

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

TUESDAY, March 10, 2020

7:00pm

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the 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 matter within its jurisdiction which is not on the agenda. 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. Public Hearing and Consideration of Adoption of Proposed Resolution 2020-2: Update Temporary Water Service Fees for Bulk Water Fee

4. Approval of Consent Calendar

- a. Minutes for Regular Meeting of February 11, 2020
- b. Directors Report for February 2020
- c. Monthly Maintenance Report for February 2020
- d. Monthly Water Report for February 2020

5. Financial Business

- a. Approval of Claim Summary #737

6. Ad Hoc Committee Report – Policies and Procedures (Directors Overmier and Blood)

- a. Consideration of Resolution 2020-3: Resolution Adopting District Policies

7. Consideration of Resolution 2020-4: Resolution to Adopt a District Mission Statement

8. Consideration of Resolution 2020-5: Resolution Declaring Surplus Property

9. Dissolution of Board Committees Appointed at the January 15, 2019 Board Meeting

10. Suggested Ad Hoc Committee for Capital Improvement Projects (Director Blood)

11. Update/Discuss: Court Street Line Replacement Project

- a. Authorize Manager to Advertise Request for Proposals (RFP)

12. Staff Reports

- a. General Manager's Report
- b. Legal Counsel Report
- c. Engineer's Report

13. Board Members Report

- a. Director Lavaroni – LAFCO Meeting Reminder (3/16/20)
- b. Director Blood – UMRWA Meeting Reminder (4/24/20)

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

14. Closed Session

- a. Personnel Matters
Update on Negotiations with SEIU Local 1021(Government Code § 54957.6)
Agency Designated Representative: Donna Leatherman

15. Adjournment (Next Regular Meeting on April 14, 2020 at 7:00pm)

Public Hearing and Consideration of Adoption of Proposed Resolution 2020-2: Update Temporary Water Service Fees for Bulk Water Fee

Background

The Manager reviewed fees related to temporary water service and determined the need to revise and update. The original fee was based on a multiplier of three (3) times the base commodity charge of \$2.60 per 1000 gallons of the 2016 rate structure. The rate is currently set at \$7.80 per 1000 gallons.

It is recommended that the fee be increased to a multiplier of five (5) times the current base commodity charge and updated annually effective July 1st. The current base commodity charge is \$2.24 per 1000 gallons. This would increase the Temporary Water Service Fee from \$7.80 to \$11.20 per 1000 gallons. In addition, the fee will increase annually effective July 1, 2020.

At the January Board meeting, The Board authorized the Manager to set a Public Hearing for March 10, 2020 to update the Temporary Water Service Fees.

At the February Board meeting, the notice and draft resolution were presented to the Board for review with no further comments.

Recommended Action: Approve Resolution 2020-2: Update Temporary Water Service Fees for Bulk Water Fee

Motion 1st _____, 2nd _____, Carried _____, Roll Call Vote

RESOLUTION 2020-2

UPDATE TEMPORARY WATER SERVICE FEES FOR BULK WATER FEE

WHEREAS, the Board of Directors of Calaveras Public Utility District duly adopted Ordinance 2017-1 Establishing Rules and Regulations for Temporary Water Use; and

WHEREAS, the Board of Directors duly adopted Resolution 2017-2: Establishing Temporary Water Service Fees on April 11, 2017; and

WHEREAS, the Board of Directors has reviewed the proposed Temporary Water Service Fees and has determined that the cost to the District of providing bulk water now exceeds those rates established in accordance with Resolution 2017-2; and

WHEREAS, the Board of Directors has further determined that the reasonable cost to the District of providing water pursuant to the Bulk Water Fee is as set forth below; and

WHEREAS, upon the effective date of this Resolution, the following Temporary Water Service Fees for the Bulk Water Fee shall be and hereby are adopted;

NOW THEREFORE, the Board of Directors of the Calaveras Public Utility District hereby updates and establishes the Bulk Water Fee in the District effective as of March 11, 2020 as follows:

Description	Approved Fee
Bulk Water Fee	\$11.20 per 1,000 gallons

BE IT FURTHER RESOLVED, that the Bulk Water Fee will be adjusted annually by the General Manager without further action by the Board, according to the current Water Rate Schedule usage charge previously adopted by the Board of Directors, effective July 1 annually, beginning July 1, 2021 and ending July 1, 2023.

BE IT FURTHER RESOLVED, that the foregoing Resolution was duly passed and adopted by the Board of Directors of the CALAVERAS PUBLIC UTILITY DISTRICT at the regular meeting on March 10, 2020 by the following vote:

AYES: Directors:

NOES: Directors:

ABSTAIN: Directors:

ABSENT: Directors:

PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT

ATTEST:

Kate Jesus, Secretary

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

Kate Jesus, Secretary

Date

Approval of Consent Calendar

If an item is requested for removal from the Consent Calendar, it should be reflected prior to action being taken. The items will be discussed independently upon approval of remaining Consent Calendar items.

- a. Minutes for Regular Meeting of February 11, 2020
- b. Directors Report for February 2020
- c. Monthly Maintenance Report for February 2020
- d. Monthly Water Report for February 2020

Recommended Action: Approval of Consent Calendar

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

Regular Meeting

7:05 P.M.

MEMBERS PRESENT: J.W. Dell’Orto
Clifford Overmier
Richard Blood
John Lavaroni
Scott Speer

MEMBERS ABSENT: None

STAFF PRESENT: Donna Leatherman, General Manager
Kate Jesus, Administrative Account Assistant
Adam Brown, Legal Counsel

OTHERS PRESENT: Tammy Hebrard

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Chairperson Dell’Orto at 7:05pm. Directors Dell’Orto, Overmier, Blood, Lavaroni and Speer were present.

2. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): Mrs. Hebrard requested notification from the District regarding future water connections in the Golden Hills subdivision and expressed concerns regarding adequate fire flow for the current residents. The General Manager suggested Mrs. Hebrard and the President of the homeowner’s association make a request to be added to the notification list for Board meeting agendas.

- 3. APPROVAL OF CONSENT CALENDAR:
 - a. Minutes for Regular Meeting of January 14, 2020
 - b. Directors Report for January 2020
 - c. Monthly Maintenance Report for January 2020

Director Blood suggested that the monthly water report be added to the Consent Calendar and the number of customer complaints be reported. The General Manager will add the complaints to the Monthly Maintenance Report. A motion was made by Director Speer, seconded by Director Blood, to approve the Consent Calendar. Motion carried 5-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #736: Director Blood inquired about the payment to Process Solutions, Inc.; the General Manager stated it was the cost for annual maintenance of the OSG system. Director Blood requested a copy of the invoice. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve the Claim Summary #736 in the amount of \$155,639.35 as presented. Motion carried 5-0.

b. 2nd Quarter Investment Report: Director Blood inquired about the transfer from LAIF and clarification of authorization of transfers; the General Manager clarified. The General Manager reviewed the report, including the interest amount and pending deposit to LAIF. A motion was made by Director Lavaroni, seconded by Director Speer, to approve the 2nd Quarter Investment Report as presented. Motion carried 5-0.

c. 2nd Quarter Budget Report: Director Blood requested clarification on the Capital Outlay projects regarding the carryover costs from FY 2018/19; the Manager and Chairperson Dell’Orto clarified. Director Speer inquired about several line items including the Installation Fees, Contract Services, and

Operating Income; the General Manager clarified. Director Blood was concerned regarding the Capital Outlay for Water Treatment Plant Improvements and the need for project descriptions. A lengthy discussion regarding the State Revolving Fund application process and status followed. The General Manager will provide a status report on the application at the next Board meeting. A motion was made by Director Blood, seconded by Director Overmier, to approve the 2nd Quarter Budget Report as presented. Motion carried 5-0.

5. AD HOC COMMITTEE REPORT – POLICIES AND PROCEDURES (DIRECTORS OVERMIER AND BLOOD): Director Blood provided a recap of the January 21, 2020 Ad Hoc meeting stating that seventeen policies were reviewed, and the next committee meeting would be February 18, 2020. He requested a comparison between the current and proposed policies for review. Mr. Brown provided information on the committee's review process prior to Board consideration and stated that newly adopted policies would supersede existing policies covering the same subject matter. Chairperson Dell'Orto inquired about a policy regarding the recording of Board meetings; Mr. Brown stated that it would be discussed at the next committee meeting. Tammy Hebrard asked about the public's right to record a Board meeting. Mr. Brown stated that a Board meeting can be recorded by members of the public.

6. ACCEPT GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 75 ACTUARIAL VALUATION REPORT OF JUNE 30, 2019: The General Manager reviewed the report with the Board and explained the District's Other Post-Employment Benefits (OPEB) liability and net position as of June 30, 2019. A motion was made by Director Lavaroni, seconded by Director Blood, to accept the GASB 75 Actuarial Valuation Report of June 30, 2019. Motion carried 5-0.

7. REPORT: TEMPORARY WATER SERVICE FEES PUBLIC HEARING – MARCH 10, 2020: At the January Board meeting, the Board authorized the General Manager to set a Public Hearing for March 10, 2020. The notice and draft resolution were included in the Board packet for review. Director Blood inquired about the annual adjustment of the fee; the General Manager clarified and referenced the draft resolution.

8. UPDATE STATUS ON ESTABLISHING DISTRICT MISSION STATEMENT: After the January meeting, the draft Mission Statements were sent to the Board for input. Comments were received from Director Speer. The General Manager and Director Blood submitted revised drafts which were similar. Tammy Hebrard suggested language for consideration and would email it to the District. Director Lavaroni suggested that the drafts be presented to the Board at the March meeting for consideration.

9. MONTHLY WATER REPORT: A revised water usage report including the water sold and treated, along with the rainfall report for January was presented for review and discussion. The Board discussed the accuracy of the report since installing the new flow meter at the Treatment Plant.

10. STAFF REPORTS:

a. General Manager's Report: A report of ongoing projects was provided for review and discussion, which included information on the rebuild of pump #1 at the South Fork Pump Station, report on recent meeting with CCWD regarding the Water Agreement renewal, CSDA Gold Country Chapter workshop, upcoming Mountain Ranch Road Realignment Project, status of the Paloma fire house project, draft report from SWRCB regarding drought index and water storage vulnerability, update on possible Proposition 1 funding for a leak detection program, FEMA 2019 storm damages, EAP updates for Jeff Davis Reservoir and Schaads, update on Schaads hydro unit, and future plans for the updating of the District's mapping/modeling and billing/accounting software. Director Speer commented on the status of the Paloma fire house project. Director Dell'Orto stated he was approached by a member of the Schaad

family regarding possible water rights. Director Blood inquired about the current modeling and mapping software and concerns with the lack of a written agreement with the District Engineer. He also made reference to a draft document from a rate Ad Hoc Committee meeting that included recommendations and requested the document be discussed at the March Board meeting. Mrs. Hebrard provided suggestions for the updates to the accounting system.

b. Legal Counsel Report: Mr. Brown reported on the projects he is currently working with the Manager on, including policy updates, meeting with CCWD, and the tour of the District's facilities.

c. Engineer's Report: The Board reviewed the report and discussed the current status of the County jail and courthouse waterline dedication. Director Speer appreciated the Engineer's report.

11. BOARD MEMBERS REPORT

a. LAFCO – Meeting Report 1/27/20 – Director Lavaroni referenced Mrs. Hebrard's comments regarding the Golden Hills subdivision.

b. UMRWA – Meeting Report 1/24/20 – Director Blood gave a recap of the meeting which included a forest clearing project and updates to the MAC Plan for possible additional funding. The General Manager stated that the District plans to work with CCWD to propose projects for the plan. Director Speer thanked the staff for the recent tour of the Treatment Plant.

