

CALAVERAS COUNTY WATER DISTRICT FINANCE COMMITTEE MEETING

AGENDA

Tuesday, July 19, 2016
2:00 p.m.
CCWD Board Room

Calaveras County Water District
120 Toma Court (P O Box 846)
San Andreas, California 95249

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents related to agenda items that are made available to the Board before or at the meeting shall be available for review by the public at 120 Toma Court, San Andreas, CA 95249.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **PUBLIC COMMENT:** Comments limited to five minutes per person.
2. **APPROVAL OF MINUTES:** May 17, 2016
3. **NEW BUSINESS**
 - 3a.* Report on the Fourth Quarter Investment Report
(Jeffrey Meyer, Director of Administrative Services)
 - 3b. Report on the Monthly Financial Reports for June 2016
(Jeffrey Meyer, Director of Administrative Services)
 - 3c.* Update on the FY 2015-16 Financial Audit
(Jeffrey Meyer, Director of Administrative Services)
 - 3d. Review of Temporary Water Service
(Jeffrey Meyer, Director of Administrative Services)
4. **DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS**
5. **GENERAL MANAGER COMMENTS**
6. **DIRECTOR COMMENTS**
7. **FUTURE AGENDA ITEMS**
8. **NEXT COMMITTEE MEETING**
9. **ADJOURNMENT**

Newspapers, For Information Only

* No Paperwork

MINUTES
FINANCE COMMITTEE MEETING
MAY 17, 2016

The FINANCE COMMITTEE of the CALAVERAS COUNTY WATER DISTRICT (CCWD) met in the CCWD Board Room at 120 Toma Court, San Andreas, California at 10:00 a.m.

The following Committee Members were present:

Dennis Mills	Director
Bertha Underhill	Director

Also Present:

Dave Eggerton	General Manager
Jeffrey Meyer	Director of Administrative Services
Patti Christensen	Accountant III

Public Present:

Vickey Mills
Ken Duncan
Jerry Chapman

1. Public Comment:

Mr. Duncan commented on the Forest Meadows pond odor during the summer months and asked for some assistance in resolving this issue.

2. Approval of Minutes:

Minutes approved from the April 12, 2016 Finance Committee Meeting.

3. New Business:

3a. Report on the Quarterly Investment Report

Mr. Meyer recapped the Investment Advisory meeting attended by himself, Director Mills and Patti Christensen. The Quarterly Investment Report is for the period of January 1 through March 31, 2016. The ninth Lehman Bros distribution in the amount of \$9,819.43 was received during the current quarter. Director Mills commented on the improvement of the market conditions over the last 90 days. Mr. Meyer commented on the proposed Local Agency Investment Fund (LAIF) program that will involve longer term investments with a higher yield. Investment funds are being monitored for upcoming project cash needs.

3b. Report on the Monthly Financial Reports for April 2016:

Budget Status Report:

Because of the current Capacity Fee revenue amount, Director Mills questioned whether or not the capacity fee revenue should be included in the overall budget. Various departmental expenses were reviewed and discussed. It was requested that Mr. Metzger provide an update of the Paymentus credit card processing program.

Capital Renovation & Replacement (Capital R&R) Report:

Mr. Meyer reviewed the current and upcoming water projects. Director Mills asked if a 90 day cash flow could be added to the report. It was mentioned that the report only reflects the approved budget for the current fiscal year.

Mr. Duncan asked if the District has completed the Lake Tulloch Emergency Drought Project, Mr. Meyer mentioned that there are a few costs still coming in.

MINUTES
FINANCE COMMITTEE MEETING
MAY 17, 2016

Mr. Meyer mentioned that the Capital R&R Wastewater Fund does not receive as much revenue as the Capital R&R Water Fund, and projects must be judiciously budgeted. There was a discussion of which projects are still open. Mr. Eggerton went into detail regarding the Copper Cove Reclaim Permit Project and how Utility Services and Engineering are working with the State Regional Board to move forward in the permitting process. Director Mills asked if Mr. Eggerton would report this out to the full Board.

Claim Summary:

Mr. Meyer asked if the Committee members had any questions regarding the Claim Summary. Director Underhill asked about the purchase of the flatbed trailer by the Utilities Department; the trailer was purchased in order for staff to haul heavier equipment. Director Mills asked about the turbo charge replaced on one of the trucks and if staff is aware of the best way to operate them for maximum life expectancy.

Mr. Duncan questioned the Other Payroll Costs and whether or not the amount includes both benefits and retirement, Ms. Christensen replied that it does include both benefits and retirement payments.

Director Mills questioned the Union Public Utility District for the Sugar Pine Way invoice; staff will research the service location.

3c. Review/Discussion of the Purchasing Policy:

Mr. Eggerton mentioned this is an ongoing agenda item and that the auditors will be reviewing the policy to evaluate and identify areas where improvements should be made.

3d. Discussion/Review on the FY 16-17 Operating Budget:

Staff provided the Committee with copies of the preliminary FY 2016-17 Operating Budget. Mr. Meyer will submit to the full Board at the May 25th Board Meeting the preliminary FY 2016-17 Operating and Capital Budget. This will give the Board members two weeks to review it prior to the Board workshop on June 9th. Mr. Meyer gave a quick review of the revenues and expenses and the changes compared to the current year. There was further discussion regarding the Vehicle Replacement Policy, water conservation revenues, building the reserve accounts and the capital outlay budget.

3e. Discussion/Direction on the Saddle Creek Assessment District Liens:

Mr. Meyer discussed the Assessment or Reassessment District structure and Calaveras County Water District's (CCWD's) role in the process. A lien will be placed on the property if the parcel owner is delinquent in taxes and will remain in place until past due funds are collected. Mr. Meyer gave some background information on the process of tax roll stripping, foreclosure proceedings and the sale of the parcel through a sheriff's sale. The CCWD Board has the ability to waive interest and penalty fees, but the bondholders must vote on any other reduction of the amount due. Mr. Jerry Chapman purchased two properties in the Saddle Creek Assessment District through a sheriff sale and was not aware of the liens against the property at the time of purchase. Mr. Chapman, through staff, is requesting a reduction of the amount due.

MINUTES
FINANCE COMMITTEE MEETING
MAY 17, 2016

Mr. Meyer will contact bond/foreclosure counsel on what options are available for Mr. Chapman. Mr. Meyer will bring this to the full Board for approval of removing the penalty and interest on the two properties and reporting on the options provided by counsel.

