

**TUESDAY, January 14, 2020**

**7:00pm**

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

**1. Roll Call and Pledge of Allegiance**

**2. Public Comment (Limit: 3 min/person)**

*At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work with staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to 3 minutes per person.*

**3. Approval of Consent Calendar**

- a. Minutes for Regular Meeting of December 10, 2019
- b. Directors Report for December 2019
- c. Monthly Maintenance Report for December 2019

**4. Financial Business**

- a. Approval of Claim Summary #735

**5. Financial Statements June 30, 2019**

- a. Presentation by Larry Bain, Auditor
- b. Acceptance of Financial Statements June 30, 2019

**6. Discussion/Possible Action: Review of Temporary Water Service Fees**

- a. Set Public Hearing – March 10, 2020

**7. Update Status on Establishing District Mission Statement**

**8. Jeff Davis Water Treatment Plant SCADA Project**

- a. Review: Technical Memorandum
- b. Resolution 2020-1: Accepting Work on the Jeff Davis Water Treatment Plant SCADA Project

**9. Discussion/Possible Action: Enter into Agreement for Professional Services with BHI Management Consulting to Develop a Strategic Focus Plan**

**10. Monthly Water Report**

**11. Managers Monthly Report**

**12. Directors Comments**

- a. Annual Form 700 and Required Training (Due April 2, 2020)
  - Other Training Opportunities
- b. LAFCO – Meeting Reminder 1/27/20 – Director Lavaroni
- c. UMRWA – Meeting Reminder 1/24/20 – Director Blood

**13. Closed Session**

- a. Appointment of District labor negotiator and conference concerning commencement of negotiations with SEIU Local 1021(Government Code § 54957.6)  
Agency Designated Representative: Donna Leatherman

**14. Adjournment (Next Regular Meeting February 11, 2020)**

**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 December 10, 2019
- b. Directors Report for December 2019
- c. Monthly Maintenance Report for December 2019

**Recommended Action:** Approval of Consent Calendar

**Motion 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, Carried \_\_\_\_\_**

Regular Meeting

7:07 P.M.

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

MEMBERS ABSENT: None

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

OTHERS PRESENT: Tammy Hebrard  
Chris and Rita Williams

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Chairperson Dell’Orto at 7:07pm. Directors Dell’Orto, Overmier, Blood, Lavaroni and Speer were present.

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

- 3. APPROVAL OF CONSENT CALENDAR:
  - a. Minutes for Regular Meeting of November 12, 2019
  - b. Directors Report for November 2019
  - c. Monthly Maintenance Report for November 2019

Directors Overmier and Blood inquired about several items on the Maintenance Report; the Manager clarified. A motion was made by Director Overmier, seconded by Director Blood, to approve the Consent Calendar. Motion carried 5-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #734: The Directors discussed several payments; the Manager clarified. Director Blood inquired about several payments including engineering costs. He requested a breakdown of the current cost of the SCADA project; the Manager stated this would be presented at the next meeting with the Notice of Completion. Director Blood expressed concerns regarding the expenditure of funds related to capital improvement projects prior to review of a well-defined project description. A motion was made by Director Overmier, seconded by Director Speer, to approve the Claim Summary #734 in the amount of \$141,576.96 as presented. Motion carried 5-0.

5. RESOLUTION 2019-11: RESOLUTION OF APPRECIATION HONORING CHRISTOPHER D. WILLIAMS: Chairperson Dell’Orto read the resolution aloud. Mr. Williams expressed his appreciation to the Board and Staff and wished the District luck in the future. The Manager thanked Mr. Williams for his long-time service to the District and presented him with a gift. A motion was made by Director Lavaroni, seconded by Director Overmier, to approve Resolution 2019-11: Resolution of Appreciation Honoring Christopher D. Williams as presented. Motion carried 5-0.

6. RESOLUTION 2019-12: RESOLUTION OF APPRECIATION HONORING ANDREW ESTRADA: The Manager stated that the resolution would be presented to Mr. Estrada at the next District

Staff meeting. Director Lavaroni recognized Mr. Estrada for all of his hard work while at the District. A motion was made by Director Overmier, seconded by Director Lavaroni, to approve Resolution 2019-12: Resolution of Appreciation Honoring Andrew Estrada as presented. Motion carried 5-0.

7. RESOLUTION 2019-13: APPOINTMENT OF BOARD MEMBER TO BOARD OF DIRECTORS: Chairperson Dell'Orto read the resolution aloud. The Manager explained that Director Speer was appointed at the November meeting and the action requires a resolution. A motion was made by Director Overmier, seconded by Director Blood, to approve Resolution 2019-13: Appointment of Board Member to Board of Directors as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Lavaroni and Blood voted yes. Director Speer abstained. Motion carried 4-0-1.

8. RESOLUTION 2019-14: UPDATING AUTHORIZED SIGNERS TO BANK SIGNATURE CARD: Director Dell'Orto read the resolution to update authorized signers to include the addition of Director Speer to the District's bank account. A motion was made by Director Overmier, seconded by Director Lavaroni, to approve Resolution 2019-14: Updating Authorized Signers to Bank Signature Card as presented. A roll call vote was taken. Directors Dell'Orto, Overmier, Lavaroni, Blood and Speer voted yes. Motion carried 5-0.

9. SEIU LOCAL 1021 DEMAND FOR RECOGNITION IN THE CALAVERAS PUBLIC UTILITY DISTRICT: Chairperson Dell'Orto stated that the District had received notification from the SEIU Local 1021 to recognize the representation of certain District employees. The Manager has signed the recognition agreement. Director Lavaroni inquired about the number of employees involved; the Manager stated it was the majority. The Directors reviewed the letter included in the Board packet and discussion followed. Adam Brown explained the negotiating process and the involvement of the Board. Tammy Hebrard questioned the Board regarding the reason behind the request for unionization and if they had any communication with the staff or the representative; Chairperson Dell'Orto clarified. A motion was made by Director Overmier, seconded by Director Blood, to acknowledge SEIU Local 1021 as the sole and exclusive bargaining representative for its employees in said bargaining unit. Motion carried 5-0.

10. DISCUSSION: REVIEW AND UPDATES OF DISTRICT POLICIES: The Manager presented the Board with a recommendation for the update to the review of District policies to include the creation of a mission statement. The District will use standard templates to create and organize the policies for a more user-friendly system. The Manager also recommended the appointment of an ad hoc committee to work with staff to produce general, administrative and Board policy updates to be considered by the full Board. Director Blood inquired about the digitizing of the policies and provided a handout with suggested draft language for consideration regarding certain sections of the Board of Directors Handbook. Chairperson Dell'Orto asked for Directors to indicate their interest in being appointed to the ad hoc committee. Chairperson Dell'Orto then created a Policies and Procedures Ad Hoc Committee, and appointed Directors Blood and Overmier to serve on the committee. The Manager proposed a schedule of meetings between the committee and staff starting in January. Tammy Hebrard asked if the committee meeting agendas would be posted for the public; Mr. Brown stated that ad hoc committee meetings are not subject to the notice and agenda requirements of the Brown Act, but that the public would have the opportunity to comment on any proposals from the ad hoc committee and staff when presented for consideration by the Board at the regular Board meetings.

11. ACWA/JPIA – PRESIDENT'S SPECIAL RECOGNITION AWARD: The Board reviewed the letter and certificate from ACWA/JPIA recognizing the District's loss ratio of twenty percent (20%) or less in the Liability, Property, or Workers' Compensation insurance programs.

12. MONTHLY WATER REPORT: The water usage and rainfall report for November 2019 was presented for review and discussion. Director Blood commented on the comparison of the water treated and sold figures and inquired if the new SCADA system is being used for reporting on the monthly State report; the Manager stated that SCADA would be used for December's report.

MANAGER'S MONTHLY REPORT: A report of ongoing projects was provided for review and discussion, which included discussion of the Court Street line replacement project.

13. DIRECTORS COMMENTS

a. LAFCO – Meeting Report 11/18/19 – Director Lavaroni reported on the approval of the District's Municipal Service Review (MSR) and discussed a possible waterline extension in the Golden Hill Subdivision.

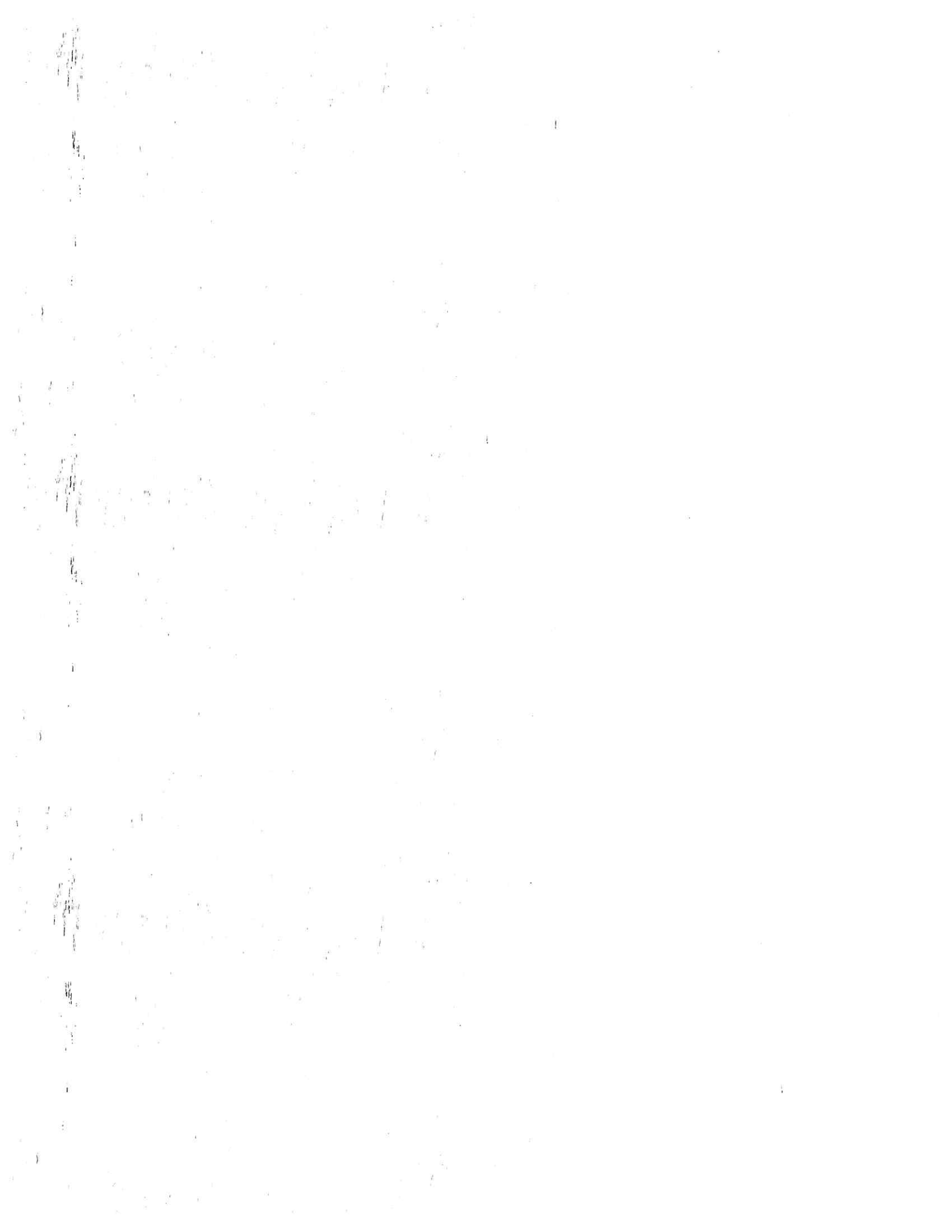
b. UMRWA – Meeting Reminder 1/24/20 – Director Blood will attend.

The Manager asked the Board to review their Board member bios that would be included in the District's Winter 2020 newsletter that will be mailed out at the end of the month. A recap of the newsletter was explained; Director Lavaroni inquired about possibly removing the Court Street line replacement project. The Manager would follow up prior to publication.

14. ADJOURNMENT (Next Regular Meeting January 14, 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 8:32 p.m. Motion carried 5-0.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant



# Directors Report

Calaveras P.U.D.

Water Sold This Month

12,314,802 Gallons

	Amount (\$)	# Of Accounts
Total Water	146,082.94	1,903
Total Late Charge	1,530.00	51
Total Adjustments	435.90	12
Total New Acct Fee	70.00	2
<b>Total Current Charges</b>	<b>148,118.84</b>	<b>1,903</b>
<hr/>		
Amount Past Due 1-30 Days	19,899.10	221
Amount Past Due 31-60 Days	183.41	4
Amount Past Due Over 60 Days	5,756.26	8
Amount Of Overpayments/Prepayments	-26,873.00	403
<b>Total Receivables</b>	<b>147,084.61</b>	<b>1,737</b>

Total Receipts On Account	171,236.51	1,692
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	

Turned Off Accounts (Amount Owed)	5,602.71	156
Collection Accounts (Amount Owed)	5,602.71	156
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	6,448	1,910
Average Water Charge For Active Meters	76.76	1,903

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		33	4,008,879		32.55	13.56
40,001-50,000		9	403,990		3.28	1.43
30,001-40,000		14	476,599		3.87	1.94
20,001-30,000		28	693,284		5.63	3.16
10,001-20,000		115	1,540,892		12.51	9.07
8,001-10,000		65	576,776		4.68	3.40
6,001-8,000		146	1,001,649		8.13	6.81
4,001-6,000		279	1,355,103		11.00	11.47
2,001-4,000		559	1,621,102		13.16	22.65
1-2,000		602	636,531		5.17	24.28
Zero Usage		60	0		0.00	2.22
<hr style="border-top: 1px dashed black;"/>						
<b>Total Meters</b>		1,910	12,314,805		100.00	100.00

# Monthly Maintenance Report

## December 2019

LOCATION	DESCRIPTION OF WORK	Status
<b>Jeff Davis WTP</b>	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP in compliance	Complete
	Treated Water 17,684,888 gallons	
	Monthly backup Generator check	Complete
	Vegetation clearing and fire clearance(Cal Fire)	In Progress
	<b>SCADA</b> project (TSI)	Complete
	Repairs to the OSG unit	Complete
	Tree removal out of ditch	Complete
<b>Warehouse Shop</b>	Investigate hot water heater replacement	Pending
<b>South Fork Pump Station</b>	Weekly routine checks-Not pumping	Complete
<b>Schaads Reservoir</b>	Weekly checks	Complete
	Hydro maintenance required-not operational	Pending
	EAP annual notifications	Complete
<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
	Valve exercise and flushing- None to report	Pending
	2" leak repair under Main St. Bridge	Complete
	Catholic Cemetery brush clearing/burning	Complete
	10" steel main line repair near Goonie's on Main St.	Complete
	Deliver 3 loads of base rock to Andreas Vista Rd.	Complete
	Repair 10" steel main under Main St. Bridge	Pending
<b>Moke Hill Distribution</b>	Routine operations, sampling	Complete
	2" leak repair follow up at 8740 E. Center St.	Complete
<b>Glencoe Distribution</b>	Routine operations	Complete
<b>Paloma Distribution</b>	Routine operations, sampling	Complete
<b>Rail Road Flat Distribution</b>	Routine operations, sampling	Complete
<b>Safety</b>	Avoid Harm From Laboratory Hazards, Avoid Slips and Trips, Be Prepared for an Emergency, Job Hazzard Analysis: Identify and Reduce Hazards, and Avoid Arc Flash	Complete
<b>Training</b>	Defensive Driving, Disaster Prep, and Fire Extinguisher Training	Complete
<b>Spray Program</b>	JC-Gopher abatement-all dam sites	Ongoing
<b>Vehicle Maintenance</b>	Backup lights replaced on 2011 Ford F-350	Complete
<b>Other Maintenance</b>	16 USA tags completed	Complete
	42 Customer service/work orders	Ongoing



# Monthly Maintenance Report

## December 2019

	Monthly meter reading	Complete
<b>Information</b>	Develop tank inspection-JHA	In Progress
	District SOP review	Ongoing
	Revision of Operations Plan	Pending

**Financial Business**

- a. Approval of Claim Summary #735

**Discussion**

The Claim Summary #735 submitted of \$378,351.42 reflects payments with descriptions showing on the Bill Payments for All Vendors report.

