**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT**
**REGULAR BOARD MEETING**

**JUNE 10, 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:

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|---|---|
| Michael Minkler | General Manager |
| Matt Weber, Esq. | General Counsel, Downey Brand |
| Rebecca Hitchcock | Clerk to the Board |
| Kelly Gerkensmeyer | External Affairs Manager |
| Kelly Zahniser | Director of Administrative Services |
| Damon Wyckoff | Director of Operations |
| Jesse Hampton | Plant Operations Manager |
| Pat Burkhardt | Construction & Maintenance Manager |
| Kevin Williams | District Engineer |
| Kate Jesus | Human Resources Technician* |
| Dylan Smith | Information Systems Administrator* |
| Josh Fernandez | Information Systems Technician* |
| Tiffany Burke | Operations Administrative Technician* |
| Chase King | Civil Engineer* |
| Amy Behrbaum | Accountant* |
| Nick Schroven | Water Resources Technician* |
| Rylie Hubbard | Customer Service Representative* |
| Robin Patolo | Customer Service Representative* |
| John Brown | Treatment Plant Operator |
| Christian DeMasters | Treatment Plant Operator |
| David Young | Treatment Plant Operator |
| Charley Robbins | Treatment Plant Operator |
| Roy Greer | Mechanic |
| Craig Canepa | Electrician |
| Tommy Sage | Collections |
| John Applegate | Treatment Plant Operator |
| Scott Grutzmacher | Treatment Plant Operator |
| Doug Turner | Distribution |

Others Present:

| | |
|---|---|
| Kamiko Tsuchida | Eide Bailly* |
| Andrea Pinkham | SEIU 1021 |
| George Jackson | Member of the public |
| Michael Rodgers | Member of the public |
| Roxanne Freitas-Souza | Member of the public |

*Attended virtually



Approved June 24, 2026

## ORDER OF BUSINESS

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

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

**2. PUBLIC COMMENT:** Doug Turner provided public comment.

**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 May 27, 2026
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for May 2026
(Rebecca Hitchcock, Clerk to the Board)

3c Ratify Claim Summary #651 Secretarial Fund in the Amount of $3,993,980.53 for May 2026
(Kelly Zahniser, Director of Administrative Services) **RES 2026-42**

***Item 3d pulled from the Consent Agenda***

3d Approval of the Transfer of Funds on Unclaimed Checks to the General District Fund
(Kelly Zahniser, Director of Administrative Services) **RES 2026-_____**

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

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

**OFF CONSENT AGENDA**

***Kelly Zahniser pulled Item 3d from the Consent Agenda***

3d Approval of the Transfer of Funds on Unclaimed Checks to the General District Fund
(Kelly Zahniser, Director of Administrative Services) **RES 2025-43**

**MOTION: Directors Davidson/Thomas-Moved to Approve Consent Agenda Item 3d as corrected.**

**DISCUSSION:** Kelly Zahniser stated there was a typo on the resolution in the agenda packet. She presented the Board with new copies with the typo corrected.

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

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

## 4. NEW BUSINESS

4a Presentation of the JPIA Safety Award
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff recognized the Jenny Lind Water Treatment Plant operators and mechanics for receiving the HR LaBounty Safety Award from Aqua JPIA for their roof hatch safety railing project. The award was given for the design and installation of a roof hatch safety railing at the Jenny Lind Water Treatment Plant, addressing a significant safety hazard for staff and contractors accessing the roof for maintenance. Cameron Edens, Charley Robbins, Roy Greer, John Brown, Christian DeMasters, David Young, and Mike Foeldi were specifically acknowledged for their roles in the project. Director Ratterman congratulated the team and the District on the award.

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

## 5. PUBLIC HEARING

President Garamendi opened the Public Hearing at 1:11 p.m.

5a Presentation on the Calaveras County Water District status of Job Position Vacancies and Recruitment and Retention Efforts – AB2561
(Michael Minkler, General Manager)

**DISCUSSION:** Michael Minkler provided an overview of Assembly Bill 2561, which mandates annual reporting to the Board on workforce vacancies, recruitment strategies, and retention efforts. His presentation detailed the District's performance and initiatives in these areas for the current fiscal year.

Following this, Andrea Colavita Pinkham, representing SEIU Local 1021, delivered a presentation offering the Union's perspective on the same topics, highlighting workforce challenges and recommendations from the labor standpoint.

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

This item was for information only; no action was taken.

President Garamendi closed the Public Hearing at 1:29 p.m.

## PUBLIC HEARING

President Garamendi opened the Public Hearing at 1:29 p.m.

