

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

**BOARD OF DIRECTORS MEETING: 9:00 AM**  
**August 15, 2023**

Richard Blood  
President of the Board

Director Brady McCartney  
Director Jack Tressler

Director J.W. Dell 'Orto  
Director Steve McDermed

Calaveras Public Utility District hereby provides notice that it will convene its regularly scheduled public meetings of the Board of Directors at the District Office. If you are unable to attend in person, we encourage you to attend remotely as follows:

- **Join the Conference Call meeting**
- **Dial-in number (US): 1(669)900-9128**
- **Join the online ZOOM meeting: "**
- **<https://us02web.zoom.us/j/81691372893?pwd=azVkSFN3ZmJrU2V0aS85Vk92YThtZz09>**
- **Meeting ID: 816 9137 2893**
- **Meeting Passcode code: 545381**

*Please mute your call before joining. This will limit technical difficulties with audio. Only unmute your call if the President has requested public comment on an item. Upon completing your comments, please mute your call again. Do not put the call on hold, as hold music can ruin the call for all other participants. If that occurs, or in the event of disruptive conduct, staff reserves the right to disconnect that caller. Do no talk over the top of any other callers. Conversations must be one at a time.*

**AGENDA**

**1. CALL THE MEETING TO ORDER**

**2. ROLL CALL OF DIRECTORS**

- a. President Richard Blood
- b. Director Brady McCartney
- c. Director J.W. Dell 'Orto
- d. Director Jack Tressler
- e. Director Steve McDermed

**3. PLEDGE OF ALLEGIANCE**

**4. 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.*

**5. CONSENT ITEMS**

*Consent items should be considered together as one motion. Any item(s) requested to be removed will be considered after the motion to approve the Consent Items.*

- a. July 11, 2023 Regular Board Meeting Minutes
- b. Claim Summary

Action: Roll call Vote

Consider motion to approve consent item a-c.

**ITEMS FOR BOARD DISCUSSION AND/OR ACTION**

*Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.*

**6. Laketricity – Jeff Davis Reservoir**

Action Requested: Presentation and Discussion

- a. Laketricity Solar to present to the board the possibility of installing floating solar panels at Jeff Davis Reservoir.
- b. Discussion

**7. BUDGET UPDATE FISCAL YEAR 2022/2023**

Action Requested: Discussion

- a. Review of the 2022/2023 Fiscal Year Operating Budget and Capital Outlay
- b. Final 2022/2023 Fiscal Year Operating Budget and Capital Outlay to be presented and approved at Regular September Board Meeting.

**8. UPDATE POLICY REGARDING BOARD OF DIRECTOR COMPENSATION**

Action Requested: Discussion

- a. Discuss Board Committee Recommendations
- b. Direct Staff to draft a resolution to adopt a resolution to update policy.

**9. POLICY ON RECORDED MEETINGS**

Action Requested: Discussion

- a. Discuss policy example.
- b. Direct Staff to draft a policy on recording meetings and retention of recorded video from the Board Meetings.

## 10. REPORTS

*The purpose of these reports is to provide information on projects, programs, staff actions, and committee meetings that are of general interest to the Board and public. No decisions are to be made on these issues.*

- c. Legal Counsel's Report
- d. Water System Superintendent's Report
- e. Engineer's Report
- f. General Manager's Report
- g. Directors' Comments: Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on the future agenda.

## 11. ADJOURNMENT

If there is no other Board business the President will adjourn to its next regular meeting scheduled for September 19, 2023, at 9:00 a.m.

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.

CALAVERAS PUBLIC UTILITY DISTRICT

July 11, 2023

Regular Meeting

3:00 pm

DIRECTORS PRESENT: Richard Blood  
Brady McCartney  
J.W. Dell'Orto  
Jack Tressler

MEMBERS ABSENT: Steve McDermed

STAFF PRESENT: Travis Small, General Manager  
Adam Brown, District Legal Counsel  
Carissa Bear, Clerk of the Board  
Mathew Roberts, Water System Superintendent

OTHERS PRESENT:

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Blood at 3:02 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, McCartney, Dell'Orto, and Tessler were present. Director McDermed was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None.
5. CONSENT ITEMS
  - a. June 8,2023 Special Board Meeting Minutes
  - b. June 13, 2023 Regular Board Meeting Minutes
  - c. Claim Summary

President Blood asked for item #9 on the June 13<sup>th</sup> Board meeting Minutes to be updated with some more context. It was decided to add the following to the minutes: add meter replacement project to the end of radio survey, add that President Blood requested that this topic to be brought back to the Engineering Committee to be discussed further, and add that the District plans to move forward with the project regardless of the grant covering the costs or not. Travis Small, General Manager, informed the Board Secretary that in the same agenda item #9 that the word "carburetor" was used instead of carb when discussing the 10-wheel CARB (California Air Resources Board) compliant dump truck. Carissa Bear, Board Secretary, made notes of all the changes. Director Tressler asked if information left off the minutes could prevent the District from moving forward on items. Adam Brown, District Legal Counsel clarified. Mr. Small pointed out the DSOD permit fee was in this claim summary. A motion was made by Director Dell'Orto, seconded by Director Tressler, to approve the consent items a & c. A roll call vote was taken. Directors Dell'Orto, Tressler, McCartney, and Blood voted yes; none opposed.

Motion carried 4-0. A motion was made by Director Dell'Orto, seconded by Director Tressler, to approve the consent item b as amended. A roll call vote was taken. Directors Dell'Orto, Tressler, McCartney, and Blood voted yes; none opposed. Motion carried 4-0.

#### 6. BOARD DISCUSSION OF REFERRAL OF DELINQUENT WATER SERVICE CHARGES FOR COLLECTION ON THE CALAVERAS COUNTY TAX ROLL

Mr. Small explained that the District is placing the past due accounts on the Calaveras County Tax Roll to recoup funds. The Board had already previously adopted a resolution authorizing the District to enter the program with Calaveras County. The District will need to hold a special meeting for a public hearing. The Board and staff agreed to schedule the special meeting for August 1, 2023, at 9:00 a.m. at the District office.

#### 7. ESTABLISHING DATE AND TIME OF REGULAR BOARD MEETINGS

Mr. Small explained that this resolution is to change the regular Board Meetings to the third Tuesday of every month at 9:00 a.m. President Blood asked if the Board Meeting Policy will be amended. Mr. Brown informed him that Policy #4235 will be amended as it states that in this resolution. A motion was made by Director Tressler, seconded by Director McCartney, to approve Resolution 2023-11 Establishing Date and Time of Regular Board Meetings. A roll call vote was taken. Directors Dell'Orto, Tressler, McCartney, and Blood voted yes; none opposed. Motion carried 4-0.

