

CALAVERAS PUBLIC UTILITY DISTRICT
506 W. Saint Charles Street, San Andreas, CA 95249

Regular Meeting

7:00pm

TUESDAY, September 10, 2019

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-9442. Notification in advance of the meeting will enable CPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CPUD for review by the public.

- 1. Roll Call and Pledge of Allegiance**
- 2. Public Comment (Limit: 3 min/person)**
At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work with staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to 3 minutes per person.
- 3. Approval of Consent Calendar**
 - a. Minutes for Regular Meeting of August 20, 2019
 - b. Directors Report for August 2019
 - c. Monthly Maintenance Report for August 2019
- 4. Financial Business**
 - a. Approval of Claim Summary #731
- 5. Resolution 2019-10: Budget for Fiscal Year 2019/20**
- 6. Accept: Specialized Utility Services Program (SUSP) Median Household Income (MHI) Survey**
- 7. Association of California Water (ACWA) Region 3 Board Ballot**
- 8. Mountain Counties Water Resources Association (MCWRA) Water Symposium (11/8/19) and Reception at the Murphys Historic Hotel (11/14/19)**
- 9. Calaveras Public Power Agency (CPPA) Energy Efficient Audit and Grant Application for Warehouse Improvements**
- 10. Monthly Water Report**
 - a. Monthly Report
 - b. Water Treatment Portable Meter Data Report
- 11. Managers Comments**
 - a. Monthly Report
- 12. Directors Comments (Save the Date: Board Training – Tuesday, November 12, 2019)**
 - a. LAFCO – Meeting Report 9/16/19 – Director Lavaroni
 - b. CAMRA – Meeting Report 8/21/19
 - c. UMRWA – Meeting Reminder 10/4/19 – Director Blood
- 13. Closed Session**
 - a. Notice of Board Vacancy
- 14. Adjournment (Next Regular Meeting October 8, 2019)**

Approval of Consent Calendar

- a. Minutes for Regular Meeting of August 20, 2019
- b. Directors Report for August 2019
- c. Monthly Maintenance Report for August 2019

Recommended Action: Approval of Consent Calendar

Motion 1st _____, **2nd** _____, **Carried:** _____

Directors Report

Calaveras P.U.D.

Water Sold This Month

37,555,122 Gallons

	Amount (\$)	# Of Accounts
Total Water	195,111.74	1,907
Total Late Charge	1,590.00	53
Total Adjustments	7.08	9
Total New Acct Fee	420.00	12
Total Service Call Out	70.00	2
Total Current Charges	197,198.82	1,908
Amount Past Due 1-30 Days	9,568.04	152
Amount Past Due 31-60 Days	495.91	8
Amount Past Due Over 60 Days	5,239.60	6
Amount Of Overpayments/Prepayments	-29,988.48	368
Total Receivables	182,513.89	1,826
Total Receipts On Account	161,389.09	1,726
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	
Turned Off Accounts (Amount Owed)	5,173.72	151
Collection Accounts (Amount Owed)	5,173.72	151
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	19,621	1,914
Average Water Charge For Active Meters	102.31	1,907

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		102	15,934,511	42.43	27.05
40,001-50,000		52	2,289,513	6.10	4.17
30,001-40,000		101	3,459,548	9.21	6.13
20,001-30,000		200	4,888,353	13.02	10.96
10,001-20,000		455	6,541,859	17.42	19.73
8,001-10,000		141	1,262,421	3.36	5.22
6,001-8,000		184	1,289,410	3.43	6.05
4,001-6,000		203	994,250	2.65	6.24
2,001-4,000		237	719,885	1.92	7.27
1-2,000		193	175,377	0.47	5.89
Zero Usage		46	0	0.00	1.30

Total Meters		1,914	37,555,127	100.00	100.00

Monthly Maintenance Report

August 2019

LOCATION	DESCRIPTION OF WORK	Follow-up Req. or Complete
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP in compliance	Complete
	Treated Water 53,797,842 gallons	
	Monthly Emergency Generator check	Complete
	Vegetation clearing and fire clearance(Cal Fire)	Ongoing
	Painting Interior	In Progress
	SCADA project submittal reviews	
	Calibrate Turbidimeters	Complete
	Filter #4 Turbidimeter maintenance	Complete
	Verbatim battery replacement	Complete
Warehouse Shop	New cords installed on shop equipment	Complete
	Verbatim battery replacement	Complete
South Fork Pump Station	Weekly routine operation checks	Complete
	Pumping water to Jeff Davis Reservoir	Ongoing
	New pump in service	Complete
Schaads Reservoir	Weekly checks - routine operations	Complete
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
	10" sensor line repair	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	Valve exercise and flushing	In Progress
	San Andreas tank PSPS preparations	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	10525 Hwy 26 (3) 1 1/2" pipeline leak repairs	Complete
	8527 W. Center St. 2" pipeline leak repair	Complete
	10276 E. Hwy 26 2" service line repair	Complete
Glencoe Distribution	Routine operations	Complete
	PG & E wiring issue	Complete
	Emergency generator training for PSPS	Complete
Paloma Distribution	Routine operations, sampling	Complete
	6" Valve leak repair, replaced 6" and 2" valves	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
Safety	Climb Onto Ladder Safety, Working at Altitude: Don't Fall Into Danger,	Complete
	The Safe Use of Compressed Air, Temperature Extremes:	
	Hypothermia and Heat Exhaustion	

Monthly Maintenance Report

August 2019

Training	Wilbur Ellis Seminar (J. Cunningham)	Complete
Spray Program	Summer spray Program	In-Progress
Vehicle Maintenance	2005 Dump Truck ABS system repair	Complete
	2007 Toyota Tacoma service/brakes	Complete
	2005 Backhoe hydraulic hose replacement and tire repair	Complete
Other Maintenance	41 USA tags completed	Complete
	71 Customer service/work orders	Ongoing
	Monthly meter reading	Complete
Information	Develop tank inspection-JHA	In Progress
	District SOP review	Ongoing
	District facilities lock replacement/ rekey	Complete
	PG&E Public Safety Power Shutoff (PSPS) preparations, SOP review, generator operation and maintenance training, and fuel procedures	Complete
	3 full days of FEMA storm damage inspections	Complete
	Lockout/Tagout procedures under review	Complete
	Fill station operations inspections	Complete

Financial Business

a. Approval of Claim Summary #731

Discussion:

The Claim Summary #731 submitted of \$125,065.96 reflects payments with descriptions showing on the Bill Payments for All Vendors report.

Action: Approval of Claim Summary #731: \$125,065.96

Motion 1st _____, 2nd _____, Carried: _____

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 731

DATE: August 2019

The claims listed on the schedules attached to this summary have been examined and found to be correct and proper demands against the Calaveras Public Utility District.

Claims Submitted	\$60,324.70
Payroll Submitted	\$43,740.88
P/R Tax Deposits	\$21,000.38
Sub-total	\$125,065.96

Net Additions	
Net Deductions	
Claim Summary Approved for	\$125,065.96



Admin Acct Assistant, Calaveras Public Utility District

1:10 PM
09/03/19
Accrual Basis

Calaveras Public Utility District
Summary Balance Sheet
As of August 31, 2019

	<u>Aug 31, 19</u>
ASSETS	
Current Assets	
Checking/Savings	64,265.04
Other Current Assets	4,242,088.43
Total Current Assets	4,306,353.47
Fixed Assets	8,404,330.63
Other Assets	699,501.05
TOTAL ASSETS	<u>13410185.15</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	195,598.56
Other Current Liabiliti...	1,225,178.17
Total Current Liabilities	1,420,776.73
Long Term Liabilities	108,484.17
Total Liabilities	1,529,260.90
Equity	11880924.25
TOTAL LIABILITIES & EQU...	<u>13410185.15</u>

Calaveras Public Utility District
Bill Payments for All Vendors
June 2019

Name	Num	Date	Amount	GL #	Amount
ACWA-Health	21811	08/31/2019	1,296.58	5643	Dental & Vision (October)
Allen's Mobile Locksmithing	21812	08/31/2019	1,285.73	5421	Re-keying of District facilities
American Fidelity Assurance	21803	08/29/2019	256.90	5646	125 Cafeteria Plan
AT & T	21813	08/31/2019	577.79	5432	Utilities
AT & T	21814	08/31/2019	79.91	5432/5621	Utilities
Blood, Richard	21815	08/31/2019	34.00	5680/5681	Director compensation
Brawner Automotive Repair	21816	08/31/2019	545.79	5424	Vehicle maintenance (Truck #002)
Cal PERS	EFT	08/14/2019	12,637.38	5643/5647	Health insurance (August)
Carbon Copy Inc.	21817	08/31/2019	154.80	5623	Printer/copier contact
Cole Tiscornia Construction	21818	08/31/2019	3,230.00	5422/5322	Hwy 26 leak repair/TP epoxy floors
Comcast	21804	08/29/2019	303.38	5621	Office utilities
Computer Firemen	21819	08/31/2019	400.00	5623	IT services
De Lage Landen Financial Services Inc.	21798	08/16/2019	87.85	5623	Printer/copier contact
De Lage Landen Financial Services Inc.	21820	08/31/2019	34.62	5623	Printer/copier contact (Annual property tax)
Dell'Orto, J.W.	21821	08/31/2019	34.00	5680/5681	Director compensation
Fischer, Merle	21805	08/29/2019	466.07	5647	Post retirement health reimbursement (September)
Hobgood's Cleaning Service	21822	08/31/2019	160.00	5623	Janitorial services (August)
Hunt & Sons Inc.	21806	08/29/2019	1,987.34	5424	Fuel
Lavaroni, John	21823	08/31/2019	25.00	5680	Director compensation
Lehigh Hanson	21824	08/31/2019	284.97	5421	Materials & supplies
Lynn, Melinda	21799	08/16/2019	250.00	5201	Schaads road repair from 2019 storm damage
Mandell Municipal Counseling	21825	08/31/2019	3,354.66	5682	Legal counsel for rate study (August)
Mead and Hunt, Inc.	21800	08/16/2019	664.75	5684/5430	Engineering services/Jeff Davis EAP
Noeurt, Cody	21807	08/29/2019	332.85	1371	Overpayment reimbursement
Overmier, Clifford	21826	08/31/2019	25.00	5680	Director compensation
Pacific Gas & Electric	21808	08/29/2019	155.33	5200/5432	Utilities
Pacific Gas & Electric	21827	08/31/2019	440.37	5201/5432	Utilities
Postmaster	21828	08/31/2019	700.00	5322	Postage
Public Employees Retirement System	EFT	08/14/2019	11,223.87	5645	Retirement
San Andreas Print Shop	21829	08/31/2019	19.30	5322	Postage
TD Ameritrade Trust Company	21801	08/16/2019	500.00	2317	457 Plan
TD Ameritrade Trust Company	21809	08/29/2019	500.00	2317	457 Plan
Treat's General Store	21830	08/31/2019	390.45	5322/5424/5421/5620/5231	Materials & supplies
VALIC	21802	08/16/2019	75.00	2317	457 Plan
VALIC	21810	08/29/2019	75.00	2317	457 Plan
Verizon Wireless	21831	08/31/2019	170.14	5432	Utilities
Volcano Telephone	21832	08/31/2019	522.99	5230/5322/5200/5201	Utilities
Weber, Ghio & Associates	21833	08/31/2019	16,382.88	5684/1117/1190/5430	Engineering (Rate Study, SCADA, Court St, Columbo building, storm damage, SRLF application)
Williams, Christopher	21834	08/31/2019	660.00	5682	Legal counsel
			<u>60,324.70</u>		

