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

TUESDAY, September 15, 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.

Based on guidance from the California Governor's Office, social distancing measures are imposed, Board Room capacity will be limited to 4 persons during public meetings. Social distancing and cloth facemasks are required.

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.

Consent Items:

3. **Approval of Consent Calendar**
   a. Minutes for Regular Meeting of August 11, 2020
   b. System Totals Report for August 2020
   c. Maintenance Report for August 2020
   d. Water Report for August 2020

4. **Financial Business**
   a. Approval of Claim Summary #743

Items for Discussion and/or Action:

5. **Consideration of Resolution 2020-14: Resolution Adopting District Policies**

6. **Consideration of Resolution 2020-15: Resolution Adopting a New Conflict of Interest Code and Appendix of Designated Positions and Disclosure Categories**

7. **Consideration of Resolution 2020-16: Resolution of Appreciation Honoring Kate Jesus**

8. **Court Street Line Replacement Project**
   a. Consideration of Resolution 2020-17: Accepting the Court Street Line Replacement Project

9. **Update: State Revolving Fund (SRF) Planning Grant Application Package for Water Treatment Plant Improvement Projects**

10. **Discussion: Upper Mokelumne River Watershed Authority (UMRWA) 20th Anniversary**

11. **Discussion: Calaveras Local Agency Formation Commission (LAFCO) Nomination Ballot for Independent Special District Members and Alternate**

12. **Approval of Revised Job Description**
    a. Administrative Account Assistant

13. **Approval of Smart Phone Meter Reading (SPMR) Agreement**

14. Consideration of Resolution 2020-18: Appointment of Director Joshua Wayne Dell'Orto to the Board of Directors

15. Consideration of Resolution 2020-19: Appointment of Director Scott Speer to the Board of Directors

16. Staff Reports

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

17. Board Members Report

a. Director Lavaroni – LAFCO Meeting Reminder (9/21/20)
b. Director Blood – UMRWA Meeting Reminder (10/23/20)

18. Closed Session

a. Personnel Matters
   Update on Negotiations with SEIU Local 1021(Government Code § 54957.6)
   Agency Designated Representative: Donna Leatherman
b. Public Employee Performance Evaluation for General Manager (Government Code §54957(b)(1))

19. Adjournment (Next Regular Meeting October 13, 2020 at 7:00pm)

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 August 11, 2020
b. System Totals Report for August 2020
c. Maintenance Report for August 2020
d. Water Report for August 2020

Recommended Action: Approval of Consent Calendar

Motion 1st _____, 2nd _____, Carried _____

CALAVERAS PUBLIC UTILITY DISTRICT

August 11, 2020
7:00 P.M.

Regular Meeting

MEMBERS PRESENT:	J.W. Dell'Orto Clifford Overmier Richard Blood Scott Speer
MEMBERS ABSENT:	John Lavaroni*
STAFF PRESENT:	Donna Leatherman, General Manager Adam Brown, Legal Counsel
OTHERS PRESENT:	Matt Ospital, District Engineer

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by President Dell'Orto at 7:00pm. Directors Dell'Orto, Overmier, Speer and Blood were present. Director Lavaroni was absent.

2. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None

At this time the President moved to item #5 and #10 on the Agenda.

5. CONSIDERATION OF RESOLUTION 2020-13: RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AWARD AND EXECUTE A CONSTRUCTION AGREEMENT FOR THE 2019 FEMA STORM DAMAGE REPAIR PROJECT: The District Engineer, Matt Ospital, gave a report on the background of the FEMA process and projects that were submitted. The Storm Damage Repair Project includes nine different facilities, one of which was not covered under the project funding and will be included in the repair project. The District advertised for the projects and received two bids as follows:

- Cole Tiscornia Construction: $296,546
- Moyle Excavation, Inc.: $274,256

It was recommended to award the contract to Moyle Excavation, Inc. as the lowest responsible bidder. A motion was made by Director Overmier, seconded by Director Speer to approve Resolution 2020-13: Resolution Authorizing the General Manager to Award and Execute a Construction Agreement for the 2019 FEMA Storm Damage Repair Project. A roll call vote was taken. Directors Dell'Orto, Speer, Overmier and Blood voted yes. Motion carried 4-0-1.

*Director Lavaroni arrived at 7:10pm

10. UPDATE; STATE REVOLVING FUND (SRF) PLANNING GRANT APPLICATION PACKAGE FOR WATER TREATMENT PLANT IMPROVEMENT PROJECTS: The District Engineer and General Manager reported on the August 5, 2020 Board workshop that was attended by Directors Blood, Speer and Dell'Orto. The workshop included discussion regarding the District's existing SRF application, the water treatment process and water treatment projects to be considered. Director Blood inquired about the inspection to the clearwell at the Water Treatment Plant to determine if there were structural defects and any direction for the repairs. The General Manager described the results of the inspection. The General Manager requested any feedback from those that attended the workshop. Directors Dell'Orto and Speer indicated that having the staff members at the workshop was helpful and provided good insight to the water treatment process. A follow up survey will be sent to provide feedback for possible future Board workshops.

DRAFT

Director Blood requested to review the Engineer's Report on item 11c of the agenda.

11. ENGINEER'S REPORT:

c. The monthly Engineer's report contained a summary of the current projects being undertaken by the District. Director Blood inquired about the status of the Water Loss Program and when a report would be available. The District Engineer will review the program status and provide an update. The General Manager also reported that there has not been much recent work done due to other projects.

District Engineer, Matt Ospital left the meeting at 7:25pm

3. APPROVAL OF CONSENT CALENDAR:

a. Minutes for Regular Meeting of July 14, 2020
b. System Totals Report for July 2020
c. Maintenance Report for July 2020
d. Water Report for July 2020

Director Speer inquired about the service installation and meter removal on Gwin Street, Paloma. The General Manager provided a brief summary. A motion was made by Director Overmier, seconded by Director Speer, to approve the Consent Calendar. Motion carried 5-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #742: The General Manager reported that the monthly Claim Summary does not include the Balance sheet, which will be sent and reported at the next regular meeting. Director Blood inquired about the two payments to R.F. McDonald; the General Manager clarified. Director Lavaroni inquired if the pump had been operated since installation. The General Manager confirmed it was in operation. A motion was made by Director Overmier, seconded by Director Lavaroni, to approve Claim Summary #742 in the amount of $291,868.10 as presented. Motion carried 5-0.

b. 4th Quarter Investment Report: The report was presented by the General Manager and recapped the quarterly interest and transactions. Director Speer commented that the quarterly interest looked good. The General Manager also reported on the Certificates of Deposit which mature in 2021 and will present more information to the Board prior to maturity.

6. CONSIDERATION OF INSURANCE CLAIM FOR DAMAGES

a. Tiscornia, G. (Acct #13) – 577 W. St. Charles, San Andreas: The General Manager reported receiving a claim for damages to the customer's pressure reducing valve and ice machine. The claim form and receipts for repairs were presented to the Board for consideration. The Board held a brief discussion and Director Blood asked about outages. The General Manager clarified. A motion was made by Director Lavaroni, seconded by Director Speer, to deny the claim and send a claim rejection letter in accordance with District policy. Motion carried 5-0.

7. CONSIDERATION OF LETTERS OF SUPPORT (Director Blood): At the request of Director Blood the Upper Mokelumne River Watershed Authority (UMRWA) approved two letters of support and requested each member take them to their respective Boards for consideration.

a. AB2424 (Quirk): Streamlined Permitting: Wireless Communications: Emergency Standby Generators: Director Blood provide information about the bill. A brief discussion followed regarding impacts on property owners being notified during the permit process. A motion was made by Director Lavaroni, seconded by Director Blood, to approve sending a letter of support for AB2424 (Quirk).

b. SB1434 (Stern): Director Blood explained that this bill would identify areas of high fire hazard and provide education, grants and authority to establish a greenhouse gas Reduction Fund. After a discussion by the Board the President called for a motion. No motion was made and the matter died.

8. MOUNTAIN COUNTIES WATER RESOURCES ASSOCIATION: RECONSIDERATION OF ANNUAL MEMBERSHIP FOR FISCAL YEAR 2020/21: The General Manager reported after the July meeting, the District received a letter from John Kingsbury, Executive Director, requesting reconsideration of membership to Mountain Counties and explaining the various values they provide.

DRAFT

There was a brief discussion regarding the information provided. The President called for a motion. No motion was made and the matter died.

9. UPDATE: COURT STREET LINE REPLACEMENT PROJECT: The General Manager reported that the project is near completion. The contractor completed within the time required. There were two change orders for the project. Paving was completed and signed off by Calaveras County Public Works. A final walk through will be conducted once all the equipment is off the jobsite. Once the District has signed off on the project, a Notice Completion will be prepared for consideration by the Board.

11. STAFF REPORTS

a. General Manager's Report: The General Manager recapped the report presented and added that in addition to the items on the report, she is also working on information regarding the District's Residential Fire Sprinkler System policy, the upcoming tank inspections and working on the update to the District Watershed Sanitary Survey (WSS) with Calaveras County Water District (which is due at the end of 2020).

b. Legal Counsel Report: Adam Brown, District Legal Counsel, reported he was assisting the General Manager with the SEIU Local 1021 negotiations, continued policy updates and COVID-19, in addition to general matters as requested.

13. CLOSED SESSION

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

At 8:25 P.M. the Board convened into closed session. The Board reconvened in open session at 8:30pm. The Board heard a report during closed session and no action was taken.

14. CONSIDER RESCHEDULING THE SEPTEMBER 8, 2020 REGULAR BOARD MEETING TO SEPTEMBER 15, 2020 AT 7:00PM. A motion was made by Director Lavaroni, seconded by Director Speer, to reschedule the September 8, 2020 Regular Meeting to September 15, 2020 at 7:00pm. Motion carried 5-0.

15. ADJOURMENT (Next Regular Meeting on September 15, 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 8:32pm. Motion carried 5-0.

Respectfully submitted,

Donna Leatherman, General Manager

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System Totals Report

Calaveras P.U.D.

Water Sold This Month 41,436,170 Gallons

	Amount ($)	# Of Accounts
Total Water	214,396.17	1,910
Total Late Charge	2,100.00	70
Total Adjustments	-2,143.05	85
Total New Acct Fee	560.00	16
Total Service Call Out	35.00	1
Total Current Charges	**214,948.12**	**1,912**
Amount Past Due 1-30 Days	17,000.03	190
Amount Past Due 31-60 Days	2,390.19	37
Amount Past Due Over 60 Days	6,348.06	19
Amount Of Overpayments/Prepayments	-25,794.60	303
Total Receivables	**214,891.80**	1,833
Total Receipts On Account	212,259.16	1,693
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	
Turned Off Accounts (Amount Owed)	5,197.20	148
Collection Accounts (Amount Owed)	5,197.20	148
Number Of Unread (Turned On) Meters		2
Average Usage For Active Meters	21,615	1,917
Average Water Charge For Active Meters	112.25	1,910

Usage Groups Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000	127	18,115,790	43.72	28.87
40,001-50,000	65	2,910,047	7.02	4.92
30,001-40,000	126	4,381,503	10.57	7.85
20,001-30,000	227	5,466,698	13.19	11.87
10,001-20,000	436	6,364,211	15.36	18.10
8,001-10,000	145	1,302,636	3.14	4.96
6,001-8,000	178	1,231,192	2.97	5.53
4,001-6,000	184	912,857	2.20	5.42
2,001-4,000	196	584,702	1.41	5.63
1-2,000	188	166,518	0.40	5.50
Zero Usage	45	0	0.00	1.36
Total Meters	1,917	41,436,154	100.00	100.00

Monthly Maintenance Report
August 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 - 46,777,807 gallons	
	Took compressor #2 out of service	Complete
	Repair air leaks throughout WTP	Complete
Warehouse Shop	Leak in office building-Quote	Pending
	Bid CPPA Project	In-Progress
South Fork Pump Station	Weekly routine checks	Complete
	Internal access road maintenance	Complete
	Internal building and grounds maintenance	Complete
	Internal equipment testing	Complete
Schaads Reservoir	Weekly checks	Complete
	GEI facility inspection	Complete
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
	Replaced leaking 10" brass nipple and installed new 2" air valve	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
	PG&E, ACRT tree/vegetation removal	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	Gold Strike pressure station rebuild	Pending
	GPS and meter checks (Diamond Maps)	Ongoing
	Court St. Project	Complete
	12" main repair at Rapetti Rd.	Follow-up
	4" steel main line repair at 495 Russell Rd.	Complete
	2" steel main line repair at 262 High School St.	Complete
	Three(3) repairs to 12" steel main line at 768 Mountain Ranch Rd. (Hospital)	Complete
	Repaired 1" service line at 900 Goldstrike Rd.	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	557 Montgomery Dr. new service installation	Complete
	Replaced floats and B/W relay at Golden Hills tank	Follow-up
Glencoe Distribution	Routine operations	Complete
Paloma Distribution	Routine operations, sampling	Complete
	Installed new valve and float assembly on Paloma tank	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
	Road clean up at Rail Road Flat Tank	Complete
Safety	COVID-19	Ongoing
	Safety Talks: Climb Onto Ladder Safety, Working at Altitude: Don't Fall Into	Complete
	Danger, The Safe Use of Compressed Air, Temperature Extremes:	
	Hypothermia and Heat Exhaustion, and Cutting Pipe Safely with Power Saws	