12. CLOSED SESSION

a. Personnel Matters

Update on Negotiations with SEIU Local 1021 (Government Code § 54957.6)

Agency Designated Representative: Donna Leatherman

At 9:12pm the Board convened to a closed session. The Board reconvened at 9:32pm. The Board heard a report and no action was taken.

13. ADJOURNMENT (Public Hearing and Regular Meeting on March 10, 2020): As there was no further business to come before the Board, a motion was made by Director Overmier, seconded by Director Lavaroni, to adjourn the meeting at 9:33 p.m. Motion carried 5-0.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

Directors Report

Calaveras P.U.D.

Water Sold This Month

14,629,479 Gallons

	Amount (\$)	# Of Accounts
Total Water	147,729.78	1,900
Total Late Charge	1,500.00	50
Total Adjustments	-57.17	5
Total New Acct Fee	245.00	7
Total Service Call Out	105.00	3
Total Current Charges	149,522.61	1,903
Amount Past Due 1-30 Days	17,237.52	186
Amount Past Due 31-60 Days	927.75	16
Amount Past Due Over 60 Days	5,472.68	8
Amount Of Overpayments/Prepayments	-21,213.97	287
Total Receivables	151,946.59	1,868

Total Receipts On Account	135,358.49	1,550
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	5,707.46	159
Collection Accounts (Amount Owed)	5,707.46	159
Number Of Unread (Turned On) Meters		

Average Usage For Active Meters	7,667	1,908
Average Water Charge For Active Meters	77.75	1,900

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		27	5,706,530	39.01	13.97
40,001-50,000		14	622,530	4.26	2.03
30,001-40,000		17	590,698	4.04	2.52
20,001-30,000		29	688,748	4.71	3.22
10,001-20,000		104	1,414,821	9.67	7.14
8,001-10,000		80	716,071	4.89	4.59
6,001-8,000		155	1,077,405	7.36	6.78
4,001-6,000		326	1,603,612	10.96	13.46
2,001-4,000		561	1,646,226	11.25	22.30
1-2,000		538	562,834	3.85	21.87
Zero Usage		57	0	0.00	2.11
Total Meters		1,908	14,629,475	100.00	100.00

Monthly Maintenance Report

February 2020

LOCATION	DESCRIPTION OF WORK	STATUS
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP in compliance	Complete
	Treated Water - 18,120,398 gallons	
	Monthly backup Generator check	Complete
	Vegetation clearing and fire clearance (Cal Fire)	In Progress
	Filter inspections	Complete
	Clearwell inspections	Complete
	Hazard tree removal (Timber Tech)	Complete
Warehouse Shop	Annual maintenance for small shop equipment	Complete
South Fork Pump Station	Weekly routine checks - Pumping as of 1/27/20 (2 pumps)	Complete
	Annual motor maintenance for motor #1 and #2	Complete
Schaads Reservoir	Weekly checks	Complete
	Hydro maintenance required - not operational	Pending
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
	Replace exterior light bulb	Complete
	Annual maintenance	Follow up required
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
	Annual maintenance	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
	Annual maintenance	Follow up required
San Andreas Distribution	Routine operations, sampling	Complete
	Repair 10" steel main under Main St. Bridge	Pending
	1 1/2" clamp repair at 161 Bellview Avenue	Complete
	2" check valve replacement at Golden Hills tank's fill line	Complete
	Remove trees at Golden Hill Pressure Station	Complete
	San Andreas tank inspection	Complete
	Golden Hills tank inspection	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	2" steel repair at 8062 Center Street	Complete
	Replaced 10' of 2" steel at Church Street near STP	Complete
	Repair broken meter spud at 8980 Old Toll Road	Complete
	Tree removal at Moke Hill Tank (Timber Tech)	Complete
	6" main repair & valve install at Center Street/Miwok Trail	Complete
Glencoe Distribution	Routine operations	Complete
Paloma Distribution	Routine operations, sampling	Complete
	Paloma tank inspection	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
	Tank inspection	Complete
Safety	Annual fire extinguisher servicing	In Progress
	Upgrade cellular communication	Complete

Monthly Maintenance Report

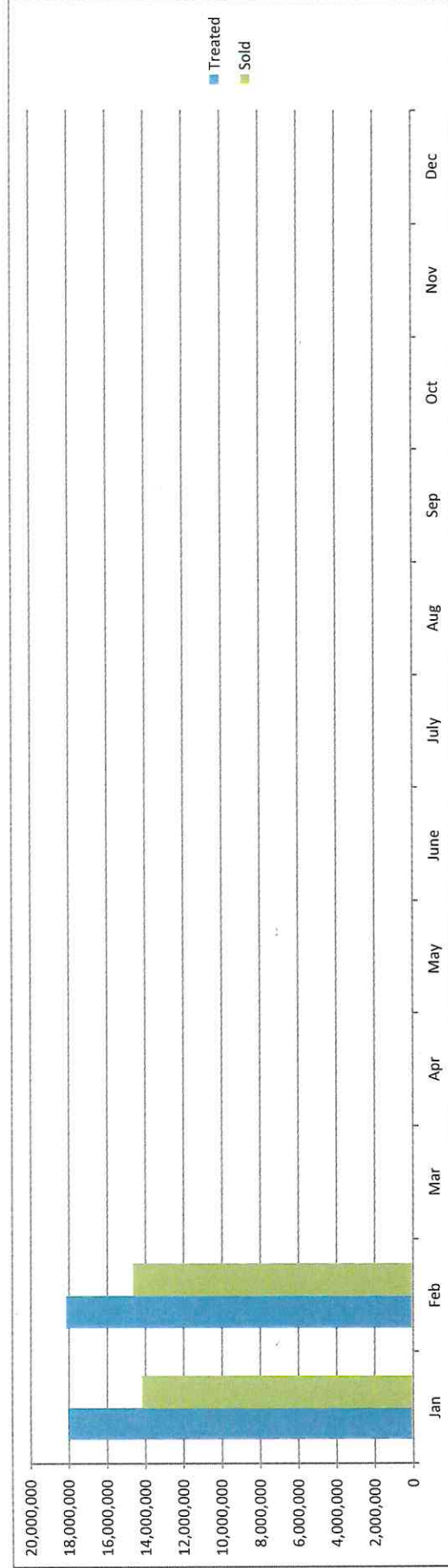
February 2020

Training	Safety Center: Rigger and Signal Training	Complete
Spray Program	JC - Pre Emergent all sites	In Progress
	Spray skid maintenance	Complete
Vehicle Maintenance	Center console lid replacement for Truck #006 and #007	Complete
	Seat replacement for Truck #006	Complete
	Upgraded cellular communications for all trucks	Complete
Other Maintenance	313 USA tags completed	Complete
	46 Customer service/work orders	Ongoing
	Monthly meter reading	Complete
Other	Revision of Operations Plan	Pedning
	Interviews for Water Utility Worker II	Complete

Calaveras Public Utility District (2020)

Water Treated and Water Sold Comparison

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Treated	17,976,016	18,120,398	0	0	0	0	0	0	0	0	0	0	36,096,414
Sold	14,154,158	14,629,479	0	0	0	0	0	0	0	0	0	0	28,783,637
% difference	-21.26%	-19.27%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-20.26%



Financial Business

- a. Approval of Claim Summary #737

Discussion

The Claim Summary #737 submitted of \$143,848.13 reflects payments with descriptions showing on the Bill Payments for All Vendors report.

Recommended Action: Approval of Claim Summary #737: \$143,848.13

Motion 1st _____, 2nd _____, Carried _____

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 737

DATE: February 2020

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	\$92,570.98
Payroll Submitted	\$34,082.77
P/R Tax Deposits	\$17,194.38
Sub-total	\$143,848.13

Net Additions	
Net Deductions	
Claim Summary Approved for	\$143,848.13



Admin Acct Assistant, Calaveras Public Utility District

Calaveras Public Utility District
Summary Balance Sheet
As of February 29, 2020

	<u>Feb 29, 20</u>
ASSETS	
Current Assets	
Checking/Savings	71,039.52
Other Current Assets	4,375,576.45
Total Current Assets	4,446,615.97
Fixed Assets	8,152,078.15
Other Assets	614,461.24
TOTAL ASSETS	<u><u>13213155.36</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	51,308.76
Other Current Liabiliti...	1,722,478.40
Total Current Liabilities	1,773,787.16
Long Term Liabilities	82,098.31
Total Liabilities	1,855,885.47
Equity	11357269.89
TOTAL LIABILITIES & EQU...	<u><u>13213155.36</u></u>

Calaveras Public Utility District
Bill Payments for All Vendors
February 2020

Name	Num	Date	Amount	GL #	Amount
A-1 Sharpening	22163	02/18/2020	28.86	5421	Materials & supplies
ACWA-Health	22164	02/18/2020	467.17	5643	Dental & vision insurance
Alpha Analytical Labs, Inc.	22165	02/18/2020	1,722.00	5323	Lab fees
American Fidelity Assurance	22178	02/27/2020	228.82	5646	125 Cafeteria Plan (February)
American Fidelity Assurance Co.(Flex)	22179	02/27/2020	287.50	5646	125 Flex Plan (February)
AT & T	22193	02/29/2020	639.57	5432	Utilities
AT & T	22194	02/29/2020	65.25	5432/5621	Utilities
Blood, Richard	22195	02/29/2020	103.00	5680/5681	Director compensation
Cal PERS	EFT	02/24/2020	12,511.74	5643	Health insurance (February)
Calaveras County Environmental Health	22196	02/29/2020	227.00	5426	Annual Hazmat Response Plan
Calaveras Enterprise	22197	02/29/2020	512.00	5620	Public Hearing notice
Carbon Copy Inc.	22198	02/29/2020	139.05	5623	Printer/copier contract (February)
Cole Tiscornia Construction	22199	02/29/2020	4,660.00	5422	Main St, SA leak & Schaads penstock repair
Comcast	22180	02/27/2020	307.04	5621	Utilities
Computer Firemen	22167	02/18/2020	100.00	5623	IT services
De Lage Landen Financial Services Inc.	22168	02/18/2020	87.85	5623	Printer/copier contact
Dell'Orto, J.W.	22200	02/29/2020	34.00	5680/5681	Director compensation
Design FX	22201	02/29/2020	161.63	5620	Truck 009 lettering
Fischer, Merle	22181	02/27/2020	371.07	5647	Post retirement health reimbursement (March)
Foxcroft Equipment & Service	22202	02/29/2020	1,855.31	5322	TP materials & supplies
Garrett's Cross Connection Control	22169	02/18/2020	360.00	5422	Annual backflow testing
Grainger	22182	02/27/2020	104.07	5421	Materials & supplies
Grainger	22203	02/29/2020	341.19	5322	TP materials & supplies
Henwood Associates, Inc.	22183	02/27/2020	2,032.80	5200	Ponderosa hydro maintenance/repair
Hill Rivkins Brown & Associates	22184	02/27/2020	7,522.50	5682	Legal services (January)
Hobgood's Cleaning Service	22204	02/29/2020	160.00	5623	Janitorial services (February)
Hunt & Sons Inc.	22170	02/18/2020	894.91	5424	Fuel
Hunt & Sons Inc.	22185	02/27/2020	971.36	5424	Fuel
Lavaroni, John	22205	02/29/2020	25.00	5680	Director compensation
Mead and Hunt, Inc.	22206	02/29/2020	1,686.50	5430	Engineering services (Jeff Davis EAP)
Northern Tool & Equipment	22186	02/27/2020	267.05	5421	Materials & supplies
Overmier, Clifford	22207	02/29/2020	75.00	5680	Director compensation
Pace Supply	22208	02/29/2020	538.59	5200	Garamendi hydro repair
Pacific Gas & Electric	22171	02/18/2020	778.29	5201/5200/5621	Utilities
Pacific Gas & Electric	22209	02/29/2020	266.66	5432/5201/	Utilities
Petty Cash	22187	02/27/2020	95.82	5622/5620	Office materials & supplies / Postage
Postmaster	22210	02/29/2020	700.00	5622	Postage
Progressive Print Solutions	22172	02/18/2020	256.06	5620	Office materials & supplies
Public Employees Retirement System	EFT	02/24/2020	17,864.99	5645/5647	Retirement (February)
Rovera, Wyatt	22188	02/27/2020	200.00	5421	Annual boot allowance reimbursement
RVS Software	22211	02/29/2020	3,081.54	5623/5620	Annual billing software fee & bill restock
Safety Center, Inc	22173	02/18/2020	1,450.00	5429	Heat Illness, Confined Space, Ladder Safety training
Safety Center, Inc	22212	02/29/2020	1,500.00	5429	Rigger and Signal training
Sender's Market Inc.	22174	02/18/2020	256.45	5421/5322	Materials & supplies
Speer, Scott	22213	02/29/2020	25.00	5680	Director compensation
TD Ameritrade Trust Company	22175	02/18/2020	650.00	2317	457 Plan (February)
TD Ameritrade Trust Company	22189	02/27/2020	600.00	2317	457 Plan (February)
Timbertech Tree Co.	22214	02/29/2020	4,000.00	5422	Treet removal (Moke Hill Tank & TP)
Treat's General Store	22215	02/29/2020	127.32	5421/5322	Materials & supplies
Verizon Wireless	22216	02/29/2020	157.55	5432	Utilities
Volcano Telephone	22217	02/29/2020	519.01	5322/5201/5230/5200	Utilities
Weber, Ghio & Associates	22190	02/27/2020	18,756.80	5684/1117/1190	Engineering services (Court St LRP, SCADA, Storm damage, SRF application, Water loss control, Mt Ranch Rd)
Wells Fargo Bank	22176	02/18/2020	525.86	5424/5623/5420	Fuel, contract services, office materials & supplies
Wells Fargo Bank (KJ)	22177	02/18/2020	1,271.80	5429/5620/5622/5424	Training costs, office materials & supplies, postage, vehicle maintenance (trucks #6 & 7 center console & seat)