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 40 SECRETARY Bear, Carlissa C 12	Salary	23,1450	4.00	1,404.08	Social Security	Retirement	Direct Deposit # 20714
	Overtime			92.58	Medicare		Check Amt 0.00
	CPUD Ins			793.25	Fed Income Tax		Chkg 6990 1,533.11
	Vacation		M12.50		CA Income Tax		Savg 3547 200.00
	EMPLOYEE TOTAL		16.50	2,289.91	CA Disability		Net Pay 1,733.11
**** 50 WATER TREATMENT Estrada, Andrew 2	Salary	47,0850	18.50	2,720.41	Social Security	457 EE Pretax	Direct Deposit # 20715
	Overtime			871.07	Medicare		Check Amt 0.00
	CPUD Ins			433.90	Fed Income Tax		Chkg 4990 2,708.23
	EMPLOYEE TOTAL		18.50	4,025.38	CA Income Tax		
	CA Disability				1,292.15		Net Pay 2,708.23
**** 60 EXTRA CLERICAL Jesus, Kate E 5	Salary	29,8500	4.00	1,724.77	Social Security	457 EE Pretax	Direct Deposit # 20716
	Overtime			119.40	Medicare	Retirement	Check Amt 0.00
	CPUD Ins			50.81	Fed Income Tax		Chkg 0650 1,417.19
	EMPLOYEE TOTAL		4.00	1,894.98	CA Income Tax		
	CA Disability				18.95		Net Pay 1,417.19
**** 70 SUPERINTENDENT Beaudreau, Bret A 11	Salary			4,502.53	Social Security	457 EE Pretax	Direct Deposit # 20717
	CPUD Ins		M1.00	814.28	Medicare		Check Amt 0.00
	Sick				Fed Income Tax		Chkg 0608 3,396.55
	EMPLOYEE TOTAL		1.00	5,316.81	CA Income Tax		
	CA Disability				53.17		Net Pay 3,396.55
COMPANY TOTALS (0 Person(s) (0 Transaction(s))	Hourly		32.00	844.80	Social Security	457 EE Pretax	Check Amt 678.45
	Salary			24,163.18	Medicare	Health Ins Pst ta	Dir Dep 21,382.96
	Overtime		89.00	3,451.84	Fed Income Tax	Retirement	
	CPUD Ins			2,969.23	CA Income Tax		
	Sick		9.00		CA Disability		
	Vacation		56.00				
COMPANY TOTAL		185.00	31,429.05	8,310.98		Net Pay 22,061.41	

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS			
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS		
*** 10 MAINTENANCE Cunningham, John L 1	Salary	40:9500	22:00	2,365:76		Social Security Medicare	207:33 48:49	100:00	Direct Deposit # 20718 Check Amt Chkg 0017	0.00 2,607:15
	Overnight			900:90		Fed Income Tax	272:12			
	CPUD Ins			77:38		CA Income Tax	75:51			
	Sick		M3:00			CA Disability	33:44			
	EMPLOYEE TOTAL		25:00	3,344:04			636:89	100:00	Net Pay	2,607:15
Moe, James G 8	Salary	39:6300	10:00	2,381:60		Social Security Medicare	173:75 40:64		Direct Deposit # 20719 Check Amt Chkg 5056	0.00 2,188:69
	Overnight			396:30		Fed Income Tax	281:14			
	CPUD Ins			24:63		CA Income Tax	90:28			
	EMPLOYEE TOTAL		10:00	2,802:53		CA Disability	28:03		Net Pay	2,188:69
	Roberts, Mathew A 10	Salary			2,283:62		Social Security Medicare	141:59 33:11	50:00	Direct Deposit # 20720 Check Amt Chkg 3506
Sick			M3:00			Fed Income Tax	16:70	169:09		
Vacation			M4:00			CA Income Tax	39:27			
EMPLOYEE TOTAL			7:00	2,283:62		CA Disability	22:84		Net Pay	1,811:02
Rovera, Wyatt N 13		Salary			2,072:20		Social Security Medicare	181:53 42:45	219:09	Direct Deposit # 20721 Check Amt Chkg 9965
	Overnight	34:1250	12:00	409:50		Fed Income Tax	370:65	125:35		
	CPUD Ins			446:12		CA Income Tax	137:79			
	Vacation		M8:00			CA Disability	29:28			
	EMPLOYEE TOTAL		20:00	2,927:82			761:70	219:09	Net Pay	1,811:02
*** 20 MANAGER Leatherman, Donna M 7	Salary			4,708:21		Social Security Medicare	312:29 73:04	250:00	Direct Deposit # 20722 Check Amt Chkg 2134	0.00 1,000:00
	CPUD Ins			328:86		Fed Income Tax	876:17			
	Vacation		M48:00			CA Income Tax	364:66			
	EMPLOYEE TOTAL		48:00	5,037:07		CA Disability	50:37	250:00	Net Pay	3,110:54
	*** 30 METERS Duke, Kelly 9	Hourly	26:4000	64:00	1,689:60		Social Security Medicare	104:76 24:50		Readychex # 1939800105 Check Amt
EMPLOYEE TOTAL			64:00	1,689:60		Fed Income Tax	225:67			
EMPLOYEE TOTAL			64:00	1,689:60		CA Income Tax	97:62		Net Pay	1,220:15
EMPLOYEE TOTAL			64:00	1,689:60		CA Disability	16:90			
EMPLOYEE TOTAL			64:00	1,689:60			469:45		Net Pay	1,220:15

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS			
**** 40 SECRETARY Bear, Carissa C 12	Salary	23,1450	0:50	1,404:08	Social Security 136:95	Direct Deposit # 20723
	Overtime			11:57	Medicare 32:03	Check Amt 0.00
	CPUD Ins			793:25	Fed Income Tax 179:87	Chkg 6990 1,475.85
	Sick		M6:50		CA Income Tax 78:42	Savg 3547 200.00
	EMPLOYEE TOTAL		7:00	2,208:90	CA Disability 22:09	Net Pay 1,675.95
**** 50 WATER TREATMENT Estrada, Andrew 2	Salary			2,720:41	Social Security 195:56	Direct Deposit # 20724
	CPUD Ins			433:90	Medicare 45:74	Check Amt 0.00
	Sick		M9:50		Fed Income Tax 481:05	Chkg 4990 2,199.94
		EMPLOYEE TOTAL		9:50	3,154:31	CA Income Tax 175:48
**** 60 EXTRA CLERICAL Jesus, Kate E 5	Salary	29,8500	4:50	1,724:77	Social Security 118:42	Direct Deposit # 20725
	Overtime			134:33	Medicare 27:69	Check Amt 0.00
	CPUD Ins			50:81	Fed Income Tax 135:59	Chkg 0650 1,428.71
	Vacation		M0:50		CA Income Tax 26:77	
	EMPLOYEE TOTAL		5:00	1,909:91	CA Disability 19:10	Net Pay 1,428.71
**** 70 SUPERINTENDENT Beaudreau, Bret A 11	Salary			4,502:53	Social Security 329:65	Direct Deposit # 20726
	CPUD Ins			814:28	Medicare 77:09	Check Amt 0.00
					Fed Income Tax 971:31	Chkg 0608 3,396.55
		EMPLOYEE TOTAL		5,316:81	CA Income Tax 389:04	Net Pay 3,396.55
COMPANY TOTALS 10 Person(s) 10 Transaction(s)	Hourly		64.00	1,689:60	Social Security 1,901:83	Check Amt 1,220.15
	Salary			24,163:18	Medicare 444:78	Dir Dep 20,459.32
	Overtime		49.00	1,852:60	Fed Income Tax 3,810:27	
	CPUD Ins		22.00	2,969:23	CA Income Tax 1,474:84	
Sick		60.50		CA Disability 306:76		
Vacation		195.50	30,674:61		Retirement 312:57	Net Pay 21,679.47
	COMPANY TOTAL		195.50	7,938:48	Health Ins Pst ta	

Resolution 2019-10 Budget for Fiscal Year 2019/20

Discussion:

The preliminary 2019/20 Budget was presented to the Board for review and comments at the August 20th Board meeting. Clarification regarding several budget items were discussed and information requested was sent to the Board. There were no further changes and the Board will not reconsider the rate increase at this time. The Budget for Fiscal Year 2019/20 is presented for consideration and adoption.

Recommended Action: Approval of Resolution 2019-10: Budget for Fiscal Year 2019/20 as presented.

Motion 1st _____, 2nd _____, Carried: _____

Roll Call Vote

**RESOLUTION 2019-10
BUDGET FOR FISCAL YEAR 2019/20**

WHEREAS, the Calaveras Public Utility District Board of Directors has reviewed the Preliminary Budget for Fiscal Year 2019/20 presented at the regular Board meeting on August 20, 2019; and

WHEREAS, The District Manager has prepared a final budget for approval by the Board of Directors; and

NOW, THEREFORE, the Calaveras Public Utility District Board of Directors has reviewed the attached Final Budget for Fiscal Year 2019/20.