#### 8. UPDATE POLICY REGARDING ABANDONED SERVICES

Mr. Small read his memorandum to the Board. The Board and staff discussed current procedure and the procedure the previously updated policy was proposing. Mr. Small explained that the updated policy left a lot of confusion for staff and that he would like to see it cleaned up for clarity for all. It was explained that customers are required to pay regardless of if the meter is on or off. Director Tressler expressed his disagreement with that policy. The Board and staff discussed further. Director Tressler stated that he thinks the policy should reflect the District promoting water service in the area. He believes the current policy deters potential customers from getting water service with the District. Mr. Small will work with Mr. Brown on getting some changes drafted which will be brought back to the Board. He also informed the Board that this policy references an ordinance, he believes that some of the ordinances will need to be reviewed and updated in the future.

#### 9. UPDATE POLICY REGARDING BOARD OF DIRECTOR COMPENSATION

Mr. Small informed the Board that just before he came on as the General Manager, a meeting was held regarding Board compensation and benefits. It never moved forward so he is bringing it back to clean up and see what the Board is looking for in terms of health benefits. The District will need to draft a new policy and resolution. This is just a discussion item at this point. Director Dell'Orto brought this up previously, that he liked the idea of being able to buy into the District's health plan as offered to the employees. He didn't necessarily want the District to pay, he just wanted the opportunity to have access to the same health plan. Director Tressler expressed that he would like to get his family covered under good health insurance. He understands that the cost is considerable. Director Dell'Orto expressed that he is not comfortable with the cost the District

would be responsible for paying if it absorbed the entire cost. Director McCartney conveyed that he is very interested but only when the District is healthy financially, until then he is not comfortable with the cost. President Blood stated that as a rate payer, he would be questioning how many hours the Board puts into their position on the Board and the attendance at Board meetings to justify the cost of health insurance. Director Dell'Orto does not feel he dedicates enough hours to justify full health benefits for him and his family. Director Tressler reminded the Board that this isn't unheard of, that other Districts already implement this type of benefit. He believes having more benefits available for the Board will entice more people to want to join the Board. Director Tressler asked Mr. Brown what his other special districts provide. Mr. Brown explained that each district is different, but they all provide a stipend for Board members for health coverage. Mr. Small recommended having another meeting where the Board could discuss this item further. President Blood asked if dental and vision were through ACWA/JPIA instead of CalPERS. Mr. Small informed the Board that currently the District's health insurance is through CalPERS and the dental, vision, and life are through ACWA/JPIA. He explained that the District has been looking into switching over to ACWA/JPIA but is running into some issues with their retiree health. He recommends the District stay put with their current health plans for now. Director Tressler asked the Board if they had thought of a stipend amount. Director Dell'Orto replied that he had not thought of a stipend and that he was only looking into being able to buy into the District's existing plans. He's not opposed to a stipend and the District covering dental and vision. President Blood asked if it was possible for the Board to buy in separately from staff. Mr. Small explained that ACWA/JPIA requires all or nothing. All staff currently must take dental, vision, and life through ACWA/JPIA. President Blood does not believe the Board currently puts enough hours into their positions to warrant full benefits. Director Dell'Orto believes that the Board would need to devote more hours to Board duties, not just one meeting a month but also acting on other boards for the District and attending outside meetings. Mr. Small recommended bringing this to the Negotiations Committee and then bringing it back to the Board. The Board agreed.

## 10. REPORTS

### a. Legal Counsel's Report

Mr. Brown stated that his report was covered.

### b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, reported that the water system is looking really good. It has been a great year for water. The Water Treatment plant treated 34 million gallons of water which is higher than the 28 million reported for last month. Jeff Davis reservoir is three feet below spill but he expects that to start going down now that the District is not pumping as much. The South Fork Pump Station is 12" over spill at the time of the preparation of this report but has since gone down quite a bit. San Andreas had a 1" leak repair at Spring Hills subdivision. The Golden Hills pressure reducing station has a PRV rebuild. Mokelumne Hill had a 1" service line renew that had been abandoned for a long time. The Mokelumne Hill fire station PRV was rebuilt. The BIT inspection has been completed in house. The quarterly tank inspections are complete. Mr. Roberts met with the JPIA insurance representative and gave him a tour of the District. He complemented the changes and cleanliness from the last time he visited the District.

c. District Engineer Report

Mr. Small informed the Board that the engineers will be providing a final punch list for the Clearwell Tank Project. The District rejected the first paint due to drips and missed spots. The contractor came out and repainted. The electrical is all wrapped up. The final change order looks like it will be an estimated \$42,000 back to the District.

d. General Manager's Report

Mr. Small provided a grant status report. Director Tressler asked if there's something the District can add to the FEMA grants to help with future storm access to District facilities. Like possibly adding a snow vehicle. Mr. Small explained that currently there is not. He might be able to add it to future applications. Director Dell'Orto informed Mr. Small that the State has reached out to his family, they want to cut the bank back on the turn below Rich Gulch. Mr. Small asked Director Dell'Orto to forward him the contact information so he can look into it further. Mr. Small informed the Board that the 2023 Master Plan site visits have been completed. Mr. Small informed the Board that Mokelumne Hill Sanitary District has decided to go independent. They will be placing all of their charges onto the Calaveras County Tax Roll. Director Tressler asked Mr. Small if there was an update on the floating solar. Mr. Small said due to schedule conflicts he has not be able to meet up with the vendor. Mr. Small reported that the Wildfire FEMA Recovery meeting was earlier today in Murphys. He and Mathew Roberts attended. Mr. Small is very impressed with Calaveras County's Cal OES.

e. Director's Comments:

Director Tressler complimented staff and the General Manager for what they have accomplished in the last two years. Mr. Small informed the Board of the EBMUD annual BBQ. To RSVP please reach out to Carissa Bear.

8. ADJOURNMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 5:17 pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

**CALAVERAS PUBLIC UTILITY DISTRICT**

**CLAIM SUMMARY # 7-2023**

**DATE: July 2023**

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	\$ 69,381.32
Payroll Submitted	\$ 46,715.89
Employee Reimbursement	\$ 987.11
P/R Tax Deposits	\$ 20,150.06
<b>Sub-total</b>	<b>\$ 137,234.38</b>

Claim Summary Approved for	<b>\$ 127,234.38</b>
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Clerk of the Board, Calaveras Public Utility District



# Calaveras Public Utility District Expenses by Vendor Detail

July 2023

Name	Date	Memo	Account	Amount
<b>American Fidelity Assurance</b>				
Total American Fidelity Assurance	07/20/2023	Employee 125 Plan Inv# D616981 July	5275 · Employee Section 125 Plan	503.86
<b>AT &amp; T</b>				503.86
Total AT & T	07/20/2023	Hydro #3 & Treatment Plant	5480 · Telephone	63.73
<b>AT&amp;T</b>				63.73
Total AT&T	07/20/2023	Phone & Internet @ Shop	5480 · Telephone	80.70
<b>Cal-Waste</b>				80.70
Total Cal-Waste	07/18/2023	Office	5760 · Sewer & Garbage	160.94
<b>Cal PERS</b>				383.62
Total Cal-PERS	07/18/2023	Shop	5760 · Sewer & Garbage	544.56
<b>Cal PERS</b>				544.56
Total Cal PERS	07/05/2023	Employer Contribution, Classic, 1017, CalPERS, 06/18/2023 - 07/01/2023	5230 · Retirement Benefits-CalPERS	3,562.49
<b>Comcast Business (VE)</b>				1,952.71
Total Comcast Business (VE)	07/05/2023	Employer Contribution, PEPPA, 26507, CalPERS, 06/18/2023 - 07/01/2023	5230 · Retirement Benefits-CalPERS	9,388.00
<b>Datco Billing</b>				32,322.66
Total Datco Billing	07/13/2023	Unfunded Accrued Liability	5200 · Medical Benefits	3,640.57
<b>De Lage Landen Financial Services Inc.</b>				2,345.76
Total De Lage Landen Financial Services Inc.	07/17/2023	Health PA Billing - August	5230 · Retirement Benefits-CalPERS	53,212.19
<b>Ferguson (Neptune)</b>				289.45
Total Ferguson (Neptune)	07/17/2023	Employer Contribution, Classic, 1017, CalPERS, 07/02/2023 - 07/15/2023	5480 · Telephone	289.45
<b>Fischer, Merle</b>				110.50
Total Fischer, Merle	07/17/2023	Employer Contribution, PEPPA, 26507, CalPERS, 07/02/2023 - 07/15/2023	5665 · Pre-Employment	110.50
<b>Fischer, Merle</b>				83.66
Total Fischer, Merle	07/20/2023	Business Voice Edge	5464 · Printing	83.66
<b>Fischer, Merle</b>				1,643.07
Total Fischer, Merle	07/05/2023	July, August, September	5470 · Software Programs & Updates	1,643.07
<b>Fischer, Merle</b>				996.31
Total Fischer, Merle	07/18/2023	Kyocera Printer	5210 · Medical Benefits-Retiree	996.31
<b>Fischer, Merle</b>				996.31
Total Fischer, Merle	07/18/2023	Advantage Wand / Blank Inv# 1761810-1		996.31

# Calaveras Public Utility District Expenses by Vendor Detail

July 2023

Name	Date	Memo	Account	Amount
<b>Grainger</b>				
	07/18/2023	Materials & Supplies Treatment	5547 · Materials & Supplies-Treatment	317.68
	07/18/2023	Lockers	5548 · Materials & Supplies-T&D	2,671.01
	07/18/2023	Safety Equipment	5566 · Safety Equipment	53.45
Total Grainger				<u>3,042.14</u>
<b>Granite Data Solutions</b>				
	07/18/2023	Adobe Acrobat Pro	5470 · Software Programs & Updates	64.00
Total Granite Data Solutions				<u>64.00</u>
<b>Hobgood's Cleaning Service</b>				
	07/18/2023	July Janitorial Service	5670 · Facility Maintenance	160.00
Total Hobgood's Cleaning Service				<u>160.00</u>
<b>Internal Revenue Service</b>				
	07/31/2023	94-6000149 2022 940-V	2100 · Payroll Liabilities	295.02
Total Internal Revenue Service				<u>295.02</u>
<b>Matrix Trust Company</b>				
	07/05/2023	Pay Period Ending July 1	2317 · 457 Plan	941.66
	07/18/2023	Payroll Date 7/15/2023	2317 · 457 Plan	987.85
Total Matrix Trust Company				<u>1,929.51</u>
<b>Petty Cash</b>				
	07/26/2023	Office Supplies	5475 · Office Supplies	7.82
	07/26/2023	Molly Soulier Notary Bond	4495 · Notary	20.00
	07/26/2023	Lien Releases	1372 · A/R Misc. Charges	82.00
Total Petty Cash				<u>109.82</u>
<b>PG&amp;E - ENERGY STATEMENT</b>				
	07/18/2023	Hydro #1	5741 · Electricity-Hydros	188.24
	07/18/2023	Hydro #2	5741 · Electricity-Hydros	100.39
	07/18/2023	Hydro #3	5741 · Electricity-Hydros	257.37
Total PG&E - ENERGY STATEMENT				<u>546.00</u>
<b>PGE-NON ENERGY INVOICES</b>				
	07/18/2023	Hydro #1	5741 · Electricity-Hydros	7.75
	07/18/2023	Hydro #2	5741 · Electricity-Hydros	7.75
	07/18/2023	Hydro #3	5741 · Electricity-Hydros	7.75
	07/18/2023	Schaad's Res.	5741 · Electricity-Hydros	197.86
Total PGE-NON ENERGY INVOICES				<u>221.11</u>
<b>Pitney Bowes (Reserve Acct)</b>				
	07/18/2023	Postage Refill	5699 · Other Contracted Services	1,500.00