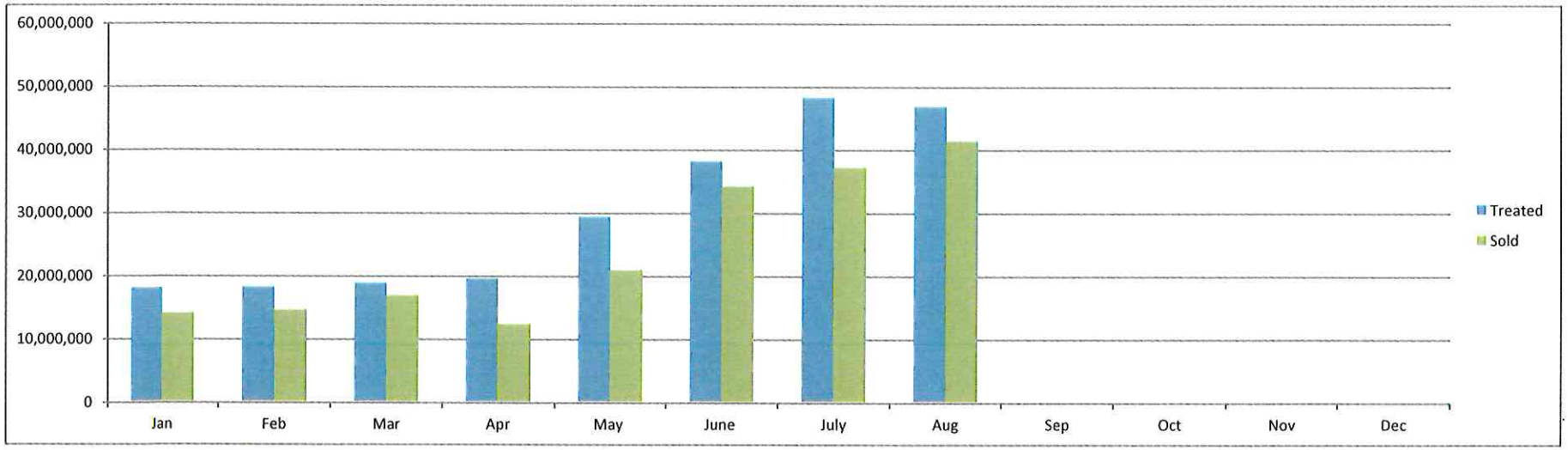
Monthly Maintenance Report
August 2020

Training	COVID-19	Ongoing
	Smartphone Meter Reading(SPMR) trial	Complete
	Lockout/Tagout training	Complete
Spray Program	Routine spraying	Pending
Vehicle Maintenance	None to report	
Other	85 USA tags completed	Complete
	49 Customer service/work orders	Ongoing
	Monthly meter reading	Complete
	Quarterly tank inspections	Complete
	Quarterly fill station inspections	Complete
	Quarterly BIT	Follow up required
	6 Complaints-1 color/3 pressure/ 1 taste/ 1 general-Noise when water is on	Complete
	Revision of Operations Plan	Pending
	0 New service inquiries	

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	18,767,208	19,511,089	29,307,606	38,085,265	48,179,429	46,777,807	0	0	0	0	***236,724,818***
Sold	14,154,158	14,629,479	16,918,802	12,374,759	21,001,211	34,221,411	37,207,305	41,436,155	0	0	0	0	***191,943,280***
% difference	-21.26%	-19.27%	-9.85%	-36.58%	-28.34%	-10.15%	-22.77%	-11.42%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	***-18.92%***



Financial Business

a. Approval of Claim Summary #743

Discussion

The Claim Summary #743 submitted in the amount of $130,520.56 reflects payments with descriptions showing on the Bill Payments for All Vendors report.

Recommended Action: Approval of Claim Summary #743: $130,520.56.

Motion 1st _____, 2nd _____, Carried _____

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY #___743___

DATE: ___September 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	$82,528.47
Payroll Submitted	$38,425.48
P/R Tax Deposits	$13,566.61
Sub-total	**$134,520.56**

Net Additions	
Net Deductions	
Claim Summary Approved for	**$134,520.56**

Donna Heathman

Calaveras Public Utility District

Calaveras Public Utility District
Summary Balance Sheet
As of September 11, 2020

	Sep 11, 20
ASSETS	
Current Assets	
Checking/Savings	-391,970.07
Other Current Assets	4,453,952.63
Total Current Assets	4,061,982.56
Fixed Assets	8,533,463.63
Other Assets	676,527.10
TOTAL ASSETS	**13,271,973.29**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	51,308.76
Other Current Liabilities	1,722,328.40
Total Current Liabilities	1,773,637.16
Long Term Liabilities	82,098.31
Total Liabilities	1,855,735.47
Equity	11,416,237.82
TOTAL LIABILITIES & EQUITY	**13,271,973.29**

Calaveras Public Utility District
Bill Paymens for All Vendors
August 2020

Name	Num	Date	Amount		Description
ACWA-Health	22512	08/14/2020	3,912.61	5643	Health (Dental/Vision)
ACWA-Health	22524	08/31/2020	557.88	5643	Health (Dental/Vision)
Alpha Analytical Labs, Inc.	22513	08/14/2020	1,075.00	5323	Lab fees
American Fidelity Assurance	22525	08/31/2020	228.82	5646	125 Cafeteria Plan
American Fidelity Assurance Co.(Flex)	22526	08/31/2020	287.50	5646	125 Flex Plan
AT & T	22542	08/31/2020	659.09	5432	Utilities
AT &T	22527	08/31/2020	67.46	5621/5432	Utilities
Blood, Richard	22543	08/31/2020	104.00	5680/5681	Director Fees/Mileage
Buy & Sell Press	22544	08/31/2020	150.00	5683	Job posting - WUW
Calaveras Auto Supply	22545	08/31/2020	43.95	5421	Materials & Supplies - Shop
Calaveras Enterprise	22514	08/14/2020	332.00	5683	Job posting - WUW
Calaveras Public Power Agency	22546	08/31/2020	1,291.26	5432/5621/5230	Utilities
Carbon Copy Inc.	22547	08/31/2020	103.07	5623	Printer/copier contract
Care Free Lawns	22548	08/31/2020	150.00	5623	Landscaping contract
Cole Tiscornia Construction	22528	08/31/2020	14,332.00	5422/1117	Red Hawk Dam Repair/Leak repairs
Comcast	22529	08/31/2020	309.34	5421	Utilities
De Lage Landen Financial Services Inc.	22530	08/31/2020	87.85	5623	Printer/copier contract
Dell'Orto, J.W.	22549	08/31/2020	104.00	5680/5681	Director Fees/Mileage
Fischer, Merle	22531	08/31/2020	371.07	5647	Post retirement health care
Garrett's Cross Connection Control	22515	08/14/2020	90.00	5422	Backflow testing -customer
GEI Consultants, Inc.	22550	08/31/2020	2,821.50	5430	Engineering Services (Schaads)
George Reed, Inc.	22551	08/31/2020	647.90	5421	Materials & Supplies
Henwood Associates, Inc.	22552	08/31/2020	940.71	5201/5421	Hydro service/GH tank
Hobgood's Cleaning Service	22532	08/31/2020	160.00	5623	Janitorial contract
Hunt & Sons Inc.	22516	08/14/2020	754.37	5424	Fuel
Hunt & Sons Inc.	22539	08/31/2020	869.19	5424	Fuel
Johlin Measurement Ltd.	22553	08/31/2020	300.00	5620	Fill Station card reorder
Lavaroni, John	22554	08/31/2020	50.00	5680	Directors Fees
Lehigh Hanson	22533	08/31/2020	257.03	5421	Materials & Supplies
Lehigh Hanson	22555	08/31/2020	1,489.78	5421	Materials & Supplies (shop stock)
Materials Ventures, Inc.	22556	08/31/2020	885.00	1114	Shop insulation (CPPA proj.)
Matrix Trust Company	22517	08/14/2020	900.00	2317	457 Plan
Matrix Trust Company	22534	08/31/2020	450.00	2317	457 Plan
McMaster-Carr	22557	08/31/2020	432.66	5421	Material & Supplies (RRF tank)
Mead and Hunt, Inc.	22558	08/31/2020	2,769.25	5430	Engineering Services (EAP)
Motherlode Answering Service	22559	08/31/2020	211.82	5623	Utiilities
Mountain Air	22518	08/14/2020	550.79	5623	Maintenance - Office
Overmier, Clifford	22560	08/31/2020	75.00	5680	Directors Fees
Pace Supply	22535	08/31/2020	1,296.48	5421	Materials & Suppies
Pace Supply	22561	08/31/2020	1,907.69	5421	Materials & Supplies (Court/GS PS/Hospital/Tank)
Pacific Gas & Electric	22519	08/14/2020	137.35	5200	Utilities
Pacific Gas & Electric	22536	08/31/2020	630.66	5201	Utilities
Pacific Gas & Electric	22562	08/31/2020	33.48	5432/5621	Utilities
Postmaster	22563	08/31/2020	700.00	5621	Postage

Calaveras Public Utility District
Bill Paymens for All Vendors
August 2020

Process Solutions, Inc.	22520	08/14/2020	4,375.01	5322	check reissue -wrong vendor name
Progressive Print Solutions	22521	08/14/2020	881.88	5621	Materials & Supplies Office
Progressive Print Solutions	22564	08/31/2020	273.26	5621	Materials & Supplies Office
Roberts, Mathew A.	22523	08/17/2020	130.00	5429	Certificate renewal
Safe T Lite	22565	08/31/2020	133.88	5429	Safety - gloves
Sender's Market Inc.	22566	08/31/2020	352.98	1114	Shop (CPPA proj.)
Speer, Scott	22567	08/31/2020	75.00	5680	Directors Fees
Staples Credit Plan	22568	08/31/2020	553.99	5620	Office Supplies
Treat's General Store	22569	08/31/2020	287.40	5322/5620/5421/5424	Materials & Supplies
Underground Service Alert	22570	08/31/2020	211.60	5526	USA state compliance fee
USA Blue Book	22571	08/31/2020	2,648.95	5322/5421	WTP Lab/safety boots/WTP lab
Verizon Wireless	22537	08/31/2020	255.38	5432	Utilities
Volcano Telephone	22572	08/31/2020	522.38	5322/5230/5201/5200	utilities
Weber, Ghio & Associates	22538	08/31/2020	27,639.75	5684	Engineering Services
Wells Fargo Bank	22522	08/14/2020	300.45	5620/5424/5623/5429	Contract Services/M&S/Equipment
Western Utilities Underground Alert	22573	08/31/2020	60.00	5683	Annual Membership Fee
YourMembership.com, Inc.	22574	08/31/2020	299.00	5683	Job Posting - WUW
			82,528.47		

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

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	Salary			2,449.20		Social Security	169.76	457 EE Pretax	100.00	Direct Deposit # 20919	
1	Overtime	42.3900	5.00	211.95		Medicare	39.70			**Check Amt**	0.00
	CPUD Ins			76.86		Fed Income Tax	291.28			Chkg 0017	2,067.99
						CA Income Tax	41.90				
						CA Disability	27.38				
	EMPLOYEE TOTAL		5.00	2,738.01			570.02		100.00	Net Pay	2,067.99
Dresser, Michael R	Salary			1,971.67		Social Security	174.51	Retirement	128.97	Direct Deposit # 20920	
16	Overtime	34.1250	1.00	34.13		Medicare	40.81			**Check Amt**	0.00
	CPUD Ins			808.86		CA Income Tax	125.62			Chkg 5930	2,316.60
						CA Disability	28.15				
	EMPLOYEE TOTAL		1.00	2,814.66			369.09		128.97	Net Pay	2,316.60
Moe, James G	Salary			2,464.96		Social Security	188.71			Direct Deposit # 20921	
8	Overtime	42.6600	13.00	554.58		Medicare	44.13			**Check Amt**	0.00
	CPUD Ins			24.12		Fed Income Tax	309.28			Chkg 5056	2,369.48
						CA Income Tax	101.62				
						CA Disability	30.44				
	EMPLOYEE TOTAL		13.00	3,043.66			674.18			Net Pay	2,369.48
Roberts, Mathew A	Salary			3,374.11		Social Security	212.82	Health Ins Pst tax	167.93	Direct Deposit # 20922	
10	Overtime	58.3950	1.00	58.40		Medicare	49.77			**Check Amt**	0.00
	Sick		M2.00			Fed Income Tax	292.94			Chkg 3506	2,483.88
	Vacation		M24.00			CA Income Tax	190.84				
						CA Disability	34.33				
	EMPLOYEE TOTAL		27.00	3,432.51			780.70		167.93	Net Pay	2,483.88
****** 20 MANAGER**											
Leatherman, Donna M	Salary			4,708.21		Social Security	311.98	457 EE Pretax	300.00	Direct Deposit # 20923	
7	CPUD Ins			323.77		Medicare	72.96			**Check Amt**	0.00
						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			5,031.98			1,554.62		300.00	Net Pay	3,177.36
****** 30 METERS**											
Duke, Kelly	Hourly	26.4000	32.00	844.80		Social Security	54.83			Readychex # 1939800127	
9	Overtime	39.6000	1.00	39.60		Medicare	12.82			**Check Amt**	617.75
						Fed Income Tax	128.90				
						CA Income Tax	61.26				
						CA Disability	8.84				
	EMPLOYEE TOTAL		33.00	884.40			266.65			Net Pay	617.75

