

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

TUESDAY, October 13, 2020

7:00pm

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

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

1. Roll Call and Pledge of Allegiance

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

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

Consent Items:

3. Approval of Consent Calendar

- a. Minutes for Regular Meeting of September 15, 2020
- b. System Totals Report for September 2020
- c. Maintenance Report for September 2020
- d. Water Report for September 2020

4. Financial Business

- a. Approval of Claim Summary #744

Items for Discussion and/or Action:

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

- Policy 2100 - Financial Management
- Policy 2200 - Inventory & Property Management
- Policy 2300 - Risk Management
- Policy 2400 - Communication & Technology

6. Discussion and Consideration – Authorizing Contract based on Proposal to Update Connection Fees – Hansford Economic Consulting

7. Discussion and Consideration – Authorizing Contract based on Authorizing Proposal for Calibration Network Analysis and System Mapping – KASL Engineering

8. Update: 2019 FEMA Storm Damage Projects:

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

10. Staff Reports

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

CALAVERAS PUBLIC UTILITY DISTRICT

506 W. Saint Charles Street, San Andreas, CA 95249

11. Board Members Report

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

12. Closed Session

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

13. Adjournment (Next Regular Meeting November 10, 2020 at 7:00pm)

AGENDA ITEM 3

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 September 15, 2020
- b. System Totals Report for September 2020
- c. Maintenance Report for September 2020
- d. Water Report for September 2020

Recommended Action: Approval of Consent Calendar

Motion 1st _____, 2nd _____, Carried _____

Regular Meeting

7:00 P.M.

MEMBERS PRESENT: Clifford Overmier
Richard Blood
Scott Speer

MEMBERS ABSENT: J.W. Dell'Orto
John Lavaroni*

STAFF PRESENT: Donna Leatherman, General Manager
Adam Brown, Legal Counsel

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

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

3. APPROVAL OF CONSENT CALENDAR:

a. Minutes for Regular Meeting of August 11, 2020: A motion was made by Director Speer, seconded by Director Blood, to approve the minutes for the Regular Meeting of August 11, 2020 as presented. Motion carried 3-0-2.

*Director Lavaroni arrived at 7:06pm

b. System Totals Report for August 2020: A motion was made by Director Speer, seconded by Director Blood, to accept the System Totals Report for August 2020 as presented. Motion carried 4-0-1.

c. Maintenance Report for August 2020: A motion was made by Director Lavaroni, seconded by Director Speer, to accept the Maintenance Report for August 2020 as presented. Director Blood inquired about the tank inspection schedule. The General Manager clarified that it was inspected on a quarterly basis. Motion carried 4-0-1.

d. Water Report for August 2020: A motion was made by Director Speer, seconded by Director Lavaroni, to accept the Water Report for August 2020 as presented. Motion carried 4-0-1.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #743: Director Blood inquired about the payment to Weber, Ghio and Associates (WGA) for engineering services. The General Manager provided a copy of the invoice with details on monthly engineering expenses to WGA. A motion was made by Director Lavaroni, seconded by Director Speer, to approve Claim Summary #743 in the amount of \$130,520.56 as presented. Motion carried 4-0-1.

5. CONSIDERATION OF RESOLUTION 2020-14: RESOLUTION ADOPTING DISTRICT POLICIES: The Ad Hoc Policies and Procedures Committee and staff met from April to August reviewing and updating policies prior to presenting to the Board. The Policy sections 2100 -2400 which were presented to the Board prior to the Board meeting for review and comment. A motion was made by Director Lavaroni, seconded by Director Speer, to approve Resolution 2020-14: Resolution Adopting District Policies Section Sections 2100 – Financial Management, 2200 - Inventory & Property Management, 2300 – Risk Management, 2400 – Communications & Technology. Director Blood inquired if the Policies had been posted to the website for public review and transparency. The General Manager reported that they were

inadvertently not included in the posting of the agenda packet. Director Blood was not comfortable with adopting the policies until they had been posted prior the approval by the Board of Directors. Director Lavaroni rescinded his vote and the item was tabled until the draft policies were posted to the District website prior to the October regular meeting. No further action was taken.

CONSIDERATION OF RESOLUTION 2020-15 RESOLUTION ADOPTING A NEW CONFLICT OF INTEREST CODE AND APPENDIX OF DESIGNATED POSITIONS AND DISCLOSURE CATAGORIES: As required by state law, the 2020 biennial review of the District's Conflict of Interest Code has been reviewed and updated. The only change was to replace the title of "District Manager" with "General Manager". All other Designated Positions and Categories remain unchanged. A motion was made by Director Lavaroni, seconded by Director Blood, to adopt Resolution 2020-15.. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto was absent. Motion carried 4-0-1.

6. CONSIDERATION OF RESOLUTIONS 2020-16: RESOLUTION OF APPRECIATION HONORING KATE JESUS: A motion was made by Director Lavaroni, seconded by Director Blood, to adopt Resolution 2020-16 Resolution of Appreciation Honoring Kate Jesus. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto was absent. Motion carried 4-0-1.

7. COURT STREET LINE REPLACMENT PROJECT

a. Consideration of Resolution 2002-17 Accepting the Court Street Line Replacement Project: The General Manager provided a recap of the project, including the final inspection report from the Calaveras County Public Works Department. The District has received positive feedback from the public regarding the quality of the road surface. All work has been completed and the contractor submitted a request for progress payment for work completed. A motion was made by Director Lavaroni, seconded by Director Speer, to adopt Resolution 2020-17. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto absent. Motion carried 4-0-1.

9. UPDATE: STATE REVOLVING FUND (SRF) PLANNING GRANT APPLICATION PACKAGE FOR WATER TREATMENT PLANT IMPROVEMENT PROJECTS: The General Manager reported on the summary provided by Weber Ghio & Associates from the August 5, 2020 SRF Planning Grant workshop. Director Blood inquired about the tank and clear well, and the General Manager provided an update. Director Overmier inquired whether patching would be needed, and the General Manager indicated a need to wait for the report. Also presented was a Fact Sheet from the State Drinking Water SRF which describes the new Intended Use Plan (IUP) for project to be funded in State fiscal year 2020/2021. The General Manager recommended that the District complete the application packet to include all projects in the workshop recap. This will allow the District to have the application processed and allow the State to review for consideration of funding. Director Blood had concerns regarding the projects and when the recent tank inspection report would be presented. The General Manager clarified and reported that the tank inspectors did not have the report ready at this time.

10. UPPER MOKELUMNE RIVER WATERSHED AUTHORITY (UMRWA) 20TH ANNIVERSARY: A release from UMRWA was presented celebrating two decades of protecting water quality, water supply and the health of the Mokelumne River Watershed. The General Manager reported on some of the recent projects that the Authority is working on and has completed.

11. DISCUSSION: CALAVERAS LOCAL AGENCY FORMATION COMMISSION (LAFCO) NOMINATION BALLOT FOR INDEPENDENT SPECIAL DISTRICT MEMBERS AND

ALTERNATE: Calaveras LAFCO is seeking two Special District Board of Director Members to serve four-year terms on LAFCO. A motion was made by Director Speer, seconded by Director Blood, to nominate Director John Lavaroni as to the Calaveras LAFCO. Motion carried 4-0-1.

12. APPROVAL OF REVISED JOB DESCRIPTION

a. Administrative Account Assistant: The Administrative Account Assistant job description was last reviewed in 2014. The General Manager recommended updating and modifications due to the position vacancy and changes in the duties and responsibilities since the last update. The salary was reviewed compared to the current approved 2018/19 salary structure, and General Manager recommended to update the pay range. A discussion regarding the current salary for the position and recommended that it be changed to a salary range 14 or \$4350.00-\$5287.00, which would be the starting salary for the Administrative Account Assistant position. Following discussion by the Board, a motion was made by Director Lavaroni, seconded by Director Speer, to approve the updated and revised Administrative Account Assistant job description. Motion carried 4-0-1.

13. APPROVAL OF SMART PHONE METER READING (SPMR) AGREEMENT: The General Manager reported that the District's current handheld devices used for meter reading are out of date and no longer functioning due to a recent software update. The District conducted research of various types of handheld devices and a demo of the SPMR application was conducted during the August meter reading. Staff reported that the app and demonstration was successful. The General Manager added that there are additional benefits of efficiency, cost, reduction in staff time and safety. The one-year agreement for the SPMR application is a subscription of \$5,988.00, and additionally includes a one-time set up and staff training cost of \$1,700.00, for a total cost of \$7,688.00 for the annual agreement. The District will have to replace the District iPhones with Android phones to use the SPMR app. Upon approval, the staff will be able to use the application for the September meter reading cycle. A motion was made by Director Lavaroni, seconded by Director Speer, to approve the Smart Phone Meter Reading (SPMR) Agreement. Motion carried 4-0-1.

14. CONSIDERATION OF RESOLUTION 2020-18: APPOINTMENT OF DIRECTOR JOSHUA WAYNE DELL'ORTO TO THE BOARD OF DIRECTORS: At the direction of District Legal Counsel, Resolution 2020-18 was revised and retitled as RESOLUTION 2020-18: REQUESTING APPOINTMENT TO BE MADE BY THE CALAVERAS COUNTY BOARD OF SUPERVISORS TO THE CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS IN LIEU OF AN ELECTION to include both Director Dell'Orto and Director Speer. A motion was made by Director Lavaroni, seconded by Director Blood, to approve the revised Resolution 2020-18. A roll call vote was taken. Directors Speer, Lavaroni, Blood and Overmier voted yes. Director Dell'Orto was absent. Motion carried 4-0-1.

15. CONSIDERATION OF RESOLUTION 2020-19: APPOINTMENT OF DIRECTOR SCOTT SPEER TO THE BOARD OF DIRECTORS: This resolution was withdrawn (see Agenda item #14).

16. STAFF REPORTS

a. General Manager's Report: The General Manager provide an overview of the presented report and included additional reporting on upcoming items regarding President Dell'Orto's request to update the water connection fees, a policy for Residential Fire Sprinkler Systems, reinstatement of late fees for non-payment of water and several inquiries for new water services.

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

c. ENGINEER'S REPORT: The monthly Engineer's Report was presented for review. There were no comments from the Board.

17. BOARD MEMBERS REPORT

- a. Director Lavaroni – LAFCO Meeting Report (9/21//20) Nothing to report.
- b. Director Blood – UMRWA Meeting Report (10/23/20) Nothing to report.

The General Manager inquired to Director Blood if there has been any information on the update to the MAC plan. Not currently. Also mentioned was the cancellation of the Annual EMBUD Barbeque.

18. CLOSED SESSION

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

The Board reconvened in open session. The Board heard a report on the status of SEIU negotiations, and discussed matters concerning a performance evaluation of the General Manager. No action was taken.

19. ADJOURNMENT (Next Regular Meeting on September 15, 2020): As there was no further business to come before the Board, a motion was made by Director Overmier, seconded by Director Lavaroni, to adjourn the meeting at 9:35pm. Motion carried 4-0-1.

Respectfully submitted,

Donna Leatherman, General Manager

c. ENGINEER'S REPORT: The monthly Engineer's Report was presented for review. There were no comments from the Board.

17. BOARD MEMBERS REPORT

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- b. Director Blood – UMRWA Meeting Report (10/23/20) Nothing to report.

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Respectfully submitted,

Donna Leatherman, General Manager

10/8/2020

10:59:36AM

System Totals Report

Calaveras P.U.D.

Water Sold This Month

47,486,480 Gallons

Reprinted System Totals Report for 09-20

	Amount (\$)	# Of Accounts
Total Water	228,028.34	1,914
Total Late Charge	1,920.00	64
Total Adjustments	-1,470.55	76
Total New Acct Fee	280.00	8
Total Service Call Out	70.00	2
Total Current Charges	228,827.79	1,914
Amount Past Due 1-30 Days	18,230.86	197
Amount Past Due 31-60 Days	2,976.95	41
Amount Past Due Over 60 Days	6,961.87	18
Amount Of Overpayments/Prepayments	-23,778.31	265
Total Receivables	233,219.16	1,868
Total Receipts On Account	210,500.43	1,690
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	
Turned Off Accounts (Amount Owed)	5,162.06	146
Collection Accounts (Amount Owed)	5,162.06	146
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	24,719	1,921
Average Water Charge For Active Meters	118.70	1,914

Usage Groups	Gallons	# Of Accounts	Usage	Gallons	% Of Usage	% Of Sales
Over 50,000		128	25,469,004		53.63	34.70
40,001-50,000		62	2,749,617		5.79	4.63
30,001-40,000		100	3,411,326		7.18	5.90
20,001-30,000		205	5,002,937		10.54	9.89
10,001-20,000		440	6,366,173		13.41	17.04
8,001-10,000		152	1,373,220		2.89	4.76
6,001-8,000		186	1,296,592		2.73	5.53
4,001-6,000		204	1,029,261		2.17	5.60
2,001-4,000		205	621,375		1.31	5.51
1-2,000		184	166,959		0.35	5.17
Zero Usage		55	0		0.00	1.28
=====						
Total Meters		1,921	47,486,464		100.00	100.00

Monthly Maintenance Report

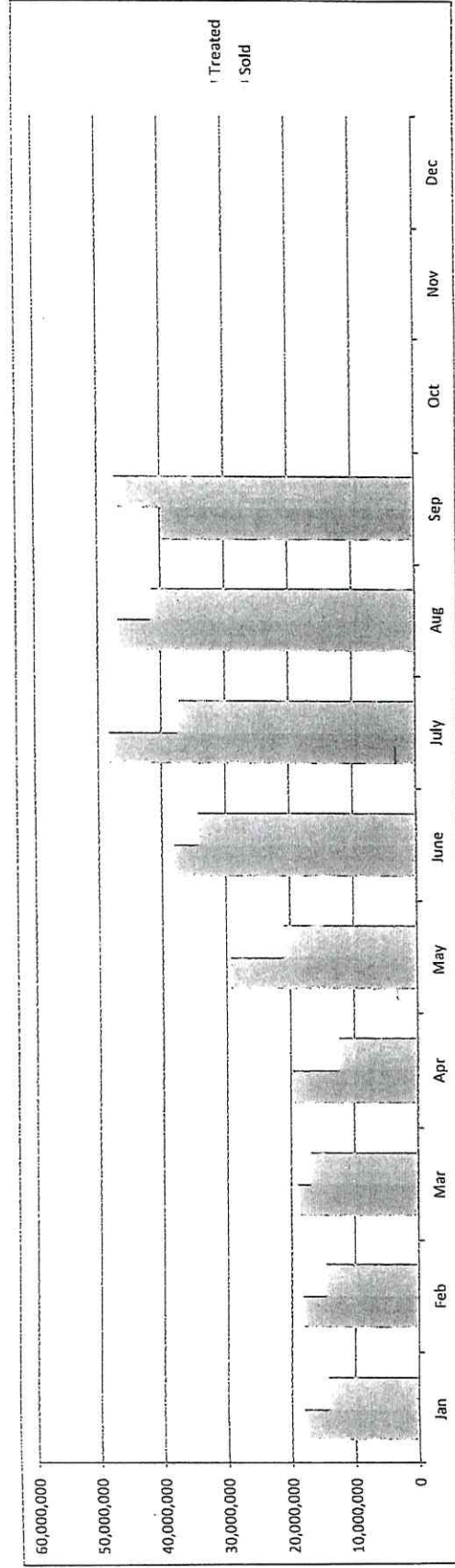
September 2020

LOCATION	DESCRIPTION OF WORK	STATUS
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP in compliance	Complete
	Treated Water - 39,690,337 gallons	
Warehouse Shop	Roof leak in office building-Quote	Pending
	CPPA Energy Efficiency Grant Project	In-Progress
South Fork Pump Station	Weekly routine checks	Complete
Schaads Reservoir	Weekly checks	Complete
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	Gold Strike pressure station rebuild	Pending
	GPS and meter checks (Diamond Maps)	Ongoing
	Culvert repair at 531 W. St. Charles St.	Complete
	12" main repair at Rapetti Rd.	Follow-up
	Leak 2" steel tap repair at 153 Jasper Way	Complete
Moke Hill Distribution	Leak 2" service line @ 750 Industrial Way	
	Routine operations, sampling	Complete
	Replaced float and B/W relay at Golden Hills tank	Complete
	Repair 1" service line on Jennifer Ct.	Complete
	Repair 1" service and ARV repair (Hertz Mini Storage)	Complete
Glencoe Distribution	2" service line repair at 9267 E Highway 26	Complete
	Routine operations	Complete
Paloma Distribution	Routine operations, sampling	Complete
	Fill station for vandalism	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
	New 1" service install at 750 Simpson Rd.	Complete
Safety/Training	Vehicle Safety: Check, Inspect, Drive/Safe Fuel Handling Practices/	Complete
	Keeping Chemical Deliveries Safe/Don't Get in a Bind with a Backhoe	
	QAC Webinar (John C.)	Complete
Spray Program	Routine spraying	Ongoing
Vehicle Maintenance	Truck and trailer BIT	Complete
	Trailer ABS repair	Pending
Other	86 USA tags completed	Complete
	41 Customer service/work orders	Ongoing
	Monthly meter reading	Complete
	0 Complaints	Complete
	Revision of Operations Plan	Pending
	2 New service inquiries	

Calaveras Public Utility District (2020)

Water Treated and Water Sold Comparison

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
Treated	17,976,016	18,120,398	18,767,208	19,511,089	29,307,606	38,085,265	48,179,429	46,777,807	39,690,337	0	0	0	276,415,155
Sold	14,154,158	14,629,479	16,918,802	12,374,759	21,001,211	34,221,411	37,207,305	41,436,155	47,486,464	0	0	0	239,429,744
% difference	-21.26%	-19.27%	-9.85%	-36.58%	-28.34%	-10.15%	-22.77%	-11.42%	19.64%	#DIV/0!	#DIV/0!	#DIV/0!	-13.38%



Financial Business

- a. Approval of Claim Summary #744

Discussion

The Claim Summary #744 submitted in the amount of \$328,659.61 reflects payments with descriptions showing on the Bill Payments for All Vendors report.

