



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

**BOARD OF DIRECTORS MEETING: 5:00 PM**  
**February 18, 2025**

Jack Tressler  
President of the Board

Director Richard Blood  
Director Brady McCartney

Director J.W. Dell 'Orto  
Director Kevin Sparks

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

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

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

**AGENDA**

- 1. CALL THE MEETING TO ORDER**
- 2. ROLL CALL OF DIRECTORS**
  - a. President Jack Tressler
  - b. Director Richard Blood
  - c. Director J.W. Dell 'Orto
  - d. Director Brady McCartney
  - e. Director Kevin Sparks
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT (Limit: 3 min/person)**

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

**5. CONSENT ITEMS**

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

- a. January 21, 2025, Regular Board Minutes
- b. January 30, 2025, Special Board Minutes
- c. Claim Summary

Action: Roll call Vote

Consider motion to approve consent item a-c.

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

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

**6. BOARD POWER POINT WORKSHOP ON BOARD OF DIRECTORS 101**

Action Requested: Information Only

- a. District Legal Counsel, Adam Brown will give a brief presentation.
- b. Board/Staff Communication; Policy 1020
- c. Duties of the President; Policy 4110
- d. Board Meetings; 4200-4230

**7. FEDERAL ENERGY REGULATORY COMMISSION (FERC )**

Action Requested: Discussion

- a. Discuss upcoming Comprehensive Assessment for the Middle Fork and determine the need for a Request for Proposal (RFP).

**8. RECYCLE BACKWASH PROJECT**

Action Requested: Discussion

- a. Interim General to give update on Recycle Backwash Project.
- b. Give direction to the Interim General Manager for future plans.

**9. BUDGET UPDATE 2024/2025**

Action Requested: Discussion

Review Current Income and Expenses through January 31, 2025.

## 10. REPORTS

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

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

## 11. CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)

Title: Interim General Manager

*Interim General Manager evaluation.*

## 12. ADJOURNMENT

If there is no other Board business the President will adjourn to its next regular meeting scheduled for March 18, 2025, at 5:00 p.m.

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

CALAVERAS PUBLIC UTILITY DISTRICT  
Regular Meeting of the Board of Directors

January 21, 2025  
5:00 pm

DIRECTORS PRESENT: Jack Tressler  
Richard Blood  
J.W. Dell'Orto (arrived 5:26pm)  
Brady McCartney  
Kevin Sparks

MEMBERS ABSENT: None

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

OTHERS PRESENT: Dana Nichols (San Andreas Fire)  
James Stewart (San Andreas Fire)

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Tressler at 5:07 P.M.
2. ROLL CALL OF DIRECTORS: Directors Tressler, Blood, McCartney, and Sparks were present at roll call.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): Dana Nichols and James Stewart with San Andreas Fire spoke to the Board regarding the possibility of creating a joint program between the District and San Andreas Fire for maintaining and caring for the fire hydrants within the District. It would be a joint effort with training provided by the District to prevent damage to and ensure proper use of the hydrants and water system. The Board was extremely interested in the idea and asked San Andreas Fire to bring back a potential agreement to be considered at a future meeting. Mr. Roberts informed the Board and San Andreas Fire that the District does have a valve turning and flushing program as required by the State. They typically perform the program around January/February in order to be able to direct the large amounts of water.
5. CONSENT ITEMS
  - a. December 17, 2024, Regular Board Minutes
  - b. January 8, 2025, Special Board Minutes
  - c. Claim Summary

Ms. Bear passed out updated January 8, 2025, Special Board Minutes. President Tressler asked Mr. Roberts to put together a report for how much the District has spent on renting a mini excavator to see if it would be more cost effective to purchase one. Director Blood asked to see the Certificates of Elections he requested at the December 17, 2024, Regular Board Minutes since he did not see them in the packet. Ms. Bear apologized for not attaching them. She

provided copies for Director Blood's review. Director Blood agreed to move forward with the roll call vote. A motion was made by Director McCartney, seconded by Director Sparks, to approve Consent Items a-c, and adding the Certificate of Elections as an appendix to the December 17, 2024, meeting minutes and the amendment to the January 8, 2025, meeting minutes. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood, and Tressler voted yes. Motion carried 5-0.

#### 6. REVIEW OF DISTRICT TEMPORARY ADVISORY (AD HOC) COMMITTEES AND ASSIGNMENTS

Mr. Brown advised the President to dissolve all committees and reassign them as needed. President Tressler dissolved all committees and opened up the discussion. President Tressler requested that Mr. Roberts take over for any committees that Mr. Small was previously on; Mr. Roberts agreed. President Tressler requested to create the Fire Protection Cooperation Committee, and President Tressler assigned Director Sparks and himself to the committee. Mr. Roberts recommended that the Board resume the review of District policies by a temporary advisory committee. The last time policies were reviewed was back in 2020. At that time, all personnel policies were placed on hold during the process of the employee union negotiations and the pandemic. President Tressler agreed to resume the policy reviews with the Negotiations Committee. All previous committees were recreated, and the same Board Members were reassigned.

#### 7. QUARTERLY BUDGET UPDATE 2024/2025

Mr. Roberts inquired if the Board would like to keep monthly updates on the budget or to switch them to quarterly updates. Mr. Brown recommended quarterly presentations and monthly appendices during the General Manager reports with discussions as needed. The Board decided while Mr. Roberts is in the Interim position and becoming familiar with the General Manager duties, they would like to keep the monthly updates. Mr. Roberts provided a budget update. Mr. Roberts informed the Board that Tyla Daires at WGA has been keeping track of funding that the District has applied for. The District applied for storm damage funding about six years ago. Ms. Daires has been reaching out to the State on a regular basis. Today, the District has finalized the funding process and should be expecting roughly \$100,000. The Board was pleased to hear that. President Tressler noted that the General Ledger (GL) account 5532 Repairs & Maintenance – Automotive is starting to rise. He inquired if there was any specific vehicle having issues. Mr. Roberts informed him that the District's fleet is aging. He gave some examples of some of the vehicles that are starting to show wear. Director Sparks noticed GL 5870 Materials for Capital Projects was significantly over budget. Mr. Roberts explained that the new meters are going to that GL. Director Sparks inquired about the overage on the GL 5550 Chemicals. Mr. Roberts explained that a 4–5-month supply was just ordered to try and account for delivery difficulties during bad weather conditions, which explained the spike.

#### 8. REPORTS

##### a. Legal Counsel's Report

Mr. Brown's report was covered in closed session.

##### b. Water System Superintendent's Report

Mr. Roberts went over the monthly maintenance report for December. Jeff Davis Reservoir was 16 feet below spill. At the time of the meeting, the District was now pumping again at South Fork Pump Station (S.F.P.S.). Mr. Roberts added the rain totals to the Maintenance Report at the request of Director Blood. In the month of December, the District had 7.5” of rain compared to December 2023’s 8.6”. He informed the Board that the catwalk at the S.F.P.S was repaired and replaced by Herd’s Machine & Welding.

c. District Engineer Report

Mr. Roberts provided the Engineer’s Report. Mr. Roberts is working with Rich Sanchez, GEI Consultants, Inc., on the Middle Fork Dam Probable Maximum Flood Study (PMF). They are hoping to have the study completed by June. The study is required by the Federal Energy Regulatory Commission (FERC). Mr. Roberts is also working with Mr. Sanchez on the Part 12D Inspection. The last one was done in 2022, but it was late and should have been done in 2020. This study will outline the independent consultants. This needs to be done 120 days before inspection. A Request for Proposal will need to go out for a consultant. This should be done within the next month or so. The last time this was done in 2022, it cost roughly \$65,000. Mr. Roberts gave an update on the Reclaim Backwash Project. WGA is working on the CEQA portion of the project. The California State Division of Safety of Dams (DSOD) has submitted their comments and questions. WGA is preparing a response. Director Blood inquired about the need for a 300 gallon per minute pump. Mr. Roberts explained that the engineers have done a great job researching the type of pump that will be needed. They look at 100-year storm data. With the data they receive they use that information to determine the correct pump size and capacity. Director Blood thanked Mr. Roberts for the explanation. Director Blood inquired about the funding for the Reclaim Backwash Project. He is aware that grant money is coming in for that project. Mr. Roberts informed the Board that there is an excess of funds sitting in Wells Fargo Bank right now which has been earmarked for this. He is still waiting to hear the cost. He just received an email regarding the funding. He will have more information at the next meeting.

d. General Manager’s Report

No report.

e. Directors’ Comments:

Director Blood reported that he missed the Calaveras Public Power Authority meeting. It appears that rates will be going up. The Distribution rates will be close to doubling.

\*\* Went into closed session at 6:58pm\*\*

9. CLOSED SESSION

a. PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957)

Title: Interim General Manager

*Interim General Manager evaluation.*

The Board met in closed session to discuss the Interim General Manager’s performance. No action was taken.

b. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)

Title: General Manager

*Meeting to Discuss Recruitment of New General Manager.*

The Board did not discuss or consider this matter in the closed session.

\*\* Came out of closed session at 7:41 pm\*\*

10. ADJOURMENT

There being no further business to come before the Board, President Tressler adjourned the meeting at 7:41pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

DRAFT

CALAVERAS PUBLIC UTILITY DISTRICT

January 30, 2025

Special Meeting

11:30 am

DIRECTORS PRESENT: Jack Tressler  
Richard Blood  
J.W. Dell'Orto  
Kevin Sparks (attending remotely at noticed/agendized location)  
Brady McCartney

MEMBERS ABSENT: None

STAFF PRESENT: Travis Small, General Manager  
Adam Brown, District Legal Counsel  
Carissa Bear, Clerk of the Board

OTHERS PRESENT: Gary Phillips, Bob Murray & Associates

1. CALL THE MEETING TO ORDER: The special meeting was called to order by President Tressler at 11:30 A.M.
2. ROLL CALL OF DIRECTORS: Directors Tressler, Blood, Dell'Orto and McCartney were present at the Board meeting room. Director Sparks was present via Zoom at the location described in the notice and agenda.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None

\*\* Went into closed session at 11:33 am\*\*

5. CLOSED SESSION  
PUBLIC EMPLOYEE APPOINTMENT/PUBLIC EMPLOYMENT(Gov. Code § 54957)  
*Title: General Manager Recruitment*

The Board of Directors met with Gary Phillips, Bob Murray & Associates. No action was taken.