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME / ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS					WITHHOLDINGS		DEDUCTIONS		NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS						
****** 40 CUSTOMER SERV. REP.**											
Jesus, Kate E	Salary			1,794.00		Social Security	114.35	457 EE Pretax	50.00	Direct Deposit # 20924	
5	CPUD Ins			50.30		Medicare	26.75	Retirement	116.57	**Check Amt**	0.00
	Sick		M74.00			Fed Income Tax	131.10			Chkg 0650	1,362.41
						CA Income Tax	24.68				
						CA Disability	18.44				
	EMPLOYEE TOTAL		74.00	1,844.30			315.32		166.57	Net Pay	1,362.41
****** 50 WATER TREATMENT**											
Rovera, Wyatt N	Salary			2,593.93		Social Security	234.84	Retirement	170.59	Direct Deposit # 20925	
13	Overtime	44.8950	13.50	606.08		Medicare	54.92			**Check Amt**	0.00
	CPUD Ins			587.74		Fed Income Tax	546.11			Chkg 9965	2,526.76
	Vacation		M8.00			CA Income Tax	216.65				
						CA Disability	37.88				
	EMPLOYEE TOTAL		21.50	3,787.75			1,090.40		170.59	Net Pay	2,526.76
****** 60 ADMIN. ACCT. ASSIST.**											
Bear, Carissa C	Salary			1,404.08		Social Security	140.42	Retirement	90.28	Direct Deposit # 20926	
12	Overtime	36.4500	2.00	72.90		Medicare	32.84			**Check Amt**	0.00
	CPUD Ins			787.83		Fed Income Tax	184.99			Chkg 6990	1,514.24
	Vacation		M12.00			CA Income Tax	79.39			Savg 3547	200.00
						CA Disability	22.65				
	EMPLOYEE TOTAL		14.00	2,264.81			460.29		90.28	Net Pay	1,714.24
Storm, Kathleen J	Hourly	25.0000	33.00	825.00		Social Security	51.15			Direct Deposit # 20927	
15						Medicare	11.97			**Check Amt**	0.00
						Fed Income Tax	80.83			Chkg 6876	662.85
						CA Income Tax	9.95				
						CA Disability	8.25				
	EMPLOYEE TOTAL		33.00	825.00			162.15			Net Pay	662.85
COMPANY TOTALS											
10 Person(s)	Hourly		65.00	1,669.80		Social Security	1,653.37	457 EE Pretax	450.00	**Check Amt**	617.75
10 Transaction(s)	Salary			20,760.16		Medicare	386.67	Health Ins Pst ta	167.93	Dir Dep	18,681.57
	Overtime		36.50	1,577.64		Fed Income Tax	2,730.42	Retirement	506.41		
	CPUD Ins			2,659.48		CA Income Tax	1,206.28				
	Sick		76.00			CA Disability	266.68				
	Vacation		44.00								
	COMPANY TOTAL		221.50	26,667.08			6,243.42		1,124.34	Net Pay	19,299.32

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME / ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS					WITHHOLDINGS		DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS				
						Employer Liabilities			
						Social Security	1,653.37		
						Medicare	386.65		
						TOTAL EMPLOYER LIABILITY	2,040.02		
						TOTAL TAX LIABILITY	8,283.44		

(IC) = Independent Contractor

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME / ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS					WITHHOLDINGS		DEDUCTIONS		NET PAY ALLOCATIONS	
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS						
****** 40 CUSTOMER SERV. REP.**											
Jesus, Kate E	Salary			1,794.00		Social Security	114.35	457 EE Pretax	50.00	Direct Deposit # 20933	
5	CPUD Ins			50.30		Medicare	26.74	Retirement	116.57	**Check Amt**	0.00
	Sick		M4.00			Fed Income Tax	131.10			Chkg 0650	1,362.42
	Vacation		M2.00			CA Income Tax	24.68				
						CA Disability	18.44				
	EMPLOYEE TOTAL		6.00	1,844.30			315.31		166.57	Net Pay	1,362.42
****** 50 WATER TREATMENT**											
Rovera, Wyatt N	Salary			2,593.93		Social Security	225.10	Retirement	170.59	Direct Deposit # 20934	
13	Overtime	44.8950	10.00	448.95		Medicare	52.65			**Check Amt**	0.00
	CPUD Ins			587.74		Fed Income Tax	511.54			Chkg 9965	2,433.86
						CA Income Tax	200.57				
						CA Disability	36.31				
	EMPLOYEE TOTAL		10.00	3,630.62			1,026.17		170.59	Net Pay	2,433.86
****** 60 ADMIN. ACCT. ASSIST.**											
Bear, Carissa C	Salary			1,404.08		Social Security	135.89	Retirement	90.28	Direct Deposit # 20935	
12	CPUD Ins			787.83		Medicare	31.78			**Check Amt**	0.00
	Sick		M3.50			Fed Income Tax	176.24			Chkg 6990	1,462.83
	Vacation		M3.00			CA Income Tax	72.97			Savg 3547	200.00
						CA Disability	21.92				
	EMPLOYEE TOTAL		6.50	2,191.91			438.80		90.28	Net Pay	1,662.83
Storm, Kathleen J	Hourly	25.0000	16.50	412.50		Social Security	25.57			Direct Deposit # 20936	
15						Medicare	5.98			**Check Amt**	0.00
						Fed Income Tax	50.00			Chkg 6876	326.82
						CA Disability	4.13				
	EMPLOYEE TOTAL		16.50	412.50			85.68			Net Pay	326.82
COMPANY TOTALS											
10 Person(s)	Hourly		64.50	1,679.70		Social Security	1,638.90	457 EE Pretax	450.00	**Check Amt**	908.48
10 Transaction(s)	Salary			20,760.16		Medicare	383.30	Health Ins Pst ta	167.93	Dir Dep	18,217.68
	Overtime		31.00	1,334.53		Fed Income Tax	2,711.76	Retirement	506.41		
	CPUD Ins			2,659.48		CA Income Tax	1,185.06				
	Sick		7.50			CA Disability	264.35				
	Vacation		69.00								
	COMPANY TOTAL		172.00	26,433.87			6,183.37		1,124.34	Net Pay	19,126.16

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME / ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS					WITHHOLDINGS		DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS	REIMB & OTHER PAYMENTS				
						Employer Liabilities			
						Social Security	1,638.91		
						Medicare	383.26		
						TOTAL EMPLOYER LIABILITY	2,022.17		
						TOTAL TAX LIABILITY	8,205.54		

(IC) = Independent Contractor

AGENDA ITEM 5

Consideration of Resolution 2020-14: Resolution Adopting District Policies

Sections 2100 – Financial Management, 2200 – Inventory & Property Management 2300 – Risk Management, 2400 – Communications & Technology

Discussion
As directed by the Board, 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.

The District 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 the District. Following input from District legal counsel, staff met and the ad hoc committee (Directors Blood and Overmier) for further review and revision of these policies and procedures before presentation to the Board for consideration.

The Policies and Procedures Ad Hoc Committee conducted four (4) meeting during June and August to review, discuss and revise the Policy Section included in the Board packet for consideration:

- **2100 – Financial Management**
- **2200 – Inventory & Property Management**
- **2300 – Risk Management**
- **2400 – Communications & Technology**

These policies constitute the second segment of the updates of the District's policies. Additional sections (Personnel and other matters) will be presented to the Board for consideration once they have been updated.

Recommended Action: Approve Resolution 2020-14: Resolution Adopting District Policies Sections:

- **2100 – Financial Management**
- **2200 – Inventory & Property Management**
- **2300 – Risk Management**
- **2400 – Communications & Technology**

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

RESOLUTION 2020-14

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 2100, 2200, 2300 and 2400 as shown in Exhibit A, 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 15th day of September 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

President, Calaveras Public Utility District

Attest:

_____

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.

_____ _____

Date

EXHIBIT A

2100 – Financial Management
2100 – Accounts Receivable Policy For Non Water Related Charges
2105 – Asset Protection and Fraud in the Workplace
2110 – Budget Preparation
2115 – Credit Card Use
2120 – Employment of Outside Contractors and Consultants
2125 – Expense Authorization
2130 – Investment of District Funds
2135 – Purchasing
2140 – Receiving/Depositing Remittances
2145 – Records Retention
2150 – Reserve Policy
2155 – Debt Management
2160 – Internal Controls

2200 – Inventory & Property Management
2200 – Disposal of Surplus Property or Equipment
2205 – District Electronic Resources Policy and Procedures
2210 – Use/Rental of District Facilities
2215 – Naming of District Facilities
2220 – Flag Display

2300 – Risk Management
2300 – Emergency Preparedness
2305 – Emergency Responses Guideline for Hostile or Violent Incidents
2310 – Worker's Compensation

2400 – Communications & Technology
2400 – Customer Relations
2405 – Press Relations
2410 – Public Complaints
2415 – Social Media Use
2420 – District Web Page
2425 – California Public Records Act Response Procedures
2430 – Electronic Document Retention

AGENDA ITEM 6

Consideration of Resolution 2020-15: Resolution Adopting a New Conflict of Interest Code and Appendix of Designated Positions and Disclosure Categories

Background

As required the 2020 biennial review of the Districts Conflict of Interest Code is presented for approval. The only change from the previous code were to change the title of District Manager to General Manager all other Designated positions and Categories remain unchanged.

Upon adoption of the 2020 Conflict of Interest Code presented to the County Board of Supervisors for approval and becomes effective in 30 days.

Recommended Action: Adoption of Resolution 2020-15: Adopting a New Conflict of Interest Code and Appendix of Designated Positions and Disclosure Categories

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

RESOLUTION 2020-15

RESOLUTION ADOPTING A NEW CONFLICT OF INTEREST CODE AND APPENDIX OF DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

WHEREAS, pursuant to the provisions of the Political Reform Act (Govt. Code 81000, et seq.), the CALAVERAS PUBLIC UTILITY DISTRICT is required to adopt a new Conflict of Interest Code and Appendix of designated positions; and

WHEREAS, Calaveras County Board of Supervisors mailed the biennial review notice dated July 13, 2018 with a notice to County Agencies to adopt a new revised format of the Conflict of Interest Code suggested by the Fair Political Practices Commission; and

WHEREAS, the Calaveras County Board of Supervisors will continue acting as the Code Reviewing Body but the Statements of Economic Interest will no longer be filed with Calaveras County; and

WHEREAS, the CALAVERAS PUBLIC UTILITY DISTRICT, Administrative Account Assistant will now act as the filling officer and the Statements of Economic Interest will be filed at the District office for inspection and/or reproduction; and

WHEREAS, CALAVERAS PUBLIC UTLITY DISTRICT does hereby rescind Resolution 2018-17 and the Conflict of Interest Codes attached thereto;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the CALAVERAS PUBLIC UTILITY DISTRICT, does hereby adopt a new Conflict of Interest Code, including Appendix A Designated Positions and Appendix B Disclosure Categories as set forth in the attached hereto;

The foregoing Resolution was duly passed and adopted by the Board of Directors of the Calaveras Public Utility District at a Regular Meeting on September 15, 2020 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

_____

PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT

ATTEST:

_____

Kate Jesus, Admin Acct 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 Acct Assistant Date

CALAVERAS PUBLIC UTILITY DISTRICT
CONFLICT OF INTEREST CODE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict-of-Interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard Conflict-of-Interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict-of-Interest Code of CALAVERAS PUBLIC UTILITY DISTRICT.

Individuals holding designated positions shall file their Statements of Economic Interests with the Administrative Account Assistant of CALAVERAS PUBLIC UTILITY DISTRICT, which will make the statements available for public inspection and reproduction (Government Code Section 81008). All statements will be retained by Calaveras Public Utility District.