92,570.98

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS				EARNINGS
*** 10 MAINTENANCE Cunningham, John L 1	Salary			2,365.76		151.44	Direct Deposit # 20825
	CPUD Ins			76.86		35.42	Check Amt
	Sick		M4:00			226.29	Chkg 0017
						28.90	
						24.43	
	CHECK 1 TOTAL		4.00	2,442.62	466.48	100.00	Net Pay
	Overtime	40:9500	12:00	491.40	35.23	100.00	Direct Deposit # 20826
	CPUD Ins			76.86	8.24		Check Amt
					5.68		Chkg 0017
	CHECK 2 TOTAL		12.00	568.26	49.15	100.00	Net Pay
Moe, James G 8	EMPLOYEE TOTAL		16.00	3,010.88	515.63	200.00	Net Pay
	Salary			2,381.60	149.15		Direct Deposit # 20827
	CPUD Ins			24.12	34.88		Check Amt
	Sick		M4:00		232.73		Chkg 5056
					71.17		
					24.06		
	CHECK 1 TOTAL		4.00	2,405.72	511.99		Net Pay
	Overtime	41:2200	11:50	474.03	30.89		Direct Deposit # 20828
	CPUD Ins			24.12	7.22		Check Amt
					20.23		Chkg 5056
				20.00			
				4.98			
CHECK 2 TOTAL		11.50	498.15	83.32		Net Pay	
EMPLOYEE TOTAL		15.50	2,903.87	595.31		Net Pay	
Rovera, Wyatt N 13	Salary			2,072.20	164.91	135.37	Direct Deposit # 20829
	CPUD Ins			587.74	38.57		Check Amt
	Vacation		M24:00		305.74		Chkg 9965
					106.53		
					26.60		
	CHECK 1 TOTAL		24.00	2,659.94	642.35	135.37	Net Pay
	Overtime	35:8650	4:00	143.46	45.34	135.37	Direct Deposit # 20830
	CPUD Ins			587.74	10.60		Check Amt
					25.83		Chkg 9965

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 10 MAINTENANCE (cont.) Rovera, Wyatt N (cont.) 13					CA Disability		
	CHECK 2 TOTAL		4.00	731.20			506.75
	EMPLOYEE TOTAL		28.00	3,391.14			2,388.97
**** 20 MANAGER Leatherman, Donna M 7	Salary			4,708.21	Social Security	311.98	Direct Deposit # 20831
	CPUD Ins			323.77	Medicare	72.96	Check Amt 0.00
	Vacation		M16:00		Fed Income Tax	764.99	Chkg 2134 1,000.00
					CA Income Tax	354.37	Chkg 8258 2,177.36
					CA Disability	50.32	
EMPLOYEE TOTAL		16.00	5,031.98			1,554.62	3,177.36
**** 30 METERS Duke, Kelly 9	Hourly	26:4000	56:00	1,478.40	Social Security	91.66	EA
					Medicare	21.43	Check # Unknown
					Fed Income Tax	200.18	Check Amt 0.00
					CA Income Tax	83.55	Manual 1,066.80
					CA Disability	14.78	
CHECK 1 TOTAL		56:00	1,478.40			411.60	1,066.80
Hourly	26:4000	40:00	1,056.00		Social Security	65.48	Readychex # 1939800115
					Medicare	15.32	Check Amt 750.11
					Fed Income Tax	149.49	
					CA Income Tax	65.04	
					CA Disability	10.56	
CHECK 2 TOTAL		40:00	1,056.00			305.89	750.11
**** 40 SECRETARY Jesus, Kate E 5	EMPLOYEE TOTAL		96:00	2,534.40		717.49	1,816.91
	Salary			1,724.77	Social Security	110.05	Direct Deposit # 20832
	CPUD Ins			50.30	Medicare	25.74	Check Amt 0.00
					Fed Income Tax	123.36	Chkg 0650 1,313.00
					CA Income Tax	23.26	
					CA Disability	17.75	
CHECK 1 TOTAL			1,775.07			161.92	1,313.00

PAYROLL JOURNAL

40004 (R-9)
 0085 A850-4915 Calaveras Public Utility District
 Payrolls by Paychex, Inc.

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS		
	DESCRIPTION	RATE	HOURS				EARNINGS	REIMB & OTHER PAYMENTS
**** 40 SECRETARY (cont.) Jesus, Kate E (cont.) 5	Overtime	29.8500	6.00	179.10				
	CPUD Ins			50.30				
	CHECK 2 TOTAL		6.00	229.40	14.22 3.33 2.29	457 EE Pretax Retirement	50.00 111.92 47.84	Direct Deposit # 20833 Check Amt Chkg 0650
	EMPLOYEE TOTAL		6.00	2,004.47	19.84		161.92	Net Pay 47.84
**** 60 EXTRA CLERICAL Storm, Kathleen J 15	Hourly	25.0000	24.00	600.00				
				600.00				
			24.00	600.00	37.20 8.70 58.33 6.00	Social Security Medicare Fed Income Tax CA Disability	323.84	Direct Deposit # 20834 Check Amt Chkg 6876
	EMPLOYEE TOTAL		24.00	600.00	110.23		100.00	Net Pay 489.77
**** 70 SUPERINTENDENT Beaudreau, Bret A 11	Salary			4,502.53				
	CPUD Ins			808.86				
				5,311.39	329.31 77.02 966.05 384.00 53.11	Social Security Medicare Fed Income Tax CA Disability	1,809.49	Direct Deposit # 20835 Check Amt Chkg 0608
	EMPLOYEE TOTAL			5,311.39			100.00	Net Pay 3,401.90
COMPANY TOTALS 8 Person(s) 13 Transaction(s)	Hourly		120.00	3,134.40				
	Salary			17,755.07				
	Overtime		33.50	1,287.99				
	CPUD Ins		8.00	2,610.67				
	Sick		40.00					
	Vacation		201.50	24,786.13				
	COMPANY TOTAL			201.50	24,786.13	1,536.86 359.43 3,073.21 1,136.82 247.87	457 EE Pretax Retirement	700.00 494.58
					6,354.19		1,194.58	Net Pay 17,239.36
					Employer Liabilities			
					Social Security Medicare CA Unemploy CA Emp Train	1,536.85 359.43 149.00 8.77		
					TOTAL EMPLOYER LIABILITY	2,054.05		
					TOTAL TAX LIABILITY	8,408.24		

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	Overtime		-12:00	-491.40	Social Security Medicare CA Disability	457 EE Pretax -100:00	VOID Direct Deposit # 20826 Check Amt 0.00 Chkg 0017 -419.11
	CPUD Ins			-76.86			Net Pay -419.11
	EMPLOYEE TOTAL		-12:00	-568.26			
	Overtime		-11:50	-474.03	Social Security Medicare		VOID
Moe, James G 8	CPUD Ins			-24.12	Fed Income Tax CA Income Tax CA Disability		Direct Deposit # 20828 Check Amt 0.00 Chkg 5056 -414.83
	EMPLOYEE TOTAL		-11:50	-498.15			Net Pay -414.83
	Overtime		-4:00	-143.46	Social Security Medicare	Retirement	VOID
	CPUD Ins			-587.74	Fed Income Tax CA Disability		Direct Deposit # 20830 Check Amt 0.00 Chkg 9965 -506.75
EMPLOYEE TOTAL		-4:00	-731.20			Net Pay -506.75	
**** 40 SECRETARY Jesus, Kate E 5	Overtime		-6:00	-179.10	Social Security Medicare CA Disability	457 EE Pretax -50:00	VOID
	CPUD Ins			-50.30		Retirement	Direct Deposit # 20833 Check Amt 0.00 Chkg 0650 -47.84
	EMPLOYEE TOTAL		-6:00	-229.40			Net Pay -47.84
	Overtime		-33:50	-1,287.99	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	457 EE Pretax Retirement	Check Amt 0.00
COMPANY TOTALS 4 Person(s) 4 Transaction(s)	CPUD Ins			-739.02			Dir Dep -1,388.33
	EMPLOYEE TOTAL		-33:50	-2,027.01			Net Pay -1,388.33
	COMPANY TOTAL				Employer Liabilities		
	TOTAL EMPLOYER LIABILITY				-125.67 -29.39 -3.90 -0.23		
TOTAL TAX LIABILITY				-159.19 -400.58			