Recommended Action: Approval of Claim Summary #744: \$328,659.61

Motion 1st _____, 2nd _____, Carried _____

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 744

DATE: September 2020

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

Claims Submitted	\$276,895.21
Payroll Submitted	\$ 36,275.50
P/R Tax Deposits	\$ 15,491.90
Sub-total	\$328,659.61

Net Additions	
Net Deductions	
Claim Summary Approved for	\$328,659.61



General Manger, Calaveras Public Utility District

12:51 PM

10/07/20

Accrual Basis

Calaveras Public Utility District
Summary Balance Sheet
As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	146,413.55
Other Current Assets	4,329,271.11
Total Current Assets	4,475,684.66
Fixed Assets	8,329,882.54
Other Assets	679,272.81
TOTAL ASSETS	13484840.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabili...	1,954,798.24
Total Current Liabilities	1,954,798.24
Long Term Liabilities	114,544.07
Total Liabilities	2,069,342.31
Equity	11415497.70
TOTAL LIABILITIES & EQU...	13484840.01

Calaveras Public Utility District
Bill Payments for All Vendors
September 2020

Name	Num	Date	Amount	GL #	Item Description
Alpha Analytical Labs, Inc.	22575	09/15/2020	565.00	5623	Lab Fees
AT & T	22587	09/30/2020	635.16	5432	Utilities
AT & T	22588	09/30/2020	67.87	5432	Utilities
Cal PERS	EFT	09/02/2020	12,507.85	5643	Health Insurance
Calaveras Enterprise	22589	09/30/2020	93.28	5620	Ad - WUWII position
Campbell Construction	22541	09/09/2020	169,431.08	1117	Court Street Line Replacement Proj.
Carbon Copy Inc.	22590	09/30/2020	139.26	5623	Printer/Copier contract
Comcast	22576	09/15/2020	309.34	5621	Utilities
Cunningham, John	22577	09/15/2020	172.39	5429	Safety - Boot reimbursement
Danielsen Construction & Energy Managemen	22591	09/30/2020	8,277.20	1117	Warehouse - CPPA grant project
Datco Billing	22592	09/30/2020	25.50	5422	Contract Services
De Lage Landen Financial Services Inc.	22593	09/30/2020	87.85	5623	Printer/Copier contract
Fischer, Merle	22584	09/30/2020	371.07	5647	Post retirement health
Golden State Flow Measurement/WFM	22594	09/30/2020	5,062.44	1117	Meters
Hill Rivkins Brown & Associates	22578	09/15/2020	13,098.00	5682	Legal services (Aug/Sept)
Hobgood's Cleaning Service	22595	09/30/2020	160.00	523	Janitorial contract (Sept)
Hunt & Sons Inc.	22579	09/15/2020	935.22	5424	Fuel
Hunt & Sons Inc.	22596	09/30/2020	694.55	544	Fuel
Johlin Measurement Ltd.	22597	09/30/2020	49.00	5620	Shipping - fill station cards
Lehigh Hanson	22598	09/30/2020	130.03	5421	Materials & Supplies
Matrix Trust Company	22580	09/15/2020	400.00	2317	457 Plan
Matrix Trust Company	22585	09/30/2020	400.00	2317	457 Plan
Mead and Hunt, Inc.	22599	09/30/2020	1,350.25	5430	Engineering (EAP)
Motherlode Answering Service	22600	09/30/2020	226.94	5623	Answering service
Pace Supply	22601	09/30/2020	2,386.90	5421	Material & Supplies
Pacific Gas & Electric	22581	09/15/2020	631.81	5402/5432	Utilities
Pacific Gas & Electric	22602	09/30/2020	259.16	5621	Utilities
Process Solutions, Inc.	22586	09/30/2020	4,375.01	5322	WTP Supplies (Replace ck#22850)
Progressive Print Solutions	22603	09/30/2020	262.84	5620	Material & Supplies - Doortags
Public Employees Retirement System	EFT	09/15/2020	11,049.46	5645	Retirement - Sept
Public Employees Retirement System	EFT	09/02/2020	3,825.05	5645	Retirement - Aug
Public Employees Retirement System	EFT	09/02/2020	700.00	5645	OPEB annual Fee
Safe T Lite	22604	09/30/2020	925.05	5421/5429	Safety - Materials & Supplies
SPMR, LLC	22605	09/30/2020	7,688.00	1114	Meter Reading software upgrade
Staples Credit Plan	22606	09/30/2020	77.41	5620	Materials & Supplies
Treat's General Store	22607	09/30/2020	183.15	5421/5322	Materials & Supplies/WTP supplies
Upper Mokelumne River Watershed Authority	22608	09/30/2020	9,140.00	5683	FY 2021 Membership dues
USA Blue Book	22609	09/30/2020	79.10	5322	WTP supplies - Lab
Volcano Telephone	22610	09/30/2020	523.35	5322/5432/5201	Utilities
Weber, Ghio & Associates	22611	09/30/2020	18,225.75	1117/5684/1190	Engineering -General Court St./ FEMA Storm Damage/SRF Grant application
Wells Fargo Bank	22582	09/15/2020	219.76	5620	Shred services/Materials & Supplies
Wells Fargo Bank (KJ)	22583	09/15/2020	1,154.13	5622/5421	Postage/CalFire Materials
			<u>276,895.21</u>		

Consideration of Resolution 2020-14: Resolution Adopting District Policies

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

Discussion

As directed by the Board, a comprehensive review of District and Board policies and procedures. The objective of the review is to update and organize District policies to be in compliance with existing law and best practices recognized among water districts throughout the state, and to facilitate transparency and ease of use for the Board, staff and the public.

The District started with the sample policies compiled by the California Special Districts Association (CSDA) with the assistance of special districts and attorneys throughout California and made appropriate modifications to suit the specific needs of the District. Following input from District legal counsel, staff met and the ad hoc committee (Directors Blood and Overmier) for further review and revision of these policies and procedures before presentation to the Board for consideration.

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

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

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

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

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

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

RESOLUTION 2020-14

RESOLUTION ADOPTING DISTRICT POLICIES

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

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

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

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

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

1. That the attached Policies, Sections 2100, 2200, 2300 and 2400 as shown in Exhibit A, be and are hereby adopted by the Board of Directors; and
2. That the aforesaid Policies hereby amend, restate and supersede any and all prior and currently existing policies of this District pertaining to the subject matter set forth therein; and
3. That unless otherwise amended, restated or superseded herein, all other District policies and procedures presently in existence shall remain unaltered and shall continue in full force and effect.

The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 13th day of October 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Calaveras Public Utility District

Attest:

Donna Leatherman, General Manager

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

Date

EXHIBIT A

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

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

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

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

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2100 – ACCOUNTS RECEIVABLE POLICY FOR NON-WATER RELATED CHARGES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2100.1 It is the policy of the District that accounts receivable be reviewed monthly, as it is critical to the cash flow of the District and requires continued follow-up and attention.

2100.2 Procedures:

- a) The accounts receivable balances for non-water related charges are reviewed monthly by the Administrative Account Assistant, along with assigned staff.
- b) Notices are sent for all invoicing 30 or more days past their due date.
- c) Finance charges of one and one half percent (1.5%) percent per month are assessed on all accounts past due.
- d) Credit memos are limited to the control of the Administrative Account Assistant, after consulting with the General Manager or his or her designee.
- e) At month-end closing, an accounts receivable schedule is prepared, reviewed and reconciled to the General Ledger. The trial balance report is compared to the General Ledger for accuracy.
- f) Every attempt is made for collection. At year-end it is determined if there are uncollectible items and, if so, those are written off by the Administrative Account Assistant, upon approval by the General Manager or his or her designee not to exceed \$500. Any amount over the approved allowance for bad debt must be approved by the Board of Directors prior to write off.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2105 – ASSET PROTECTION AND FRAUD IN THE WORKPLACE		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2105.1 Purpose and Scope: To establish policy and procedures for clarifying acts that are considered to be fraudulent, describing the steps to be taken when fraud or other dishonest activities are suspected, and providing procedures to follow in accounting for missing funds, restitution and recoveries.

2105.2 Calaveras Public Utility District (CPUD) is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of CPUD to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the CPUD and, when appropriate, to pursue available legal remedies.

2105.3 Definitions:

- a) Fraud – Fraud and other similar irregularities include, but are not limited to:
- 1) Claim for reimbursement of expenses that are not job-related or authorized by District policy;
 - 2) Forgery, falsification, or unauthorized alteration of documents or records (including but not limited to checks, promissory notes, time sheets, independent contractor agreements, purchase orders, budgets, etc.);
 - 3) Misappropriation of District assets (including but not limited to funds, securities, supplies, furniture, equipment, etc.);
 - 4) Inappropriate use of District resources (including but not limited to labor, time, and materials);
 - 5) Improprieties in the handling or reporting of money or financial transactions;
 - 6) Authorizing or receiving payment for goods not received or services not performed;
 - 7) Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of District-owned or –licensed software;
 - 8) Misrepresentation of information;
 - 9) Theft of equipment or other goods;
 - 10) Any apparent violation of federal, state, or local laws related to dishonest activities or fraud;
 - 11) Seeking or accepting anything of material value from those doing business with the District including vendors, consultants, contractors, lessees, applicants, and grantees. Materiality is determined by the District's Conflict of Interest Code which incorporates the Fair Political Practices Commission's regulations;
 - 12) Any other conduct, actions or activities treated as fraud or misappropriation under any federal or state law, rule or regulation.

- b) Employee – In this context, “employee” refers to any individual or group of individuals who receive compensation, either full- or part-time, including members of the Board of Directors, from CPUD. The term also includes any volunteer who provides services to the CPUD through an authorized arrangement with the District or a District organization.
- c) Management – In this context, “management” refers to any manager, General Manager, or other individual who manages or supervises District’s resources or assets.
- d) Internal Audit Committee – In this context, if the claim of fraud involves anyone other than the District General Manager, the Internal Audit Committee shall consist of the General Manager, the District Legal Counsel and Board President. If the claim of fraud involves the District’s General Manager, the Internal Audit Committee shall consist of the Board President, the District Legal Counsel and those persons appointed to the Internal Audit Committee by the Board President. Nothing contained in this policy shall be construed as requiring the General Manager or the Board President to appoint other persons to the Internal Audit Committee. Individuals appointed to the Internal Audit Committee by the General Manager or the Board President other than the District Legal Counsel shall serve at the pleasure of the General Manager or the Board President.
- e) External Auditor – In this context, “External Auditor” refers to independent audit professionals appointed by the District’s Board of Directors to perform annual audits of the District’s financial statements.

2105.4 It is the District’s intent to fully investigate any suspected acts of fraud, misappropriation, or other similar irregularity. An objective and impartial investigation will be conducted regardless of the position, title, and length of service or relationship with the District of any party who might be or become involved in or become the subject of such investigation. An employee being investigated for fraud may request representation by a representative of any recognized bargaining unit that represents the employee.

2105.5 The District is responsible for instituting and maintaining a system of internal controls to provide reasonable assurance of the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their areas of responsibility and be alert for any indications of such conduct.

2105.6 For claims of fraud not involving the General Manager, the General Manager or an Internal Audit Committee appointed by the General Manager shall have primary responsibility for investigation of activity covered by this policy. For claims of fraud involving the General Manager, the Board President or an Internal Audit Committee appointed by the Board President shall have primary responsibility for investigation of activity covered by this policy. The District Legal Counsel shall advise the Committee, the General Manager and/or the Board President on all such investigations.

2105.7 Throughout the investigation, the Internal Audit Committee will inform the General Manager of pertinent investigative findings.

2105.8 An employee will be granted whistle-blower protection when acting in accordance with this policy so long as he or she has not engaged in activity that violates this policy. When informed of a suspected impropriety, neither the District nor any person acting on its behalf shall:

- a) Dismiss or threaten to dismiss an employee providing the information,
- b) Discipline, suspend, or threaten to discipline or suspend such an employee,
- c) Impose any penalty upon such an employee, or
- d) Intimidate or coerce such an employee.

Violations of this whistle-blower protection policy will result in discipline up to and including termination.

2105.9 Upon conclusion of an investigation, the results will be reported to the General Manager or, if the investigation involves the General Manager, the Board President, either of whom shall advise the Board of Directors.

2105.10 Following review of investigation results, the General Manager or the Board, as the case may be, will take appropriate action regarding employee misconduct. Disciplinary action can include employment discipline up to and including termination, referral for criminal prosecution, or both.

2105.11 The General Manager or the District Legal Counsel will pursue every reasonable effort, including court-ordered restitution, to obtain recovery of District losses from the offender, other responsible parties, insurers, or other appropriate sources unless the Board should otherwise direct in consultation with the District Legal Counsel.

2105.12 Procedures:

2105.12.1 Board of Directors Responsibilities

- a) If a Board Member has reason to suspect a fraud has occurred, he or she shall immediately contact the General Manager or the Board President and District Legal Counsel, if the activity involves the General Manager.
- b) The Board Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the General Manager or Board President, as the case may be, and the District Legal Counsel.
- c) The alleged fraud or audit investigation shall not be discussed with the media by any person other than the General Manager or the Board President after consultation with the District's Legal Counsel and any Internal Audit Committee appointed as to the matter.

2105.12.2 Management Responsibilities

- a) Management is responsible for being alert to, and reporting fraudulent or related dishonest activities in their areas of responsibility.
- b) The General Manager should be familiar with the types of improprieties that might occur in his or her area of responsibility and be alert for any indication that improper activity, misappropriation, or dishonest activity did occur or is occurring.
- c) When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- d) If the General Manager or Supervisor determines a suspected activity may involve fraud or related dishonest activity, he or she should contact District Legal Counsel. If the activity involves the General Manager, it shall be reported to the Board President or the District's Legal Counsel.

- e) Staff should not attempt to conduct individual investigations, interviews, or interrogations other than as directed by the General Manager or District Legal Counsel. However, management staff are responsible for taking appropriate corrective actions to implement adequate controls to prevent recurrence of improper actions.
- f) Management should support the District's responsibilities and cooperate fully with the Internal Audit Committee, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
- g) Management staff must give full and unrestricted access to all necessary records and employees to those responsible for identifying, investigating and remedying fraud and related dishonest acts. All District assets, including furniture, desks, and computers, are open to inspection at any time. No District officer, agent or employee has a reasonable expectation of privacy in District property and other resources to preclude such inspection.
- h) In dealing with suspected dishonest or fraudulent activities, great care must be taken. Therefore, management should avoid the following:
 - 1) Incorrect accusations;
 - 2) Alerting suspected individuals that an investigation is underway;
 - 3) Treating employees unfairly; and
 - 4) Making statements that could lead to claims of false accusations or other offenses.
- i) In handling dishonest or fraudulent activities, the General Manager has the responsibility to:
 - 1) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc;
 - 2) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the District, unless specifically directed to do so by the General Manager or the Board President; and
 - 3) Avoid discussing the case with anyone inside the District other than employees who have a need to know such as the General Manager, Internal Audit Committee, or the District Legal Counsel.
 - 4) Direct all inquiries from the suspected individual, or his or her representative, to the General Manager, the Board President, or the District Legal Counsel. All inquiries by an attorney representing a suspected individual should be directed to the General Manager or the District Legal Counsel. All inquiries from the media should be directed to the General Manager or the Board President, if the activity involves the General Manager.
 - 5) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the General Manager and District Legal Counsel, in conformance with District policy and applicable law.