PASSED AND ADOPTED by the Calaveras Public Utility District at a Regular Meeting of the Board of Directors on September 10, 2019 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

President, Board of Directors

ATTEST:

Kate Jesus, Admin Acct Assistant

I hereby certify the foregoing resolution is a true and accuracy copy of the Resolution passed by the Board of Directors of the Calaveras Public Utility District.

Kate Jesus, Admin Acct Assistant

Date

**2019/20 Budget
RECAP**

REVENUE	2019/20
OPERATING INCOME	
WATER SALES	1,986,600
Water Sales-Temp Water Prog.	15,750
FEES	10,500
OTHER OPERATING INCOME	31,750
OPERATING INCOME SUB-TOTAL	2,044,600
NON-OPERATING INCOME	
HYDRO REVENUE	73,000
TAXES (M&O)	117,000
INTEREST	70,000
CELL TOWER LEASES	17,900
MHSD REVENUE	10,200
NON-OPERATING SUB-TOTAL	288,100
TOTAL OPERATING REVENUE	2,332,700
OTHER INCOME	
RESERVES - CAPITAL OUTLAY PROJ.	450,000
TOTAL OPERATING INCOME	2,782,700
EXPENSES	2019/20
ADMINISTRATION & GENERAL	1,033,000
MAINTENANCE & OPERATION	1,144,700
CAPITAL OUTLAY	500,000
TOTAL EXPENSES	2,677,700

Budget 2019/20
INCOME

	<u>2019/20</u>
Operating	
4110 · Water Sales-Residential	1,629,000
4112 · Water Sales-Commercial	347,600
4170 · Water Sales-Agriculture	10,000
Water Sales-Temp Water Prog.	15,750
4230 · Installation Fees	10,500
4970 · Other Income- T&D Proj. Income	5,250
4995 · Miscellaneous	15,000
4996 · Work Done for Others	11,500
Operating Sub-total	2,044,600
Non-Operating	
4200 · Pipeline Hydro Revenue	63,000
4210 · Schaads Hydro Revenue	10,000
4240 · Cellular Site Leases	17,900
4923 · Interest from LAIF	70,000
4932 · County Taxes	117,000
4975 · MHSD Revenue	10,200
Non-Operating Sub-total	288,100
Total Operating / Non-Operating Income	2,332,700
Other Income	
Reserves for Capital Outlay	450,000
TOTAL INCOME	2,782,700

Budget 2019/20

EXPENSES

	<u>2019/20</u>
Operation & Maintenance	
5230 · Utilitites Pumping Power	125,000
5231 · Pump Station Supplies	20,000
5320- Water System Super.	112,000
5321 · Water Treatment Wages	67,500
5322 · Water Treatment Supplies	85,000
5323 · Lab Fees	7,000
5411 · T & D Spec. Maintenance Labor	230,000
5412 · T & D - Overtime Labor	50,000
5421 · T & D Maint. Mat. & Supp.	85,000
5422 · T & D Contract Services	10,000
5424 · T & D Equip. Repair & Oper.	45,000
5425 · T & D Equipment Rental	15,000
5426 · T & D Fees & Permits	8,000
5427 · T & D Taxes	1,200
5428 · T & D Insurance	53,000
5429 · T & D Safety & Education	20,000
5430 · T & D Engineering	80,000
5431 · T & D State Dam Fees	70,000
5432 · T & D Misc. Maint. Utilities	25,000
5434 · T & D CDPH Fees	10,000
5510 · Meter Wages	26,000
O&M Sub-total	1,144,700
Administration & General	
	<u>2019/20</u>
5611 · Manager	120,000
5612 · Customer Service Rep	35,000
5614 · Admin Account Assistant	44,000
5615 · Extra Clerical-OT	3,500
5620 · Materials & Supplies	25,000
5621 · Office Utilities	9,000
5622 · Postage & Box Rent	10,000
5623 · Contract Services	40,000
5641 · SS FICA	60,000
5642 · Unemployment	2,500
5643 · Medical Insurance	230,000
5645 · Retirement-PERS (Admin)	200,000
5647 · OPEB - Retirement	100,000
5680 · Director's Fees	2,500
5681 · Director's Mileage	1,000
5682 · Audit & Legal	50,000
5683 · Dues, Subscriptions, Fees	40,000
5684 · Engineering-Admin.	60,000
5685 · Election Expense	500
Administrantion Sub-total	1,033,000
Total	2,177,700

2019/20 Budget
CAPITAL OUTLAY

	2019/20	Comments
Treatment Plant Improvements		
S. Fork Pump Station	70,000	Motor/Pump #1
Water Treatment Plant Improvements (SRF)	80,000	Clearwell / Recycle backwash / Combine filter effluent / Backwash meter / SCADA
	150,000	
Pipeline / Schaads Hydros		
Schaads	30,000	V1 rebuild / Penstock / Piezometer / Spillway / Vegetation
Pipeline Hydros (Ponderosa / Main Control Valve / Garamendi)	40,000	Cla-val / Panel replacement / Meter upgrade
	70,000	
Transmission & Distribution		
Vehicle Replacement	50,000	Equipment / Vehicle replace brown ford (2002/141,993 miles)
Tank Evaluation	30,000	Phase 1 (evaluate priority)
	80,000	
Line Replacement/System Improvements		
In House / Commercial Meter Replacements	30,000	
System Line Replacement (Evaluate/Prioritize) Outsourced Project (Over 700')	110,000	
	25,000	<i>Pool Station Road - Fire flow, pressure, line size, age (Industrial area)</i>
	25,000	<i>Center Street, MH - Fire flow, pressure, leaks, line size, condition</i>
	60,000	<i>Russell Road - Aging condition, leaks, fire flow (project to include hydrants/customer meters)</i>
Water Loss Program	30,000	
	170,000	
General & Administration		
Billing / Accounting Software Upgrade	30,000	Billing / Accounting Software Upgrade
	30,000	
TOTAL CAPITAL OUTLAY	500,000	

L. Attendance

You must routinely interact with other staff, members, vendors and the general public to effectively meet these objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that you will have periodic absences for illness, vacation or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow and service and directly impacts CPUD's ability to meet its service goals.

The professionalism that you bring to your position and CPUD is valued and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and District Manager.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. The District Manager will consider State and Federal laws, family and medical leave issues, CPUD's policy, your performance, your attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

CPUD intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with the District Manager who can discuss the impact of your attendance on the CPUD's goals and your individual performance. Please note that it is your responsibility, however, to understand the guidelines listed in the Employee Relations, Disciplinary Action section of this handbook.

If you fail to report to work for three consecutive workdays without notice or approval by the District Manager, CPUD may consider you to have voluntarily abandoned your job.

M. Compensation Plan

All employees shall be paid according to the Salary Structure adopted by the Board of Directors, with the following guidelines:

- Step A - Starting Pay;
- Step B - Eligible in 1 year from anniversary date;
- Step C - Eligible in 3 years from anniversary date;
- Step D - Eligible in 5 years from anniversary date;
- Step E - Eligible in 7 years from anniversary date.

Step Advancement within Range.

- Unless otherwise specified herein, each employee must receive a satisfactory performance evaluation and complete the above-required time of employment in order to be eligible to receive a step increase. Step increases may be given to employees in less time than above for exceptional work at the discretion of the District Manager.
- All step increases must be approved by the District Manager prior to becoming effective.

Employees on the last step of the Salary Structure may be eligible for a salary increase upon recommendation by the District Manager and approval of the Board of Directors.

Cost of living increases, when authorized by the Board of Directors, will adjust the Salary Structure by the amount of increase granted.

All newly hired employees shall be paid at Step A of the salary range for the position to which the employee is appointed except as provided below. If a qualified applicant cannot be recruited at Step A of the salary range, the District Manager may authorize an appointment at an advanced step of the salary range.

N. Performance Appraisals

The District Manager shall conduct annual formal performance reviews of each employee.

Introductory employees shall be evaluated formally by the District Manager on a quarterly basis and informally at least once a month.

Formal performance evaluations shall be in writing. Evaluations shall indicate effective performance and also identify areas that need improvement. Formal evaluations shall be recorded in the employee's file.

All performance evaluations shall be signed by the evaluator and discussed with the employee. The employee shall sign the evaluation to indicate that it has been discussed with him/her and that he/she has received a copy. The employee's signature does not imply concurrence with the evaluation.

Unscheduled performance evaluations may be made at the discretion of the District Manager. The District Manager shall be evaluated by the Board of Directors on an annual basis.