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS			
**** 10 MAINTENANCE Cunningham, John L 1	Overtime	40:9500	12:00	491:40			
					Social Security 30:47 Medicare 7:13 CA Disability 4:91		Direct Deposit # 20836 0:00 Check Amt 448:89 Chkg 0017
		EMPLOYEE TOTAL	12:00	491:40			Net Pay 448:89
				474:03			Direct Deposit # 20837 0:00 Check Amt 393:03 Chkg 5056
Moe, James G 8	Overtime	41:2200	11:50	474:03			
					Social Security 29:39 Medicare 6:87 Fed Income Tax 20:00 CA Income Tax 20:00 CA Disability 4:74		Net Pay 393:03
		EMPLOYEE TOTAL	11:50	474:03			Direct Deposit # 20838 0:00 Check Amt 131:05 Chkg 9965
				143:46			Net Pay 131:05
Rovera, Wyatt N 13	Overtime	35:8650	4:00	143:46			
					Social Security 8:90 Medicare 2:08 CA Disability 1:43		Direct Deposit # 20839 0:00 Check Amt 163:60 Chkg 0650
		EMPLOYEE TOTAL	4:00	143:46			Net Pay 163:60
				179:10			Net Pay 163:60
**** 40 SECRETARY Jesus, Kate E 5	Overtime	29:8500	6:00	179:10			
					Social Security 11:11 Medicare 2:60 CA Disability 1:79		Direct Deposit # 20839 0:00 Check Amt 163:60 Chkg 0650
		EMPLOYEE TOTAL	6:00	179:10			Net Pay 163:60
				1,287:99			Check Amt 0:00 Dir Dep 1,136:57
COMPANY TOTALS 4 Person(s) 4 Transaction(s)	Overtime		33:50	1,287:99			
					Social Security 79:87 Medicare 18:68 Fed Income Tax 20:00 CA Income Tax 20:00 CA Disability 12:87		Check Amt 0:00 Dir Dep 1,136:57
		COMPANY TOTAL	33:50	1,287:99			Net Pay 1,136:57
				1,287:99	Employer Liabilities		
				Social Security 79:85 Medicare 18:68 CA Unemploy 3:04 CA Emp Train 0:18			
				TOTAL EMPLOYER LIABILITY 101:75 TOTAL TAX LIABILITY 253:17			
(IC) = Independent Contractor							

PAYROLL JOURNAL

EMPLOYEE NAME	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS				REIMB & OTHER PAYMENTS
*** 10 MAINTENANCE Lunningham, John L	Salary	40:9500		2,365:76		Social Security	161:60	Direct Deposit # 20840
	Overtime		4:00	163:80		Medicare	37:79	Check Amt 0.00
	CPUD Ins			76:86		Fed Income Tax	262:33	Chkg 0017 1,982.53
	Sick		M4:00			CA Income Tax	36:11	
						CA Disability	26:06	
	EMPLOYEE TOTAL		8:00	2,606:42			523:89	Net Pay 1,982.53
Joe, James G	Salary	41:2200		2,381:60		Social Security	170:88	Direct Deposit # 20841
	Overtime		8:50	350:37		Medicare	39:97	Check Amt 0.00
	CPUD Ins			24:12		Fed Income Tax	274:77	Chkg 5056 2,156.32
						CA Income Tax	86:59	
						CA Disability	27:56	
	EMPLOYEE TOTAL		8:50	2,756:09			599:77	Net Pay 2,156.32
lovera, Wyatt N 3	Salary	35:8650		2,072:20		Social Security	199:38	Direct Deposit # 20842
	Overtime		15:50	555:91		Medicare	46:63	Check Amt 0.00
	CPUD Ins			587:74		Fed Income Tax	428:04	Chkg 9965 2,212.53
						CA Income Tax	161:74	
						CA Disability	32:16	
	EMPLOYEE TOTAL		15:50	3,215:85			867:95	Net Pay 2,212.53
** 20 MANAGER eatherman, Donna M	Retro Pay			556:82		Social Security	346:50	Direct Deposit # 20843
	Salary			4,708:21		Medicare	81:04	Check Amt 0.00
	CPUD Ins			323:77		Fed Income Tax	898:63	Chkg 2134 1,000.00
	Sick		M2:00			CA Income Tax	411:33	Chkg 8258 2,495.41
						CA Disability	55:89	
	EMPLOYEE TOTAL		2:00	5,588:80			1,793:39	Net Pay 3,495.41
*** 30 METERS luke, Kelly	Hourly	26:4000		1,267:20		Social Security	78:56	Readychex # 1939800116
			48:00			Medicare	18:37	Check Amt 908.50
						Fed Income Tax	174:84	
						CA Income Tax	74:26	
						CA Disability	12:67	
	EMPLOYEE TOTAL		48:00	1,267:20			358:70	Net Pay 908.50
*** 40 SECRETARY esus, Kate E	Retro Pay			556:82		Social Security	148:27	Direct Deposit # 20844
	Salary			1,724:77		Medicare	34:68	Check Amt 0.00
	Overtime		2:00	59:70		Fed Income Tax	201:44	Chkg 0650 1,777.93
	CPUD Ins			50:30		CA Income Tax	43:43	
	Sick		M1:50			CA Disability	23:92	
	EMPLOYEE TOTAL			1,267:20			50:00	Direct Deposit # 20844
							11:92	Check Amt 0.00
								Chkg 0650 1,777.93

PAYROLL JOURNAL

EMPLOYEE NAME	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS			
*** 40 SECRETARY (cont.) esus, Kate E (cont.)	EMPLOYEE TOTAL		3.50	2,391.59	451.74	161.92 Net Pay 1,777.93
*** 60 EXTRA CLERICAL form, Kathleen J	Hourly	25.0000	42.00	1,050.00	Social Security 65.10 Medicare 15.23 Fed Income Tax 105.77 CA Income Tax 14.90 CA Disability 10.50	Direct Deposit # 20845 0.00 Check Amt 838.50 Chkg 6876
*** 70 SUPERINTENDENT leadreau, Bret A	EMPLOYEE TOTAL		42.00	1,050.00	211.50	Net Pay 838.50
1	Salary			4,502.53	Social Security 329.30	Direct Deposit # 20846
	CPUD Ins			808.86	Medicare 77.01	Check Amt 0.00
	Sick		M10:00		Fed Income Tax 966.05	Chkg 0608 3,401.92
	EMPLOYEE TOTAL		10.00	5,311.39	457 EE Pretax 100.00	Net Pay 3,401.92
COMPANY TOTALS	Hourly		90.00	2,317.20	Social Security 1,499.59	Check Amt 908.50
Person(s)	Retro Pay			1,113.64	Medicare 350.72	15,865.14
Transaction(s)	Salary		30.00	17,755.07	Fed Income Tax 3,311.87	Dir Dep
	Overtime			1,129.78	CA Income Tax 1,212.36	
	CPUD Ins		17.50	1,871.65	CA Disability 241.87	
	Sick					
	COMPANY TOTAL		137.50	24,187.34	6,616.41	Net Pay 16,773.64
					Employer Liabilities	
					Social Security 1,499.63	
					Medicare 350.72	
					CA Unemploy 62.53	
					CA Emp Train 3.68	
					TOTAL EMPLOYER LIABILITY 1,916.56	
					TOTAL TAX LIABILITY 8,532.97	
C) = Independent Contractor						

Ad Hoc Committee Report – Policies and Procedures (Director Overmier and Blood)

a. Consideration of Resolution 2020-3: Resolution Adopting District Policies

Background

As directed by the Board, staff initiated a comprehensive review of District and Board policies and procedures. The objective of the review is to update and organize District policies to be in compliance with existing law and best practices recognized among water districts throughout the state, and to facilitate transparency and ease of use for the Board, staff and the public. District staff started with the sample policies compiled by the California Special Districts Association (CSDA) with the assistance of special districts and attorneys throughout California, and made appropriate modifications to suit the specific needs of CPUD. Following input from District legal counsel, staff met with the policies and procedures ad hoc committee (Directors Blood and Overmier) for further review and revision before presentation to the full Board for consideration.

The Policies and Procedures Ad Hoc Committee met on January 21st, February 18th and February 25th to review, discuss and make revisions to the attached policies.

Included in the Board packet are Sections 1000 (General) and 4000 (Board) for consideration.

These policies constitute the first segment of the updates to all of the District's policies. Additional sections (covering finance, administration, personnel and other matters) will be presented to the Board for consideration at future meetings following review by the ad hoc committee, which will culminate in the complete overhaul of existing policies and their consolidation into one, user-friendly resource once this process is complete.

Recommended Action: Approve Resolution 2020-3: Resolution Adopting District Policies

Motion 1st _____, 2nd _____, Carried _____, Roll Call Vote

RESOLUTION 2020-3

RESOLUTION ADOPTING DISTRICT POLICIES

WHEREAS, the Board of Directors of the Calaveras Public Utility District, a public agency formed and existing under the California Public Utility District Act, Public Utilities Code Section 15501, *et seq.*, is responsible for the governance of the District pursuant to its statutory authorization; and

WHEREAS, the Board of Directors is statutorily authorized to adopt District ordinances, resolutions, policies and procedures to ensure the proper and orderly function of the District, its services and operations in providing a safe and reliable drinking water supply to its residents; and

WHEREAS, the Board of Directors of the Calaveras Public Utility District has determined to update and revise District policies pertaining to the proper governance, function and operation of the District; and

WHEREAS, the Board of Directors finds that it is in the best interests of the District and the public to update District policies from time to time to bring them into compliance with existing law and best practices, and to promote public participation, transparency and consistency;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Calaveras Public Utility District as follows:

1. That the attached Policies, Sections 1000 and 4000, be and are hereby adopted by the Board of Directors; and
2. That the aforesaid Policies hereby amend, restate and supersede any and all prior and currently existing policies of this District pertaining to the subject matter set forth therein; and
3. That unless otherwise amended, restated or superseded herein, all other District policies and procedures presently in existence shall remain unaltered and shall continue in full force and effect.

The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 10th day of March 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Calaveras Public Utility District

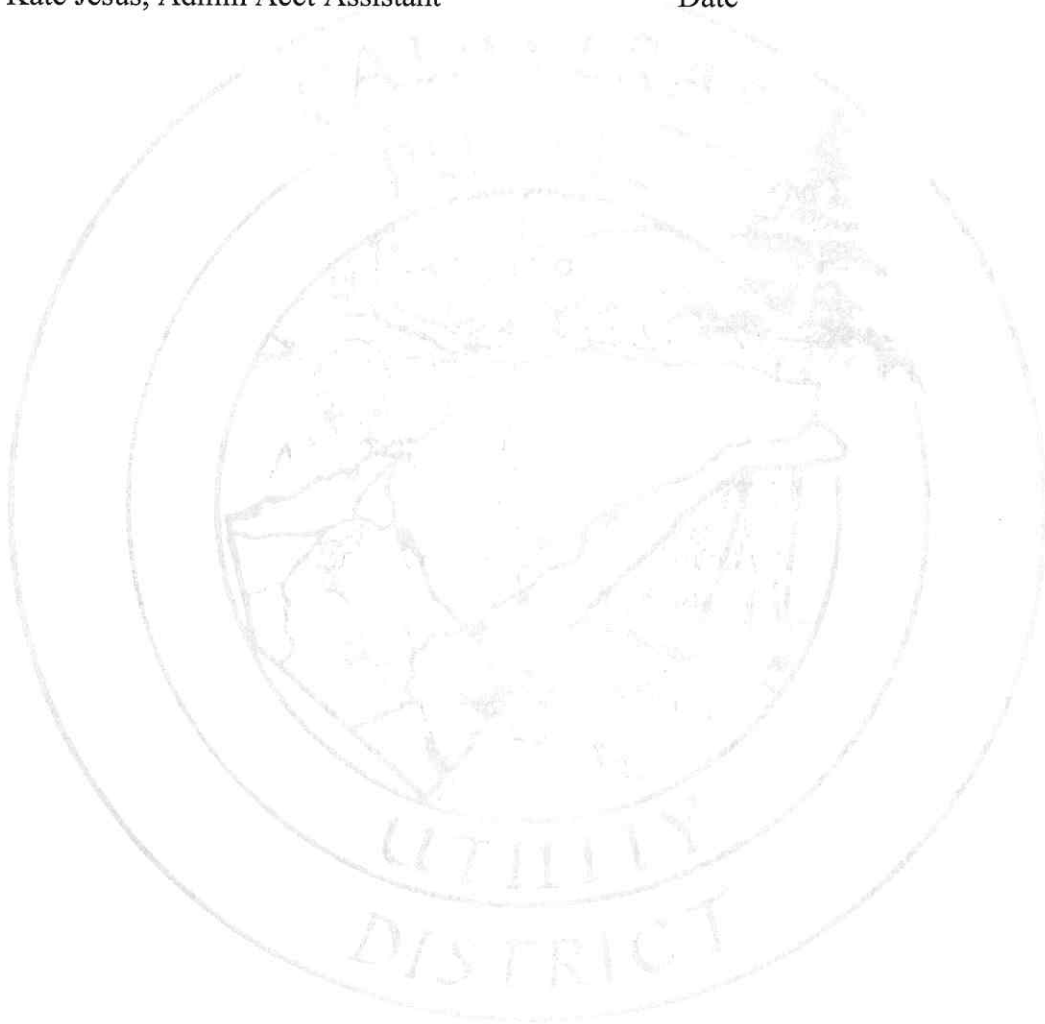
Attest:

Kate Jesus, Admin Acct Assistant

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

Kate Jesus, Admin Acct Assistant

Date



CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1000 – ADOPTION/AMENDMENT OF POLICIES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board President, General Manager and Board Secretary, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors by majority vote in accordance with the District’s ordinances and state statutes.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1005 – ASSOCIATION MEMBERSHIPS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process and shall require the approval of the Board of Directors.