**Recommended Action:** Approval of Claim Summary #735: \$378,351.42

**Motion 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, Carried \_\_\_\_\_**

**CALAVERAS PUBLIC UTILITY DISTRICT**

**CLAIM SUMMARY # 735**

**DATE: December 2019**

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

Claims Submitted	\$302,375.80
Payroll Submitted	\$51,084.00
P/R Tax Deposits	\$24,891.62
<b>Sub-total</b>	<b>\$378,351.42</b>

Net Additions	
Net Deductions	
Claim Summary Approved for	<b>\$378,351.42</b>



Admin Acct Assistant, Calaveras Public Utility District

1:49 PM

01/02/20

Accrual Basis

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

	<u>Dec 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	57,207.18
Other Current Assets	4,287,378.08
Total Current Assets	4,344,585.26
Fixed Assets	8,124,174.16
Other Assets	607,878.28
<b>TOTAL ASSETS</b>	<b><u>13076637.70</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	51,308.76
Other Current Liabiliti...	1,723,103.40
Total Current Liabilities	1,774,412.16
Long Term Liabilities	82,098.31
Total Liabilities	1,856,510.47
Equity	11220127.23
<b>TOTAL LIABILITIES &amp; EQU...</b>	<b><u>13076637.70</u></b>

**Calaveras Public Utility District**  
**Bill Payments for All Vendors**  
 December 2019

Name	Num	Date	Amount	GL #	Amount
ACWA-Health	22067	12/31/2019	1,238.12	5643	Dental & vision (February)
ACWA/JPIA-WC	22068	12/31/2019	5,124.05	5428	Workers Comp Insurance (2nd Quarter)
Al's Tire Service	22021	12/13/2019	853.44	5424	Vehicle maintenance (Truck #008)
Alpha Analytical Labs, Inc.	22022	12/13/2019	395.00	5323	Lab fees (November)
Alpha Analytical Labs, Inc.	22069	12/31/2019	340.00	5323	Lab fees (December)
American Fidelity Assurance Co.(Flex)	22023	12/13/2019	282.50	5646	125 Cafeteria Plan
AT & T	22024	12/13/2019	641.87	5432	Utilities (December)
AT & T	22070	12/31/2019	641.87	5432	Utilities (January)
Blood, Richard	22071	12/31/2019	34.00	5680/5681	Director compensation
Brawner Automotive Repair	22025	12/13/2019	218.70	5424	Vehicle maintenance (Truck #007)
Brawner Automotive Repair	22072	12/31/2019	642.75	5424	Vehicle maintenance (Truck #006)
Cal PERS	EFT	12/19/2019	12,637.38	5643	Health Insurance (December)
Calaveras Auto Supply	22026	12/13/2019	200.08	5424	Vehicle maintenance (November)
Calaveras Auto Supply	22073	12/31/2019	95.45	5426	Vehicle maintenance (December)
Calaveras County Public Works Dept.	22027	12/13/2019	500.00	1117	Court St LRP Encroachment Permit
Calaveras Lumber Company	22074	12/31/2019	78.68	5322	TP materials & supplies
Calaveras Public Power Agency	22028	12/13/2019	1,244.69	5432/5621/5230	Utilities
Calaveras Public Power Agency	22075	12/31/2019	1,480.56	5432/5621/5230	Utilities
Carbon Copy Inc.	22076	12/31/2019	95.53	5623	Printer/copier contact
Care Free Lawns	22029	12/13/2019	150.00	5623	Landscaping contract (November)
Care Free Lawns	22043	12/16/2019	375.00	5623	Reissue of November check
CD & Power	22030	12/13/2019	199.50	5424	Generator maintenance
CSDA - Gold Country Chapter	22077	12/31/2019	25.00	5623	Annual membership dues
Datco Billing	22078	12/31/2019	102.00	5422	DOT Compliance Services
Dell'Orto, J.W.	22079	12/31/2019	34.00	5680/5681	Director compensation
Elk Grove Ford	22044	12/18/2019	29,985.13	1117	New truck / 2020 Ford F150 (#009)
Grainger	22080	12/31/2019	1,092.88	5421/5322	Materials & supplies
Hill Rivkins Brown & Associates	22031	12/13/2019	2,006.00	5682	Legal services
Hunt & Sons Inc.	22032	12/13/2019	965.67	5424	Fuel
Lavaroni, John	22081	12/31/2019	25.00	5680	Director compensation
McMaster-Carr	22082	12/31/2019	109.53	5322	TP materials & supplies
Mead and Hunt, Inc.	22083	12/31/2019	800.00	5684	Engineering services (EAP Exercise)
Medora Corporation	22084	12/31/2019	3,732.00	5322	Solarbee maintenance
Motherlode Answering Service	22033	12/13/2019	220.28	5623	Answering service contract (November)
Motherlode Answering Service	22085	12/31/2019	207.00	5623	Answering service contract (December)
Overmier, Clifford	22086	12/31/2019	25.00	5680	Director compensation
Pacific Gas & Electric	22034	12/13/2019	130.11	5200/5621	Utilities
Pacific Gas & Electric	22087	12/31/2019	193.08	5432/5621	Utilities
Pando Public Relations	22035	12/13/2019	780.00	5623	Public relations contract (newsletter)
Pando Public Relations	22088	12/31/2019	827.50	5623	Public relations contract (newsletter)
Postmaster	22089	12/31/2019	700.00	5622	Postage
Progressive Print Solutions	22090	12/31/2019	1,721.53	5620	Printing/mailling (newsletter)
Public Employees Retirement System	EFT	12/19/2019	20,213.31	5645	Retirement (December)
RVS Software	22091	12/31/2019	1,147.53	5620	Billing restock (MHSD)
Safety Center, Inc	22092	12/31/2019	1,425.00	5429	Training (Defensive Driving, Fire Extinguisher, Emergency Preparedness, Slips/Trips/Falls)
San Andreas Print Shop	22093	12/31/2019	27.33	5622	Postage
Sender's Market Inc.	22036	12/13/2019	81.57	5200/5322	Materials & supplies
Sender's Market Inc.	22094	12/31/2019	331.30	5620/5424	Materials & supplies / Vehicle maintenance
Speer, Scott	22095	12/31/2019	25.00	5680	Director compensation
Staples Credit Plan	22037	12/13/2019	707.19	5620	Materials & supplies
SWRCB-DWOC Accounting Office	22045	12/18/2019	90.00	5429	Crew T3 Cert (Rovera)
SWRCB-DWOC Accounting Office	22096	12/31/2019	4,059.00	5426	Annual Water System Fees (FY2019/20)
TD Ameritrade Trust Company	22038	12/13/2019	500.00	2317	457 Plan

**Calaveras Public Utility District**  
**Bill Payments for All Vendors**  
 December 2019

Name	Num	Date	Amount	GL #	Amount
Technical Systems Inc.	22020	12/09/2019	182,949.10	1190	SCADA Project
Treat's General Store	22098	12/31/2019	240.95	5322/5421/5620/5429/5424	Materials & supplies / Training / Vehicle maintenance
USC Foundation	22039	12/13/2019	120.00	5623	Annual membership dues
VALIC	22040	12/13/2019	75.00	2317	457 Plan
Volcano Telephone	22099	12/31/2019	522.30	5201/5322/5200/5230	Utilities
Weber, Ghio & Associates	22100	12/31/2019	6,186.75	5684/1117/1190	General engineering svcs, Court St LRP, SCADA, Storm damage, SRLF application
Wells Fargo Bank	22041	12/13/2019	890.03	5620/5421/5623/5429	Materials & supplies, contract services, training
Wells Fargo Bank (KJ)	22042	12/13/2019	454.42	5429/5622	Training, postage
			<u>291,196.66</u>		

# 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 1	Salary			2,365.76	Social Security	235.26	Direct Deposit # 20790
	Overtime	40.9500	33.00	1,351.35	Medicare	55.02	Check Amt 0.00
	CPUD Ins			77.38	Fed Income Tax	326.17	Chkg 0017 2,934.87
	Sick		M8:00		CA Income Tax	105.23	
	Vacation		M2:50		CA Disability	37.94	
	EMPLOYEE TOTAL		43.50	3,794.49		759.62	Net Pay 2,934.87
Moe, James G 8	Salary			2,381.60	Social Security	192.00	Direct Deposit # 20791
	Overtime	41.2200	16.75	690.44	Medicare	44.90	Check Amt 0.00
	CPUD Ins			24.63	Fed Income Tax	316.43	Chkg 5056 2,403.67
					CA Income Tax	108.70	
					CA Disability	30.97	
	EMPLOYEE TOTAL		16.75	3,096.67		693.00	Net Pay 2,403.67
Roberts, Mathew A 10	Salary			2,283.62	Social Security	141.58	Direct Deposit # 20792
	Sick		M10:50		Medicare	33.11	Check Amt 0.00
	Vacation		M8:00		Fed Income Tax	16.70	Chkg 3506 1,811.03
					CA Income Tax	39.27	
					CA Disability	22.84	
	EMPLOYEE TOTAL		18.50	2,283.62		253.50	Net Pay 1,811.03
Rovera, Wyatt N 13	Salary			2,072.20	Social Security	193.94	Direct Deposit # 20793
	Overtime	35.8650	17.00	609.71	Medicare	45.36	Check Amt 0.00
	CPUD Ins			446.12	Fed Income Tax	414.69	Chkg 9965 2,159.14
					CA Income Tax	158.27	
					CA Disability	31.28	
	EMPLOYEE TOTAL		17.00	3,128.03		843.54	Net Pay 2,159.14
*** 20 MANAGER Leatherman, Donna M 7	Salary			4,708.21	Social Security	312.30	Direct Deposit # 20794
	CPUD Ins			328.86	Medicare	73.03	Check Amt 0.00
	Vacation		M20:00		Fed Income Tax	876.17	Chkg 2134 1,000.00
					CA Income Tax	364.66	Chkg 8258 2,110.54
					CA Disability	50.37	
	EMPLOYEE TOTAL		20.00	5,037.07		1,676.53	Net Pay 3,110.54
*** 40 SECRETARY Bear, Carlissa C 12	Salary			1,404.08	Social Security	136.24	Direct Deposit # 20795
	CPUD Ins			793.25	Medicare	31.86	Check Amt 0.00
	Sick		M2:50		Fed Income Tax	178.48	Chkg 6990 1,467.79
					CA Income Tax	77.40	Savg 3547 200.00
					CA Disability	21.97	
	EMPLOYEE TOTAL		2.50	2,197.33		445.95	Net Pay 1,667.79

# 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			
**** 50 WATER TREATMENT Estrada, Andrew 2	Salary			2,720.41	Social Security	195.57	Direct Deposit # 20796
	CPUD Ins		M1:00	433.90	Medicare	45.74	Check Amt
	Sick		M8:00		Fed Income Tax	481.05	Chkg 4990
	Vacation				CA Income Tax	175.48	2,199.93
	EMPLOYEE TOTAL		9.00	3,154.31	CA Disability	31.54	Net Pay
**** 60 EXTRA CLERICAL Jesus, Kate E 5	Salary			1,724.77	Social Security	117.49	Direct Deposit # 20797
	Overtime	29.8500	4:00	119.40	Medicare	27.47	Check Amt
	CPUD Ins			50.81	Retirement	103.63	Chkg 0650
	Sick		M1:50		Fed Income Tax	133.90	1,417.20
	EMPLOYEE TOTAL		5.50	1,894.98	CA Income Tax	26.44	
**** 70 SUPERINTENDENT Seaudreau, Bret A 11	Salary			4,502.53	Social Security	329.64	Direct Deposit # 20798
	CPUD Ins		M1:00	814.28	Medicare	77.10	Check Amt
	Sick				Fed Income Tax	971.31	Chkg 0608
		EMPLOYEE TOTAL		1.00	5,316.81	CA Income Tax	368.04
COMPANY TOTALS Person(s) Transaction(s)	Salary			24,163.18	Social Security	1,854.02	Check Amt
	Overtime		70.75	2,770.90	Medicare	433.59	Dir Dep
	CPUD Ins		24.50	2,969.23	Fed Income Tax	3,714.80	21,139.92
	Sick		38.50		CA Income Tax	1,444.49	312.57
	COMPANY TOTAL		133.75	29,903.31	CA Disability	259.83	Net Pay
					Employer Liabilities	7,706.73	21,139.92
					Social Security	1,854.00	
					Medicare	433.60	
					TOTAL EMPLOYER LIABILITY	2,287.60	
					TOTAL TAX LIABILITY	9,994.33	
C) = Independent Contractor							



# PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility-District

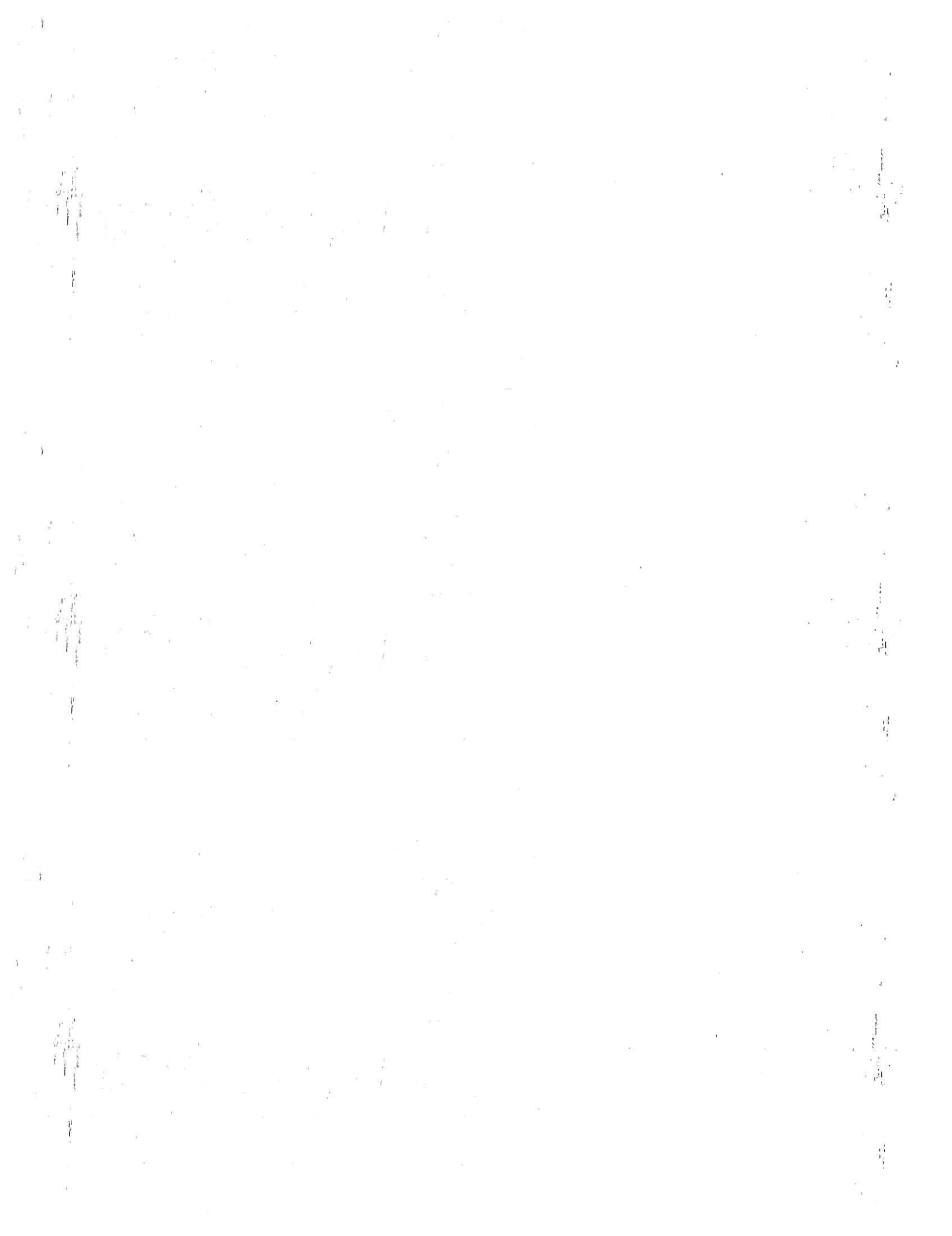
EMPLOYEE ID	EMPLOYEE NAME	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				REIMB & OTHER PAYMENTS	WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
		DESCRIPTION	RATE	HOURS	EARNINGS				
1	*** 10 MAINTENANCE Cunningham, John L	Salary		8:00	2,365:76		Social Security	171:79	Direct Deposit # 20799
		Overtime	40:9500		327:60		Medicare	40:18	Check Amt
		CPUD Ins			77:38		Fed Income Tax	203:32	Chkg 0017
							CA Income Tax	45:59	
		EMPLOYEE TOTAL		8:00	2,770:74		CA Disability	27:71	Net Pay
							488:59		2,182:15
8	Moe, James G	Salary		5:00	2,381:60		Social Security	161:96	Direct Deposit # 20800
		Overtime	41:2200		206:10		Medicare	37:88	Check Amt
		CPUD Ins			24:63		Fed Income Tax	258:31	Chkg 5056
							CA Income Tax	81:91	
		EMPLOYEE TOTAL		5:00	2,612:33		26:12		2,046:15
							566:18		
10	Roberts, Mathew A	Salary		20:00	2,283:62		Social Security	190:58	Direct Deposit # 20801
		Overtime	39:5100		790:20		Medicare	44:57	Check Amt
		Sick					Fed Income Tax	98:69	Chkg 3506
		Vacation					CA Income Tax	116:01	
		EMPLOYEE TOTAL		42:00	3,073:82		30:74		2,374:14
		CHECK 1 TOTAL					480:59		
		Vacation	26:3400		1,633:08		Social Security	101:25	Direct Deposit # 20802
						Medicare	23:68	Check Amt	
						CA Disability	16:33	Chkg 3506	
		CHECK 2 TOTAL		62:00	1,633:08		141:26		1,491:82
		EMPLOYEE TOTAL		104:00	4,706:90		62:185		3,865:96
							169:48		
		Salary		6:00	2,072:20		Social Security	169:48	Direct Deposit # 20803
		Overtime	35:8650		215:19		Medicare	39:64	Check Amt
		CPUD Ins			446:12		Fed Income Tax	327:90	Chkg 9965
		Sick					CA Income Tax	117:91	
							CA Disability	27:34	
		CHECK 1 TOTAL		14:00	2,733:51		682:27		1,925:99
		Retro Pay	23:9100		3,295:32		204:31		Direct Deposit # 20804
							47:78		Check Amt
							479:07		Chkg 9965
							188:21		
							32:95		
		CHECK 2 TOTAL			3,295:32		952:32		2,343:00

# PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS			
**** 10 MAINTENANCE Rovera, Wyatt N (cont.) 13	EMPLOYEE TOTAL		14.00	6,028.83		1,634.59 125.35 Net Pay 4,268.89
**** 20 MANAGER Leatherman, Donna M 7	Salary CPUD Ins Vacation		M16:00	4,708.21 328.86	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	312:30 73:04 876:17 364:66 25:20 1,651:37 250:00 457 EE Pretax Direct Deposit # 20805 Check Amt 0.00 Chkg 2134 1,000.00 Chkg 8258 2,135.70 Net Pay 3,135.70
**** 30 METERS Duke, Kelly 9	Hourly	26:4000	64:00	1,689:60	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	104:75 24:50 225:67 97:62 16:90 469:44 250:00 Net Pay 1,220.16 Readychex # 1939800113 Check Amt 1,220.16
**** 40 SECRETARY Bear, Carissa C 12	Salary CPUD Ins Sick		M5:00	1,404:08 793:25	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	136:23 31:86 178:48 77:40 21:97 445:94 83:59 Retirement Direct Deposit # 20806 Check Amt 0.00 Chkg 6990 1,467.80 Savg 3547 200.00 Net Pay 1,667.80
**** 50 WATER TREATMENT Estrada, Andrew 2	Vacation	31:3900	234:05	7,346:83	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	455:50 106:53 1,521:84 606:94 73:47 2,764:28 83:59 Net Pay 4,582.55 GN Direct Deposit # 20807 Check Amt 0.00 Chkg 4990 4,582.55 Net Pay 4,582.55
	EMPLOYEE TOTAL		32.00	3,154:31	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	195:57 45:74 481:05 175:48 31:54 929:38 25:00 457 EE Pretax Direct Deposit # 20808 Check Amt 0.00 Chkg 4990 2,199.93 Net Pay 2,199.93
	CHECK 1 TOTAL					
	CHECK 2 TOTAL					

# PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS REIMB & OTHER PAYMENTS			
**** 50 WATER TREATMENT (cont.) Estrada, Andrew (cont.) 2	EMPLOYEE TOTAL		266.05	10,501.14	3,693.66	25.00	Net Pay 6,782.48
**** 60 EXTRA CLERICAL Jesus, Kate E 5	Salary CPUD Ins Vacation		M26:00	1,724.77 50.81	Social Security Medicare Fed Income Tax CA Income Tax CA Disability	50.00 103.63 119.47 23.82 17.76	Direct Deposit # 20809 Check Amt 0.00 Chkg 0650 1,325.06
**** 70 SUPERINTENDENT Beaudreau, Bret A 11	EMPLOYEE TOTAL		26.00	1,775.58	296.89	153.63	Net Pay 1,325.06
	Salary CPUD Ins Sick		M6:00	4,502.53 814.28	Social Security Medicare Fed Income Tax CA Income Tax	100.00 77.09 971.31 389.04	Direct Deposit # 20810 Check Amt 0.00 Chkg 0608 3,449.73
EMPLOYEE TOTAL			6.00	5,316.81	1,767.08	100.00	Net Pay 3,449.73
<b>COMPANY TOTALS</b> 10 Person(s) 13 Transaction(s)	Hourly Retro Pay Salary Overtime CPUD Ins Sick Vacation  COMPANY TOTAL		64.00 39.00 39.00 372.05 514.05	1,689.60 3,295.32 24,163.18 1,539.09 2,969.23 8,979.91 42,636.33	Social Security Medicare Fed Income Tax CA Income Tax CA Disability  <i>Employer Liabilities</i> Social Security Medicare	575.00 169.09 312.57   1,056.66	Check Amt 1,220.16 Dir Dep 28,723.92      Net Pay 29,944.08
IC) = Independent Contractor	TOTAL EMPLOYER LIABILITY TOTAL TAX LIABILITY			3,261.70 14,897.29			



**Financial Statement June 30, 2019**

- a. Presentation/Discussion by Larry Bain, CPA

**Discussion**

The draft Financial Statement annual audit was prepared and delivered to the Board for review. Larry Bain, CPA will be presenting and available for discussion and additional questions.

- b. Acceptance of Financial Statement, June 30, 2019

**Recommendation:** Authorize the Manager and Chairperson to sign the Management Letter and Accept Financial Statement for June 30, 2019, as presented.

**Motion** 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, Carried \_\_\_\_\_

**CALAVERAS PUBLIC UTILITY DISTRICT**

December 19, 2019

Larry Bain, CPA,  
An Accounting Corporation  
2148 Frascati Drive  
El Dorado Hills, CA 95762

This representation letter is provided in connection with your audit(s) of the financial statements of Calaveras Public Utility District, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2019, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 19, 2019, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 7, 2017, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements [or in the schedule of findings and questioned costs].
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter (if any).
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

## Information Provided

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

## Government—specific

- 19) We have made available to you all financial records and related data [and all audit or relevant monitoring reports, if any, received from funding sources].
- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have taken timely and appropriate steps to remedy violations of regulations, contracts, or grant agreements that you have reported to us.
- 22) We have a process to track the status of audit findings and recommendations.
- 23) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 24) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 25) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 26) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

- 27) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 28) As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 29) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 30) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 31) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 32) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements properly classify all funds and activities.
- 34) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 36) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 37) Provisions for uncollectible receivables have been properly identified and recorded.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 40) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 41) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CALAVERAS PUBLIC UTILITY DISTRICT**

**FINANCIAL STATEMENTS**

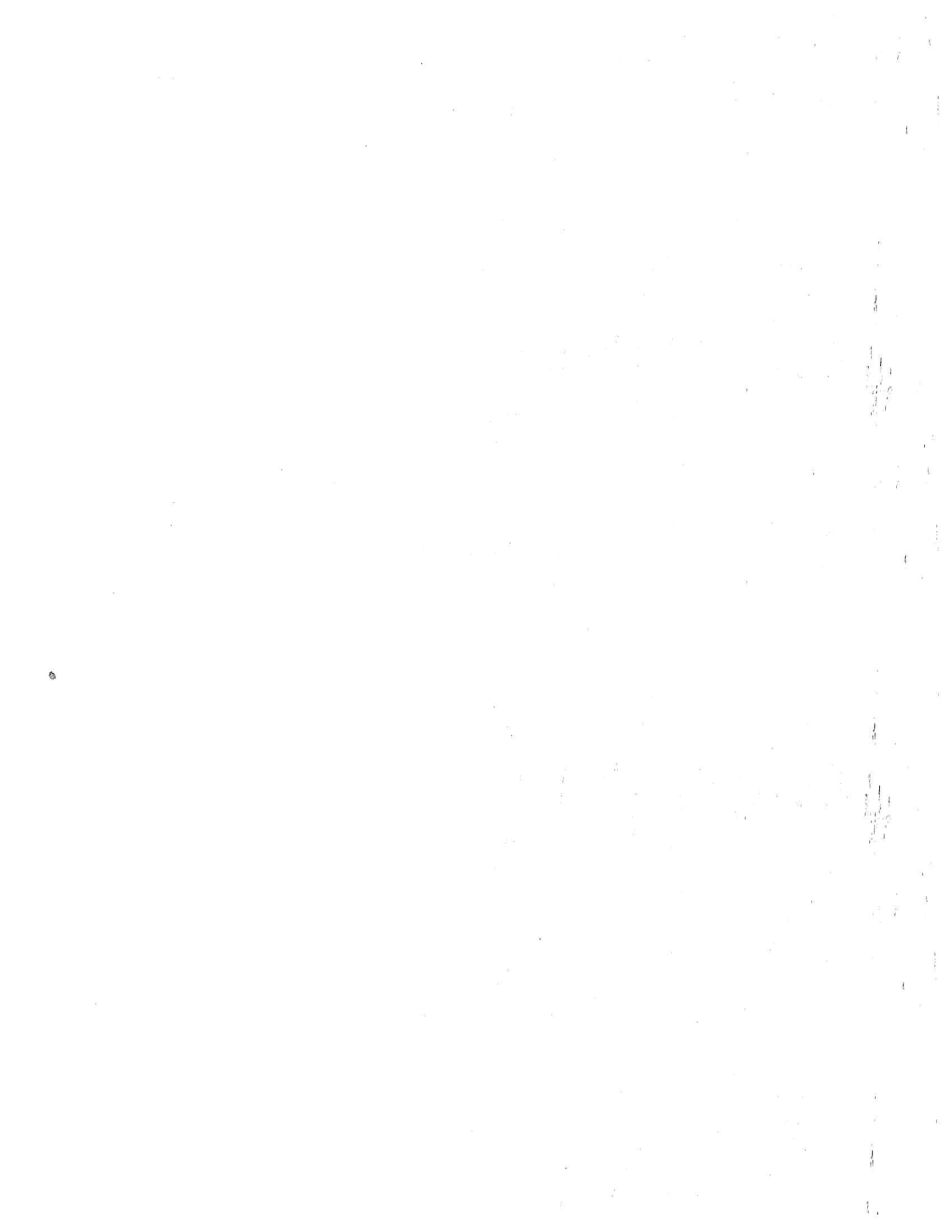
**JUNE 30, 2019**



CALAVERAS PUBLIC UTILITY DISTRICT

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# LARRY BAIN, CPA

An Accounting Corporation

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2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894

[lbain@sbcglobal.net](mailto:lbain@sbcglobal.net)

## **INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Calaveras Public Utility District  
San Andreas, CA

We have audited the accompanying financial statements of the Calaveras Public Utility District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our Responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall financial statement presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects the financial position of the business-type activities of the Calaveras Public Utility District as of June 30, 2019, and the changes in financial position and the results of its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

The Calaveras Public Utility District has not presented the Management Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

The required supplementary information other than MD&A, as listed in the table of contents on page 23 as Schedule of the Plan's Proportionate Share of the Net Pension Liability, page 24 as Schedule of District Contributions and page 25 as the District's Other Postemployment Benefits (OPEB) Plan Schedule of Changes in the District's Net OPEB Liability and Related Ratios, is presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Larry Bain, CPA,  
An Accounting Corporation  
October 11, 2019*

**CALAVERAS PUBLIC UTILITY DISTRICT**

**STATEMENT OF NET POSITION  
JUNE 30, 2019**

**Assets and Deferred Outflows of Resources**

<b>Current Assets</b>	
Cash	\$ 30,212
Investments	4,308,094
Accounts receivable	176,602
Interest receivable	20,033
Prepaid accounts	77,522
Deposits-ACWA	11,570
Total current assets	4,624,033
<b>Noncurrent Assets</b>	
<b>Capital assets</b>	
Nondepreciable capital assets	
Land	150,436
Construction in progress	108,069
Depreciable capital assets	
Building and improvements	321,134
Dam	153,517
Pumping equipment	1,312,921
Treatment	4,420,757
Transmission and distribution	8,089,844
General	78,199
Less accumulated depreciation	(6,809,263)
Total depreciable capital assets-net	7,567,109
Total capital assets (net of accumulated depreciation)	7,825,614
Total noncurrent assets	7,825,614
Total assets	12,449,647
<b>Deferred Outflows of Resources</b>	
Deferred outflows-pension	285,229
Deferred outflows-OPEB	103,530
Total deferred outflows of resources	388,759
Total assets and deferred outflows of resources	\$ 12,838,406