\*\* Came out of closed session at 12.28pm\*\*

6. ADJOURMENT

There being no further business to come before the Board, President Tressler adjourned the meeting at 12:29 pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board



**CALAVERAS PUBLIC UTILITY DISTRICT**

**CLAIM SUMMARY # 1-2025**

**DATE: January 2025**

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	\$ 185,619.14
Payroll Submitted	\$ 111,910.00
Employee Reimbursement	\$ 141.20
P/R Tax Deposits	\$ 10,032.09
<b>Sub-total</b>	<b>\$ 307,702.43</b>

Claim Summary Approved for	<b>\$ 307,702.43</b>
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Clerk of the Board, Calaveras Public Utility District

**Expenses by Vendor Summary**  
**CALAVERAS PUBLIC UTILITY DISTRICT**  
**January 2025**

Name	Date	Memo/Description	Account	Ledger amount
ACWA-Health	01/07/2025	Dental/Vision February	5200 - Medical Benefits	\$ 2,245.45
Adventist Health Sonora	01/28/2025	Worker's Comp - Follow Up	5660 - Misc. Medical	\$ 120.00
	01/28/2025	CDL Physical - KD	5430-License, Certifications, Fees	\$ 205.00
	01/28/2025	CDL Physical - TW	5430-License, Certifications, Fees	\$ 205.00
	01/28/2025	Radom DOT Screen	5430-License, Certifications, Fees	\$ 36.00
Alpha Analytical Labs, Inc.	01/07/2025	December Samples	5685 - Lab & Sampling	\$ 530.00
	01/07/2025	November Samples	5685 - Lab & Sampling	\$ 470.00
Amador Cleaning Service	01/07/2025	December Janitorial	5670 - Facility Maintenance	\$ 825.00
	01/28/2025	Janitorial Services for January 2025	5670 - Facility Maintenance	\$ 825.00
Amazon Capital Services	01/15/2025	Surface Pro Charger	5547 - Materials & Supplies-Treatment	\$ 32.23
	01/15/2025	Wall Calendars and Hand Sanitizer	5548 - Materials & Supplies-T&D	\$ 104.98
	01/15/2025	Outdoor Thermometer	5547 - Materials & Supplies-Treatment	\$ 28.13
	01/15/2025	American Flag	5475 - Office Supplies	\$ 23.36
	01/15/2025	Clock	5547 - Materials & Supplies-Treatment	\$ 43.29
	01/15/2025	Inflatable Life Jacket	5535 - Repairs & Maintenance-Treatment	\$ 129.88
	01/15/2025	Canoe Paddle	5535 - Repairs & Maintenance-Treatment	\$ 63.20
	01/15/2025	Laser Level Kit	5548 - Materials & Supplies-T&D	\$ 508.99
	01/15/2025	External Hard Drive	5475 - Office Supplies	\$ 320.90
	01/15/2025	Hand Pump for Truck #10	5585 - Tools	\$ 286.86
	01/15/2025	Shipping Container Vent	5548 - Materials & Supplies-T&D	\$ 162.34
	01/15/2025	Jump Starter	5532 Repairs & Maintenance-Auto	\$ 320.38
	01/15/2025	Jump Start Case	5532 Repairs & Maintenance-Auto	\$ 34.63
	01/15/2025	Binocular	5566 - Safety Equipment	\$ 288.41
	01/15/2025	Binocular	5566 - Safety Equipment	\$ 460.06
	01/15/2025	Cubicle Hooks	5475 - Office Supplies	\$ 29.88
	01/15/2025	Heat Tape	5585 - Tools	\$ 44.54
	01/15/2025	Welding Cable Quick Connector Pair	5548 - Materials & Supplies-T&D	\$ 18.39
	01/15/2025	Candy	5475 - Office Supplies	\$ 29.49

Name	Date	Memo/Description	Account	Ledger amount
	01/15/2025	Electric Tea Kettle	5475 - Office Supplies	\$ 17.31
	01/15/2025	Coffee Cups and Lids	5475 - Office Supplies	\$ 90.81
	01/15/2025	Klein Tools CL120 Digital Clamp Meter, Auto-Ranging 400 AmpAC, AC/DC Voltage, Resistance, Continuity, Non-Contact Voltage Tester Detection	5585 - Tools	\$ 12.33
	01/15/2025	Plastic Hanging Stackable Storage, Solar LED Beacon Light Emergency Warning Strobe, Plastic Storage Tray Tote	5566 - Safety Equipment	\$ 130.37
	01/15/2025	Wide-Beam LEDHeadlamp	5585 - Tools	\$ 45.45
	01/15/2025	4 Pack 12" Magnetic Tool Holder Strip & Magnetic Hooks, 80 Lbs Heavy Duty Earth Magnets	5585 - Tools	\$ 34.62
	01/15/2025	Tea Bag Storage Holder Spinning	5475 - Office Supplies	\$ 32.46
	01/15/2025	Waterproof ReusableBlackboard Stickers	5475 - Office Supplies	\$ 427.40
	01/15/2025	Thermostat for Office	5475 - Office Supplies	\$ 368.02
	01/15/2025	Safety Bomber for Men - Waterproof, ReflectiveANSI Class 3 Winter Rain Jacket with Detachable Hood	5566 - Safety Equipment	\$ 48.16
	01/15/2025	Strong Garage Magnetic Hooks Heavy Duty, 2 Pack	5566 - Safety Equipment	\$ 20.02
	01/30/2025	Taillight Truck #2	5532 Repairs & Maintenance-Auto	\$ 38.86
	01/30/2025	Keyboard Replacement for Surface	5475 - Office Supplies	\$ 54.11
	01/30/2025	Cell Phone Signal Booster	5548 - Materials & Supplies-T&D	\$ 478.45
	01/30/2025	Battery Charging Kit - DEWALT	5585 - Tools	\$ 186.18
	01/30/2025	Briefcase for Surface	5548 - Materials & Supplies-T&D	\$ 96.87
	01/30/2025	Car Mount Tray and wireless Keyboard for Surface	5548 - Materials & Supplies-T&D	\$ 142.73
American Fidelity Assurance				
	01/28/2025	Employee 125 Plan - January 2025	5275 - Employee Section 125 Plan	\$ 638.88
American Fidelity Assurance Co.(Flex)				
	01/28/2025	Employee 125 1/1/25 & 1/15/25	5275 - Employee Section 125 Plan	\$ 379.16
Aqua-Metric Sales, Co				
	01/07/2025	Meter Lids	5870 - Materials for Capital Projects	\$ 2,716.75
	01/07/2025	Meters	5870 - Materials for Capital Projects	\$ 8,332.36
AT & T				
	01/07/2025	Hydro # 3 Garamendi	5480 - Telephone	\$ 373.75
	01/07/2025	San Andreas Tank	5480 - Telephone	\$ 371.98
	01/07/2025	San Andreas Tank Circuit	5480 - Telephone	\$ 51.88
	01/28/2025	Hydro 3 Long Distance	5480 - Telephone	\$ 66.97
AT&T				
	01/28/2025	Phone and Internet - Shop	5480 - Telephone	\$ 145.68
Calaveras County Enviromental Management				
	01/07/2025	Air Pollution Burning Permit 2025	5460 - Permits	\$ 12.00
Calaveras Enterprise				
	01/07/2025	CSR Advertisement	5415 - Advertising	\$ 352.72
Calaveras Public Power Agency				

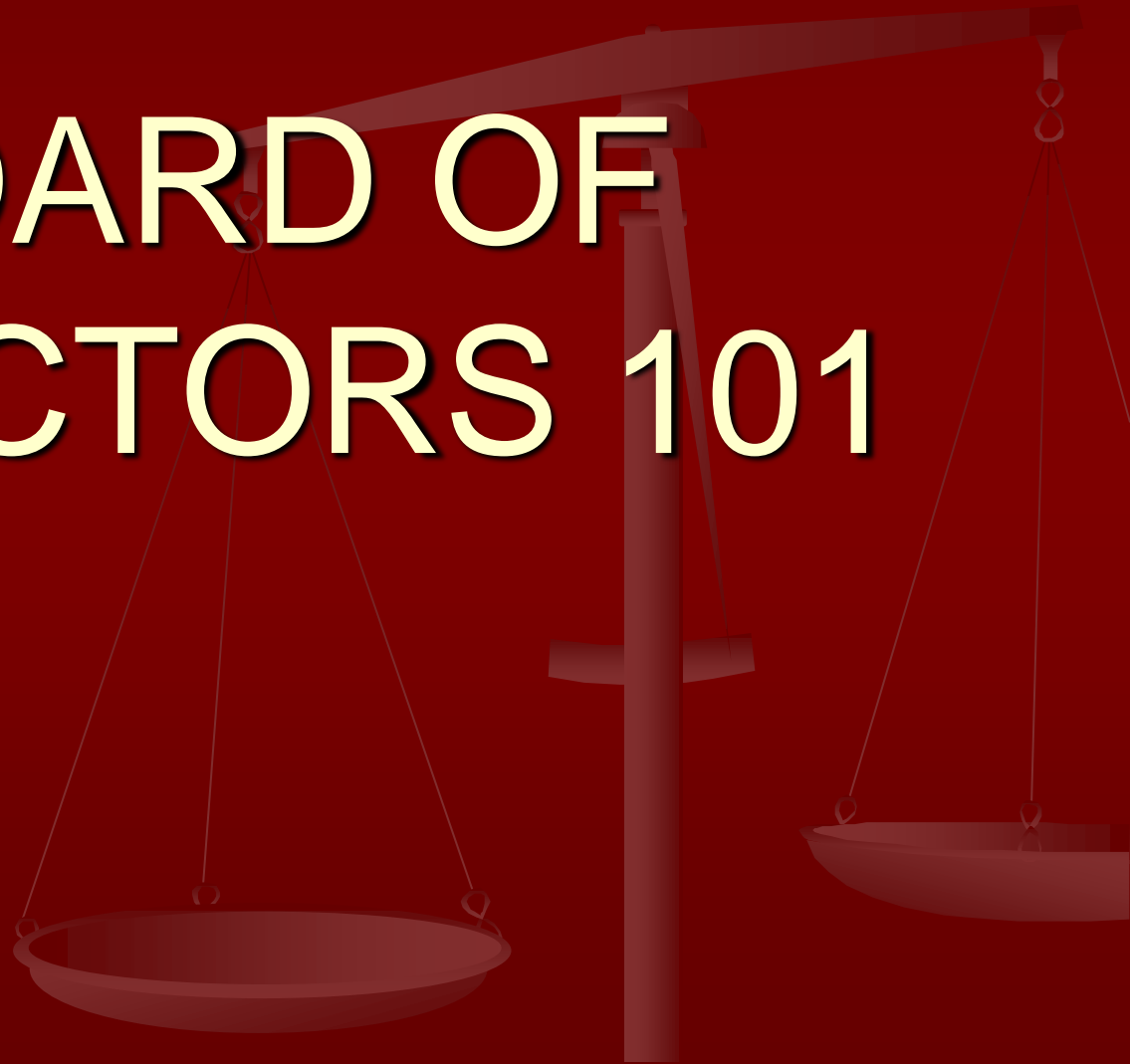
Name	Date	Memo/Description	Account	Ledger amount
	01/28/2025	CPUD Warehouse	5740 - Electricity-T & D	\$ 169.72
	01/28/2025	Glencoe Booster Pump	5740 - Electricity-T & D	\$ 499.36
	01/28/2025	CPUD Office	5743 - Electricity-Office	\$ 110.08
	01/28/2025	Jeff Davis Wtr Treatment Plant	5742 - Electricity-Treatment	\$ 887.20
	01/28/2025	Licking Fork Pumping Station	5741 - Electricity-Hydros	\$ 1,624.00
Calaveras Public Utility District				
	01/28/2025	Petty Cash 10/17/24 through 1/13/24	5605 - Administration Services	\$ 180.00
Cal PERS				
	01/14/2025	Employer Contributions - Unfunded Accrued Liability, Classic, 1017, CalPERS, 2024/2025	5230 - Retirement Benefits-CalPERS	\$ 11,072.75
	01/14/2025	Employer Contributions - Unfunded Accrued Liability, PEPRA, 26507, CalPERS, 2024/2025	5230 - Retirement Benefits-CalPERS	\$ 72.50
	01/14/2025	Employer Contribution, Classic, 1017, CalPERS, 12/29/2024 - 01/11/2025	5230 - Retirement Benefits-CalPERS	\$ 3,973.79
	01/14/2025	Employer Contribution, PEPRA, 26507, CalPERS, 12/29/2024 - 01/11/2025	5230 - Retirement Benefits-CalPERS	\$ 2,655.04
	01/14/2025	SIP - IRC 457 Contributions, SIP - 457 Plan	2317 457 Plan	\$ 309.08
Cal-Waste				
	01/28/2025	Shop Garbage Service	5760 - Sewer & Garbage	\$ 434.29
	01/28/2025	Office Garbage Service	5760 - Sewer & Garbage	\$ 182.20
CDK Supply				
	01/28/2025	Connex Box Lights	5536 - Repairs & Maintenance-T&D (5336)	\$ 75.84
CINTAS				
	01/28/2025	First Aid Kit Service & Restock	5566 - Safety Equipment	\$ 7.75
Clear Gov Inc.				
	01/28/2025	Budget Book Suite	5630 - Accounting Services	\$ 3,650.00
Comcast Business (VE)				
	01/28/2025	Business Voice Edge	5480 - Telephone	\$ 238.29
Datco Billing				
	01/28/2025	Oct - Dec 2024 Monthly Service Fee	5430-License, Certifications, Fees	\$ 84.15
	01/28/2025	Random Drug Test	5430-License, Certifications, Fees	\$ 20.00
	01/28/2025	Jan - March 2025 Monthly Service Fee	5430-License, Certifications, Fees	\$ 84.15
	01/28/2025	Clearinghouse	5430-License, Certifications, Fees	\$ 7.50
De Lage Landen Financial Services Inc.				
	01/07/2025	Copystar Copier	5464 - Printing	\$ 167.79
DXP				
	01/07/2025	S.F.P.S. Pump and Motor Rebuild	5534 - Repairs & Maintenance-Pumping	\$ 52,309.81
Ferguson (Neptune)				
	01/07/2025	Meters	5870 - Materials for Capital Projects	\$ 14,207.81
	01/28/2025	Meters	5470 - Software Programs & Updates	\$ 3,604.18

