



MINUTES

CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

JANUARY 29, 2025

Directors Present: Jeff Davidson President
Scott Ratterman, Director (arrived 3:30)
Bertha Underhill, Director
Russ Thomas, Director

Directors Absent: Director Secada

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jeffrey Meyer, Director of Administrative Services
Kelly Gerkensmeyer, External Affairs Manager
Kevin Williams, Sr. Civil Engineer
Juan Maya, Civil Engineer
Stacey Lollar, Human Resources Manager*
Kate Jesus, Human Resources Technician*
Haley Airola, Engineering Coordinator*
Dylan Smith, IS Administrator
Tiffany Burke, Operations Administrative Technician*
Michael Bear, Accountant*
Kelsey Fereria, Customer Service Representative*
Quentine Smith, Information IS Technician*

Others Present Francisco de la Cruz
Michael Castro
Kevin Andel
Cathie Andel
Pat Roy*
Numerous other attendees arrived for item 11

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Special Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. Directors Ratterman and Secada were absent.

2. **PUBLIC COMMENT**

Public comments were provided by Francisco de la Cruz, Michael Castro, and Mike Rogers.

3. **CONSENT AGENDA**

MOTION: Directors Underhill/Thomas-Approved Consent Agenda Items:
3a and 3b as presented

3a Approval of the Minutes for the Board Meeting of January 8, 2025
(Rebecca Hitchcock, Clerk to the Board)

3b Report on the Monthly Investment Transactions for December 2024
(Jeffrey Meyer, Director of Administrative Services)

Director Underhill pulled item 3c from the Consent Agenda
3c Ratify Claim Summary #634 Secretarial Fund in the Amount of \$5,272,167.67
for December 2024
(Jeffrey Meyer, Director of Administrative Services) **RES 2025-_____**

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

OFF CONSENT AGENDA

3c **Director Underhill pulled item 3c from the Consent Agenda**
[Ratify Claim Summary #634 Secretarial Fund in the Amount of \\$5,272,167.67
for December 2024](#)
(Jeffrey Meyer, Director of Administrative Services) **RES 2025-05**

MOTION: Director Thomas/Underhill- Moved to approve Resolution No. 2025-05
Ratifying Claim Summary #634 Secretarial Fund in the Amount of
\$5,272,167.67 for December 2024.

DISCUSSION: Director Underhill inquired about various items in the Claim Summary, and Mr. Meyer provided responses to her questions.

PUBLIC COMMENT: Public comments were provided by Francisco de la Cruz, Michael Castro, and Mike Rogers.

4. **NEW BUSINESS**

4a [Discussion/Action to Award of Inflow and Infiltration \(I&I\) Study to Lumos and Associates](#)
(Kevin Williams, Senior Civil Engineer) **RES 2025-06**

MOTION: Director Thomas/Underhill- Moved to approve Resolution No. 2025-06 Awarding a Contract for an Inflow and Infiltration (I&I) Study to Lumos and Associates

DISCUSSION: Kevin Williams provided an overview of the project's scope of work and the bid from Lumos and Associates while responding to questions from the Board.

PUBLIC COMMENT: Public comments were provided by Francisco de la Cruz and Michael Castro.

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

4b [Review and Acceptance of the Mid-Year FY 2024-25 Operating and Capital Improvement Program Budgets](#)
(Jeffrey Meyer, Director of Administrative Services)

MOTION: Director Underhill/Thomas- by Minute Entry Accepted the Mid-Year 2024-25 Operating and Capital Improvement Program Budgets

DISCUSSION: Jeffrey Meyer presented a financial summary as of December 31, 2024. He reviewed revenue performance against projections, analyzed expenditure trends and variances, and confirmed that no budget amendments are currently necessary. He also addressed questions from the Board.

PUBLIC COMMENT: Public comments were provided by Francisco de la Cruz and Michael Castro.

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

5. **REPORTS**

5a General Manager's Report
(Michael Minkler)

Mr. Minkler had nothing to report.

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

Director Underhill had nothing to report.

Director Thomas stated that there was a significant amount of payments on the Claim Summary that were specific to CIP Projects.

Director Davidson reported on the recent Upper Mokelumne River Watershed Authority (UMRWA) meeting that focused on forest management grants.

7. **NEXT BOARD MEETINGS**

- Wednesday, February 12, 2025, 1:00 p.m., Regular Board Meeting

- Wednesday, February 26, 2025, 1:00 p.m., Regular Board Meeting

Director Ratterman arrived at 3:30 p.m.

8. CLOSED SESSION

The meeting adjourned into the Closed Session at approximately 3:33 p.m. Those present were Board Members: Bertha Underhill, Scott Ratterman, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; Stacey Lollar, Human Resources Manager (for item 8b) Kelly Gerkenmeyer, External Affairs Manager (for item 8a) ; and Kevin Williams, Senior Civil Engineer (for item 8a); 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 - three potential cases
- 8b 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

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:01 p.m. There was no reportable action.

10. RECESS

There was no Board recess after Closed Session.

- 11. 2024 YEAR IN REVIEW PRESENTATION**
(Kelly Gerkenmeyer, External Affairs Manager)

DISCUSSION: Kelly Gerkenmeyer presented an overview of the district's work throughout 2024.

12. ADJOURNMENT

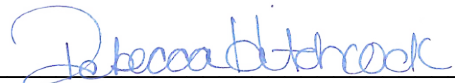
With no further business, the meeting adjourned at approximately 6:12 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board