



RESOLUTION NO. 2021-52
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

AGENDA

OUR MISSION

Protect, enhance, and develop Calaveras County's water resources and watersheds to provide safe, reliable, and cost-effective services to our communities.

Regular Board Meeting
Wednesday, July 14, 2021
1:00 p.m.

Calaveras County Water District
120 Toma Court
San Andreas, California 95249

The following alternative is available to members of the public to watch these meetings and provide comments to the Board during the meeting:

[Click here to join the meeting](#)

Or call in (audio only)

[+1 689-206-0281](tel:+16892060281),481318333# United States

Phone Conference ID: 481 318 333

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 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 CCWD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **ROLL CALL**

2. **PUBLIC COMMENT**

At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through 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 three minutes per person.

3. **CONSENT AGENDA**

The following items are expected to be routine / non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

BOARD OF DIRECTORS

Jeff Davidson, President
Scott Ratterman, Director

Cindy Secada, Vice President
Bertha Underhill, Director

Russ Thomas, Director

- 3a Approval of Minutes for the Board Meetings of June 15, June 23, and June 25, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for June 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #592 Secretarial Fund in the Amount of \$2,835,206.43 for June 2021
(Rebecca Callen, Director of Administrative Services) **RES 2021-_____**

4. NEW BUSINESS

- 4a Discussion/Action regarding the Redwood Water Storage Tanks Wildfire Hazard Mitigation Project (Site Work, Foundation, Underground Piping, and Electrical) CIP 11095
(Kevin Williams, Civil Engineer Sr.) **RES 2021-_____**
- 4b Discussion/Action regarding Stage 1 Water Supply Conditions per the Water Shortage Contingency Plan.
(Jessica Self, External Affairs Manager) **RES 2021-_____**

5. REPORTS

- 5a Report on the June 2021 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)
- 5b* General Manager’s Report
(Michael Minkler)

6. CLOSED SESSION

- 6a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

7. NEW BUSINESS-Cont.

- 7a Discussion/Action regarding Approval of the Memorandum of Understanding with the Service Employees International Union Local 1021 and the Management and Confidential Unit (Stacey Lollar, Human Resources Manager)
 - Service Employees International Union Local 1021 **RES 2021-_____**
 - Management and Confidential Unit **RES 2021-_____**
- 7b Discussion/Action Revising District Employee Policies
(Stacey Lollar, Human Resources Manager) **RES 2021-_____**

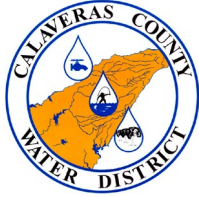
8.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

9. **NEXT BOARD MEETINGS**

- Wednesday, July 28, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, August 11, 2021, 1:00 p.m., Regular Board Meeting

10. **REPORTABLE ACTION FROM CLOSED SESSION**

11. **ADJOURNMENT**



RESOLUTION NO. 2021-42
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

JUNE 15, 2021

Directors Present: Jeff Davidson, President
Cindy Secada, Vice-President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Manager of Water Resources
Jessica Self, External Affairs Manager
Stacey Lollar, Human Resources Manager
Kate Jesus, Engineering Coordinator
Sam Singh, Engineering Tech Sr.
Kevin Williams, Civil Engineer Sr.
Jared Gravette, Sr. Supervisor Construction Inspection

Others Present: Michael Jarvis, LCW
Ralph Copeland

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 2:02 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. BUDGET WORKSHOP

- 3a Discussion Regarding FY 2021-22 Preliminary Operating and Capital Improvement Budgets
(Rebecca Callen, Director of Administrative Services)

DISCUSSION: Ms. Callen reviewed the process in which staff determined the proposed budget. She explained that the three components of the budget are fund balance, operating revenue and expenses, and CIP. Ms. Callen explained the specifics of the fund balance reallocation. She then reviewed the various sources of District revenue and reviewed the way the district uses funds. Ms. Callen listed the material increases, one-time investments, and Capital Outlay for the proposed budget. There was discussion between the Board and staff about the material increases. Ms. Callen then reviewed the Debt Service balances and payoff years. Ms. Callen then spoke of the proposed Capital Improvement Plan (CIP) of \$12.6 million in projects with \$9 million in grant/loan subsidized projects and \$4.5 million in R&R funding. There was significant discussion between the Board and staff about the projects listed on the CIP.

