



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

DECEMBER 11, 2024

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

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Pat Burkhardt, Construction and Maintenance Manager
Jeffrey Meyer, Director of Administrative Services
Kelly Gerkenmeyer, External Affairs Manager
Cameron Edens, Mechanic
Roy Greer, Mechanic
Joe Darby, Distribution
Billy Heinle, Distribution
Matt Jarnigan, Distribution
Jesse Hampton, Plant Operations Manager*
Kate Jesus, Human Resources Technician*
Haley Airola, Engineering Coordinator*
Dylan Smith, IS Administrator*
Quentine Smooth, IS Technician*
Robin Patolo, Customer Service*
Bana Rouson-Gedese, Water Resources Specialist*
Tiffany Burke, Operations Administrative Technician*
Kelly Soulier-Doyle, Accounting Technician*
Michael Bear, Accountant*
Kylie Muetterties, Accountant*
Mike DuBurg, Distribution*

Others Present Kara Hooks, Chandler Asset Management

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance.

Director Ratterman notified the Board that, in accordance with AB 2449, he is attending the meeting remotely due to the "Just Cause for illness" provision, which prevents him from attending in person.

Approved January 8, 2025

2. PUBLIC COMMENT

There was no public comment.

3. OLD BUSINESS

- 3a Discussion/Action regarding a Resolution of Appreciation Acknowledging Director Jeff Davidson's 25 Years of Service on the CCWD Board of Directors
(Russ Thomas, Board President) **RES 2024-60**

DISCUSSION: President Thomas presented the resolution honoring Director Jeff Davidson for his 26 years of service to the district. All the Directors spoke fondly about Director Davidson's time on the Board.

PUBLIC COMMENT: There was no public comment.

MOTION: Director Ratterman/Secada Moved to approve Resolution No. 2024-60, Honoring Jeff Davidson for 25 years of service on the with CCWD Board.

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

4. BOARD RECONSTITUTION AND ELECTION OF OFFICERS

- 4a Discussion/Action regarding Seating of Board Members and Election of Officers
(Michael Minkler, General Manager)

The newly re-elected Board Directors stood as Ms. Hitchcock, Clerk to the Board, administered the Oath of Office to Directors Davidson and Director Ratterman.

After the Board of Directors were seated, Mr. Minkler called for nominations for Board President for the 2025 year. Director Thomas nominated Director Underhill as President and Director Secada seconded the nomination. Director Underhill declined the nomination for Board President.

Director Secada nominated Director Davidson as President and Director Thomas seconded the nomination. There were no other nominations. Directors Ratterman and Secada closed the nominations.

MOTION: Directors Seada/Thomas-Nominate Director Davidson as Board President for the 2025 Year

PUBLIC COMMENT: There was no public comment.

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

President Davidson called for nominations for Board Vice President. Director Ratterman nominated Director Secada as Board Vice President and Director Thomas seconded the motion. There were no other nominations. Directors Ratterman and Thomas closed the nominations.

MOTION: Directors Ratterman/Thomas-Nominate Director Secada as Board Vice President for the 2025 Year

PUBLIC COMMENT: There was no public comment.

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

President Davidson stated that he would postpone making any committee assignments and requested the Board Members to email or phone in their committee preference to the Board Clerk who will forward the information to the Board President. Committee selections to joint powers authorities will be voted on at the January 8, 2025 meeting.

5. CONSENT AGENDA

MOTION: Directors Underhill/Secada-Approved Consent Agenda Items: 45a, 5b, 5c, and 5d as presented

- 5a Approval of the Minutes for the Board Meeting of November 13, 2024
(Rebecca Hitchcock, Clerk to the Board)
- 5b Review Board of Directors Monthly Time Sheets for November 2024
(Rebecca Hitchcock, Clerk to the Board)
- 5c Ratify Claim Summary #633 Secretarial Fund in the Amount of \$2,328,604.40
for November 2024
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-61**
- 5d Report on the Monthly Investment Transactions for October 2024
(Jeffrey Meyer, Director of Administrative Services)

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

6. NEW BUSINESS

- 6a Presentation of ACWA/JPIA's Special Recognition Award for Low Loss Ratios in Property, Liability, and Worker's Compensation insurance program categories
(Scott Ratterman, CCWD Director and member of the ACWA/JPIA Executive Committee)

