

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

**MAY 22, 2024**

Directors Present: Russ Thomas President  
Bertha Underhill, Vice-President  
Scott Ratterman, Director  
Cindy Secada, Director  
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
John Coleman, Water Resources Manager  
Kelly Gerkenmeyer, External Affairs Manager  
Jeffrey Meyer, Director of Administrative Services\*  
Kelly Richards, Business Services Manager\*  
Stacey Lollar, Human Resources Manager\*  
Mark Rincon-Ibarra, District Engineer\*  
Kevin Williams, Senior Civil Engineer\*  
Joe Darby, Senior Distribution Worker\*  
Haley Airola, Engineering Coordinator\*  
Dylan Smith, IT Technician\*  
Corinne Skrbina, Customer Service\*  
Kate Darby, Customer Service\*  
Tiffany Burke, Administrative Technician\*  
Michael Bear, Accountant\*  
Kylie Muetterties, Accountant\*  
Kelly Soulier-Doyle, Accounting Technician\*  
Bana Rouson-Gedese, Water Resources Specialist\*

Others Present: Michael Castro  
Michael Rodgers  
Francisco de la Cruz\*

\*Attended Virtually

### **ORDER OF BUSINESS**

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

##### **1. [ROLL CALL](#)**

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

2. **PUBLIC COMMENT**

No public comment was heard.

3. **CONSENT AGENDA**

- 3a Approval of Minutes for the Board Meeting of April 24, 2024  
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for April 2024  
(Rebecca Hitchcock, Clerk to the Board)
- Director Underhill pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #626 Secretarial Fund in the Amount of \$2,933,821.93 for April 2024  
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-\_\_\_\_\_**
- 3d Report on the Monthly Investment Transactions for April 2024  
(Jeffrey Meyer, Director of Administrative Services)
- 3e Approval of Second Amendment to Cell Tower Lease between CCWD and Pinnacles Cellular, Inc. dba Verizon Wireless  
(Rebecca Hitchcock, Clerk to the Board) **RES 2024-27**
- 3f Approval of Credit Adjustment for APN 023-057-004  
(Kelly Richards, Business Services Manager) **RES 2024-28**
- 3g Approval of Credit Adjustment for APN 028-033-047  
(Kelly Richards, Business Services Manager) **RES 2024-29**

**MOTION:** Director Davidson moved to approve the Consent Agenda Items 3a, 3b, 3d, 3e, 3f, and 3g as presented and Director Ratterman seconded the motion, and it was approved (5-0).

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

**AYES:** Directors Davidson, Ratterman, Secada, Underhill, and Thomas  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**OFF CONSENT AGENDA**

- Director Underhill pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #626 Secretarial Fund in the Amount of \$2,933,821.93 for April 2024  
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-30**

**DISCUSSION:** Director Underhill recommended other Directors reach out to staff prior to the meeting with questions on the Claim Summary.

**PUBLIC COMMENT:** Public comment was given by Mike Castro.

**MOTION:** Director Underhill moved to adopt Resolution No. 2024-30 Ratifying Claim Summary #626, Director Ratterman seconded the motion, and it was approved (5-0).

**AYES:** Directors Underhill, Ratterman, Davidson, Secada, and Thomas  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

4. **CONVENE PUBLIC FINANCING AUTHORITY**

The Public Financing Authority convened at approximately 1:11pm.

4a Roll Call: Calaveras County Water District Public Financing Authority Board Members

All Members were present.

4b Discussion/Action regarding 2024 Biennial Review of the Public Finance Authority's Conflict of Interest Code (Michael Minkler, General Manager)

**DISCUSSION:** President Thomas reviewed the item stating no changes were necessary to the Conflict of Interest Policy.

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

**MOTION:** Director Davidson moved by Minute entry to Approve the 2024 Biennial Review of the Public Finance Authority's Conflict of Interest Code, Director Ratterman seconded the motion, and it was approved (5-0).

**AYES:** Directors Davidson, Ratterman, Underhill, Secada, and Thomas  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

4c Adjournment: The Public Financing Authority adjourned at approximately 1:12pm.

5. **RECONVENE REGULAR BOARD MEETING**

President Thomas reconvened the Regular Board Meeting to order at 1:12pm

6. **NEW BUSINESS**

6a [Hydrological Conditions Update](#)  
(Kelly Gerkenmeyer, External Affairs Manager)

**DISCUSSION:** Kelly Gerkenmeyer gave a presentation on the current hydrological conditions in the County and responded to questions from the Board.

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

## 7. REPORTS

- 7a [Report on the April 2024 Operations Department](#)  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff presented the April 2024 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** Public comment was given by Michael Castro.

- 7b [General Manager's Report](#)  
(Michael Minkler)

Mr. Minkler reported on the following activities: 1) the Angels Camp City Council approved the collaborative water supply partnership; 2) the new IT Technician, Quentin Smith and new Water Resources Specialist, Bana Rousan-Gedese; 3) the North Fork Project; 4) budget development; 4) a second Slurry Line customer has enrolled; 5) the Army Corps of Engineers 11.2 million funding; 6) presentations given by External Affairs Manager Kelly Gerkenmeyer; 7) the ACWA Conference; 8) the ad hoc Real Estate Review Committee; 9) the County 2x2 meeting; 10) the Incident Command System (ICS) training with staff; 11) the External Relations Committee meeting; 12) a meeting with the Tuolumne Utility District; 12) the upcoming Legal Affairs and Engineering Committee meetings; 13) the Valley Springs Town Hall; and 13) the Mountain Counties reception and Board meeting.

**PUBLIC COMMENT:** Public comment was given by Francisco de la Cruz and Michael Castro.

## 8. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Secada reported on the ACWA Conference.

Director Underhill reported on the presentation Kelly Gerkenmeyer gave to the White Pines Park Committee.

Director Ratterman reported on the ACWA Conference, the Mountain Counties Legislative Day, the Army Corp Funding, and the Real Estate Review Committee. He also requested the Directors from each Committee report activities during Board meetings.

Director Davidson reported on the Washington, D.C. meetings, the Army Corps Funding, and FERC Kick-off meeting, and cyber security.

Director Thomas reported on the ACWA Conference.

## 9. NEXT BOARD MEETINGS

- Wednesday, May 29, 2024, 1:00 p.m., Special Budget Workshop
- Wednesday, June 12, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, June 26, 2024, 1:00 p.m., Regular Board Meeting

## 10. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:45 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Russ Thomas, Bertha Underhill, and Jeff Davidson; staff

members Stacey Lollar, Human Resources Manager (for item 10a), Michael Minkler, General Manager; and General Counsel Matt Weber.

- 10a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit
- 10b Existing Litigation-Government Code Section 54956.9(d)(1) *Pacific Gas and Electric Company v. DKM, LLC et al.* Calaveras County Superior Court Case Number 24CV47310
- 10c Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - one potential case

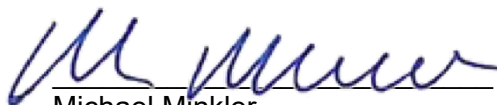
**11. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:40 p.m. There was no reportable action.

**12. ADJOURNMENT**

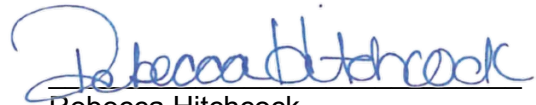
With no further business, the meeting adjourned at approximately 3:40 p.m.

By:



Michael Minkler  
General Manager

ATTEST:



Rebecca Hitchcock  
Clerk to the Board