4. REPORTS

- 4a General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler will hold any GM comments for the regularly scheduled Board meeting next week.

PUBLIC COMMENT: Ralph Copeland asked about the amount budgeted for the Lake Tulloch Submerged Water Line Crossing.

5. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill reported that there was a water break at White Pines Park.

Director Ratterman reported he attended the ACWA JPIA Property Committee on Monday.

Director Thomas asked Ms. Callen an accounting question.

Director Secada reported she is attending the IRWM meeting tomorrow.

Director Davidson asked staff about the water usage in La Contenta.

6. NEXT BOARD MEETINGS

- Wednesday, June 23, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, July 14, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 4:07 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager; and Michael Jarvis, LCW Negotiator.

7. CLOSED SESSION

7a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit.

8. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:28 p.m. There was no reportable action.

9. ADJOURNMENT

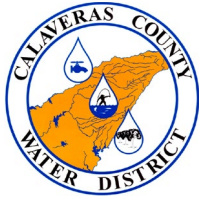
With no further business, the meeting adjourned at 5:28 p.m.

Respectfully Submitted:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board



RESOLUTION NO. 2021-42
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JUNE 23, 2021

Directors Present: Jeff Davidson, President
Cindy Secada, Vice-President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director

Staff Present: Michael Minkler, General Manager
Matt Weber, General Counsel
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Brad Arnold, Manager of Water Resources
Jessica Self, External Affairs Manager
Stacey Lollar, Human Resources Manager
Jared Gravette, Sr. Supervisor Construction Inspection
Kate Jesus, Engineering Coordinator
Sam Singh, Engineering Technician Sr.
Kevin Williams, Civil Engineer Sr.
Tiffany Burke, Administrative Technician Sr.

Others Present: Michael Jarvis, LCW
Katie Cole, Woodard & Curran
Bill Slenter

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:01 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Thomas/Underhill–Approved Consent Agenda Items: 3a, 3b, and 3c as presented.

3a Approval of Minutes for the Board Meeting of June 9, 2021
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for May 2021
(Rebecca Hitchcock, Clerk to the Board)

3c Report on the Monthly Investment Transactions for May 2021
(Rebecca Callen, Director of Administrative Services)

Director Thomas pulled Item 3d from the Consent Agenda

3d Consideration of Renewal of Contract for Federal Advocacy Services with Mia O’Connell of O’Connell & Dempsey, LLC for Fiscal Year 2021-22
(Michael Minkler, General Manager) **RES 2021-_____**

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Underhill, Secada, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

OFF CONSENT AGENDA

Director Thomas pulled Item 3d from the Consent Agenda

3d Consideration of Renewal of Contract for Federal Advocacy Services with Mia O’Connell of O’Connell & Dempsey, LLC for Fiscal Year 2021-22
(Michael Minkler, General Manager) **RES 2021-42**

MOTION: Directors Thomas/Secada–Approved Consent Agenda Item: 3d as presented.

DISCUSSION: Director Thomas asked if Director Davidson or Director Ratterman wanted to say anything about Mia O’Connell since they are the Legal Affairs Committee members. Director Underhill said she has always been very impressed by Ms. O’Connell and her efforts. Director Thomas spoke of the value of her services, and Director Ratterman stated Mia’s work is very impressive.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Thomas, Secada, Ratterman, Underhill, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

President Davidson opened the Public Hearing at 1:06 p.m.

4. PUBLIC HEARING

4a Discussion/Action Regarding the Adoption of the Fiscal Year 2021-22
Operating and Capital Improvement Plan Budget
(Rebecca Callen, Director of Administrative Services) **RES 2021-43**

MOTION: Directors Ratterman/Thomas-Adopted Resolution No. 2021-43-
Approving the Adoption of the Fiscal Year 2021-22 Operating and Capital
Improvement Plan Budget

DISCUSSION: Ms. Callen reviewed the changes in the proposed budget since the Budget
Workshop on June 15, 2021.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Thomas, Secada, Underhill, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

Discussion/Action Regarding the Adoption of the Fiscal Year 2021-22
Personnel Allocation Budget
(Rebecca Callen, Director of Administrative Services) **RES 2021-44**

MOTION: Directors Ratterman/Underhill-Adopted Resolution No. 2021-44-
Approving the Adoption of the Fiscal Year 2021-22 Personnel Allocation
Budget

DISCUSSION: Ms. Callen reviewed the proposed personnel allocation for 2021-22. Director
Underhill asked for clarification on the Engineering Department changes.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Underhill, Secada, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

President Davidson closed the Public Hearing at 1:14 p.m.