1005.2 Appointment of Representatives. The Board President shall appoint Board Members or the General Manager as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board in accordance with existing District policies.

1005.3 General Manager Memberships. The President may designate the General Manager as the appropriate representative or alternate in connection with memberships in any association. The General Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1010 – BASIS OF AUTHORITY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members under the direction of the General Manager as provided in the California Public Utility Code and District ordinances.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1015 – BOARD SECRETARY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1015.1 The Board Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board, and such other duties as prescribed in the California Public Utilities Code and District ordinances. The General Manager or any other person designated by the Board may serve as Board Secretary. A Board member may not serve as Board Secretary.

1015.2 Duties of the Secretary

The Secretary of the Governing Board shall have the following duties;

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the District, and sign all other items which require the signature of the Secretary;
- d) Perform any other duties assigned by the Board and the General Manager; and
- e) Perform any other duties required under law.

1015.3 Responsibilities of the Secretary

The duties of the Secretary, with the direction of the General Manager, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and take notes to prepare the minutes;
- d) Ensure accurate minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law; and
- f) Disseminate correspondence to Board members addressed to them.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1020 – BOARD/STAFF COMMUNICATIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

Objectives: Effective governance of the District relies on the cooperative efforts of the District’s elected Board, who set policy and priorities, and the District’s staff members, who analyze problems and issues, make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the District, the Board is responsible for approving the District’s budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members, at the direction of the General Manager, are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. All requests shall be routed through the General Manager. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review

by District staff. In addition, there are legal restrictions on the District's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. The General Manager or Legal Counsel, as appropriate, will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by the General Manager to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications,

or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any District department through interaction with staff. Individual Directors should discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a District employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1025 – CLAIMS AGAINST THE DISTRICT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1025.1 Claims Against the District

The purpose of this policy is to provide direction to District staff and Board members for processing and resolving (if possible) account adjustment requests and property damage, personal injury, inverse condemnation and all other types of claims which may be asserted against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1025.1.2 Property Damage Claims – Land and Improvements

In the course of the District’s operations, damage to land and improvements thereon occasionally occurs due to the proximity of the District’s facilities to private property. When District employees are aware that private property has been damaged in the course of their work, such damage must be reported to the General Manager, who shall notify the affected property owner. To the extent authorized by the General Manager and affected property owner, restorative measures are to be taken to return the property as close to its original condition, if possible.

When a property owner informs a District employee of damage to their property (by telephone, email, text message or in person), the employee receiving the claim will document (in writing) the time, date, and description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager shall investigate the property owner’s allegations in coordination with the District’s Legal Counsel.

If the owner of damaged property informs a Board member, the information will be given to the General Manager as soon as possible. Directors should not independently investigate claims.

Claims in excess of the District’s insurance deductible shall be forwarded to the insurance company (ACWA/JPIA), and the claimant shall be advised of this action. The District shall follow guidance from ACWA/JPIA regarding further handling of the claim.

Claims for personal injury/wrongful death shall not be investigated by District staff but shall be immediately forwarded to ACWA/JPIA.

1025.1.3 Damage Claims – Vehicles and Unsecured Property

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,000. Claims in excess of \$1,000 shall be forwarded to the insurance company.

1025.2 Property Damage Claims Form

All damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District. If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, *et seq.* of the California Government Code, as such may be amended from time to time. Section 910 specifies that a claim needs to contain all of the following information:

- a) The name and post office address of the claimant.
- b) The post office address to which the person presenting the claim desires notices to be sent.
- c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- e) The name(s) of the public employee(s) causing the injury, damage, or loss, if known.
- f) The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.

Section 910.2 of the California Government Code specifies the following: "The claim shall be signed by the claimant or by some person on his/her behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his/her behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant."

If the filed letter/claim does not meet the requirements of California Government Code 910 and 910.2, then a notice of insufficiency of claim may be sent by the District to the claimant.

The Board of Directors may, in its sole and exclusive discretion, accept or reject, in whole or in part, any claim presented to the District.

District staff may not assist the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1030 – CODE OF ETHICS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1030.1 Background information:

Calaveras Public Utility District designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

1030.2 Goals of the Code of Ethics & Values:

- a) To make Calaveras Public Utility District a better District built on mutual respect and trust;
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District (herein called “Officials” for the purposes of this policy);
- c) The Code is a touchstone for members of the Board and District staff in fulfilling their roles and responsibilities.

1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The Calaveras Public Utility District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's governance.
- b) All Officials, and others, who participate in the District's governance are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability:

This Code shall apply to all District Officials as defined in 1030.2 b).

1030.5 Core Values:

As participatory Officials in the District's government, we subscribe to the following Core Values:

1030.6 As a representative of Calaveras Public Utility District, I will be ethical.

In practice, this value looks like:

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.7 As a representative of Calaveras Public Utility District, I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my responsibilities and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.8 As a Representative of Calaveras Public Utility District, I will be service-oriented.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of constituents, public officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.9 As a representative of Calaveras Public Utility District, I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District constituents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

1030.10 As a representative of Calaveras Public Utility District, I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

1030.11 As a representative of Calaveras Public Utility District, I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its constituents.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of Calaveras Public Utility District, I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of Calaveras Public Utility District, I will be progressive.

In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1035 – CONFLICT OF INTEREST		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1035.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. The Board approved and adopted the FPPC’s standard conflict of interest on September 11, 2018. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix A and B, in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Calaveras Public Utility District.

1035.2 Designated employees shall file statements of economic interests with the Board Secretary.

APPENDIX A

**CONFLICT OF INTEREST CODE
OF THE
CALAVERAS PUBLIC UTILITY DISTRICT**

DESIGNATED POSITIONS

DESIGNATED POSITIONS, TITLE OR FUNCTION	DISCLOSURE CATEGORIES ASSIGNED
Board of Directors	1, 2
District Manager	1, 2
Water System Superintendent	2
Admin Account Assistant	2
Consultants*	*

*Disclosures for Consultants

Consultants are designated employees who must disclose financial interest as determined on a case-by-case basis by the District Manager or designee. The District Manager or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code (Gov. Code Section 81008).

APPENDIX B

CONFLICT OF INTEREST CODE

DISCLOSURE CATEGORIES

Category 1:

Designated positions assigned to this category shall report:

Interest in real property located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Category 2:

Designated positions assigned to this category shall report:

Investments and business positions in business entities, and sources of income, including loans, gifts and travel payments, from sources of the type that provide services, supplies, materials, machinery, or equipment to the District. Such sources include, but are not limited to, engineering and construction firms.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1040 – CORRESPONDENCE TO THE BOARD		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1035.1 All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members are not permitted to use District resources for sending or receiving personal correspondence.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1045 – LEGAL COUNSEL AND AUDITOR		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation of legislative policies and projects; represent the District’s interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, resolutions, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

- a) The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member’s participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member’s participation. The Legal Counsel shall be available to the General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor. The General Manager will install and maintain an accounting system approved by the Board that will completely, and at all times, accurately show the financial condition of the District.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1050 – OVERVIEW OF THE GENERAL MANAGER’S ROLE		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

1050.1 The General Manager is an employee of the District. The General Manager is the chief executive and administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District’s affairs which are under the General Manager’s control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager’s Duties

The General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District; engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District’s employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District’s facilities and services; and
- f) The supervision of the District’s finances.

1050.3 The General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1055 – LEGISLATIVE ADVOCACY POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

Purpose: The purpose of the policy is to guide Calaveras Public Utility District officials and staff in considering legislative or regulatory proposals that are likely to have an impact on the District, and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,¹ the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the General Manager, or other designee, discretion to advocate in the District’s best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of the District.

1055.1 Policy Goals

- Advocate the District’s legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and District staff on the legislative process and key issues and legislation that could have a potential impact on the District.
- Serve as an active participant with other local governments. and local government associations on legislative and regulatory issues that are important to the District and the region.
- Seek grant and funding assistance for District projects, services, and programs to enhance services for the community.

1055.2 Policy Principles

The Board of Directors recognizes the need to protect the District’s interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of the District to proactively monitor and advocate for legislation as described in the Advocacy Priorities and by the

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.

specific direction of the Board of Directors.

This policy provides the General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without specific Board approval if there is insufficient time for separate consideration by the Board, provided the General Manager consult the Board President.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the District, the matter shall be brought before the Board of Directors at a regularly scheduled Board meeting for formal direction from the Board of Directors.

Generally, the District will not address matters that are not pertinent to the District's local government services, such as social issues or international relations issues.

1055.3 Legislative Advocacy Procedures

It is the policy of the District to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Monitoring legislation is a shared function of the Board of Directors and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager or other designee shall review requests that the take a position on legislative issues to determine if the legislation aligns with the District's current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, the District response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the District, including but not limited to letters, phone calls, emails, and prepared forms, will be communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Directors.
4. All draft legislative position letters initiated by the General Manager or designee shall state whether the District is requesting "support", "support if amended", "oppose", or "oppose un-

less amended” action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the District, e.g. “the funding the District will lose due to this bill could pay for X capital improvements.”

- a. Support – legislation in this area advances the District’s goals and priorities.
 - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the District, or does not advance the District’s goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.
 6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the District shall be included as a copy or “cc” on the letter.
 7. A position may be adopted by the General Manager or designee if any of the following criteria is met:
 - a. The position is consistent with the adopted Advocacy Priorities;
 - b. The position is consistent with that of organizations to which the District is a member; or
 - c. The position is approved by the Board of Directors.
 8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

1055.4 Advocacy Priorities

Revenue, Finances, and Taxation

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. Protect and preserve special districts’ property tax allocations and local flexibility with revenue and diversify local revenue sources. Support opportunities that allow the District to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the District to maximize local revenues, offset and leverage capital expenditures, and maintain District goals and standards.

Governance and Accountability

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 preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Human Resources and Personnel

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.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4100 – ATTENDENCE AT MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4100.1 Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

To be counted as present for any meeting, Board Members must be present for the duration of the meeting.