2105.12.3 Employee Responsibilities

- a) A suspected fraudulent incident or practice observed by, or made known to, an employee must be reported to the employee's supervisor for reporting to the General Manager.
- b) When an employee believes his or her supervisor may be involved in inappropriate activity, the employee shall make the report to the General Manager. If the activity involves the General Manager, it shall be reported to the Board President or the District Legal Counsel.

- c) A reporting employee shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the General Manager, Internal Audit Committee, the District Legal Counsel, or law enforcement personnel.

2105.12.4 Internal Audit Committee Responsibilities

- a) Upon assignment by the General Manager or the Board President, an Internal Audit Committee will promptly investigate the allegations.
- b) In all circumstances where there reason to suspect a criminal fraud has occurred, the Internal Audit Committee, in consultation with the General Manager or the Board President and District Legal Counsel, if the General Manager is suspected of involvement in the fraud, will contact the appropriate law enforcement agency.
- c) The Internal Audit Committee shall be available and receptive to relevant, confidential information to the extent allowed by law after consultation with the District Legal Counsel.
- d) If evidence is uncovered showing possible dishonest or fraudulent activities, the Internal Audit Committee will:
 - 1) Discuss the findings with the General Manager;
 - 2) Advise management, if the case involves District staff members, to meet with the General Manager (or District Legal Counsel) to determine if disciplinary action should be taken;
 - 3) Report to the External Auditor such activities to assess the effect of the illegal activity on the District's financial statements;
 - 4) Coordinate with the District's risk manager, General Manager or District Legal Counsel regarding notification to insurers and filing of insurance claims;
 - 5) Take immediate action, after consultation with the District Legal Counsel, to prevent the theft, alteration, or destruction of evidence. Such action shall include, but is not limited to:
 - a) Removing relevant records and placing them in a secure location, or limiting access to those records
 - b) Preventing the individual suspected of committing the fraud from having access to the records.
 - 6) In consultation with the District's Legal Counsel and the local law enforcement agency, the Internal Audit Committee may disclose particulars of the investigation to potential witnesses if such disclosure would further the investigation.
 - 7) If the Internal Audit Committee is contacted by the media regarding an alleged fraud or audit investigation, the Internal Audit Committee will refer the media to the General Manager or Board President, if the activity involves the General Manager.
 - 8) At the conclusion of the investigation, the Internal Audit Committee will document the results in a confidential memorandum report to the General Manager or the Board President for action. If the report concludes that the allegations are founded and the District Legal Counsel has determined that a crime has occurred, the report will be forwarded to the appropriate law enforcement agency.
 - 9) The Internal Audit Committee shall make recommendations to the General Manager as to the prevention of future similar occurrences.

- 10) Upon completion of the investigation,; all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Internal Audit Committee to the General Manager.

2105.13 Exceptions

There will be no exceptions to this policy unless provided and approved in writing by the General Manager or the Board President and the District Legal Counsel. The Board of Directors reserves the right to amend, delete, or revise this policy at any time by formal action of the Board of Directors.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2110 – BUDGET PREPARATION		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2110.1 An annual budget proposal shall be prepared by the General Manager.

2110.2 The Board of Directors shall review with the General Manager his/her annual budget proposal during any regular or special Board meeting.

2110.3 The Capital Improvement Projects (CIP) budgets are established and approved by the Board of Directors. A long-term (5-10-15 year) plan for the Capital Improvement Projects should be reviewed annually and modified as needed.

2110.4 The preliminary annual budget, as reviewed and amended by the General Manager, shall be reviewed by the Board of Directors at its regular meeting in May.

2110.5 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2115 – CREDIT CARD USE		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2115.1 Purpose

The purpose of this policy is to provide direction and instructions on the proper use of District credit cards for purchases of supplies, materials, equipment, travel, and all other District expenses, not to exceed individual limits, defined by position, as established by this policy and within the Board approved District budget.

2115.2 Policy

A purchasing credit card may be issued to District Staff for the purpose of conducting District business, based on functional need, as authorized by the General Manager or designee.

2115.3 Corporate Credit Card General Guidelines

- a. The credit card will have the employee's name and District name on the card.
- b. Authorization to use District credit cards is restricted to the individual card holder. It may not be delegated to another employee.
- c. The card is to be used for official business and may not be used for personal purchases at any time.
- d. When receiving a credit card, the employee will receive a copy of the card which indicates the maximum dollar amount of each single purchase and a total for all purchases made with the credit card within a given month (i.e. credit limit). The monthly credit limit, in most cases, will be at or below the expenditure authorization limit.
- e. The General Manager will establish the card holders and credit limits.
- f. One-time purchases exceeding the cardholder's limit must be approved by the General Manager.
- g. The issuance of a credit card in the employee's name shall not allow the credit card company to perform any credit check on the employee's personal credit.
- h. No District credit cards shall be issued to individual members of the District's Board of Directors.

2115.4 Procedures

2115.4.1 Cardholders will complete the following steps with each purchase:

- a. Obtain a receipt from the vendor that includes the vendor name, date, item(s) purchased, and total sale (including tax and shipping).
- b. Upon receipt of monthly credit card account statement, write the charge account on each receipt and, if applicable, the project code.

- c. Submit statement and receipts to supervisor and/or General Manager for approval.
- d. The General Manager reviews and initials the statement and submits approved statement and receipts to the Administrative Account Assistant.
- e. The General Manager or Administrative Account Assistant processes the statement and receipts for payment.

2115.4.2 One-time adjustments to credit card limit

- a. The General Manager will establish the card holders and credit limits.
- b. Cardholder shall submit a written request to the General Manager to increase his/her monthly credit card limit on a one-time basis. The request must include:
 - The item to be purchased with purchase order and its cost;
 - Justification for the purchase;
 - The amount by which the credit card limit is requested to be increased.
- c. If approved by the General Manager, the request is forwarded to the Card Administrator.

2115.4.3 Gasoline Credit Cards

Any employee of the District may utilize District gasoline credit cards, for use only in District vehicles for District purposes. (If an employee is driving his/her personal vehicle for District business, he/she should submit a mileage reimbursement form.) For each gasoline purchase made on the credit card, the staff member shall obtain a receipt and complete a "Gas Credit Card Purchase" form.

2115.4.4 Vendor Specific Credit Accounts

The District maintains vendor specific credit accounts with various vendors (i.e. Hunt & Sons, Napa, Sender's, Treats). Any employee of the District may utilize the District's vendor specific credit accounts when authorized for purchases needed by the District for products and supplies. For each purchase made on the vendor specific credit account, the staff member shall obtain a receipt with printed and signed name and description along with a Purchase Order.

2115.5 Disputes

When items purchased with the credit card are found to be defective, the cardholder has the responsibility to return the item(s) to the merchant for replacement or to receive a credit on the purchase. If the merchant refuses to replace or correct the faulty item, then the purchase of this item will be considered to be in dispute and will not be paid for until resolved. A disputed item must be noted on the cardholder's Statement of Account so it will not be paid until the problem is resolved and the credit card bank should be notified immediately of such dispute.

2115.6 Request for Additional Cards

Request for additional cards for new cardholders shall be submitted in writing to the General Manager.

2115.7 Lost/Stolen Credit Cards

Should any employee lose or have his/her purchasing credit card stolen, it is his/her responsibility to contact the credit card company immediately. The employee must also notify the General Manager or his/her designee of the theft/loss within one (1) working day.

The employee shall provide the credit card number, full name, the date reported to the police (if stolen), date the credit card company was notified, and any purchases made the day the card was stolen or lost to the General Manager.

2115.8 Separation of Employment

Employees that are separating from service with the District must turn in the District-issued credit card to the District prior to or on the last day of employment. The card will be forwarded to the Administrative Account Assistant who will notify the card company of the employee's separation of service and destroy the credit card.

2115.9 Card Restrictions

- a. Credit cards shall not be used to receive any cash advances, wire transfers, money orders, etc.
- b. Cards may not be used to purchase items for which the District has purchase agreements, unless for an emergency situation.
- c. Additional restrictions may be applied by the General Manager as appropriate.

2115.10 Misuse of Card

Misuse of the credit card or noncompliance with this policy as determined by the General Manager shall result in the immediate revocation of the credit card and all its privileges. Misuse may also result in employee disciplinary action up to and including termination.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2120 – EMPLOYMENT OF OUTSIDE CONTRACTORS AND CONSULTANTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2120.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, auditing, and other purposes approved by the Board of Directors. The District's procedure is as follows:

- a) Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available, or pursuant to informal bidding procedures if authorized by applicable law. The bid opening is open to the public and will be specified in the bid documents.
- b) If public bidding requirements apply under law or the terms of any grant contract, those requirements shall be complied with to the exclusion of the previous paragraph.

2120.2 Consultants require approval by the Board of Directors on the recommendation of the General Manager. The General Manager and/or Board of Directors will make their decision based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based upon qualification and not on cost of services per state law, and therefore, the District is not required to follow public contract bidding procedures for such services.

2120.3 Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interest code.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2125 – EXPENSE AUTHORIZATION		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution ____	Revised:	

2125.1 All purchases made for the District by staff shall be authorized by the General Manager, and shall be in conformance with the approved District budget.

2125.2 Any commitment of District funds for a purchase or expense greater than \$20,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

2125.3 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

- a) Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the General Manager or Administrative Account Assistant, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.
- b) No personal checks shall be cashed in the petty cash fund.
- c) The petty cash fund shall be included in the District's annual independent accounting audit.

2125.4 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash fund or by warrant request if needed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager before remuneration. The District may establish a reimbursement request form and, if it does, no reimbursement will be made without submission of a request on that form.

2125.5 Requests for reimbursement to the District must have a good faith basis. Submission of a request for a reimbursement without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment and referral to an appropriate law enforcement agency for prosecution.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2130 – INVESTMENT OF DISTRICT FUNDS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2130.1 Premise:

- a) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (GC § 53646(a)). The statement shall also be annually presented to any oversight agency of the local agency.
- d) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2130.2 Scope:

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District and include:

- a) Demand Accounts
- b) Investments
- c) General Fund
- d) Local Agency Investment Fund (LAIF)
- e) Operation and Maintenance Fund
- f) Investment Trust of California (CalTrust)
- g) United States treasury obligations
- h) All other investments allowed by Government Code Section 53601

2130.3 Prudence:

The Board and General Manager authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

The General Manager, acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly investment report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the General Manager shall notify the Board immediately.

2130.4 Objectives:

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) Liquidity: The secondary objective shall be to meet the liquidity needs of the District.
- c) Yield: The third objective shall be to achieve a return on the funds under the District's control.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2135 – PURCHASING		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2135.1 The purchase of small items — such as office supplies, auto parts, and other miscellaneous items costing more than \$500 and up to \$5,000 — are processed on purchase order forms or vendor quotes that list instructions.

2135.2 To purchase items costing more than \$5,000 and up to \$25,000, quotations will be solicited from vendors and received by telephone, email or written quotation, preferably from two or more sources, before selecting a supplier and processing a purchase order. The written approval of the General Manager is required for all purchase orders.

2135.3 For items over \$25,000 or orders of large quantities, the District will provide suppliers with a list of item(s) to be purchased. Suppliers will provide written quotes for consideration and recommendation to the General Manager. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

2135.4 Vehicles and equipment will be purchased from local sources (if available) by competitive quotation bids in accordance with section 2135.3.

2135.5 This policy covers the purchase of goods, not services and not public works construction services. Those matters are addressed in other policies and ordinances of the District.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2140 – RECEIVING/DEPOSITING REMITTANCES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2140.1 It is the policy of the District that the General Manager shall cause appropriate staff to timely receive and deposit remittances and to ensure accountability.

2140.2 Procedures for incoming payments:

- a) The Customer Service Representative and/or Administrative Account Assistant opens mail, receiving all payments.
- b) All checks, money orders and cash are promptly logged into the District's billing system maintained by the Customer Service Representative and/or Administrative Account Assistant. Checks are endorsed by a check scanning machine when processed for deposit.
- c) Cash deposits are made weekly or as needed. The Customer Service Representative and/or Administrative Account Assistant and/or General Manager transports the deposit in a sealed deposit bag to the bank. The duplicate deposit tickets are kept for end of the month processing or by using online verification.
- d) At the end of the month, the Administrative Account Assistant totals all deposits entered into the billing system verifying, using the System Total Report, that all totals add up to the total funds received for the month according to the Balance Sheet.
- e) The month end reports is then printed for auditing purposes.
- f) The deposits are then recorded in the General Ledger.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2145 – RECORDS RETENTION		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2145.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

2145.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

2145.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

2145.4 Pursuant to the provisions of Government Code §§ 60200 through 60204, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

2145.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.

2145.4.2 Originals of records, papers and documents more than five years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.

2145.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

2145.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

2145.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Institute of Standards and Technology of the U.S. Department of Commerce, or copied to an approved electronic media;

2145.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

2145.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

2145.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

2145.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

2145.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

2145.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;

2145.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

2145.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event or action has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:

2145.4.6.1 Duplicated (original-subject to aforementioned requirements).

2145.4.6.2 Rough drafts, notes or working papers (except audit).

2145.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

2145.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been microfilmed and qualify for destruction section 2145.4, above. Payroll and personnel records include the following:

2145.4.7.1 Accident reports, injury claims and settlements.

2145.4.7.2 Medical histories.

2145.4.7.3 Injury frequency charts.

2145.4.7.4 Applications, changes and terminations of employees.

2145.4.7.5 Insurance records of employees.

2145.4.7.6 Time cards.

2145.4.7.7 Classification specifications (job descriptions).

2145.4.7.8 Performance evaluation forms.

2145.4.7.9 Earning records and summaries.

2145.4.7.10 Retirements.

2145.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 2145.4.4, above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if microfilmed as provided for in section 2145.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.

2145.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are microfilmed as provided for in section 2145.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of 60 days from the date of the recorded meeting, after which they will be destroyed.

2145.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

2145.5.2 Contracts should be retained for their lives plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Appendix A

Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 1. Invoices
 2. Warrants
 3. Requisitions/Purchase Orders (attached to invoices)
 4. Cash Receipts
 5. Claims (attached to warrants in place of invoices)
 6. Bank Statements
 7. Bank Deposits
 8. Checks
 9. Bills
 10. Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 1. Cash Receipts
 2. Accounts Receivable or Payable Register
 3. Check or Warrant (payables)
 4. General Journal
 5. Payroll Journal
 - c. LEDGERS
 1. Expenditure
 2. Revenue
 3. Accounts Payable or Receivable Ledger
 4. Construction
 5. General Ledger
 6. Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 1. Balance Sheet
 2. Analysis of Changes in Available Fund Balance
 3. Cash Receipts and Disbursements
 4. Inventory of Fixed Assets (Purchasing)
 - f. JOURNAL ENTRIES
 - g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
 1. Accident reports, injury claims and settlements

2. Applications, changes or terminations of employees
 3. Earnings records and summaries
 4. Fidelity Bonds
 5. Garnishments
 6. Insurance records of employees
 7. Job Descriptions
 8. Medical Histories
 9. Retirements
 10. Time Cards
- h. OTHER
1. Inventory Records (Purchasing)
 2. Capital Asset Records (Purchasing)
 3. Depreciation Schedule
 4. Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
 4. RECORD. Any "writing" as defined in government Code section 6252(f), which includes: means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored that is issued by or received in a department, and maintained and used as information in the conduct of its operations.
 5. RECORD COPY. The District copy of a document or file.
 6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
 7. RECORDS CENTER. The site selected for storage of inactive records.
 8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
 9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
 10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
 11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The re-creation of the legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following [detail the records structure of the District, stating the retention time for each class of records. Those times can be drawn from the recommendations of the Secretary of State (<http://archives.edn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>) or developed with the advice of legal counsel, as there are many laws governing records retention]:

1. Agreements
2. Annexations and detachments
3. As-built drawings
4. Audits
5. Contract drawings
6. Customer statements
7. Deeds
8. Depreciation schedule
9. Disposal of surplus & excess property
10. Disposal of scrap materials
11. District insurance records
12. District water rights
13. Employee accident reports, injury claims & settlements
14. Employee earning records
15. Employee fidelity bonds
16. Employee insurance records
17. Encroachment permits (by others)
18. Encroachment permits
19. Facility improvement plans
20. Improvement districts
21. Individual water rights
22. Individual claims/settlements
23. Inventory
24. Journal vouchers
25. Ledgers
26. Licenses & permits (to operate)
27. Loans & grants
28. Maps
29. Minutes of Board meetings
30. Payroll register
31. Policies, Rules & Regulations
32. Purchase orders & requisitions
33. Restricted materials permits
34. Rights of ways & easements
35. Spray permits
36. Statements of Economic Interest

Appendix B
Records Retention & Storage Summary

Group No.	Title or Description	Original	Duplicate	Retention-Periods		
				Office	Storage	Electronic Storage
1	Records affecting title to real property or liens thereof.	X		OP 2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		OP 2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		OP 2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		OP 2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		OP 2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than 15 years by statute or administrative value.	X		5 yrs.	10 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to 15 years.		X	5 yrs.	10 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		D/3 yrs.

