*
Dylan Smith	Information Systems Administrator*
Joshua Fernandez	Information Systems Technician*

Others present:

Matt Ospital	Member of the Public*
Rebecca Smith	Member of the Public*
Mike Johnson	Member of the Public
Richard Dickinson	Member of the Public
Scott Hertzog	Member of the Public
John Parks	Member of the Public

CALL TO ORDER / PLEDGE OF ALLEGIANCE.

1. ROLL CALL

Director Thomas 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

Deferred to next meeting.

4. **NEW BUSINESS**

4a. **Fire Hydrant Operations & Maintenance Overview
(Damon Wyckoff, Director of Operations)**

DISCUSSION: Damon Wyckoff provided information regarding the fire hydrant system and cooperation with local fire departments. All questions were answered directly by the Operations Department or present fire personnel.

PUBLIC COMMENT: No Public comment was given.

4b. **Introduction of Alex Brown
(Kevin Williams, District Engineer)**

DISCUSSION: Kevin Williams provided an introduction of Alex Brown, the new Senior Civil Engineer. Alex Brown provided information about his past experiences. All questions were answered directly by Alex Brown.

PUBLIC COMMENT: No Public comment was given.

4c. **La Contenta Master Plan Update #10108
(Kevin Williams, District Engineer)**

DISCUSSION: Kevin Williams provided information about updating the La Contenta Master Plan. Motioned to move to the full Board. Any questions from the Committee were answered by Kevin Williams.

PUBLIC COMMENT: No public comment was given.

4d. **Jenny Lind A-B Water Transmission Line CIP 11088 Project Update
(Juan Maya, Associate Engineer)**

DISCUSSION: Juan Maya provided an update project. Any questions from the Committee were answered by the Engineering Department.

PUBLIC COMMENT: No public comment was given.

Recess taken

4e. **Huckleberry Lift Station CIP 15092 Design Update
(Juan Maya, Associate Engineer)**

DISCUSSION: Juan Maya provided on update on the project design status. Any questions from the Committee were answered by the Engineering Department.

PUBLIC COMMENT: No public comment was given.

**4f. Notice of Intent: Wildfire Hardening of Critical Pump Stations
(Alex Brown, Senior Civil Engineer)**

DISCUSSION: Alex Brown provided the Committee with information regarding the Notice of Interest filed for a Hazard Mitigation Grant through Cal OES. Any questions from the Committee were answered directly by Alex Brown.

**4e. Notice of Intent: UPUD Emergency Intertie
(Kevin Williams, District Engineer)**

DISCUSSION: Kevin Williams provided the Committee with information about a Hazard Mitigation Grant through Cal OES. This Grant would be an opportunity to partner with UPUD to construction an emergency intertie between both agencies. Any questions from the Committee were answered directly by Kevin Williams.

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

Michael Minkler informed the Committee that the funds for the CIP loan have been delivered.

7. DIRECTOR COMMENTS OR FUTURE AGENDA ITEMS

None

8. NEXT COMMITTEE MEETING

September 9, 2025

9. ADJOURNMENT

There being no further business, the meeting adjourned at approximately 4:31 p.m.

Respectfully submitted,

Haley Airola

Haley Airola
Engineering Coordinator