Good cause for absence, including late arrivals or early departures, includes temporary illness, work schedule or other unavoidable circumstances of which the Board President, Secretary or General Manager is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity. A Board Member who will be absent for good cause may notify the Board President, Secretary or General Manager in person, by electronic transmission (email), telephone communication, or letter. The Board Secretary shall record all absences and late arrivals in the Board meeting minutes.

A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4105 – TEMPORARY ADVISORY (AD HOC) COMMITTEES OF THE BOARD OF DIRECTORS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4105.1 Temporary Advisory (Ad Hoc) Committees:

The Board President shall appoint any such temporary advisory committees as may be deemed necessary or advisable by the President or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished when the timeframe for its existence has expired, or when dissolved by the President, whichever occurs first.

4105.1.1 A temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board Members.

4105.1.2 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

4105.1.3 A temporary advisory committee shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

4105.2 The Board President may establish a standing committee as needed.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4110 – DUTIES OF THE BOARD PRESIDENT AND OFFICERS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

At the regular Board of Directors meeting in December, the Directors shall elect one of their members as Board President and another member as Vice President. Term of office for each shall be one year. The elected Board President and Vice President may succeed him or herself in office for a maximum of two terms, upon being duly re-elected by the Board each term. Should the Board President or Vice President vacate his/her term, a replacement shall be appointed at the next regular or special meeting by a majority vote of the Board to complete the term of the replaced officer.

4110.1 Presiding Officer:

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

4110.2 Duties Regarding Meetings:

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolutions and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

4110.3 Responsibilities:

Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all temporary (ad hoc) committees;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;
- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4115 – ETHICS TRAINING		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4115.1 All Directors, designated staff, and members of all commissions, committees and other bodies that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 *et seq.*, as such may be amended from time to time.

4115.1.1 All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4115.1.2 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

4115.1.3 Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.

4115.1.3.1 The Board Secretary shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.

4115.1.4 District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

4115.1.5 A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4120 – MEMBERS OF THE BOARD OF DIRECTORS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4120.1 Meeting Preparation:

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Directors may request information from staff before meetings.

4120.1.1 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

4120.1.2 The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.

4120.1.3 If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.

4120.2 Meeting Decorum:

4120.2.1 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4120.2.2 Directors shall defer to the President (or acting presiding officer in the President's absence) for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4120.2.3 Directors may request for inclusion into the meeting minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4120.3 Abstentions and Failure to Vote:

Directors should not abstain from the Board's decision-making responsibilities unless a personal, financial or other conflict of interest exists. Directors abstaining due to a disqualifying conflict of interest will not be counted as part of a quorum and will be considered absent for the purposes of determining the outcome of a vote on the matter. Directors who fail to vote in the absence of a declared conflict of interest will be counted as part of a quorum and in effect consent that a majority of the quorum will determine the outcome of a vote on the matter.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4125 – TRAINING, EDUCATION AND CONFERENCES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4125.1 Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operations. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to the District’s business or any matters under Board consideration. Directors shall not attend conference or training events when it is apparent that there is no significant benefit to the District. Directors shall not attend or engage in any tour or journey for pleasure at public expense (e.g. “junkets” or other such events that are not beneficial to the District or the cost outweighs any benefit to the District).

4125.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District and which have been approved by the Board of Directors in advance. Cash advances or use of District credit cards for these purposes is not permitted.

4125.2.1 The General Manager shall reimburse Directors for conference tuition and registration expenses, and for per diem expenses. Per diem expenses, when appropriate, shall include meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the General Manager, together with validated receipts. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines. Expense reimbursements shall require Board approval in a regular meeting during consideration of District accounts payable.

4125.2.2 Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to the District incurring any reimbursable costs.

4125.2.3 Expenses to the District for Board of Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the General Manager, and by:

4125.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4125.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4125.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4125.3 A Director shall not be reimbursed for expenses incurred at any educational conference, seminar, training, or professional meeting event if such event occurs after the District has announced that Director's pending resignation, or if such event occurs after an election in which it has been determined that the Director will not retain his or her seat on the Board.

4125.4 Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, Directors will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be kept for the future use of other Directors and staff.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4200 – BOARD ACTIONS AND DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4200.1 Actions by the Board of Directors include but are not limited to the following:

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

4200.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4200.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4200.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

4200.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

4200.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

4200.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

4200.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

4200.3 The Board may give directions that are not formal action. Such directions do not require formal process. Such directions include the Board's directives and instructions to the General Manager.

4200.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

4200.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

4200.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

4200.3.4 Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Board member or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4205 – BOARD MEETING AGENDA		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4205.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 3:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager or Board Secretary together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business" and shall respond as soon as possible.

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the

meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage with a direct link to the current agenda. The agenda shall also be accessible in an open format.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Staff shall, if practicable, endeavor to provide the agenda package at the end of business day Thursday prior to the regular Board meeting, but in no event, less than 72 hours. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board, by posting on the District website in the same manner as the agenda.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending or anticipated litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4210 – BOARD MEETING CONDUCT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4210.1 Rules of order. Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, “Rules of Order for Board and Committee Meetings,” shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 The public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as follows:

4210.4.1 Three minutes may be allotted to each speaker and a maximum of 15 minutes to each subject matter.

4210.4.2 The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

4210.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4215 – BROWN ACT COMPLIANCE – OPEN MEETING REQUIREMENTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4215.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Law” in 1964. The Brown Act is contained in Government Code section 54950 *et seq.* The Brown Act is broadly construed and compliance is constitutionally mandated.

4215.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act, as such may be amended by the Legislature from time to time

4215.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

4215.2.2 “Member of the Board” includes newly elected and appointed officials prior to assuming office.

4215.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

4215.2.4 Meetings through the use of intermediaries, serial communications, text messages or emails are prohibited.

4215.2.5 The Board shall only take action during a properly noticed meeting.

4215.3 Committees. Standing committees created by formal action of the Board shall comply with the Brown Act.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4220 – MINUTES OF BOARD MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4220.1 Duty to keep minutes. The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting’s minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

4220.1.2 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.3 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

4220.1.4 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting’s minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board’s deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;

- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4225 – REVIEW OF ADMINISTRATIVE DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4225.1 Code of Civil Procedure § 1094.6. The provisions of California Code of Civil Procedure §1094.6 shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

4225.1.1 In accordance with §1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board’s decision becomes final.

4225.1.2 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue.

4225.1.3 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.

4225.2 Applicability. This policy affects those administrative decisions rendered by the Board of Directors following a proceeding at which notice and an opportunity to be heard has been provided.

4225.3 Purpose. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

4225.4 Claims. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are being sought.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4230 – RULES OF ORDER FOR CONDUCT OF BOARD AND COMMITTEE MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4230.1 General:

4230.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

4230.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4230.2 Obtaining the Floor:

4230.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

4230.3 Motions:

4230.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

4230.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

4230.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

4230.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

4230.4 Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4230.4.1 Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

4230.4.2 Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

4230.4.3 Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4230.4.4 Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

4230.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion.

4230.4.6 Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

4230.5 Decorum:

4230.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

4230.5.2 The President may also declare a short recess during any meeting.

4230.6 Amendment of Rules of Order:

4230.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4235 – TYPES OF BOARD MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

4235.1 Regular meetings: Regular meetings of the Board of Directors shall be held on the second Tuesday of each calendar month at 7:00pm in the CPUD Office at 506 W. Saint Charles Street, San Andreas, CA 95249. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or such other time as the Board may determine due to a change in District needs and circumstances.

4235.2 Special meetings: Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board in accordance with the Brown Act, as such may be amended from time to time.

4235.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

4235.2.2 An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Directors.

4235.2.3 Notice of the meeting shall be provided to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 24 hours before the meeting.

4235.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4235.3 Emergency Meetings: In the event of an emergency situation involving matters upon which prompt action is necessary, the Board of Directors may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency situation means either, as determined by a majority of the Board: (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety; or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency).

4235.3.1 When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.

4235.3.2 Actions taken during an emergency meeting shall be by roll call vote.

4235.3.3 The Board may meet in closed session if agreed to by 2/3 vote of the members present, or if less than 2/3 present, by unanimous vote.

4235.3.4 Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in the District office and posted on the District website.

4235.4 Adjourned Meetings: A majority vote of the quorum of the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Directors are present at any regular or adjourned regular meeting, the Board President or General Manager may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

4235.5 Annual Organizational Meeting: The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will select a President and Vice President from among its members. The Board President will appoint from among its members to serve on the District's associations and memberships during the coming calendar year.

Consideration of Resolution 2020-4: Resolution to Adopt a District Mission Statement

Background

After the January meeting, the draft Mission Statements were sent to the Board for input. Comments were received from Director Speer. The Manager and Director Blood submitted revised drafts which were similar. Tammy Hebrard suggested language for consideration. Director Lavaroni suggested that the three (3) drafts be presented to the Board at the March meeting for consideration.

All three (3) drafts below are similar in language. The recommendation is to adopt Draft #2 for a Mission Statement for Calaveras Public Utility District.

DRAFT #1

Calaveras Public Utility District is committed to providing an environmentally sustainable, reliable and cost-effective supply of drinking water to our customers. We maintain our local water resources for the benefit of the public, while implementing sound policies and practices to ensure inclusiveness and openness in the matters of the District.

DRAFT #2

Calaveras Public Utility District is committed to cost-effectively providing an adequate and reliable supply of safe drinking water to our public, while carefully managing and maintaining our local water resources for the benefit of the public we serve.

DRAFT #3

Calaveras Public Utility District (CPUD) is dedicated to providing an environmentally sustainable, reliable & cost-effective drinking water supply. As Good Stewards, our local water resources shall be maintained for the public benefit, implementing sound policies and practices ensuring inclusiveness with openness in all matters of the District

Recommended Action: Approve Resolution 2020-4: Resolution to Adopt a District Mission Statement

Motion 1st _____, 2nd _____, Carried _____, Roll Call Vote

RESOLUTION 2020-4

RESOLUTION TO ADOPT A DISTRICT MISSION STATEMENT

WHEREAS, the District would like to establish a Mission Statement; and

WHEREAS, the District Staff, Board of Directors and members of the public provided input towards the creation of the District Mission Statement; and

WHEREAS, at the February 11, 2020 Board meeting, Staff was directed to provide the three Mission Statement drafts for possible action at the next regular Board meeting; and

WHEREAS, the Board of Directors, having carefully considered each draft, now desires to approve the attached Mission Statement; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the attached Mission Statement for Calaveras Public Utility District, which will be acknowledged as the "Mission Statement for Calaveras Public Utility District" going forward.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on March 10, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board of Directors

Attest:

Kate Jesus, Admin Account Assistant

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

Kate Jesus, Admin Account Assistant

Date

Consideration of Resolution 2020-5: Resolution Declaring Surplus Property

Background

The 2000 Toyota Tacoma pickup (license #1046619) is no longer in service. The vehicle has 196,154 miles and some minor mechanical issues. It is recommended to surplus the truck and arrange for a sealed bid auction.

Recommended Action: Approve Resolution 2020-5: Resolution Declaring Surplus Property

Motion 1st _____, 2nd _____, Carried _____, Roll Call Vote

RESOLUTION 2020-5
RESOLUTION DECLARING SURPLUS PROPERTY

WHEREAS, the Calaveras Public Utility District owns a 2000 Toyota Tacoma pickup truck, license number 1046619 that is no longer in service; and

WHEREAS, the Board of Directors hereby finds that this truck has outlived its useful life or is surplus and no longer necessary, useful to, or in the best interest of the District to retain ownership; and

WHEREAS, the Board of Directors has determined that the District should dispose of the unused vehicle in accordance with state law.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Calaveras Public Utility District that the General Manager, or her designee, is hereby authorized to (i) cause the 2000 Toyota Tacoma pickup truck to be auctioned "as is" to the highest bidder, or (ii) transferred to another agency, or (iii) discard, recycle, salvage or scrap the truck in the event no suitable bids are received at auction.