**Liabilities, Deferred Inflows of Resources and Net Position**

<b>Current Liabilities</b>	
Accrued expenses	\$ 51,309
Unearned revenue	25,000
Current portion-long term liabilities	17,966
Total current liabilities	94,275
<b>Noncurrent Liabilities</b>	
Compensated absences	21,187
Net pension liability	1,145,237
Net OPEB liability	521,153
Total long-term liabilities	1,687,577
Total liabilities	1,781,852
<b>Deferred Inflows of Resources</b>	
Deferred inflows-pension	57,098
Deferred inflows-OPEB	19,284
Total deferred inflows of resources	76,382
<b>Net Position</b>	
Net investment in capital assets	7,807,648
Unrestricted	3,172,524
Total Net Position	\$ 10,980,172

The notes to financial statements are an integral part of this statements

**CALAVERAS PUBLIC UTILITY DISTRICT**

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Operating revenue	
Water sales	\$ 1,524,604
Hydro electric charges	33,333
Hookup fees	14,535
Total operating revenues	<u>1,572,472</u>
Operating expenses	
Source of supply	
Hydro expense	49,306
Pumping	70,609
Water treatment	125,438
Transmission and distribution	773,604
Administration and general	935,797
Depreciation	304,629
Total operating expenses	<u>2,259,383</u>
Operating income (loss)	<u>(686,911)</u>
Nonoperating revenue (expenses)	
Interest income	128,669
Rents and leases	52,351
Other	92,196
Grant revenue	65,459
County taxes	115,636
Nonoperating revenues (expenses)	<u>454,311</u>
Decrease in Net Position	(232,600)
Net Position, July 1	<u>11,212,772</u>
Net Position, June 30	<u>\$ 10,980,172</u>

The notes to financial statements are an integral part of this statements



**CALAVERAS PUBLIC UTILITY DISTRICT**

**STATEMENT OF CASH FLOWS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

Cash flows from operating activities:	
Cash receipts from customers	\$ 1,580,274
Cash payments to suppliers for goods and services	(1,111,483)
Cash payments to employees for services and benefits	(1,058,442)
Net cash used in operating activities	<u>(589,651)</u>
Cash flows from noncapital and related financing activities:	
Proceeds from property tax and assessments	115,636
Proceeds from rents and leases	52,351
Proceeds from grant reimbursements	65,459
Proceeds from miscellaneous items	92,196
Net cash provided by noncapital financing activities	<u>325,642</u>
Cash flows from capital and related financing activities:	
Additions to capital assets	(512,458)
Net cash used in capital and related financing activities	<u>(512,458)</u>
Cash flows from investing activities:	
Interest received on investments	<u>126,431</u>
Net increase (decrease) in cash and cash equivalents (650,036)	
Cash and cash equivalents, beginning of year 4,988,342	
Cash and cash equivalents, end of year <u>\$ 4,338,306</u>	
<b>Reconciliation of cash and cash equivalents to the balance sheet:</b>	
Cash	\$ 30,212
Investments	4,308,094
<b>Cash and cash equivalents, June 30</b>	
<u>\$ 4,338,306</u>	
Reconciliation of operating income (loss) to	
net cash provided by operating activities	
Operating Income (Loss) \$ (686,911)	
Adjustments to reconcile operating income (loss) to	
net cash provided by operating activities:	
Depreciation	304,629
Changes in assets and liabilities:	
Accounts receivable	7,802
Prepaid expenses	(14,317)
Deposits	865
Accrued expenses	(186,635)
Deferred revenue	-
OPEB liability	(68,757)
GASB 68-pension adjustments	52,523
Compensated absences	1,150
Net Cash Used In Operating Activities <u>\$ (589,651)</u>	

The notes to financial statements are an integral part of this statements

# CALAVERAS PUBLIC UTILITY DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2019

### Note 1: Summary of Significant Accounting Policies

The Calaveras Public Utility District operates under the Public Utility District Act, Division 7, of the Public Utilities Code, State of California. The Act permits formation of multipurpose government agencies to provide public services on a regional basis. In accordance with the Act, voters approved creating the Calaveras Public Utility District to provide domestic water to unincorporated communities of San Andreas and Mokelumne Hill. The District's governing body is a Board of Directors comprised of 5 members with 4 year staggered terms.

#### A. Reporting Entity

The District has defined its reporting entity in accordance with U.S. generally accepted accounting principles, which provides guidance for determining which governmental activities, organizations, and functions should be included in the reporting entity. In evaluating how to define the District for financial reporting purposes, management has considered all potential component units. The primary criterion for including a potential component unit within the reporting entity is the governing body's financial accountability. A primary governmental entity is financially accountable if it appoints a voting majority of a component unit's governing body and it is able to impose its will on the component unit, or if there is a potential for the component unit to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A primary government may also be financially accountable if a component unit is fiscally dependent on the primary governmental entity regardless of whether the component unit has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board.

No operations of other entities met the aforementioned oversight criteria for inclusion or exclusion from the accompanying financial statements in accordance with GASB.

#### B. Proprietary Fund Accounting

The accounting records of the District are organized on the generally accepted basis of accounting for an enterprise fund.

Enterprise Fund – An Enterprise fund is used to account for the District's Water treatment and distribution operations that is financed and operated in a manner similar to a private business enterprise, where the intent of the Board of Directors is that the costs (expenses, including depreciation) of providing services to the general public on a continuing basis be financed or recovered primarily through user charges.

Operating revenues in the proprietary funds are those revenues that are generated from the primary operation of the fund. All other revenues are reported as nonoperating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as nonoperating expenses

# CALAVERAS PUBLIC UTILITY DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2019

### Note 1: Summary of Significant Accounting Policies (Continued)

#### C. Basis of Accounting

These financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligible requirements have been satisfied. This is a basis of accounting that conforms to accounting principles generally accepted in the United States of America.

#### D. Prepaid Expenses

Accounts for prepaid liability insurance, prepaid healthcare insurance and prepaid department of water resources dam fees.

#### E. Cash Equivalents

For purpose of the statement of cash flows, the District considers cash and cash equivalents as short term, highly liquid investments that are both readily convertible to known amounts of cash and so near their maturity that they present insignificant risk of changes in value because of changes in interest rates. This includes cash with Calaveras County and deposits with the State of California Local Agency Investment Fund (LAIF).

#### F. Budgetary Reporting

The District prepares an annual operating and capital budget, which is approved and adopted by the Board of Directors. The budget serves as an approved plan to facilitate financial control and operational evaluation. California State law does not require formal adoption of appropriated budgets for enterprise funds.

#### G. Use of Estimates in the Preparation of Financial Statements:

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### H. Capital Contributions

Transmission and distribution system assets contributed to the District by installers are capitalized at the installers estimated cost, which approximates fair value at the time of the District's acquisition, and is recorded as capital contributions when received.

# CALAVERAS PUBLIC UTILITY DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2019

### Note 1: Summary of Significant Accounting Policies (Continued)

#### I. Estimated Insurance Liabilities

The District maintains an insurance policy with Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) that provides limits of liability of for general liability, auto and an additional umbrella policy. The District also maintains workers compensation insurance through ACWA/JPIA, with a pooled self-insurance.

#### J. Net Position

Net position comprises the various net earnings from operating income, non-operating revenues and expenses and capital contributions. Net position is classified in the following three components:

*Net investment in capital assets*-This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds is not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

*Restricted*-This component of net position consists of constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

*Unrestricted net position*-This component of net position consists of net position that does not meet the definition of "restricted" or "investment in capital assets."

#### K. Restricted and Unrestricted Resources:

When both restricted and unrestricted resources are available for use, the District uses restricted resources first, and then unrestricted resources as needed.

#### L. Compensated Absences

Compensated absences represent the vested portion of accumulated vacation. In accordance with GASB 16, the liability for accumulated leave includes all salary - related payments that are directly and incrementally connected with leave payments to employees.

#### M. Property Taxes

The District receives property taxes from Calaveras County, which has been assigned the responsibility for assessment, collections, and apportionment of property taxes for all taxing jurisdictions within the County. Secured property taxes are levied on January 1 for the following fiscal year and on which date it becomes a lien on real property. Secured property taxes are due in two installments on November 1 and February 1 and are delinquent after

CALAVERAS PUBLIC UTILITY DISTRICT

NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019

Note 1: Summary of Significant Accounting Policies (Continued)

N. Property Taxes (Continued)

December 10 and April 10, respectively, for the secured roll. Based on a policy by the County called the Teeter Plan, 100% of the allocated taxes are transmitted by the County to the District, eliminating the need for an allowance for uncollectible taxes. The County, in return, receives all penalties and interest. Property taxes on the unsecured roll are due on the January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

O. Capital Assets

Capital assets, recorded at historical cost or estimated historical cost if actual historical cost is not available. Capital assets include land, buildings, water system, equipment, office furniture and vehicles. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded on the straight-line basis over the useful life of the assets as follows:

<u>Assets</u>	<u>Useful Life</u>
Building and improvements	20-50 years
Equipment and Infrastructure	5-100 years

P. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 2: Cash and Investments

Cash and investments are reported on the balance sheet as follows:

Cash and investments	\$ 4,338,306
Total cash and investments	<u>\$ 4,338,306</u>

Cash and investments at June 30, 2019, consisted of the following:

Checking	\$ 29,962
Petty cash	250
Certificates of deposit	1,325,056
Calaveras County treasury	5,874
LAIF	2,977,164
Total cash and investments	<u>\$ 4,338,306</u>

A. Investments Authorized by the California Government Code and the Entity's Investment Policy

The table below identifies the **investment types** that are authorized for the Calaveras Public Utility District (District) by the California Government Code (or the District's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the District's investment policy, where more restrictive) that address **interest rate risk, credit risk and concentration of credit risk**. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of debt agreements of the District, rather than the general provisions of the California Government Code or the District investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local agency bonds	5 years	None	None
U.S. treasury obligations	5 years	None	None
State of California obligations	5 years	None	None
U.S. agency securities	5 years	None	None
Banker's acceptances	180 days	40%	30%
Commercial paper	270 days	40%	10%
Negotiable CDs	5 years	30%	None
Repurchase agreements	1 years	None	None
Reverse repurchase agreements	92 days	20%	None
Medium term notes	5 years	30%	None
Mutual/money market funds	5 years *	20%	10%
Collateralized bank deposits	5 years	None	None
Mortgage pass-through securities	5 years	20%	15%
Time deposits	5 Years	None	None
Local Agency Investment Fund (LAIF)	5 years *	None	None

\* The five year maximum maturity can be extended by the Board of Directors. Also, the maximum maturity can be extended if the funds are reserved for bond, COP or note payments to coincide with the required repayments.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 2: Cash and Investments (Continued)

B. Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of and investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the District's investment maturity:

Investment Type	Totals	Remaining Maturity (in Months)	
		12 Months or Less	13-48 Months
State Investment Pool*	\$ 2,977,164	\$ 2,977,164	\$ -
Totals	<u>\$ 2,977,164</u>	<u>\$ 2,977,164</u>	<u>\$ -</u>

\*Not subject to categorization

C. Concentrations of Credit Risk

The investment policy of the District contains limitations on the amount that can be invested in any one issuer. There are no investments to one issuer exceeding those limits.

D. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposit or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer) to a transaction, a government will not be able to recover the value of its investment of collateral securities that are in the possession of another party. The California Government Code and the District's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits; The California Government Code requires that a financial institution secured deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the government unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the District's deposits by pledging first deed mortgage notes having a value of 150% of the secured public deposits.

At June 30, 2019, the District's deposit balance was \$1,403,809, and the carrying amount was \$1,355,018. The difference between the bank balance and the carrying amount was due to normal outstanding checks and deposits in transit. Of the bank balance, \$998,291 was covered by the Federal Depository Insurance and the remainder in commercial banks was covered by collateral held in the pledging bank's trust department in the District's name or by the terms. Deposits held in UBS business services accounts above the FDIC insured limits flow into a triple "A" rated money market fund.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 2: Cash and Investments (Continued)

E. Investment in State Investment Pool

LAIF is included in the State's Pooled Money Investment Account. The total amount invested by all public agencies in the State's Pooled Money Investment Account approximates \$106.05 billion. Of the \$106.05 billion managed by the State Treasurer, 100% is invested in non-derivative financial products and 3.54% is invested in structured notes and asset-backed securities. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by state statute.

Investments are accounted for in accordance with the provisions of GASB Statement No. 31, which requires governmental entities to report certain investments at fair value in the balance sheet and recognize the corresponding change in fair value of investments in the year in which the change occurred. The District reports its investments at fair value based on quoted market information obtained from fiscal agents or other sources if the change is material to the financial statements.

Note 3: Capital Assets

Capital asset activity for the fiscal year ended June 30, 2019 was as follows:

	Balance 7/1/2018	Additions	Retirements	Balance 6/30/2019
Capital assets not being depreciated				
Land	\$ 150,436	\$ -	\$ -	\$ 150,436
Construction in progress	43,637	89,886	(25,454)	108,069
Total capital assets, not being depreciated	<u>194,073</u>	<u>89,886</u>	<u>(25,454)</u>	<u>258,505</u>
Capital assets, being depreciated				
Buildings	321,134			321,134
Dam	100,771	52,746		153,517
Pumping plant	1,312,921			1,312,921
Treatment	4,325,953	94,804		4,420,757
Transmission and distribution	7,789,368	300,476		8,089,844
General plant & administration	78,199			78,199
Total capital assets, being depreciated	<u>13,928,346</u>	<u>448,026</u>		<u>14,376,372</u>
Less accumulated depreciation:	<u>(6,504,633)</u>	<u>(304,630)</u>		<u>(6,809,263)</u>
Total capital assets, being depreciated, net	<u>7,423,713</u>	<u>143,396</u>		<u>7,567,109</u>
Total capital assets, net	<u>\$ 7,617,786</u>	<u>\$ 233,282</u>	<u>\$ (25,454)</u>	<u>\$ 7,825,614</u>



**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 4: Long-Term Liabilities

Long-term liabilities consisted of the following at June 30, 2019:

	Balance 7/1/2018	Additions	Retirements	Balance 6/30/2019	Due Within One Year
Compensated absences	\$ 38,003	\$ 37,082	\$ (35,932)	\$ 39,153	\$ 17,966
Net OPEB liability (Note 7)	619,953	-	(98,800)	521,153	
Net pension liability (Note 5)	1,162,316	-	(17,079)	1,145,237	
Total	<u>\$ 1,820,272</u>	<u>\$ 37,082</u>	<u>\$ (151,811)</u>	<u>\$ 1,705,543</u>	<u>\$ 17,966</u>

**A. Compensated Absences**

District employees accumulate earned but unused vacation benefits that can be converted to cash at termination or retirement from employment. The amount of the compensated absences at June 30, 2019 was \$39,153.

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan

The District's Statement of Net Position for the year ended June 30, 2019 includes, for the second year, a net pension liability. This liability was placed on the books due to a change in accounting standards (GASB Statement No. 68) that went into effect for last fiscal year, but it does not represent a sudden deterioration in the District's actual financial condition. The liability has accumulated over time as the pension benefits were earned by District employees and adjusted for District contributions, actual benefit payments, and updated actuarial assumptions. Most local governments with defined benefit pension plans saw significant accounting adjustments and a reduction to net position as a result of implementing this standard.

