



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

FEBRUARY 14, 2024

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

Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Pat Burkhardt, Maintenance and Construction Manager
Stacey Lollar, Human Resources Manager*
Kate Jesus, Human Resources Technician*
Dylan Smith, Information Systems Administrator*
Mark Rincon Ibarra, District Engineer
Haley Airola, Engineering Coordinator*
Jared Gravette, Senior Supervisor Construction Inspector*
Pat Burkhardt, Construction and Maintenance Manager*
Kelly Richards, Customer Service Supervisor*
Kelly Gerkenmeyer, External Affairs Manager
Robin Patolo, Customer Service*
Kevin Williams, Senior Civil Engineer*
Corinne Skrbina, Customer Service*
Tiffany Burke, Administrative Technician*

Others Present: Francisco de la Cruz*
Tori James*
Juliana Prospero*

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. All Board Members were present.

2. PUBLIC COMMENT Members of the public were able to provide oral comments in-person or virtually using Teams during the meeting.

No public comment was heard.

3. CONSENT AGENDA

- 3a Approval of Minutes for the Board Meeting of January 10, 2024
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for January 2024
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #623 Secretarial Fund in the Amount of \$2,034,613.41
for January 2024
(Jeffrey Meyer, Director of Administrative Services) **RES 2024-10**
- 3d Approval of Credit Adjustment for APN 055-013-007
(Kelly Richards, Business Services Manager) **RES 2024-11**

MOTION: Director Davidson moved to approve the Consent Agenda as presented. Director Ratterman seconded the motion, and it was approved (5-0).

PUBLIC COMMENT No public comment was heard.

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

4. NEW BUSINESS

- 4a [Discussion/Action Regarding the Approval of the Calaveras County Water District Local Hazard Mitigation Plan Update](#)
(Kelly Gerkenmeyer, External Affairs Manager) **RES 2024-11**

DISCUSSION: Kelly Gerkenmeyer, External Affairs Manager, presented the Local Hazard Mitigation Plan Update and responded to questions.

PUBLIC COMMENT: Public comment was given by Francisco de la Cruz.

MOTION: Director Ratterman moved to adopt Resolution No. 2024-11 Approving the Calaveras County Water District Local Hazard Mitigation Plan Update, Director Secada seconded the motion, and it was approved (5-0).

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

5. REPORTS

- 5a [Report on the January 2024 Operations Department](#)
(Damon Wyckoff, Director of Operations)

DISCUSSION: Damon Wyckoff, Director of Operations, presented the January 2024 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: Public comment was given by Francisco de la Cruz.

5b [General Manager's Report](#)
(Michael Minkler)

DISCUSSION: Michael Minkler reported on the following items: 1) the Legal Affairs Committee Meeting; 2) the Lenny Lind A-B Bids; 3) budget development; 4) the upcoming CAMRA meeting; 5) the Finance Committee Meeting; 6) the Audit and Mid-Year Budget; and 7) the fire at the West Point Water Treatment Plant.

6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported that Bear was closed due to wind.

Director Ratterman reported that Senator Alvarado-Gil is receiving Legislator of the Year, the ACWA D.C. Legislative Conference, and the JPIA Conference in Nashville, TN.

Director Davidson had nothing to report.

Director Secada reported on the Calaveras County District 2 town hall for the Supervisor candidates.

Director Thomas created a Real Estate Review Ad Hoc Committee and appointed himself and Director Ratterman to serve on the committee.

7. NEXT BOARD MEETINGS

- Wednesday, February 28, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, March 13, 2024, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:11 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager, Mark Rincon-Ibarra, District Engineer (for item 8b), Keving Williams, Senior Civil Engineer (for item 8b); and Matt Weber, General Counsel.

- 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 Conference with Real Property Negotiators Government Code § 54956.8
Property: APN 098-034-010, 477 Bret Harte Dr. Copperopolis, CA 95228
District negotiators: Michael Minkler
Negotiating parties: L. Bolden
Under negotiations: price and other terms
- 8c Public Employee Performance Evaluation-Government Code §54957
General Manager

9. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:38 p.m. There was no reportable action.

10. NEW BUSINESS

10a [Discussion/Action on amendment to General Manager's Employment Contract](#)

DISCUSSION: Matt Weber, General Counsel, presented the proposed amendments to Michael Minkler's employment contract and responded to questions.

PUBLIC COMMENT: Public comment was given by Francisco de la Cruz.

MOTION: Director Underhill moved to approve the employment contract for Michael Minkler. Director Ratterman seconded the motion, and it was approved (5-0).

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

10. ADJOURNMENT

With no further business, the meeting adjourned at approximately 4:45 p.m.

By:



Michael Minkler
General Manager

ATTEST:



Rebecca Hitchcock
Clerk to the Board