5b Discussion/Action regarding Adoption of Updates to the District's Accessory Dwelling Unit (ADU) Ordinance
(Kevin Williams, District Engineer) **ORD 2026-02**

**MOTION:** **Directors Davidson/Robertson-Adopted Ordinance No. 2026-02-Approving the Accessory Dwelling Unit (ADU) Ordinance Amendment**

**DISCUSSION:** Kevin Williams presented proposed updates to the District's ADU ordinance to align with state requirements, including new fee structures based on ADU size, which the board discussed and adopted after a public hearing.

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

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

President Garamendi closed the Public Hearing at 1:41 p.m.

**PUBLIC HEARING**

President Garamendi opened the Public Hearing at 1:42 p.m.

5c Discussion/Action regarding Annual Standby Assessment Fees (Kelly Zahniser, Director of Administrative Services)

- Indian Rock Vineyards Subdivision (Sewer) **RES 2026-44**
- West Point Improvement District 3 (Water) **RES 2026-45**
- Ebbetts Pass Improvement District 5 (Water) **RES 2026-46**
- Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite) (Water) **RES 2026-47**
- Saddle Creek Subdivision Improvement District 7 (Water) **RES 2026-49**
- Copper Cove/La Contenta Improvement District 8S (Sewer) **RES 2026-50**

**MOTION:** **Directors Thomas/Ratterman-Adopted Resolution No. 2026-44, 2026-45, 2026-46, 2026-47, 2026-49, and 2026-50 in one unified motion.**

**DISCUSSION:** Kelly Zahniser presented the annual standby assessment fees for several district service areas, which remain unchanged.

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

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

President Garamendi closed the Public Hearing at 1:44 p.m.

**RECESS** was called at 1:44 p.m. **SESSION RESUMED** at 1:54 p.m.

**PUBLIC HEARING**

President Garamendi opened the Public Hearing at 1:54 p.m.

5d Discussion/Action regarding the Adoption of the Fiscal Year 2026-27 Operating and Capital Improvement Plan Budget
(Kelly Zahniser, Director of Administrative Services) **RES 2026-51**

Discussion/Action regarding the Adoption of the Fiscal Year 2026-27 Personnel Allocation Budget
(Kelly Zahniser, Director of Administrative Services) **RES 2026-52**

**MOTION:** **Directors Davidson/Thomas–Adopted Resolutions 2026-51 and 2026-52 in one unified motion.**

**DISCUSSION:** Kelly Zahniser presented the proposed FY 2026-27 Operating and Capital Improvement Program budget, detailing revenue and expenditure adjustments, grant assumptions, and capital projects.

**PUBLIC COMMENT:** Roxanne Freitas-Souza and Michael Rodgers provided public comments.

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

President Garamendi closed the Public Hearing at 2:13 p.m.

**6. REPORTS**

6a Monthly Operations Report
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff delivered the Monthly Operations Report for May 2026, summarizing significant points of interest and addressing inquiries from the Board.

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

6b General Manager's Report
(Michael Minkler)

Mr. Minkler provided updates on several items, including:
1. The Valley Springs PUD Grant Application
2. A comment period is open for Carb Clean Fleets Legislation and Damon Wyckoff is working on the comment letter
3. A meeting with the new City Administrator at the City of Angels Camp
4. The PG&E relicensing meeting
5. The duplicate billing issue
6. The upcoming Finance Committee
7. The upcoming External Relations Committee
8. Introduction of the new Business Services Manager, Monica Remus.
9. The town hall meeting at Forest Meadows.

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

Director Robertson had nothing to report.

Director Ratterman had nothing to report.

Director Davidson had nothing to report.

Director Thomas asked about bio-solid hauling costs.

Director Garamendi had nothing to report.

## 8. NEXT BOARD MEETINGS

- Wednesday, June 24, 2026, 1:00 p.m., Regular Board Meeting
- Wednesday, July 8, 2026, 1:00 p.m., Regular Board Meeting

## 9. CLOSED SESSION

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

The meeting adjourned into the Closed Session at 2:44 p.m.

9a 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

9b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 – two potential cases

Closed Session Participants:
Board Members: Scott Ratterman. Jeff Robertson, Russ Thomas, Jeff Davidson, and Jack Garamendi
Staff: Michael Minkler, General Manager
General Counsel: Matt Weber

## 10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened the Open Session at 3:50 p.m. There was no reportable action.

## 11. ADJOURNMENT

With no further business, the meeting adjourned at 3:50 p.m.

By:

Michael Minkler
General Manager

ATTEST:

Rebecca Hitchcock
Clerk to the Board