Name	Date	Memo/Description	Account	Ledger amount
Fischer, Merle	01/07/2025	January 2025	5210 - Medical Benefits-Retiree	\$ 913.20
GEI Consultants, Inc.	01/28/2025	Chief Dam Safety Engineer Services	5695 - Consultants-Dam	\$ 167.00
Gemini Group	01/28/2025	CCR Management Services	5495 - Water Conser/CC Report Material	\$ 3,650.00
Grainger	01/07/2025	Battery Pack	5585 - Tools	\$ 342.75
	01/07/2025	Tools	5585 - Tools	\$ 532.30
	01/07/2025	Angle Grinder/Abrasive Cut-Off Wheel	5585 - Tools	\$ 271.70
	01/28/2025	Tools	5585 - Tools	\$ 246.57
	01/28/2025	Welding Equipment	5585 - Tools	\$ 472.65
	01/28/2025	Tools	5585 - Tools	\$ 274.50
	01/28/2025	Headlamp	5566 - Safety Equipment	\$ 51.96
Herd's Machine Shop	01/07/2025	Shelf Material - Connex Box	5548 - Materials & Supplies-T&D	\$ 60.77
	01/07/2025	S.F.P.S Catwalk Repair	5870 - Materials for Capital Projects	\$ 2,466.00
Hill Rivkins Brown & Associates	01/28/2025	Legal Services December 2024	5645 - Legal Services	\$ 6,726.00
Hunt Oil of California	01/28/2025	Bulk Fuel	5540 - Fuel	\$ 103.68
Hunt & Sons Inc.	01/07/2025	Chainsaw Gas	5540 - Fuel	\$ 103.68
	01/07/2025	Fuel	5540 - Fuel	\$ 1,324.84
	01/28/2025	Fuel through 12/31/24	5540 - Fuel	\$ 1,064.65
	01/28/2025	Fuel through 1/15/25	5540 - Fuel	\$ 1,132.06
Interstate Truck Center	01/07/2025	Dump Truck	5532 Repairs & Maintenance-Auto	\$ 46.94
Martin Marietta	01/07/2025	Base 3/4" x 200 Mesh	5548 - Materials & Supplies-T&D	\$ 475.78
Matrix Trust Company	01/07/2025	Pay Period Ending 12/28/24	2317 457 Plan	\$ 888.77
	01/28/2025	Pay Period Ending 1/11/25	2317 457 Plan	\$ 859.34
McMaster-Carr	01/07/2025	Connex Storage - Exhaust Fan	5548 - Materials & Supplies-T&D	\$ 405.75
Mission IT Solutions	01/07/2025	Monthly IT Support	5632 - IT & Computer Support	\$ 1,958.00

Name	Date	Memo/Description	Account	Ledger amount
Motherlode Answering Service	01/28/2025	Answering Services for January 2025	5606 - Answering Service	\$ 511.66
Pace Supply	01/07/2025	Brass Resetters	5870 - Materials for Capital Projects	\$ 3,127.08
	01/07/2025	Meter Gaskets	5870 - Materials for Capital Projects	\$ 392.95
	01/07/2025	Bonnet Repairs Kit and Wrench	5548 - Materials & Supplies-T&D	\$ 314.70
	01/07/2025	Wrench	5548 - Materials & Supplies-T&D	\$ 359.62
	01/28/2025	Repair clamp	5548 - Materials & Supplies-T&D	\$ 1,382.58
PG&E - ENERGY STATEMENT	01/07/2025	Schaad's	5741 - Electricity-Hydros	\$ 219.38
	01/07/2025	Warehouse Light	5740 - Electricity-T & D	\$ 10.87
	01/07/2025	Warehouse Light	5740 - Electricity-T & D	\$ 10.87
	01/07/2025	Office	5743 - Electricity-Office	\$ 200.63
	01/28/2025	Hwy 26 3Mile - MCV Hydro #2	5741 - Electricity-Hydros	\$ 114.70
	01/28/2025	Hwy 26 Ponderosa - Ponderosa Hydro #1	5741 - Electricity-Hydros	\$ 257.13
	01/28/2025	Hwy 49 Chili Gulch Garamendi Hydro #3	5741 - Electricity-Hydros	\$ 293.78
Pitney Bowes (Lease)	01/28/2025	Office Printer Lease	5464 - Printing	\$ 1,456.25
Pitney Bowes (Reserve Acct)	01/07/2025	Reserve Account	5462 - Postage	\$ 4,000.00
San Andreas Sanitary District	01/07/2025	Sewer Shop and Office	5760 - Sewer & Garbage	\$ 228.76
Sender's Market Inc.	01/07/2025	Supplies and Materials	5585 - Tools	\$ 478.13
	01/07/2025	Connex Shelves	5548 - Materials & Supplies-T&D	\$ 344.40
SEIU Local 1021	01/07/2025	Pay Period Ending 12/28/24	2322 SEIU Union Dues	\$ 494.37
	01/28/2025	Pay Period Ending 1/11/25	2322 SEIU Union Dues	\$ 494.37
State Water Resources Control Board	01/07/2025	Disadvantage Community	5461 - Regulatory Fees	\$ 7,317.56
Texas Life Insurance Company	01/28/2025	125 Plan	5275 - Employee Section 125 Plan	\$ 35.00
Treat's General Store	01/07/2025	Supplies T&D	5548 - Materials & Supplies-T&D	\$ 37.11
	01/07/2025	Office Restock	5475 - Office Supplies	\$ 17.07
Umpqua Bank Commercial Card OPS - CB	01/28/2025	Office Supplies Restock	5475 - Office Supplies	\$ 102.39

Name	Date	Memo/Description	Account	Ledger amount
Verizon Wireless	01/07/2025	District Cell Phones	5480 - Telephone	\$ 955.41
	01/28/2025	Special Circuits	5480 - Telephone	\$ 59.96
Volcano Telephone	01/07/2025	13900 Hwy 26	5480 - Telephone	\$ 57.16
	01/07/2025	1601 West Forty	5480 - Telephone	\$ 57.16
	01/07/2025	10727 Ponderosa Way	5480 - Telephone	\$ 57.16
	01/07/2025	Treatment Plant	5480 - Telephone	\$ 53.48
	01/07/2025	Special Circuit	5480 - Telephone	\$ 62.14
	01/07/2025	Schaad's Hydro	5480 - Telephone	\$ 57.16
	01/07/2025	Treatment Plant Broadband	5480 - Telephone	\$ 126.90
	01/07/2025	Treatment Plant Long Distance	5480 - Telephone	\$ 0.30
	01/07/2025	Pump Station	5480 - Telephone	\$ 57.16
	01/07/2025	Late Fee	5480 - Telephone	\$ 9.23
	01/07/2025	Special Circuit	5480 - Telephone	\$ 87.55
Weber, Ghio & Associates	01/28/2025	General Engineering Services	5635 - Engineering-Non-Capital	\$ 1,067.25
	01/28/2025	State Revolving Fund	5850 - Engineering-Capital	\$ 7,705.75
	01/28/2025	Recycle Backwash Design and Environmental	5850 - Engineering-Capital	\$ 6,552.09
	01/28/2025	FEMA -4683-DR-CA	5850 - Engineering-Capital	\$ 176.25
Wells Fargo Bank - C. Bear	01/28/2025	QuickBooks	5470 - Software Programs & Updates	\$ 220.00
	01/28/2025	Backblaze	5470 - Software Programs & Updates	\$ 80.00
	01/28/2025	Zoom	5470 - Software Programs & Updates	\$ 16.24
Wells Fargo Bank - M Roberts	01/28/2025	Clearinghouse	5430-License, Certifications, Fees	\$ 3.75
	01/28/2025	Annual Compressor Maint.	5547 - Materials & Supplies-Treatment	\$ 519.27
	01/28/2025	Annual Compressor Maint.	5547 - Materials & Supplies-Treatment	\$ 165.91
	01/28/2025	Service Charge	5430-License, Certifications, Fees	\$ 7.66
	01/28/2025	Late Fee	5430-License, Certifications, Fees	\$ 39.00
				<b>\$ 185,619.14</b>