# Calaveras Public Utility District Expenses by Vendor Detail

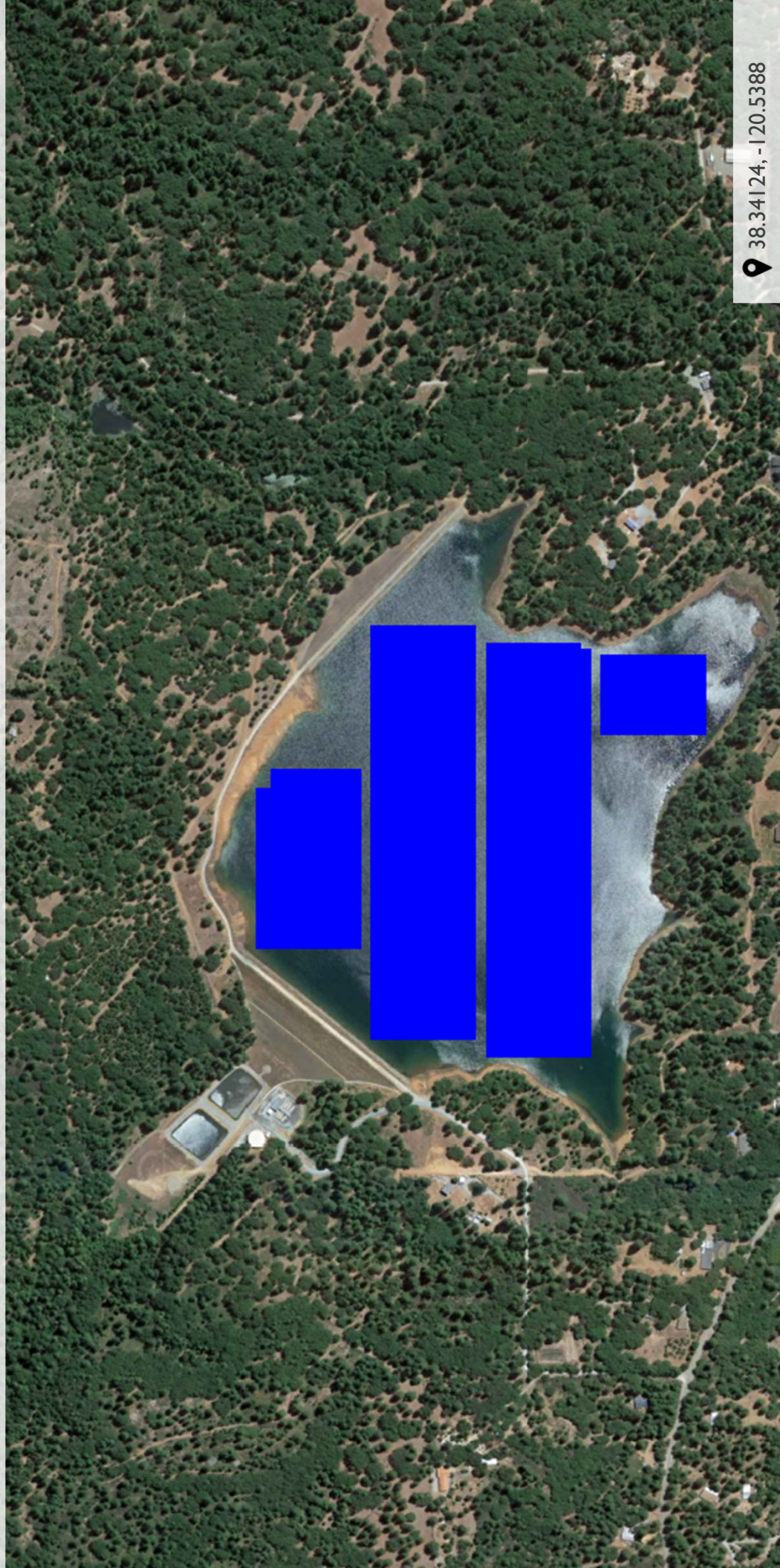
July 2023

Name	Date	Memo	Account	Amount
Total Pitney Bowes (Reserve Acct)				1,500.00
<b>SEIU Local 1021</b>				
	07/05/2023	Pay Period Ending July 1	2322 · SEIU Union Dues	397.38
	07/20/2023	PPE 7/15/2023	2322 · SEIU Union Dues	448.69
Total SEIU Local 1021				<u>846.07</u>
<b>Sonora Ford</b>				
	07/18/2023	Repairs & Maintenance Autos	5532 · Repairs & Maintenance-Auto	87.56
Total Sonora Ford				<u>87.56</u>
<b>Staples Credit Plan</b>				
	07/05/2023	Office Supplies - Stamp	5475 · Office Supplies	4.06
Total Staples Credit Plan				<u>4.06</u>
<b>Streamline</b>				
	07/05/2023	Website Membership 7/1/2023 - 7/1/2024	5470 · Software Programs & Updates	2,988.00
Total Streamline				<u>2,988.00</u>
<b>Western Utilities Underground Alert</b>				
	07/05/2023	Annual Fee 2023	5420 · Association Dues	60.00
Total Western Utilities Underground Alert				<u>60.00</u>
				<u><b>69,381.32</b></u>

# NAME OF THE SITE – 28,637 kWp Floating PV Plant

41,204 PV modules (695 Wp - 210 Cells)

Array surface: 46 acres, Water coverage: 67%



38.34124, -120.5388

**Calaveras Public Utility District**  
**Income and Expenses by Category w/ Debt Service Ratio**  
**Actual Fiscal Year Ending June 30, 2023**

	<u>Division</u>	<u>Actual FY 22- 23</u>	<u>Budgeted FY 2022-23</u>	
Income		\$ 3,028,840	\$ 2,736,045	111%
Rate Stabilization		\$ -	\$ 338,636	0%
Total Income		<u>\$ 3,028,840</u>	<u>\$ 3,074,681</u>	99%
 Expense Categories				
	<u>Division</u>			
Salaries	100	\$ 823,929	\$ 952,000	87%
Benefits	200	\$ 757,675	\$ 839,547	90%
Conferences, Meetings and Training	300	\$ 17,071	\$ 35,952	47%
Administration Expenses	400	\$ 255,224	\$ 297,114	86%
Operations Expense	500	\$ 308,540	\$ 313,311	98%
Outside Services	600	\$ 274,391	\$ 206,051	133%
Equipment Rent, Taxes, and Utilities	700	\$ 283,842	\$ 250,817	113%
Total Expenses		<u>\$ 2,720,673</u>	<u>\$ 2,894,792</u>	94%
Net Operating Income		<u>\$ 308,167</u>	<u>\$ 179,889</u>	
Capital Projects	800	\$ 1,636,189	\$ 2,913,729	56%
Debt Payments	900	\$ 132,964	\$ 132,964	100%
Total Capital + Debt		\$ 1,769,154	\$ 3,046,693	58%
<u>Debt Ratio (NI/DP)</u>				
Net Operating Income (NI)		\$ 308,167	\$ 179,889	
Debt Payments (DP)		\$ 132,964	\$ 132,964	
Debt Ratio		<u>2.32</u>	<u>1.35</u>	