12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		D/1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		5 yrs.		5 yrs.
15	Policy files and reference sets of publications.		X	1		1
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	1		1

OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media. (Electronically stored)

D = Destroyed

I = Indefinitely

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2150 – RESERVE POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2150.1 Purpose: The Calaveras Public Utility District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support (including regulatory requirements, responding to natural disasters, States of Emergency as declared by State, Federal or Local agencies);
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

2150.2 Policy: Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors. The District will maintain the following reserve funds:

- a) Operating Reserves:
The minimum amount of operating reserves will equal six (6) months of operating expenses or the maximum amount of operating reserves will equal one (1) year of operating expenses.
- b) Capital Reserves:
Capital reserves will be accumulated to fund infrastructure projects and will be an integral part of the District's Capital Improvement Plan forecast. A key objective for accumulating capital reserves is to minimize external borrowing and interest expense. The minimum amount of capital reserves will equal one (1) year's capital spending. The maximum amount of capital reserves will equal three (3) times the accumulated depreciation balance of \$1,500,000.
- c) Self-Insurance Reserves:
 1. The minimum self-insurance reserve for health care will be equal to \$200,000 and shall not exceed the OPEB obligation for three (3) years as established in the most recent actuarial evaluation report. The maximum self-insurance reserve will equal the current annual health insurance expenses budget.
- d) Rate Stabilization Fund:

The General fund will establish a rate stabilization fund a minimum amount equaling one (1) year's water consumption revenue and a maximum amount equaling two (2) year's water consumption revenue.

e) Vehicle Fleet Reserve:

Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate of \$10,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$50,000. When the annual accumulation would increase the Reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.

f) Equipment Reserve:

Equipment Reserves will accumulate from existing unrestricted funds, at a rate of \$10,000 annually. The maximum amount of Equipment Reserves will be \$100,000. When the annual accumulation would increase the Equipment Reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

g) Technology Reserve:

Technology Reserves will accumulate from existing unrestricted funds at a rate of \$4,000 annually. The maximum amount of Technology Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000, only the amount required to reach the maximum will be reserved.

h) Designated Project/Special Use Reserve:

Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate of \$20,000 annually. The maximum amount of Designated Project/Special Use Reserves will be \$100,000. When the annual accumulation would increase the Reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

2150.3 Using Reserve Funds:

a) Operating and Self-Insurance Reserves:

Operating and self-insurance reserves can be used at any time to meet cash flow requirements of District operations. Authority to use the funds will be consistent with the District Accounting Policy.

b) Capital Reserves:

The Board of Directors will authorize the use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital replacement. Authorization for the use of capital reserves for unplanned capital replacement will be consistent with the District Accounting Policy.

c) Rate Stabilization Fund:

The General Manager is authorized to use the rate stabilization funds to supplement operating revenue when the General Fund is projected to be five (5) percent or more below the annual budgeted revenue. The Rate Stabilization Fund is also used to assure that minimum debt service coverage ratios required by the District and its bond holders and will be met throughout the term of the District debt obligation, if any. The Funds will be applied to any year when other District revenues are not sufficient to meet the required debt service coverage. The balance in the Rate Stabilization Fund shall be reviewed by the Board of Directors on an annual basis after the close of each fiscal year. If the balance exceeds two (2) year's operating expenses, the difference can be transferred to the Capital Reserve or as approved by the Board of Directors.

d) Vehicle Fleet Reserve:

Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.

e) Equipment Reserve:

Equipment Reserves will be used exclusively for the purchase of new equipment to support District operations, or to make major repairs to existing equipment.

f) Technology Reserve:

Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining modern technology for employees.

g) Designated Project/Special Use Reserve:

Projects, programs or special uses will be identified by the General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to the value to the District and the people it serves.

2150.4 Monitoring Reserve Levels: The General Manager, in collaboration with the Administrative Account Assistant, shall perform a reserve status analysis annually, to be provided to the Board of Directors' prior to approval of the annual Budget.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy; or
- b) At the request of the General Manager and/or Board of Directors.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2155 – DEBT MANAGEMENT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

This Debt Policy is intended to comply with Government Code Section 8855(i), and shall govern all debt issued by the District. The District hereby recognizes that a fiscally prudent debt policy is required to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenues, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured to protect current and future ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

2155.1 Purposes for Which Debt May Be Issued

2155.1.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate:

- a) When a project to be financed is necessary to provide District services.
- b) When the project to be financed will benefit constituents over a period of ten (10) years.
- c) When total debt does not constitute an unreasonable burden to the District and its ratepayers.
- d) When the debt is used to refinance outstanding debt to reduce the total cost of the debt or to realize other benefits of a debt restructuring, such as increased flexibility in the use of cash and reserves.

2155.1.1.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board of Directors.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- c) The District estimates that sufficient revenues will be available to service the debt through its maturity.
- d) The District determines that the issuance of the debt will comply with applicable State and Federal law.

2155.1.2 Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows to maintain a steady and even cash flow balance as in anticipation of periodic receipts of property taxes and other revenues. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment consistently with debt limit requirements of article XVI of the California Constitution, article XVI, § 18.

2155.1.3 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with this policy.

2155.2 Types of Debt - The following types of debt are allowable under this Debt Policy:

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and other revenue anticipation notes (TRANs)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

2155.2.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

2155.3 Relationship of Debt to Capital Improvement Program and Budget

2155.3.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and capital improvement plan.

2155.3.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues ("pay as you go"). The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

2155.3.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

2155.4 Policy Goals Related to Planning Goals and Objectives

2155.4.1 The District is committed to long-term financial planning, maintaining appropriate reserves and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budget.

2155.4.2 It is a policy goal of the District to protect ratepayers and constituents by using conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical total borrowing costs.

2155.4.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

2155.4.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

2155.4.5 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to temporarily reduce annual budgetary expenditures. Capital investments intended to reduce District operating costs indefinitely, as by improving the efficiency of its operations, are appropriate for long-term debt.

2155.4.6 The District shall seek to time debt issues to avoid the need for unplanned general fund expenditures for capital improvements or equipment.

2155.5 Internal Control Procedures

2155.5.1 When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12 (17 CFR § 240.15c2-12 "Municipal securities disclosure").
- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- c) The District's investment policies as they relate to the use and investment of bond proceeds.

2155.5.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the General Manager of the District (or his or her written designee), or (b)

by the District, to be held and accounted for in a separate fund or account to ensure debt proceeds are expended only for the purposes for which the debt was issued, the expenditure of which will be carefully documented by the District in records compliance with current accounting standards and subject to the District's annual audit.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2160 – INTERNAL CONTROLS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

The Calaveras Public Utility District is a district created pursuant to the California Public Utility District Act, Public Utilities Code Section 15501, *et seq.* The Board of Directors may establish from time to time policies for the conduct of the District's business. The Board of Directors has previously reviewed and approved several policies which reference an established a program of "internal controls". The Board of Directors is cognizant of its duty to ensure that proper controls are established and implemented to ensure the financial integrity of District operations. The Board of Directors desires to formalize a policy to define the internal financial controls that have been developed through various practices and procedures to date.

The following is the policy of the Board of Directors of the District regarding internal controls, until such policy is amended or rescinded by subsequent Board action.

2160.1 The District shall establish procedures for the adequate separation of duties, including at least the following:

- a. A receipt log of all cash/checks received will be prepared daily by the Customer Service Representative and/or Administrative Account Assistant.
- b. The Customer Service Representative and/or Administrative Account Assistant oversees each deposit and ensures it is made using a check scanning machine and software provided by agreement with the District's bank.
- c. The Administrative Account Assistant confirms that the daily deposits agree with the bank statement which he/she maintains.
- d. The bank reconciliation will be prepared promptly after month-end by the Administrative Account Assistant with no authority to prepare or sign checks or authorize other debits against the account.
- e. All invoices presented for payment must be approved by the General Manager or Board of Directors.
- f. Every check above \$50,000 must be signed by two authorized signers.
- g. All paid invoices shall be so marked and filed for reference.
- h. The same employee cannot be responsible for authorizing transactions, collecting or paying bills, and maintaining accounting records.

2160.2 There will be an annual financial audit and any finding(s) shall be reported to the Board of Directors with simultaneous notice to the General Manager.

2160.3 The General Manager shall promptly report Property/Liability and Workers' Compensation Program claims paid by the District to the Board of Directors.

2160.4 With regard to the District's cash reserve account in the Local Agency Investment Fund (LAIF), the District will maintain a balance for all programs, not to exceed the amount as currently authorized by LAIF guidelines, and transfers out of LAIF may only be made to the District's General Account and must have the approval of the General Manager.

The requests for such transfers out of LAIF shall be signed by the General Manager and be supported by detailed information which shall be maintained in the District's records. The General Manager shall promptly notify the Board President of the transfer.

2160.5 Other excess funds shall be deposited in or transferred to such long-term investment accounts as the Board of Directors may from time to time designate by resolution.

2160.6 Funds in the investment account(s) shall only be withdrawn upon approval of the General Manager or Board President. Such withdrawals must then be remitted only to the General Account. The requests for such transfers shall be signed by the General Manager and be supported by detailed information which shall be provided to the Board of Directors with the Quarterly Investment Report. Such information shall be maintained in the District's records.

2160.7 To maximize interest earnings and manage the District's cash flow needs, the General Manager will strive to maintain a reasonable balance in the checking account to off-set monthly bank charges, but at the same time recognizing that surplus funds should be transferred as appropriate to LAIF.

2160.8 Templates for Fed-wire or Automated-Clearing House (ACH) Transfers out of the District's bank accounts may only be established by the General Manager or Board President.

2160.9 The signing of any checks written on the accounts of the District will be in accordance with the District's procurement policy. All ACH transfers that exceed \$50,000 (other than to/from LAIF) shall be considered similar to a "large check" and be disclosed monthly to the Board of Directors.

2160.10 Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with District Policy 1025 Claims Against the District.

2160.11 The Board of Directors confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2200 – DISPOSAL OF SURPLUS PROPERTY OR EQUIPMENT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2200.1 Sale of Surplus Equipment

- a) Board of Directors takes action to declare equipment surplus.
- b) Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
- c) Sealed bids are opened after bidding deadline.
- d) At the next Regular Board Meeting recommendation and action is taken by the Board to accept or reject highest bid.
- e) Bidders are notified of Board's action.
- f) Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

2200.2 Sale of Real Estate

- a) Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
- b) Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property before advertisement to the general public.)
- c) If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
- d) Board takes action at the next regular Board Meeting to accept or reject highest bid.
- e) Bidders are notified of the Board's action.

2200.3 Conflicts of Interest: As required by Government Code section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2205 – DISTRICT ELECTRONIC RESOURCES POLICY AND PROCEDURES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

The District makes every effort to provide its employees with technology resources to conduct business more effectively. The District has installed personal computers, local area networks (LANs), electronic mail (email), cell phones and access to the Internet. The purpose of the District's Electronic Resources Policy and Procedures is to establish uniform guidelines for use of this technology, including the use of the Internet and email.

Policy

2205.1 District technology, including computers, fax/copy/scanner machines, and internet licenses are provided for District business and are not to be used for personal gain, private purposes (except as described in subsection 2205.6), or to support or advocate non-District-related business or purposes. All data and electronic messages, including information accessed via the Internet and sent or received through electronic mail (email) systems, are the property of the District. All records whether paper or electronic, may be subject to disclosure under the California Public Records Act and are not private. Notwithstanding the foregoing, email should only be used for the transmission of information and should not be used for preserving information for future reference. Information to be retained may be stored electronically on the system/network and/or may be converted to a hard copy and archived in a District physical file cabinet.

2205.2 There is no expectation of personal privacy in any use of District computer systems and software, including email and the Internet. The District may, at any time, review the contents of all records, data and communication transmitted, received and stored by its electronic systems. This review may include accessing and disclosing all electronic documents, information and messages including email and Internet records.

2205.3 The District purchases, owns and administers the necessary software and licenses and cell phones to provide access to email and Internet services and voice communications in the office, in the field and for emergency communications. Users may not rent, copy or loan District software or its documentation, nor use alternative software to access District systems. Users may be subject to discipline for negligence for introducing unauthorized software or viruses into District systems whether or not damage arises from that conduct.

2205.4 The District is not responsible for items originating from the Internet and reserves the right to restrict employee access to the Internet or to certain Internet content.

2205.5 Examples of prohibited uses:

- a) Using the Internet to view, obtain or disseminate any sexually oriented material, images or messages.
- b) Using the Internet and/or email systems to send or distribute disruptive, offensive, abusive, threatening, slanderous, racial or sexually harassing materials
- c) Using District computer systems for private purposes, personal gain, solicitation of commercial ventures, religious or political causes, chain letters, or other non-job-related purposes (except as described in subsection 2205.6 below).
- d) Downloading or installation of software or applications that have not been approved by the District and scanned for viruses.
- e) Sending unencrypted confidential documents via the Internet without direction from District management to do so in the course of District business.
- f) Any other use that may compromise the integrity of the District and its business in any way.
- g) A good rule of thumb when using the computer and email is "never put anything in an email that you would not want to see on the front page of the newspaper."

2205.6 To promote employee computer and Internet proficiency and as an employee benefit, certain incidental employee personal use is allowed. This use is only permitted during employee personal time. Examples include educational enhancement and personal communications, which conform to the above prohibited uses. Personal use is secondary, and should not (i) interfere with the agency's operation of Electronic Communications Resources, (ii) interfere with the user's employment or other obligations to the District, or (iii) burden the District with noticeable incremental costs. The District reserves the right to limit or discontinue incidental personal use of its technology resources at any time. More than occasional and incidental personal use of District resources is forbidden by State law.

2205.7 The acquisition of hardware and software shall follow the normal budgetary and purchasing procedures, ensuring budget authorization is in place. Requests for acquiring hardware and software shall be recommended to the General Manager for evaluation and recommendation to the Board of Directors.

2205.8 Equipment operation and maintenance:

- a) The authorized staff (in-house or agreement/contract) shall assist in evaluating District functional needs and recommend appropriate options for improvement of District technology resources.
- b) Staff shall maintain an on-site office automation library of proven and reliable software and hardware requiring minimum technical support that is easy to use, enhances District productivity, and is compatible with District technology systems.
- c) Staff shall maintain an on-site inventory control of all workstation hardware and software.
- d) Staff shall provide on-site training and consulting advice on approved software and make recommendations as appropriate.
- e) Staff shall maintain the District technology systems including all personal computer workstations and client server network for the purpose of retrieving data files, sharing licensed applications and nightly data backup.
- f) Staff shall periodically review the District technology systems for adherence to operating standards and implement approved upgrades.

- g) Staff shall backup District databases daily, weekly, monthly, quarterly and annually for archival and retrieval purposes.

2205.9 Security: The General Manager must approve remote access to District systems. All computer systems users are responsible for data residing on personal devices used to access District systems remotely. Employees may not access systems remotely so as to incur overtime compensation without advance authorization by District management.

Procedures:

2205.10 Passwords:

- a) Users dealing in confidential matters will define their own confidential password. Users should be aware that this does not imply that the system may be used for personal communication or that email is confidential or the property of the user.

2205.11 Internet and email access:

- a) Access to the Internet and email is restricted to authorized employees. The District may deny or restrict Internet and/or email access to any employee at any time.
- b) When using email and the Internet, employees are cautioned to remember they represent the District and must act professionally, courteously and so as to not bring an employee or the District into disrepute. Employees may not speak for the District unless they are authorized to do so.
- c) Email and Internet messages can be forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside the District and must comply with all State and Federal laws, rules and regulations and District policy.