4. Director of Administrative Services Comments:
Nothing at this time.

5. General Manager Comments:
Nothing at this time.

6. Director Comments:
Director Underhill:
Nothing at this time.

Director Mills:

Director Mills would like staff to look at Senate Bill 1318, regarding safe drinking water for disadvantaged communities throughout California that was brought up at the Local Agency Formation Commission (LAFCo) board meeting the previous evening. He would also like Mr. Metzger to return to the Finance Committee with the Water Shortage Contingency Plan report.

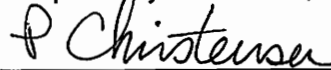
Director Mills also commented on the road patches in the Copperopolis area.

7. Future Agenda Items:
None

8. Next Committee Meeting:
June 21, 2016 at 10 a.m.

9. Adjournment:
With no further business, the meeting was adjourned at 12:11 p.m.

Respectfully Submitted,



Patti Christensen, Accountant III

Approved:



Jeffrey Meyer, Director of Administrative Services

Agenda Item

DATE: July 19, 2016
TO: Finance Committee
FROM: Jeffrey Meyer, Director of Administrative Services
SUBJECT: Report on the Monthly Financial Reports for June 2016

RECOMMENDED ACTION:

Receive Report on June 2016 Monthly Financial Reports

SUMMARY:

The following financial reports are for the month ending June 30, 2016:

Budget Status Report – A summary of operating revenues and expenditures. Please note that some expenditures are paid in arrears and this report may not adequately reflect costs incurred through the reporting period. Similarly, the year-to-date revenues compared to budget may not present a fair estimate of expected revenues as some revenue types, such as property taxes, are received periodically throughout the year.

Capital Renovation and Replacement (Capital R&R) Report – A summary of Capital R&R revenues and expenditures for the water and wastewater funds. Additionally, some expenditures are paid in arrears and this report may not adequately account for all costs incurred during the reporting period.

Claim Summary – The claim summary is a summary of services, supplies, reimbursements and other vendor claims paid by the District. The June claim summary was submitted to and approved by the Board of the Directors on July 9, 2016.

FINANCIAL CONSIDERATIONS:

None

CALAVERAS COUNTY WATER DISTRICT
REVENUE STATUS REPORT FOR
THE PERIOD ENDED JUNE 30, 2016
ALL REVENUES
100% Of Year Completed
PRE-AUDIT

Revenue Source	Actual Revenue FY 14-15 (post-audit)	Budgeted Revenue FY 15-16	Actual Revenue to 6/30/16	% Received
Operating Revenue				
WATER SALES	7,219,047	7,313,538	7,071,058	96.68%
WASTEWATER SALES	4,200,734	4,203,204	4,220,066	100.40%
OTHER	567,904	430,000	455,716	105.98%
Total Operating Revenue	11,987,685	11,946,742	11,746,840	98.33%
Non-Operating Revenue				
CAPACITY FEES	464,929	-	1,420,903	-
STAND-BY FEES	132,630	132,500	126,117	* 95.18%
PROPERTY TAXES	2,509,623	2,657,193	2,551,579	* 96.03%
INVESTMENT INCOME	264,659	229,583	160,716	70.00%
GRANT REVENUE	202,236	-	132,492	-
OTHER REVENUE	642,293	655,450	609,050	92.92%
Total Non-Operating Revenue	4,216,370	3,674,726	5,000,856	136.09%
GRAND TOTALS REVENUE	16,204,055	15,621,468	16,747,697	107.21%

*Distributed in Feb, May, and Aug

CALAVERAS COUNTY WATER DISTRICT
REVENUE STATUS REPORT FOR
THE PERIOD ENDED JUNE 30, 2016
OPERATING REVENUES
100% Of Year Completed
PRE-AUDIT

Revenue Source	Actual Revenue FY 14-15 (post-audit)	Budgeted Revenue FY 15-16	Actual Revenue to 6/30/16		% Received
Operating Revenue					
WATER SALES	7,219,047	7,313,538	7,071,058		96.68%
WASTEWATER SALES	4,200,734	4,203,204	4,220,066		100.40%
OTHER	567,904	430,000	455,716		105.98%
Total Operating Revenue	11,987,685	11,946,742	11,746,840		98.33%
Non-Operating Revenue					
STAND-BY FEES	132,630	132,500	126,117	*	95.18%
PROPERTY TAXES	2,133,180	2,258,614	2,168,842	*	96.03%
INVESTMENT INCOME	57,124	32,500	37,859		116.49%
GRANT REVENUE	-	-	82,426		-
OTHER REVENUE	638,131	655,450	596,650		91.03%
Total Non-Operating Revenue	2,961,065	3,079,064	3,011,894		97.82%
GRAND TOTALS REVENUE	14,948,750	15,025,806	14,758,734		98.22%

*Distributed in Feb, May, and Aug

**Calaveras County Water District
Operating Budget Summary
Fiscal Year 2015-16
Budget vs Actual as of June 30, 2016
100% of Year Completed
PRE-AUDIT**

District Summary by Category

Description	FY 15-16 Budget	Expenditures to 06/30/16	%
Personnel Services	8,273,834	8,222,080	99%
Services and Supplies	6,462,026	5,937,235	92%
Capital Outlay	460,391	261,900	57%
Total Operations & Capital Outlay:	15,196,251	14,421,215	95%

District Summary by Department

Dept	Description	FY 15-16 Budget	Expenditures to 06/30/16	%
Personnel, Services, and Supplies				
50	Non-Departmental (excluding Debt Svc)	1,583,836	1,758,163	111%
54	Utility Services	8,690,501	8,595,281	99%
56	General Management	1,114,877	1,055,870	95%
57	Board of Directors	136,355	110,851	81%
58	Technical Services/Engineering	827,940	417,953	50%
59	Administrative Services	1,710,759	1,708,332	100%
60	Water Resources	671,592	512,865	76%
sub-total Operations:		14,735,860	14,159,315	96%
Capital Outlay				
54	Utility Services - Projects	455,391	256,550	56%
59	Administrative Services	5,000	5,350	107%
sub-total Capital Outlay:		460,391	261,900	57%
Total Operations & Capital Outlay		15,196,251	14,421,215	95%