\* Cash Basis

**Calaveras Public Utility District**  
**Budgeted Revenue Accounts Detail**  
**Fiscal Year Ending June 30, 2023**

Revenue	GL CODE	Actual FY 1st QTR 22-23	Budgeted FY 22-23
Water Sales- Res	4110	\$ 2,004,485	\$ 2,036,852
Water Sales - Comm	4112	\$ 499,098	\$ 353,497
Water Sales - AG	4170	\$ 6,254	\$ 5,095
Water Sales - MISC	4180	\$ 44,927	\$ 46,995
Pipeline Hydro	4200	\$ 21,822	\$ 58,261
Schaads Hydro	4210	\$ 143,024	\$ 18,160
RRF -Surcharge	4211	\$ -	\$ -
Install Fees	4230	\$ 35	\$ 8,636
Turn On Fees	4231	\$ 140	\$ 3,344
Connection Fees	4232	\$ 59,655	\$ 25,964
Cell Site Leases	4240	\$ 23,487	\$ 29,000
Investment Interest	4800	\$ 7,894	\$ 2,500
LAIF Interest	4923	\$ 11,135	\$ 4,500
County Taxes	4932	\$ 123,660	\$ 120,000
MHSD Revenue	4975	\$ 11,000	\$ 18,240
Grant Revenue	4994	\$ 62,986	
MISC Revenue	4995	\$ 8,339	
Work Done for Others	4996	\$ 900	\$ 5,000
<b>Total Income</b>		<b>\$ 3,028,839.88</b>	<b>\$ 2,736,045</b>

**Calaveras Public Utility District**  
**Salaries and Benefit Expenditure Account Detail**  
**Actual Fiscal Year Ending June 30, 2023**

Salaries	Division	100	Actual	Budget	
			\$ 823,929	\$ 952,000	87%
Benefits	Division	200	\$ 757,675	\$ 839,547	90%
	Total		\$ 1,581,605	\$ 1,791,547	88%

Division	GL	Description	Actual Expense	Budget FY22- 23
100	5100	Executive Salary	\$ 119,306	\$ 135,000
100	5110	Administration Salaries	\$ 158,026	\$ 223,000
100	5120	Operations Salaries	\$ 463,338	\$ 545,000
100	5130	Overtime Compensation	\$ 62,862	\$ 24,182
100	5140	On Call Pay	\$ 20,398	\$ 24,818
100	5150	Holiday Pay	\$ 40,836	\$ 5,292
100	5160	Vacation Pay	\$ 31,177	\$ 35,277
100	5170	Sick Pay	\$ 25,178	\$ 42,332
200	5200	Medical Benefits	\$ 250,033	\$ 282,856
200	5205	Executive Car Allowance	\$ 2,700	\$ 3,600
200	5210	Medical Benefits - Retiree (Pay as you Go)	\$ 146,885	\$ 108,000
200	5220	Dental/Vision/ Life Insurance	\$ 20,594	\$ 29,150
200	5230	Retirement Benefits - Calpers	\$ 260,920	\$ 202,236
200	5240	Other Post Employment Benefits (OPEB)	\$ -	
200	5250	Medical Tax, Social Security and SUI	\$ 62,676	\$ 143,254
200	5260	Worker's Compensation Insurance	\$ 11,898	\$ 68,750
200	5270	Education Assistance	\$ -	\$ -
200	5280	Employee Overtime Meals	305.78	\$ 1,200
200	5290	Employee Recognition	1,664.06	\$ 500

	Salaries	\$ 921,120	\$ 1,034,900	89%
	Salaries (Reduced Sick, Holiday and Vacation)	\$ 823,929	\$ 952,000	87%
	Benefits	\$ 757,675	\$ 839,547	90%

\*Cash Basis

**Calaveras Public Utility District  
 Conferences, Meetings, and Training  
 Expenditure Accounts Detail  
 Actual Fiscal Year Ending June 30, 2023**

			Actual	Budget	
Conferences, Meetings and Training	Division		300 \$ 17,071	\$ 35,952	47%

Division	GL	Description	Actual Expense	Budget FY22- 23
300	5310	Board Meetings - Director Fees	\$ 5,600	\$ 8,925
300	5315	Seminars & Conferences - Board	\$ 1,388	\$ 5,250
300	5320	Seminars & Conferences - Staff	\$ 6,312	\$ 8,400
300	5325	Mileage Reimbursement, Parking, Tolls	\$ -	\$ 1,470
300	5330	Auto Rental	\$ -	\$ 2,100
300	5335	Training	\$ 3,771	\$ 9,807

\*Cash Basis



**Calaveras Public Utility District  
Administration Expense Accounts Detail  
Actual Fiscal Year Ending June 30, 2023**

Administration Expenses	Division	400	Actual \$ 255,224	Budget \$ 297,114	86%
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Division	GL	Description	Actual Expense	Budget FY22-23
400	5415	Advertising	\$ 2,958	\$ 4,000
400	5420	Association Dues	\$ 30,374	\$ 64,777
400	5425	Insurance	\$ 38,067	\$ 20,269
400	5430	License, Certifications, Fees	\$ 1,085	\$ 12,968
400	5436	Repairs & Maintenance -Computers	\$ -	\$ 5,000
400	5437	Repairs & Maintenance -Office	\$ 2,254	\$ 7,500
400	5440	Election Costs	\$ -	\$ -
400	5460	Permits	\$ 67,017	\$ 68,355
400	5461	Regulatory Fees	\$ 471	\$ -
400	5462	Postage	\$ 15,864	\$ 16,475
400	5464	Printing	\$ 4,210	\$ 7,823
400	5470	Software Programs & Updates	\$ 24,886	\$ 28,553
400	5475	Office Supplies	\$ 24,426	\$ 43,021
400	5480	Telephone	\$ 40,454	\$ 16,275
400	5495	Water Conservation/CC Report Materials	\$ 3,159	\$ 2,100