2205.12 Electronic Document, Software and Mail Storage

- a) Electronic mail is backed-up on a regular basis. It is synchronized with the server on every start-up and shut-down. The District back-up procedures allow the District to restore current software, documents and electronic mail upon a system failure.
- b) To save critical electronic mail as a permanent record, employees should print out a hard copy for permanent filing or save the file on the "C" drive of the desktop or laptop computer assigned to them or to another electronic archive designated by District management.
- c) Signature Block: Email sent outside the District should include a signature block at the end of all messages. The block should include the sender's name, title, district name, direct telephone number, FAX number and email address and be in a format approved by District management.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2210 – USE/RENTAL OF DISTRICT FACILITIES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2210.1 The District owns and operates various facilities to carry out its mission. The District has determined that other public agencies may be allowed to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserves the right to limit or prohibit use of facilities as may be necessary to meet District needs.

2210.2 The Board of Directors may establish rental and deposit fee schedule by resolution using criteria and costs borne by the District for operation and maintenance. The rental may be adjusted from time to time to reflect changes in costs of use and maintenance of the facility. The Board of Directors shall determine the rate, terms and duration of any rental of District property or facilities to another public agency.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2215 – NAMING OF DISTRICT FACILITIES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

Purpose

These guidelines are intended to establish rules and procedures for naming District facilities, including Water Treatment facilities, sections of facilities, or rooms within the facilities. This policy also applies to the naming of tanks, hydros, and Water Treatment facilities or any other District property as deemed appropriate.

Definitions

- a) Facilities are buildings or amenities owned and managed by the District to conduct district business.
- b) Specific features are amenities that could be located within the District or as part of a facility.
- c) Board is the Board of Directors of the Calaveras Public Utility District.

Naming Process

- a) During the planning phase, or prior to the Board approving final plans and specifications for any facility, an open period of approximately two weeks will be announced giving individuals, staff, and the Board an opportunity to suggest names.
- b) Please note that financial provisions for plaques or other physical commemorative items relating to the facility naming, if not donated, should be subject to normal District budgeting and purchasing processes.
- c) The General Manager, staff, or an established selection committee, should review all of the proposed names and should prioritize and recommend names for final selection by the Board. The staff and/or selection committee should include an evaluation of the names with their recommendation. The Board shall receive all of the names submitted along with the evaluation. The Board shall consider the evaluation and make a final decision regarding the name of the facility pursuant to the policy and procedures below.

Please note that land or gifts with deed restrictions may not follow these guidelines.

Policy

2215.2 Criteria for naming a facility after an individual

- a) The individual to which the park or facility will be named after must have made a significant contribution to the District by:
 - 1) Donating land,
 - 2) Making a large financial contribution, or
 - 3) Contributing substantially to improving the quality of life in the District.
- b) The facility or property may also be named after a person from the community who died in the

line of duty serving the local city, state, or United States of America.

- c) Each facility or property may be named after selected individuals in their honor as desired and appropriate as determined by the Board of Directors in its sole and exclusive discretion.

2215.3 Criteria for Naming or Creating a Memorial in an Individual's Name

- a) A donor may request that a facility, or specific feature in the facility be named after, or in memorial for, a specific individual.
- b) The individual to which the facility, or specific feature may be named after must have made a significant contribution to the facility by:
 - 1) Donating land,
 - 2) Making a large financial contribution, or
 - 3) Contributing substantially to improving the quality of life in the District. This could relate to involvement with parks and recreation or other community involvement.
- c) If the name or memorial is made in terms of a specific facility, the specific facility should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a picnic table or bench with a plaque. All costs of the specific facility shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding the relevant history of the person to be memorialized, the type of improvement desired, and the verbiage requested, if any.

Final decisions regarding the specific feature, including, but not limited to, materials, equipment, location, and labor, shall be made by the District.

2215.4 Approval of the Individual's Name

- a) If the District is naming a facility, or special feature after an individual, or in memorial to an individual, the District shall get approval from the individual (if living) or their family (if the individual is deceased and the family is available).
- b) The intent of naming the facility, or special feature is for permanent recognition. Therefore, any request of the District to rename an existing park, facility, or specific feature should be subject to examination so as to not diminish the original justification for the name.

Procedure

2215.5 The following procedures for naming a facility, or specific feature shall be used by the Board:

- a) The Board will evaluate the merit of each suggested facility, or specific feature name according to criteria outlined in this policy. The General Manager, staff, or designated committee shall make recommendations to the Board for their final approval.
- b) When appropriate, the District may solicit help from and/or suggestions of historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historical significance.
- c) The naming of a facility, or specific feature should begin prior to the first phase of development of the project when possible, but no later than two weeks before final approval.
- d) Groups or individuals may submit nominations for naming a facility, or specific feature in writing on a form provided by the District, or in a letter that contains all pertinent information including the reasoning for the name being recommended.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2220 – FLAG DISPLAY POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

Purpose

The purpose of this policy is to maintain consistency and ensure proper respect for the flag. The following policy is also adopted to ensure the proper care and display.

Policy

2220.1 Flags should be displayed in conformance with Federal and State law, 4 U.S.C.A § 1 et seq. and the State of California Government Code § 430 - 439.

2220.2 To establish a policy with respect to the location, time, and manner the flags should be displayed, the following procedures should be followed.

2220.3 The General Manager shall be responsible for ensuring the proper execution of this policy at all District facilities.

Procedures

2220.4 Location of the flags

- a) The flag of the United States ("National flag") and the flag of the State of California ("State flag") shall be prominently displayed:
 - 1) At the District Office.
 - 2) The flags should be displayed daily on or near the main entrance of the building.

2220.5 Display of the flags

- a) The National flag and State flag shall be the same size.
- b) If only one flagpole is used for the display of both flags, the National flag shall be placed above the State flag and the State flag shall be hung in such a manner as not to interfere with any part of the National flag. The National flag shall be placed in the higher position than the State flag at all times.
- c) Flags flown outdoors shall be all-weather flags.

2220.6 Time of Display

- a) The National flag and State flag should only be displayed outdoors from sunrise to sunset, unless the flags are properly illuminated during the hours of darkness.
- b) If the flags are not illuminated then they shall be raised after sunrise, and lowered prior to sunset from the flagpole daily.

2220.7 Days of Display

- a) The flags should be displayed on all days, especially on:
- New Year's Day, January 1
 - Inauguration Day, January 20
 - Martin Luther King Jr.'s birthday, third Monday in January
 - Lincoln's Birthday, February 12
 - Washington's Birthday, third Monday in February
 - National Vietnam War Veterans Day, March 29
 - Easter Sunday (variable)
 - Mother's Day, second Sunday in May
 - Armed Forces Day, third Saturday in May
 - Memorial Day (half-staff until noon), the last Monday in May
 - Flag Day, June 14
 - Father's Day, third Sunday in June
 - Independence Day, July 4
 - National Korean War Veterans Armistice Day, July 27
 - Labor Day, first Monday in September
 - Constitution Day, September 17
 - Columbus Day, second Monday in October
 - Navy Day, October 27
 - Veterans Day, November 11
 - Thanksgiving Day, fourth Thursday in November
 - Christmas Day, December 25
 - The birthday of the State of California (date of admission), September 9
 - and on State holidays or any other such days as may be proclaimed by the President of the United States.
- b) The flags should be flown at half-staff on the following days:
- Peace Officers' Day, May 15
 - Memorial Day (flag shall be flown at half-staff only until noon and then raised to the top of the staff), the last Monday in May
 - Patriot Day, September 11
 - Pearl Harbor Day, December 7
- c) The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff
- d) Flags should also be flown at half-staff upon the death of a United States president, California State Governor, or other principal figure of the United States or State Government as a mark of respect to their memory. In the event of the death of other officials, foreign dignitaries, or a member of the Armed Forces, the flag is to be displayed at half-staff according to President (or Governor) instructions.
- e) To display the flag at half-staff, first raise it briskly to the full height, and then lower it ceremoniously to half-staff. When a district office is closed, and no staff is available to lower the flag to half-staff, then the flag should not be flown.
- f) The flying of flags at half-staff shall be coordinated at the District Office. The General Manager shall be responsible for coordinating. Except for the days listed in Section b above, approval shall otherwise be obtained from General Manager prior to flying flags at half-staff. When a

staff member is aware of a situation, which would seem to be appropriate to fly the flags at half-staff, he/she should advise the General Manager and obtain direction.

- g) The State flag or any other flag shall never be placed above the National flag; thus, all other flags shall also fly at half-staff when the National flag flies at half-staff or shall be removed.

2220.8 Care and Removal of the flags

- a) The flags should be hoisted briskly and lowered ceremoniously.
- b) Upon being removed from the flagpole, the National flag should be properly folded into the shape of a triangle. It should be folded as follows:
 - 1) Begin by holding the flag so that its surface is parallel to the ground.
 - 2) Fold the flag in half twice, length-wise.
 - 3) Fold one corner into the opposite side of the flag, forming a triangle.
 - 4) Repeat this triangular folding until only a strip of the star field shows.
 - 5) Tuck the remaining strip into the triangle.
 - 6) When the flag is completely folded, only a triangular blue field of stars should be visible.
- c) Note that the folding procedure identified in Section b above only applies to the National flag, not the State flag.
- d) When not on the flagpole, the flags should not be left unfolded, nor should they be allowed to touch or lie on the ground. Flags should be properly stored to ensure their safekeeping. Flag should never be stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- e) Questions regarding the display or care of the flags should be directed to the General Manager.
- f) Flags may be disposed of by any dignified method approved by the branches of the United States military.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2300 – EMERGENCY PREPAREDNESS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2300.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency services.

2300.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages (Public Safety Power Shutoff), dam failures, freezes, water supply contamination, epidemic and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and response to which may require the combined forces of other agencies.

2300.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with other agencies on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency.

2300.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created pursuant to Government Code § 8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

2300.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The General Manager will notify the Board within a reasonably practicable timeframe. The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

2300.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend

competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code § 20567 and § 22050.

2300.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §§ 8561–8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

2300.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

2300.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2305 – EMERGENCY RESPONSES GUIDELINE FOR HOSTILE OR VIOLENT INCIDENTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2305.1 Purpose of the Policy

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

2305.2 Background

The potential for hostile or violent incidents on District facilities or operational locations always exists. Recent incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency. The person often is upset at an event or person who works at the facility. However, armed intruders can be any person with or without a prior relationship with the District or its officers and employees. Incidents involving armed intruders can escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types are dire emergencies and the safety and well being of employees and/or customers is the District's highest priority.

2305.3 Response to an Incident

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously. Any District Director or employee observing or sensing that a violent or hostile situation is occurring or threatened should consider precautionary and safety actions. Any event resulting in awareness of a possible violent act including gunfire, explosion, fighting, or scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises, including but not limited to:

- a) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- b) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1) Gunfire: Awareness of gunfire in a District facility should result in evacuation to the extent possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency services via 911 is imperative once it is safe to do so. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.

- 2) Explosion: An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established fire safety procedures. Response to a planned location is important so safety personnel can determine who is out of the facility.
Physical or bomb threat: Awareness of a telephone or in-person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as it is safe to do so is imperative.
- 3) Situations involving hostages: If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 as soon as it is safe to do so.
- 4) Irrate customer/threat at counter or meeting: When any person threatens a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to physically confront or subdue such a person except in defense of life at the facility. If a volatile situation occurs at a Board of Directors or other public meeting, the person chairing or hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

2305.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- a) Preparation of a facility evacuation plan for each room. Post the plan at each doorway and hallway exit. Establish a safe area zone for staging.
- b) Procedures to lock both exterior and interior doors to secure the facility.
- c) Develop an emergency notice code for intercom, email and radio to facility and District staff. Use of a Code Blue is recommended.
- d) Develop a radio communication alert Code Blue to notify other District staff so they will not return to the facility during the incident until cleared to do so by public safety personnel.
- e) Training of all personnel in dealing with customers, employees and other persons in threatening situations and in how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, employees should notify a supervisor or the General Manager as may be possible or call 911. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

2305.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include some or all of:

- a) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.

- b) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- c) Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility if possible. Secure money or computer equipment if time allows.
- d) Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- e) Upon sighting an armed intruder, an alert to all employees should be made by page, email, or radio.
- f) Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- g) Once outdoors after an evacuation, proceed to designated staging area to report in for identification. Inform public safety personnel of any information on the incident.
- h) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.
- i) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

2305.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile-person situation, contact public safety or supervisory personnel for instructions. Report any first hand observations or other knowledge of the incident. Contact your family and immediate friends so they will not take any unnecessary actions to respond to new reports. Await direction as to return to work or other steps dependent on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

An Emergency Response Coordinator shall evaluate and debrief any major incident and take needed steps to abate the conditions after the event and prepare as necessary for continued operations. Planning and actions to address conditions are expected and your input via your supervisor is important. There may be the potential to lock-down or close the facility for some time or other corrective steps. If necessary, seek direction on what actions you should take to assist in procedure.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2310 – WORKERS’ COMPENSATION		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2310.1 All employees are covered for Workers’ Compensation, effective the first day of employment. Workers’ Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, he or she must report the illness or injury to the General Manager or his or her supervisor in the absence of the General Manager within 24 hours of the occurrence. Failure to do so could result in a delay of benefits.

2310.2 All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the workers’ compensation claims administrator or insurance carrier as required by law. Workers’ Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers’ Compensation benefits, please contact the General Manager or your supervisor.

2310.3 The District provides medical treatment for work-related injuries and illnesses through designated hospitals or clinics. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations and used for first treatment pending added review by the General Manager.

2310.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless the District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee’s supervisor before any injury.

2310.5 Any supervisor who learns that an employee has incurred a work-related illness or injury shall provide that employee with a notice of his or her right to seek workers’ compensation benefits in a form provided by your supervisor and shall promptly report doing so to the General Manager.

2310.6 Notices of workers compensation benefits shall be posted annually as required by California law by or at the direction of the General Manager. A form for such notices is available at: <https://www.dir.ca.gov/dwc/NoticePoster.pdf>.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2400 – CUSTOMER RELATIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2400.1 Employees are expected to be polite, courteous, prompt, and attentive to every customer. Never regard a customer's question or concern as an interruption or an annoyance. All employees must make every effort to achieve complete, accurate, and timely communications — responding promptly and courteously to all proper requests for information and to all complaints.

2400.2 Never place a telephone caller on hold for an extended period. Direct incoming calls to the appropriate person and make sure the call is received. Through your conduct, show your desire to assist the customer in obtaining the help he or she needs. If you are unable to help a person requesting assistance, find someone who can.

2400.3 All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we do business.

2400.4 When an employee encounters an uncomfortable situation that he or she does not feel capable of handling, the General Manager should be called immediately for assistance. Employees should never argue with a customer. If a problem develops, or if a customer remains dissatisfied, ask your supervisor to assist in a resolution.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2405 – PRESS RELATIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2405.1 Purpose

The purpose of this policy is to provide for an orderly presentation to the press of factual information about District activities and Board action.

2405.2 Press Relations

The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. Board members and other District officials are encouraged to refer press inquiries regarding District activities and Board actions to the General Manager or the President of the Board. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

2405.3 Press Releases

Press releases regarding the District shall be approved by the General Manager and the President of the Board. Whenever possible, all members of the Board shall be given an opportunity to review proposed press releases. Board members should take care not to comment on proposed press releases outside Board meetings in a way that might constitute a serial meeting violation of the Brown Act. Thus, comments should be directed to the President of the Board, the General Manager, or both, but not to other members of the Board.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2410 – PUBLIC COMPLAINTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2410.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

2410.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal law by an individual who has been adversely affected by that alleged violation or misinterpretation.

2410.3 Complaints shall be resolved as follows:

- a) An individual with a complaint shall first discuss the matter with the Office staff or the General Manager to resolve the matter informally if possible.
- b) If an individual registering a complaint is not satisfied with the disposition of the complaint by the Office staff, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall memorialize his/her decision in writing, providing the individual registering the complaint with a copy.
- c) If an individual filing a complaint is not satisfied with the disposition of the matter by the General Manager, he/she may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at its next regular meeting, call a special meeting, or decline to consider the matter further. In making a decision, the Board may conduct conferences, hear testimony, and review the materials provided to the General Manager. The Board's final decision shall be memorialized in writing, copied to the individual registering the complaint. The action of the Board, including an action to decline to consider a complaint, is the final action of the District, not subject to further internal appeal.