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
General 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.

2020 Local Agency Biennial Notice

Name of Agency: Calaveras Public Utility District

Mailing Address: P.O. Box 666, San Andreas, CA 95249

Contact Person: Donna Leatherman Phone No. (209) 754-9442

Email: dleatherman@cpud.org Alternate Email: info@cpud.org

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that *(check one BOX):*

☑ **An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☉ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other *(describe)* _____

☐ **The code is currently under review by the code reviewing body.**

☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification **(to be completed if no amendment is required)**

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

_____ _____

Signature of Chief Executive Officer *Date*

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

Consideration of Resolution 2020-16: Resolution of Appreciation Honoring Kate Jesus

See attached Resolution 2020-16 (to be read by Board President)

Recommendation/Action:
Approval and adoption of Resolution 2020-16: Resolution of Appreciation Honoring Kate Jesus

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

RESOLUTION NO. 2020-16

RESOLUTION OF APPRECIATION
HONORING KATE JESUS

WHEREAS, the Calaveras Public Utility District has been fortunate to have Kate Jesus, a dedicated staff member, committed to the mission of the District, and

WHEREAS, Kate Jesus has now embarked on new adventures in life away from Calaveras Public Utility District after 8 faithful years of service, and

WHEREAS, we, as members of the Calaveras Public Utility District Board of Directors wish to extend our utmost appreciation for the work that Kate Jesus has done to make Calaveras Public Utility District a joyous experience for the staff, customers, district partners, and

WHEREAS, the Board wishes extend our sincere best wishes for every happiness in the future to Kate Jesus who left the district on September 3, 2020,

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Calaveras Public Utility District that this Resolution is entered in full upon the permanent Minutes of the Calaveras Public Utility District and that a copy bearing the seal of the District is presented to Kate Jesus.

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 15th day of September 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
President, Calaveras Public Utility District

Attest:

_____
Donna Leatherman, General Manager

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.

_____ _____
Donna Leatherman, General Manager Date

Court Street Line Replacement Project

a. Consideration of Resolution 2020-17: Accepting the Court Street Line Replacement Project

Background

The project was awarded to Campbell Construction at the June 9, 2020 meeting. Construction began on July 7, 2020 and was accepted by Calaveras County Public Works on August 17, 2020. Progress payment #1 submitted and paid. There have been a few comments from public as to how nice the roadway looks. The Contractor was easy to work with and there were not issues with the workmanship.

Attachment include: Resolution 2020-17
Notice of Completion
Progress Payment #1 – Campbell Construction
Final Inspection Report (Calaveras County Dept. of Public Works)

Recommended Action: Accept Resolution 2020-17: Accepting the Court Street Line Replacement Project

Discussion:

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

RESOLUTION NO. 2020-17

ACCEPTING THE COURT STREET LINE REPLACEMENT PROJECT

WHEREAS, the District has certified that all work on the "Court Street Line Replacement Project" was substantially complete on August 24, 2020, as set forth in the Request for Proposals dated April 14, 2020; and

WHEREAS, the contractor, Campbell Construction completed the project in substantial compliance with the plans as designed;

WHEREAS, that the work completed by Campbell Construction on the "Court Street Line Replacement Project" has been completed satisfactorily and is hereby accepted.

NOW THEREFORE BE IT RESOLVED that the Chair is authorized to execute the Notice of Completion and cause it to be filed with the Calaveras County Recorder.

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 15th day of September 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
President, Calaveras Public Utility District

Attest:

_____

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.

_____ _____
Date

CALAVERAS PUBLIC UTILITY DISTRICT

When recorded, mail to:
Calaveras Public Utility District
P.O. Box 666
San Andreas, CA 95249

NOTICE OF COMPLETION
CALAVERAS PUBLIC UTILITY DISTRICT

NOTICE IS HEREBY GIVEN of the completion of a Work of Improvement as follows:

Date of Completion: August 24, 2020.

Name and Address of the Owner: Calaveras Public Utility District, P.O. Box 666, San Andreas, CA 95249.

Nature of the Interest or Estate of the Owner: Owner in fee simple.

Description of the Site: Court Street, San Andreas water line replacement project.

Name and Address of the Contractor for the above Work of Improvement: Campbell Construction, 175 Sutter Hill Road, Sutter Creek, CA 95685.

General Statement of Kind of Work Done or Materials Furnished: The work of improvement consisted of replacing approximately 517 feet of 6-inch diameter waterline and miscellaneous appurtenant work on Court Street in San Andreas, CA.

CALAVERAS PUBLIC UTILITY DISTRICT – OWNER

By_____
Donna Leatherman, General Manager
Calaveras Public Utility District

VERIFICATION

I, the undersigned, declare that I am the President of the Board of Directors of the Calaveras Public Utility District and that I have read the foregoing Notice and know its contents, and that the same is true to the best of my knowledge and belief. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that this declaration was executed at San Andreas, California on the 15th day of September 2020.

Calaveras Public Utility District

_____
President, Board of Directors

CALAVERAS PUBLIC UTILITIES DISTRICT
COURT STREET WATERLINE REPLACEMENT PROJECT

PROGRESS PAY #1

ITEM	DESCRIPTION	UNITS	QTY	CONTRACT VALUES		PREVIOUS PERIOD		CURRENT PERIOD		TOTAL TO DATE	
				$/UNIT	TOTAL	QTY	TOTAL	QTY	TOTAL	QTY	TOTAL
1	LOCATE AND PROTECT UTILITIES	LS	1	$6,500.00	$6,500.00		$0.00	1	$6,500.00	1.00	$6,500.00
2	SHEETING SHORING BRACING	LS	1	$4,500.00	$4,500.00		$0.00	1.00	$4,500.00	1.00	$4,500.00
3	TRAFFIC CONTROL	LS	1	$8,500.00	$8,500.00		$0.00	1	$8,500.00	1.00	$8,500.00
4	ENCROACHMENT PERMIT COMPLIANCE	LS	1	$3,800.00	$3,800.00		$0.00	1	$3,800.00	1.00	$3,800.00
5	6" DIA PVC C900 DR18	LF	517	$99.00	$51,183.00		$0.00	517	$51,183.00	517.00	$51,183.00
6	2" WATER SERVICE	EA	1	$4,400.00	$4,400.00		$0.00	1	$4,400.00	1	$4,400.00
7	1" WATER SERVICE	EA	1	$4,200.00	$4,200.00		$0.00	1	$4,200.00	1	$4,200.00
8	6" GATE VALVE	EA	2	$2,700.00	$5,400.00		$0.00	3.00	$8,100.00	3.00	$8,100.00
9	8" GATE VALVE	EA	1	$3,300.00	$3,300.00		$0.00	0	$0.00	0	$0.00
10	10" GATE VALVE	EA	1	$5,400.00	$5,400.00		$0.00	1	$5,400.00	1	$5,400.00
11	BLOW OFF VALVE ASSEMBLY	EA	1	$5,000.00	$5,000.00		$0.00	1	$5,000.00	1	$5,000.00
12	CLASS 4 BACKFILL	CY	75	$164.00	$12,300.00		$0.00	75	$12,300.00	75	$12,300.00
13	CONNECTION TO EXISTING MAIN	EA	2	$7,500.00	$15,000.00		$0.00	2	$15,000.00	2	$15,000.00
14	EXISTING PIPELINE ABANDONMENT	LS	1	$3,500.00	$3,500.00		$0.00	1	$3,500.00	1	$3,500.00
15	TESTING AND DISINFECTION	LS	1	$2,500.00	$2,500.00		$0.00	1	$2,500.00	1	$2,500.00
16	TYPE 2 SLURRY SEAL	SF	13,840	$3.10	$42,904.00		$0.00	13,840	$42,904.00	13,840	$42,904.00
CCO#1	ADDITIONAL CHARGE BUTTERFLY VALVE	EA	1	$561.50			$0.00	1	$561.50	1	$561.50
	TOTALS				$178,387.00		$0.00		$178,348.50		$178,348.50

COMPLETED WORK TO DATE:	$178,348.50
LESS 5% RETENTION:	($8,917.43)
LESS PREVIOUS PAYMENTS:	$0.00
CURRENT PAYMENT DUE:	$169,431.08

RECOMMENDED BY:

Matt Ospital — 8/24/20 Date

APPROVED BY:

Donna Leatherman — 8/31/2020 Date

ACCEPTED BY:

Campbell Construction — 8-6-2020 Date

CALAVERAS PUBLIC UTILITY DISTRICT CONTRACT CHANGE ORDER	ORDER NO. 1 DATE: August 24, 2020 STATE: CALIFORNIA
Contract for: Court Street Waterline Replacement Project	COUNTY: CALAVERAS
Owner: CALAVERAS PUBLIC UTILITY DISTRICT	

To: Campbell Construction *(Contractor)*

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes *(Supplemental Plans and Specifications Attached)*	DECREASE in Contract Price	INCREASE in Contract Price
Bid Item #8, Increase One Each at $2,700		**$2,700.00**
Bid Item #9, Delete Bid Item	**-$3,300.00**	
Add One Each Butterfly Valve at $561.50/EACH		**$561.50**
Subtotal	**($3,300.00)**	**$3,261.50**
NET CHANGE IN CONTRACT PRICE		**-$38.50**

JUSTIFICATION:
Adjustment of quantities used in the actual construction.

The amount of the original Contract : **$178,387.00**

The amount of the Contract will be **Decreased** by the Sum of : **-$38.50**

The Contract Price Including this and previous Change Orders will be: **$178,348.50**

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

Recommended _____ 8/24/20
Matt Ospital, District Engineer *(Date)*

Accepted _____ 8/25/2020
Campbell Construction *(Date)*

Approved Donna Leatherman 8/31/2020
Donna Leatherman, District Manager *(Date)*

COUNTY OF CALAVERAS
DEPARTMENT OF PUBLIC WORKS

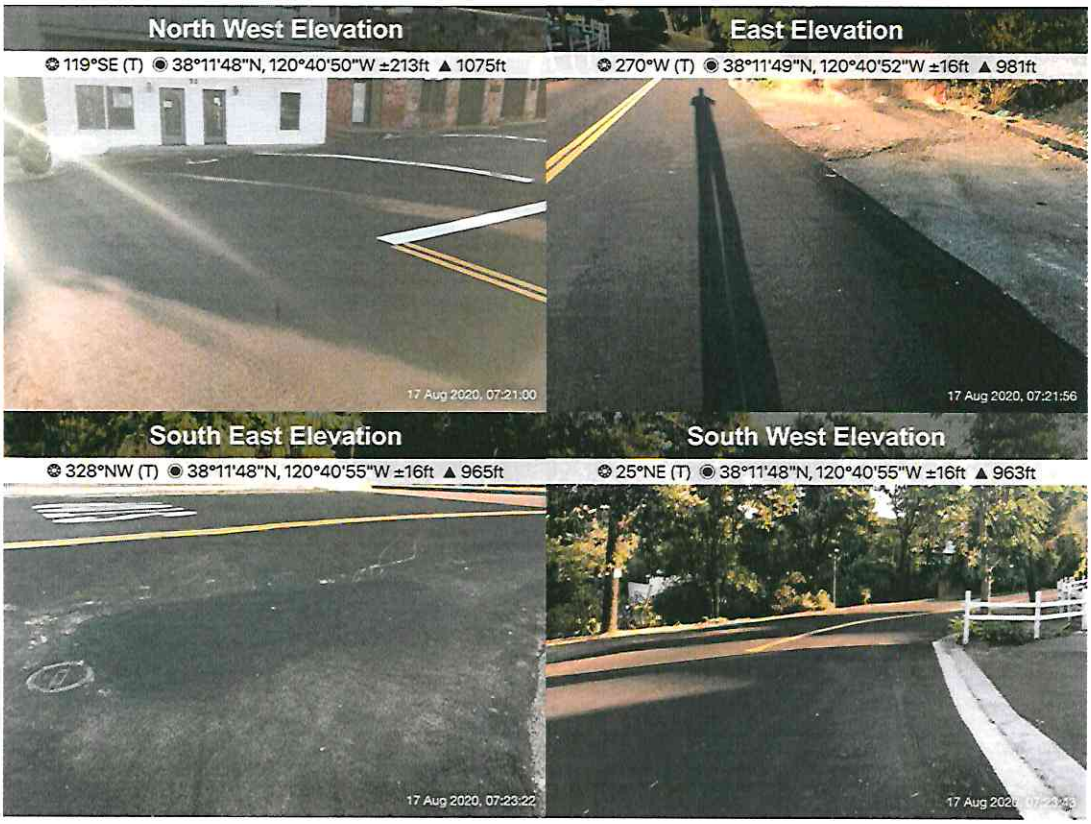
Joshua H. Pack, Director

Final Inspection Report

BU/UE: 41-UE-19
Project: 2100-1052
Location: Court Street S.A.
Contractor: Campbell Construction
Contact: John Schmidt (WGA)
Phone: 209-754-1824

Date: 8-17-20 Time: 7:15
Weather: Clear Sky
Inspector: Cody Johnson
Type of Project: Utility
Description of Work: Pipeline
Site is: Inactive

Notes: Today I performed the final inspection for the Court street project. At this time, all material has been removed from the County maintained right of way and the restoration has been completed. Calaveras County Public Works appreciates the restoration work performed. As of August 17, 2020, this project is Final with no further work needed.



