



**CALAVERAS COUNTY WATER DISTRICT
FINANCE COMMITTEE MEETING**

**MINUTES
September 17, 2024**

The following Committee Members were present:

Cindy Secada	Director
Bertha Underhill	Director

Staff Present:

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
Kelly Gerkenmeyer	External Affairs Manager
Juan Maya*	Associate Civil Engineer
Mark Rincon-Ibarra*	District Engineer
Quentin Smith*	Information Systems Tech
Bana Rousan-Gerdese*	Water Resources Specialist
Dylan Smith	Information Systems Administrator
Corinne Skrbrina*	Customer Service
Stacey Lollar*	Human Resources Manager
Robin Patolo*	Customer Service Representative I
Scott Ratterman*	Director

Public Present:

Patrick Roy*
Francisco De La Cruz*
Henry*

*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:** No public comment was heard.
- APPROVAL OF MINUTES:** Director Secada moved to approve the Minutes for the meeting of May 23, 2024, and August 20, 2024.

3. NEW BUSINESS

- 3a Report on the Monthly Financial Reports for August 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: No public comment was heard.

- 3b Discussion Regarding Tyler Conversion and Chart of Accounts
(Jeffrey Meyer, Director of Administrative Services and Kelly Richards, Business Services Manager)

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

PUBLIC COMMENT: Public comment was given by Patrick Roy and Francisco De La Cruz.

- 3c IT Update Presentation
(Dylan Smith, Information Systems Administrator)

DISCUSSION: Mr. Smith gave an IT update presentation.

PUBLIC COMMENT: Public Comment was given by Patrick Roy.

4. DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:

Nothing to Report

5. GENERAL MANAGER COMMENTS

N/A

6. DIRECTOR COMMENTS AND FUTURE AGENDA ITEMS

Director Underhill thanked everyone for their work with Tyler.
Director Secada requested a grant update.

7. NEXT COMMITTEE MEETING

Tuesday October 15, 2024, at 1:00 p.m.

8. ADJOURNMENT

With no further business, the meeting was adjourned at 2:33 p.m.

Respectfully Submitted,

Michael Bear

Michael Bear
Accountant II