2410.4 This policy is not intended to prohibit or deter a member of the community or a staff member from appearing before the Board to orally present testimony, a complaint, or a statement in regard to actions of the Board, District programs and services, or pending considerations of the Board as permitted by the Brown Act. Nothing in this policy shall alter the duties of District employees to protect the District's confidences and avoid insubordination and as otherwise provided by law and District policy.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2415 – SOCIAL MEDIA USE		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

2415.1 Purpose

The policy outlines the protocol and procedures for use of social media to publicize District services and events. In addition, this policy addresses the responsibilities of employees and District officials with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

2415.2 Definitions

- a) Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, , and online forums. Technologies include: picture-sharing, wall-postings, email, and instant messaging. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), , Facebook (social networking), YouTube (social networking and video sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.
- b) Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business.
- c) "Posts" or "postings" means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

Policy

2415.3 No District social media site may be created without the approval of the General Manager. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used only to inform the public about District business, services and events. The District's web site, [www.cpubd.org], will remain the location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.

2415.4 District employees and appointed and elected officials shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise. In addition, all use of social media sites by elected and appointed officials shall be in compliance with California's open meeting laws (such as the "Brown Act"), which prohibit serial meetings of a

majority of the Board or another legislative body of the District via email or other electronic means. Members of the Board, committees and/or legislative bodies shall not respond to, "like", "share", re-tweet, or otherwise participate in any published postings, or use the platform or any form of electronic communication to respond to, blog or engage in serial meetings, or otherwise discuss, deliberate, or express opinions on any issue within the subject matter jurisdiction of the body on which they serve. Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

2415.5 Posting/Commenting Guidelines

- a) All postings made by the District to social media sites will contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites. Officers, employees and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies. All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitoring, or post to a District social media platform.
- b) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law. Any participants on the District's social media sites who are in continual violation of the postings/commenting guidelines may be barred from further use of the District's site. The District will only post photos for which it has copyright or the owner's permission.
- c) District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.
- d) Chat functions in any social media sites will not be used.
- e) Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- f) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform.
- g) District employees may post to District social media platforms only during working hours. After-hours or weekend postings may only be made with prior approval of the General Manager or his or her designee.

- h) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.
- i) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- j) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or state or federal law.
- k) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:
 - 1) Comments that are not topically related to the information commented upon;
 - 2) Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
 - 3) Profane language or content;
 - 4) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, state, or local law;
 - 5) Sexual content or links to sexual content;
 - 6) Solicitations of commerce;
 - 7) Conduct or encouragement of illegal activity;
 - 8) Information that may tend to compromise the safety or security of the public or public systems; or
 - 9) Content that violates a legal ownership interest of any other party.

Procedures

2415.6 The General Manager or his/her designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.

2415.7 The District may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the District as determined by the General Manager or his or her designee.

Responsibilities

2415.8 It is the responsibility of employees, and appointed and elected officials to understand the procedures as outlined in this policy.

2415.9 Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.

2415.10 The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.

2415.11 All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by the General Manager or, at his or her request, District Legal Counsel. Notwithstanding the opinion of the District Legal Counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the information does not serve the best interest of the District.

2415.12 All social media-based services to be developed, designed, managed by or purchased from any third-party source for District use requires appropriate budget authority and approval from the Board of Directors.

2415.13 The District reserves the right to change, modify, or amend all or part of this policy at any time.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2420 – DISTRICT WEB PAGE		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

Policy

2420.1 It is District policy to control the content and accuracy of the information provided on the District's Web page. All information will be directed to the General Manager acting in the capacity of the District Web manager. All information posted on the District website must be consistent with the District's mission and public interest and the District's social media policy.

Procedure

2420.2 Any District Board Director, official or employee may request postings to the District Web page through the General Manager or his/her designated representative. Postings must be non-political in nature. The General Manager shall approve, modify, or deny the request. Postings shall be submitted in Word format as an e-mail attachment unless only a hard copy is available. In either case, it is the submitter's responsibility to check the item for accuracy both prior to submission and after posting to the Web page to ensure no inadvertent errors appear on the final document. The submitter shall inspect the posted submission within 24 hours of posting.

- a) The General Manager or his or her designee shall submit the approved request to the Administrative Account Assistant for inclusion on the web page and, when necessary, to suggest alternative solutions.
- b) The General Manager or his or her designee shall also manage removal of outdated postings.

2420.3 Privacy Policy

Last Updated: [date of policy adoption]

The following privacy policy shall be posted to the District's website under a link on the home page.

The Calaveras Public Utility District ("District," "we" or "us") is concerned about privacy issues and wants you to be familiar with how we collect, use and disclose information. We are pleased to provide this Privacy Policy to inform you of our practices as information that we collect through this website. Please note that this Privacy Policy applies only to our online information-gathering and dissemination practices conducted in connection with this website, and does not apply to any of our practices conducted offline. If you have any questions or comments about the Privacy Policy or our privacy practices, please contact us at info@cpud.org.

By accessing or using this website, you agree with all the terms of this Privacy Policy, so please do not access or use this website if you do not.

We may change this Privacy Policy at any time. Please take a look at the "Updated" legend at the top of this page to see when this Privacy Policy was last revised. Any changes to this Privacy Policy will become effective when posted to this website. By accessing or using the website after any such changes, you accept the revised Privacy Policy.

Personal Information We May Collect

We collect two types of information through this website: Personal Information and Other Information. "Personal Information" is information that identifies you or relates to you as an individual. "Other Information" is any information that does not reveal your specific identity or does not directly relate to an individual. Other Information is addressed below, under the heading "Other Information".

We may collect Personal Information through the Sites such as

- Name
- Email address
- Mailing Address
- Preferences for electronic or physical delivery of newsletters

We may use Personal Information

- to respond to your inquiries and fulfill your requests, such as to send you information, to register you for events, and to provide you District services.
- to keep a record of your contact information and correspondence, if you contact us through this website and to respond to you.
- to send you administrative information, including information regarding the websites and changes to our terms, conditions and policies.
- to facilitate social sharing functionality.
- for our internal business purposes, such as improving or modifying this website and operating and expanding our services.
- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public or government authorities, including public or government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations or those of any of our affiliates; (f) to protect our rights, privacy, safety or property, or yours or others'; or (g) to pursue available remedies or limit the damages that we may sustain.

How Personal Information May Be Disclosed

- to third-parties provide us services such as website hosting, data analysis, IT services and infrastructure, customer service, email delivery, auditing and the like.
- to a third party (whether affiliated or unaffiliated with us) upon any reorganization of the District or transfer or some of all of its services to another entity.
- by you, on message boards, blogs and other services to which you are able to post information. Please note that any information you post or disclose through these services will become public information, and may be available to visitors to this website and to the general public. We urge you to be thoughtful when disclosing your Personal Information, or any other information, on this site.

to your friends associated with your social media account, to other website users as well as to your social media account provider, in connection with your social sharing activity, such as if you connect your social media account to your use of this website. By connecting your use of this website to your social media account, you authorize us to share information with your social media account provider and you understand that the use of the information we share will be governed by the social media site's privacy policy. If you do not want your Personal Information shared with other users or with your social media account provider, please do not connect your social media account with your use of this website and do not participate in social sharing on this website.

- as we believe to be necessary or appropriate: (a) under applicable law, including laws outside your country of residence; (b) to comply with legal process; (c) to respond to requests from public or government authorities, including public or government authorities outside your country of residence; (d) to enforce our terms and conditions; (e) to protect our operations; (f) to protect our rights, privacy, safety or property, or yours or others'; or (g) to allow us to pursue available remedies or limit the damages that we may sustain.

Other Information We May Collect

"Other Information" is any information that does not reveal your identity or relate to an individual, such as:

- Browser information
- Information collected through cookies, pixel tags and other technologies
- Demographic information and Other Information you provide
- Aggregated information
- Zip codes

How We May Collect Other Information

We and our third-party service providers may collect Other Information in a variety of ways, including:

- Through your browser: Most Internet browsers transmit certain information to websites that you visit, such as your computer's type (Windows or Macintosh) and its Media Access Control (MAC) address and screen resolution, and the type and version of your computer's Operating System and browser. We use this information to ensure this website functions properly.
- Using cookies: Cookies are text files, containing small amounts of information, which are downloaded to your computer, or smartphone or other device by which you visit a website. Cookies allow us to recognize your browsing device to assist with your use of this website. This can include helping us understand how this website is used, letting you navigate between pages efficiently, remembering your preferences, and generally improving your browsing experience. Cookies can also help ensure marketing you see online is more relevant to you and your interests, although we do not intentionally use them for that purpose, our service providers may.
- If you do not want information to be collected through the use of cookies on your computer, most browsers allow you to automatically decline the transfer of cookies to your computer or other device, or to be given the choice of declining or accepting a particular cookie (or cookies) from a particular website. If cookies are disabled, however, some features of this website may not operate as intended. Information about procedures to disable cookies can be found on your Internet browser provider's website.

- Using applications: We may use applications, including mobile applications or widgets, to collect information from you.
- Using pixel tags and other similar technologies: Pixel tags (also known as web beacons and clear GIFs) may be used in connection with some website pages and HTML-formatted email messages to, among other things, track the actions of users of this website and email recipients, measure the success of marketing campaigns and compile statistics about use of this website and response rates.
- IP Address: Your "IP Address" is a number that is automatically assigned to your computer or other web-browsing device by your Internet Service Provider (ISP). An IP Address is identified and logged automatically in our server log files whenever a user visits this website, along with the time of visit and the page(s) visited. Collecting IP Addresses is standard practice on the Internet and many websites do it automatically. We use IP Addresses for purposes such as measuring use of this website, helping diagnose server problems and administering this website.
- From you: We collect information when you provide it voluntarily, such as your company, title, interests and preferred means of communication. Unless combined with Personal Information, such information does not personally identify you or any other user of this website.
- By aggregating information: Aggregated Personal Information does not personally identify you or any other user of this website. For example, we may aggregate Personal Information to calculate the percentage of our users who have a particular telephone area code.

How We May Use and Disclose Other Information

We may use and disclose Other Information for any purpose, except when applicable law requires to treat Other Information as Personal Information. In those situations, we may use and disclose Other Information for the purposes for which we use and disclose Personal Information.

In some instances, we may combine Other Information with Personal Information (such as combining your name with your company and title). If we combine any Other Information with Personal Information, we will treat the combined information as Personal Information as long as it is so combined.

Third Party Sites

This Privacy Policy does not address, and we are not responsible for, the privacy, information or other practices of any third parties, including any third party operating any site to which this website contains a link. Please read the terms, conditions and policies of third-party sites before accessing or using them. The inclusion of a link on the Sites does not imply our endorsement of the linked site.

Security

We use reasonable organizational, technical and administrative measures to protect Personal Information under our control. Unfortunately, no data storage system or method of Internet data transmission is perfectly secure. Please do not send sensitive or confidential information to us by email or by any other means in connection with this website. If you have reason to believe that your communications with us have been compromised in any way, please immediately notify us of the problem by contacting us as provided in the "Contact Us" page of this website.

Choices and Access

Your choices regarding our use of your Personal Information for marketing purposes

You may opt-out of receiving these marketing-related emails by following the unsubscribe instructions in any message we send you, by emailing us at info@cpud.org. We strive to honor such request(s) as soon as reasonably practicable.

How you can access, change or suppress your Personal Information

You may request to review, correct, update, suppress or otherwise modify any Personal Information that you have previously provided to us through this website, or object to our use of such Personal Information by emailing us at info@cpud.org or by other means as noted on the "Contact Us" portion of this website. You may also oppose the processing or transferring of Personal Information to the extent the laws of your country require, if you have a legitimate reason to do so.

In your request, please state what information you would like us to change, and whether you would like to have your Personal Information removed from our database or otherwise let us know what limitations you would like to place on our use of your Personal Information. For your protection, we will only implement requests with respect to the Personal Information associated with the particular email address that you use to send us your request, and we may need to verify your identity before doing so. We strive to comply with requests as soon as reasonably practicable.

We may need to retain certain information for recordkeeping purposes, and there may also be residual information that will remain in our databases and other records. Such information will not be removed. We may, from time to time, re-contact former users of this website. Finally, we are not responsible for removing information from the databases of third parties (such as service providers) with whom we have shared your Personal Information.

Retention Period

We will retain your Personal Information as necessary to fulfill the purposes outlined in this Privacy Policy unless a longer retention period is required or allowed by law.

Use of Site by Minors

The Sites is not directed to children under the age of 13 and we request they not provide Personal Information through this website.

Cross-Border Transfer

Your Personal Information may be stored and processed in any country in which we engage service providers, and by using our Sites you consent to the transfer of information to countries outside of your country of residence, including the United States, which may have different data protection rules than those in your country.

Sensitive Information

We ask that you not send us, and you not disclose, any sensitive Personal Information (e.g., Social Security numbers, credit card or other payment card information, information related to racial or ethnic origin, political opinions, religion or other beliefs, health, criminal background or trade union membership) on or through this website or otherwise except as necessary to pay for District services.

Contacting Us

If you have any questions about this Privacy Policy, please contact us by email at info@cpud.org by other means as noted on the "Contact Us" portion of this website.

Please note that email communications are not secure; accordingly, please do not include credit card information or other sensitive or confidential information in your emails to us.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2425 – CALIFORNIA PUBLIC RECORDS ACT RESPONSE PROCEDURES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. Calaveras Public Utility District adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

2425.1 All requests for public records shall be in writing on a form approved by the Board of Directors, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District office or District website.

2425.2 Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the documents, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost. The person requesting the copies shall pay the charges for the requested copies established by the Board. At present those are: \$1.00 for the first page copied, plus \$.05 for each additional page (\$.10 per page for documents requested pursuant to the Political Reform Act) or the actual cost of electronic media (i.e. CD, DVD, flash drive). Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid. In the event the District determines that the copies requested are of an excessive volume of pages, or require an inordinate amount of staff time to copy due to the manner in which the documents are stored (e.g. in bound volumes), then the District reserves the right, in its sole discretion, to require the requesting party to engage a remote copying service to make such copies at the requesting party's sole expense.

2425.3 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

2425.4 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.

**Calaveras Public Utility District
REQUEST FOR PUBLIC RECORDS**

Date requested:	Date required:
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Please list each document, file, or record separately

I wish to ☐ Review
 ☐ Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the District for copies at the rate of \$1.00 for the first page and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization: _____

Mailing Address: _____

Phone Number: () _____

Signature: _____

FAX Number: () _____

Email: _____

FOR INTERNAL USE ONLY		
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Signature: _____	
Reason, if denied:		
Disposition of Request: Documents/response provided on (date)		
By: <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Delivered <input type="checkbox"/> Verbal <input type="checkbox"/> Phone		
Comments:		
Date Completed:	Staff Member(s):	Staff Time:

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2430 – ELECTRONIC DOCUMENT RETENTION POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	TBD
Resolution No.	Resolution _____	Revised:	

The Electronic Document Retention Policy of the Calaveras Public Utility District governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business.

2430.1 Definitions

- a) Email Message: An electronic communication sent and received via web mail or email client.
- b) Social Media: Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn.
- c) Text Message: An electronic, written communication sent and received via telephone or Internet connection.
- d) Voicemail Message: An electronic, auditory communication sent or received via telephone or Internet connection.

2430.2 Text Messages, Voicemail Messages, and Social Media

Text messages, voicemail messages, and social media posts not saved to an archive or a more permanent medium are intended to be ephemeral documents, not preserved in the ordinary course of business. Accordingly, they do not constitute disclosable public records, as that term is defined by Government Code section 6252, subdivision (e). Directors and District staff are not required to retain these electronic documents. Business done on behalf of the District that requires the creation and preservation of records should be conducted in other media.

2430.3 Email Messages

- a) Email messages sent or received by the District's computer systems from the date this policy is adopted will be preserved for two years and made available for public inspection on the same terms as other District records.
- b) Except as provided in point 3 below, Directors and District staff are required to use (or copy to an address on) the District's computer systems for all email messages regarding District business. Such email messages fall within point 1 above, i.e., they will be preserved for two years and made available for public inspection on the same terms as other District records.
- c) The District will continue to comply with Government Code § 54957.5 which deems to be a public record any document communicated to a majority of the Directors, whether at the same time or seriatim, with respect to an item of District business regardless of the means of that communication, including via non-District email accounts. Directors are encouraged to forward such email messages not received by the District's computer systems nor copied to its staff or to an email address designated for that purpose so they can be preserved in the District's

email retention system, relieving individual Directors of any duty to preserve such email messages or make them available for public inspection.

- d) This policy applies only to the conduct of District business that is subject to the Public Records Act. It has no application to communications to or from Directors in their other public and private capacities or communications to or from District staff that are personal, private or otherwise not District business.