O. Access to Personnel Records

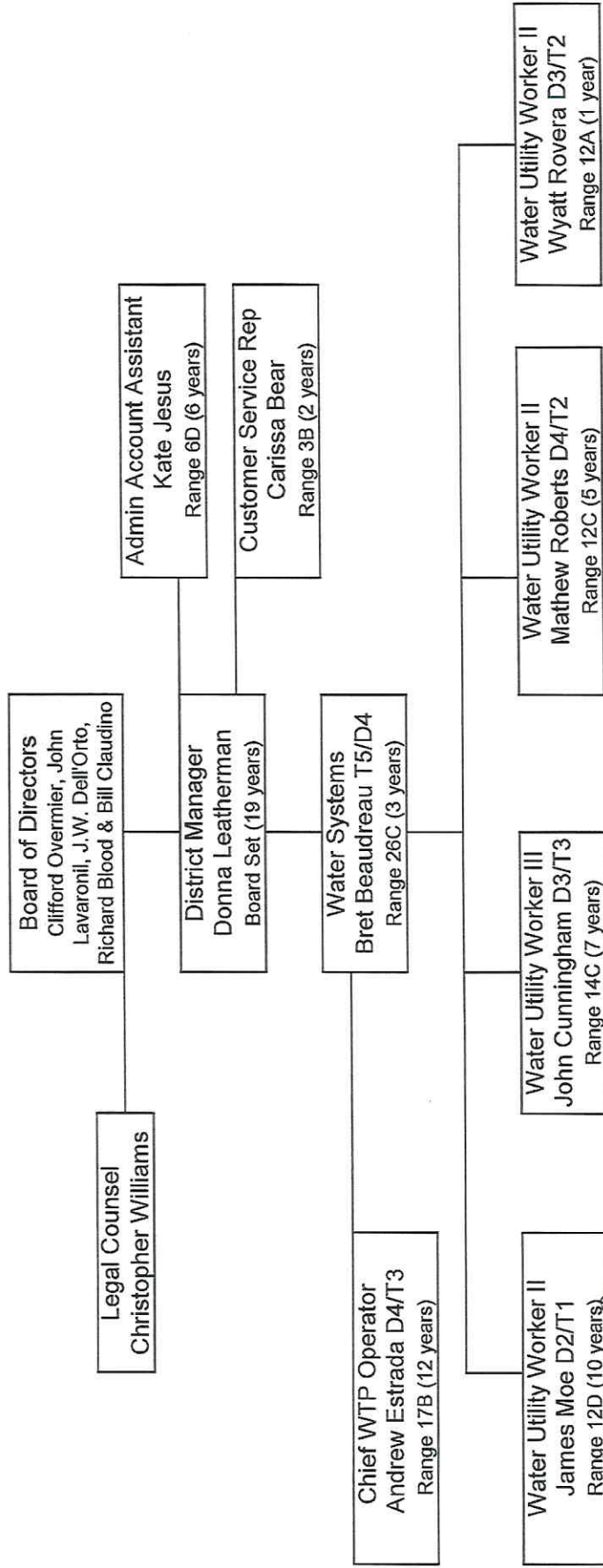
Employees may access their personnel file by giving the District Manager ample notice. Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

Persons Other Than the Employee

Other employees of CPUD may have access to personnel files only if they have a "need to know." This means access is limited to:

- Administrative Department staff as they need access in the course of their normal duties;
- Management considering an employee for promotion or transfer into their departments; and
- Others only as specifically authorized by the District Manager.

**CALAVERAS PUBLIC UTILITY DISTRICT
ORGANIZATIONAL CHART**



Manager: Donna Leatherman Date Jan 4, 2019

CALAVERAS PUBLIC UTILITY DISTRICT
SALARY STRUCTURE
Fiscal Year 2018/2019

	Step A		Step B		Step C		Step D		Step E	
1	\$2,420.38	\$13.96	\$2,541.49	\$14.66	\$2,667.94	\$15.39	\$2,801.51	\$16.16	\$2,942.21	\$16.97
3	\$2,541.49	\$14.66	\$2,667.94	\$15.39	\$2,801.51	\$16.16	\$2,942.21	\$16.97	\$3,090.04	\$17.83
4	\$2,667.94	\$15.39	\$2,801.51	\$16.16	\$2,942.21	\$16.97	\$3,090.04	\$17.83	\$3,244.98	\$18.72
5	\$2,801.51	\$16.16	\$2,942.21	\$16.97	\$3,090.04	\$17.83	\$3,244.98	\$18.72	\$3,407.05	\$19.66
6	\$2,942.21	\$16.97	\$3,090.04	\$17.83	\$3,244.98	\$18.72	\$3,407.05	\$19.66	\$3,578.03	\$20.64
7	\$3,090.04	\$17.83	\$3,244.98	\$18.72	\$3,407.05	\$19.66	\$3,578.03	\$20.64	\$3,756.13	\$21.67
8	\$3,244.98	\$18.72	\$3,407.05	\$19.66	\$3,578.03	\$20.64	\$3,756.13	\$21.67	\$3,943.13	\$22.75
9	\$3,407.05	\$19.66	\$3,578.03	\$20.64	\$3,756.13	\$21.67	\$3,943.13	\$22.75	\$4,144.39	\$23.91
10	\$3,578.03	\$20.64	\$3,756.13	\$21.67	\$3,943.13	\$22.75	\$4,144.39	\$23.91	\$4,350.98	\$25.10
11	\$3,756.13	\$21.67	\$3,943.13	\$22.75	\$4,144.39	\$23.91	\$4,350.98	\$25.10	\$4,568.27	\$26.36
12	\$3,943.13	\$22.75	\$4,144.39	\$23.91	\$4,350.98	\$25.10	\$4,568.27	\$26.36	\$4,796.23	\$27.67
13	\$4,144.39	\$23.91	\$4,350.98	\$25.10	\$4,568.27	\$26.36	\$4,796.23	\$27.67	\$5,036.67	\$29.06
14	\$4,350.98	\$25.10	\$4,568.27	\$26.36	\$4,796.23	\$27.67	\$5,036.67	\$29.06	\$5,287.79	\$30.51
15	\$4,568.27	\$26.36	\$4,796.23	\$27.67	\$5,036.67	\$29.06	\$5,287.79	\$30.51	\$5,551.38	\$32.03
16	\$4,796.23	\$27.67	\$5,036.67	\$29.06	\$5,287.79	\$30.51	\$5,551.38	\$32.03	\$5,829.21	\$33.63
17	\$5,036.67	\$29.06	\$5,287.79	\$30.51	\$5,551.38	\$32.03	\$5,829.21	\$33.63	\$6,121.30	\$35.32
18	\$5,287.79	\$30.51	\$5,551.38	\$32.03	\$5,829.21	\$33.63	\$6,121.30	\$35.32	\$6,427.63	\$37.08
19	\$5,551.38	\$32.03	\$5,829.21	\$33.63	\$6,121.30	\$35.32	\$6,427.63	\$37.08	\$6,748.21	\$38.93
20	\$5,829.21	\$33.63	\$6,121.30	\$35.32	\$6,427.63	\$37.08	\$6,748.21	\$38.93	\$7,084.82	\$40.87
21	\$6,121.30	\$35.32	\$6,427.63	\$37.08	\$6,748.21	\$38.93	\$7,084.82	\$40.87	\$7,699.26	\$44.42
22	\$6,427.63	\$37.08	\$6,748.21	\$38.93	\$7,084.82	\$40.87	\$7,699.26	\$44.42	\$8,083.96	\$46.64
23	\$6,748.21	\$38.93	\$7,084.82	\$40.87	\$7,699.26	\$44.42	\$8,083.96	\$46.64	\$8,488.25	\$48.97
24	\$7,084.82	\$40.87	\$7,699.26	\$44.42	\$8,083.96	\$46.64	\$8,488.25	\$48.97	\$8,912.12	\$51.42
25	\$7,699.26	\$44.42	\$8,083.96	\$46.64	\$8,488.25	\$48.97	\$8,912.12	\$51.42	\$9,357.37	\$53.98
26	\$8,083.96	\$46.64	\$8,488.25	\$48.97	\$8,912.12	\$51.42	\$9,357.37	\$53.98	\$9,825.78	\$56.69
27	\$8,488.25	\$48.97	\$8,912.12	\$51.42	\$9,357.37	\$53.98	\$9,825.78	\$56.69	\$10,317.33	\$59.52
28	\$8,912.12	\$51.42	\$9,357.37	\$53.98	\$9,825.78	\$56.69	\$10,317.33	\$59.52	\$10,833.82	\$62.50
29	\$9,357.37	\$53.98	\$9,825.78	\$56.69	\$10,317.33	\$59.52	\$10,833.82	\$62.50	\$11,375.25	\$65.63
30	\$9,825.78	\$56.69	\$10,317.33	\$59.52	\$10,833.82	\$62.50	\$11,375.25	\$65.63	\$11,943.39	\$68.90
31	\$10,317.33	\$59.52	\$10,833.82	\$62.50	\$11,375.25	\$65.63	\$11,943.39	\$68.90	\$12,540.02	\$72.35

Board approved effective date: 7.1.18

Accept: Specialized Utility Service Program (SUSP) Median Household Information (MHI) Survey

Discussion:

The District contracted with SUSP to conduct a median household income survey. The survey has been completed and the report was mailed with the Board packet.

A summary of the results determined that the average MHI for the District is \$47,540 which qualified the District as a Disadvantaged Community (DAC).

The Board requested the Manager to contact SUSP for clarification regarding content of survey information. The District Manager made contact and SUSP which responded stating either report is acceptable.

It is recommended to accept the version presented at the August 20th Board meeting based on comments provided and to avoid having multiple MHI surveys.

"In regards to Exhibit E, the inclusion of addresses is legal. As per the MHI guidelines provided by the state, the methodology states that the final report must include a "Residents List" of those who have and have not responded to the survey. If there is a concern for privacy, it is permissible to create a redacted version of the final report for public viewing by marking out the address information on both lists.

As for your concern regarding the comparisons of Exhibit D to Exhibit E, I can assure you that the privacy of the results is uncompromised. To maintain the integrity of the survey, the survey numbers are assigned to each address at random. Therefore, any effort to try and match the survey numbers with the responding address would not be possible."

The redacted version of the Final MHI Report will be permissible to present to the public should you have any additional privacy precautions. No modifications should be made by the district.

As for future applications for grants and/or additional funding you will need to use the original Final MHI Report document as it complies with California's MHI guidelines. These guidelines provide a sound methodology that all service addresses are accounted for in the study."

Action: Acceptance of the Medium Household Income (MHI) Final Report

Motion 1st _____, **2nd** _____, **Carried:** _____

Association of California Water (ACWA) Region 3 Board Ballot

Discussion:

Included in the Board packet is the Ballot for ACWA Region 3 Officers and Board Members. The Board can concur with the Region 3 Nominating Committee's recommendation or vote for individual candidates as noted on the ballot. The Region 3 Ballots are due to ACWA by September 30th.

Action: None

OFFICIAL

REGION 3 Board Ballot

2020-2021
TERM

CLEAR FORM



Please return completed ballot by September 30, 2019

E-mail: regionelections@acwa.com
Mail: ACWA
910 K Street, Suite 100
Sacramento, CA 95814

General Voting Instructions:

- 1 You may either vote for the slate recommended by the Region 3 Nominating Committee or vote for individual region board members. Please mark the appropriate box to indicate your decision.
- 2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

1 Nominating Committee's Recommended Slate

I concur with the Region 3 Nominating Committee's recommended slate below.