CCWD Budget Status Report
 Non-Departmental
 PRE-AUDIT

As of June 30, 2016
 100% of Year Completed

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
Services & Supplies							
60210	Power	11,200	788	10,421	93%	-	779
60220	Water	2,410	588	3,522	146%	-	(1,112)
60230	Sewage	3,000	552	828	28%	-	2,172
60250	Telephone	13,040	1,111	12,415	95%	-	625
60260	Refuse Disposal	750	61	732	98%	-	18
60310	Materials and Supplies	3,000	1,341	5,702	190%	2,371	(5,073)
60400	Outside Repairs	16,240	9,787	21,083	130%	5,442	(10,285)
60410	Service Maintenance Contracts	16,550	738	13,784	83%	-	2,766
60426	Building Repairs	3,000	2,513	16,639	555%	-	(13,639)
60430	Claims Damages	5,000	872	3,635	73%	-	1,365
60440	Janitorial Services	24,000	1,935	21,285	89%	-	2,715
61100	New Hogan O&M	138,230	293,262	293,262	212%	-	(155,032)
61200	Retired Employee Costs	1,092,151	41,703	1,120,566	103%	-	(28,415)
61410	Insurance	244,325	-	224,200	92%	-	20,125
61430	Federal Dam & Admin Fees	3,500	-	1,809	52%	-	1,691
78990	Misc. Non-Operating Costs	7,440	1,380	8,280	111%	-	(840)
	sub-total Services & Supplies:	1,583,836	356,631	1,758,163	111%	7,813	(182,140)
Debt Service							
72300	Interest - Bonds and Notes	2,714	-	5,708	210%	-	(2,994)
73300	Principal - Bonds and Notes	9,230	-	9,236	100%	-	(6)
72500	Interest - New Hogan	24,588	24,571	24,571	100%	-	17
73500	Principal - New Hogan	54,680	55,242	55,242	101%	-	(562)
72600	Interest - OP HQ	75,000	-	-	0%	-	75,000
72700	Interest - VacCon Loan	5,111	-	4,834	95%	-	277
73700	Principal - VacCon Loan	65,672	-	65,681	100%	-	(9)
72800	Interest - Revenue Bond	49,663	-	48,627	98%	-	1,036
73800	Principal - Revenue Bond	1,768,700	-	1,769,426	100%	-	(726)
72900	Interest - Water Rev Loan*	130,483	-	130,458	100%	-	25
73900	Principal - Water Rev Loan*	278,796	-	278,796	100%	-	-
	sub-total Debt Service:	2,464,637	79,813	2,392,579	97%	-	72,058
Total Department:		4,048,473	436,444	4,150,742	103%	7,813	(110,082)

CCWD Budget Status Report
Utility Services

As of June 30, 2016
100% of Year Completed

PRE-AUDIT

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
	Personnel Services						
	Salaries/Wages	3,186,959	294,743	3,292,240 *	103%	-	(105,281)
	Wages-Overtime	123,037	18,459	209,674 *	170%	-	(86,637)
	Benefits	1,931,165	183,450	1,984,534 *	103%	-	(53,369)
	Medical Reimbursements	24,000	1,249	18,207	76%	-	5,793
	sub-total Personnel Services:	5,265,161	497,901	5,504,655	105%	-	(239,494)
	Services & Supplies						
	Utilities	1,026,840	81,993	928,111	90%	356	98,373
	Material and Supplies	724,800	78,713	764,220	105%	12,091	(51,511)
	Chemicals	350,000	35,545	343,360	98%	-	6,640
	Safety Eq Repl/consumables	30,000	2,751	24,889	83%	48	5,063
	Outside Services/Repairs	140,500	21,413	121,316	86%	7,461	11,723
	Service Maintenance Contracts	234,000	16,283	102,788	44%	2,368	128,844
	Laboratory Services	228,000	11,713	165,487	73%	8,000	54,513
	Professional Services	25,000	20,393	25,161	101%	21,010	(21,171)
	Vehicle/Generator Operating Expense	375,000	35,000	348,367	93%	442	26,191
	Rental Exp/Vehicle and Equip.	15,000	1,393	4,333	29%	-	10,667
	Permits & Licenses	14,400	1,399	9,956	69%	-	4,444
	Publications/Subscriptions	2,000	-	27	1%	-	1,973
	Memberships/Dues	11,500	378	12,039	105%	-	(539)
	Training, Conferences & Travel	33,300	1,984	22,182	67%	289	10,829
	Purchased Water	15,000	-	-	0%	-	15,000
	State Wtr/Swr Fees	200,000	9,296	218,390	109%	-	(18,390)
	sub-total Services & Supplies:	3,425,340	318,254	3,090,626	90%	52,065	282,649
	sub-total Operations:	8,690,501	816,155	8,595,281	99%	52,065	43,155
	Capital Outlay						
n/a	Pump, Arnold WWTP Belt Press	-	-	16,378	0%	-	(16,378)
n/a	Flatbed Trailer, Construction Crew	-	-	34,088	0%	-	(34,088)
301/501-16	Vehicles/Equipment	75,000	-	45,191	60%	52,767	(22,958)
302/502-16	Mini Excavator	60,000	-	-	0%	-	60,000
303-16	SCADA Upgrades	50,000	-	-	0%	-	50,000
503-16	Bobcat	79,000	-	85,232	108%	-	(6,232)
504-16	Dump Trailer	20,000	-	-	0%	-	20,000
505-16	TV Van Retrofit	102,700	6,515	6,515	6%	89,905	6,280
506-16	Manhole Replacement	20,000	-	20,455	102%	-	(455)
	sub-total Capital Outlay:	406,700	6,515	207,859	51%	142,672	56,169
	Carryover Budget from FY 14-15						
301-15	Vehicles/Equipment	48,691	-	48,691	100%	-	-
	sub-total All Capital Outlay:	455,391	6,515	256,550	56%	142,672	56,169
	Total Department:	9,145,892	822,670	8,851,831	97%	194,737	99,324