AGENDA ITEM 6

Discussion and Consideration - Authorizing Contract based on Proposal to Update Calaveras Public Utility District Connection Fees

Background

As requested at the August board meeting the General Manager began discussion with the District Engineer to conduct a study to update the District water connection and installation fees for new water services. The District has not modified or evaluated the water services fee in over 30 years and the rates do not cover the actual cost of service provide. The General Manager and Engineer conducted a conference call with Hansford Economic Consulting LLC to discuss the approach and method required to update the Connection Fees.

The proposal includes details on the scope of work including the work plan, budget and schedule to be considered for authorization.

Recommended Action: Authorize Contract based on Proposal to Update Calaveras Public Utility District Connection Fees

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

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Matt Ospital, District Engineer

RE: Connection & Installation Fees Update

DATE: October 9, 2020

Background:

At the September 15, 2020 Board Meeting, Director Dell'Orto requested that the District research the last time the connection fees had been evaluated and raised, and also the process to possibly update the fees. Upon researching the topic, it was discovered that the District last studied connection fees in 1989. Per the adopted Resolution 89-23 fees were updated as follows:

- Connection Fees:
 - 5/8" and 1" meter connection fees were raised to \$250 plus the District's current cost of a meter and, effective January 1, 1991, have increased by \$75 each year. Current connection fee as of January 1, 2020 is \$2,425.
 - 1.5" and 2" meter connection fees were raised to \$500 plus the District's current cost of a meter and, effective January 1, 1991, have increased by \$150 each year. Current connection fee as of January 1, 2020 is \$4,850.
- Installation Fees:
 - 5/8" and 1" meter installation fees were raised to \$450 and, effective January 1, 1991, have increased by \$25 each year. Current installation fee as of January 1, 2020 is \$1,175.
 - 1.5" and 2" meter installation fees were set at the District cost plus 15%.

The connection fee pays for the cost of the meter plus a contribution to the system's capacity. While installation fees pay for the costs of infrastructure to "hook up" a new

customer, including all appurtenances (meter box, etc.) necessary to connect the meter to the distribution system.

Discussion:

The connection and installation fees have been correctly escalated according to the direction of Resolution 89-23 over the past 29 years. However, it is likely that the current fee structure generates insufficient revenues for new development to pay for their share of the water system infrastructure and current installation costs. Although final fee structures are very specific to each individual system, it has been brought to the District's attention that their rates are some of the lowest regionally. Typical practice is to adjust fees according to an Engineering News Record (ENR) construction cost index.

Pursuant to California Government Code 66013 these fees are estimated for reasonable costs of labor and materials for installation of facilities to bear a fair or reasonable relationship to the payor's burdens on, or benefits received from the water connection.

Research into the steps required to raise the current connection fees lead to a phone discussion with Catherine Hansford (economic consultant) on September 21, 2020 with the District Manager and myself. Catherine has worked for quite a few water and wastewater agencies assisting them with rate studies and other fee studies. Attached is Catherine's proposal to assist the District with updating the connection fees.

Recommendation:

Based upon the above, I hereby recommend CPUD contract Hansford Economic Consulting, LLC to conduct a fee study to determine appropriate connection and installation fees for the District.

Attachments: Hansford Proposal Dated September 28, 2020
CPUD Resolution 73-7
CPUD Resolution 89-23

September 28, 2020

Matt Ospital, P.E.
Weber, Ghio & Associates

Letter sent via Email

Subject: Proposal to Update Calaveras Public Utility District Connection Fees

Dear Matt:

Hansford Economic Consulting LLC (HEC) is pleased to provide this proposal to Weber, Ghio & Associates to update the connection fees for Calaveras Public Utility District (CPUD or District).

Qualifications

Catherine Hansford, Principal of HEC, has more than 20 years of experience in water utility financing. Examples of relevant recent projects that Catherine has completed include:

- City of Williams Water and Wastewater Connection Fees
- City of Winters Water and Wastewater Development Impact Fees
- City of Live Oak Water and Wastewater Connection Fees
- Washoe County - Spanish Springs Wastewater Connection Fees
- City of Fernley – Water and Wastewater Connection Fees
- City of Phoenix Water Connection Fees
- City of Talent Water Connection Fees
- City of Waterford Water Connection Fees
- Midway Heights County Water District – Treated and Raw Water Connection Fees
- Donner Summit Public Utility District – Wastewater Connection Fees
- Mountain Housing Council Study of Development Fees in Tahoe

Scope of Services

The CPUD's current water connection and installation fees were last studied in 1989. The installation fees pay for the costs of infrastructure to "hook up" a new customer, including all appurtenances (meter box etc.) necessary to connect the meter to the distribution line. The connection fee pays for the cost of the meter plus a contribution to the system's capacity. Although some portions of the fees (those that are not "current cost") may have kept up to date with current costs, it is likely that the current fee structure generates insufficient revenues for new development to pay for their share of water system infrastructure and current installation (labor and parts) costs.

The scope of services includes determining updated fees for capacity and connection (which includes installation). These fees are established pursuant to California Government Code 66013, which falls under the Mitigation Fee Act. Note, these fees are not taxes because they are for specific

government services or products provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the services or products (Proposition 26 exemption 2, Section 1(e)(2)).

HEC's proposed tasks to complete the scope of services is summarized in **Table 1** below. Description of methodology for calculating the capacity and connection fees is provided after the table.

Table 1
Work Plan Summary

Task 1: Project Management	
1.1	Gather necessary data for the study.
1.2	Periodic conference calls and project management.
Task 2: Fees Review and Data Analysis	
2.1	Review existing fee structures.
2.2	Connection Fee: Verify CIP items and costs, existing system and future system capacity.
2.3	Determine potential growth in the next 20-year period.
2.4	Installation Fee: Gather actual hard costs from the District and staff installation time.
Task 3: Fee Calculations and Analysis	
3.1	Calculate updated water connection and installation fees.
3.2	Compare fees with neighboring jurisdictions for most heavily anticipated types of developments (such as single family).
Task 4: Prepare and Present Fee Study	
4.1	Prepare Fee Study. The Study will include the methodologies used to calculate the connection and installation fees.
4.2	Present Draft findings (PowerPoint) at a Board meeting.
4.3	Prepare Final Study based on stakeholder and staff input.

Connection Fees

The connection fees pay for all the costs incurred by the District to "hook up" a new customer. These costs include the meter, meter box, technology/software associated with the meter, and tapping into the main distribution line or lateral. Costs include hardware, software, and labor. HEC will need District estimates of time and staff hourly labor rates to calculate the connection fees, as well as current vendor costs of hardware and parts. As with the current District fees, the connection fees will be calculated based on the size of the new customer's meter.

Capacity Fees

The capacity fee will certainly include the following first two, and possibly all three, of the following fee components:

1. A "buy-in" or "reimbursement" fee component for assets already improved and owned by the District that new users will benefit from,

2. A "shared facilities" fee for new development's share of assets to be improved that will benefit both existing and future users, and
3. An "improvement" fee for new facilities that are improved specifically to benefit only new growth.

The capacity fee calculation for component 1 may be based on one of four potential valuation methodologies (two original cost approaches and two replacement cost approaches), or even a hybrid of the established methodologies. The capacity fee calculation for components 2 and 3 will be based on the District's cost estimates of improvements needed to upsize facilities that new development benefits from, or build new facilities that specifically serve new development.

Growth Assumptions. Estimates of projected development by land use type, and total new equivalent residential units (ERUs), over the next twenty years will be summarized. County land use planning documents will be used to determine total development potential. One ERU is the typical water demand from a single-family home in the area, and it will be assumed to be served by a one-inch meter. Due to current building codes, almost all new homes are required to have one-inch meters to provide sufficient flow for fire sprinklers.

Once total costs have been allocated to new development, they are divided by the number of projected new ERUs. The cost per ERU is equal to the cost for a one-inch meter. Larger meter sizes capacity charges will be calculated by applying the ratio of flow through those meter sizes compared to a one-inch meter. In addition, it is typical to add a percentage, such as two or three percent, for administration costs associated with the fee.

Budget and Schedule

The estimated budget of \$16,000 is based on HEC's 2020/21 fiscal year California billing rates of \$185 per hour for Catherine Hansford, \$125 per hour for analyst/support, and \$80 per hour for clerical tasks. These rates will be held through June 30, 2021, after which they may increase.

HEC charges for services on a cost not-to-exceed basis; therefore, you will only be billed for the work completed up to the authorized budget amount. Invoices are issued monthly and are due on receipt. Invoices include staff time and direct expenses. If additional work is requested that is beyond the original scope of services, or if work efforts are greater than anticipated in development of the budget, HEC will request authorization for additional budget.

HEC will complete the scope of services in a timeframe desired by the CPUD. Thank you for the opportunity to work on the Project.

Sincerely,



Catherine R. Hansford, Principal

1 RESOLUTION NO. 73-7

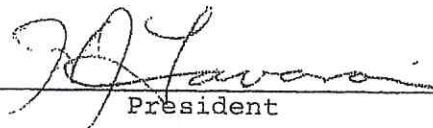
2 BE IT RESOLVED by the Board of Directors of the
3 Calaveras Public Utility District that the schedule for connec-
4 tion fees and installation charges for said District as set
5 forth in Exhibit "A" which is attached hereto and made a part
6 hereof are hereby adopted.

7 The foregoing Resolution was duly passed and adopted
8 this 13th. day of March, 1973, by the following vote:

9 AYES: Chatfield, Langley and Lavaroni

10 NOES: None

11 ABSENT: None

12
13 
14 President

15 ATTEST:

16 
17 Ronnie Brawner, Secretary
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SCHEDULE A

CALAVERAS PUBLIC UTILITY
DISTRICT
CONNECTION FEES AND INSTALLATION CHARGES

A. CONNECTION FEE:

A connection fee shall be paid by all customers concurrently with their application for service. No service shall be rendered unless an application therefor is on file with the District, and all fees applicable have been paid.

The District imposes and shall collect as a connection fee the following amounts:

<u>Size of Meter</u>	<u>Fee</u>
1. Two-inch diameter and smaller	District's current cost of meter plus \$50.00
2. Larger than two-inch diameter	District installation cost and meter cost plus \$50.00

B. INSTALLATION CHARGE:

An installation charge shall be paid by all customers prior to receiving water service, provided application therefor has been made and all other charges have been paid. Installation charge includes the cost of tapping into the distribution line, installing a maximum of sixty (60) feet of service line from the water main to the curb, curb line, property line, or easement or right-of-way line, installing meter box, and meter setter, where required.

The District imposes and shall collect as an installation charge the following amounts:

(1) All customers for whom a line tap will be provided as compensation from the District for right-of-way and/or easement acquisitions as a part of the District's 1971 Water Project, and who request service prior to October 1, 1973, shall not be subject to an installation charge.

(2) All other customers shall be subject to the installation charge shown below:

<u>Size of Meter</u>	<u>Charge</u>
5/8 through one inch	\$250.00
1-1/2 inch	300.00
Two inch	350.00

(3) Where service involved is larger than two (2) inches, or where any service line requires installation beyond sixty (60) feet from the distribution line, in addition to the charges set forth above, where applicable, customer shall pay therefor the additional costs so incurred by District at cost plus fifteen percent (15%).

RESOLUTION NO. 89-23

WHEREAS, the Board of Directors (hereinafter Board) of the CALAVERAS PUBLIC UTILITY DISTRICT directed to be prepared a study of installation and connection fees; and

WHEREAS, the Board published a Notice and held a Public Hearing on September 12, 1989, to consider the establishment of connection and installation fees; and

WHEREAS, the Board by Resolution No. 73-7 dated March 13, 1973, had adopted fees for the purpose of water supply, treatment and delivery.

NOW, THEREFORE, BE IT RESOLVED that upon the effective date of this Resolution, Resolution No. 73-7 be rescinded and the following schedule of fees be adopted:

A. CONNECTION FEE:

A connection fee shall be paid by all customers concurrently with their application for service. No service shall be rendered unless an application therefore is on file with the District, and all fees applicable have been paid.

The District imposes and shall collect as a connection fee the following amounts:

Size of Meter	Fee
1. 3/8" and 1" diameter	District's current cost of meter plus \$250.00
2. 1-1/2" and 2" diameter	District's current cost of meter plus \$500.00
3. Over 2" diameter	District's current cost of meter plus fee to be determined by Board.

B. INSTALLATION CHARGE

An installation charge shall be paid by all customers prior to receiving water service, provided application therefore has been made and all other charges have been paid. Installation charge includes the cost of tapping into the distribution line, installing a maximum of ten (10) feet of service line from the water main to the curb, curb line, property line, or easement or right-of-way line, installing meter box, and meter setter, where required.

The District imposes and shall collect as an installation charge the following amounts:

Size of meter	Charge
1. 3/8" and 1" diameter	\$450.00
2. 1-1/2" and 2" diameter	District cost plus 15%

3. Where service is larger than two (2) inches, or where any service line requires installation greater than ten (10) feet from the distribution line, or across/under any road, in addition to the charges set forth above, where applicable, customer shall pay therefore the additional costs so incurred by the District at cost plus fifteen percent (15%).

RESOLVED FURTHER that the installation fee of \$450.00 shall increase by \$25.00 effective January 1, 1991, and each year thereafter.

RESOLVED FURTHER that in the event of a change of use requiring a larger meter, the increase in the use shall require payment of a connection fee for the difference from the existing use to the new use.

RESOLVED FURTHER that the connection fee for 5/8" and 1" meters of \$250.00 shall increase by \$75.00 effective January 1, 1991, and each year thereafter.

RESOLVED FURTHER that the connection fee for 1-1/2" and 2" meters of \$500.00 shall increase by \$150.00 effective January 1, 1991, and each year thereafter.

RESOLVED FURTHER that the connection and installation fees established by this Resolution are in addition to any existing or applicable fees and charges for meters, line extension agreements, assessment district fees or other fees established by current or future rules, regulations, resolution or ordinances of the CALAVERAS PUBLIC UTILITY DISTRICT.

RESOLVED FURTHER that this Resolution shall take effect upon passage and shall apply to all connections and that this Resolution shall be published in the Calaveras Prospect, a newspaper of general circulation printed and published in the County of Calaveras, State of California, within ten (10) days from the date of passage.

PASSED AND ADOPTED this 12th day of September, 1989, by the following vote:

AYES: Directors: Moore, Newman, Orteguel, Lavaroni
McCartney

NOES: Directors: None

ABSENT: Directors: None

Charles Moore
PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT

ATTEST:

Helinda Williams
Helinda Williams, Secretary

Discussion and Consideration – Proposal for Calibration Network Analysis and System Mapping (KASL)

Background/Discussion

A modeling update to the District system was completed in 2012, this model was not verified or correctly calibrated and the maps provided were not accurate to system piping and facilities. The District also had an internal model that was used by previous staff and is no longer supported. Since this time the District has struggle with the ability to perform scenarios to support, develop and provide information to the public, staff and engineers.

In July 2020 the Board was presented with an Engineering memo and proposal for update and implementation. Although not authorized at that time Board concerns included recommending their review of the 2008 Master plan before deciding.

In accordance with the 2016 Water System Improvement Standards water modeling calculations of proposed system shall be done by using acceptable computer modeling system. The District presently is unable to provide this service. Therefore, making modeling a more critical component to the District operations and its ability to provide accurate and reliable information.

In addition, updating the model will support requests from existing and potential customers, developers, and contractors to provide accurate information when new development requests are made. This effort also supports staff and the District Engineer to evaluate infrastructure deficiencies for improvements to existing facilities including fire flow, system pressures, pipe sizing and critical areas of concern based on staff knowledge and input for developing capital improvement projects.

The breakdown of cost for calibration of the model at \$22,450 and update of System Mapping including deliverables at \$30,500.

Recommendation: Approval of Proposal for Calibration Network Analysis and System Mapping from KASL Engineering at a cost not to exceed \$60,000.

Motion 1st _____, 2nd _____, Carried _____



7777 Greenback Lane

Suite 104

Citrus Heights, CA

95610

Tel. 916/ 722-1800

Fax 916/ 722-4595

Principal:

John C. Scroggs

September 11, 2019

Mr. Matt Ospital
Weber Ghio & Associates
m.ospital@wgainc.net

Subject: Proposal for Calibrated Network Analysis and System Mapping,
Calaveras Public Utility District

Matt:

Per your request the following is our proposal to provide Weber Ghio & Associates and the Calaveras Public Utility District (CPUD) with a calibrated hydraulic network analysis and accurate mapping of existing CPUD water network facilities. At the completion of these tasks we can also conduct network simulations to suggest correction of existing system deficiencies, if any, to meet existing or projected water supply demands and fire flows.