CHAIR:

- **Joshua Alpine**, Director, Placer County Water Agency

VICE CHAIR:

- **Michael Raffety**, Board Member, El Dorado Irrigation District

BOARD MEMBERS:

- **Shannon Cotulla**, Assistant General Manager, South Tahoe Public Utility District
- **Gene Mancebo**, General Manager, Amador Water Agency
- **Michael Minkler**, General Manager, Calaveras County Water District
- **Steven Palmer**, General Manager, Georgetown Divide Public Utility District
- **Remleh Scherzinger**, General Manager, Nevada Irrigation District

Individual Board Candidate Nominations

I do not concur with the Region 3 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- Joshua Alpine**, Director, Placer County Water Agency
- Steven Palmer**, General Manager, Georgetown Divide Public Utility District

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- Shannon Cotulla**, Assistant General Manager, South Tahoe Public Utility District
- Gene Mancebo**, General Manager, Amador Water Agency
- Steven Palmer**, General Manager, Georgetown Divide Public Utility District
- Michael Raffety**, Board Member, El Dorado Irrigation District
- Remleh Scherzinger**, General Manager, Nevada Irrigation District

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- Shannon Cotulla**, Assistant General Manager, South Tahoe Public Utility District
- Gene Mancebo**, General Manager, Amador Water Agency
- Michael Minkler**, General Manager, Calaveras County Water District
- Steven Palmer**, General Manager, Georgetown Divide Public Utility District
- Michael Raffety**, Board Member, El Dorado Irrigation District
- Remleh Scherzinger**, General Manager, Nevada Irrigation District

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE

**Mountain Counties Water Resources Association (MCWRA) Water Symposium (11/8/19)
and Reception at the Murphys Historic Hotel (11/14/19)**

Discussion:

Included in the Board packet is an invitation for two upcoming events hosted by Mountain Counties Water Resources Association including a Water Symposium on November 8th at the Ridge Golf Course in Auburn, CA and a reception on November 14th at the Murphys Hotel. If interested in attending, please let the Secretary know and she can RSVP.

Action: None



*A LOOK INTO THE FUTURE FOR
CALIFORNIA'S WATERSHEDS*

Friday, November 8, 2019
Program: 8:30 a.m. to 2:30 p.m.

Location:
The Ridge Golf Course & Events Center
2020 Golf Course Road, Auburn, CA 95602

- 8:00 a.m. Doors Open/Networking**
- 8:30 a.m. Welcome/Introductions**
- 9:00 a.m. FORESTED LAND PARTNERSHIPS**

Case Study: French Meadows Restoration Project

- ❖ Andy Fecko, Director of Strategic Affairs, Placer County Water Agency
- ❖ Ed Smith, Regional Ecologist, The Nature Conservancy
- ❖ Brett Storey, Principal Management Analyst, County of Placer
- ❖ Michael Woodbridge, District Ranger, USDA Forest Service

Special Guest: Bernie Gyant, Deputy Regional Forester, USDA Forest Service

- 10:30 a.m. SOLVING OUR NATURAL RESOURCE CHALLENGES TOGETHER**
Thom Porter, Chief, California Department of Forestry and Fire Protection
Wade Crowfoot, California Secretary for Natural Resources (*invited*)

11:30 a.m. SENATOR BRIAN DAHLE

Noon Mix – Mingle – Lunch

- 1:00 p.m.** Arthur Hinojosa, Chief, Division of Integrated Regional Water Management, California Department of Water Resources

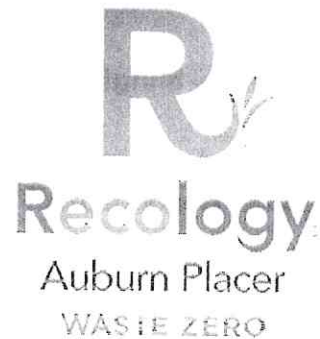
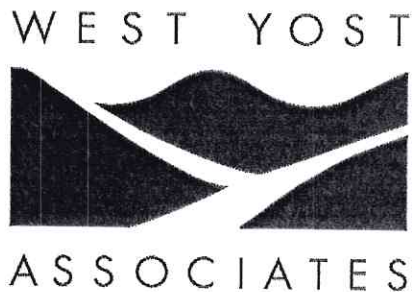
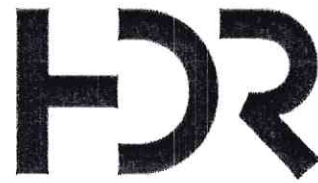
WATER CONSERVATION LEGISLATION FRAMEWORK-UPDATE

Peter Brostrom, Manager, Water Use Efficiency, California Department of Water Resources
James Nachbaur, Director of Research, Planning, and Performance,
State Water Resources Control Board (*Invited*)

Program Host



Symposium Sponsors



From: John Kingsbury <executivedirector.mcwra11@gmail.com>

Sent: Wednesday, September 4, 2019 10:43 AM

Cc: Barbara TUD Balen <barbibalen@gmail.com>; Scott CCWD Ratterman <ccwdratterman@gmail.com>

Subject: MCWRA - November 14 Reception - Invitation Reminder

Greetings General Managers and CEO's:

This is a reminder that you and/or your Board members are invited to the MCWRA reception planned for November 14, 2019. In order to properly provide sufficient "Hors d'oeuvres and local wine", we ask that you check your availability and RSVP, if you have not done so, by **October 1**.

On behalf of Mountain Counties Water Resources Association (MCWRA), Tuolumne Utilities District (TUD) and Calaveras County Water District (CCWD), we would like to cordially invite YOU and your Board members to attend our hosted reception on Thursday, November 14, 2019.

Date: Thursday, November 14, 2019

Time: 5:30 – 7:30 pm

Place: Murphys Historic Hotel and Restaurant

Hors d'oeuvres and local wine will be served.

Please RSVP to Ginny at gabby.mcwra@gmail.com or call 530-957.8131

Hope you can make it.

Thank You,

John Kingsbury

Barbara Balen

Scott Ratterman

Calaveras Public Power Agency (CPPA) Energy Efficient Audit and Grant Application for Warehouse Improvements

Discussion:

The District requested CPPA to conduct an energy efficient audit for the CPUD warehouse/shop. The audit findings showed 5 areas of recommendation.

The District submitted a grant application for 3 of the 5 recommendations which includes insulation, windows and lighting upgrades. The total grant funding is \$6,614 with \$1,346 being the District's funding cost. The application will be presented for approval at the October 16th CPPA meeting. Further information will be presented at the next Board meeting.

Action: None

Calaveras Public Power Agency – Grant Application

Date 9/4/2019

Name of CPPA Member Agency **Calaveras Public Utility District**

Name of Person Completing Form **Donna Leatherman**

Facility Where Energy Study or Conservation Measures will be installed **CPUD Warehouse**

CPPA Location Number of Facility **396**

Describe focus of Study or Energy Conservation Measures to be Installed

Insulation, window replacement and lighting upgrades

Anticipated Completion Date **Within 2 years**

Estimated Costs

Insulation \$2,500

Windows 780

Lighting 3,334

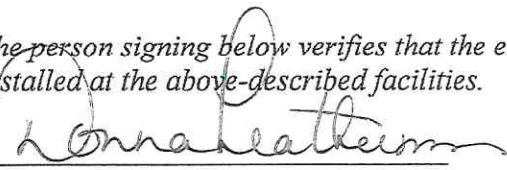
Total Costs \$6,614

CPPA Grant Funding \$5,268

CPUD Funding \$1,346

Include calculations for the project payback based upon total project costs divided by projected annual energy cost savings.

The person signing below verifies that the energy study or energy conservation measures will be installed at the above-described facilities.



Signature

Mail or email completed Grant Application to CPPA at Government Center, San Andreas, CA 95249

August 28th, 2019

Energy Efficiency Summary for Calaveras Public Utility District

On August 6th, 2019 Emily Dondero from Freedom Energy Corporation performed an energy assessment of the Calaveras Public Utility District's warehouse facility located on Gold Strike Road in San Andreas, CA. During the assessment performance of the buildings and utility using equipment was evaluated. During the evaluation all systems and units that use electricity and gas were identified. Annual operating hours of the buildings were estimated.

The first part of this report is a summary of energy efficiency opportunities identified for the Calaveras Public Utility District (CPUD). Then there is a description of existing conditions. The report lists an energy efficiency project that meets the Calaveras Public Power Agency (CPPA) grant requirements.

Opportunities

The following measures were identified as energy saving opportunities for CPUD:

- Upgrade lighting to LED lamps/fixtures
- Weather stripping of doors or replacement/upgrade of existing doors
- Upgrade existing heating and cooling units in storage/shop area to mini-split
- Replace single pane clear glass windows with double pane low u-value windows
- Insulation of interior wall between storage/garage

Suggested Project

Below is a project summary with all opportunities listed. Required member funding, the measures estimated energy savings and estimated project costs are listed.

Calaveras Public Utility District											
#	Location	Measure Description	Qty.	Est. Cost \$	Est. Energy Saved (kWh)	Est. Energy Saved (gallons)	Est. Energy \$ Saved	SPP (Yrs)	CPPA Funds	Member Funding	NEW SPP (Yrs)
1	CPUD	Lighting	17	\$3,334.00	1,898	-	\$161.31	21	\$839.00	\$2,495.00	15
2	CPUD	HVAC Upgrade	1	\$4,500.00	774	26	\$92.52	49	\$3,150.00	\$1,350.00	15
3	CPUD	Insulation	1	\$2,500.00	2,303	-	\$195.73	13	\$2,500.00	\$0.00	13
4	CPUD	Window Replacement	2	\$780.00	273	-	\$23.20	34	\$430.00	\$350.00	15
5	CPUD	Door Replacement	3	\$1,900.00	299	-	\$25.37	75	\$1,510.00	\$390.00	15
TOTAL			24	\$13,014.00	5,546	26	\$498.13	26	\$8,429.00	\$4,585.00	9

Estimated Project Cost: \$13,014.00, Member Funds: \$4,585.00, CPPA Funds: \$8,429.00
Estimated Energy Cost Savings: \$515.54

Existing Conditions

CPUD purchases electricity from CPPA. There is use of propane for a heater in the storage/shop area but that usage is minimal.