The net pension liability represents the District's obligation to fully fund the pensions of its current and prior employees based on the service they provided to the District over a number of prior years. In the past, accounting standards required that no liability be shown for this obligation, even though it did legally exist, as long as the District made its required contributions to the pension plan each year. This resulted in reporting pension expense each year that included both the cost of offering pension benefits to the District's current employees for services they performed that year as well as catch-up contributions related to prior year employee service. The new standard improves the accounting for annual pension expense because the recognition of the net pension liability eliminates the need to include catch-up contributions in current year pension expense. The pension expense recognized by the District each year will now be designed to capture only the cost of providing pension benefits to employees related to their service in the current year, with a few adjustments necessitated by varying investment returns and other

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

conditions because actuarial results cannot predict future events with complete precision. As a result, the District's pension expense recognized under GASB 68 will generally be lower than what has previously been recognized.

**A. General Information about the Pension Plans**

**Plan Descriptions** – All qualified permanent and probationary employees are eligible to participate in the District's Miscellaneous Employee Pension Plans, cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

**Benefits Provided** – CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members hired prior to January 1, 2013 with five years of total service are eligible to retire at age 50, after January 1, 2013 at age 62 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2019, are summarized as follows:

	Prior to January 1, 2013	On or after January 1, 2013
Hire date		
Benefit formula	2.7% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50-55	52 - 67
Monthly benefits , as a % of eligible	2.2% to 2.7%	1.0% to 2.0%
Required employee contribution rates	8.00%	6.25%
Required employer contribution rates	11.57%	6.84%

**Contributions** – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

For the year ended June 30, 2019, the contributions recognized as part of pension expense for each Plan were as follows:

Contributions-employer	\$	124,795
Contributions-employee (paid by employer)	\$	35,262

***B. Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions***

As of June 30, 2019, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plan as follows:

Miscellaneous Plan	\$	1,145,237
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The District's net pension liability for each Plan is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2018, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability as of June 30, 2017 and 2018 was as follows:

Proportion - June 30, 2017	0.02949%
Proportion - June 30, 2018	0.03039%
Change - Increase (Decrease)	0.00090%

For the year ended June 30, 2019, the District recognized pension expense of \$248,052. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 28,988	\$ -
Changes in assumptions	98,563	
Net difference between projected and actual earnings on pension plan investments	5,662	
Difference between actual and proportionate share of contributions		(57,098)
Change in proportion	27,697	
District contributions subsequent to the measurement date	124,320	
Total	<u>\$ 285,230</u>	<u>\$ (57,098)</u>

\$124,320 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<b>Measurement Period</b>		
<b>Ended June 30:</b>		
2020	\$	(94,332)
2021		(56,092)
2022		36,320
2023		10,292
Thereafter		-

*Actuarial Assumptions* – The total pension liabilities in the June 30, 2017 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	3.00%
Projected Salary Increase	3.3% - 14.2% (1)
Investment Rate of Return	7.15%

*Discount Rate* – The discount rate used to measure the total pension liability was 7.15% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 5: Defined Benefit Pension Cost-Sharing Employer Plan (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10 (1)</u>	<u>Real Return Years 11+ (2)</u>
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28%	1.00%	2.62%
Inflation Assets	0%	0.77%	1.81%
Private Equity	8%	6.30%	7.23%
Real Estate	13%	3.75%	4.93%
Liquidity	1%	0.00%	-0.92%

(1) An expected inflation of 2.00% used for this period

(2) An expected inflation of 2.92% used for this period

***Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*** – The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Discount Rate -1% (6.15%)</u>	<u>Current Discount Rate (7.15%)</u>	<u>Discount Rate +1% (8.15%)</u>
Miscellaneous	\$ 1,839,568	\$ 1,145,237	\$ 572,078

## CALAVERAS PUBLIC UTILITY DISTRICT

### NOTES TO THE FINANCIAL STATEMENTS

JUNE 30, 2019

#### Note 6: Deferred Compensation Plan

Employees of Calaveras Public Utility District may elect to participate in a deferred compensation plan, as defined in the Internal Revenue Code Section 457. The contributions to the plan are voluntary. All amounts of compensation deferred under the plans, all property and rights purchased with these amounts, and all income attributable to those amounts, property or rights are (until paid or made available to the employees or beneficiaries) solely the property and rights of the employees and their beneficiaries. No part of the principal or income of the trust shall revert to the employer or be used for or diverted for purposes other than for the exclusive benefit of participants and their beneficiaries. The district selected VALIC and FTJ as the trustees of the plan assets. The employee has the option to select either trustee.

#### Note 7: Other Postemployment Benefits (OPEB)

##### General Information about the OPEB Plan

On June 1, 2004, the Board of Directors passed a resolution to establish health benefit vesting requirements for future retirees under public employees' medical and hospital care act, whereas an employee who is with Calaveras Public Utility District for 5 years or longer and who has met other vesting requirements as defined by Government Code 20079, shall receive up to a maximum 100% of the health benefit for the employee premium plus 90% of the additional premium required for enrollment of family members in selected plans. The total District expense on the pay as you go basis for postretirement health benefits in the 2018-19 fiscal year was \$35,252. As of June 30, 2019, five retired employees were receiving postretirement health benefits.

##### *Plan Description*

Calaveras Public Utility's (CPUD) Post-Retirement Healthcare Plan is a single-employer defined benefit healthcare plan administered by CalPERS. CalPERS provides medical insurance benefits only to eligible retirees and their spouse. The District approved post-retirement health insurance benefits for all of its employees based on employees as of June 30, 2004 under the Public Employees' Medical and Hospital Care Act (PEMHCA).

##### **Benefits Provided**

The retiree benefits for employees hired prior to June 4, 2004 are entitled to receive the same benefits as active employees noted above if they qualify for CalPERS retirement. Those hired after June 4, 2004 are entitled to receive medical only lifetime benefits with required service of 20 years and the plan paying 50% of premiums after 10 years of service and an additional 5% for each additional year of service with a maximum district contribution of 100%. The minimum age for receiving benefits is 50 and the District cap is the State contributions. The plan also provides coverage for eligible spouses. For employees who are eligible to participate in the plan the District will contribute the health benefit cost for the retiree and eligible spouse up to 100% of the PERS Choice plan. A retiree with less than the required years of service with the District will receive no benefit, unless they have previous employment qualifying them for CalPERS retirement, in which case they are eligible to receive the CalPERS minimum at the time of retirement. The CalPERS minimum is set by law. The retiree is on the same medical plan as the District's active employees, however monthly rates for coverage of covered active and retired employees are computed separately.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 7: Other Postemployment Benefits (OPEB) (Continued)

**Employees Covered By Benefit Terms**

At the OPEB liability measurement date of June 30, 2017, the following employees were covered by the benefit terms:

Retirees currently receiving benefit payments	5
Active employees	8
Total	<u>13</u>

**Contributions**

The District's annual other post-employment benefit (OPEB) cost (expense) is calculated based on the actuarially determined contribution of the employer (ADC), an amount actuarially determined in accordance with the parameters of GASB Statement 75. The ADC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The District chose a 30 year period to amortize the unfunded actuarial liability.

The contribution requirement of plan members is established by the District's Board of Directors. The 2018-19 fiscal year contribution was based on the actuarially determined contribution using entry age actuarial cost with normal costs calculated as a level percentage of payroll, as required by GASB 75. For the fiscal year ending June 30, 2018 measurement, the District contributed \$88,259 towards the unfunded actuarial liability (UAL). The District chose the CalPERS CERBT as the trustee for the plan. The District also paid the retiree premiums for fiscal year end June 30, 2019 valuation directly to health insurance providers totaling \$35,252. Plan members receiving benefits contributed \$0 of the total premiums.

*Net OPEB Liability:* At June 30, 2019 the District reported a net OPEB liability of \$521,153. The net OPEB liability was measured as of June 30, 2018 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation with a measurement date of June 30, 2018.

**Actuarial Assumptions**

The net OPEB liabilities as of the June 30, 2018 measurement date was determined using the following actuarial assumptions:

Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Assumptions:	
Discount Rate	6.50%
Healthcare trend rates	5.50%
Salary increase	3.00%
Inflation	2.75%
Investment Rate of Return	6.50%

# CALAVERAS PUBLIC UTILITY DISTRICT

## NOTES TO THE FINANCIAL STATEMENTS JUNE 30, 2019

### Note 7: Other Postemployment Benefits (OPEB) (Continued)

#### **OPEB Assets**

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>Asset Allocation</u>	<u>Long-term Expected Real Rate of Return</u>
Global equity	57.00%	5.25%
Fixed income	27.00%	0.99%
Treasury securities	5.00%	0.45%
REIT's	8.00%	4.50%
Cash	3.00%	3.90%
Total	<u>100.00%</u>	

(1): The estimated yield of 3.9% for commodities was obtained from various sources, and is an estimated amount. Using these figures, the weighted-average real rate of return is estimated to be 3.73%. Adding estimated inflation of 2.75%, we obtain 6.48% as an estimate of the expected rate of return, which is then rounded to 6.50%

The OPEB assets are held by CalPERS CERBT, the trustee for the OPEB assets. The OPEB assets are not FDIC insured there is no bank guarantee and the assets may lose value. The investments are in in strategy 1 which is the least conservative of the 3 risk levels offered by the trustee. The investment objective is to seek returns that reflect the broad investment performance of the financial markets through capital appreciation and investment income. There is no guarantee that the portfolio will achieve its investment objective.

The discount rate used to measure the total OPEB liability was 6.5 percent. The projection of cash flows used to determine the discount rate assumed the District's contributions will continue based upon the current OPEB funding policy. Based on those assumptions, the OPEB plans fiduciary net position was projected to be available to make projected future benefit payments for current members for all future years. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments determine the total OPEB liability.



**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 7: Other Postemployment Benefits (OPEB) (Continued)

**Changes in the Net OPEB Liability**

The table below shows the changes in the total OPEB liability, the Plan Fiduciary Net Position (i.e. fair value of Plan assets), and the net OPEB liability during the measurement period ending on June 30, 2018.

	Increase (Decrease)		
	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability
	(a)	(b)	(a-c)
Balances at 6/30/2017	\$ 1,252,656	\$ 632,703	\$ 619,953
Changes for the year:			
Service cost	66,092		66,092
Interest	80,053		80,053
Benefit changes	(64,768)		(64,768)
Difference between expected and actual experience	-		-
Contribution-employer		130,394	(130,394)
Net investment income		50,121	(50,121)
Benefit payments	(42,135)	(42,135)	-
Administrative expense		(338)	338
Net changes	39,242	138,042	(98,800)
Balances at 6/30/18	\$ 1,291,898	\$ 770,745	\$ 521,153

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the District's share of the net OPEB liability if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	1% Decrease 5.50%	Discount Rate 6.50%	1% Increase 7.50%
Net OPEB liability (asset)	\$ 673,422	\$ 521,153	\$ 394,804

**OPEB Expense and Deferred Outflows and Deferred Inflows of Resources Related to OPEB**

For the fiscal year ended June 30, 2019, the District recognized OPEB expense of \$101,254. OPEB expense represents the change in the net OPEB liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, and actuarial assumptions or methods. At June 30, 2019, the District reported deferred outflows and inflows of resources related to OPEB from the following sources:

**CALAVERAS PUBLIC UTILITY DISTRICT**

**NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2019**

Note 7: Other Postemployment Benefits (OPEB) (Continued)

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ -
Changes in assumptions		
Net difference between projected and actual earnings on OPEB plan investments		19,284
District contributions subsequent to measurement date	103,530	
<b>Totals</b>	<u>\$ 103,530</u>	<u>\$ 19,284</u>

\$103,530 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30,</u>	
2020	\$ 5,827
2021	5,827
2022	5,828
2023	1,802
2024	-
Thereafter	-
<b>Total</b>	<u>\$ 19,284</u>

Note 8: Lease Income

The District derives a portion of its revenue from the rental of real property based on a fixed lease amount. All leases of the District are treated as operating leases for accounting purposes. Lease terms are for a period of five years. Tenant shall have the right to extend the leases for five additional five year terms. Because these are cancelable leases we do not present the operating revenue over the term of the lease.

Note 9: Commitments and Contingent Liabilities

In the normal course of business, the District can be a defendant in lawsuits. Defense of lawsuits is typically handled by the District's insurance carrier and losses, if any, are expected to be covered by insurance.

Engineering and Other Significant Commitments

The District has ongoing commitments related to engineering and professional services.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF DISTRICT CONTRIBUTIONS  
JUNE 30, 2019**

<u>Actuarial Measurement Date</u>	<u>District's proportion of the net pension liability (asset)</u>	<u>District's proportionate share of the net pension liability (asset)</u>	<u>District's covered-employee payroll</u>	<u>District's proportionate share of the net pension liability (asset) (asset) as a percentage of its covered-employee payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
6/30/2014	0.02420%	\$598,151	\$356,336	167.86%	83.03%
6/30/2015	0.02896%	\$794,436	\$406,081	195.63%	78.27%
6/30/2016	0.02913%	\$1,011,935	\$486,149	208.15%	76.29%
6/30/2017	0.02949%	\$1,162,316	\$524,788	221.48%	70.71%
6/30/2018	0.03039%	\$1,145,237	\$489,302	234.06%	72.30%

\* The amounts presented for each fiscal year were determined as of the fiscal year-end

The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years for which information is available is presented.

**CALAVERAS PUBLIC UTILITY DISTRICT**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF DISTRICT CONTRIBUTIONS**  
**JUNE 30, 2019**

Actuarial Measurement Date	Contractually required contribution	Contributions in relation to the contractually required contribution	Contribution deficiency (excess)	District's covered employee payroll	Contribution as a percentage of covered employee payroll
6/30/2014	\$42,626	(\$42,626)	\$0	\$356,336	11.96%
6/30/2015	\$80,005	(\$80,005)	\$0	\$406,081	19.70%
6/30/2016	\$93,795	(\$93,795)	\$0	\$486,149	19.29%
6/30/2017	\$107,494	(\$107,494)	\$0	\$524,788	20.48%
6/30/2018	\$124,795	(\$124,795)	\$0	\$489,302	25.50%

\* The amounts presented for each fiscal year were determined as of the fiscal year-end

\*\*The schedule is presented to illustrate the requirement to show information for 10 years. However, until a full 10-year trend is compiled, only information for those years which information is available is presented.

CALAVERAS PUBLIC UTILITY DISTRICT

**OTHER POSTEMPLOYMENT BENEFITS (OPEB) PLAN SCHEDULE OF  
CHANGES IN THE DISTRICT'S NET OPEB LIABILITY AND RELATED RATIOS  
JUNE 30, 2019**

<b>Total OPEB liability</b>	<u>6/30/2018</u>	<u>6/30/2019</u>
Service cost	\$ 64,167	\$ 66,092
Interest	73,752	80,053
Changes in benefit terms	-	(64,768)
Differences between expected and actual experience	-	-
Changes of assumptions	-	-
Benefit payments	<u>(39,817)</u>	<u>(42,135)</u>
Net change in total OPEB liability	98,102	39,242
Total OPEB liability-beginning	<u>1,154,554</u>	<u>1,252,656</u>
Total OPEB liability-ending (a)	<u><u>\$ 1,252,656</u></u>	<u><u>\$ 1,291,898</u></u>
<b>Plan fiduciary net position</b>		
Contributions-employer	\$ 113,478	\$ 130,394
Net investment income	53,030	50,121
Benefit payments from trust	(39,817)	(42,135)
Administrative expenses	<u>(260)</u>	<u>(338)</u>
Net change in plan fiduciary net position	126,431	138,042
Plan fiduciary net position-beginning	<u>506,272</u>	<u>632,703</u>
Plan fiduciary net position-ending (b)	<u><u>\$ 632,703</u></u>	<u><u>\$ 770,745</u></u>
District's net OPEB liability (a-b)	<u><u>\$ 619,953</u></u>	<u><u>\$ 521,153</u></u>
Plan fiduciary net position as a percentage of the total OPEB liability	51%	60%
Covered-employee payroll	\$ 446,005	\$ 661,238
District's net OPEB liability as a percentage of covered-employee payroll	139%	79%
Valuation Date	6/30/2017	6/30/2017

\* Amounts presented above were determined as of June 30. Additional years will be presented as they become available.