\*Cash Basis

**Calaveras Public Utility District  
Operations Expenditure Account Detail  
Actual Fiscal Year Ending June 30, 2023**

			Actual	Budget	
Operations					
Expense	Division	500	\$ 308,540	\$ 313,311	98%

Division	GL	Description	Actual Expense	Budget FY22-23
500	5520	Water Supply	\$ -	\$ -
500	5532	Repairs & Maintenance - Automotive	\$ 19,176	\$ 19,176
500	5533	Repairs & Maintenance -Dams and Hydros	\$ 5,972	\$ 5,972
500	5534	Repairs & Maintenance -Pumping	\$ 3,313	\$ 3,315
500	5535	Repairs & Maintenance -Treatment	\$ 6,709	\$ 6,800
500	5536	Repairs & Maintenance -T&D	\$ 32,783	\$ 33,000
500	5540	Fuel	\$ 41,611	\$ 41,700
500	5545	Materials and Supplies-Pumping	\$ 1,844	\$ 1,844
500	5546	Materials and Supplies-Hydros	\$ 178	\$ 178
500	5547	Materials and Supplies-Treatment	\$ 62,166	\$ 62,457
500	5548	Materials & Supplies-T&D	\$ 87,529	\$ 87,650
500	5549	Emergency Response	\$ 18,109	\$ 18,109
500	5550	Chemicals	\$ 10,405	\$ 14,175
500	5555	Meters - Meter Repairs	\$ 1,586	\$ 1,600
500	5566	Safety Equipment	\$ 3,528	\$ 3,600
500	5585	Tools	\$ 6,784	\$ 6,785
500	5590	Clothing & Boot Allowance	\$ 4,700	\$ 4,800
500	5592	CPUD- Other Clothing	\$ 2,148	\$ 2,150

Notes: 5549 Created as a result of state of emergency declaration for January Floods, all funds in process to be reimbursed by FEMA. Original fund from 5533-5536

**Calaveras Public Utility District**  
**Outside Services Expenditure Account Detail**  
**Actual Fiscal Year Ending June 30, 2023**

Outside Services	Division	Actual 600	Budget \$ 206,051	133%
		\$ 274,391		
Division	GL	Description	Actual Expense	Budget FY22-23
600	5605	Administration Services	\$ 40	\$ -
600	5606	Answering Service	\$ 4,592	\$ 4,592
600	5610	Bank Charges	\$ 4,919	\$ 4,919
600	5615	Billing Services	\$ 2,089	\$ 2,089
600	5625	Water Conservation Services	\$ -	\$ -
600	5630	Accounting Services	\$ 2,000	\$ 2,000
600	5632	IT & Computer Support	\$ 100	\$ 100
600	5635	Engineering-Non-Capital	\$ 36,264	\$ 36,264
600	5640	Special Projects	\$ -	\$ -
600	5645	Legal Services	\$ 53,932	\$ 53,932
600	5647	Human Resources Consultants	\$ -	\$ -
600	5650	Financial Consultants	\$ 30,586	\$ 30,586
600	5655	Community Relations	\$ -	\$ -
600	5660	Misc. Medical	\$ -	\$ -
600	5665	Pre-Employment	\$ 434	\$ 434
600	5670	Facility Maintenance	\$ 4,860	\$ 4,860
600	5675	Bond Administration	\$ -	\$ -
600	5680	Security	\$ 330	\$ 330
600	5685	Lab & Sampling	\$ 8,202	\$ 8,202
600	5690	Grant Writers	\$ -	\$ -
600	5695	Consultants-Dam	\$ 63,055	\$ 57,743
600	5699	Other Contracted Services	\$ 62,986	\$ -

\* Other Contracted Services Water Master Plan - Funded by SRF

\* Cash Basis

**Calaveras Public Utility District**  
**Equipment Rent, Taxes and Utilities Expenditure Account Detail**  
**Actual Fiscal Year Ending June 30, 2023**

				Actual	Budget	
Equipment Rent, Taxes, and Utilities	Division	700	\$	283,842	\$ 250,817	113%

Division	GL	Description		Actual Expense	Budget FY22- 23
700	5710	Occupancy (rent)	\$	2,802	\$ -
700	5720	Equipment Rental	\$	33,269	\$ 7,875
700	5730	Property Taxes	\$	1,522	\$ -
700	5740	Electricity-Pumping	\$	198,186	\$ 208,316
700	5741	Electricity-Hydros	\$	15,160	\$ 3,833
700	5742	Electricity-Treatment	\$	17,225	\$ 16,398
700	5743	Electricity-Office	\$	7,327	\$ 4,018
700	5750	Natural Gas	\$	-	\$ -
700	5760	Sewer and Garbage	\$	8,352	\$ 10,378

\* Budget Amendment needed in September Closeout.

**Calaveras Public Utility District  
Capital Projects Expenditure Account Detail  
Actual Fiscal Year Ending June 30, 2023**

Capital Projects	Division		Actual		Budget
		800	\$ 1,636,189	\$	2,913,729

Division	GL	Description	Actual Expense	FY Budget 22-23
800	5810	Land Purchases	\$ -	\$ -
800	5820	Easements and Water Rights	\$ -	\$ -
800	5830	Buildings	\$ 25,752	\$ 55,000
800	5840	Equipment-Capital	\$ 12,016	\$ 23,400
800	5850	Engineering-Capital	\$ 354,290	\$ 595,647
800	5860	Construction-Capital	\$ 1,243,903	\$ 2,239,682
800	5870	Materials for Capital Projects	\$ 228	
800	5880	District Personnel-Capital		

\* Cash Basis

**Calaveras Public Utility District  
 Nonoperational -Debt Expenditures Account Detail  
 Actual Fiscal Year Ending June 30, 2023**

Debt	Division			Actual	Budget
		900	\$ 132,964	\$ 132,964	
<u>Division</u>	<u>GL</u>	<u>Description</u>	<u>Actual</u>	<u>Expense</u>	<u>FY 22-23</u>
900	5910	Debt Service-Principal	\$ 79,678	\$ 77,001	
900	5920	Debt Service-Interest	\$ 53,286	\$ 55,963	
900	5930	Debt Issuance Costs	\$ -		