* includes Butte Fire wages/benefits

Salaries/Wages	24,074
Wages-Overtime	29,853
Benefits	18,680
	<u>72,607</u>

CCWD Budget Status Report
Utility Services

As of June 30, 2016
100% of Year Completed

PRE-AUDIT

Acct	Description	FY 15-16 Budget	June 2016	FY 15-16 Year-to-Date	Percent YTD	Encumbered	Balance Available
Personnel Services							
60000	Salaries/Wages	3,185,959	294,743	3,292,240	103%	-	(105,281)
60030	Wages-Overtime	123,037	18,459	209,674	170%	-	(86,637)
60100	Benefits	1,931,165	183,450	1,984,534	103%	-	(53,369)
60102	Medical Reimbursements	24,000	1,249	18,207	76%	-	5,793
sub-total Personnel Services:		5,265,161	497,901	5,504,655	105%	-	(239,494)
Services & Supplies							
60210	Power	885,000	65,375	791,042	89%	-	93,958
60220	Water	1,500	222	1,518	101%	-	(18)
60230	Sewage	56,400	9,390	58,824	104%	-	(2,424)
60240	Telephone Lease Lines	10,140	868	10,473	103%	-	(333)
60250	Telephone	68,000	5,513	57,644	87%	356	8,000
60260	Refuse/Disposal	7,800	625	8,610	110%	-	(810)
60310	Material and Supplies	232,000	13,450	154,057	66%	1,524	76,419
60311	Herbicide	5,000	-	1,462	29%	-	3,538
60312	Safety Eq Rep/consumables	30,000	2,751	24,889	83%	48	5,063
60313	Tools	32,000	1,168	26,004	81%	341	5,655
60314	Uniforms - New	8,000	198	7,998	100%	-	2
60325	Lab Supplies, Consumables	27,000	4,420	35,646	132%	5,948	(14,594)
60327	Ozone System Parts	3,500	523	3,611	103%	-	(111)
60328	UV Bulb Replacement	45,000	-	53,630	119%	-	(8,630)
60331	Electrical Parts Replacement	112,000	10,645	123,050	110%	-	(11,050)
60332	Leak Repair Supplies	77,000	7,493	110,241	143%	221	(33,462)
60333	Road Repair Materials	10,500	-	27,480	262%	-	(16,980)
60334	SCADA, Radio Supplies	10,000	1,726	19,578	196%	-	(9,578)
60335	Septic Tanks, Repair & New	12,000	2,789	10,324	86%	-	1,676
60338	Meters, New Conn. & Repl.	19,000	-	35,229	185%	-	(16,229)
60350	Aerator/Compressor etc Repair	15,000	-	8,319	55%	-	6,681
60353	Computers/peripherals	9,000	1,048	1,048	12%	-	7,952
60354	Control Sys/Pressure Transducer	6,000	3,380	18,566	309%	-	(12,566)
60355	Headworks/Solids Removal Rep.	800	-	6,685	836%	-	(5,885)
60356	HVAC	5,000	3,634	11,888	238%	4,057	(10,945)
60357	Mixers	15,000	15,267	21,333	142%	-	(6,333)
60358	Monitor Wells Repair	1,000	1,174	1,620	162%	-	(620)
60359	Pumps/Motor Repair	76,000	11,761	84,135	111%	-	(8,136)
60360	Solids Handling Equip Repair	4,000	37	2,315	58%	-	1,685
60395	Chemicals	350,000	35,545	343,360	98%	-	6,640
60400	Outside Repairs	76,000	5,093	67,773	89%	7,461	766
60401	Fire Ext. Testing Cust. Base	2,500	-	1,700	68%	-	800
60402	Spraying - Weeds & Insects	11,000	100	11,095	101%	-	(95)
60403	Snow Removal	15,000	-	5,670	38%	-	9,330
60404	Uniform Laundry	23,000	3,520	21,902	95%	-	1,098
60405	Fire Hydrant Maintenance	13,000	12,700	13,176	101%	-	(176)
60412	Groundwater Monitoring	25,000	2,875	28,203	113%	2,368	(5,571)
60413	Instrumentation Tech	5,500	-	5,862	107%	-	(362)
60414	Ozone System PM	9,500	-	193	2%	-	9,307
60415	Backflow Device Testing	10,000	-	-	0%	-	10,000
60416	SCADA Consulting (A-Team)	5,000	-	3,920	78%	-	1,080
60417	Hoisting / Dig / Crane	5,000	4,840	4,840	97%	-	160
60419	Pave / Seal / Asphalt Repair	75,000	8,108	44,187	59%	-	30,813
60423	Telemetry / Radio	3,000	-	1,157	39%	-	1,843
60424	Septic Hoisting	16,000	460	3,924	25%	-	12,076
60425	Tank Cleaning	55,000	-	4,847	9%	-	50,153
60426	Building Repairs	3,000	-	249	8%	-	2,751
60427	UV System PM	5,000	-	14	0%	-	4,986
60431	Computer Lic/Maint Contracts	17,000	-	5,392	32%	-	11,608
60470	Laboratory Services	228,000	11,713	165,487	73%	8,000	54,513
60590	Professional Services	25,000	20,393	25,161	101%	21,010	(21,171)
60610	Operating Exp/Gas & Oil	215,000	17,372	155,726	72%	-	59,274
60620	Repairs and Parts	150,000	17,628	171,325	114%	442	(21,767)
60625	Fuel - Generators	10,000	-	21,316	213%	-	(11,316)
60650	Rental Exp/Vehicle and Equip.	15,000	1,393	4,333	29%	-	10,667
60710	Permits & Licenses	14,400	1,399	9,956	69%	-	4,444
60730	Publications/Subscriptions	2,000	-	27	1%	-	1,973
60732	Memberships/Dues	11,500	378	12,039	105%	-	(539)
60810	Training, Conferences & Travel	33,300	1,984	22,182	67%	289	10,829
61100	Purchased Water	15,000	-	-	0%	-	15,000
61420	State Wtr/Swr Fees	200,000	9,296	218,350	109%	-	(18,350)
sub-total Services & Supplies:		3,425,340	318,264	3,090,626	90%	62,065	282,649
sub-total Operations:		8,690,501	816,165	8,595,281	99%	62,065	43,155
Capital Outlay							
n/a	Pump, Arnold WWTP Belt Press	-	-	16,378	0%	-	(16,378)
n/a	Flatbed Trailer, Construction Crew	-	-	34,088	0%	-	(34,088)
301/501-16	Vehicles/Equipment	75,000	-	45,191	60%	52,767	(22,958)
302/502-16	Mini Excavator	60,000	-	-	0%	-	60,000
303-16	SCADA Upgrades	50,000	-	-	0%	-	50,000
503-16	Bobcat	79,000	-	85,232	108%	-	(6,232)
504-16	Dump Trailer	20,000	-	-	0%	-	20,000
505-16	TV Van Retrofit	102,700	6,515	6,515	6%	89,905	6,280
506-16	Manhole Replacement	20,000	-	20,455	102%	-	(455)
sub-total Capital Outlay:		406,700	6,515	207,859	51%	142,672	56,169
Carryover Budget from FY 14-15							
301-15	Vehicles/Equipment	48,691	-	48,691	100%	-	-
sub-total All Capital Outlay:		455,391	6,515	266,550	56%	142,672	56,169
Total Department:		9,146,892	822,670	8,861,831	97%	194,737	99,324