The Notes to RSI are integral to the above schedule.

**Calaveras Public Utility District**

**Management Report**

**June 30, 2019**

# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

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2148 Frascati Drive, El Dorado Hills, CA / 916.601-8894  
[lpbain@sbcglobal.net](mailto:lpbain@sbcglobal.net)

### COMMUNICATION OF SIGNIFICANT DEFICIENCIES

Board of Directors,

We have audited the financial statements of the Calaveras Public Utility District as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated October 11, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

#### Internal Control over Financial Reporting

In planning and performing our audit, we considered District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider finding 19-1 in the schedule of findings following this report to be a significant deficiency in the District's internal control.

#### **Calaveras Public Utility District's Response to Findings**

The Calaveras Public Utility District's separate written response to the significant deficiencies identified in our audit and any follow up for subsequent year corrections has not been subjected to the audit procedures applied in the audit of the financial statements and accordingly, we do not express an opinion on the responses.





### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal controls over financial reporting and the result of that testing, and not to provide an opinion on the effectiveness of the District's internal control. This report is an integral part of an audit performed in accordance with auditing standards generally accepted in the United States of America in considering the District's internal control over financial reporting accordingly this report is not suitable for any other purpose.

This communication is intended solely for the information and use of the Board of Directors and management, and is not intended to be and should not be used by anyone other than these specified parties.

Larry Bain, CPA  
An Accounting Corporation  
October 11, 2019

**CALAVERAS PUBLIC UTILITY DISTRICT**  
**SCHEDULE OF FINDINGS**  
**June 30, 2019**

**Significant Deficiency Not Deemed a Material Weakness**

**Finding 19-1-Segregation of Duties**

We noted the District had a lack of segregation of duties, as one person is capable of handling all aspects of processing transactions from beginning to end. A lack of segregation of duties increases the risk of potential errors or irregularities occurring without being detected; however, due to a limited number of personnel an adequate segregation of duties is not possible without incurring additional costs. We have noted this comment in previous audits.

Recommendation: We recommend segregating incompatible duties to the greatest extent possible.

**Discussion/Possible Action: Review of Temporary Water Service Fees**

- a. Set Public Hearing – March 10, 2020

**Discussion**

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

It is recommended that the fee be increased to a multiplier of five (5) times the current base commodity charge and updated annually effective July 1<sup>st</sup>. The current base commodity charge is \$2.24 per 1000 gallons.

This would increase the Temporary Water Service Fee from \$7.80 to \$11.20 per 1000 gallons.

TEMPORARY WATER SERVICE FEES				
Description	Fee	Proposed	Card Lock	Fixed Meter
Bulk Water Permit Fee	\$50.00		*	*
Bulk Water Commodity Charge	\$7.80/per 1,000 gals.	\$11.20/per 1,000 gals.	*	
Bulk Water Card Fee	\$20.00 per card		*	
Hydrant Meter Fee (In Advance) including setting meter/moving	\$150.00			*
Hydrant Meter Fee (After first 30 days)	\$5.00/per day			*
Deposit – Hydrant Meter	\$2,500			*
Damage Repair	Not to exceed deposit			*

**Recommended Action:** Authorize the Manager to Set Public Hearing for March 10, 2020 to Update Temporary Water Services Fee.

**Motion** 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, Carried \_\_\_\_\_

ORDINANCE NO. 2017- 1

ESTABLISHING RULES AND REGULATIONS FOR  
TEMPORARY WATER USE

BE IT ENACTED by the Board of Directors of the Calaveras Public Utility District as follows:

Section 1. The District may grant permission for temporary water use by issuing a written permit to responsible owner/contractors. Application for a permit shall be made at least forty-eight (48) hours before service is required. No person or persons shall operate or draw water for water temporary service without a permit.

Section 2. In the event that restrictions are placed on water usage, priority for service will be given to those who have permanent water service connections.

Section 3. All withdrawals for temporary water service connections must use District-provided hardware. Connections are authorized and established **upon receipt of a signed agreement (permit) and payment of all appropriate deposits, fees, and charges.**

Section 4. The District provides temporary water use for authorized projects with the following options:

- **Card lock bulk water stations.** The card lock water stations provide water to customers with prepaid cards that are available at the District office. A straight commodity charge is applied to water from these stations. There is a fee for the cash card and no recurring fees or charges. The cards are reusable and should be treated as cash.
- **Fixed meter.** These meters are located at the closest approved fire hydrant to a customer project or a District designated hydrant. The customer must provide a hardware deposit to the District and pay all fees to set up the account. A monthly water charge and hydrant meter fee will apply.

Section 5. Temporary water service fees will be established by resolution.

Section 6. Violation—Penalty. Any person violating or causing a violation of any of the provisions of this ordinance is guilty of a crime as set forth in Section 498 of the Penal Code of the State of California. That section does not preclude the applicability of any other provision of the criminal law of this State.

Section 7. The foregoing Ordinance shall supersede Ordinance 90-1, before the expiration of fifteen (15) days of the passage of same, be published with the names of the Board of Directors voting for and against the same once in the Calaveras Enterprise, a newspaper of general circulation printed and published in the County of Calaveras, State of

California, and said Ordinance shall take effect and be in force thirty-one (31) days after the passage thereof.

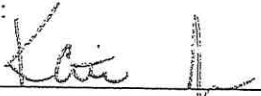
The foregoing Ordinance was duly passed and adopted this 11th day of April, 2017, by the following vote:

AYES: Overmier, Dell'Orto, McCartney, Lavaroni

NOES: None

ABSENT: Ortegel

  
\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST:  
  
\_\_\_\_\_  
Kate Jesus, Admin Acct Assistant

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

\_\_\_\_\_  
Kate Jesus, Admin Acct Assistant                      Date \_\_\_\_\_

**Update Status on Establishing District Mission Statement**

**Discussion**

The District does not have an adopted mission statement. The purpose of establishing the District purpose and core values of providing water service to and for the customers and District. Statement is to provide reference for Board and Staff when making policy and other decisions.

One of the goals of adopting a mission statement is the District has committed to achieving the Transparency Certificate of Excellence through the Special District Leadership Foundation (SDLF) which one of the requirements is to have a District established Mission Statement.

The SDLF states that "earning the certificate is a tangible acknowledgement of transparency efforts. Demonstrate to your constituents and other stakeholders your district's commitment to being open and accessible to them."

The Manager and Director Blood have been working on draft verbiage for a Mission Statement to be presented for consideration.

In order to complete the Mission Statement, it is requested of each Board member share a statement or word of "What does CPUD means to them?". With this information we can complete for possible acceptance at the February Board meeting.

**Recommended Action:** Board member input to be provided for clarification and direction in final language to be considered in the mission statement.

**AGENDA ITEM 8**

**Jeff Davis Water Treatment Plant SCADA Project**

- a. Review: Technical Memo (see attached)
  
- b. Resolution 2020-1: Accepting Work on the Jeff Davis Water Treatment Plant SCADA Project

**Recommended Action:** Accept Resolution 2020-1: Accepting Work on the Jeff Davis Water Treatment Plant SCADA Project.

**Motion 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, (ROLL CALL VOTE) Carried \_\_\_\_\_**





# CALAVERAS PUBLIC UTILITY DISTRICT

## MEMORANDUM

**TO:** The Board of Directors  
**FROM:** Matt Ospital PE, District Engineer  
**RE:** CPUD Jeff Davis Water Treatment Plant SCADA Project  
**DATE:** January 9, 2020

### Recommendation:

This memorandum certifies that all improvements required for the "Jeff Davis Water Treatment Plant SCADA Project" as set forth in the Request for Proposals (RFP) dated February 28, 2019 were completed in substantial compliance with the plans as designed by the Contractor, Technical System, Inc. on November 19, 2019.

Table 1 below is a breakout of the total contract price for TSI:

<b>Table 1: TSI Contract Price</b>	
Original Contract Price	\$ 185,978.00
Contract Change Order #1	\$ 17,779.14
<b>TOTAL</b>	<b>\$ 203,757.14</b>

It is hereby recommended that the Board of Directors, by resolution, accept the work as complete and authorize filing of the Notice of Completion.

### Background:

The Jeff Davis Water Treatment Plant was built in 1972 and consists of a gravity feed raw water intake through six pressure filters capable of up to 6 MGD. The treatment train consists of the addition of polymer prior to filtration, pre chlorination to enhance coagulation and minimize biological growth within the filters. After filtration, chlorine is added for disinfection, and zinc orthophosphate for corrosion control. The plant operates based on clearwell level, and flow is controlled through a combined filter effluent valve. Water quality instruments measure turbidity for raw, individual filters and combined filter effluent, chlorine, pH, temperature are measured post clear well. Filter production is based on head loss and turbidity performance. The existing monitoring and control system consisted of a Eurotherm Data Logger and an independent Verbatim Auto-dialer.

Over the years, the Eurotherm Data Logger System underwent many small additions and patches to keep the system working. It was brought to the Board's attention in February 2019 that replacing the Eurotherm System with a more advanced and reliable system was becoming an urgent priority to maintain a reliable WTP. Upon this communication, the District received approval from the Board to upgrade the Jeff Davis Water Treatment Plant Eurotherm monitoring and control system to a more modern and reliable Supervisory Control and Data Acquisition (SCADA) System.

The District released an RFP on February 28, 2019 to procure a contractor to design and install the proposed SCADA project. On May 6, 2019 Technical Systems Inc. (TSI), was given notice to proceed with design and installation the project.

The Contractor and CPUD staff worked closely through the design and cutover to successfully install the new SCADA system. All new control systems were thoroughly tested and verified, including all alarm set points, start/stop functions, and alarm dial outs. All analog inputs were checked, and cross checked for accuracy through the SCADA before acceptance. Training was provided by the contractor to all staff, and TSI will continue to provide technical support for an additional 18-months, per their contract.

#### **Summary of SCADA Project Design and Installation by TSI:**

The SCADA project consisted of a complete update of the monitoring and control system at the Jeff Davis Water Treatment Plant. Installation of a new Allen Bradley PLC hardware and Ignition SCADA software (that runs in concert on a Windows platform) replaced the aging Eurotherm Data Logger. Wiring was replaced, removed, cleaned up and labeled as needed during the process. No changes were made to the treatment process, storage tanks, or the distribution system. The following were tasks completed with this project:

- 1) Development of:
  - New SCADA Software/Hardware Standards
  - New PLC Software/Hardware Standards
  - Standard Process Automation Controller (PAC) and SCADA software modules specifically for the WTP with flexibility to allow additional signals to be integrated in the future
- 2) Removal of:
  - Eurotherm Data Logger
  - Koyo PLC for the Backwash System
  - Verbatim Autodialer
  - Various Foxborough Chart Recorders
- 3) Installation of:
  - Ignition SCADA software from Inductive Automation
  - Dual monitor workstation with a redundant server

- Rockwell Compact Logix PACs and I/O control panel in place of the existing Verbatim Auto Dialer. All existing alarm inputs were changed to discrete inputs to the PAC
- Rockwell CompactLogix I/O in place of the existing Eurotherm Data Logger. All existing signals were connected to the new input modules
- Rockwell Compact Logix I/O in place of the existing Koyo PLC for the Backwash System

In September of 2019 it was brought to the Board's attention that addition of a flow meter on the combined filter effluent line and the backwash line would be needed to maintain reliable data collection for state reporting. The Flexus Dual Channel Permanent Meter was then added to the project under "Contract Change Order #1."

The upgrades gained by this project replaced aging hardware and software that allowed for more reliable monitoring and control capabilities at the Water Treatment Plant. Table 2, summarizes upgrades in monitoring and control that were provided by this project.

<b>Table 2: Jeff Davis WTP Component Upgrades</b>						
<b>WTP Components</b>	<b>Eurotherm</b>		<b>New SCADA System</b>		<b>Future Buildout</b>	
	<b>Monitor</b>	<b>Control</b>	<b>Monitor</b>	<b>Control</b>	<b>Monitor</b>	<b>Control</b>
Remote Access	✓	✓	✓ <sup>1</sup>	✓ <sup>1</sup>		
Historian Integration with reporting and trends			✓	✓		
Rail Road Flat Pump Station	✓		✓		✓ <sup>1</sup>	✓
Clearwell Tank Level	✓	-	✓	-		
Air Compressors (2 total)			✓ <sup>2</sup>		✓	✓
Air Receiver			✓ <sup>2</sup>		✓	
Air Dryer			✓ <sup>2</sup>		✓	✓
Surface Wash Pump			✓ <sup>2</sup>		✓	
Chemical Feed Pumps (6 total)			✓	✓	✓ <sup>1</sup>	✓ <sup>1</sup>
Effluent Flow Control Valve	✓		✓	✓		
CFE Effluent Flow Meter		-	✓	-		
Backwash System			✓	✓		
PSI Microclor-Onsite Chlorine Generator			✓	✓		✓ <sup>1</sup>
Mokelumne Hill Tank	✓		✓			
Main Control Valve	✓		✓	✓	✓ <sup>2</sup>	
Backup Generator			✓			
Water Quality Station (Cl <sup>2</sup> , pH, temp, ORP)		-	✓	-		
Foxcroft Chlorine Analyzer	✓	-	✓	-		
Turbidity Meters (8 total)	✓	-	✓	-		

- Not available

<sup>1</sup> Added functionality

<sup>2</sup> Programmed for future equipment upgrades

**Financial Summary:**

Table 3 below shows the greater program costs from inception to current progress of the overall SCADA system:

<b>Table 3: SCADA Program Costs</b>					
<b>Task</b>	<b>Service Provider</b>	<b>Fiscal Year</b>			<b>Total Cost</b>
		<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	
<b>1 - Radio Survey</b>	Core Automation	\$ 9,658.00			\$ 9,658.00
<b>2 - Funding Preparation for Future Phases</b>	Mead & Hunt	\$ 1,038.00	\$ 4,412.50		\$ 5,450.50
<b>3 - Project Development &amp; Issuance of RFP</b>	WGA		\$ 22,998.00		\$ 22,998.00
<b>4 - Project Delivery and Management</b>	WGA		\$ 4,015.00	\$ 12,278.00	\$ 16,293.00
<b>5 - Technical Support for Cutover</b>	Henwood & Associates			\$ 3,867.36	\$ 3,867.36
<b>6 - Project Design and Installation</b>	TSI			\$ 203,757.00	\$ 203,757.00
	<b>TOTAL</b>	<b>\$ 10,696.00</b>	<b>\$ 31,425.50</b>	<b>\$ 219,902.36</b>	<b>\$ 262,023.86</b>

**CALAVERAS PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS  
RESOLUTION NO. 2020-1**

**A RESOLUTION ACCEPTING WORK ON THE  
JEFF DAVIS WATER TREATMENT PLANT SCADA PROJECT**

**WHEREAS**, the District has certified that all work on the "JEFF DAVIS WATER TREATMENT PLANT SCADA PROJECT" was substantially complete on November 19, 2019, as set forth in the Request for Proposals dated February 28, 2019; and

**WHEREAS**, the contractor, Technical Systems, Inc. completed the project in substantial compliance with the plans as designed;

**NOW THEREFORE BE IT RESOLVED** that the work completed by Technical Systems Incorporated on the "JEFF DAVIS WATER TREATMENT PLANT SCADA PROJECT" has been completed satisfactorily and is hereby accepted.

