



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

AUGUST 14, 2024

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

Directors Absent: Cindy Secada, Director

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel*
Rebecca Hitchcock, Clerk to the Board
John Coleman, Water Resources Manager
Jeffrey Meyer, Director of Administrative Services
Craig Canepa, Electrical/Instrumentation Technician
Cameron Edens, Mechanic
Roy Greer, Mechanic
Benton Frye, Mechanic
Amos Roeder, Collections
Tony Broglio, Electrical/Senior SCADA Technician
Jeremy Wood, Distribution
John Applegate, Treatment Plan Operator
Jared Devich, Electrical/Instrumentation Technician
Tommy Sage, Collections
Jared Gravette, Senior Supervisor Construction Inspector*
Stacey Lollar, Human Resources Manager*
Kate Jesus, Human Resources Technician*
Mark Rincon-Ibarra, District Engineer*
Haley Airola, Engineering Coordinator*
Kelly Richards, Business Services Manager*
Dylan Smith, IT Administrator*
Quentin Smith, IT Technician*
Corinne Skrbina, Customer Service*
Michael Bear, Accountant*
Kylie Muetterties, Accountant*
Bana Rouson-Gedese, Water Resources Specialist*
Tiffany Burke, Operations Administrative Technician*

Others Present:

Scott Hertzog, CFPD	Michael Castro
Mike Johnson, EPFD	Mike Rogers
Erik Holt, Director CCOES	Patrick Roy*
Ralph Copeland	
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 1:01 p.m. and led the Pledge of Allegiance. Director Secada was absent.

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

3. CONSENT AGENDA

3a Approval of Minutes for the Board Meetings of July 10 and July 24, 2024
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for July 2024
(Rebecca Hitchcock, Clerk to the Board)

Director Underhill pulled Item 3c from the Consent Agenda

3c Ratify Claim Summary #629 Secretarial Fund in the Amount of \$5,930,371.23 for July 2024
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-_____**

Director Ratterman pulled Item 3d from the Consent Agenda

3d Extend the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-_____**

MOTION: Director Davidson/Ratterman Moved to approve the Consent Agenda Items 3a and 3b as presented

AYES: Directors Davidson, Ratterman, Underhill, Secada, and Thomas

NOES: None

ABSTAIN: None

ABSENT: None

OFF CONSENT AGENDA

Director Underhill pulled Item 3c from the Consent Agenda

3c [Ratify Claim Summary #629 Secretarial Fund in the Amount of \\$5,930,371.23 for July 2024](#)
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-49**

MOTION: Directors Davidson/Underhill– Moved to approve Resolution No. 2024-49 Ratifying Claim Summary #629

DISCUSSION: Director Underhill discussed the large amount for July 2024 which included a large amount of CIP payments.

PUBLIC COMMENT: There was no public comment.

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

3d *Director Ratterman pulled Item 3d from the Consent Agenda*
[Extend the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024](#)
(Jeffrey Meyer, Director of Administrative Services)

MOTION: Directors Ratterman/Davidson-Moved by Minute Entry to approve the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024

DISCUSSION: Director Ratterman emphasized the need to adhere to the policy of hiring a new auditor every five years and ensure that a Request for Proposal (RFP) process is conducted for selecting the new auditor next year.

PUBLIC COMMENT: There was no public comment.

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

4. **NEW BUSINESS**

4a [Discussion regarding the Collaboration Between CCWD and Fire Protection Districts Within Our Service Areas to Maintain Fire Hydrants](#)
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff spoke to the Board about a collaboration between the Calaveras County Water District (CCWD) and fire protection districts in their service areas. The focus of this collaboration is maintaining fire hydrants, which is crucial for ensuring that fire protection systems are functional and reliable in case of emergencies. He responded to questions from the Board.

PUBLIC COMMENT: Public comment was given by Ralph Copeland

4b [Aero Fire After Action Report](#)
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff presented an after-action report on the Aero Fire, which involved reviewing the key takeaways and lessons learned from the incident. During the presentation, he fielded questions from the Board, providing additional insights and clarifications. Mr. Wyckoff presented commemorative coins to the staff members who worked diligently during the fire.