DISCUSSION: Director Ratterman announced that CCWD received Special Recognition Awards from the District's insurance carrier, Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) for having 20% lower loss ratio in property, liability and workers

compensation programs. He also gave appreciation to staff for their efforts for a safe working environment that resulted in receiving these awards.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

- 6b Presentation of ACWA/JPIA's H.R. Labounty Safety Award to CCWD's Cameron Edens, Roy Greer, Joe Darby, Billy Heinle, and Matt Jarnigan (Pat Burkhardt, Construction and Maintenance Manager)

DISCUSSION: Pat Burkhardt presented Cameron Edens, Roy Greer, Joe Darby, Billy Heinle, and Matt Jernigan with the ACWA JPIA H.R. LaBounty Safety Award and \$100.00 award check. He explained that this team won the award for a safety solution of custom-built lockable Hydrant Caps to prevent theft or unauthorized usage.

PUBLIC COMMENT: There was no public comment.

- 6c Discussion/Action Supporting the Grant Application to Implement a Regional Water and Wastewater Apprenticeship Program with California Jobs First – Sierra Region Catalyst Fund (Kelly Gerkenmeyer, External Affairs Manager)

DISCUSSION: Kelly Gerkenmeyer gave an update to the Board regarding the progress of the apprenticeship program grant for the district and other agencies. He responded to questions from the Committee.

PUBLIC COMMENT: There was no public comment.

- 6d Presentation of District Investments and Strategies by Chandler Asset Management (Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Kara Hooks from Chandler Asset Management gave an economic update and a thorough review of the District's investment portfolio. She responded to questions from the Board.

PUBLIC COMMENT: There was no public comment.

7. **REPORTS**

- 7a November 2024 Operations Department Report (Pat Burkhardt, Construction and Maintenance Manager)

DISCUSSION: Pat Burkhardt presented the November 2024 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

- 7b Customer Service Report (Kelly Richards, Business Services Manager)

DISCUSSION: Kelly Richards presented an update on the Customer Service Department. She reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

7c General Manager's Report
(Michael Minkler)

Mr. Minkler reported on the following activities: 1) the Washington D.C. trip and the meetings attended; 2) the increased authorization of the Water Resources Development Act; 3) spoke highly of how effective the advocacy of Mia O'Connell has been; 4) the Bio-Mass project in West Point has finally received final approval from USDA; 5) the Nation Hydropower Regional meeting in Redding; 6) a Calaveras Watershed planning meeting; 7) Damon Wyckoff has been appointed as the Vice Chair of the ACWA Energy Committee; 8) acknowledged staff for the phenomenal job on the Tyler implementation; 9) the Finance Committee meeting next week; 10) budget preparation has begun for the 2025/26 Budget; 11) a Groundwater Sustainability Plan update at a Board meeting in January; and 12) the CCWD Holiday party.

8. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Thomas provided a report on the Washington D.C. trip and highlighted the exceptional work of Mia O'Connell from O'Connell & Demsey.

Director Underhill had nothing to report.

Director Secada reported on the progress of the West Point Park project.

Director Ratterman reported on the Washington, D.C. trip, the MCWRA Water Forum, and the CCWD Holiday party.

Director Davidson thanked everyone for the 25 Year Anniversary celebration.

9. NEXT BOARD MEETINGS

- Cancelled-Wednesday, December 25, 2024
- Wednesday, January 8, 2025, 1:00 p.m., Regular Board Meeting

10. CLOSED SESSION

The meeting adjourned into the Closed Session at approximately 3:27 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; Kelly Gerkenmeyer, External Affairs Manager; and Pat Burkhardt, Construction and Maintenance Manager; and General Counsel Matt Weber.

- 10a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 - three potential cases

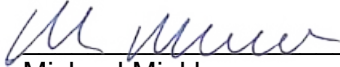
11. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:17 p.m. There was no reportable action.

12. **ADJOURNMENT**

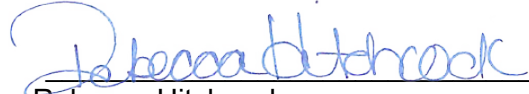
With no further business, the meeting adjourned at approximately 4:17 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board