**BE IT FURTHER 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 14<sup>th</sup> day of January 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
President, Calaveras Public Utility District

Attest:

\_\_\_\_\_  
Kate Jesus, Admin Acct Assistant

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

\_\_\_\_\_  
Kate Jesus, Admin Acct Assistant

\_\_\_\_\_  
Date

**When Recorded Return To:**  
Calaveras Public Utility District  
P.O. Box 666  
San Andreas, CA 95249

**CALAVERAS PUBLIC UTILITY DISTRICT  
NOTICE OF COMPLETION**

**Job Title:** Jeff Davis Water Treatment Plant SCADA Project  
**Owner:** Calaveras Public Utility District, P.O. Box 666, San Andreas, CA 95249  
**Contractor:** Technical Systems, Inc., 2303 196<sup>th</sup> Street, SW, Lynnwood, WA 98036  
**Location:** Jeff Davis Water Treatment Plant, 1601 West Forty Road, Mokelumne Hill, CA, 95245

This is to certify that the work done on the "Jeff Davis Water Treatment Plant SCADA Project" as referenced above was satisfactorily completed on November 19, 2019 as set forth in the Request for Proposals dated February 28, 2019 as approved by the Board of Directors of the Calaveras Public Utility District and in accordance with plans as designed by the Contractor.

The Calaveras Public Utility District hereby accepts the portion of the project constructed by Technical Systems, Inc. as complete on this 14<sup>th</sup> day of January 2020

Approved: This 14<sup>th</sup> day of January 2020.

By \_\_\_\_\_  
Donna Leatherman, District 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 14<sup>th</sup> day of January 2020.

\_\_\_\_\_  
J.W. Dell'Orto, President of the Board of Directors

**AGENDA ITEM 9**

**Discussion/Possible Action: Enter into Agreement for Professional Services with BHI Management Consulting to Develop a Strategic Focus Plan**

**Discussion**

See attached proposal.

**Recommended Action:** Enter into agreement for professional services with BHI Management Consulting to develop a strategic focus plan.

**Motion 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, Carried \_\_\_\_\_**



**-- Proposal --**  
**Professional Services for a**  
**Strategic Focus Plan**  
**for the**  
**Calaveras Public Utility District**  
**San Andreas, CA**  
**January 2020**

*BHI Management Consulting*  
*2459 Neptune Ct., Suite 110*  
*Tracy, Ca.*  
*(209) 740-6779*  
*[brent@bhiconsulting.com](mailto:brent@bhiconsulting.com)*

**Introduction of Proposal and Scope of Project:**

The objective of this proposal is to outline professional services to the Calaveras Public Utilities District (District) for assistance with the development of a five-year Strategic Focus Plan. Brent Iyes (Consultant), Principal of BHI Management Consulting, will be the primary consultant on this project. BHI also proposes the potential use of associate consultants and editorial assistance as needed for the effort. Cost and hours detail is outlined for each task below.

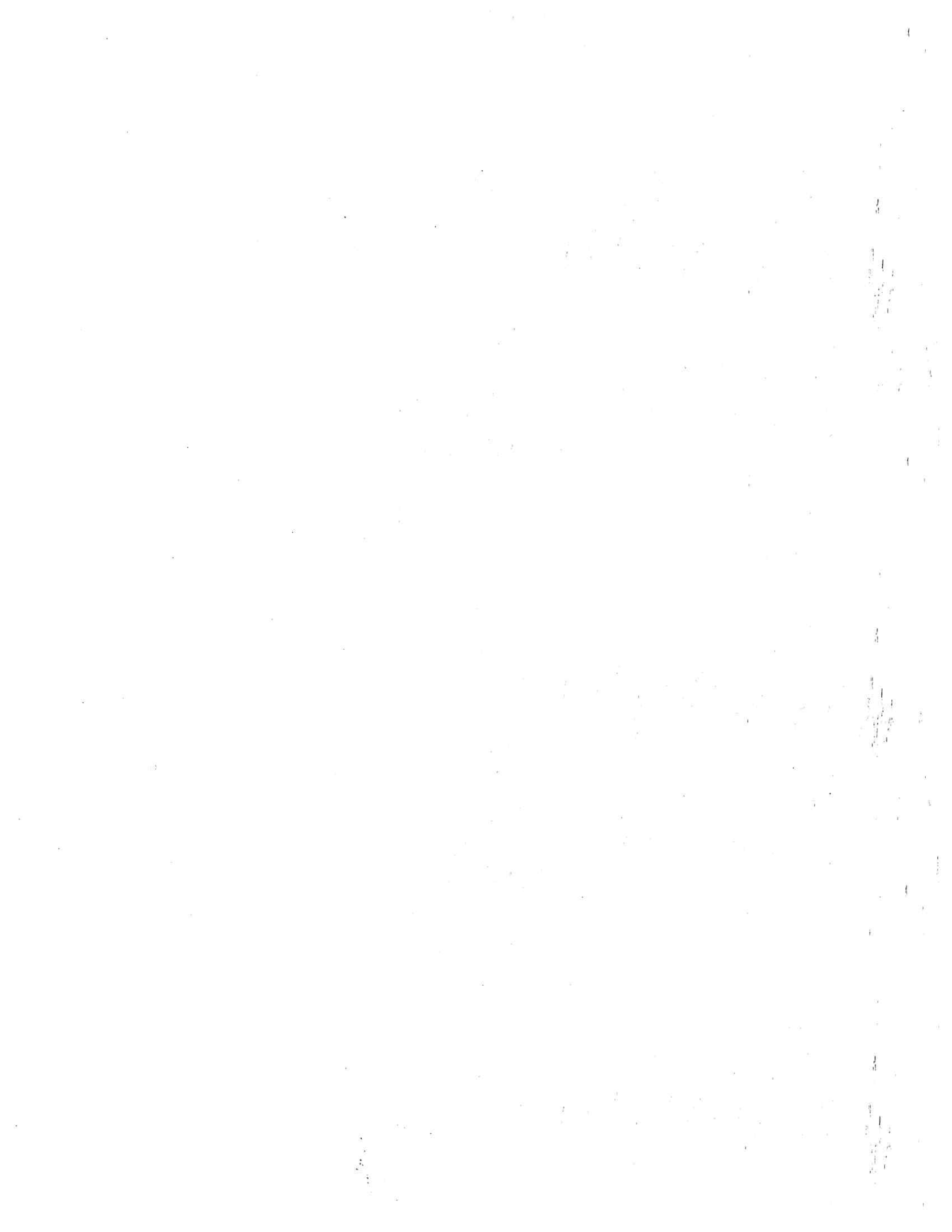
**Five-year Strategic Focus Plan**

**Strategic Planning Overview:**

Strategic Planning utilizing the action-oriented model herein, offers a number of benefits for a public agency. Crucial to any practical planning effort is a clearly delineated workplan in the form of projects, initiatives and actions that result from and get planned by the District utilizing the Plan. In this case, a 5 year workplan will be forthcoming as part of the published Plan. This planning method focuses on assuring that both the Board and Staff are fully involved in the development and evolution of the Plan. This creates the leadership "TEAM" (Board/Staff/Public/Consultant) that is crucial for a Plan that has buy-in and can be used as a true roadmap for the District.

Our planning model involves members of the elected Board of Directors to deliberately engage at the proper level and within their critical role as policy makers. This is a clearly expected role by the public of the elected official and one where they, as a Board team, can reflect why the agency exists (Mission) and what their overall strategic direction (Vision).

**-- BHI Management Consulting --**  
**(209)740-6779**  
**[brent@bhiconsulting.com](mailto:brent@bhiconsulting.com)**



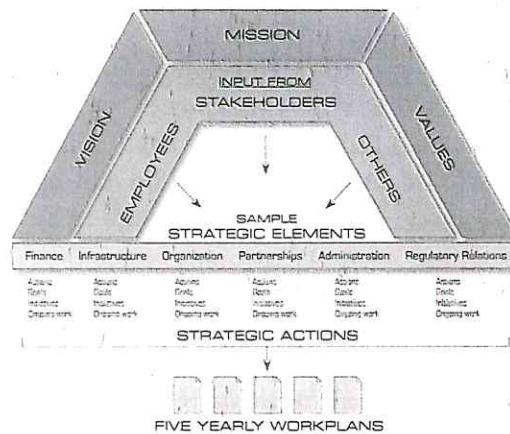
This method and model also allows for professional staff to do what they do best; organize and implement positive and productive work programs. The action oriented strategic planning model allows for clear linkage between the Board’s foundational statements of Mission and Vision to top-level work plans, projects and initiatives that move an agency forward (see graphic model below). In this way, the staff is allowed to show (at a high level) how they can meet the Vision and intentions of the Board by applying their professional judgment and expertise to the direction of the District.

As a result, any reader can see a succinct Plan of where the District is going, why it’s important, the strategy and how the agency intends on getting there( a Roadmap). The Plan becomes the “way we plan here” for agencies that fully implement its annual maintenance and integrate it into the daily administrative functions of the District. A typical strategic focus plan is usually a few 5-6 pages long and contains an integrated top-level table that shows what will be done and when for each effected District operational element. This serves as the Executive Overview table. Since the Plan articulates a clear view into the future, it provides guidance to many of the issues facing public agencies today. Included in the planning process are steps to assure proper reporting and updating of the plan to keep it relevant and routinely used by the agency.

**Specific Scope of Services Detail:**

The work outlined herein is generally divided into 3 basic phases, with sub-parts. Detail in outlined below but the process generally takes this pathway.

1. Information Gathering
2. Board Strategic Planning Workshop
3. Document Development



The general detail of these three phases of the process is outlined below.

**Phase 1- Information Gathering –**

1a. Consultant will conduct initial meetings with General Manager and designated key staff to assist in the development of the project. All documents needed by the Consultant

will be also requested at this meeting.

**Phase 2 - Board Workshop –**

2a. Consultant will meet with or survey each of the Directors for a one-on-one interview to gather their thoughts and perspectives regarding the future of the District and collect their individual vision for the future and thoughts on planning. This allows for the Director and Consultant to meet one another, share thoughts regarding planning, the District, and for the Consultant to hear important individual perspective of each member.

2b. Approximately 3 weeks after the interviews above, the Consultant will facilitate the Strategic Planning workshop (estimated 3-5 hours). The following deliverables from the collective Board:

- Review and/or write new **Mission Statement**.
- Review and/or modify **Vision Statement** for the District.
- Organize the strategic plan by determining the **key strategic focus areas** of District operations and management under which the workplan will be organized (see Sample Strategic Elements in graphic above).
- If possible, the Board may then craft **an objective and strategy statement around strategic element**.

Staff and Consultant use the input from the Board workshop to guide in the development of the implementation strategy to result in a draft strategic focus plan.

**Phase 3 - Strategic Plan Document Development –**

3a. The Consultant will work directly with the District Manager to produce progressive stages of the plan through to final draft phase. This is anticipated to comprise 2-4 meetings will be needed, generally on a bi-monthly frequency. Meetings will be conducted via on-line video meetings to review progress of the document.

3b. The Consultant will make a briefing presentation materials for staff to present to the Board for in a “tone check” meeting to assure that the Plan is progressing as expected.

3c. The Consultant will provide briefing presentation materials of the final draft for Staff to present to the Board. (**OPTIONAL - additional**) - Consultant can be available for this final presentation if desired).

3d. Consultant will provide 25 the approved final Plan to the District in electronic version on CD in Microsoft Word and .PDF formats.

*Note: BHI Management Consulting may use associate consultants to assist during planning sessions and steering committee work. Brent Ives, Principal of*

*BHI will be the primary consultant for the project and attend most meetings and all workshops.*

**Schedule:**

Engagement begins approximately 2-4 weeks from receipt of a signed agreement. It is anticipated that the work will begin in February 2020. Depending on how the District chooses to proceed and the scheduling of meetings, the project is expected to take approximately 2-3 months.

**Terms and Conditions:**

BHI Management Consulting shall perform above services as agreed under authorized signature agreement of the District. Consultant shall not begin work until receipt of notice to proceed from the District. Billing shall be monthly through emailed invoice. Signature lines are provided below allowing the District to commission either or both tasks.

**Costs and Rates:**

The total estimated fee cost of the project described is estimated at \$9790.00 as outlined in Table 1 below, plus expenses. Estimated expenses are also listed in the table.

Table 1 – Task Cost Breakdown

Additional tasks, not covered specifically by this agreement, may be added by written contract addendum. The undersigned parties agree to the terms and conditions of the workscope as described in this agreement.

CPUD District Proposed Effort Costs	Principal (Ives) @\$290/hr.		Editor @ \$80/hr.	LaborHours/task Total	Task Cost	Comments
	Hours	Hours		Hours		
Task Set						
1a.- Strategic Input	12	0		12	\$ 3,480.00	Completed in 1 or 2 trips
1b.- Board Workshop and prep.	9	0		9	\$ 2,610.00	One trip
1c.- Plan Document Development	10	10		20	\$ 3,700.00	Assumes three trips to meet with Staff plus two WebConferences
<b>TOTAL PLAN</b>	<b>31</b>	<b>10</b>		<b>41</b>	<b>\$ 9,790.00</b>	

ESTIMATED Expenses	Time or Expense			Cost Total	
Travel Expenses	Travel expense for in-District visits (assumes up to 2 trips)	Estimated expenses calculated. @ \$375/trip	2 total visits to District area	\$ 750.00	
WebConferencing/telephone costs	-	\$50/conference	4 WebConferences with ZOOM	\$ 200.00	
<b>TOTAL ESTIMATED EXPENSES</b>	<b>0</b>		<b>0</b>	<b>\$ 950.00</b>	
<b>TOTAL COSTS</b>				<b>\$ 10,740.00</b>	

**Authorization:**

\_\_\_\_\_  
 Donna Leatherman, District Manager      Date  
 Calaveras Public Utilities District  
 San Andreas, CA

\_\_\_\_\_  
 Brent H. Ives, Principal      Date  
 BHI Management Consulting  
 Tracy, CA

**About the Firm and Primary Consultants:**

BHI Management Consulting brings unique qualifications to this project by a dual perspective approach to the process of optimizing Board relations and Strategic Planning. The firm is owned and operated by Brent Ives and is located in Tracy, CA. It was begun in 1996 and has focused on providing for the organizational health issues of Special Districts since 1999. The firm carries Brent as the Principal and four associates, Mr. Jim Raymond, Sr. Consultant, Dr. Nick Pinhey, Sr. Consultant, Mr. Andrew Ives, Associate Consultant and Ms. Lynda Ives, Editor/Facilitating assistant. Other associates are contracted as projects demand relative to the engagement and/or agency specific needs. While Mr. Brent Ives will be the primary project manager, others may act as facilitating assistant for the workshop without additional cost. BHI is currently working on five Strategic Plans and updates across the state with different agencies.