* Includes Butte Fire wages/benefits
Salaries/Wages 24,074
Wages-Overtime 29,653
Benefits 18,580
72,607

CCWD Budget Status Report
 General Management
 PRE-AUDIT

As of June 30, 2016
 100% of Year Completed

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
Personnel Services							
60000	Salaries/Wages	449,138	41,218	479,291	107%	-	(30,153)
60030	Wages-Overtime	490	251	999	204%	-	(509)
60100	Benefits	247,210	21,881	249,529	101%	-	(2,319)
60102	Medical Reimbursements	3,000	20	1,732	58%	-	1,268
	sub-total Personnel Services:	699,838	63,370	731,551	105%	-	(31,713)
Services and Supplies							
60310	Material and Supplies	2,000	-	3,041	152%	-	(1,041)
60420	Drug and Alcohol Testing	2,000	-	-	0%	-	2,000
60429	Recruiting	25,000	-	4,228	17%	-	20,772
60505	Outside Legal Fees	150,000	570	97,511	65%	-	52,489
60541	Advertising/Publicity	2,500	680	1,324	53%	492	684
60590	Professional Services	164,939	18,463	155,977	95%	15,475	(6,513)
60700	Forms and Supplies	1,500	55	1,545	103%	-	(45)
60730	Publications/Subscriptions	100	-	-	0%	-	100
60732	Memberships/Dues	44,000	-	43,339	98%	-	661
60810	Training, Conferences & Travel	20,000	1,586	17,060	85%	-	2,940
60820	Other Travel Costs	1,000	-	294	29%	-	706
61410	Unemployment Claims	2,000	-	-	0%	-	2,000
	sub-total Services & Supplies:	415,039	21,354	324,319	78%	15,967	74,753
Total Department:		1,114,877	84,724	1,055,870	95%	15,967	43,040

CCWD Budget Status Report
 Board of Directors
 PRE-AUDIT

As of June 30, 2016
 100% of Year Completed

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
Personnel Services							
60000	Salaries/Wages	43,200	1,800	28,615	66%	-	14,585
60100	Benefits	59,555	5,431	59,356	100%	-	199
60102	Medical Reimbursements	2,400	-	-	0%	-	2,400
sub-total Personnel Services:		105,155	7,231	87,971	84%	-	17,184
Services and Supplies							
60811	Meeting Cost/Supplies	1,200	10	850	71%	-	350
60820	Other Travel Costs	30,000	941	22,031	73%	-	7,970
sub-total Services & Supplies:		31,200	951	22,880	73%	-	8,320
Total Department:		136,355	8,182	110,851	81%	-	25,504

CCWD Budget Status Report
 Technical Services/Engineering
 PRE-AUDIT

As of June 30, 2016
 100% of Year Completed

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
Personnel Services							
60000	Salaries/Wages	527,488	22,646	254,710	48%	-	272,778
60030	Overtime	3,393	-	123	4%	-	3,270
60100	Benefits	258,459	12,092	147,753	57%	-	110,706
60102	Medical Reimbursements	3,600	-	1,595	44%	-	2,005
	sub-total Personnel Services:	792,940	34,738	404,181	51%	-	388,759
Services and Supplies							
60410	Service Maintenance Contracts	13,500	-	6,746	50%	-	6,754
60590	Professional Services	15,000	325	550	4%	-	14,450
60700	Forms and Supplies	500	-	414	83%	-	86
60730	Publications/Subscriptions	250	-	-	0%	-	250
60732	Memberships/Dues	250	-	230	92%	-	20
60810	Training, Conferences & Travel	5,000	11	5,815	116%	-	(815)
60820	Other Travel Costs	500	-	17	3%	-	483
	sub-total Services & Supplies:	35,000	336	13,772	39%	-	21,228
Total Department:		827,940	35,074	417,953	50%	-	409,987

CCWD Budget Status Report
 Administrative Services
 PRE-AUDIT

As of June 30, 2016
 100% of Year Completed

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
Personnel Services							
60000	Salaries/Wages	824,563	86,645	869,202	105%	-	(44,639)
60030	Wages-Overtime	2,450	482	5,010	204%	-	(2,560)
60100	Benefits	454,136	47,758	476,619	105%	-	(22,483)
60102	Medical Reimbursements	6,600	423	4,318	65%	-	2,282
	sub-total Personnel Services:	1,287,749	135,308	1,355,149	105%	-	(67,400)
Services and Supplies							
60310	Materials and Supplies	500	12	299	60%	-	201
60390	Admin Technologies Comm	34,000	7,969	23,511	69%	612	9,877
60410	Service Maintenance Contracts	43,010	-	40,967	95%	-	2,043
60431	Computer Lic/Maint Contracts	30,420	1,296	16,983	56%	2,548	10,889
60510	Accounting/Auditing	33,000	-	33,000	100%	-	-
60590	Professional Services	119,000	26,262	92,850	78%	-	26,150
60700	Forms and Supplies	1,000	1,040	1,694	169%	-	(694)
60720	Postage	21,500	1,406	16,111	75%	-	5,389
60732	Memberships/Dues	580	-	735	127%	-	(155)
60780	Printing	1,000	-	-	0%	-	1,000
60810	Training, Conferences & Travel	6,000	30	3,641	61%	-	2,359
60820	Other Travel Costs	1,000	84	1,662	166%	-	(662)
61310	Bad Debt Expense	55,000	7,652	53,813	98%	-	1,187
61455	Water Conservation	30,000	284	10,101	34%	-	19,899
61485	Merchant Credit Card Discount	45,000	4,589	55,466	123%	-	(10,466)
61490	Miscellaneous Operating Costs	-	-	350	-	-	(350)
78100	Custodial Agent Fees	2,000	-	2,000	100%	-	-
	sub-total Services & Supplies:	423,010	50,624	353,183	83%	3,160	66,667
	sub-total Operations:	1,710,759	185,932	1,708,332	100%	3,160	(733)
Capital Outlay							
75200	Software Upgrade	5,000	-	5,350	107%	-	(350)
	Total Department:	1,715,759	185,932	1,713,682	100%	3,160	(1,083)