5. NEW BUSINESS

5a Resolution of Appreciation for John Gomes
(Rebecca Callen, Director of Administrative Services) **RES 2021-45**

MOTION: Directors Secada/Underhill-Approved Resolution of Appreciation for
John Gomes

DISCUSSION: The Board and staff thanked Mr. Gomes for his 22 years of service at the District.

PUBLIC COMMENT: Mr. Gomes addressed the Board and spoke highly about his time at the District.

AYES: Directors Secada, Underhill, Ratterman, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

5b Resolution of Appreciation for Bob Godwin
(Damon Wyckoff, Director of Operations)

RES 2021-46

MOTION: Directors Secada/Underhill-Approved Resolution of Appreciation for Bob Godwin

DISCUSSION: The Board and staff recognized Mr. Godwin for his service to the District.

PUBLIC COMMENT: Mr. Godwin addressed the Board stating that he has enjoyed his time with the District.

AYES: Directors Secada, Underhill, Ratterman, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

RECESS was called at 1:35 p.m. **SESSION RESUMED** at 1:46 p.m.

5c Discussion/Action to Award Design Services Contract for the Arnold Wastewater Treatment Facility Improvement Project, CIP 15095
(Bob Godwin, Senior Civil Engineer)

RES 2021-47

MOTION: Directors Underhill/Ratterman-Adopted Resolution No. 2021-47-Awarding Design Services Contract for the Arnold Wastewater Treatment Facility Improvement Project, CIP 15095

DISCUSSION: Mr. Godwin presented the specifics of the project and detailed the bids received. He explained that staff recommend awarding the contract to Hydrosience Engineers, Inc. There was discussion regarding the project scope and bids received.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Underhill, Ratterman, Secada, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

5d Discussion/Action regarding Adoption of the District's 2020 Urban Water Management Package
(Brad Arnold, Manager of Water Resources)

- Adoption of the Calaveras County Water District 2020 Urban Water Management Plan Update

RES 2021-48

- Adoption of the Calaveras County Water District 2020 Water Shortage Contingency Plan

RES 2021-49

- Adoption of the Addendum to the 2015 Calaveras County Water District 2015 Urban Water Management Plan Update for Compliance with the 2013 Delta Plan

RES 2021-50

MOTION: Directors Secada/Underhill-Adopted Resolutions 2021-48, 2021-49, and 2021-50 in one unified motion.

DISCUSSION: Mr. Arnold presented the Final 2020 Urban Water Management Plan (UWMP) update, the 2020 Water Shortage Contingency Plan, and the 2015 Urban Water Management Plan Update for Compliance with the 2013 Delta Plan. He detailed the comments received about the UWMP during the public comment period of April 26 to May 21, 2021. There was discussion regarding the public comments and the District's response to them.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Secada, Underhill, Ratterman, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

- 5e Discussion/Action regarding an Amendment to Contract to Purchase Middle Fork Mokelumne River Water Supplies from Calaveras Public Utilities District
(Michael Minkler, General Manager)

RES 2021-51

MOTION: Directors Secada/Underhill-Adopted Resolution 2021-51-Approving Amendment to the Contract to Purchase Middle Fork Mokelumne River Water Supplies from Calaveras Public Utilities District

DISCUSSION: Mr. Minkler reviewed the history of the agreement between CCWD and Calaveras Public Utilities District (CPUD) facilitating the purchase of up to 200 acre-feet per year of water from CPUD's Middle Fork Mokelumne River, made available via Schaads Reservoir. The original agreement was adopted July 2006 and needs to be renewed. The proposed agreement substantially mirrors the terms of the existing agreement with new or revised provisions intended to clarify the arrangement. As proposed, the cost per acre-foot will go up from \$40 to \$55 to ensure CPUD covers its costs and CCWD would pay for a minimum of 20-acre feet per year. CCWD would also make an upfront payment of \$3,000. CPUD plans to take the contract to its Board for approval later this month. The new agreement will take effect when fully executed and replaces the existing agreement at that time.