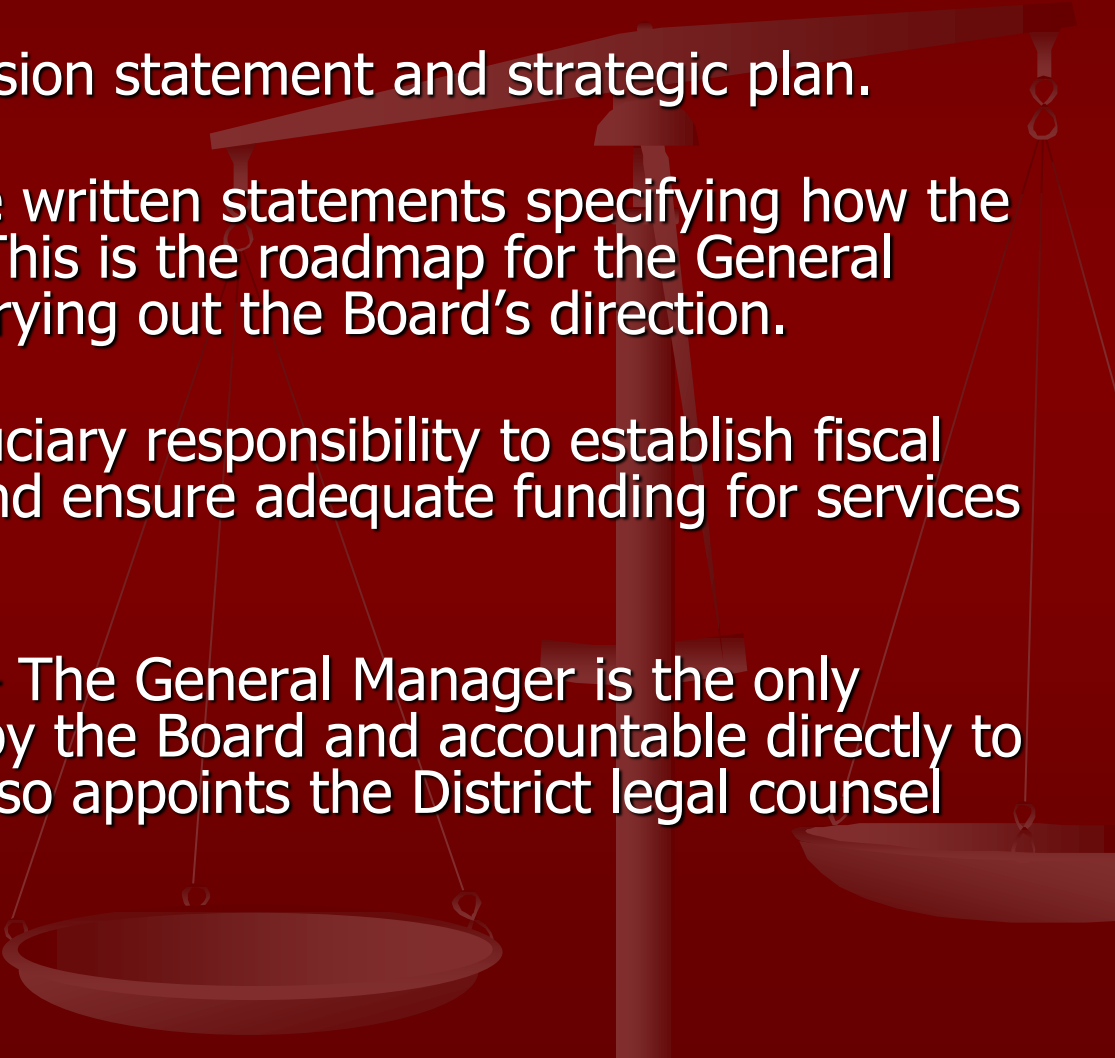
# BOARD OF DIRECTORS 101



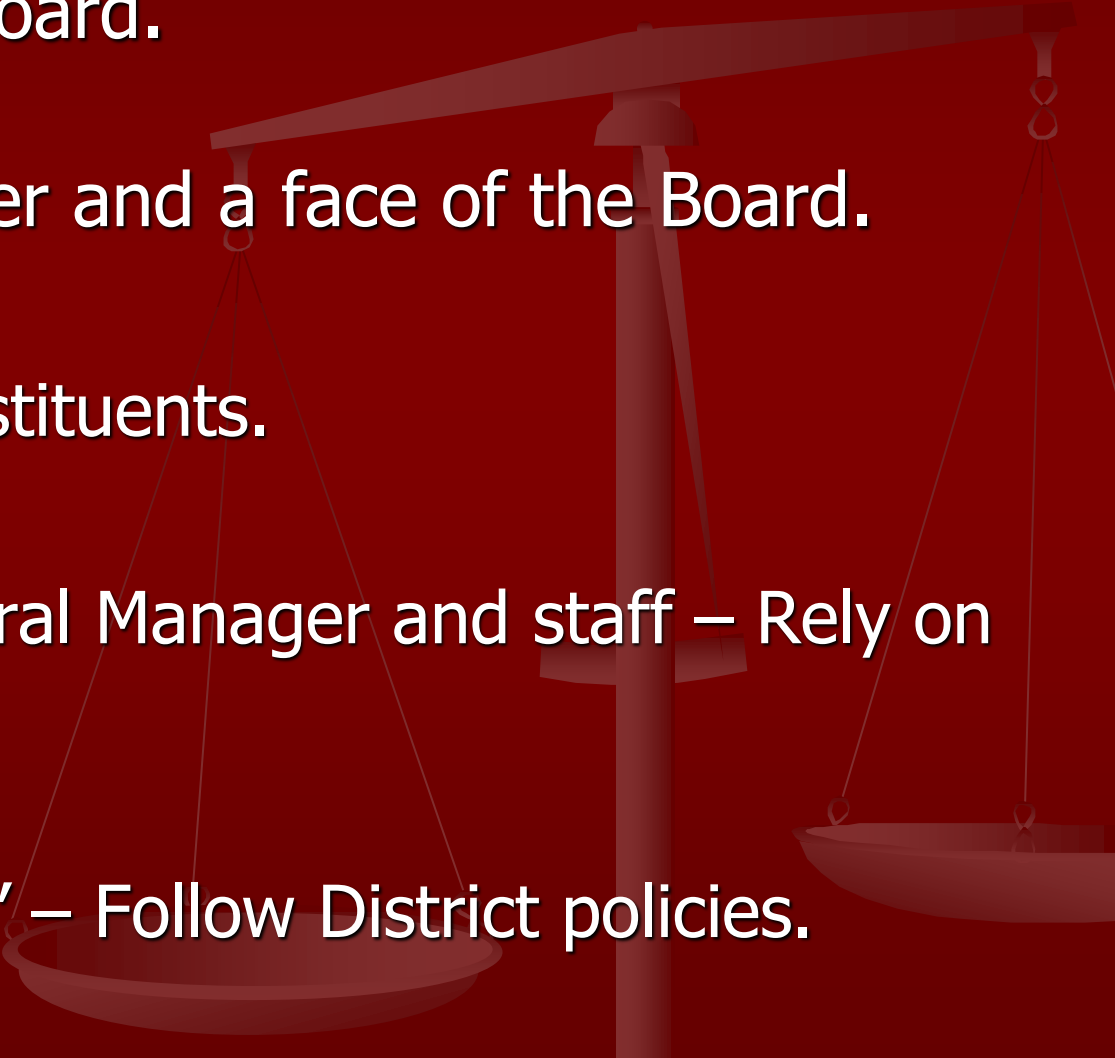


# What is the Role of the Board?

The Board of Directors has five main functions in every district:

- Sets Direction – e.g. mission statement and strategic plan.
  - Establishes Policies – the written statements specifying how the District does business. This is the roadmap for the General Manager and staff in carrying out the Board's direction.
  - Oversees Finances – fiduciary responsibility to establish fiscal policies, adopt budget and ensure adequate funding for services and infrastructure.
  - Hires General Manager – The General Manager is the only District employee hired by the Board and accountable directly to the Board. The Board also appoints the District legal counsel and auditor.
- 

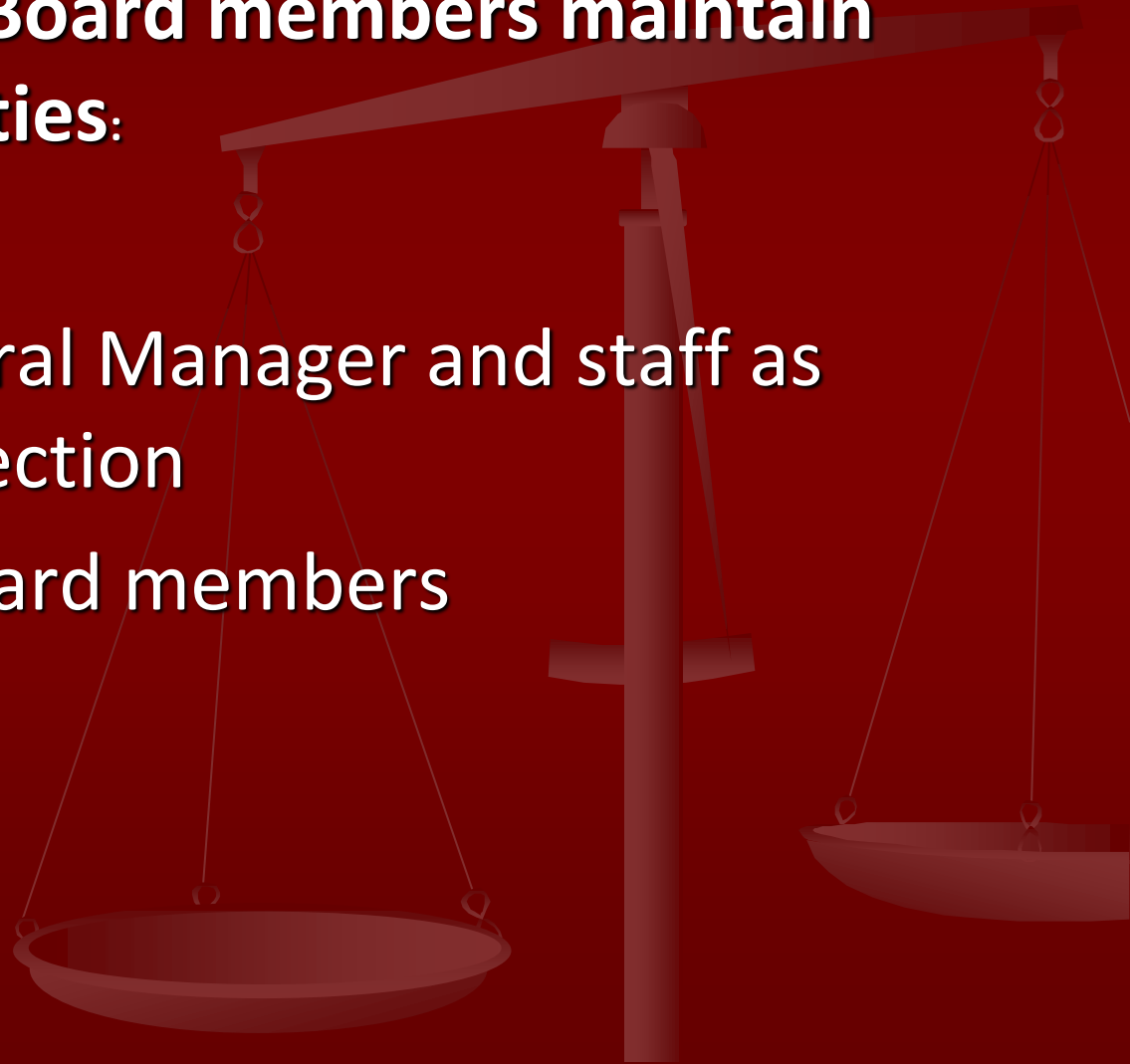
# What is the Role of a Director?

