



**CALAVERAS COUNTY WATER DISTRICT  
FINANCE COMMITTEE MEETING**

**MINUTES  
August 20, 2024**

The following Committee Members were present:

|                  |           |
|------------------|-----------|
| Russ Thomas      | President |
| 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                        |
| Pat Burkhardt*       | Construction and Maintenance Manager |
| Haley Airola*        | Engineering Coordinator              |
| Damon Wyckoff        | Director of Operations               |
| Juan Maya*           | Associate Civil Engineer             |
| Tiffany Burk*        | Administrative Technician Senior     |
| John Coleman         | Water Resources Manager              |
| Mark Rincon-Ibarra*  | District Engineer                    |
| Quentin Smith*       | Information Systems Tech             |
| Bana Rousan-Gerdese* | Water Resources Specialist           |

Public Present:

Patrick Roy\*  
Francisco De La Cruz\*  
Michael 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 President Thomas.

- PUBLIC COMMENT:** Public Comment was given by Francisco De La Cruz.
- APPROVAL OF MINUTES:** President Thomas postponed the approval of the Minutes for the meeting of May 23, 2024, since he was not in attendance at that meeting.

**3. NEW BUSINESS**

- 3a Report on the Monthly Financial Reports for June 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 Report on the FY 2023-24 Fourth Quarter Investment Activities  
(Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Mr. Meyer presented the Fourth Quarter Investment Activities and responded to questions from the committee.

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

- 3c Discussion/Direction Regarding Placing the Sewer Bill on County Tax Rolls  
(Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Mr. Meyer discussed placing the Sewer Bills on the County Tax Rolls.

**PUBLIC COMMENT:** Public Comment was given by Michael Rogers, and Patrick Roy.

- 3d Discussion/Direction Regarding the District's Retiree Health Trust Fund and Investment Strategies  
(Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Mr. Meyer discussed placing the Sewer Bills on the County Tax Rolls.

**PUBLIC COMMENT:** Public Comment was given by Michael Rogers, and Patrick Roy.

- 3e Tyler Implementation Update  
(Kelly Richards, Business Services Manager)

**DISCUSSION:** Kelly Richards presented the Tyler Implementation Update

**PUBLIC COMMENT:** Public Comment was given by Michael Rogers, and Francisco De La Cruz.

**4. DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS:**

Mr. Meyer commented that the Audit is ongoing.

**5. GENERAL MANAGER COMMENTS**

N/A

**6. DIRECTOR COMMENTS AND FUTURE AGENDA ITEMS**

**7. NEXT COMMITTEE MEETING**

Tuesday September 17, 2024, at 1:00 p.m.

**8. ADJOURNMENT**

With no further business, the meeting was adjourned at 4:10 p.m.

Respectfully Submitted,

*Michael Bear*

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Michael Bear  
Accountant II