**Mr. Brent Ives** has worked with numerous special districts and cities across the state dealing with organizational issues, primarily in optimizing operational approach for each agency as needed. BHI is currently engaged with five similar projects with California special districts on strategic planning and teambuilding. Brent also serves as a faculty member on the Special Districts Governance Academy for Special District Trustees, teaching classes in the “Foundations of Governance”, “Teambuilding”, “Setting Direction and Community Leadership” and “The Board’s Role in Human Resources”. Brent has taught representative Trustees and staff from well over 100 Districts across the state and Oregon. He is the Chapter Ambassador for the CSDA and teaches his own curriculum on Strategic Planning for Association sponsored classes across California. He is educated in Organizational Behavior at the University of San Francisco, has 25 years experience as a technical manager for the Lawrence Livermore National Laboratory and 14 years as a City Council Member in the City of Tracy, California. He is currently the directly elected Mayor of Tracy, a member of the Altamont Commuter Express (commute rail service) Commission, and is member of the Board of the San Joaquin Council of Governments.

Brent and the BHI team bring unique perspective to the organizational processes that differentiate them from other firms. As an experienced elected official, Brent knows how boards must function to best fulfill their public trust. He is an experienced manager who has led groups of engineers and technicians on complex multi-million dollar projects for the Department of Energy at the Lawrence Livermore National Laboratory and can understand the needs of staffs for clarity. His education in Organizations allows him to apply that experience to your situation for your needs.

This broad experience in organizational effectiveness is captured by the agency when they commission BHI and Brent’s valuable experience and expertise. Brent is known for establishing a sincere and knowledgeable relationship with both the Trustees and staff. Brent’s time and experience as an elected official allows him unique perspective that helps him to “see” it from their points of view which assists in capturing the Board’s perspective in moving forward. Brent will lead the Agency through proven strategic

planning process and develop a solid and enduring process for GM evaluation that will be realistic, honest, fair, broad and integrated.

**SIMILAR ENGAGEMENTS AND REFERENCE CONTACTS:**

**Cosumnes Community Services District, Mr. Josh Green, GM.**

**JoshuaGreen@yourcsd.com**, (916)405-7150. BHI is working through the process with this District to provide for a 5-year strategic plan.

**Olivehurst Public Utilities District – Mr. John Tillotson, GM jtillioson@opud.org,**

**(530) 743-8132.** BHI assisted this District to develop a five-year **Strategic Plan**. District scope of services includes both water and wastewater services. Process included input from various sectors of the community and employee base.

**Orange County Sanitation District – Mr. Jim Herberg, General Manager,**

**jherberg@ocsd.com**, (714) 593-7110. BHI worked with this large sanitation district (3<sup>rd</sup> largest West of the Mississippi), the District Executive Team and 25 member Board in providing a major update to their **5 year Strategic plan**. BHI began with this District in 2007 to develop their first Plan, and has now been asked to assist with the major update. This work includes interaction with the Board in interviews and workshop format, as well as engaging the workforce (nearly 600 employees).

**Laguna Beach County Water District – Ms. Renae Hinchey, General Manager,**

**rhinchey@lbcwd.org**, (949) 464-3106. Worked with Commission and City Council to develop a 5 year **Strategic Plan**. Process included interaction with local stakeholders, employees and the public to assist the joint Board (Laguna Beach City Council) and Water Commission through a planning workshop.

**Sunnyslope County Water District – Mr. Don Ridenhour, General Manager,**

**don@sscwd.org**, (831) 637-4670. BHI assisted this District to develop a five-year **Strategic Plan**. District scope of services includes both water and wastewater services. Process included input from various sectors of the community and employee base.

**Ironhouse Sanitary District – Mr. Chad Davisson, General Manager,**

**williams@isd.us.com**, (925) 625-0169. Recently completed a five-year **strategic plan** for this sanitary district that serves the needs of 30,000 individuals in the Oakley California area. Worked through the process outlined above to accomplish a well vetted, solid and Board endorsed strategy for the agency.



**Monthly Water Report**

- a. Monthly Water report: Water production for December was 17,684,888 gallons from the Water Treatment Plant. With a daily average of 570,480 gallons.

September is beginning of Rainfall reporting year (see attached graph)

September rainfall – 0.79”

October rainfall – 0”

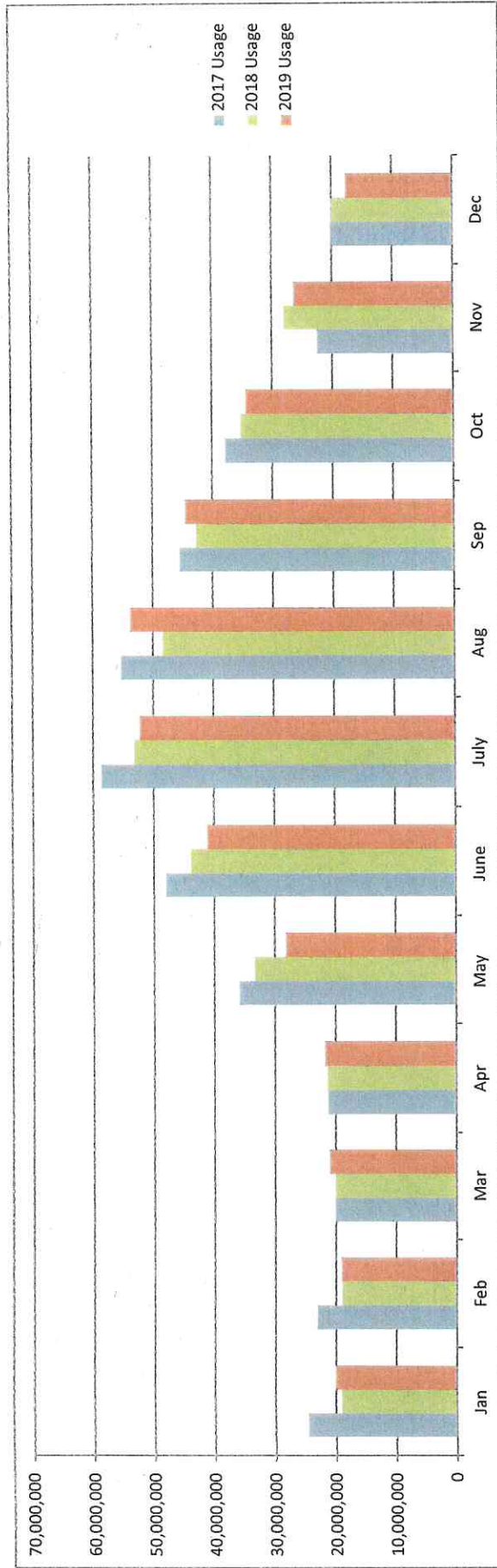
November rainfall – 6.10”

December rainfall – 6.19”

**YTD total – 13.08”**

# Calaveras Public Utility District (Water Treated)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>2017</b>	24,611,922	23,098,904	20,125,148	21,227,187	35,913,669	48,072,674	58,679,090	55,357,766	45,507,994	37,826,944	22,452,397	20,215,187	413,088,882
<b>2018</b>	19,108,441	19,065,573	20,080,877	21,366,553	33,416,282	43,899,147	53,269,367	48,484,590	42,798,952	35,303,288	28,030,638	20,062,841	384,886,549
<b>2019</b>	20,141,357	19,112,339	21,010,138	21,734,882	28,179,029	41,146,184	52,329,642	53,797,842	44,533,970	34,393,402	26,394,918	17,684,888	380,458,591
<b>% difference</b>	-18.16%	-17.26%	4.40%	2.39%	-21.54%	-14.41%	-10.82%	-2.82%	-2.14%	-9.08%	17.56%	-12.52%	-7.90%



	2019					2020					YTD Total	
	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June		July
1												
2												
3												
4				0.50								
5												
6												
7												
8												
9				3.00								
10												
11												
12												
13												
14												
15												
16												
17	0.50											
18												
19	0.14											
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30	0.15											
31												
Per Month	0.79		6.10	6.19								
			6.10	6.19								13.08

**INSTRUCTIONS: Enter the rain total on the day you check rain guage.**

**Managers Comments**

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

**January 2020**

1. **Newsletter/Website** – The newsletter was mailed on Dec. 26 to all customers. The District will work on 2 newsletters annually to provide public outreach and information.
2. **CRWA - Prop. 1 Funds** – The Manager contacted CRWA they will present the Prop. 1 request to the State again for the District to be considered for a leak detection program offered through Prop 1 funding.
3. **2019 February Storms Damages (FEMA 4431-DR-CA)** – The District continues to work with CalOES and ACWA/JPIA for determination on several storm damage related items. The Engineer is working on preparing project descriptions to have the damage work completed.
4. **EAP's Jeff Davis** – Nothing to report – The revision to the first draft of the Jeff Davis EAP were completed and submitted to CalOES at the end of October.
5. **EAP - Middle Fork (FERC)** – Save the Date January 16, 2020 – The event will be conducted next week at Pardee Center. The Emergency Action Plans (EAP's) for dam owners and emergency responders to provide input and feedback in the event of plan implementation.
6. **EAP Middle Fork (CalOES and DSOD)** – DSOD has accepted the inundation maps. CalOES has requested further information to be added to the submitted EAP and the District will incorporate all changes and resubmit for approval. The document once accepted by State agencies, will be forwarded to FERC for further input.
7. **Schaads Large unit** – Staff is working on coordination with vendors to assess the condition and determine repairs that will be required.
8. **Court Street/Foley Line Extension** – Staff will be meeting with the client to discuss moving forward in early Spring. The encroachment permit was submitted to the county and is pending comments and approval.
9. **District Mapping and Modeling** – Nothing to Report – District mapping is in need of recalibration, alignment to be a more useful and accurate assessment tool for improvement projects. Cost for updating is pending.
10. **Billing and Account Software Updates** – The current billing and accounting software system was installed in 1999, and is not meeting current need of technology and support. Staff is gathering information from billing and accounting software vendors to review and will provide further information when available. This update is part of the Capital Improvement Plan.

**Directors Comments**

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

- a. Annual Form 700 and Required Training (Due April 2, 2020)
  - Other Training Opportunities
- b. LAFCO – Meeting Reminder 1/27/20 – Director Lavaroni
- c. UMRWA – Meeting Reminder 1/24/20 – Director Blood

**Directors Comments**

## 2020 BOARD MEMBER REQUIREMENTS

Director	Ethics AB 1234	Sexual Harassment AB 1825	Notes
John Lavaroni	Due 2019	Due 2019	
Cliff Overmier	Due 2020	Due 2021	
J.W. Dell'Orto	Due 2020	Due 2021	
Richard Blood	Due 2021	Due 2021	
Scott Speer	Due 2020	Due 2020	

### Ethics Training (AB 1234)

- FPPC Website (<http://localethics.fppc.ca.gov/login.aspx>)

### Sexual Harassment Training (AB 1825)

- Target Solutions Training Portal (Emailed instructions)
- ACWA/JPIA Webinar – 1/28/20 (Emailed instructions)

FORM 700 due 4/2/20	Scott	Cliff	J.W.	Richard	John	Donna
CPUD	n/a	X	X	X	X	X
CAMRA						X
CC Airport Land Use Comm.		X			X	
LAFCO					X	
JPIA					X	X
UMRWA				X		X
CPPA						X



California Special  
Districts Association  
*Districts Stronger Together*

Gold Country  
Regional Chapter



# Parliamentary Workshop

Date: Wednesday, January 22, 2020

Time: 9:00am-2pm

Location: Calaveras County Government Center  
Board of Supervisor Chambers  
891 Mountain Ranch Road  
San Andreas, CA 95249

Fee: \$25/\$35-non-members  
(includes lunch)

**Speaker:** Lorenzo Cuesta

Professional Registered Parliamentarian



## Workshop Topics:



Parliament Training



Brown Act, Roberts Rules of Order



Review Bylaws, Agendas, and Minutes

Questions: contact Donna at [dleatherman@cpud.org](mailto:dleatherman@cpud.org)

# California Special Districts Association Training Opportunities

## JANUARY WORKSHOP:

The January workshop will be the popular Parliamentary Workshop with topics that include Brown Act, Roberts Rules of Order, Bylaws review, Agendas & Minutes. Great opportunity for new Board Members. It will be held in San Andreas, CA on Wednesday, January 22, 2020. Limited space so get signed up today before we fill up. Fee: \$25/\$35 (non-members)

## WEBINARS

Learn about topics affecting your district without leaving the office!

<u>Date</u>	<u>Title</u>
1/8/2020	<u>Webinar: 2020 Prevailing Wage Updates</u>
1/15/2020	<u>Webinar: We Should See You- Brown Act Compliance</u>
1/16/2020	<u>Webinar: Understanding Board &amp; District Liability Issues2020</u>
1/23/2020	<u>Webinar: Sexual Harassment Prevention Training 2020</u>
1/31/2020	<u>Webinar: Getting Oriented: Resources for New Board Members</u>
2/4/2020	<u>Webinar: Annual Employment Law Update: Recent Cases &amp; Trends</u>
2/12/2020	<u>Webinar: Sexual Harassment Non-Supervisory Avoidance Training</u>
2/18/2020	<u>Webinar: Intro to Special District Finance for Board Members</u>

## WORKSHOPS

Join your peers for these in-person professional development opportunities developed specifically for special districts by CSDA.

<u>Date</u>	<u>Title</u>	<u>City</u>
1/15/2020	<u>2020 SDFL Special District Administrator (SDA) Study Group</u>	
1/30/2020	<u>Advanced Policy and Procedure Writing</u>	Rancho Cucamonga
2/6/2020	<u>CEQA 101 &amp; 201: Basics and Beyond</u>	Vista
2/11/2020	<u>Understanding the Brown Act</u>	Beaumont
2/13/2020	<u>Understanding the Brown Act</u>	Fremont
2/26/2020	<u>Understanding the Brown Act</u>	Simi Valley



**Kate Jesus**

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**From:** Linda Craun <lraun@acwajpia.com> on behalf of JPIA Training <training@acwajpia.com>  
**Sent:** Thursday, January 2, 2020 3:21 PM  
**To:** \_Risk Mgmt WA  
**Cc:** \_Training WA  
**Subject:** ACWA JPIA Live Webinars for Board, Managers and Staff

## Learn Online with JPIA Live Webinars

### Board Topics

**Sexual Harassment Prevention - January 28, 2020**

**Dealing with a Difficult Board Member - January 21, 2020**

**Board Boot Camp: Being a Better Board Member - March 17, 2020**

**Chair a Meeting with Confidence - June 10, 2020**

### Staff Topics

**Sexual Harassment Prevention—Staff - January 23, 2020**

**Sexual Harassment Prevention—Managers - January 28, 2020**

**New Laws for 2020 - January 7 & 16, 2020**



For more information, email [training@acwajpia.com](mailto:training@acwajpia.com) or call  
800.231.JPIA To register, click

**AGENDA ITEM 13**

**Closed Session:**

- a. Appointment of District labor negotiator and conference concerning commencement of negotiations with SEIU Local 1021(Government Code § 54957.6)  
Agency designated representatives: Donna Leatherman

**Convened:** \_\_\_\_\_

**Reconvened:** \_\_\_\_\_

Report to Secretary

**AGENDA ITEM 14**

**Adjournment** (Next Regular Meeting February 11, 2020)

**Action:** Adjourn meeting

**Motion** 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_, Carried \_\_\_\_\_