- One vote on the Board.
  - A community leader and a face of the Board.
  - Responsive to Constituents.
  - Respectful of General Manager and staff – Rely on your team.
  - “Stay in Your Lane” – Follow District policies.
- 

# Effective Directors

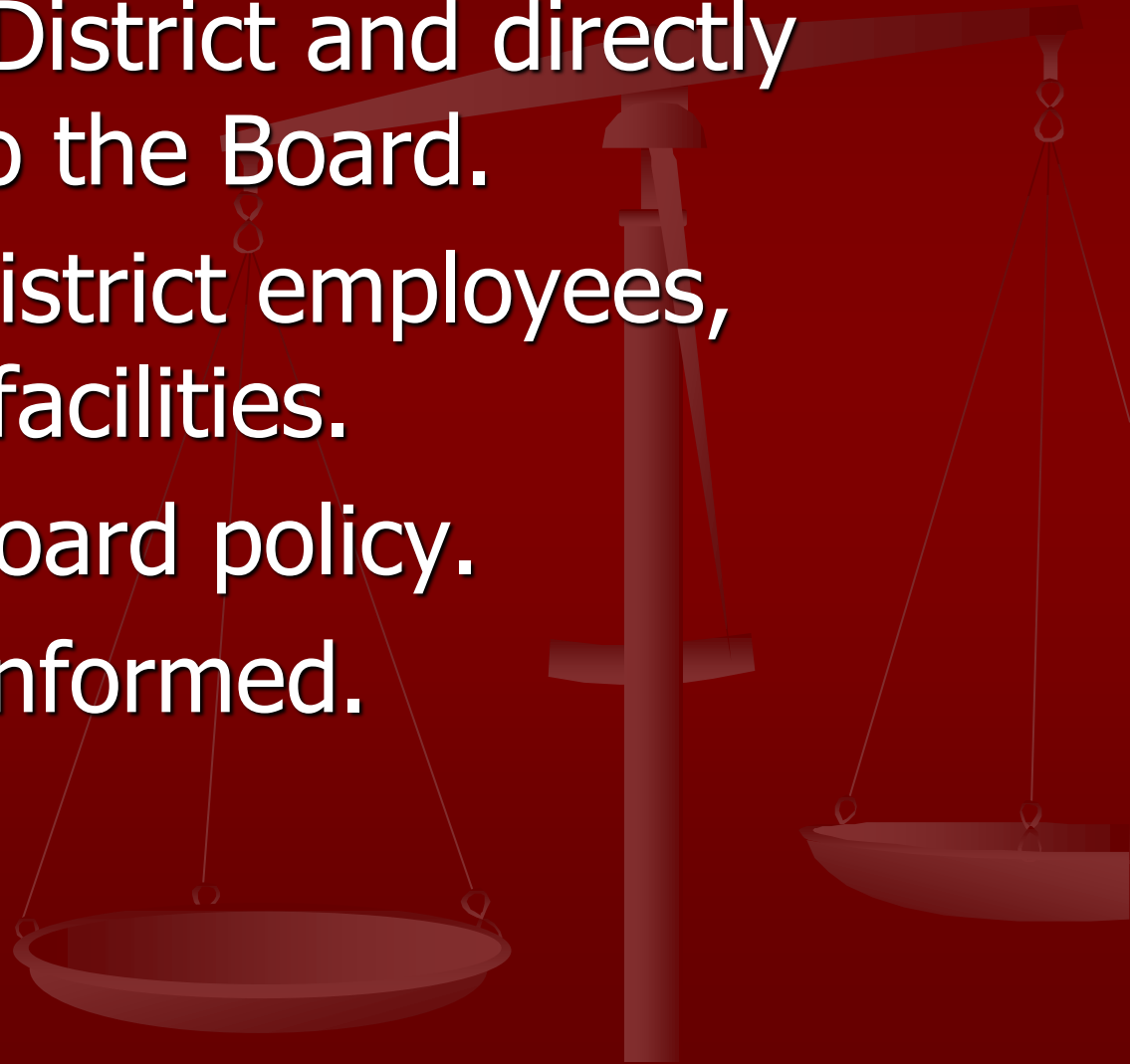
**The most effective Board members maintain the following priorities:**

- Serve the public
- Support the General Manager and staff as they carry out direction
- Respect fellow Board members
- Seek consensus



# What is the Role of the General Manager?

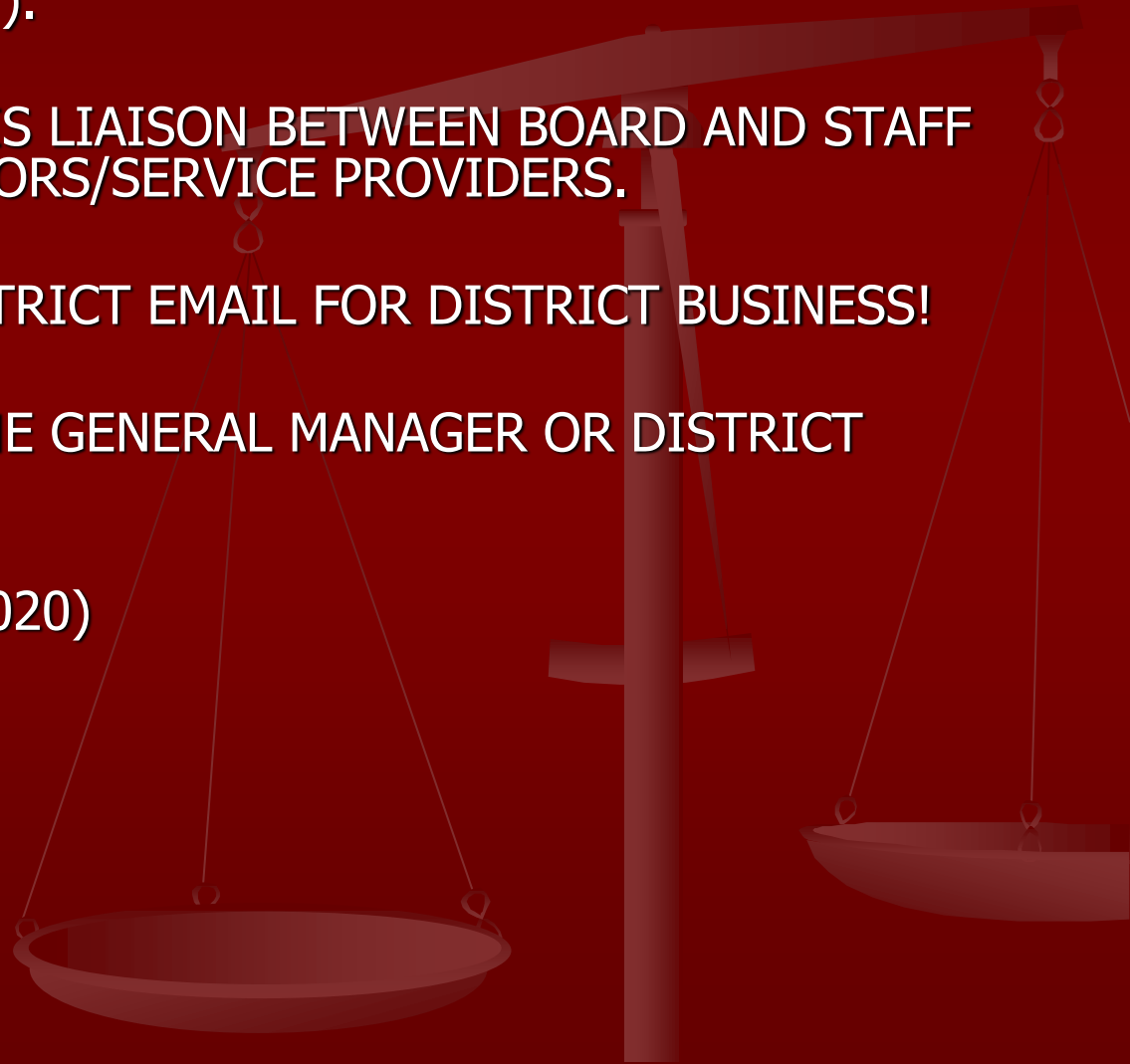
- Operates the District and directly accountable to the Board.
- Manages all District employees, activities and facilities.
- Implements Board policy.
- Keeps Board informed.



# BOARD/STAFF COMMUNICATIONS

- ALL INQUIRIES MADE VIA THE GENERAL MANAGER AT ALL TIMES (the "FUNNEL").
- GENERAL MANAGER IS LIAISON BETWEEN BOARD AND STAFF AND DISTRICT VENDORS/SERVICE PROVIDERS.
- USE ONLY YOUR DISTRICT EMAIL FOR DISTRICT BUSINESS!
- IF IN DOUBT, ASK THE GENERAL MANAGER OR DISTRICT COUNSEL!