The CPUD facility is use Monday-Friday from 7:00am-3:30pm. Hours can vary if there are emergencies.

Energy Usage Summary

The last 12-months of electricity use for the facility was 10,126 kWh, with a total cost of \$871.29. Propane use is so minimal no record of use amount is available.

Descriptions

There are two buildings on site at CPUD's location at 439 Gold Strike Rd. The buildings are a shop/storage/office building and an office space. In the shop building the space is split between storage, a garage and a metal shop. This building varies with insulation and building material. In the storage area there is an entrance door with poor weather stripping and an interior door that is not insulated to the garage area. The lighting is T8 linear fluorescents. There are two 4'x3; single pane clear glass windows in the storage area. A ceiling propane heater and a wall AC unit heat and cool the storage space. The garage has no heating or cooling. There is no insulation in the garage. The garage has an incandescent high-bay fixture and T8 linear florescent fixtures. The metal shop has no heating or cooling, and no insulation. The metal shop area is not a conditioned space. Lighting in the metal shop area is compact florescent lamps and T12 linear florescent strip fixtures. The shop building has four garage doors. The Calaveras Public Utility District office space at this location is well insulated, and has one mini-split unit that heats and cools the office. The office has one entry door with poor weather stripping. The office has one double pane window with film.

Calaveras Public Utility District Estimated Energy Balance

The following tables give an estimate of what equipment uses how much energy per utility.

Energy Balance

Electricity Energy Balance Summary - kWh

End Use	Total kWh HVAC Equipment	Lighting	All Other: plug loads	TOTAL 2018-2019 kWh Use
CPUD Use in kWh	7,036	2,882	208	10,126
% of Total	70%	28%	2%	100%

Monthly Water Report

- a. **Monthly Water report:** Water production for August was 53,797,842 gallons from the Water Treatment Plant. With a daily average of 1,735,415 gallons.
- b. **Water Treatment Portable Meter Data Report**

Discussion:

The District Engineer prepared a memo based on staff findings and discussion as a follow up to the 3 months of capturing data to compare production from the existing 1972 CFE meter using the flow meter purchased in February 2019 to assist staff with the investigation of water discrepancies within the Water Treatment Plant system. Other considerations also noted are related to chemical cost and reported production compared to water sold.

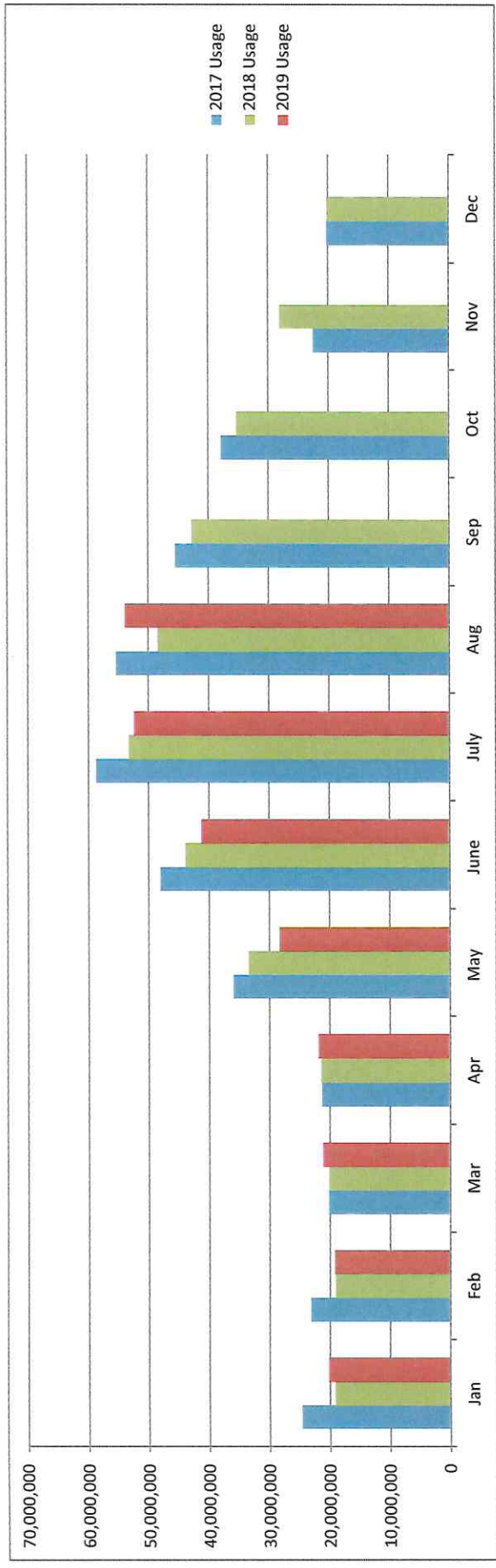
The Manager requested that the District Engineer include a change order request from TSI to include replacement of the exiting meter with a Flexim meter and include integration with the current SCADA project.

The memo and change order from WGA are included in the Board packet with recommendation to replace the existing meter with a flow meter that will accurately capture the usage at a cost not to exceed \$18,000.00.

Recommendation: Accept the meter data report and recommendation authorizing the District Manager to proceed with the change order #7827-01 presented by WGA in an amount not to exceed \$18,000.00.

Calaveras Public Utility District (Water Treated)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
2017	24,611,922	23,098,904	20,125,148	21,227,187	35,913,669	48,072,674	58,679,090	55,357,766	45,507,994	37,826,944	22,452,397	20,215,187	413,088,882
2018	19,108,441	19,065,573	20,080,877	21,366,553	33,416,282	43,899,147	53,269,367	48,484,590	42,798,952	35,303,288	28,030,638	20,062,841	384,886,549
2019	20,141,357	19,112,339	21,010,138	21,734,882	28,179,029	41,146,184	52,329,642	53,797,842	0	0	0	0	257,451,413
% difference	-18.16%	-17.26%	4.40%	2.39%	-21.54%	-14.41%	-10.82%	-2.82%	-100.00%	-100.00%	-100.00%	-100.00%	-37.68%



CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: Donna Leatherman, District Manager
FROM: Matt Ospital, District Engineer *MSO*
RE: Water Treatment Plant water audit investigations
DATE: September 6, 2019

Purpose:

To present further findings on water audit investigations at the Water Treatment Plant (WTP) and recommend an imperative solution to be able to accurately monitor flows out of the plant and incorporate the data into the new SCADA system.

Background:

In reference to the August 2019 Monthly Water Report presented by the District Manager, staff has been gathering and analyzing data regarding the meter readings from the original (1972) Combined Filter Effluent (CFE) Flow Meter at the WTP.

Discussion:

As part of water audit investigations, staff has been using a portable flow meter to verify flow data at the WTP. Upon collecting data at the existing CFE flow meter location, it has been identified that the (existing flow) meter is reading on average an excess of 475 gallons per minute or 370,000 gallons per day in comparison to the portable flow meter. It is believed the existing flow meter is the original Foxboro Differential Pressure Flow Meter installed as part of the original WTP built in 1972. The meter calibration points were reviewed in 2012 by Telstar and function was reported as normal. Due to the aging condition of the existing meter and the pipeline, it is recommended to install a less impactful ultrasonic meter at this location that will be mounted to the exterior of the pipeline as to not compromise the structural integrity of the pipeline. Currently, the existing CFE flow meter is housed in a vault outside the WTP. Both the CFE and

backwash pipelines travel through the existing vault. The District intends to address the pipeline conditions with a capital improvement project in the near future.

The backwash pipeline is another critical component of the WTP that if metered could provide resourceful data through the SCADA system. A new ultrasonic flow meter has the capability of monitoring multiple pipelines. If the District chooses to proceed with installation of this new meter, it is recommended to also connect to the backwash pipeline to be able to monitor its flow as well. The technology of this new meter would allow for a cost-efficient solution to provide data for both the CFE pipeline and the backwash pipeline and allow integration into the new SCADA system.

The question was raised at the last District meeting of how the existing CFE flow meter reading will affect chemical dosages at the WTP. It shall be noted that the discrepancy in the meter reading has had no effect on the water quality. It was confirmed with the CPUD Water Systems Superintendent that while the calculated chemical dosage numbers will change slightly because of the inaccurate flow meter reading, the actual chemical feed rates will remain very close to what they currently are. This is because staff uses various performance factors to determine chemical feed rates. The water treatment plant performance is continually optimized by laboratory testing, and other operational performance observations to keep water quality within specific parameters. The inaccurate flow meter reading did not cause any over or under usage of chemical or create a substandard drinking water product. Disinfection, filter performance and corrosion control have all been kept within in water quality standards.

Staff received a quote for the purchase and installation of the proposed meter from JPR. Additionally, staff requested a change order estimate from the current SCADA contractor (TSI) to purchase the same meter and have them install and integrate into the SCADA system. The quote from JPR to purchase and install the meter was \$14,414.67. The quote from the SCADA Contractor (TSI) to purchase, install and also program the meter into the new SCADA system was \$17,779.14. The cost breakdown showed that it would be less expensive to obtain the same meter through TSI. An additional benefit of obtaining the meter through TSI is the continuity of having TSI already onsite and extremely familiar with the CPUD system as they are working towards finalizing the SCADA project.

Further Discussion on Water Audit Exercises:

Identifying and resolving the discrepancies in the CFE meter is a crucial step to improve water auditing exercises moving forward. The data provided by the portable water meter at the WTP and total customer meter readings from June 20th to July 20th, 2019 portrays that there is approximately 372,792 gallons of non-revenue water¹.

¹ "Non-revenue water" is an industry standard term that accounts for the sum of specific types of water loss and any authorized, unbilled consumption that occurs within a distribution system.

Based upon the data collected by the portable meter, this “non-revenue water” accounts for roughly 1% of the total water treated by CPUD. In general, a 10 to 20% allowance for unaccounted water is normal (Zacharia M. Lahlou, 2001)².

Recommendation:

It is essential that the District install an accurate flow meter device on the CFE pipeline to efficiently track treated water entering the distribution system. It is recommended to install one new ultra-sonic flow meter that has the capability of monitoring both the CFE and backwash pipelines and integrating the data into the new SCADA system.