Debt Payments of \$132964.08/ Year for 20 years

\* Cash Basis

**Calaveras Public Utility District  
Capital Outlay Fiscal Year 2022/2023**

<u>Water Treatment Improvements</u> Clearwell Project	Actual Expenditure	Budgeted
Environmental	\$ -	\$ 16,536
Design (Eng., Geotech, Survey, SCADA/ELEC)		\$ 188,076
Phase 1 - Construction	\$ 16,300	\$ 16,300
Phase 2 - Construction	\$ 1,195,603	\$ 1,725,449
Phase 2 - SCADA Integration (TSI Inc)	\$ 125,100	\$ 125,100
Phase 2 - Construction Management	\$ 191,998	\$ 391,035
Phase 2 - 5% Unforeseen Contingency		\$ 47,834
<b>Total Water Treatment Improvements</b>	<b>\$ 1,529,001</b>	<b>\$ 2,510,329</b>
 <u>Equipment/Vehicles</u>		
New Equipment:       Backhoe Lease	\$ 12,016	\$ 29,400
Replacement		
Vehicle:               Proceeds from Equipment		\$ (6,000)
<b>Total Equipment/Vehicles</b>	<b>\$ 12,016</b>	<b>\$ 23,400</b>
 <u>Software</u>		
Meter Reading		\$ 25,000
<b>Total Software</b>	<b>\$ -</b>	<b>\$ 25,000</b>
 <u>Building Improvements</u>		
Office Furniture	\$ 25,000	\$ 45,000
Business Server		
Board Room Improvements	\$ 752	\$ 10,000
<b>Total Office Improvements</b>	<b>\$ 25,752</b>	<b>\$ 55,000</b>
 <u>Water Distribution Improvements</u>		
Rich Gulch Transmission Main Replacement - Design	\$ 37,420	\$ 38,293
Unforeseen Transmission and Distribution Projects (Filters)	\$ 32,000	\$ 250,000
<b>Total Water Distribution Improvements</b>	<b>\$ 69,420</b>	<b>\$ 300,000</b>
<b>Total Capital Overlay</b>	<b>\$ 1,636,189</b>	<b>\$ 2,913,729</b>

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4125 – DIRECTOR COMPENSATION, BENEFITS AND REIMBURSEMENT OF EXPENSES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	Resolution No. 2023-XX	Revised:	

**4125.1 Purpose of the Policy**

This document sets forth the policy of the Calaveras Public Utility District concerning Directors’ compensation, benefits and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53201 *et seq.*; 53232 through 53232.4; and California Public Utilities Code Section 16002.

**4125.2 Directors’ Compensation**

Each member of the Board of Directors of the District will be entitled to receive \$100 per day for each day’s attendance at meetings of the Board, or for each day’s service rendered as a member of the Board by request of the Board, in accordance with Public Utilities Code section 16002(b). Internal Revenue Code section 3401(c) requires Directors of the District to be considered employees for income reporting purposes. A Director must complete form W-4 and are encouraged to sign up for direct deposit. A Director may choose to voluntarily serve on the board and receive no compensation for meeting attendance (Directors who voluntarily serve will still be eligible for health and welfare benefits and for expenses eligible for reimbursements).

**4125.3 Types of Service for Which Compensation Will Be Provided**

Applicable law (Public Utilities Code section 16002 and Government Code section 53232.1) permits the District to compensate Directors for each day’s attendance at meetings of the Board, or for each day’s service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to 10 days per calendar month of service in accordance with the Board’s adoption of Resolution No. 2021-13 The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board monthly a list of meetings attended by each Director for which the Director has been compensated under this policy. Directors will be compensated (for up to 10 days per calendar month, \$4800 per year) for attending the following types of meetings:



(A) A meeting conducted pursuant to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

(B) Representation of the District at a public event, if that representation has been previously approved at a meeting of the Board and the member delivers a written report regarding the member's representation to the Board at the board meeting immediately following the public event.

(C) Representation of the District at a public meeting or a public hearing conducted by another public agency, if that representation has been previously approved at a meeting of the Board and the member delivers a written report regarding the member's representation to the Board at the board meeting immediately following the public meeting or public hearing.

(D) Representation of the District at a meeting of a public benefit nonprofit corporation on whose Board the District has membership if that representation has been previously approved at a meeting of the District's Board and the member delivers a written report regarding the member's representation to the Board at the Board meeting immediately following the corporation's meeting.

(E) Participation in a training program on a topic that is directly related to the District if that representation has been previously approved at a meeting of the Board and the member delivers a written report regarding the member's participation to the Board at the Board meeting immediately following the training program.

(F) Committee meetings of the Board, attended as a member of the committee;

(G) Other meetings necessary for the disposition of duties assigned to a Board committee, attended by a member of the committee;

(H) Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and

(I) In connection with business, educational and ceremonial meetings, functions, and conferences for which the District has prepaid for a Director's attendance, the Director shall attend such events. If the Director is unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to attend the event arises from circumstances beyond the control of the Director.

#### **4125.4 Health and Welfare Benefits**

The District is authorized under California Government Code section 53200 *et seq.* to provide health and welfare benefits to its employees, retired employees, and current

Directors of the District. Under this policy, each active Director is entitled to receive Dental and Vision Insurance through the Association of California Water Agencies Joint Power Insurance Authority (ACWA JPIA). The benefit is for the Director plus eligible dependents.

## **4125.5 Reimbursement of Directors' Expenses**

### **Policy and General Rules**

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. When a Director pre-pays expenses (e.g., registration, airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with this policy.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting in advance of the time when the expense will be incurred. (Government Code, §53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board before the expense is incurred.

## **4125.6 Reimbursable Expenses**

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and Publication 1542 ("Per Diem Rates (For Travel Within the Continental United States)") (collectively, the "IRS Publications"), as such may be amended from time to time.

The following expenses are authorized business-related expenditures:

- a. **Personal Vehicle Mileage.** A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted. The District will not reimburse Directors for any other personal vehicle expenses.
- b. **Hotel Expenses.** A Director will be reimbursed for reasonable lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars, or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she may either (a) be reimbursed at the per diem hotel rate provided in the IRS Publications for the city in which the hotel is located; or (b) use the Director's personal funds to pay for hotel charges, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem hotel rate provided for in the IRS Publications for the event location.
- c. **Meals.** A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars, or meetings away from the District based on the per meal rate provided for in the IRS Publications. A Director may either (a) report meals at the IRS per diem rate or (b) use the Director's personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem meal rates provided for in the IRS Publications. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to three times the maximum meal rate provided for in the IRS Publications. If the District prepays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.
- d. **Incidental Allowance.** Tips for meals will be reimbursed up to a maximum of 15% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse the Director for tips given to transportation drivers, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.

