



**CALAVERAS COUNTY WATER DISTRICT
FINANCE COMMITTEE MEETING**

**MINUTES
October 15, 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
Mark Rincon-Ibarra*	District Engineer
Bana Rousan-Gerdese*	Water Resources Specialist
Stacey Lollar*	Human Resources Manager
Russ Thomas*	Board of Directors President
Haley Airola*	Engineering Coordinator

Public Present:

Patrick Roy*
Francisco De La Cruz
Mike Castro
Mike Rogers

*Attended Virtually

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Meeting called to order at 1:00 p.m., the Pledge of Allegiance was led by Director Secada.

- PUBLIC COMMENT:** Public comment was given by Francisco De La Cruz.
- APPROVAL OF MINUTES:** Director Secada moved to approve the Minutes for the meeting of September 17, 2024.
- NEW BUSINESS**

- 3a Report on the Monthly Financial Reports for September 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: Public comment was given by Mike Rogers, Francisco De La Cruz, & Mike Castro.

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

DISCUSSION: Ms. Richards discussed the Tyler conversion and chart of accounts.

PUBLIC COMMENT: Public comment was given by Mike Rogers and Francisco De La Cruz.

- 3c Discussion/Direction Regarding District's Financial Management Policy No. 5.01, Investment Policy
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer discussed the District's Financial Management Policy and responded to questions from the committee. Director Secada and Director Underhill approved bringing the Investment Policy to the full Board.

PUBLIC COMMENT: No public comment was heard.

4. DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:

Mr. Meyer commented that we are still in the Audit process and thanked everyone for their work.

5. GENERAL MANAGER COMMENTS

Mr. Minkler commented that the grant presentation will be brought to the full board in December.

6. DIRECTOR COMMENTS AND FUTURE AGENDA ITEMS

Director Underhill announced that she will be getting married.
Director Secada thanked everyone for their hard work.

7. NEXT COMMITTEE MEETING

Tuesday November 19, 2024, at 1:00 p.m.

8. ADJOURNMENT

With no further business, the meeting was adjourned at 2:47 p.m.

Respectfully Submitted,

Michael Bear
Accountant II