#2528

MEMO CFE & BW Meter - 2019-09-06.doc

² Zacharia M. Lahlou, P. (2001). *Leak Detection and Water Loss Control*. National Drinking Water Clearinghouse.

CALAVERAS PUBLIC UTILITY DISTRICT CONTRACT CHANGE ORDER	ORDER NO. 1
	DATE August 6, 2019
	STATE: CALIFORNIA
Contract for: Jeff Davis Water Treatment Plant SCADA Project	COUNTY: CALAVERAS

Owner: CALAVERAS PUBLIC UTILITY DISTRICT

To: **Technical Systems Inc. (TSI)** (Contractor)
You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes <i>(Supplemental Plans and Specifications Attached)</i>	DECREASE in Contract Price	INCREASE in Contract Price
Revisions to Plans and Specifications		\$17,779.14
Subtotal	\$0.00	\$17,779.14
NET CHANGE IN CONTRACT PRICE		\$17,779.14

JUSTIFICATION:
 To be provided for meter purchase, installation and SCADA integration:

- Project Management
- Engineering Services: Submittal and procurement
- Field Services and Programming:
 - oMeter setup, integration into the PLC and final testing services.
- Materials:
 - oDual Channel Permanent Meter Flexus US-F721.MC dual channel with 2 pair of clamp-on flow transducers and mounting hardware.

The amount of the original Contract : **\$185,978.00**

The amount of the Contract will be **Increased** by the Sum of : **\$17,779.14**

The Contract Price Including this and previous Change Orders will be: **\$203,757.14**

This document will become a supplement to the contract and all provisions will apply hereto.

Recommended _____
Matt Ospital, District Engineer *(Date)*

Accepted _____
Technical Systems Inc. (Contractor) *(Date)*

Approved _____
Donna Leatherman, District Manager *(Date)*

Managers Comments

- a. Monthly Report (attached)** Review and discussion of report updates sent with the Board package.

Manager's Comments

September 2019

Items listed below are work in progress that are presently not Agenized however open for status reports and or comments and discussion.

1. **CRWA - Prop. 1 Funds** - Manager is working the CRWA and is submitting a TA application to the Station for Prop. 1 funds which will be used for the leak detection program and possible AMR meter reading upgrades.
2. **LAFCO – MSR review – Sept. Nothing to report.** Met with John of Lafco to review the District draft MSR and discussed additions based on the recent proposed increase, and results of the MHI survey. Items will be sent when available. LAFCO is scheduled to review and approve at their October 2019 meeting.
3. **Update on Legal Counsel Review** - Legal counsel review of proposal is still pending. The Manager and Chris Williams will resume the review during the month of September.
4. **Schaads Large unit – Sept.- nothing to report** (Staff is still working on contact with vendors to determine the repair or replacement of the actuator at Schaads.)
5. **2019 February Storms Damages (FEMA 4431-DR-CA) –** Staff and FEMA representative completed the site inspections and submittal of paperwork. We are working with ACWA/JPIA insurance adjuster to review claim and follow up with FEMA. Next steps to complete damage repairs.
6. **Red Hawk Reservoir Repairs – Repairs pending fall 2019.** This project is included in the FEMA February Storm damage list of projects.
7. **EAP's Jeff Davis – Sept.** A draft of the revisions is currently under review prior to resubmitting to CalOES.
8. **EAP - Middle Fork - Annual** The district will conduct the Annual Orientation for Middle Fork Dam with w/EBMUD & JVID on November 20, 2019 at Pardee Center. Updates we be completed and sent to CalOES and FERC once the exercise is completed.
9. **Court Street/Foley Line Extension – Sept. Nothing to report** Plans are being drafted for the project to proceed to construction.
10. **Calaveras County Public Work - Draft Trench and Pavement Restoration (Dig Once)Policy –** Staff will review and prepare comments. the Draft of the revised policy is available for review and comments until September 20. District staff will work with local partners to review and provide comment to the Department.



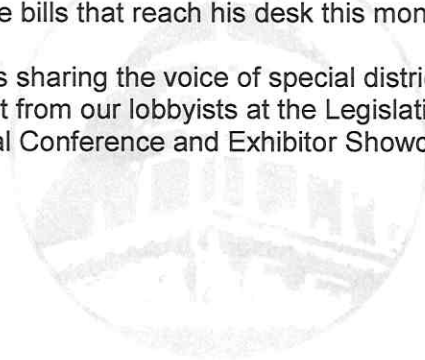
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION PRIORITIES

TAKE ACTION BRIEF

September 2019

The end of the first year of the 2019-2020 Legislative Session is upon us, with September 13 marking the final day for the State Legislature to pass legislation this year. Governor Gavin Newsom will then have until October 13 to sign or veto all of the bills that reach his desk this month.

CSDA will be in the Capitol lobbies sharing the voice of special districts until the final vote is cast. You can hear the after-action report straight from our lobbyists at the Legislative Update Luncheon on Friday, September 27 at the CSDA Annual Conference and Exhibitor Showcase in Anaheim, CA. Register at conference.csdanet.net.



Inside this edition of the Take Action Brief:

Fee Prohibition Legislation Clears Key Fiscal Committee.....	2
Email Retention Bill Headed to the Governor.....	3
Local Infrastructure Funding Measure Needs Ten Votes.....	4
Pension Bill Will Force Public Agencies to Make Illegal Payments.....	5
Supreme Court Improves Local Government Defense Against Inverse Condemnation Claims.....	6
2019 Student Video Contest Submissions Due September 30.....	7
Learn More, Utilize Resources, Join Today, and Stay Informed.....	8

Contact a local CSDA representative near you!

Dane Wadlé
 Colleen Haley
 Cole Karr
 Steven Nascimento
 Chris Palmer

Northern & Sierra Networks
 Bay Area Network
 Central Network
 Coastal Network
 Southern Network

danew@csda.net
colleenh@csda.net
colek@csda.net
stevonn@csda.net
chrisp@csda.net



TAKE ACTION BRIEF

➤ REVENUE, FINANCES, AND TAXATION

CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

Fee Prohibition Legislation Clears Key Fiscal Committee

SB 13 (Wieckowski) Despite several Legislators either abstaining or voting “No,” SB 13 was passed out of the Assembly Committee on Appropriations on August 30 with minor amendments that do not address CSDA’s opposition.

Prior to this vote, SB 13 passed out of both the Assembly Committees on Housing and Local Government with some positive amendments that removed fee prohibitions for water and wastewater charges. Unfortunately, the legislation continues to restrict crucial revenue for fire protection, parks, and other local services.

SB 13 is attempting to stimulate the development of accessory dwelling units (ADUs) by severely limiting development impact fees for these structures. The Assembly Committees on Housing and on Local Government passed the bill without any “No” votes, a sign of the Legislature’s concern over California’s housing challenges.

Specifically, SB 13 prohibits development impact fees on ADUs smaller than 750 square feet, and significantly limits the impact fees that may be charged to larger ADUs. Given that revenue for local governments is tightly restricted by the California Constitution, fees are one of the few ways that special districts can offset for the indirect costs of growth. Impact fees are critical for park and fire protection districts to adequately serve the very people the Legislature hopes to house in ADUs.

During the Assembly Local Government Committee hearing, North Tahoe Fire Protection District staff testified to the potential risks associated with prohibiting development impact fees and made several key points regarding the risk the legislation poses to life and property throughout the State of California. You can view this compelling testimony and find a sample letter of opposition at the CSDA [Take Action Page at csda.net/take-action](http://csda.net/take-action). Visit the page today to download a sample oppose letter.

SB 13’s next stop will be the Assembly Floor to be voted on by the entire body. Should it be successful there, it will return to the State Senate for a vote in concurrence of Assembly amendments before heading to the Governor. Be sure to register your opposition today and have your voice heard.

If you have any questions about SB 13, please contact CSDA Legislative Representative Anthony Tannehill at anthonyt@csda.net.



TAKE ACTION BRIEF

➤ GOVERNANCE AND ACCOUNTABILITY

CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community

Email Retention Bill Headed to the Governor

Assembly Bill 1184 (Gloria), which will require all public agencies to store all transmitted emails related to agency business for at least two years without reimbursing local agencies by claiming it is in furtherance of the California Public Records Act (CPRA), is headed to the Governor's desk. We need your help in asking the Governor to veto the bill.

To be clear, AB 1184 not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 1184. This bill creates no new disclosures or exemptions of records in the CPRA. This bill only mandates that public agencies retain all emails related to agency business for two years, not that they release them.

In actuality, this bill will harm the public's access to public records. As highlighted by the Department of Finance's analyses of AB 1184, "[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added]."

Additionally, AB 1184 will add millions of dollars in costs annually to the state and local agencies, including special districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 1184 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

Please visit CSDA's [Take Action Page](https://www.csdanet.org/take-action) at [csda.net/take-action](https://www.csdanet.org/take-action) to download a sample veto request letter for AB 1184.



TAKE ACTION BRIEF

➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

CSDA's long range policy principal regarding infrastructure, innovation, and investment is to encourage prudent planning for investment and maintenance of innovative long-term infrastructure. CSDA supports the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services.

Local Infrastructure Funding Measure Needs Ten Votes

Legislation to provide special districts and other local agencies with a new mechanism for infrastructure funding needs ten more "Aye" votes to clear the State Assembly.

Assembly Member Cecelia Aguiar-Curry received reconsideration on her ACA 1 after the measure received 44 votes in the 80-member State Assembly. As a constitutional amendment, ACA 1 requires approval by two-thirds of both houses of the State Legislature (54 votes in the Assembly and 27 in the Senate) to be placed on a statewide ballot for adoption by California's electorate.

If approved by voters, ACA 1 would then allow local voters the option to approve infrastructure funding for special districts and other local agencies with a 55 percent vote. This is the current vote threshold for school bonds.

California's constitution requires special districts to achieve two-thirds voter approval for parcel taxes and general obligation bonds, while cities and counties must earn a simple 50 percent plus one majority approval of general taxes. Special district taxes and general obligation bonds must be spent on specific purposes, while general taxes can be used for any purpose.

