



**CALAVERAS COUNTY WATER DISTRICT
FINANCE COMMITTEE MEETING**

**MINUTES
April 16, 2024**

The following Committee Members were present:

Cindy Secada	Director
Bertha Underhill	Director

Staff Present:

Michael Minkler	General Manager
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
Stacey Lollar*	Human Resources Manager
Kate Jesus*	Human Resources Technician
Jared Gravette*	Construction Inspector Supervisor
Pat Burkhardt*	Construction and Maintenance Manager
Haley Airola*	Engineering Coordinator
Sam Singh*	Senior Engineering Technician
Tiffany Burke*	Senior Administrative Technician
John Coleman	Water Resources Manager

Public Present:

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

Meeting called to order at 1:01 p.m., the Pledge of Allegiance was led by Director Secada.

1. **PUBLIC COMMENT:** No public comment was heard.
2. **APPROVAL OF MINUTES:** Director Secada moved to approve the Minutes for the meeting of March 19, 2024, and Director Underhill seconded.
3. **NEW BUSINESS**
 - 3a Report on the Monthly Financial Reports for March 2024
(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 Second Quarter Investment Activities
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer presented the Report on the FY 2023-24 Second Quarter Investment Activities and responded to questions from the committee.

PUBLIC COMMENT: No public comment was heard.

- 3c Report on the FY 2023-24 Third Quarter Investment Activities
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer presented the Report on the FY 2023-24 Third Quarter Investment Activities and responded to questions from the committee.

PUBLIC COMMENT: No public comment was heard.

- 3d Discussion/Direction Regarding Extending the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer presented Extending the Agreement with Richardson & Company for Auditing Services for the Fiscal Year Ending June 30, 2024, and responded to questions from the committee. Mr. Meyer requested extending the agreement with Richardson & Company to be taken to the full Board of Directors for approval.

PUBLIC COMMENT: No public comment was heard.

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

DISCUSSION: Ms. Richards presented the status of the Tyler Implementation Update

PUBLIC COMMENT: No public comment was heard.

- 3f. Discussion/Direction on the District's Customer Assistance Program (CAP) Enrollment and Policy
(Kelly Richards, Business Services Manager)

DISCUSSION: Ms. Richards presented the status of the Customer Assistance Program Enrollment and Policy. Revisions to the Customer Assistance Program Policy will be taken to the full Board of Directors for approval.

PUBLIC COMMENT: No public comment was heard.

- 3g* Past Due Delinquency Process Update
(Kelly Richards, Business Services Manager)

DISCUSSION: Ms. Richards presented the status of the Past Due Delinquency Process Update and answered questions from the Board.

PUBLIC COMMENT: No public comment was heard.

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

Approved moving Finance Committee from 5/21/24 to 5/14/24 to include budget review. Director Secada requested a report to show how the rate increase is affecting the budget.

5. **GENERAL MANAGER COMMENTS**

Mr. Minkler had nothing to report.

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

Director Secada had nothing to report.

Director Underhill had nothing to report.

7. **NEXT COMMITTEE MEETING**

Tuesday May 14, 2024, at 1:00 p.m.

8. **ADJOURNMENT**

With no further business, the meeting adjourned at 3:10 p.m.

Respectfully Submitted,

Kylie Muetterties Michael Bear
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Accountant I Accountant II