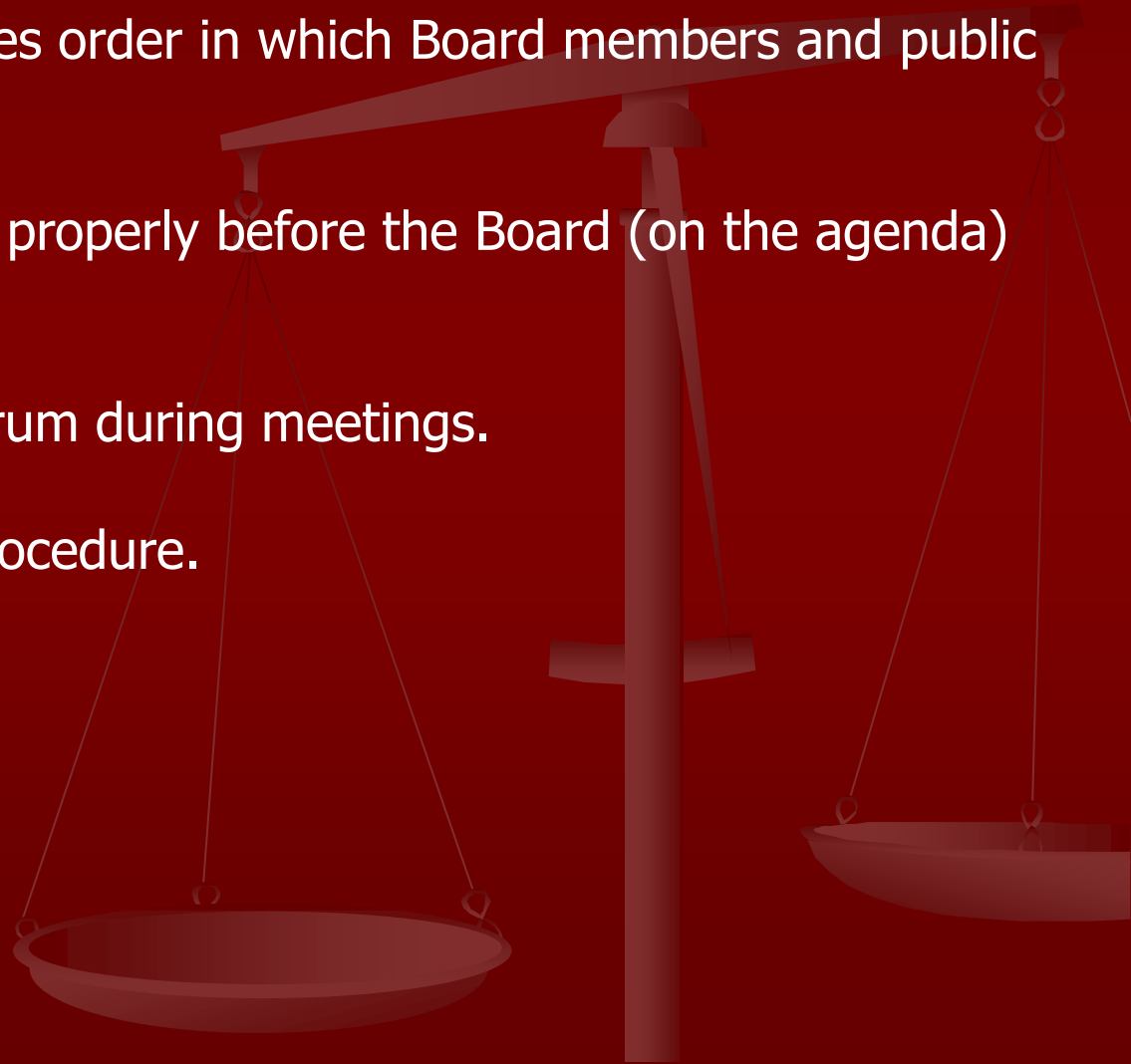
(Ref. CPUD Policy No. 1020)



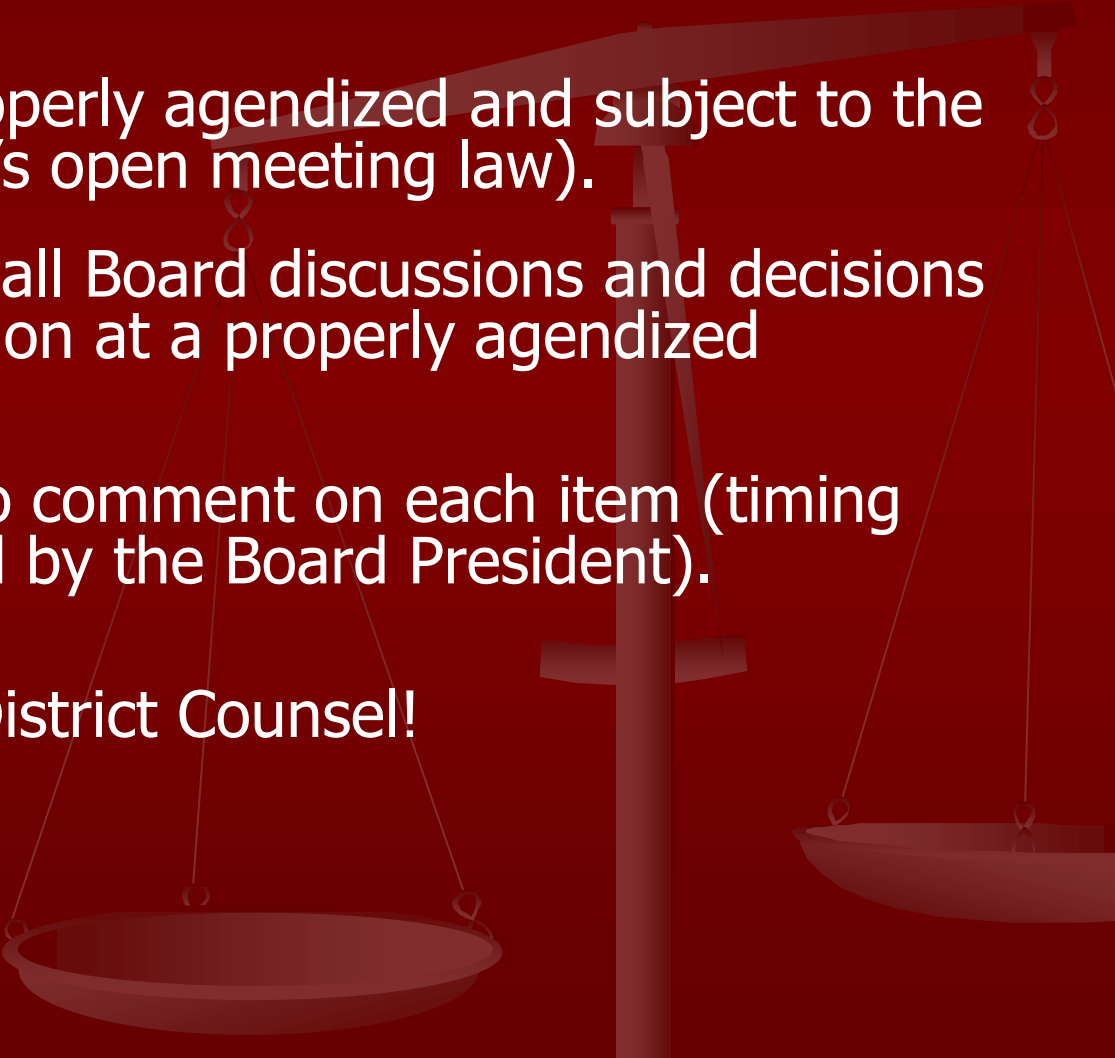
# DUTIES OF THE PRESIDENT

- Runs the meeting – decides order in which Board members and public may speak on an item.
- Keeps discussion to items properly before the Board (on the agenda) and within its jurisdiction.
- Maintains order and decorum during meetings.
- Rules on parliamentary procedure.

(Ref. CPUD Policy No. 4110)



# BOARD MEETINGS

- Board action may only be taken on items listed on the agenda.
  - Meetings must be properly agendized and subject to the Brown Act (California's open meeting law).
  - With few exceptions, all Board discussions and decisions must be in open session at a properly agendized meeting.
  - Public has the right to comment on each item (timing and order determined by the Board President).
  - When in doubt, ask District Counsel!
- 

# A Director's Best Practices

- Do your homework: Read all Board packets and materials in advance of meetings.
- Don't play "gotcha": Share questions with the General Manager in advance of the Board meeting.
- Listen first, speak second: Prioritize understanding the perspectives of others.
- Build an expertise: Find an important issue that other Board members are not already invested in and become a leader, such as on LAFCO, environmental sustainability, etc.
- Stick to principles, not positions: Develop strong and well-considered principles, rather than digging heels into one position without considering other solutions.
- Oppose the action, not the implementation: When necessary, vote "No" on a Board agenda item, but don't undermine or obstruct the successful implementation of Board-approved decisions. Support and respect the actions of the Board as a whole.

(Source: CSDA Special District Board Members Handbook (2019))



CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1020 – BOARD/STAFF COMMUNICATIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4110 – DUTIES OF THE BOARD PRESIDENT AND OFFICERS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

4110.1 Presiding Officer:

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

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

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

4110.2 Duties Regarding Meetings:

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

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

4110.3 Responsibilities:

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4200 – BOARD ACTIONS AND DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

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

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

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

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

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

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

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4205 – BOARD MEETING AGENDA		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

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

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

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

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

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

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

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

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

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



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

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

4205.6 Public comment.

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4210 – BOARD MEETING CONDUCT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4215 – BROWN ACT COMPLIANCE – OPEN MEETING REQUIREMENTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

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

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4220 – MINUTES OF BOARD MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4225 – REVIEW OF ADMINISTRATIVE DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

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

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

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

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4230 – RULES OF ORDER FOR CONDUCT OF BOARD AND COMMITTEE MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4230.1 General:

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

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

4230.2 Obtaining the Floor:

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

4230.3 Motions:

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

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

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

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



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

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

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

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

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

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

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

4230.5 Decorum:

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

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

4230.6 Amendment of Rules of Order:

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

**CALAVERAS PUBLIC UTILITY DISTRICT**

**MEMORANDUM**

**To:** Board of Directors  
**From:** Mathew Roberts, Interim General Manager  
**Subject:** FERC 12D CA  
**Date:** February 18, 2025

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**FEDERAL ENERGY REGULATORY COMMISSION (FERC) Part 12D-CA**

This memorandum provides an update on CPUD's upcoming Comprehensive Assessment (CA) for the Middle Fork, as required under FERC Part 12D regulations. The assessment will evaluate dam safety, identify potential risks, and ensure compliance with federal standards. Additionally, the Board should determine whether to issue a Request for Proposal (RFP) to engage an Independent Consultant Team for this process.

I spoke with Mr. Vigil at FERC regarding CPUD's Comprehensive Assessment (CA) plan and updated him on my role as CPUD's primary contact. Mr. Vigil confirmed that a Pre-Inspection Plan letter was sent last fall, outlining requirements due 180 days before the inspection. I am currently coordinating with GEI Engineering to ensure compliance with this process.

**September 2024 FERC Letter:** FERC informed CPUD that the Ninth Part 12D Independent Consultant Safety Inspection Report is due by **May 24, 2026**.

**Budget Expectations:**

The potential cost of the Comprehensive Assessment is estimated at around \$300K, though this is a rough figure. The final cost will depend on the size and expertise of the consulting team, as they will need to stand behind their work and provide certification to FERC. There are no specific industry standards or cost ranges to reference, as the cost is highly dependent on the team's composition and the specific FERC-regulated facilities involved.

**Dam Safety – Comprehensive Assessment (CA) Overview:**

**Ninth Part 12D Inspection Steps:**

1. **Comprehensive Assessment (CA):** Analyze potential failure modes / Assess risk factors.
2. **Inspection Plan:** Submit a plan for FERC approval prior to the inspection.

3. **Pre-Inspection Report:** Submit a report to the team **30 days before starting the work**.
4. **Final Report:** Submit final findings by **May 24, 2026**.
5. **Review Meeting:** Presentation of findings to the Licensee and staff.
6. **Corrective Actions:** Provide a plan to address any issues identified.