Update: State Revolving Fund (SRF) Planning Grant Application Package for Water Treatment Plant Improvement Projects

Background

A summary of the August 5, 2020 SRF Planning Grant workshop was prepared by Weber Ghio & Associated is being presented as follow up to question presented. There were no follow up responses submitted from the attendees.

Additionally, a Fact Sheet is provided explaining an overview to the Drinking Water SRF Intended Use Plan (IUP) which describes the plan for implementing the DWSRF complementary financing programs for projects to be funded in the State Fiscal Year 20-21.

It is further recommended that the District complete the application packet to include all projects on the workshop list as the new IUP and Categories defined for prioritization is given to systems that meet or have experienced more serious issues and pursuing grant funding.

Discussion/Recommended Action: Discussion only

Jeff Davis Water Treatment Plant

Improvement Project Workshop

Workshop Summary

Date of Meeting: August 5, 2020 (9:00 a.m. to 11:00 a.m.)

Location: CPUD Main Office

Attendees:

Board Members in Attendance: J.W. Dell'Orto, Richard Blood, Scott Speer

Project Team in Attendance: Donna Leatherman (General Manager), Mathew Roberts (Water System Superintendent), Wyatt Rovera (Chief WTP Operator), Matt Ospital (District Engineer), Tyla Daries (District Engineering Tech)

Meeting Agenda:

- Welcome & Introduction
- Jeff Davis WTP Process
- Funding
- Background Reports
- Project Discussions
- Closing Conversation/Public Comment

Comments & Questions	Response
Jeff Davis WTP Process	
What is the pipe distance between the polymer injection point and the first filter?	The visual length of raw waterline between the polymer injection point and the first filter is approximately 30 feet and includes diameter 3 elbows which also help with polymer mixing. The permit and plans describe the actual underground injection point being located 100 feet from the first filter in the 24" raw water line. Excavation and exploration are needed to confirm the actual injection point.
When was the Combined Filter Effluent (CFE) Valve replaced?	The CFE valve which controls the flow the WTP was replaced in February 2014 with a butterfly valve that is an actuator control valve based on level readings from a transducer in the clearwell.
Does the WTP stop production to run the backwash routine?	Yes, the WTP plumbing configuration requires that water production be halted while the backwash sequence runs.
How often are the filters backwashed?	On average the filters are backwashed 3 days per week. The frequency of backwash typically depends production volume, seasonal conditions, and raw water quality.
Are staff maintenance lists integrated into the SCADA system?	No, the staff maintenance lists are posted at the WTP to be easily seen by the rotation of operators throughout the month.
Is the San Andreas Tank currently integrated into the SCADA system?	The San Andreas Tank is not currently integrated into the SCADA system.
Please clarify what Filter-to-Waste means	Filter-to-waste is the practice of discarding filter effluent that is produced during the "filter ripening" period immediately after the backwash sequence. It was discussed at the workshop that due to the plumbing configuration of the plant filter #6 does not filter-to-waste but the filter spike is closely monitored and reported to the State.
Funding	
What does the environmental package include for the Planning Grant Application? Do you foresee drafting of new CEQA document for the construction projects?	The environmental packet requests that the applicant indicate if a CEQA document has been completed which identifies any portion of the planning project. A Notice of Exemption was filed for this planning application, as no ground disturbing activity is identified as part of this process. Once the project scope is narrowed during the planning process, necessity of a new CEQA document will be evaluated.
What is the maximum amount of grant and loan available?	The State has released a new Intended Use Plan that restructured the funding policy of the DWSRF. After further communication with the State the total potential funding and grant/loan mix that could be allotted to this project is unknown until the full application is submitted. A fact sheet has been included with this packet. More information on the Intended Use Plan can be found here: https://www.waterboards.ca.gov/drinking_water/services/funding/SRF.html.

What is the loan interest?	"The standard interest rate for repayable planning and construction financing is 50 percent (50%) of California's average general obligation bond rate obtained by the State Treasurer for the previous calendar year. The term for repayable planning projects is a maximum of five or ten years at the applicant's request. Repayable construction financing can be amortized for 30 years or the useful life of the financed facilities for all communities; Small Disadvantaged Communities (SDAC) and Disadvantaged Communities (DAC) communities may finance drinking water construction facilities over 40 years or the useful life of the financed facilities." (State Water Resources Control Board, 2020)
Can all projects on the WTP Improvement Project List be funded through the maximum allotted DWSRF Construction Grant/Loan of $6 million?	Due to updates in the DWSRF's funding policies this cannot be confirmed until further information is received from the state after the application is submitted.
Background Reports	
Can enlarged copies of the completed project lists be provided?	Enlarged copies of the project lists have been provided with this handout.
If immediate action is needed on the Clearwell, can the Diver weld while the tank is in service?	Coating Specialists and Inspection Services, Inc (CSI), the tank inspection company approved to do the upcoming inspections, is not a welding contractor. They were unable to provide the fix needed to clearwell at the time of inspection. CSI did perform a visual evaluation of the tank roof and will be providing recommendations for repair in their inspection report. Regarding the broken baffle in the Railroad Flat Tank, CSI was be able to perform the repair as it is a very simple.
Why was the Railroad Flat Tank designed to be baffled?	The Railroad Flat Tank was designed with baffling to meet the contact time as required by the State permit. It was also identified in the planning phase that baffling the tank could allow it to be used conditionally during an emergency.
Project Descriptions	
Will improvement of the polymer injection site and consideration of a vault or separate structure be considered in the planning process?	Yes, close coordination with the State along with evaluation of polymer effectiveness/ efficiency will be considered as part of the WTP Improvement Project planning process.
Is dissolved oxygen measured in Jeff Davis Reservoir?	Staff tests the dissolved oxygen in Jeff Davis Reservoir twice a week.
Is an evaluation of algae performed?	Algae is visually monitored by operations staff on a weekly basis. Additionally, a technical expert conducts a bi-annual evaluation of Jeff Davis Reservoir to evaluate a variety of water quality items including Algae.

Does the District test for the species the coliform present in the Jeff Davis Reservoir?	In 2019 the operations staff requested the lab perform different methods of coliform testing due to false-positive tests that were received. Species of coliform is currently not tested for unless there is a related issue on hand as identified by the Operator.
Are replacement surface wash pumps on inventory at the WTP?	There is currently one surface wash pump in the inventory at the WTP.
If recycled backwash water were to be piped back to the headworks of Jeff Davis Reservoir, what type of new water quality requirements would be relevant to the reservoir?	Evaluation will be done as part of the planning grant to understand impacts on raw water quality. The State typically recommends that backwash be reintroduced as 10% of the incoming stream to the reservoir and establish an operational goal for turbidity of less than 2.0 NTU for recycled spent filter backwash.
Add the filter-to-waste improvement to the WTP Improvement Project List.	The updated WTP Improvement Project List in response to this comment has been included with this handout.
Final Comments	
Describe operational improvements and how they would improve staff efficiency.	The updated WTP Improvement Project List in response to this comment has been included with this handout.
Please explain the need to connect the Railroad Flat Pump Station to the WTP?	Currently there is a single conduit running between the pump station and the WTP. In order to bring full monitoring and control of the pump station into the SCADA system, an additional conduit will need to be added and a new PLC installed.
What is the plan for scheduling the inspection of the clearwell? Was an estimate provided to fix the RRF Tank baffle?	The clearwell tank inspection is was conducted on August 18th with CSI Inspections. The RRF Tank baffle was repaired by CSI. There was no additional charge for this repair. The cost of the inspection was $6500. and supplies purchased by the District to complete the repair were $435.

Works Cited

State Water Resources Control Board. (2019). *Policy for Implementing the Drinking Water State Revolving Fund.*

United States Environmental Protection Agency. (202). *Filter Backwash Recycling Rule Technical Guidance Manual.* United States Environmental Protection Agency.

Jeff Davis Water Treatment Plant
Improvement Projects

9/10/2020

Legend
To be completed as part of the Lab Improvement Project
Recommended DWSRF Funded Project
To be completed as a Maintenance Project
Project to be removed
Recent changes to text

Project	Work Scope	Notes	Source Recommendation
0.5 MG Clearwell	Critical Repair - Repair structural roof beams in the tank	Tank Inspection report identified a broken structural I-beam component. The component supports the tank roof and additional failure would impact and potentially stop water production. Clearwell damage needs to be evaluated further to identify if the tank will need to be taken out of service to make necessary repairs.	Tank Inspection Report by Inland Potable Services 10/18/18
	Corrective/Regulatory - Install a screened airgap on the existing tank overflow	The State Inspection identified the need to redesign/reconfigure the current plumbing overflow system.	State inspection - regulatory corrective action
	Improvement - Replace or Rehabilitate piping and valves between the clearwell and WTP.	Replace 100' of the original 24" cement mortar lined and coated steel pipeline between the WTP and the Clearwell. This project will also replace aged valves and meters along this pipeline and filter to waste options for backwash water. This line is approximately 50 years old and failure would stop water production.	Staff Recommendation
	Improvement - Install a new mag meter at the outlet of the clearwell	This will allow for accurate flow measurements. It will also provide redundancy in metering the distributed water to better identify losses.	Staff Recommendation
	Improvement - Install automated valves at the clearwell	Instrumentation and integration at the Clearwell and Rail Road Flat Pump Station. The current valve is manually controlled and hinders quick flow changes at the WTP, this project will improve operational efficency.	Staff Recommendation
	Improvement - Install a pre-clearwell Chlorine Analyzer	This is a redundant measurement device in the event of chlorination failure.	Staff Recommendation.
	Improvement - Install tank baffle wall curtain	This was recommended to increase the contact time from 7 mins to 20 mins, further improving operational efficiency.	Water Master Plan - Peterson and Brustad 10/2008
	Maintenance - Blast and recoat tank (Interior & Exterior)	Tank inspection reports identified this as an upcoming maintenance item. The Clearwell will need to be taken out of service to perform this maintenance.	Tank Inspection Report by Inland Potable Services 10/18/18
Chemical Feed System Upgrade	Improvement - Replace the existing polymer LMI pump	Install a new peristatic pump with automated flow pacing and dosage in the lab room to replace the existing LMI pump and the existing chemical feed pumps in the compressor room. Evaluate the existing feed system condition. Integrate new devices to SCADA. The operators are currently unable to remotely adjust chemical levels which limits their ability to remotely control the flow of the plant, this project will improve operational efficency.	Mead & Hunt Evaluation Report 4/6/15
	Improvement - Install an inline static mixer on the raw waterline	This was recommended to improve polymer effectiveness. Evaluation of the best configuration for an injection point will be needed.	Mead & Hunt Evaluation Report 4/6/15
	Improvement - Replace the existing zinc orthophosphate LMI pump	Replace the existing LMI pump with a new peristatic pump with automated flow pacing and dosage. Evaluate the existing feed system condition. Integrate new devices to SCADA. The operators are currently unable to remotely adjust chemical levels which limits their ability to remotely control the flow of the plant, this project will improve operational efficency.	Staff Recommendation
SCADA	Improvement - Upgrade SCADA control of Rail Road Flat Pump Station	There is currently a single conduit running between the WTP and the Rail Road Flat Pump Station and does not allow for additional control wiring to be installed per code. The previous SCADA contractor suggested replacing the existing PLC, upgrading the power supply, and installing an ethernet switch as an alternate to running new conduit. The operators currently must control the pump station manually outside of the SCADA system, this project will improve operational efficency.	Staff Recommendation
	Improvement - Integrate additional District sites with SCADA	This will include evaluating the alternatives for site communications at key water system facilities. The operators currently only have manual reads at locations that must be commuted to for data collection, this will improve operational efficency.	Staff Recommendation
	Improvement - Install level monitoring sensors	Level monitoring for the Jeff Davis Reservoir and recycle backwash pond and integrate into the SCADA system. The operators currently only have manual reads of these components, this project will improve operational efficency.	Staff Recommendation per 2019 SCADA RFP.
	Improvement - Install tank level monitors at all tank sites	Tank level monitors at all District tanks will greatly improve yearly and monthly water audits. Ideally tank level monitors would be integrated into the SCADA system however this is dependent on the project to integrate communications at other District Sites. The operators currently only have manual reads at locations that must be commuted to for data collection, this will improve operational efficency.	Staff Recommendation
Jeff Davis Reservoir	Improvement - Install additional aeration unit in Jeff Davis Reservoir	Install an additional floating solar aeration unit (SolarBee) in the reservoir. Active lake circulation can prevent and control algae blooms in the reservoir. Utilizing solar power and highly efficient motor / mixing drive systems, the SolarBee pulls in water at the desired depth from all corners of the basin providing effective mixing to a predetermined depth.	Staff Recommendation
Treatment Filters	Improvement - Install an inline strainer on the raw waterline	There is currently no strainer or screen before the filters to remove algae and to prevent media fouling at the filters. This will also address the current mud ball issues found on top of the media layer, improving efficiency of filter media.	Mead & Hunt Evaluation Report 4/6/15
	Improvement - Replace surface wash pump with a redundant two pump system	Currently there is only one (original) surface wash pump. A second backup pump to be added as this is a critical component to keep the filters clean.	Staff Recommendation
	Improvement - Replace existing filter valves and actuators (influent and effluent)	Staff has noted some of the existing valves are currently leaking.	Staff Recommendation
	Maintenance - Paint the exterior of the filters	Prevent further corrosion	Mead & Hunt Evaluation Report 4/6/15
	Maintenance - Install a new epoxy coating on interior of filters	Last completed in 2005	Staff Recommendation
	Maintenance - Replace hatch lids and install new gaskets		Staff Recommendation
	~~Repair - Replace underdrain system for Filter #4~~	This item was completed in 2018 during a media replacement project and will be removed from this list.	Mead & Hunt Evaluation Report 4/6/15
Backwash System	Improvement - Install a new recycle backwash system	All backwash wastewater is currently piped to the backwash ponds to clarify and settle out solids. Installation of a new recycle backwash system will help improve water conservation. Filter-to-waste of the existing backwash system and a dedicated treated waterline from the Clearwell should be evaluated as part of this project. Evaluate the use of dam drain water into the recycle stream.	Staff Recommendation & Potential Regulatory Measure
	~~Maintenance - Clean out ponds (remove sludge)~~	Staff verified the pond capacity is currently sufficient. Monitoring of sludge impact on capacity will continue.	Maintenance
	~~Improvement - Install liner in Backwash Ponds~~	After further evaluation staff has decided to remove this project from the list	Future regulatory measure
WTP Building	Improvement - Correct chlorine carrier water plumbing	It was identified that chlorine carrier water plumbing is potentially the cross connected. The system needs to be evaluated and corrected.	Mead & Hunt Evaluation Report 4/6/15 (pg 9)
	Improvement - Install pump on the plant effluent sample line	There is currently not enough pressure to continuously feed the turbidity meter and the chlorine analyzer. This will allow for a constant water supply for continuously monitoring equipment	Staff Recommendation
Combined Filter Effluent (CFE) Valve	~~Replace existing butterfly valve with an actuator control globe style valve~~	Staff verified that the valve is functioning properly and does not need to be included on this current list.	Mead & Hunt Evaluation Report 4/6/15 (pg 5)