ACA 1 would not change current vote thresholds within the constitution, but rather would add a new 55 percent threshold mechanism for local infrastructure funding. Special districts and other local agencies choosing to avail themselves of the new infrastructure funding mechanism would be required to meet enhanced accountability and transparency provisions that go above and beyond existing requirements.

CSDA and over 40 special districts have adopted support positions on ACA 1, and we need more districts to join the effort and ask their legislators to provide this important new method for funding sorely needed local infrastructure projects.

To learn more and download a sample letter of support, visit csda.net/take-action.

If you have any questions regarding ACA 1, please contact CSDA Legislative Representative Anthony Tannehill at anthonyt@csda.net.



➤ HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Pension Bill Will Force Public Agencies to Make Illegal Payments

Senate Bill 266 (Leyva), which will require public agencies to directly pay retirees and/or their beneficiaries disallowed retirement benefits using general fund dollars, is likely to be passed by the Legislature and sent to the Governor in the next week.

As amended, SB 266 places 100 percent of the total liability for such overpayments on public agencies—abdicating all responsibility previously held by CalPERS to ensure that retirement benefits are calculated and administered correctly. As such, SB 266 is a de facto and retroactive benefit enhancement measure that will further strain local agency budgets at a time where retirement obligations are effectively eliminating agencies ability to provide critical services for the public.

In 2012, the California State Legislature passed significant public pension reform legislation known as the Public Employees' Pension Reform Act (PEPRA), which took effect January 1, 2013. While the reforms were significant, they led to confusion as to what may lawfully be offered as employee pension benefits. As a result, some public agencies and their represented employee organizations came to agreements on benefit packages that did not meet the new legal standards to be considered a pensionable benefit. Those future retirement benefits, which were being paid for by employers and employees into pension systems such as the California Public Employees Retirement System (CalPERS), were at some point determined to violate the law and were terminated.

Terminated benefits that violate PEPRA are considered “disallowed benefits.” Under current law, once a benefit is determined to be disallowed, both the employer and the employee cease making future payments on that benefit and past contributions from the employee are returned to the employee, while past contributions from the employer are applied towards future payment. Unfortunately, in the case of a retiree that received the disallowed benefit, the pension system must recoup the overpaid benefit from the retiree. They must do so because it is unlawful to pay out a benefit that is not legally allowable or earned.

SB 266 removes all responsibility by CalPERS to ensure benefits are reviewed, calculated, and administered correctly. Instead, SB 266 places sole responsibility on the employer—even if the employer exercises their right to have CalPERS review their compensation proposal as proposed in Section 5 of the measure. Additionally, recent amendments further remove accountability from CalPERS to provide the proper guidance needed by local agencies on compensation proposals. The lack of accountability by the administrator of public retirement benefits will lead to more confusion and compliance challenges for public agencies.

To be clear, Senate Bill 266 will require agencies to issue unlawful, payments to former employees and/or their beneficiaries in perpetuity. Continued payment of a disallowed benefit to a retiree would constitute a gift of public funds, in violation of Section 6, Article 16 of the California Constitution. Such violation would leave a public agency left to defend itself from costly litigation lawsuits filed by members of the public.

CSDA is continuing to oppose SB 266 and will be asking the Governor to veto the bill. Should you have any questions about this legislation, please contact CSDA's Senior Legislative Representative, Dillon gibbons, at dillong@csda.net.



TAKE ACTION BRIEF

➤ LEGAL ADVOCACY

CSDA is the leading legal advocacy voice for all special districts regarding public policy in California and actively tracks and reviews cases of significance affecting special districts in state and federal courts. Under the guidance of CSDA's Legal Advisory Working Group, CSDA files amicus briefs and opines on court cases when appropriate.

Supreme Court Improves Local Government Defense Against Inverse Condemnation Claims

The California Supreme Court issued a decision on August 15 that may improve special districts' defenses when a private property owner alleges a taking or damaging of private property, also known as inverse condemnation. In *City of Oroville v. Superior Court of Butte County*, the Supreme Court reviewed its first inverse condemnation case in two decades, and ultimately issued a decision that raises the bar on what plaintiff (i.e., the private property owner) must show to prevail in a case against a public entity.

Like the United States Constitution, the California Constitution requires the government to pay just compensation when it takes private property for a public purpose, such as using eminent domain power for necessary infrastructure projects or utility easements. An inverse condemnation action is an eminent domain action initiated by a person or entity whose property was taken or damaged for public use, as opposed to by the public entity. For example, a district may be held responsible under inverse condemnation if a tree falls into an electrical line and causes a fire, even if the tree was outside the utility right-of-way and the utility maintained proper clearances between the tree and its lines.

The details of the *Oroville* case center around a dental practice that suffered damage when raw sewage began spewing from the toilets, sinks, and drains of its building. In 1985, three dentists (plaintiffs) purchased property and constructed an office building. State and local laws in place at the time required the installation and ongoing maintenance of a backwater valve (BWV) on the private sewer lateral for the building, but no BWV was ever installed. In 2009, sewage backed up into plaintiffs' building. The dentists contended the City of Oroville legally responsible for the property damage, because it was caused by the sewer system's failure to function as intended. The City argued that the damage occurred because the dentists failed to install a backwater valve, which was legally-required by the Oroville Municipal Code, and would have prevented sewage from entering their building in the event of a sewer main backup. The California Supreme Court reversed the judgment of the Court of Appeal and ruled in favor of the City.

The California Supreme Court announced a new test for causation: "the damage to private property must be *substantially caused* by an *inherent risk* presented by the deliberate design, construction, or maintenance of the public improvement." The decision is also significant because it permits assessment of "whether the damages were the result of a risk created not by the public improvement, but by the acts of the private property owner."

The Court concluded the City was not liable for inverse because the plaintiffs did not prove the City had unreasonably designed, constructed or maintained the sewer main. The record showed the City's sewer system was well maintained and designed and constructed consistently with then prevailing industry standards. Second, government conduct is presumed to be reasonable and a plaintiff must rebut that presumption with evidence the government acted unreasonably. The dentists were not able to do so, and "the City did not act unreasonably in expecting private property owners to comply with the law."

If you have any questions about this case or how it may affect special districts, contact Legislative Analyst – Attorney Mustafa Hessabi at mustafah@cdda.net.



TAKE ACTION BRIEF

➤ DISTRICTS MAKE THE DIFFERENCE

Districts Make the Difference was created to increase public awareness and understanding of special districts across California. The campaign website, www.districtsmakethedifference.org provides a public place to learn more about special districts and the positive effect they have on their communities, while also serving as a resource for districts to download useful materials, collateral, and information.

2019 Student Video Contest Submissions Due September 30

Districts Make the Difference 2019 Student Video Contest submissions are due September 30. Spread the word to students within your special district's service area. Contest information, posters, and more are available at DistrictsMakeTheDifference.org.

Students are encouraged to be as creative as possible when making their 60-90 second videos. That's correct, the length of the videos has also been extended! Students can now create videos up to 90 seconds long.

Do you know a student who may be interested? Do you know a teacher, principal, superintendent, or school board member that can help promote the contest? Resources are available on the Districts Make the Difference website to help you promote the student video contest on your website, social media, or in your office.

Start spreading the word using these resources available at DistrictsMakeTheDifference.org/video-contest:

- Flyer/Poster
- Contest Scholarships Graphic
- Contest Scholarships Banner
- Steps to Enter Graphic
- Statewide Voting Graphic
- Sample Newsletter/Website Content

Chapters are also encouraged to hold a local contest in conjunction with the statewide competition. A toolkit detailing how to facilitate a local contest is now available. Last year, the Alameda County Special Districts Association, Contra Costa Special Districts Association, and Santa Clara County Special Districts Association all held local contests and selected a local student winner from their communities. Contact your public affairs field coordinator for more information.

Hosting a local contest is a wonderful way for students to learn about your special district and potentially win a scholarship! Promotional materials including a flyer and the social media graphics are also available on the Districts Make the Difference website at www.DistrictsMakeTheDifference.org/video-contest.

For more information about the contest and to watch last year's winning videos, visit the [Districts Make the Difference website](http://DistrictsMakeTheDifference.org).



TAKE ACTION BRIEF

➤ OTHER WAYS TO TAKE ACTION

Learn More

CSDA's next and final conference of the year is the 2019 Board Secretary/Clerk Conference in **November 12-14** in Seaside, CA. Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts, and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

The conference will also include two optional pre-conference workshops: Writing Minutes and Meeting Notes OR Effective Presentations. In Addition, there are 10 NEW advanced attendee session options including advanced courses for returning certificate holders and a revised first-time attendee track.

Check out the official 2019 Board Secretary/Clerk Conference page at csda.net/boardsecretary to register and view the complete schedule!

Utilize Resources

Have you completed CSDA's Administrative Salary & Benefits Survey yet? CSDA launched a new online survey tool that provides a user-friendly format for entering and accessing important salary and benefit data. Districts that complete the survey can receive \$125 off the purchase of the final results and customized reports. Downloadable survey results and reports will be available this fall. For examples of the data collected and reported in this survey, visit csda.net/member-resources/salary-survey or contact us at membership@csda.net.

Join Today

Join an Expert Feedback Teams to provide CSDA staff with invaluable insights on policy issues. Email marcusd@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email advocacy@csda.net for help accessing these additional member resources.

AGENDA ITEM 12

Director's comments are comments by Directors concerning District business, which may be of interest to the Board. This is placed on the agenda to enable individual Board members to convey information to the Board and to the public. There is to be no discussion or action taken by the Board of Directors unless the item is noticed as part of the meeting agenda.

Directors Comments (Save the Date: Board Training – Tuesday, November 12, 2019)

- a. LAFCO – Meeting Reminder 9/16/19 – Director Lavaroni
- b. CAMRA – Meeting Report 8/21/19
- c. UMRWA – Meeting Reminder 10/4/19 – Director Blood

AGENDA ITEM 13

Closed Session:

- a. **Notice of Board Vacancy**

Convened: _____

Reconvened: _____

Action:

Report to Secretary

AGENDA ITEM 14

Adjournment (Next Regular Meeting October 8, 2019)