The foregoing Resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 10th day of March 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Calaveras Public Utility District

Attest:

Kate Jesus, Admin Acct Assistant

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

Kate Jesus, Admin Acct Assistant

Date

Dissolution of Board Committees Appointed at the January 15, 2019 Board Meeting

As requested by Director Blood:

“I would like to put items on the agenda for discussion and action for the March regular Board of Directors meeting. The items for discussion and possible adoption are as follows:

- 1) The establishment of an Ad Hoc committee for capital improvement projects (CIPs) which would work with the district staff and consultants to establish a prioritized list of CIPs that the District is considering for additions, repairs, replacements, or upgrades to the District’s infrastructure in the next five years.*
- 2) The disbanding of the current standing committees for Finance and Budget, Personnel, Water Operations, and Engineering and Capital Improvement Planning.*

Background

During deliberations on the budget, the Board established standing committees for Finance and Budget, Personnel, Water Operations, and Engineering and Capital Improvement Planning and appointed members of the Board to each committee. To date none of these standing committees have met to perform the function specified in the Board of Directors Handbook. Standing committees are subject to the Brown Act and as such requires additional administrative support which has been an impediment to the any of the committees meeting. The establishment of an Ad Hoc committee for improvement projects (CIPs) would help address an immediate need to begin the process of updating and establishing a capital improvement plan for the District.”

Recommended Action: Dissolve the following committees: Finance and Budget, Personnel, Water Operations and Engineering

Motion 1st _____, 2nd _____, Carried _____

Suggested Ad Hoc Committee for Capital Improvement Projects (Director Blood)

As requested by Director Blood:

"I would like to put items on the agenda for discussion and action for the March regular Board of Directors meeting. The items for discussion and possible adoption are as follows:

- 1) The establishment of an Ad Hoc committee for capital improvement projects (CIPs) which would work with the district staff and consultants to establish a prioritized list of CIPs that the District is considering for additions, repairs, replacements, or upgrades to the District's infrastructure in the next five years.*
- 2) The disbanding of the current standing committees for Finance and Budget, Personnel, Water Operations, and Engineering and Capital Improvement Planning.*

Background

*During deliberations on the budget, the Board established standing committees for Finance and Budget, Personnel, Water Operations, and Engineering and Capital Improvement Planning and appointed members of the Board to each committee. To date none of these standing committees have met to perform the function specified in the Board of Directors Handbook. Standing committees are subject to the Brown Act and as such requires additional administrative support which has been an impediment to the any of the committees meeting. **The establishment of an Ad Hoc committee for improvement projects (CIPs) would help address an immediate need to begin the process of updating and establishing a capital improvement plan for the District.**"*

Update/Discuss: Court Street Line Replacement Project

- a. Authorize Manager to Advertise Request for Proposals (RFP)

Discussion

See attached Engineer's memo.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: Donna Leatherman, District Manager

FROM: Matt Ospital, District Engineer

RE: Court Street – Project Update

DATE: March 10, 2020

Background:

- Initial request in mid-2018 from Ken Foley for service to be abandoned from Black Bart Hotel meter
- Initial plan from Foley's engineer was to install a waterline extension and new service to serve the restaurant/bar, and office complex. This was not recommended as there would be a dead-end waterline.
- At the 9/11/18 board meeting, the Board approved the Foley waterline extension and to pay the difference in upsizing from 2" to 6". District Manager was directed by Board to provide additional information to extend the waterline.
- At the 10/9/18 board meeting, the Board approved extending the waterline at a construction cost not to exceed \$115,000. Preliminary construction cost estimate was prepared dated 10/1/18, totaling \$94,627.50 (included a 10% contingency). This estimate did not include any of the work related to the Foley line extension.

Discussion:

- Since the 10/9/18 board meeting the project scope has changed:
 - Alignment Change - after USA markings were completed and field meeting was held with District staff it was determined that the waterline connection on Pixley (west end) was not going to work due to existing utility conflicts. It was agreed that a better connection point would be

continuing the new 6" line along Court Street and tie into the existing 8" line located along the north side of Hwy 49.

- Road Resurfacing Work – as a result of the new “Dig Once Policy” that the County Public Works Department has imposed, after construction is complete Type 2 asphalt slurry seal is being required to be placed on the existing asphalt for the full road limits of Court Street. All utility agencies doing work in County maintained roads must now follow these guidelines.

Fiscal Impact:

Construction Cost

- Revised Engineer’s Estimate (includes 10% contingency) = \$161,254.50
- Foley’s share per Grant Reynolds Estimate = \$25,150.50
- District’s share = \$136,104

Fiscal Year 2019-2020 design costs include the following items:

1. Project Admin & Design - \$12,313.26

General coordination/memos, coordination with Foley and his engineer, determination of project scope, coordination with stakeholders, preliminary cost estimate, drafting submittal documents, survey and topo work (property line and right of way research), utility coordination, County and State Coordination, encroachment permit application work, preparing project plans and specifications (bid documents). Assisting with the bid process and project inspection costs are not included as they have not been incurred.

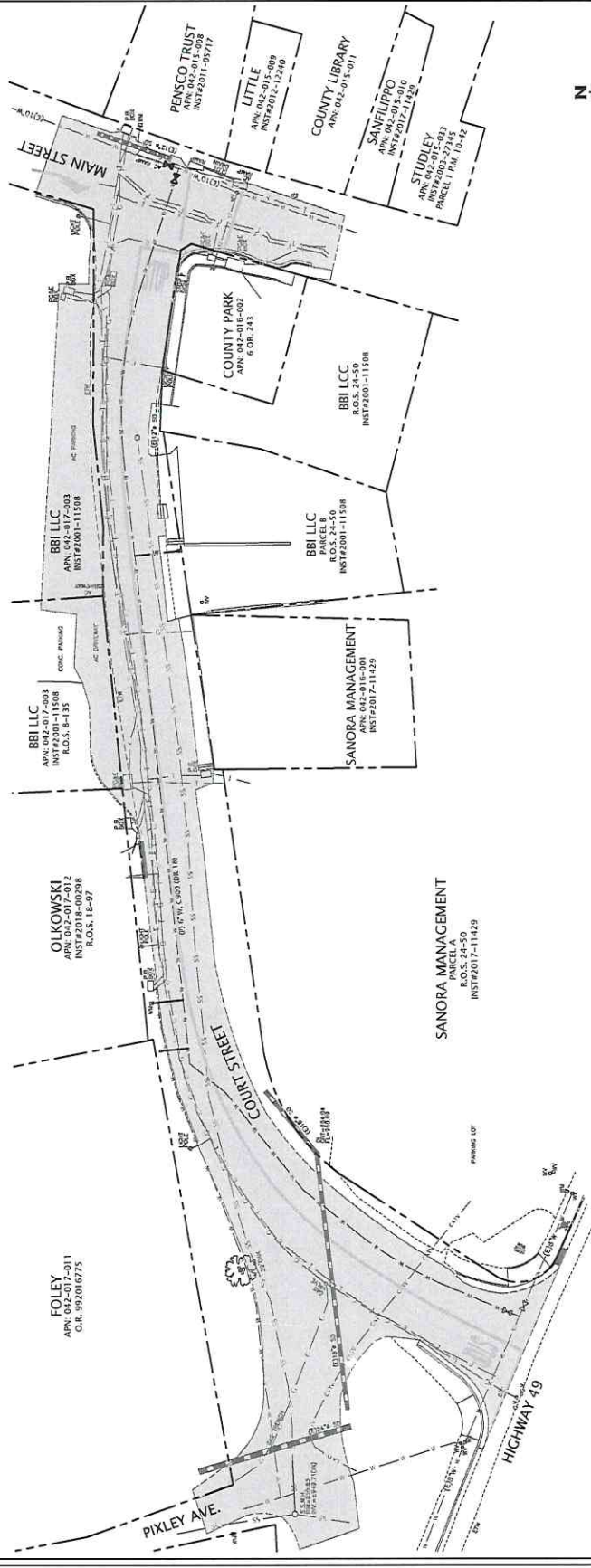
2. Separation Alternative - \$6,381.76

Complete application and exhibits for submittal to the State. *(District is responsible for these costs as the portion of Foley’s line was not impacted)*

Recommendation:

Authorize District Manager to advertise the project and seek competitive bids for the project. Recommendation for possible project award will be presented at the April Board meeting.

EXHIBIT 1



CALAVERAS PUBLIC UTILITY DISTRICT		CALAVERAS COUNTY		CALIFORNIA	
WATERLINE REPLACEMENT PROJECT		SAN ANDREAS			
NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6
REVISIONS	DESCRIPTION	DATE	BY	CHKD.	APPD.

STATE OF CALIFORNIA
COUNTY OF CALAVERAS
No. 74574

WEBER, GHIO
engineers & architects
394 E. SAINT CHARLES ST. | P.O. BOX 251 | SAN ANDREAS, CA 95249
(209) 754-1821

PROJECT NO.: 2744
DATE: 03/05/2020
SCALE: AS SHOWN
DRAWN BY: DMV
CHECKED BY: MSD

C2

Sheet 2 of 5

CALAVERAS PUBLIC UTILITY DISTRICT

COURT STREET WATERLINE REPLACEMENT PROJECT SAN ANDREAS, CALIFORNIA

ENGINEER'S ESTIMATE

3/4/2020

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE	
				\$/UNIT	TOTAL
1	LOCATE AND PROTECT EXISTING UTILITIES	LS	1	\$5,000.00	\$5,000.00
2	SHEETING, SHORING, & BRACING	LS	1	\$2,500.00	\$2,500.00
3	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00
4	CALAVERAS COUNTY PERMIT COMPLIANCE	LS	1	\$1,500.00	\$1,500.00
5	6" DIA. PVC C900 (DR 18) WATERLINE	LF	517	\$120.00	\$62,040.00
6	2" WATER SERVICE	EA	1	\$2,500.00	\$2,500.00
7	1" WATER SERVICE	EA	1	\$2,000.00	\$2,000.00
8	6" GATE VALVE	EA	2	\$2,500.00	\$5,000.00
9	8" GATE VALVE	EA	1	\$3,000.00	\$3,000.00
10	10" GATE VALVE	EA	1	\$3,500.00	\$3,500.00
11	BLOW OFF VALVE ASSEMBLY	EA	1	\$2,500.00	\$2,500.00
12	CLASS 4 BACKFILL	CY	75	\$125.00	\$9,375.00
13	CONNECTION TO EXISTING MAIN	EA	2	\$2,500.00	\$5,000.00
14	EXISTING PIPELINE ABANDONMENT	LS	1	\$2,500.00	\$2,500.00
15	TESTING & DISINFECTION	LS	1	\$2,500.00	\$2,500.00
16	TYPE 2 SLURRY SEAL	SF	13840	\$2.00	\$27,680.00

SUBTOTAL: \$146,595.00

10% CONSTRUCTION CONTINGENCY: \$14,659.50

TOTAL CONSTRUCTION COST: \$161,254.50

Staff Reports

a. General Manager's Report

Items listed below are in progress and not Agenized however open for comments or discussion.