CCWD Budget Status Report
 Water Resources
 PRE-AUDIT

As of June 30, 2016
 100% of Year Completed

<u>Acct</u>	<u>Description</u>	<u>FY 15-16 Budget</u>	<u>June 2016</u>	<u>FY 15-16 Year-to-Date</u>	<u>Percent YTD</u>	<u>Encumbered</u>	<u>Balance Available</u>
Personnel Services							
60000	Salaries/Wages	94,879	8,294	94,606	100%	-	273
60100	Benefits	27,512	4,212	43,369	158%	-	(15,857)
60102	Medical Reimbursements	600	598	598	100%	-	2
	sub-total Personnel Services:	122,991	13,104	138,573	113%	-	(15,582)
Services and Supplies							
60310	Material and Supplies	4,500	213	3,209	71%	3,900	(2,609)
60505	Outside Legal Fees	115,000	-	119,716	104%	-	(4,716)
60590	Professional Services	202,000	3,596	81,292	40%	34,857	85,851
60732	Membership/Dues	46,501	-	34,377	74%	-	12,124
60810	Training, Conferences & Travel	2,000	550	3,437	172%	-	(1,437)
60820	Other Travel Costs	1,000	-	-	0%	-	1,000
61435	State Water Right Fees	28,000	-	35,229	126%	-	(7,229)
61450	Mandated Plans	74,600	63,367	97,032	130%	9,708	(32,140)
61452	Strategic Plans/Updates	75,000	-	-	0%	-	75,000
	sub-total Services & Supplies:	548,601	67,726	374,292	68%	48,465	125,844
Total Department:		671,592	80,830	512,865	76%	48,465	110,262

Water Capital Renovation and Replacement Fund
 July 1, 2013 through June 30, 2016 (Pre-Audit)

	FY 13-14	FY 14-15	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 15-16	Total
Revenues:								
Capital R&R Water Revenues	\$ 1,531,125	\$ 2,912,325	\$ 571,002	\$ 780,251	\$ 746,558	\$ 724,041	\$ 2,821,853	\$ 7,265,304
Interest Income	-	106,841	11,248	8,373	19,985	6,777	46,383	153,224
Capital R&R Loan	4,000,000	-	-	-	-	-	-	4,000,000
Grant Revenues	-	-	-	-	-	-	-	-
Total Revenues	\$ 5,531,126	\$ 3,019,166	\$ 582,251	\$ 788,625	\$ 766,543	\$ 730,818	\$ 2,868,237	\$ 11,418,528
Expenditures:								
Ebbetts Pass Reach 3a	\$ 305,618	\$ 280,296	\$ 93,842	\$ 64,315	\$ 21,824	\$ 154,739	\$ 334,720	\$ 920,634
Tank Management Plan	12,220	37,221	111	-	-	2,518	2,629	52,070
Blagen Mill Pond Restoration	-	-	6,099	10,598	9,431	476	26,603	26,603
Ebbetts Pass Reach 1	175	-	31,739	17,037	8,400	170	57,345	57,521
Lake Tulloch Drought Emergency	-	118,031	120,034	436,957	30,070	44,322	631,383	749,414
Ebbetts Pass Techite Line	94,454	6,904	-	-	-	-	-	101,357
Capital Program Management	48,921	1,680	-	-	3,808	560	4,368	54,969
Total Expenditures	\$ 461,388	\$ 444,132	\$ 251,824	\$ 528,907	\$ 73,532	\$ 202,784	\$ 1,057,048	\$ 1,962,568
Beginning Balance	\$ -	\$ 5,069,738	\$ 7,568,227	\$ 7,854,640	\$ 8,114,357	\$ 8,763,833	\$ 7,568,227	\$ -
Total Revenues	5,531,126	3,019,166	582,251	788,625	766,543	730,818	2,868,237	11,418,528
Less								
Loan Payments	-	76,545	44,013	-	43,535	-	87,548	164,093
Project Costs	461,388	444,132	251,824	528,907	73,532	202,784	1,057,048	1,962,568
Ending Balance	\$ 5,069,738	\$ 7,568,227	\$ 7,854,640	\$ 8,114,357	\$ 8,763,833	\$ 9,291,867	\$ 9,291,867	\$ 9,291,867

Water Capital Renovation and Replacement Funding
 July 1, 2013 through June 30, 2016 (Pre-Audit)

Project Funding	Project Budget	Expenses To Date	Balance	Operating Funds	Expansion Funds	Capital R&R	Grant Revenues
Ebbetts Pass Reach 3a	\$ 5,000,000	\$ 920,634	\$ 4,079,366	\$ -	\$ -	\$ 3,622,000	\$ 1,378,000
Tank Management Plan	1,000,000	52,070	947,930	-	-	1,000,000	-
Blagen Mill Pond Restoration (1)	60,000	26,603	33,397	-	-	60,000	-
Ebbetts Pass Reach 1	5,000,000	57,521	4,942,479	-	-	5,000,000	-
Lake Tulloch Drought Emergency	1,337,000	749,414	587,586	-	-	1,337,000	-
Ebbetts Pass Techite Line	250,000	101,357	148,643	-	-	250,000	-
Capital Program Management	50,000	54,969	(4,969)	-	-	50,000	-
Total Expenditures	\$ 12,697,000	\$ 1,962,568	\$ 10,734,432	\$ -	\$ -	\$ 11,319,000	\$ 1,378,000

(1) currently funded through Capital R&R Program; however District is pursuing grant funds

Wastewater Capital Renovation and Replacement Fund
 July 1, 2013 through June 30, 2016 (Pre-Audit)

	FY 13-14	FY 14-15	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	FY 15-16	Total
Revenues:								
Capital R&R Wastewater Revenues	\$ 521,281	\$ 1,070,858	\$ 199,856	\$ 272,312	\$ 319,073	\$ 264,905	\$ 1,056,146	\$ 2,648,285
Interest Income	-	41,080	2,369	1,191	4,155	1,073	8,789	49,869
Capital R&R Loan	2,300,001	-	-	-	-	-	-	2,300,001
Grant Revenues	-	-	-	-	-	-	-	-
Total Revenues	\$ 2,821,282	\$ 1,111,939	\$ 202,225	\$ 273,503	\$ 323,228	\$ 265,978	\$ 1,064,934	\$ 4,998,155
Expenditures:								
Copper Cove Lift Station 22	\$ 7,500	\$ 745,085	\$ 402,391	\$ 262,206	\$ 38,264	\$ 61,488	\$ 764,350	\$ 1,516,935
Copper Cove Reclaim Permit	-	26,401	98,631	5,885	3,931	1,429	109,877	136,278
Lift Station Renovation	500	-	-	-	-	-	-	500
Arnold WWTP	-	2,894	-	838	-	-	838	3,733
Capital Program Management	48,921	1,236	-	-	3,158	204	3,362	53,518
Poker Flat L/S 9, 10 and 11	439,171	54,234	-	-	-	-	-	493,406
Total Expenditures	\$ 496,092	\$ 829,850	\$ 501,023	\$ 268,929	\$ 45,354	\$ 63,122	\$ 878,428	\$ 2,204,370
Beginning Balance	\$ -	\$ 2,325,190	\$ 2,285,709	\$ 1,825,168	\$ 1,829,743	\$ 1,947,654	\$ 2,285,709	\$ -
Total Revenues	2,821,282	1,111,939	202,225	273,503	323,228	265,978	1,064,934	4,998,155
Less								
Loan Payments	-	321,569	161,743	-	159,963	-	321,706	643,275
Project Costs	496,092	829,850	501,023	268,929	45,354	63,122	878,428	2,204,370
Ending Balance	\$ 2,325,190	\$ 2,285,709	\$ 1,825,168	\$ 1,829,743	\$ 1,947,654	\$ 2,150,510	\$ 2,150,510	\$ 2,150,510