Jeff Davis Water Treatment Plant

Improvement Project Workshop

2015 WTP Evaluation Mead Hunt

LEGEND	
→	Added to the WTP Improvement Project List
✓	Completed
✗	Not Applicable

Component	Improvement	Status
Polymer Feed	Install poly feed, diffuser and static mixer in raw water line - new building/vault.	→
Filters	Install in-line strainer in raw water line - also in new building/vault	→
	All 6 filters should be professionally evaluated for necessary repairs.	✓
	Replace filter media and miscellaneous repairs.	✓
	Evaluate/Repair Filter #4 underdrain	✓
	Replace/Repair Filter #1 surface washer. Follow-up inspections for presence of algae.	✓
Filter Effluent Valve	Replace main plant control valve with automated globe valve in vault.	✓
	Annually check mag meters for accuracy	✓
Backwash Water	Evaluate viability of dedicated 18" water main from Rail Road Flat PS (clearwell), with fire hydrant.	→
	Replace the backwash valve with a 12" globe pattern control valve.	✓
	Reconfigure backwash waste piping to allow Filter #6 to waste.	→
	Verify the media is being fully expanded during backwashes.	✓
	Determine pros/cons of including dam drain in recycle.	→
	Design manhole style wet well at the pond level for recycle pumping - line to reservoir.	→
	Maintain operational plan for backwash pond maintenance and solids handling.	✓
Chlorine System	Separate the cross-connected chlorine carrier water plumbing.	→
	Repair the raw water pre-chlorine feed rotometer.	✓
	Determine the effectiveness of pre-chlorination (iron bacteria in media)	✓
	Consider replacing the chlorine evaporator.	✗
	Add a second chlorine alarm light to opposite side of building	✗

Jeff Davis Water Treatment Plant

Improvement Project Workshop

2015 WTP Evaluation Mead Hunt

LEGEND	
→	Added to the WTP Improvement Project List
✓	Completed
✗	Not Applicable

Component	Improvement	Status
Corrosion Control	Confirm use of the mass flux formula.	✓
Laboratory/Quality Control	Correct the filter confluence turbidity averaging and reporting.	✓
	Install a small pump on the plant effluent sample line to the lab for turbidities.	→
	Professionally calibrate spectrophotometers on an annual basis.	✓
	Weekly, check total chlorine against plant effluent free chlorine to ensure breakpoint.	✓
	Monitor polymer dosage. Perform jar testing during temperature and season changes.	✓
Plant Instrumentation	Convert all WTP controls to a SCADA system accessed by a plant PC, including backwash.	✓
Jeff Davis Reservoir	Install additional "Solar Bee" mixing unit(s).	→
	Research an alternate source of water for supplemental filling of a reservoir (e.g., Schaads).	✓

Jeff Davis Water Treatment Plant

Improvement Project Workshop

2008/2012 Master Plan
Capital Improvement Plan

LEGEND	
→	Added to the WTP Improvement Project List
✓	Completed
*	Re-evaluation Needed.

Component	Improvement	Status
Water Treatment Process	Install Baffles in Clearwell to increase CT credit	→
	Upgrade Turbidimeters	✓
	Install SCADA	✓
	Divert Spike Water to waste	→
	Refurbish Plant equipment, including media replacement	✓
	Begin Planning for Expanded WTP	*

Water Boards

Fact Sheet

Drinking Water State Revolving Fund (DWSRF)
2020-21 Intended Use Plan (IUP)

Overview

The IUP describes the State Water Resources Control Board's (State Water Board's) plan for implementing the DWSRF and its complementary financing programs for drinking water projects to be funded in state fiscal year (SFY) 2020-21.

What is New?

Small Disadvantaged Communities (DAC) and Small Severely Disadvantaged Communities (SDAC)

Helpful Definitions

- **Small Community Water System**: serves < 3,300 connections or population < 10,000 persons
- **Expanded Small Community Water System**: serves between 3,300 – 6,600 connections or population between 10,000 – 20,000 persons
- **DAC**: median household income (MHI) < 80% of statewide MHI
- **SDAC**: MHI < 60% of statewide MHI
- **Consolidation Incentive**: Construction project that solely benefits a receiving public water system (PWS) when the PWS fully consolidates one or more small water systems or extends service to one or more communities having at least 15 service connections or year-round population of at least 25 people.

The State Water Board's drinking water funding priorities in SFY 2020-21 will stress helping small SDACs and small DACs solve their drinking water problems. Priority will be given to systems experiencing serious drinking water public health issues (Category A-C as defined in the DWSRF Policy) and consolidation projects. Grant/principal forgiveness (PF) criteria can be found in Appendix E (page 80) of the IUP.

Per Connection Grant/PF Funding Cap

- Applies to total grant/PF for system over 5 years (planning, technical assistance and construction)
- Higher cap of $60,000 per connection for projects that address the most serious human health risks (Category A-C Projects)
- Category D-F Projects eligible for partial grant/PF up to $45,000 per connection
- Smaller systems can receive up to $2 M regardless of per connection cost
- Small non-DACs and expanded small DACs may be eligible for grant
- Private for-profit systems may be eligible for 100% planning grants for Category A-C or consolidation projects. Construction of consolidation projects are eligible for grant for work outside of private property and reasonable connection fees. The system owner's ability to pay will be considered for work on private property.

Consolidation Incentive

The following incentives are available when a PWS fully consolidates one or more small water systems or extends service to one or more communities having at least 15 service connections. The incentives are available for a construction project that solely benefits the receiving PWS. Additional grant may be available for the actual consolidation project (see above and Appendix E of the IUP).

- Up to $10 M in 0% loan
- Up to $ 5 M grant/PF
    - Up to $5,000 per connection for consolidating a small DAC
    - Up to $10,000 per connection for consolidating a small SDAC

Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA)

ASADRA became law on June 6, 2019 to provide additional funding for water and wastewater infrastructure to aid in recovery from specific natural disasters. The funds are available to help any DWSRF-eligible entity that was damaged, demonstrates an impact, or had a loss or disruption of a mission-essential function, including loss of function where there was potential impact to public health, from calendar year 2018 wildfires.

Eligible Applicants: Public water systems affected by the 2018 calendar year wildfires

Eligible Projects: Projects related to wildfire or earthquakes. For additional examples, refer to the May 2019, Memorandum of Understanding between U.S. EPA and FEMA regarding coordination pertaining to State Revolving Fund Programs https://www.epa.gov/sites/production/files/2019-05/documents/mou_between_epa_and_dhs.pdf

How and When to Apply: Applications may be submitted at any time through FAAST (https://faast.waterboards.ca.gov/) and are evaluated on an ongoing basis. However, funding will be prioritized based on complete applications by September 30, 2020.

Financing Terms:

- 30% PF
- 70% loan at zero percent (0%) interest
- Repayment will be over 30 years (40 years for DAC/SDAC) or useful life of project

DWSRF Policy Amendment

The DWSRF Policy was amended by the State Water Board on December 3, 2019. The major change made in the December 3rd Policy amendment was to streamline the final budget approval process to allow most recipients to draw construction funds without the need for a "Final Budget" amendment. This streamlined procedure includes finalizing project budgets during the application review step and establishing these final project budgets in the agreements from the outset which will minimize agreement amendments.

AGENDA ITEM 10

Discussion: Upper Mokelumne River Watershed Authority (UMRWA) 20th Anniversary

Background
Attached release from UMRWA celebrating two decades of protecting water quality, water supply and the health of the Mokelumne River Watershed.

The District would like to acknowledge UMRWA for their support in the Mokelumne River Watershed and the impact of the partnership which was formed 20 years ago. The District also supports the continued success of the Authority.

Recommended Action: Discussion only

Upper Mokelumne River Watershed Authority

15083 Camanche Parkway South • Valley Springs, CA 95252
Telephone: (209) 772-8261 Fax: (209) 772-8264

August 24, 2020 • For Immediate Release

Contacts: Richard Sykes 510-390-4035 (rsykes@sbcglobal.net)
Andrea Pook 510-287-0145 (andrea.pook@ebmud.com)
Michael Minkler (209) 754-3028 (michaelm@ccwd.org)
Larry McKenney (209) 223-3018 (lmckenney@amadorwater.org)

Upper Mokelumne River Watershed Authority Marks 20th Year

Celebrating two decades of protecting water quality, water supply, and the health of the Mokelumne River Watershed

PHOTOS ATTACHED:

- *Local contractors from Camp Connell in Calaveras County stand next to equipment that helps thin the forest to reduce wildfire risk and improve the health of the Mokelumne watershed.*
- *Students on a Stewardship Through Education field trip funded by UMWRA learn about the relationships between forest ecosystem health, water quality and water supply.*

A partnership of Northern California water districts and regional county governments is celebrating 20 years of protecting the watershed of the wild and scenic Mokelumne River, an important salmon fishery and the source of water for 1.5 million Californians in Alameda, Alpine, Amador, Calaveras, and Contra Costa counties.

"UMRWA's efforts on water supply reliability, watershed health and education have benefited the region and local and downstream water users and served to create stronger and more collaborative relationships between the member agencies and the local, state and federal entities that we regularly work with," said John Coleman, UMRWA Board Chair and one of two board members who have been in place since UMRWA was established. The other original member still serving is Jeff Davidson of the Calaveras County Water District who says "we are very proud of the forest health projects that UMRWA has conducted which minimize catastrophic wildfire risk and protect our communities. This is a top priority for us." Terry Woodrow, Alpine County Supervisor and UMRWA board member since 2003 notes that "UMRWA's work in forest health is increasingly important as our fire season gets longer and more extreme each year."

Established in August 2000, the Upper Mokelumne River Water Authority (UMRWA) is composed of nine public entities in the Mokelumne River watershed. The nine agencies are: Alpine County, Alpine County Water Agency, Amador County, Amador Water Agency, Calaveras County, Calaveras County Water District, Calaveras Public Utility District, East Bay Municipal Utility District (EBMUD), and the Jackson Valley Irrigation District.