#### **Risk Analysis:**

- Hydrologic and seismic loading estimates (water and earthquake impacts).
- Estimate consequences (life loss, property damage, etc.).
- Identify potential failure modes.
- Use a **Risk Model** to determine risk level.

#### **Comprehensive Assessment Report (CAR) Evaluation:**

- Assessment team reviews:
  - Spillway and structural safety.
  - Internal erosion risks in the dam and its foundations.
  - Comparison of the dam's construction with current standards.

#### **Corrective Actions:**

- If issues are found:
  - The team recommends fixes with a timeline.
  - The dam owner must submit a corrective action plan

#### **Review and Reporting:**

- **Review Meeting:** Team presents findings and recommendations.
- **Follow-Up:** Dam owner must submit annual progress reports on corrective actions.
- **Filing:** All documentation is filed through FERC's e-Filing system.

## Next Steps:

**Board Approval:** Approve issuing an RFP for preliminary pricing to help understand potential costs.

**RFP Drafting: Rich Sanchez-** The districts Safety Dam Engineer has been contacted to draft the detailed and specific RFP for the Part 12 CA, ensuring technical specifications are covered.

**Budget:** Set a budget for all related costs (preparation, inspections, final report).

**FERC Approval:** Once drafted, the RFP will be submitted for approval to the Director, D2SI, as per **18 CFR § 12.34**.

The **180-day** activity- means that the Part 12D Inspection Plan must be submitted to FERC six months before the first inspection or analysis by the Independent Consultant Team. This gives everyone enough time to review and prepare for the inspection

**Pre-Inspection Preparation:** The RFP will require the IC Team to submit a CA-Pre-Inspection Preparation Report at least 30 days before the inspection.

**Final Submission:** Ensure the final Comprehensive Assessment Report (CAR) is submitted by **May 24, 2026** as per FERC guidelines.

**Review and Presentation:** A meeting will be scheduled for the IC Team to present their findings, as required under **Section 16-7.5** of the Engineering Guidelines.

**Corrective Measures:** The RFP will include a plan for submitting corrective actions as necessary.

To ensure CPUD meets all FERC requirements and deadlines, I recommend the Board approve issuing an **RFP** for the **Comprehensive Assessment (CA)**. This will allow us to engage a qualified **Independent Consultant Team** and begin the necessary preparations.

Respectfully Submitted,  
Mathew Roberts  
Interim General Manager

**CALAVERAS PUBLIC UTILITY DISTRICT**

**MEMORANDUM**

**To:** Board of Directors  
**From:** Mathew Roberts, Interim General Manager  
**Subject:** RECYCLE BACKWASH PROJECT  
**Date:** February 18, 2025

---

This memo provides an update on the Recycle Backwash Project and the challenges we're facing. The main concerns are funding, electrical capacity, and backwash pond limits.

Below are the options for moving forward, along with their pros and cons, to help the Board decide the best path.

**CPUD Cash Flowing the Project:**

- CPUD can only request reimbursement once per quarter.
- Reimbursement processing takes 6-8 months.
- Each phase will need to be cash flowed until reimbursements are received.

**Existing Concerns and Potential Upgrades**

- **Electrical Issues:** Existing system is already strained, and additional demand could cause problems. (RRF Pump Station and OSG already have known electrical competing demands)
- **Backwash Pond Capacity:** Nearing full capacity, requiring immediate cleanout and a long-term solution.

## Options for Board Consideration

### Option 1: Discontinue the Project Due to High Costs

- **Pros:** Avoids further financial strain.
- **Cons:** Loss of grant funding, delays water conservation efforts.
- **Additional Consideration:** CPUD can request reimbursement for completed work to avoid out-of-pocket losses. I have directed WGA to request reimbursement through the SRF application for the funds CPUD has already paid.

### Option 2: Seek Additional Funding Sources

- **Pros:** Continues the project without using CPUD reserves. (Still have to Cash-Flow)
- **Cons:** Additional funding could take time and require new applications. (no guarantee)
- **Potential Sources:**
  - Federal grants (e.g., Bureau of Reclamation funding).
  - USDA funding after further design progress.
  - Bridge loan to manage cash flow.

### Option 3: Proceed Using CPUD Reserves

- **Pros:** Keeps the project on track, avoiding delays.
- **Cons:** Uses CPUD funds, limiting resources for other projects.

### Next Steps:

- Finalize CEQA adoption. (Board)
- Approve 60% design and move forward with electrical/SCADA planning.
- Apply for PG&E service upgrade.
- Target early 2026 for construction start.

## Project Benefits

- Prevents pollution from backwash discharge.
- Reduces pumping demand at SFPS.
- Integrates with RR Flat Pumps/OSG.
- Clears Debris from current ponds, adding backwash capacity.
- Aligns with sustainability and drought mitigation goals.

## Board Decision & Next Steps

Review these options and determine the best path forward.

Respectfully Submitted,  
Mathew Roberts  
Interim General Manager

# Recycle Backwash Project



## ***Mission Statement:***

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





# Project Background



Upper Mokelumne River  
Watershed Authority

- CPUD Director identified UMRWA MAC Plan Construction Grant Opportunity

November  
8, 2021

- The Recycle Backwash Project was selected and scoped as the best qualified project for the grant criteria at the time

November  
8-15, 2021

- WGA prepared and submitted the grant application
- Project Construction Cost: **\$2 million**

November  
15, 2021





# Project Background

## CALAVERAS PUBLIC UTILITY DISTRICT BACKWASH RECYCLE PROEJCT PLANNING ESTIMATE

11/15/2021

ITEM	DESCRIPTION	TOTAL
1	PUMP STATION/WET WELL	\$150,000.00
2	FORCE MAIN PIPING	\$1,250,000.00
3	PG&E SERVICE UPGRADE	\$100,000.00
4	ELECTRICAL & INSTRUMENTATION (SCADA)	\$150,000.00
5	CIVL PIPING	\$50,000.00
	TOTAL:	\$1,700,000.00
	CONSTRUCTION CONTINGENCY (30%):	\$510,000.00
	<b>TOTAL CONSTRUCTION COST:</b>	<b>\$2,210,000.00</b>
	ENGINEERING, SURVEYING, & ADMINISTRATION (10%):	\$170,000.00
	ENVIRONMENTAL & PERMITTING :	\$50,000.00
	CONSTRUCTION MANAGEMENT (15%):	\$255,000.00
	<b>TOTAL PROJECT COST:</b>	<b>\$2,685,000.00</b>

# Recycle BW Project Components



## Lift Station & Force Main Piping

- Pump BW water from the Ponds up to Jeff Davis Reservoir

## Pond Modifications

- Weir Intake Structures in Ponds

## Pond Cleanout

- To increase capacity of design

## PG&E Power Service Upsize

- Correct existing power demand issues

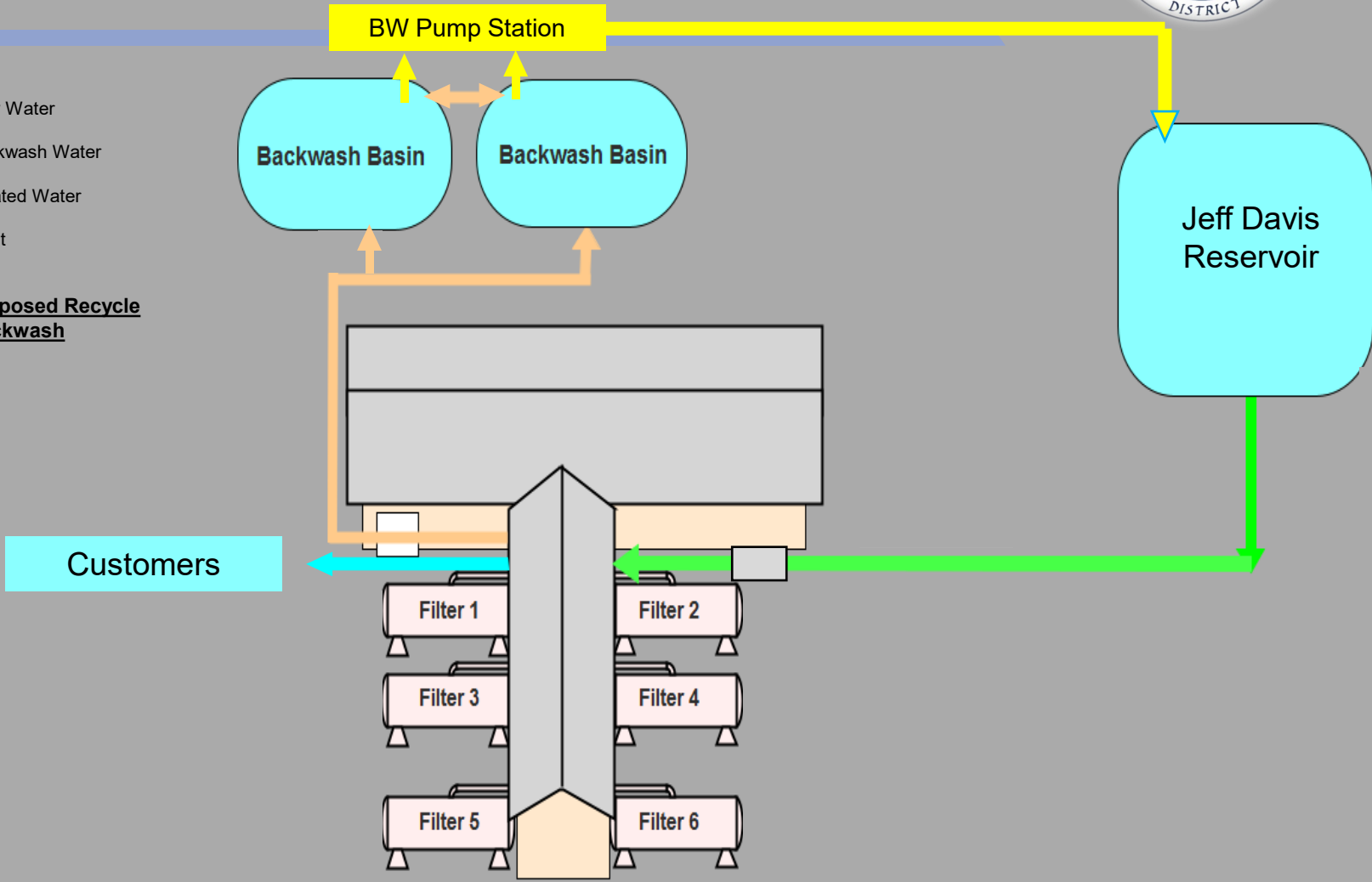
## SCADA Programming

- Maintain State Reporting Requirements

# Process Overview



- LEGEND**
- Raw Water
  - Backwash Water
  - Treated Water
  - Vault
  - **Proposed Recycle Backwash**





Upper Mokelumne River  
Watershed Authority

## Grant Awarded in Spring 2022

- ✓ Total: \$589,785
- ✓ Construction only
- ✓ Work must be complete by Summer 2027
- ✓ Will take 6 months to receive reimbursement funds