Wastewater Capital Renovation and Replacement Funding
 July 1, 2013 through June 30, 2016 (Pre-Audit)


Project Funding	Project Budget	Expenses To Date	Balance	Operating Funds	Expansion Funds	Capital R&R	Grant Revenues
Copper Cove Lift Station 22	\$ 1,600,000	\$ 1,516,935	\$ 83,065	\$ -	\$ -	\$ 1,600,000	\$ -
Copper Cove Reclaim Permit	250,000	136,278	113,722	-	-	250,000	-
Copper Cove L/S 8,12,13 Bypass	1,400,000	-	1,400,000	-	-	1,400,000	-
Lift Station Renovation	750,000	500	749,500	-	-	750,000	-
Arnold WWTP	150,000	3,733	146,267	-	-	150,000	-
Capital Program Management	50,000	53,518	(3,518)	-	-	50,000	-
Poker Flat LS 9, 10 and 11 (1)	285,000	493,406	(208,406)	-	-	285,000	-
Total Expenditures	\$ 4,485,000	\$ 2,204,370	\$ 2,280,630	\$ -	\$ -	\$ 4,485,000	\$ -

(1) completed project

Agenda Item

DATE: July 19, 2016

TO: Finance Committee

FROM: Joel Metzger, PIO/Customer Relations Manager 

SUBJECT: Review of Temporary Water Service

RECOMMENDED ACTION:

Information only.

SUMMARY:

With the demand for temporary water service increasing, District staff is reviewing the policies governing fill stations. There are several types of fill stations in the District:

- High-flow non-emergency hydrant meters
- High-flow non-emergency overhead stations
- Low-flow emergency fill stations

Resolution No. 98-73 (attached) governs the use of high-flow hydrant meters and non-emergency overhead fill stations. It states that water from hydrants and non-emergency fill stations shall only be made available to provide temporary water for construction use.

Per General Manager's authority, Calaveras County residents who are not part of a public water system can apply for short-term use of emergency fill stations provided by the District in Valley Springs, Copperopolis, Arnold and West Point. These fill stations are standard 5/8-inch hose bibs, secured by locks, and can be used to fill individual containers for transport of water. The water cannot be used for construction, commercial purposes or sale to third parties.

The emergency fill station program was designed to be a short-term solution to help County residents through difficult times. However, many program participants have been using this water for multiple years. Staff is currently reviewing the program to determine if it would be appropriate to recommend changes.

FINANCIAL CONSIDERATIONS:

None at this time.

Attachment: CCWD Temporary Water Service Policy
- Resolution No. 98-73 – Hydrant Meters
- Temporary Emergency Water Agreements

CALAVERAS COUNTY WATER DISTRICT
RULES AND REGULATIONS GOVERNING THE FURNISHING OF WATER
AND/OR WASTEWATER SERVICES
ARTICLE III

APPLICATION FOR SERVICE RATES AND BILLING

A2. Temporary Water Service.

General Provisions: This temporary service provision is intended to allow the sale of water, not sewer services, to unimproved properties (i.e., properties for which a valid building permit has not been obtained). Owners/contractors may apply for these services without a valid building permit to provide construction, agricultural or irrigation water. In the event that restrictions are placed on water usage, priority for service will be given to those who have permanent service connections. Permanent service is defined as service established with evidence of a valid building permit and payment of all applicable connection and equivalent assessment fees due within the service area.

Use of a temporary water service to establish a sewer service connection is strictly prohibited. Violations will result in the owner being charged the following:

- Incremental water connection fees and equivalent assessment fees between the date the temporary water service was established and the date the District provided the owner with notification of the violation.
- Sewer connection fees and equivalent assessment fees as of the date the District provided the owner with notification of the violation.
- Monthly sewer service and consumption charges from the date the temporary water service was established.

The General Manager or designated representative can provide written authorization for exceptions to this policy.

Temporary Agricultural/Irrigation Service: Temporary water service will be allowed for agricultural or irrigation purposes on property that does not already have a permanent service if a valid building permit does not exist. All fees applicable in the service area are required to be paid prior to installation, including connection fees, equivalent assessment fees, line extension charges, account establishment fees, meter fees and costs associated with the extension of and connection to District water lines. Any such service will not be allowed a suspension of service and will be required to pay all monthly base and consumption charges from inception of water service.

In the event that a valid building permit is subsequently issued for property serviced by a temporary agricultural/irrigation meter, the owner must contact the District and apply for permanent service. Absence of notification by the owner in these events will result in the immediate disconnection of the temporary service.

At the time a permanent service application is received by the District, the District will recalculate any connection and equivalent assessment fees as of the date of the new application; and the owner will be charged any incremental portion over similar fees previously paid. Additional charges may also be charged to the owner, including those related to additional construction costs, change of meter size or change in ownership (i.e., account establishment fee) pursuant to other District provisions. All fees and charges will be due and payable to the District subject to the standard billing policies. Non-payment of these fees and charges by the owner may result in disconnection of the service and other collection/delinquency procedures established by the District.

Temporary Construction Water Service: Temporary construction water services will be allowed for owners and/or contractors who have a one-time short-term need for construction-related water on unimproved lots where the owner intends to acquire but has not yet obtained a valid building permit. The period of the temporary service under this provision shall run until a valid building permit is issued for the property, not to exceed ninety (90) days.