Since its inception, UMRWA has focused on a wide range of water resource projects in the Sierra Nevada foothills, including improvements in drinking water quality, water conservation, erosion control, forest health, cooperative water supply planning, and conservation education. UMRWA has strengthened collaboration among the region's government agencies, water utilities, and local conservation organizations to improve drinking water quality and preserve the watershed for generations to come.

As the state-approved Regional Water Management Group for the Upper Mokelumne Watershed, UMRWA has distributed more than $10.5 million in grants to member agencies to build local water projects by replacing hundreds of leaking water lines, constructing recycling facilities that conserve millions of gallons of water, and making significant water quality improvements at water treatment plants.

To reduce the risk of catastrophic fire and protect the watershed that drains into the Mokelumne River, in 2016 UMRWA entered into a Master Stewardship Agreement with the US Forest Service and implemented more than $5.5 million in projects with the USFS in cooperation with the Sierra Nevada Conservancy, National Fish and Wildlife Foundation, Mule Deer Foundation and the Wildlife Conservation Board. These projects include forest thinning and fuels reduction on over 4,400 acres, a forest erosion control and drainage project, and a geographic information system for forest fuel reduction planning. Local contractors performed much of this work, creating job opportunities in nearby rural communities.

For the last 14 years, UMRWA has also funded the Stewardship Through Education program in public schools in Calaveras and Amador counties. This program promotes youth stewardship of natural resources using the watershed as a classroom to teach students about salmon restoration and how healthy forests resist fire.

UMRWA leveraged local resources to bring in state and federal funding benefitting local water supply and the watershed. The agency recently launched a new effort with the Amador and Calaveras Ranger Districts to identify, plan, and prioritize future forest health projects in the region. UMRWA hopes to continue work with its partners to vastly expand forest health projects in the watershed.

AGENDA ITEM 11

Discussion: Calaveras Local Agency Formation Commission (LAFCO) Nomination Ballot for Independent Special District Members and Alternate

Background: Calaveras LAFCO is seeking two sitting Independent Special District Board Members and one alternate from Special District to serve four-year term. Nominations are to be made by the presiding officer or a board member of the District.

Presently Director Lavaroni presently sits as a Special District representative on LAFCO.

Nomination is for sitting Special District Board Members only and may not be an employee of the District.

Recommended Action: Calaveras LAFCO Nomination Ballot for Independent Special District Member and Alternate.

Motion 1st _____, 2nd _____, Carried _____

CALAVERAS LOCAL AGENCY FORMATION COMMISSION

DATE: August 25, 2020

TO: Members of the Special District Board of Directors

FROM: John Benoit, LAFCO Executive Officer

SUBJECT: Nomination Ballot for Independent Special District Members and Alternate to fill Independent Special District seats on LAFCO

Calaveras LAFCO is in the process of seeking two sitting Independent Special District Board of Director Members to serve on LAFCO (two regular LAFCO members and one Alternate LAFCO member) to represent Independent Special Districts as members of the Calaveras Local Agency Formation Commission. These members will serve four-year terms ending in May 2024.

The Calaveras Local Agency Formation Commission is calling for nominations to seat two Regular Independent Special District Commissioners and one Alternate Independent Special District Commissioner to serve on the Local Agency Formation Commission.

LAFCO is requesting all nominations be received by LAFCO prior to 5:00 PM Friday, October 30, 2020.

Not all Independent Special District Boards of Directors will desire or are in any way required to file nominations with LAFCO. Nominations may be made by the presiding officer (chair) of your district or a board member so designated by your board of directors.

Independent Special District representatives on LAFCO may not be an employee of a special district, the City of Angels Camp or the County. This nomination is for sitting Special District Board of Director Members only. The Independent Special District representatives and alternate representative must be able and available to regularly attend Commission meetings and (or) hearings. An Independent Special District member, as are all other Commissioners, is required to file an annual Statement of Economic Interest (700 form).

The LAFCO Commission normally meets the third Monday at 6:00 PM of every other month. There is a meeting stipend of $50.00 per meeting for both regular and alternate members. The alternate member is encouraged to participate in all LAFCO processes but may only vote when a regular member is not present or otherwise is unable to participate in a given action before LAFCO.

Upon conclusion of this nomination process, a ballot to elect the LAFCO representatives will be mailed to each Independent Special District. The presiding officer of each Independent Special District Board will have one vote. If LAFCo does not receive more than three nominations, the election will be waived and the nominees receiving the highest number of votes will be seated as an Independent Special District's regular member representatives for this term and the nominee receiving the third highest number of votes will be appointed the Independent Special District alternate.

The nomination period will close on Friday, October 30, 2020. Nomination Ballots must be received by 5:00 PM that day. If your presiding officer desires to nominate one of your sitting Board of Director members to serve on LAFCO, please submit the attached nomination ballot to John Benoit, Executive Officer, P.O. Box 2694 Granite Bay, CA 95746 or by email j.benoit4@icloud.com by September 25th, 2020. If you have any questions please call (209) 754-6511 or 707.592.7528.

Calaveras Local Agency Formation Commission

NOMINATION BALLOT FOR CALAVERAS LAFCO SPECIAL DISTRICT MEMBER - 2020

NOTE: Nominations on behalf of the district can only be made by the presiding officer or alternate as designated by the district board of directors

Ballot for the Nomination of an Independent Special District Member to become an Independent Special District Representative on the Local Agency Formation Commission (LAFCO).

The _____ District

nominates _____ to become a candidate for an Independent Special District representative and (or) alternate to serve on the Calaveras LAFCO Commission for a term ending May 2024.

The nominee's contact information is as follows:

Email: _____

Phone: _____

Address: _____

_____ _____

Signature: Chair of the District Board of Directors Date

Chair's Phone # _____

Please return this nomination ballot to LAFCO prior to 5:00 P.M. Friday, October 30th , 2020 to:

Calaveras LAFCO
John Benoit, Executive Officer
P.O. Box 2694
Granite Bay, CA 95746

Or: Email: j.benoit4@icloud.com

1. **Approval of Revised Job Description**
    a. Administrative Account Assistant

Background
The Administrative Account Assistant job description was last revised in 2015 and is being presented for update prior to posting of this vacant position. The 2018/19 approved salary structure approve this position at salary range of $2942/mo. – $3578./mo. (Range 6).
It is recommended to increase the starting salary range above the current order interest a qualified candidate pool.

Recommended Action: Approval of the revised Administrative Account Assistant Job Description as presented.

Calaveras Public Utility District
ADMINISTRATIVE ACCOUNT ASSISTANT

Salary Range: _____

Posted: _____ FFD: _____

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

The District

The Calaveras Public Utility District was established January 1934, with the purpose of supplying pristine drinking water to the communities of San Andreas, Mokelumne Hill, Glencoe and Paloma areas of Calaveras County. The District currently serves over 1950 customers through over 27 miles of pipe from steel to poly ranging from 27" to 1" in diameter. The District furnishes its customers with reliable drinking water services and continues to provide those services safely, efficiently, and cost effectively. The District is offering this unique position to an individual who can demonstrate a positive outlook with the desire to grow in a water industry career.

Definition/Summary

Under minimal supervision, the Administrative Account Assistant position is responsible for performing a wide variety of customer service duties and accounting functions. This includes receptionist and customer service duties related to customer inquiries; and accounts payable and general ledger account duties. This role is responsible for performing a wide variety of high level, confidential and complex administrative support and analytical duties for the General Manager. This position will serve as assistant to the District Manager and assist with Human Resources and other related duties as directed. This position also serves and performs all duties as Secretary to the Board of Directors which includes timely preparation, posting and distribution of Board meeting agendas, minutes and related documents; updates and coordinates scheduling of Board Member records and requirements and election related information.

Essential Functions

- Answers telephone and greets office visitors, providing a wide range of receptionist duties related to office procedures and meeting preparation.
- Prepares, processes and resolves delinquent account issues; including customer notification, verification and liens.
- Researches and applies District policies and regulations regarding establishment and maintenance of services.
- Receives, processes and maintains accounts payable records.
- Allocates and maintains proper posting to general ledger accounts.
- Prepares, calculates and reports annual 1099's and 1096 submittals.
- Prepares a wide variety of financial reports including, but not limited to, Quarterly Budget, Investment, Workers Compensation, annual Government Compensation Report, and monthly accounts receivable reconciliation.
- Prepares, assists and notifies Board of meetings or necessary communications as directed by the General Manager.

- Maintains records related to Board policies, meetings, FPPC filings, compliance requirements and Board vacancies.
- Prepares and reviews Board meeting minutes, agendas, and Board related documents.
- Attends and participates in meetings as needed, including Board of Directors committees, regular, special, and other public meetings and records all official proceedings; accurately prepares minutes and other documents; and follows up on action items.
- Maintains appointment calendars using Google Calendar.
- Maintains employee timecard records, including recordkeeping and payroll related duties as assigned and monthly reconciliation of sick and vacation time.
- Assists with updates and maintenance of HR responsibilities as requested.
- Researches and assists Manager with document preparation, technical information and research of assignments as directed.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

Other Duties

- Performs a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.
- Maintains and updates District website.
- Attends courses to enhance and update Accounting and HR responsibilities.
- Develops, maintains, and completes forms related to District business.
- Maintains and updates shop parts inventory, prepares quarterly inventory reports, and coordinates with staff.
- Performs administrative duties related to annual backflow testing and lead and copper testing.
- Performs a variety of financial and technical record keeping support assignments as directed.

Job Related Knowledge

- Researches and applies District Policies and Regulations regarding establishment of District services.
- Geography of the District and the location of District facilities.
- Mathematical methods, practices, and procedures of financial and statistical recordkeeping.
- Customer Service skills, procedures and method for communicating effectively.
- Ability and knowledge to use Microsoft Office; Word, Excel, Outlook, and Quickbooks
- Receptionist and office communications and etiquette practices.

Abilities

- Follow oral and written direction.
- Work with minimal supervision to accomplish task as directed.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establish, communicate and maintain cooperative working relationships with co-workers, members of the public and outside agencies.
- Correct English usage, spelling, grammar and punctuation.
- Make mathematical calculations quickly and accurately.

Typical Physical Activities

- Work at a desk that requires sitting for extended periods of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.

- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as computers, copiers, and fax machine.
- Hearing and vision within normal ranges with or without correction.

Experience & Qualifications

Experience: Three to five years of increasingly responsible work experience in performing customer service and relations work, preferably including experience in working with a water or wastewater treatment agency and responsible work experience performing a variety of office support work.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment.

Approval of Smart Phone Meter Reading (SPMR) Agreement

Background

The District has been using outdated handheld meter devices for several years. During the six past months technology updated made the units unusable. Administrative staff researched options, while the field crew worked through months of manual writing of meter reading. After months of research a trial demonstration was implemented using the Smart Phone Meter Reading (SPMR) during the August meter reading cycle.

Administration and Field staff provided positive feedback from the trial and benefits of the upgrades include enhanced time management, safety, technology improvements, better customer service response and ease of use.

The 2020/21 budget approve software upgrades for billing and account which did not include these meter reading devices.

Financial Impact:	SPMR 1 year agreement	$5988.
	Set up/training	$2100.
	Total SPMR	**$8088**
Upgrade Android phones (7)		$1900
Surplus Iphones (6)		($900) estimate

Recommended Action: Approval of Smart Phone Meter Reading (SPMR) Agreement for 1- year period.

SMARTPHONE METER READING (SPMR) SUBSCRIPTION AGREEMENT

This SPMR Subscription Agreement ("Agreement") is made by and between SPMR, L.L.C., a Texas limited liability corporation, located at 840 F Avenue, Suite 100, Plano, Texas 75074 ("SPMR"), and Calaveras Public Utility District doing business at 506 West St. Charles Street, P.O. Box 666 San Andreas, CA 95249 ("Subscriber").

RECITALS

A. WHEREAS SPMR licenses, in object form only, proprietary computer software ("Software") as an application for smart phones, or similar devices, to record utility meter data and to communicate such data to its remote server ("Application");

B. WHEREAS SPMR hosts the utility meter data on its remote server for retrieval by Subscriber ("Hosting") and collectively, the Application, Hosting and any other services such as training or set-up shall constitute "Services"; and

C. WHEREAS Subscriber desires to use the Services;

IN CONSIDERATION of the terms and conditions of this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

ARTICLE 1 - GENERAL TERMS

1. ENTIRE AGREEMENT. It is agreed that this Agreement and any EXHIBIT(S) attached hereto and made a part hereby embody the entire agreement of the parties in relation to the subject matter hereunder, and that there is no other oral or written agreement or understanding between the parties at the time of execution pertaining to the subject matter of this Agreement. This Agreement shall not be modified except by the written agreement of all parties hereto.