- e. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, or taxi will travel at the least-expensive fare available for the date and time of the travel. When possible, travel should be planned to permit use to use advanced fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with this policy.
- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

#### **4125.7 Types of Expenses for Which Reimbursement Will Not be Provided.**

**Director expenses that are not deemed to be reimbursable business expenses may include, but are not limited to:**

- a. Barber and/or beauty shop charges;**
- b. Fines for traffic or parking violations;**
- c. Expenses of any person accompanying a Director on a District-approved trip or event;**
- d. Personal telephone calls;**
- e. Fitness/Health Facility or Massages;**
- f. Alcoholic beverages;**
- g. Entertainment expenses (movies, sporting events, etc.);**
- h. Non-Mileage vehicle expenses; and**
- i. Charitable contributions**

#### **4125.8 Expense Reporting Procedures**

To be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and the IRS Publications. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will

be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

- a. **Personal Vehicle Mileage.** To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest, which will be attached to the Director's expense report.
- b. **Lodging Expenses.** If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred up to a maximum amount equal to three times the applicable per diem rate shown in the IRS Publications.
- c. **Meal Expenses.** If a Director wishes to be reimbursed for meal expenses at the IRS per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, copy of a credit card receipt or other proof of the Director's payment. In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of three times the applicable per diem rate shown in the IRS Publications.
- d. **Common Carrier Travel.** A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus, or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.
- e. **Incidental Expenses.** Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls and parking fees. For incidental expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

In all cases, the Director will remain responsible for filing an expense report and attaching the appropriate documentation obtained by the Director in conformance with paragraphs a. through e. above. Flat-rate advances or payments of expenses are prohibited under Government Code section 53232.2, except for per diem payments authorized in accordance with the IRS Publications.

A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting. Any mis- or late-reported expenses incurred by a Director will not meet the requirements of the IRS Publications and will be considered income to the affected Director. To comply with the applicable tax laws, the District will issue to a Director a Form W-2 including all mis- or late-reported expenses as income.

#### **4125.9 Disclosure**

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be included with the agenda materials for each regular monthly Board of Directors meeting. At the next regular Board meeting, Directors also must provide either an oral or written report of meetings and other authorized events attended for which they were compensated by the District. If multiple officials attended the same event, a joint report may be made.

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

#### **4125.10 Penalties**

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

#### **4125.11 Payment of Compensation and Expenses**

All reimbursable expenses as outlined in this policy will be paid within the next payroll cycle upon receipt of a completed expense reporting form approved by the General Manager or designee.

#### **4125.12 Policy Review**

This Policy shall be reviewed at least biennially.

**FLORIN RESOURCE CONSERVATION DISTRICT  
RECORDS RETENTION SCHEDULE**

Disposal of any record must be authorized in writing by the General Manager, with written consent from District Legal Counsel. (Gov. Code § 60200 *et seq.*)

<b>Type of Record</b>	<b>Category</b>	<b>Description or Example of Record</b>	<b>Legal Authority</b>	<b>Current Legal Retention Period*</b>
Property- Acquisition/Disposition	Development	District owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by District	GC 60201(d)(8)	Permanent
Public Records Request	Administration	Request from the public to inspect or copy public documents	GC 60201	2 years
Purchasing - RFQs, RFPs	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 60201	Min. 2 years
Purchasing - Requisitions, Purchase Orders	Finance	Original Documents	GC 60201 CCP 337	Until audited + 5 years
Recordings – Audio meeting of legislative bodies	Administration	Audio recordings of Board meeting - for preparation of Board meeting minutes	GC 54953.5(b), 60201	Date recorded + 90 days
Recordings - Video: meeting of legislative bodies	Administration	Video recordings of public meeting made by or at the direction of the District (e.g., Board meetings)	GC 53160, 60201	Min. 90 days
Records Management - Disposition Authorization & Certification	Administration	Documentation of authorization to destroy District records	GC 60201	10 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure	GC	Government Code	IRS	Internal Revenue Service
CCR	California Code of Regulations	FC	Financial Code	LC	Labor Code
CFR	Code of Federal Regulations	H&S	Health & Safety Code	PC	Penal Code
EC	Elections Code	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code
USC	United States Code				

\*Unless otherwise noted, year(s) is in addition to current year.

# Maintenance Report

## JULY 2023

LOCATION	DESCRIPTION OF WORK	STATUS
<b>Jeff Davis WTP</b>	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Treated Water = 45,210,485 Gallons	Complete
	Sold Water = 33,437,932 Gallons	Complete
	2' Below Spill	Ongoing
<b>Warehouse Shop</b>	Routine Operation's	Ongoing
<b>South Fork Pump Station</b>	Weekly routine checks	Complete
	Raw Water Pumped = 194 Acre Feet	Ongoing
	12" over Spill- one pump running	Ongoing
<b>Schaads Reservoir</b>	Weekly checks	Complete
	Schaads Metered Acc. 369,720 gallons.	Ongoing
	Both Hydro units running	Ongoing
	6" over Spill	Ongoing
	CCWD Pump Data (West Point) = 0 acre Feet	Ongoing
<b>Glencoe Pump Station</b>	Weekly checks - routine monitoring	Complete
<b>Ponderosa PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>MCV PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>Garamendi's PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>San Andreas Distribution</b>	Routine operations, sampling	Complete
	10"-T Replacement (49/Main street)	Complete
	2" PVC Leak(California St.)	Complete
<b>Moke Hill Distribution</b>	Routine operations, sampling	Complete
	2" Leak Repair (Prospect)	Complete
	1" CTS Service Line Leak x3 (Boston Yale)	Complete
<b>Glencoe Distribution</b>	Routine operations	Complete
	Fire Hydrant Leak Repair (Sky High Dr.)	Complete
	Long Side HWY Service Line Replacement (Sky High Dr.)	Complete
<b>Paloma Distribution</b>	Routine operations, sampling	Complete
<b>Rail Road Flat Distribution</b>	Routine operations, sampling	Complete
<b>Red Hawk Res.</b>	Routine operations	Complete
<b>Safety/Training</b>	Routine Safety Talks	Ongoing
	Heat/Hypothermia Awareness	Complete
	CPR/AED Training	Complete
<b>Spray Program</b>	Post-Emergent/Woody Brush	Ongoing
<b>Vehicle Maintenance</b>	VAC 100/Hour Service (Brawner's)	Complete
<b>Other</b>	56 USA's	Complete
	28 Customer service/work orders	Complete
	Monthly meter reading	Complete
	Complaints- 1 Pressure/ 0 odor/ 0 Color	Complete
	Quarterly Disinfection Samples (DBP's)	Complete