Development of a Calibrated Network Hydraulic Model

A WaterCAD network model will be developed for the existing CPUD improvements. This model will include accurate simulation of existing pumps, water storage tanks, pressure reducing valves, water distribution network and network appurtenances. Whenever possible we will utilize and update the model that was previously prepared (Forsgren) for CPUD. Existing water system demands available from CPUD water demand data will be assigned to nodes of the existing system. Hazen Williams "C" Factors will be assigned to the existing network improvements consistent with known (or estimated) pipe material, age and conditions. Elevations available from previous survey data, improvement plans, the Forsgren Model, USGS maps and field surveys we will conduct for this Study will be assigned to system nodes. Typically, nodes will be created where pipelines intersect, at the end of pipelines, at hydrants and at system appurtenances (pumps, tanks, pressure reducing valves, for example).

Average day and maximum day demand simulations will be conducted and operating pressures identified.

To evaluate the accuracy of the network model, static pressures will be measured in the field at nodes (typically at hydrants, at pressure reducing valves, at pump stations) and compared to static pressures predicted by the network model.

To further evaluate network model accuracy, field measured hydrant flows will then be conducted. The residual pressures at each flowing test hydrant and at

CIVIL
WATER RESOURCES
SURVEYING



the nearest hydrants upstream and downstream of each test hydrant will be measured. With the size and pressure zones included in the CPUD survey we have estimated that 35 hydrants will be flow tested to provide an accurate evaluation of the entire CPUD system. For the City of Plymouth's system with only 2 pressure zones, for example, 8 hydrants were flow tested with residual pressures measured at each test hydrant and at 16 nearby hydrants (2, each, nearby hydrants for each flow test hydrant). For the Valley Springs Network Analysis, 9 hydrants were flow tested and 27 hydrants were pressure tested. For the UPUD system 16 hydrants were flow tested and 48 hydrants were pressure tested. To conduct the field hydrant flow tests requires a crew of 4 persons to simultaneously measure upstream and downstream pressures, the pressure and flow at the flow tested hydrant and to manage dechlorination and diffuser appurtenances at the hydrant discharge. CPUD personnel are welcome to oversee and witness the hydrant testing task and to assist, as needed, with opening and closing hydrants.

To effectively utilize the CPUD network model developed with this task, pressure and flow results from the model must accurately simulate measured field conditions. A network model is considered "calibrated" when network model results closely match field measured conditions and conform to the network calibration guidelines available from the American Water Works Association (AWWA). After a network model is calibrated it can be used to effectively evaluate existing system performance and to test alternatives to correct deficiencies. Without verified calibration the results derived from a network model are "suspect", at best. We will provide you and CPUD with a report and an electronic file of the calibrated network model.

We propose to complete development of a calibrated network hydraulic model for CPUD for a fee of \$22,450. This fee proposal assumes that adequate calibration of the model can be obtained without extensive troubleshooting, additional hydrant tests, more field surveys or further coordination with CPUD.

System Mapping

This task will include review of existing system maps and the field verification of existing visible facilities with the CPUD systems operator(s). Our survey crews will confirm the location and elevations of the hydrants that we will flow test. The system mapping must include accurate delineation of existing water supply pipelines, booster pumps, water storage tank, pressure reducing valve, hydrants and wherever water system physical evidence is available.

Existing CPUD water facilities will be mapped to scale, AutoCAD files prepared and submitted to you and to CPUD for review.

We propose to complete the task, including field surveys of existing facilities, for a fee of \$30,500. This deliverable will provide the District with electronic files of their existing domestic water system.



Possible Additional Network Services

Should the network hydraulic model identify deficiencies under maximum day demands plus fire flow or with peak hour conditions, for example, alternative scenarios can be simulated which would demonstrate how pipeline improvements; increased pipe diameters, parallel pipelines, booster pumping pressure reducing valves or additional system "looping", could effectively be installed to correct pressure or flow problems. To evaluate the system under maximum day demands (MDD) plus fire flow, fire flows will be added, in the model, at each existing fire hydrant. Fire flows will be increased in increments at each hydrant until the pressure at the hydrant being modeled drops below the minimum residual pressure of 20 psi or system pressures somewhere in the network drop below 20 psi. The fire flow available when minimum available pressures occur will be recorded and compared against CPUD and Fire Department Standards. Typically, 1000 gpm is the minimum acceptable fire flow that each hydrant should deliver in residential areas at a minimum 20 psi residual pressure.

Should any hydrant "fail" to deliver this minimum flow at the minimum allowable pressure, system alternatives will be evaluated to correct these deficiencies.

The proposed cost to complete the MDD plus fire flow simulation and to develop the recommended system improvements to correct a specific flow or pressure deficiency is \$1250 per scenario. It is unclear at this time how many MDD plus fire flow deficiencies, if any, exist in the CPUD system.

To simulate peak hour demand (PHD) conditions, peak hour demands would be assigned to each demand node in the model and the system would then be evaluated for static pressures and flow velocities. Should there be any location in the system where static pressures drop below 40 psi or velocities within the pipelines exceed 10 ft/sec. under PHD conditions, system improvements will be modeled to correct low pressure or high velocity conditions.

The proposed cost to complete the peak hour demand model scenario and to recommend the best alternative to correct a deficiency is \$1250 per scenario. It is unknown at this time if there are any deficiencies in the system under PHD conditions.

Evaluation of New Project Demands

If there are new water system demands known, or projected, by CPUD, the calibrated network model can effectively be used to determine the ability of the existing network to adequately meet these new demands. The new demands would be added to the calibrated network model. If there are deficiencies in the system under these projected demand conditions network improvements will be recommended to correct deficiencies. Corrections to the existing network (new

pipelines, larger pipelines, parallel pipelines, for example) could then be required by CPUD as a condition of project approval.

Each new Project demand simulation together with recommended improvements will be conducted for a proposed fee of \$1250 to \$5000 per scenario.



We hope that this proposal adequately responds to your request and is acceptable to your client. If you or the CPUD Manager have questions regarding the proposed scope or fee, please contact us.

Very Truly Yours,

KASL Consulting Engineers

John C. Scroggs

AGENDA ITEM 8

Update: 2019 FEMA Storm Damage Projects:

Background

The contractor began work on October 5, 2020. The project update memo provides information on site status of each area that was included in the scope of work.

The South Fork Pump Station project is pending amendments to the streambed alteration permit with the Department of Fish and Wildlife. All parties are working to accomplishing the debris removal prior to the rainy season.

Upon opening the gate additional finding regarding the condition of the gate and dam will required that the District evaluate and plan to make repairs. The engineering memo includes details and recommends that these items be addressed.

Discussion:

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

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: Donna Leatherman, District Manager

FROM: Matt Ospital, District Engineer

RE: FEMA – 4431-DR

DATE: October 8, 2020

Background:

The awarded contractor for the FEMA Storm Damage Project, Moyle Excavation, began work on this project on September 21, 2020. We are now two weeks into work, below is a status of completion:

Site #	Site Name	Approximate % Complete
1	Hwy 26 Roadside Pipe Exposure	100%
2	Independence Rd Pipe Exposure and Drainage Repair	100%
3	Glencoe Pump Station Roadside Repair	100%
4	Water Treatment Plant Debris Removal & Road Repair	75%
5	River Pump Station Debris Removal (Change Order #1)	Pending Permit
6	Schaads Reservoir Debris Removal	100%
7	Main Control Valve Access Road	75%

Our office feels the contractor has been proceeding successfully on schedule, completing satisfactory work and coordinating well with property owners and appropriate agencies throughout the course of the project.

Discussion:

- **Site #5 – River Pump Station Debris Removal -**

The project team withheld the work at this site from the original project advertisement due pending execution of the California Department of Fish and Wildlife Permit

(CADFW). Now that the Permit is near execution, the contractor has provided a bid for the outlined work at this site.

The Contractor has provided a proposed change order in the amount of \$49,094 for the following: raising the sluice gate, temporarily damming and bypassing flow around the debris removal area and cleaning out debris from the pumping bay. This work is eligible for reimbursement through the project.

o **Additional Discoveries at this site:**

- In order for the area to be dewatered, the existing sluice gate located on the diversion dam facility needed to be opened. Due to existing damage and degradation over time, CPUD staff was unable to safely open the sluice gate. As this work is required by the FEMA project to dewater the area, the Contractor used special equipment to open the gate. The need for special equipment to safely exercise the gate, prohibits staff from operating the gate on a regular basis to mitigate the sediment buildup during the winter months as historically done. This issue was originally identified in 2017 when Herd's Machine & Welding Shop assisted the District with fabricating a temporary fix to allow use of the gate. The temporary fix is no longer assisting in keeping the gate usable. During our design research with local vendors to propose a fix, it was brought to our attention that fabrication of a similar gate would take a minimum of 20 weeks which means the gate would not be able to be installed safely in the diversion dam until after this upcoming storm season. Staff is working to get an estimate on the cost of the gate.

It is recommended that the gate be replaced next year to allow staff to continue regular facility maintenance activities.

- Upon opening the sluice gate and dewatering the area upstream, it was identified that substantial undercutting had begun to form at the face of the dam adjacent to the pumping facility (see attached photos).

It is recommended that a dam face repair project be planned in the upcoming 5-10 years to stop further undercutting of the dam, as this is a critical facility and this location functions as the sole water source for the District. The dam should be inspected yearly to document any change or advancement in the undercutting that may elevate the completion of this project to avoid failure of the dam.



Figure 1 - Damage to the upstream face of the River Pump Station Diversion Dam

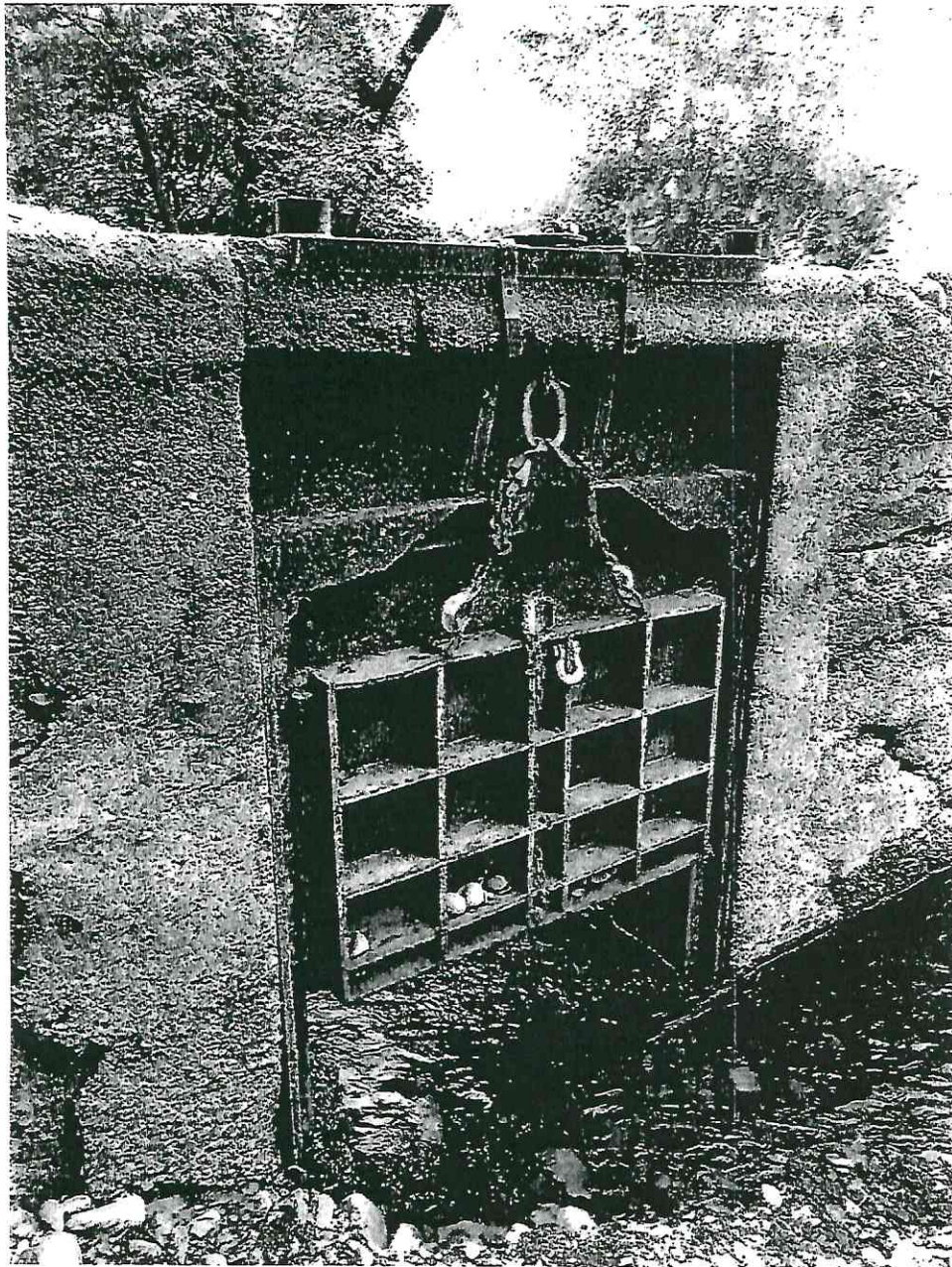


Figure 2 - River Pump Station Sluice Gate

AGENDA ITEM 9

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

Background

The complete grant application packet has been submitted to the State. A follow up call was made confirming receipt of the application. The application packet include the Clearwell tank repairs and the District will follow up the tank inspection report when it becomes available.

Discussion/Recommended Action: Discussion only

Staff Report

a. General Manager's Report – October 2020

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

1. **Fiscal Year Audit** – The auditing team was at the office to review documents to prepare the year end audit for fiscal year ending 2019/2020. There are some follow up items required prior to the draft presentation.
2. **Annual EAP event** – A kick off conference call to discuss the virtual EAP event with JVID/CPUD/EBMUD and PG&E was conducted. The event will take place on December 2, 2020, reminders will be sent out by EBMUD to all participants.
3. **Residential Fire Sprinkler System Policy** – preparing a draft and revising specs. for review and consideration of a new policy for the RFSS will be presented in November.
4. **Connection Fees Update** – Met with District Engineer to discuss the request for preparing information to update the District water service connection fees. Report in packet.
5. **Old Airport Property** – Discussion with possible new commercial customer inquiry for fire flow and possible services upgrade.
6. **PSPS Events** – A press release from local water agencies was developed for posting information to support and assist the public with information regarding PSPS events. Staff continues to improve on PSPS preparedness.
7. **COVID-19 Update** – Review of resolution to and reinstate implementation of water late fee is being reviewed for consideration to implement in January 2021.
8. **Mt. Ranch Road Projects** – District Staff continues to work with contractors verifying water lines and supporting inquiries.
9. **GEI Consulting** – Nothing to report. The Manager is working with GEI to complete a schedule of prioritizing tasks for response to FERC.
10. **Operations Plan update** – Under review pending completion.
11. **SEIU** – Follow ups and email correspondence were conducted to further discuss pending negotiations.
12. **ACRT** – The District requested inspection of a tree near Golden Hills subdivision for possible removal by PG&E.
13. **DSOD** – Staff is preparing for seeding and continuing to monitor Red Hawk repair site.
14. **EAP - Jeff Davis Reservoir** – The resubmittal was sent to, response pending.
15. **EAP - Middle Fork (CalOES/FERC)** – Resubmittal was sent, response pending.

16. Diamond Maps – Information is being put imported from SMPR to the program. District road and main pipeline easement are being plotted to include a separate layer of information.

17. Billing and Account Software Updates – Nothing to report. The Manager and staff have attended several demonstrations and are review options with cost.

18. CalFIRE – Fuels Reduction Grant - Nothing to report.

AGENDA ITEM 10b & 10c

Staff Report

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

Project Status Update

October 2, 2020

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

General Engineering #2528

- Support with possible water connection requests
- Easement Research & Plotting
- Residential Fire Sprinkler Specification Update
- Possible connection & installation fee update

2019 FEMA Storm Damage Projects #2789

- See project update memo dated 10/8/2020.

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

- The DWSRF Application has been submitted and is pending State review.

AGENDA ITEM 11

Board Members Report

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

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

Other Directors Comments

AGENDA ITEM 12

Closed Session

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

AGENDA ITEM 13

Adjournment (Next Regular Meeting on November 10, 2020 at 7:00 pm)

Action: Adjourn meeting