2. GOVERNING LAW AND CHOICE OF VENUE. This agreement shall be construed, interpreted and enforced under the laws and statutes of the State of Texas without regard for any of said state's conflicts of law provisions. Any legal actions relating to this Agreement shall be ~~brought in either a state court in Collin County, Texas or in a Federal court in the Northern District of Texas, Dallas Division~~resolved by binding arbitration in Dallas, Texas pursuant to the Commercial Arbitration Rules of the American Arbitration Association.

3. TAXES. Subscriber shall pay all taxes arising out of this Agreement, except for taxes levied upon the net income of SPMR. Subscriber agrees to provide an exemption certificate with this contract if Subscriber is an exempt organization for state sales and use tax purposes.

ARTICLE 2 – PAYMENTS

1. APPLICATION AND OTHER SERVICES. Subscriber shall pay SPMR for the fees described in EXHIBIT 1 for the Services. Payment shall be made as follows:

A. Subscriber shall have access to Services when Services are activated ("Activation Date"). The initial payment of service fees shall be made within ten (10) business days of the Activation Date and if the Activation Date is not on the first day of the month, a prorated fee shall be included in the initial payment of service fees for Services provided from the Activation Date through the last day of that month. Subsequent payments shall be for an entire annual period ("Subscription Year") and shall be made on each subsequent anniversary of the start of each Subscription Year invoiced until the Agreement is terminated.

B. Subscriber shall pay SPMR for any support or training at SPMR's quoted price thirty (30) days after the invoice date.

C. SPMR ongoing fees are subject to change on the first and subsequent anniversaries of the Activation Date in the amount of ten (10) percent.

2. Subscriber's rights to use the Application or Hosting are expressly conditioned on the timely prepayment of the fees described in EXHIBIT 1 and Subscriber's rights to use the Application and Hosting will terminate effective the date any prepayment was due if not paid.

ARTICLE 3 – SOFTWARE

1. SPMR SOFTWARE LICENSE GRANT. SPMR hereby grants to Subscriber a nontransferable and nonexclusive license for the use and possession of the SPMR Software in object code form only. Said license is granted under the terms and conditions set forth herein.

2. Subscriber agrees that SPMR retains ownership rights to the Software, and that Subscriber acquires no title to the Software, nor any other interest in the Software, other than the right to use and possess the Software in accordance with the terms and conditions of this Agreement. All rights not explicitly granted to Subscriber are retained by SPMR.

3. Subscriber may not copy, decompile, reverse-engineer, disassemble, attempt to derive the source code of, modify or create derivative works of the Application or any part thereof.

4. Subscriber agrees that it shall not attempt to or actually sell, give, lend, lease, convey, transfer, license, sublease, provide, or in any other manner transfer any of its rights in the Software, whether or not modified.

ARTICLE 4 – SERVICES

1. SPMR shall provide Subscriber with the Services described on the attached EXHIBIT(S).

2. Services include those specifically described on the attached EXHIBIT(S) and Subscriber agrees that any services not described such as supplemental training or consulting and any related travel and living expenses are not included and Subscriber agrees to pay such charges and expenses within thirty (30) days of SPMR's invoice.

ARTICLE 5 - WARRANTIES

1. SPMR warrants that the System shall operate substantially in accordance with the on-line User Manual. The exclusive remedy for any valid warranty claim shall be the provision of conforming software.
2. DISCLAIMER OF WARRANTY AND LIMITATIONS OF REMEDIES. TO THE EXTENT ALLOWED BY LAW, SUBSCRIBER UNDERSTANDS AND AGREES AS FOLLOWS:

A. THE EXPRESS WARRANTIES AS SET FORTH IN THIS AGREEMENT ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ALL SUCH OTHER WARRANTIES ARE HEREBY DISCLAIMED AND EXCLUDED BY SPMR.

B. SPMR SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED BY DELAY IN FURNISHING SOFTWARE, SERVICES OR ANY OTHER PERFORMANCE UNDER OR PURSUANT TO THIS AGREEMENT.

C. SPMR DOES NOT WARRANT THE OPERATION OF SOFTWARE OR SERVICES INCLUDED IN THE SYSTEM TO BE ERROR FREE.

D. THE SOLE AND EXCLUSIVE REMEDIES FOR BREACH OF ANY AND ALL WARRANTIES AND THE SOLE REMEDIES FOR SPMR'S LIABILITY OF ANY KIND (INCLUDING LIABILITY FOR NEGLIGENCE) WITH RESPECT TO THE SOFTWARE OR SERVICES COVERED BY THIS AGREEMENT OR ANY PERFORMANCE BY SPMR UNDER OR PURSUANT TO THIS AGREEMENT, WILL BE LIMITED TO THE REMEDIES SET FORTH IN THIS ARTICLE AND IN NO EVENT SHALL EXCEED THE AGGREGATE CONSIDERATION PAID BY SUBSCRIBER FOR THE SERVICES.

E. IN NO EVENT SHALL SPMR'S LIABILITY OF ANY KIND INCLUDE ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, EVEN IF SPMR SHALL HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE.

ARTICLE 6 – TERM AND TERMINATION

1. This Agreement shall automatically renew for an additional Subscription Year unless Subscriber provides SPMR with written notice of termination at least sixty (60) days prior to the beginning of the upcoming Subscription Year.
2. If Subscriber defaults on any obligation in accordance with the terms and conditions of this Agreement and SPMR notifies Subscriber in writing of the details of said failure of performance, then SPMR may, at its option, terminate this Agreement without notice to Subscriber.
3. In the event either party terminates this Agreement or the license of Software, or should Subscriber fail to timely make any payment for the services, all licenses granted under this Agreement shall be terminated, and Subscriber shall, immediately, on the termination date, erase the Software in whatever form retained, and return or destroy any copies of Software documentation. Subscriber shall certify in writing to SPMR that Subscriber has so returned and/or destroyed the Software and SPMR Documentation.

SPMR, L.L.C.

Signature: _____

Print Name: _____

Title: _____

Date: _____

CALAVERAS PUBLIC UTILITY DISTRICT

Signature: _____

Print Name: _____

Title: _____

Date: _____

Exhibit 1 – SPMR™ Services Schedule

Description - Recurring Fees		Effective Rate per Month	Qty	Cost Extended Annual Pre-Pay
SPMR SmartPhone:	License, Support/Active Device Seat (List $119)	$ 59.00	5	$ 3,540.00
SPMR SmartPhone:	Data Hosting/Active Device Seat* (List $29)	$ 29.00	5	$ 1,740.00
SPMR Web:	License, Support/Web Seat (List $199)	$ 59.00	1	$ 708.00
			Totals	$ 5,988.00

Other User Fees and One-Time Service Fees	Cost
Setup - Web Site, Web Seat(s), Phone(s), Users (List $799)	$ 700.00
Training - SPMR WEB, SPMR SmartPhone (List $1,499)	$ 1,400.00

*Data Hosting Assumes 1 Photo per 4 Meters, 1:4 Ratio

*Unlimited Photos is $39 Effectively per Month per Device

AGENDA ITEM 14

Consideration of Resolution 2020-18: Appointment of Director Joshua Wayne Dell'Orto to the Board of Directors

Recommendation/Action:
Resolution 2020-18: Appointment of Director Joshua Wayne Dell'Orto to the Board of Directors

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

RESOLUTION 2020-18

APPOINTMENT OF DIRECTOR JOSHUA WAYNE DELL'ORTO TO THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the Calaveras Public Utility District adopted Resolution 2014-2, Calling General District Election; and

WHEREAS, Joshua Wayne Dell'Orto is an elected official, up for re-election and filed a Statement of Facts with the Calaveras County Elections Department as a candidate for re-election to the Calaveras Public Utility District, Board of Directors; and

WHEREAS, as a result of having no opposition on the November 3, 2020 Statewide General Election the said candidate is not required to be on the ballot if appointed by the 76th day; and

WHEREAS, in accordance with Public Utility Code (PUC) 11852.5, that the Calaveras Public Utility District, Board of Directors does hereby appoint Joshua Wayne Dell'Orto as Board Director.

NOW, THEREFORE, BE IT RESOLVED, Joshua Wayne Dell'Orto will hold office for a four year term beginning December 5, 2020 through the 1st Friday in December 2024.

PASSED AND ADOPTED this 15th day of September, 2020 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

_____

PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

ATTEST:

_____

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

_____ _____

Date

AGENDA ITEM 15

Consideration of Resolution 2020-19: Appointment of Director Scott Speer to the Board of Directors

Recommendation/Action:
Resolution 2020-19: Appointment of Director Scott Speer to the Board of Directors

Motion 1st _____, 2nd _____, Carried _____

RESOLUTION 2020-19

APPOINTMENT OF DIRECTOR SCOTT SPEER TO THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors of the Calaveras Public Utility District adopted Resolution 2014-2, Calling General District Election; and

WHEREAS, Scott Speer is an elected official, up for re-election and filed a Statement of Facts with the Calaveras County Elections Department as a candidate for re-election to the Calaveras Public Utility District, Board of Directors; and

WHEREAS, as a result of having no opposition on the November 3, 2020 Statewide General Election the said candidate is not required to be on the ballot if appointed by the 76th day; and

WHEREAS, in accordance with Public Utility Code (PUC) 11852.5, that the Calaveras Public Utility District, Board of Directors does hereby appoint Scott Speer as Board Director.

NOW, THEREFORE, BE IT RESOLVED, Scott Speer will hold office for a four year term beginning December 5, 2020 through the 1st Friday in December 2024.

PASSED AND ADOPTED this 15th day of September, 2020 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

_____

PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS

ATTEST:

_____

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

_____ _____

Date

Staff Report

a. General Manager's Report – September 2020

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

1. **PSPS Events** – Staff has begun to initiate the PSPS preparedness

2. **COVID-19 Update** – The District continues to monitor the County and State Orders. Review of resolutions and consideration of reinstating late fees should be considered in near future.

3. **Mt. Ranch Road Projects** – There are two projects that are under construction. Project 1 is the Mt Ranch Road widening project from Highway 49 to Red Barn. Project 2 is from Red Barn past Oak Park Drive beyond our service area. Staff has marked the USA's and meet with the County and Contractors to inform of CPUD utilities, contacts and construction water process.

4. **GEI Consulting** – The Manager is working with GEI to complete a schedule of prioritizing tasks for response to FERC.

5. **Operations Plan update** – Under Review pending completion. .

6. **Ad Hoc Policy Updates** – The Ad Hoc committee meeting has prepared Sections 2000 to the board for consideration at this meeting.

7. **SEIU** – A follow up meeting was held on August 18 and will be discussed in closed session.

8. **ACRT** – The tree removal related to PG&E line clearance has been completed. We are pending invoicing from ACRT and Mario for the work.

9. **DSOD** – Staff is continuing to monitor Red Hawk site to prepare for seeding in the repair site.

10. **EAP - Jeff Davis Reservoir** – Response is being prepared for submittal.

11. **EAP - Middle Fork (CalOES/FERC)** – Response is being prepared for submittal.

12. **Diamond Maps** – Information gathered from SMPR demo is pending intergraded into the software. No other update to report.

13. **Billing and Account Software Updates** – The Manager and staff have attended several demonstrations and are review options with cost. Further information will be gathered and present to the Board.

14. **CalFIRE – Fuels Reduction Grant** - Nothing to report.

AGENDA ITEM 16b & 16c

Staff Report

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

Project Status Update

September 10, 2020

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

General Engineering #2528

- Residential Fire Sprinkler Specification Update
- Reviewed Railroad Flat Tank Baffle Repair Information

Court Street Waterline Replacement #2744

- Construction complete and project received final inspection by the County on 8/17/2020 and was approved.

2019 FEMA Storm Damage Projects #2789

- Construction is planned September 14, 2020 – October 23, 2020. Permits have been received and timing will allow the River Pump Station Debris Removal project to be added as a change order to the current contract.

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

- Workshop deliverable has been included as an item to the Board. The Planning Team is awaiting survey responses from the Board.
- The California Drinking Water State Revolving Fund (DWSRF) has released a new Intended Use Plan which alters how funding is budgeted for projects. Staff is working with the State to understand how the changes will affect the District's application.

Water Loss Control Program #2813

- It was decided that the Water Audit will be completed after the end of this year to reflect 2020 data.

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 Report (9/21//20)
b. Director Blood – UMRWA Meeting Report (10/23/20)

Other Directors Comments

AGENDA ITEM 18

Closed Session

a. Personnel Matters
   Update on Negotiations with SEIU Local 1021(Government Code § 54957.6)
   Agency Designated Representative: Donna Leatherman
b. Public Employee Performance Evaluation for Management (Government Code §54957(b)(1))

Adjournment (Next Regular Meeting on October 13, 2020 at 7:00 pm)

Action: Adjourn meeting