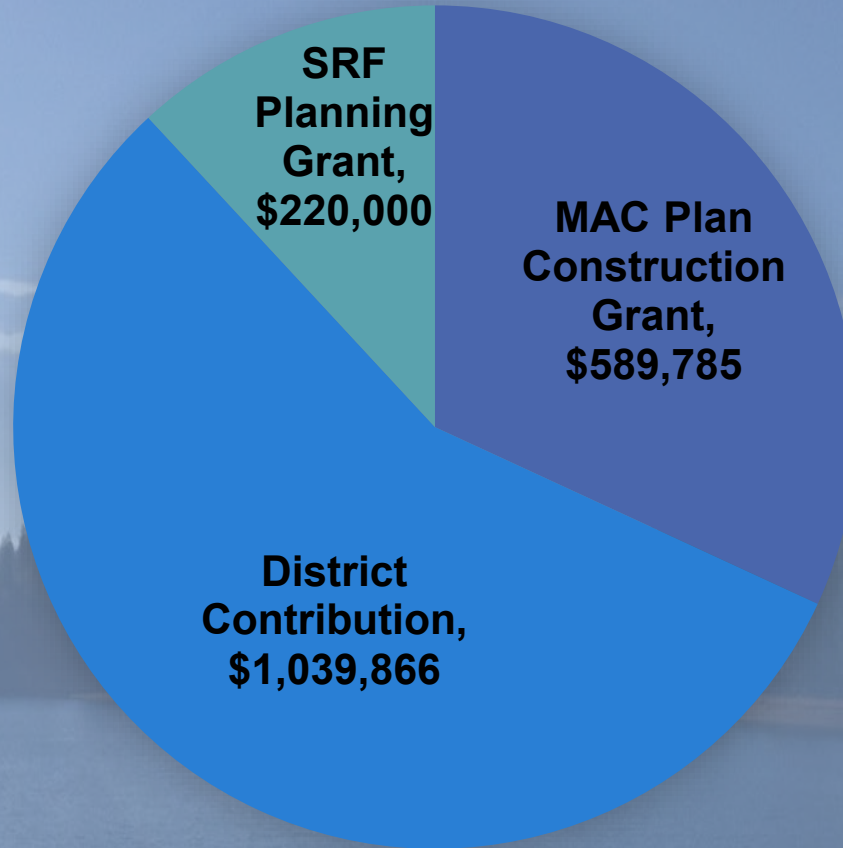
### Grant Award Criteria

- Drought Resiliency – Recycling 28 million gallons/year
- Improve downstream watershed quality by removing BW water from stream

# Project Funding Plan



## Project Costs



Expended to Date:  
\$137,516.27

**Current Project Total**  
**\$1,849,651.00**





# Current Estimate

## BACKWASH RECYCLE PROJECT 60% DESIGN ESTIMATE 2/6/2025

ITEM	DESCRIPTION	TOTAL
1	Mobilization	\$30,000
2	Locate And Protect Existing Utilities	\$10,000
3	Sheeting, Shoring, & Bracing	\$5,000
4	Clearing & Grubbing	\$15,000
5	Grading	\$35,000
6	Lift Station & Appurtenances	\$242,000
7	Backwash Ponds Piping and DI Structures	\$90,000
8	Misc Piping, Fittings, Valves, Etc.	\$75,000
9	6" Diameter Force Main, PVC C-900	\$287,500
10	Backwash Pond Cleanout	\$200,000
11	Electrical**	\$100,000
12	Programming**	\$35,000
<b>TOTAL:</b>		<b>\$1,124,500</b>
CONSTRUCTION CONTINGENCY (15%):		\$168,675
<b>TOTAL CONSTRUCTION COST:</b>		<b>\$1,293,175</b>
PG&E SERVICE UPGRADE**:		\$100,000
CONSTRUCTION BIDDING SERVICES:		\$7,500
CONSTRUCTION MANAGEMENT (20%)*:		\$258,635
<b>TOTAL PROJECT COST:</b>		<b>\$1,659,310</b>

Design & Environmental Costs are being reimbursed by the active DWSRF Planning Grant

\*Includes Civil, Survey, Electrical, Environmental, Geotechnical CM Services

\*\*Electrical Design Pending 60% Review





# Next Steps



**Upper Mokelumne River  
Watershed Authority**

- Board approval on Funding Plan
- CPUD Confirm Design Criteria
- CPUD 60% Design Plan Review

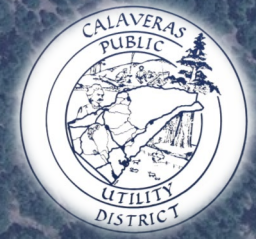
**February  
2025**

- CPUD to adopt CEQA Document

**March 2025**

- Complete 100% Design
- Process PG&E Application for power upgrade
- Consider procurement schedule
- Complete Project by Summer 2027

**Summer-  
Winter 2025**



# Questions





# Monthly Maintenance Report

## January 2025

LOCATION	DESCRIPTION OF WORK	STATUS
<b>Jeff Davis WTP</b>	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Treated Water = 19,085,606 Gallons	Complete
	Filter Backwash Water Used= 936,911 Gallons	Complete
	Sold Water = 11,313,256 Gallons	Complete
	13.5' Below Spill	Ongoing
	Rain Total 1"	Ongoing
<b>Warehouse Shop</b>	Routine Operation's	Ongoing
<b>South Fork Pump Station</b>	Weekly routine checks	Complete
	Raw Water Pumped = 204 Acre Feet (66,438,900 Gal.)	Ongoing
	River Flow 5-23 Cubic Feet Per second (CFS)	Ongoing
<b>Schaads Reservoir</b>	Weekly checks	Complete
	Schaads Metered Acc. 258,690 Gallons	Ongoing
	Small Hydro Generator-Running	Ongoing
	0-10' Below Spill	Ongoing
	CCWD Pump Data (West Point)=0 Acre/Ft	Ongoing
	DSOD/FERC Maint. Activities	Ongoing
<b>Glencoe Pump Station</b>	Weekly checks - routine monitoring	Complete
<b>Ponderosa PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>MCV PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>Garamendi's PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>San Andreas Distribution</b>	Routine operations, sampling	Complete
	Main Line Leak (Court/Hwy 49)	Complete
	12" Main Line Leak Repair (Edna/Hwy 49)	Complete
	4" Main Line Leak- (Pope st)	Complete
<b>Moke Hill Distribution</b>	Routine operations, sampling	Complete
<b>Glencoe Distribution</b>	Routine operations	Complete
<b>Paloma Distribution</b>	Routine operations, sampling	Complete
	Leak-Service Line (Gwinn)	Complete
<b>Rail Road Flat Distribution</b>	Routine operations, sampling	Complete
<b>Red Hawk Res.</b>	Routine operations	Complete
<b>Safety/Training</b>	Routine Safety Talks	Ongoing
<b>Spray Program</b>	Pre-Emergent	Ongoing
<b>Vehicle Maintenance</b>		
	Water Diversion Reports	Complete
<b>Other</b>	Annual Permits filed-Cal.Trans/County Encroachment/Air Pollution	Complete
	Middle Fork Dam Probable Maximum Flood Study (PMF) (GEI)	Ongoing
	Meter Program = 78 Installed / Total = 386	Ongoing
	70 USA tags	Complete
	33 Customer service/work orders	Complete
	Monthly meter reading	Complete
<b>Complaints</b>	(Taste = 0) (Pressure = 1) (Odor = 1) (Color = 0)	Complete

## CALAVERAS PUBLIC UTILITY DISTRICT

### **INTERIM GENERAL MANAGER REPORT**

**To: Board of Directors**

**From: Mathew Roberts, Interim General Manager**

**Date: 2.13.25**

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### **January 2025 Interim General Manager's Report:**

#### **INFORMATION ITEMS**

##### **A. Financial Update**

I met with Craig D. Collins, CPA, to gain a deeper understanding of the month-end balancing process and the district's budget development. Mr. Collins, having previously worked with the former General Manager, provided critical insights into budget planning. I am currently awaiting a scheduled meeting with Mr. Collins to train office personnel and assist in gathering necessary budget data. This will allow me to provide accurate and timely budget updates to the Board as requested.

##### **B. PG&E Service Upgrade & Project Budget**

I discussed the PG&E service upgrade with Matt Ospital (WGA) and Ryan Hirano (Woodard & Curran). We clarified that the time between design completion and construction includes bidding, procurement, and potential PG&E-related delays. The PGE upgrade, as well as the project bidding and procurement all fall under construction/implementation costs, and will be reimbursed by the grant.

##### **C. FERC Comprehensive Assessment (CA) & Part 12D Process**

- I spoke with Mr. Vigil at FERC regarding CPUD's Comprehensive Assessment (CA) plan and updated him on my role as CPUD's primary contact. Mr. Vigil confirmed that a Pre-Inspection Plan letter was sent last fall, outlining requirements due 180 days before the actual inspection. I am currently coordinating with GEI Engineering to ensure compliance with this process.
- Additionally, I met with GEI Engineering to discuss the FERC letter regarding Middle Fork Dam (P-7506). Rich Sanchez (GEI) confirmed that a draft response to the letter

will be provided after reviewing previous files and the last Part 12D report. The September 30, 2024, letter from FERC outlines key requirements for the Comprehensive Assessment (CA), which differs from a standard Part 12D review. The C.A. involves a more detailed inspection, Potential Failure Mode Analysis, and Risk Assessment by Subject Matter Experts (SMEs), resulting in additional costs to CPUD. Rich is also preparing a draft RFP for hiring the CA team, which will be shared for review before issuance.

#### **D. Transit Center and Yard Project**

In January, I met with WGA and Aspen Street Architects regarding the Calaveras Council of Governments (CCOG) Transit Center and Yard project. CCOG is planning for the construction of a new bus station. During our meeting, I reviewed the due diligence report provided by WGA and assessed CPUD's available water capacity. We discussed potential water supply requirements needed to support the project.

#### **E. Legal Matters & Interim Management Transition**

I met with legal counsel Adam Brown to address pending legal matters related to my transition as Interim General Manager. We reviewed ad hoc meetings, public records requests, personnel matters, and other legal considerations affecting CPUD.

#### **F. Ad Hoc Committee Meeting**

Met with the engineering and Planning Committee to discuss the Backwash Reclaim Project, Clarifying the details of the project and financial position.

#### **G. Operational Oversight**

In addition to managing projects and strategic planning, I also handle Superintendent duties. I continue to oversee CPUD's daily operations, including staff supervision, maintenance, customer service, and regulatory compliance.

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#### **NEXT STEPS**

- Continue **budget training and reporting improvements** with Craig D. Collins, CPA.
- Finalize and issue the **draft response to FERC** with GEI Engineering.
- Monitor the **PG&E service upgrade** and coordinate project schedules.
- Provide updates on the **Transit Center project** and its water capacity needs
- Work with **WGA** on the Backwash Reclaim Project
- Work with legal counsel to **streamline CPUD administrative processes**.