PUBLIC COMMENT: Public comment was given by Francisco de la Cruz, Ralph Copeland, Scott Hertzog, Mike Rogers, and Michael Castro.

4c [Discussion/Presentation regarding Wildfire and Forest Management for Mountain Counties Water Agencies](#)
(Kelly Gerkenmeyer, External Affairs Manager)

DISCUSSION: Kelly Gerkenmeyer gave a presentation regarding Wildfire and Forest Management for Mountain Counties Water Agencies. He responded to questions from the Board.

PUBLIC COMMENT: Public comment was given by Francisco de la Cruz and Patrick Roy.

- 4d [Discussion/Action regarding Awarding of Engineering and Design Contract for the Ebbetts Pass Sawmill Tank Replacement, CIP#11083S](#)
(Kevin Williams, Senior Civil Engineer) **RES 2024-50**

MOTION: Directors Davidson/Underhill– Moved to approve Resolution No. 2024-50 Awarding the Engineering and Design Contract for the Ebbetts Pass Sawmill Tank Replacement Project

DISCUSSION: Kevin Williams provided a description of the Ebbetts Pass Sawmill Tank Replacement project to the Board. He detailed the various bids received for the project and explained the process involved in selecting a contractor

PUBLIC COMMENT: There was no public comment.

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

- 4e [Discussion/Action regarding Applications and Financial Requests with the USDA Rural Development for the Arnold Wastewater Treatment Facility Improvements Project.](#)
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-51**

MOTION: Directors Davidson/Underhill–Moved to approve Resolution 2024-51 Authorizing Designated Agents for USDA Rural Development

DISCUSSION: Jeffrey Meyer provided a brief overview to the Board regarding a request to authorize agents for USDA Rural Development grants or loans. These agents would be responsible for submitting applications, overseeing compliance, and managing funds if the grants or loans are approved.

PUBLIC COMMENT: There was no public comment.

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

5. **REPORTS**

- 5a [Report on the July 2024 Operations Department](#)
(Damon Wyckoff, Director of Operations)

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

PUBLIC COMMENT: Public comment was given by Mike Rogers.

5b [General Manager's Report](#)
(Michael Minkler)

Mr. Minkler reported on the following activities: 1) a meeting on the Groundwater Sustainability Agency (GSA) with the County; 2) the US Army Corps of Engineers meeting; 3) the Highway 4 Partnership meeting; 4) the Northern California Power Authority (NCPA) Commission meeting and dinner; 5) meetings with Union Public Utility District (UPUD); 6) the Legal Affairs Committee meeting; 7) the External Relations Committee meeting; 8) the Biomass plant tour; 9) Upper Mokelumne River Watershed Authority (UMRWA) meeting; 10) Finance Committee meeting, and 11) the Tuolumne-Stanislaus Integrated Regional Water Management JPA (T-Stan) meeting.

6. [BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS](#)

Director Underhill had nothing to report.

Director Ratterman reported on the Mountain Counties Water Resources Association (MCWRA) meeting and reception, the Placer County Water Agency Tour is cancelled, California Joint Powers Insurance Authority Conference in September, the Real Estate Ad hoc meeting, and the Legal Affairs Committee Meeting.

Director Davidson reported on the NCPA Commission Meeting.

Director Thomas had nothing to report.

PUBLIC COMMENT: Public comment was given by Francisco de la Cruz.

7. [NEXT BOARD MEETINGS](#)

- Wednesday, August 28, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, September 11, 2024, 1:00 p.m., Regular Board Meeting

8. [CLOSED SESSION](#)

The meeting adjourned into Closed Session at approximately 3:58 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Russ Thomas, Bertha Underhill, and Jeff Davidson; staff member Michael Minkler, General Manager; and General Counsel Matt Weber.

- 8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - one potential case

9. [REPORTABLE ACTION FROM CLOSED SESSION](#)

The Board reconvened into Open Session at approximately 4:07 p.m. There was no reportable action.

10. [ADJOURNMENT](#)

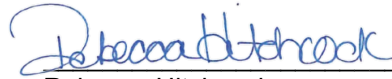
With no further business, the meeting adjourned at approximately 4:07 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board