Owners or contractors must submit a signed application at least forty-eight (48) hours prior to the requested service installation date. The District will charge the owner or contractor a \$30 installation fee. Additionally, if the service is to be in the contractor's name, the contractor must remit a deposit for three (3) times the base monthly charge in the service area prior to the service being installed. The owner or contractor must remit all fees and deposits to the District prior to installation of the service.

The owner or contractor must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) in advance for a request for termination of service. The owner or contractor is responsible for all charges related to the service through the date of termination in addition to a \$30 removal fee. Deposit monies will be applied to the final balance, if applicable, and a refund of deposit monies due or a request for additional payment will be made to the responsible party.

If the owner or contractor fails to pay District charges in accordance with District policy, the temporary meter will be removed, if applicable. No further services will be granted to an owner or contractor until payment is received by the District for all past due amounts, including applicable penalties.

Amended by Resolution 99-55, October 13, 1999

CALAVERAS COUNTY WATER DISTRICT
 RULES AND REGULATIONS GOVERNING THE FURNISHING OF WATER
 AND/OR WASTEWATER SERVICES
 ARTICLE III

APPLICATION FOR SERVICE RATES AND BILLING

Hydrant Meter Service: The fill station and hydrant meters are available only to provide temporary construction water for construction use. The customer is required to fill out and sign an application for service which includes a description of intended water use and an estimate of anticipated usage. The application includes a service agreement establishing liability for any accrued costs for water consumption/base daily charges, District staff and administration, damage to District infrastructure, and unscheduled maintenance to the District water system, including flushing, due to improper use of hydrant meter equipment/facilities.

Installation fees and deposits are required in accordance with the Hydrant Meter/Fill Station Service Fees chart below. Once an application has been authorized by the District, service will be provided within one business day, subject to availability of equipment and facilities. Any unauthorized use of the water or District equipment will be subject to immediate termination of the service.

Hydrant meter or fill station services will be billed monthly and are subject to the same collection policies and procedures as other water and sewer services in their applicable service areas. Rates established for their usage are included in the Hydrant/Fill Station Service Fees chart below.

The customer will also be charged for any other costs as defined in the service agreement above. After payment is received in full for all charges related to this service, the unused portion of the security deposit will be returned to the customer. The General Manager or his designated representatives can provide written authorization for exceptions to this policy not to exceed \$1,000.

Charge Type	Payment Terms	Fill Station	Hydrant Meter
Security Deposit	Before Installation	None	\$200
Installation Charge	Before Installation	\$30	\$30
Consumptive Rates	Bi-Monthly and/or Disconnection of Service	Consumptive Rate for Area	Consumptive Rate for Area
Daily Base Charge after Five (5) Days	Bi-Monthly and/or Disconnection of Service	\$7	\$7
Removal Fee	Disconnection of Service	\$30	\$30

CALAVERAS COUNTY WATER DISTRICT

**RULES AND REGULATIONS GOVERNING THE FURNISHING OF WATER
AND/OR WASTEWATER SERVICES
ARTICLE III**

APPLICATION FOR SERVICE RATES AND BILLING

This policy will become effective for all new and pending hydrant meters as of its effective date. No retroactive application to finalized hydrant accounts will apply.

**Amended by Resolution 98-73
December 23, 1998**

RESOLUTION NO. 98-73

BE IT RESOLVED by the Board of Directors of CALAVERAS COUNTY WATER DISTRICT that a subsection (Hydrant Meters) under Section 21.A.2 of Article III of the Rules and Regulations Governing the Furnishing of Water and/or Sewer Service to Consumers is hereby amended as follows:

“Article III. APPLICATION FOR SERVICE, RATES AND BILLING

Section 21.A.2. Temporary Service

Hydrant Meters. The fill station and hydrant meters are available only to provide temporary construction water for construction use. The customer is required to fill out and sign an application for service which includes a description of intended water use and an estimate of anticipated usage. The application includes a service agreement establishing liability for any accrued costs for water consumption/base daily charges, District staff and administration, damage to District infrastructure, and unscheduled maintenance to the District water system, including flushing, due to improper use of hydrant meter equipment/facilities.

Installation fees and deposits are required in accordance with the Hydrant Meter/Fill Station Service Fees chart below. Once an application has been authorized by the District, service will be provided within one business day, subject to availability of equipment and facilities. Any unauthorized use of the water or District equipment will be subject to immediate termination of the service.

Hydrant meter or fill station services will be billed monthly and are subject to the same collection policies and procedures as other water and sewer services in their applicable service areas. Rates established for their usage are included in the Hydrant Meter/Fill Station Service Fees chart below.

The customer must notify the District when the service is no longer needed. At that time, the customer will be charged for the remainder of their water consumption charges and daily base rates through date of notice from customer, and a removal fee as indicated in the Hydrant Meter/Fill Station Service Fees chart below. The customer will also be charged for any other costs as defined in the service agreement above.

After payment is received in full for all charges related to this service, the unused portion of the security deposit will be returned to the customer.

The General Manager or his designated representatives can provide written authorization for exceptions to this policy.

Hydrant Meter/Fill Station Service Fees

Charge Type	Payment Terms	Fill Station	Hydrant Meter
Security Deposit	Before Installation	None	\$200
Installation Charge	Before Installation	\$30	\$30
Consumptive Rates	Bi-Monthly and/or Disconnection of Service	Consumptive Rate for Area	Consumptive Rate for Area
Daily Base Charge after Five (5) Days	Bi-Monthly and/or Disconnection of Service	\$7	\$7
Removal Fee	Disconnection of Service	\$30	\$30

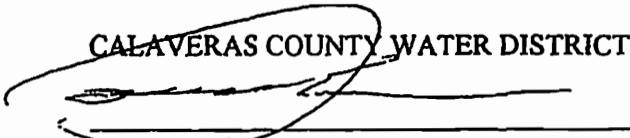
This policy will become effective for all new and pending hydrant meters as of its effective date. No retroactive application to finalized hydrant accounts will apply."

FURTHER RESOLVED that the remainder of the Rules and Regulations adopted December 7, 1954, and thereafter amended shall remain in full force and effect.

PASSED AND ADOPTED this day 23rd of December, by the following vote:

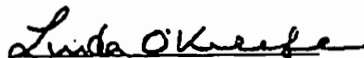
AYES: Directors Weinkle, Fonceca and Geiszler
NOES: None
ABSENT: None
ABSTAIN: President Deem

CALAVERAS COUNTY WATER DISTRICT



 President

ATTEST:


 Secretary