March 2020

1. **So. Fork Pump Station Motor/Pump #1** – The removal of the motor and pump is scheduled for March 31. The rebuild will take approximately 2 months to complete. It is estimated that the project will be completed by the end of the fiscal year.
2. **CCWD meeting** – Meeting date is pending calendar availability to review projects and discuss update to the water agreement.
3. **CSDA Gold Country Chapter Workshop** – The next scheduled workshop will be on Wednesday April 22, at the EDH Community Service District. The workshop topic will include proper agenda posting and minute taking and highlight Administrative Assistants Day. Details will be emailed.
4. **Mt. Ranch Rd/Pope St. realignment – No updates.** District informed that County is preparing plans for the realignment of the intersection of Mt. Ranch Rd./Pope St. Staff has received a preliminary drawing and will conduct a site visit to assess any district infrastructure that may be impacted.
5. **Mokelumne Hill Fire District – Paloma Fire house** – The District received a drawing from Mike Dell'Orto showing the area which MH Fire is requesting addition of a 4" wharf head hydrant on the property.
6. **State Water Resources Control Board-Dept. of Water Resources (SWRCB-DWR)** – A draft report entitled *Small Water Suppliers and Rural Communities at Risk of Drought and Water shortage Vulnerability and Recommendation and Guidance to Address the Planning Needs of these Communities*. Information requested no response at time of report.
7. **California Rural Water Association (CRWA) – Leak Detection Program - Prop. 1 Funds** – The manager spoke with CRWA regarding the status of the District request for the Leak Detection Program. The requested has be granted by the state and the District is pending information to move forward with the Leak Detection Program.
8. **2019 February Storms Damages (FEMA 4431-DR-CA)** – The District continues to work with FEMA and our engineer WGA on completing the required documentation and submittals. Category Z related to administrative/management cost, to prepare for consideration of reimbursement. Refer to the Engineer Report for project background overview.
9. **EAP - Jeff Davis Reservoir** – The review is complete and Mead and Hunt are preparing updates for submittal to CalOES. Next steps would be to conduct staff training and informational meetings for emergency responders and public awareness.
10. **EAP - Middle Fork (FERC)** – January 16, 2020 Event was well attended approximately 65 participants. The agencies presented brief overviews of their FERC projects. Updates to inundation maps were discussed, roles and responses were reviewed by emergency and other

responders. The updates to CPUD EAP holders are prepared and will be sent out by end of the week. Submittal and report to FERC are pending information from EBMUD per the annual requirements.

11. **EAP Middle Fork (CalOES and DSOD)** – Staff completed the review and is preparing for submittal to CalOES and FERC. FERC will also review the revised inundation maps which were approved by DSOD in last year.
12. **Schaads Hydro unit** – The District has contracted with MarTech to remove and evaluate Schaads hydro unit. MarTech will remove, evaluate and provide recommendation and cost to completed required repairs. As stated in the attached quote#9672.
13. **District Mapping and Modeling – No updates**
14. **Billing and Account Software Updates** – The Manager will be scheduling with vendors for presentation on product offering and work on preparing the RFP for billing and accounting software updates.

Quote# Q9672

February 12, 2020

Calaveras Public Utility District
(209) 754-9442
(209) 754-9432 Fax

Attn: Bret Beaudreau
Water Systems Superintendent

Subject: Small hydro units at Schadds

General work scope:

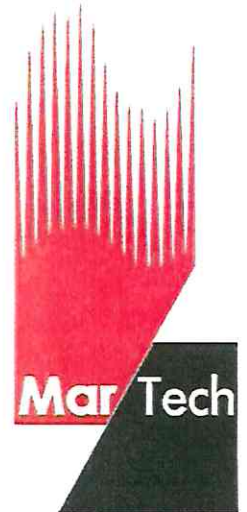
- 1) Mobilize
- 2) Perform LOTO and JHA
- 3) Perform as found alignment on all 3 turbines
- 4) Disassemble belting system on 215KW unit
- 5) Move motor on 15KW unit
- 6) Remove turbines for inspection.
- 7) Demobilize.
- 8) Disassemble and inspect turbine bearing assemblies
- 9) Mic all fits
- 10) Inspect all 3 turbines/impellers
- 11) Provide quote for repair and installation.

Total cost \$ 7,150.00

Thank you for the opportunity to quote you on this project

Sincerely,

Andy De Lemos



Mechanical
Analysis /
Repair, Inc.

DeLemos
2/20/2020

142 North Cluff Avenue, Lodi CA 95240 Tel: 209.333.8478 Fax
209.333.8479

email: info@mar-tech.com

Contractor License: 684442

website: www.mar-tech.com

Staff Report

- b. Legal Counsel Report
- c. Engineer's Report (attached)

Project Status Update

February 28, 2020

The following is a status update of projects WGA is currently working on:

General Engineering #2528

- Jail/Courthouse Waterline Dedication: No update
- Mokelumne Hill Fire Station – Paloma: Awaiting additional information from the Fire District.

Court Street Waterline Replacement #2744

- Project is ready for advertisement pending direction from the District. It is suggested to align construction dates during Calaveras High School summer break to minimize impacts on traffic and bus routing. A new opinion of probable cost has been prepared to reflect changes in the project scope (see project update memo).

2019 FEMA Storm Damage Projects #2789

- The District has been obligated funds for four of the six total damage categories. FEMA is still processing the last two remaining categories. Draft plans have been prepared. Anticipated project advertisement is April 2020. See attached memo for additional information regarding the damages to district facilities.

Drinking Water State Revolving Fund (DWSRF) Planning Grant Application #2798

- Utilizing staff input, masterplan documents, and tank inspection reports WGA is currently working on defining a scope of work for improvements at the Water Treatment Plant. The defined scope of work will be used to apply for a planning grant through the Drinking Water State Revolving Fund (DWSRF). Upon approval of the project description, a preliminary cost will be generated and the General Planning Application can be submitted to the State to secure planning grant funds. One element of the application package to be submitted to the SRF, is a Resolution authorizing the District to pursue financial assistance.

Water Loss Control Program #2813

- A meeting was held with District staff on February 12, 2020 to collect and identify additional data needed to populate the AWWA's free Water Audit Software. Currently, the supplied data and documents are being reviewed and being applied to the Audit Software per the AWWA M36 methodology. The audit will assist the District with pinpointing losses due to leakage, meter error, or unauthorized use. The initial results will be reviewed with District staff before a final report is presented.

Mountain Ranch Road – Pope Street Project #2815

- No Update.

#2528
2020-02-28 Project Status Update.docx

Calaveras Public Utility District

MEMORANDUM

TO: Donna Leatherman, District Manager

FROM: Matt Ospital, District Engineer

RE: Billing Summary for January 2020

DATE: February 10, 2020

#2528	General Engineering Services Meeting agendas, draft resolution, project review, prepare board correspondence.	\$1,171.50
#2744	Court Street Waterline Extension Finalize plans, specifications and quantities; coordinate with: Caltrans, County on permits and Foley's engineer.	\$8,093.30
#2756	Water Treatment Plant SCADA Project Memo to State, review payments, coordination with Contractor, response to board inquiries.	\$2,203.50
#2789	2019 Storm Damage Coordinate with State and insurance company, research easements, review scope and costs estimates, work on repair plans.	\$1,681.50
#2798	SRF Application and Project Planning Coordinate with State, application documents.	\$2,107.00
#2813	Water Loss Control Program Prepare audit software, research, gather data, prepare schedule, planning.	\$3,135.00
#2815	Mountain Ranch Road-Pope Street Realignment Meet with County, visit to review District facilities, coordinate with District Manager.	\$365.00
	TOTAL	<u><u>\$18,756.80</u></u>

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: Donna Leatherman, District Manager

FROM: Tyla Daries, EIT

RE: FEMA – 4431-DR

DATE: March 5, 2020

Background:

On May 1, 2019 the President of the United States declared a major disaster making federal disaster aid available for Calaveras County. CPUD identified damages that resulted from the severe winter storms on February 13 – 15, 2019 and applied for financial assistance from Federal Emergency Management Agency (FEMA) and Cal OES for making the necessary repairs.

Below is a table of FEMA damage categories that the District has applied for and status of their funding:

FEMA Category	Damage Description	Status
A	Debris Removal	Funds Obligated
B	Emergency Protective Measures	Funds Obligated
C	Roads & Bridges	Obligation Pending
C	Culverts	Funds Obligated
D	Water Control Facilities	Obligation Pending
F	Utilities	Funds Obligated

Under the Public Assistance Program, FEMA obligates 75% and Cal OES obligates 18.75% of eligible costs. The District will be responsible for funding the remaining 6.25% of eligible costs. Additionally, FEMA may reimburse up to 5% of the total agency obligated funds to cover grant management costs as part of Category Z.

Below is a summary of District repair work for each FEMA Category:

- **Category A – Debris Removal – Work Pending**
 - Jeff Davis WTP – Debris removal from several culverts
 - River Pump Station – Sediment debris removal from outside of the pump screens

- Schaads Reservoir – Debris removal from log boom at the spillway, removal of several fallen trees across the spillway, and debris removal from a culvert
- **Category B – Emergency Protective Measures – Completed**
 - River Pump Station – Removal of floating debris to resume operations
 - Jeff Davis WTP – Operations involved with running generators during the power outage
 - Glencoe Pump Station – Operations involved with running generators during the power outage
- **Category C – Roads, Bridges, and Culverts – Work Pending**
 - Main Control Valve – Access Road Repair
 - Glencoe Pump Station – Access Road Repair
 - Hwy 26 roadside – Pipe Exposure Repair
 - Independence Road – Pipe Exposure and Culvert Repair
 - Jeff Davis WTP – Various road and ditch repairs
- **Category D – Water Control Facilities – Work Pending**
 - Redhawk Lake Dam – Fallen tree on dam
- **Category F – Utilities – Completed**
 - Ponderosa Hydro – Replacement of 3 damaged transformers
 - Glencoe Pump Station – Replacement of the automatic transfer switch

It was discovered after submitting the application that the Category C – Hwy 26 Roadside pipe exposure damage would not be covered by FEMA funding because it is within the Federal Highway Administration (FHWA) jurisdiction. Additional funding routes for this repair were explored and found inapplicable to this repair. The District plans to advertise this repair project with the rest of the damages but will need the repair to be paid using District funds.

Below is a cost breakdown of funding:

Category	Description	FEMA Total Cost Estimate	FEMA Share (75%)	Cal OES Share (18.75%)	CPUD Share (6.25%)
A	Debris Removal	\$ 32,956	\$ 24,717	\$ 6,179	\$ 2,060
B	Emergency Protective Measures	\$ 20,169	\$ 15,127	\$ 3,782	\$ 1,261
C	Roads & Bridges	\$ 342,341	\$ 256,756	\$ 64,189	\$ 21,396
C	Culverts	\$ 14,202	\$ 10,652	\$ 2,663	\$ 888
D	Water Control Facilities	\$ 5,849	\$ 4,387	\$ 1,097	\$ 366
F	Utilities	\$ 19,371	\$ 14,528	\$ 3,632	\$ 1,211
	TOTALS	\$ 434,888	\$ 326,166	\$ 81,542	\$ 27,181
*Values provided in this table are not final until agency obligation.					

AGENDA ITEM 13

Board Members Report

Board Members Report 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

- a. Director Lavaroni – LAFCO Meeting Reminder (3/16/20)
- b. Director Blood – UMRWA Meeting Reminder (4/24/20)

Directors Comments

AGENDA ITEM 14

Closed Session:

- a. Personnel Matters
 - Update on Negotiations with SEIU Local 1021(Government Code § 54957.6)
 - Agency designated representatives: Donna Leatherman

Convened: _____

Reconvened: _____

Report to Secretary

AGENDA ITEM 15

Adjournment (Next Regular Meeting on April 14, 2020 at 7:00 pm)

Action: Adjourn meeting

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