President Davidson created an ad hoc Committee for CCWD and CPUD to work together on local issues and he appointed Director Ratterman and Director Secada to serve as CCWD representatives.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Secada, Underhill, Ratterman, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

5f New Hogan Reservoir OM&R Charges Update
(Brad Arnold, Manager of Water Resources)

MOTION: Directors Ratterman/Underhill by Minute Entry Authorized total payments of \$496,753.17 for New Hogan Reservoir Operations, Maintenance, and Repair Charges.

DISCUSSION: Mr. Arnold updated the Board on the 2021 Operations, Maintenance, and Repair (OM&R) charges for New Hogan. He explained the increase of \$175,396 which incorporates OM&R charges from the previous 5 years. For the prior period of 2016 through 2020, USACE incurred roughly \$14.6 million in total non-recreational OM&R costs, of which \$5.55 million will be repaid by CCWD and SEWD in the years 2021 through 2025 (38 percent per OM&R Agreement). As currently structured, CCWD will be responsible for around \$2.4 million over the next 5-years (43.5 percent allocation), not including water supply and SEWD construction repayment costs. These figures equate to approximately \$483,000 per year for CCWD. With the estimated additional supply and SEWD repayment costs, New Hogan water supplies may ultimately cost CCWD around \$540,000 per year through 2025 (\$40,000 as OM&R Prepayment). These costs will not change until the following 5-year repayment period starting in 2026. Compared to the prior period, New Hogan OM&R costs by USACE increased by roughly \$5.5 million. The main reason is the Tainter Gate Project, a 10-year refurbishment project on the main New Hogan Dam outlet, completed in February 2021. The Project involved the full mechanical replacement of several outlet gate components, upgraded seals and hoist systems, and other improvements for environmental flow requirements on the Calaveras River, necessary to ensure the continued operation of New Hogan Dam facilities. Project expenses are incorporated into the New Hogan OM&R costs. Going forward, USACE has agreed to provide annual updates to SEWD and CCWD to better plan and prepare for the next 5-year repayment period. Staff will continue to monitor and update the Board regarding water supply conditions at New Hogan with SEWD, and as more information is provided by USACE. There was significant discussion regarding the contract.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Ratterman, Underhill, Secada, Thomas, and Davidson
NOES: None
ABSTAIN: None
ABSENT: None

5g America's Water Infrastructure Act Risk and Resiliency Assessment Update
(Brad Arnold, Manager of Water Resources)

DISCUSSION: Mr. Arnold updated the Board on the development of Calaveras County Water District's Risk and Resiliency Assessment (RRA) for compliance with America's Water Infrastructure Act of 2018. After certification of this initial RRA, AWIA mandates that the RRA be updated and re-certified to address changes in federal legislation and/or updates to CCWD system infrastructure every 5-years. The District must prepare a follow-up Emergency Response Plan (ERP) due no later than six months after each RRA certification, which incorporates the findings of an RRA into strategies and resources to improve water systems resiliency. Per AWIA, the first ERP will be due December 31, 2021.

6. **REPORTS**

6a General Manager's Report
(Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) the District received Notices of Unavailability for Post 1914 Water Rights from DWR; 2) the State has lifted the moratorium on lock-offs beginning in September; 3) the McClintock meeting this week was very positive; 4) the COVID program update; 5) the meeting with Blue Lake Springs Mutual Water Company; and 6) CCWD will participate in the Arnold 4th of July Parade.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill urged the other Directors to become members of the White Pines Park Committee.

Director Ratterman will be attending a Mountain Counties meeting on Friday.

Director Thomas reported he will be singing at the Mokelumne Hill 4th of July Parade.

Director Secada reported on road work in Murphys, that she joined the Schaads Reservoir volunteer group, and she will attend a NCPA tour with Joel Metzger next week.

Director Davidson commented that the forest near his cabin was a total mess with hundreds of giant trees having fallen over the winter.

8. NEXT BOARD MEETINGS

- Wednesday, July 14, 2021, 1:00 p.m., Regular Board Meeting
- Wednesday, July 28, 2021, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 3:00 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager; and Michael Jarvis, LCW Negotiator.

9. CLOSED SESSION

- 9a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit.

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 5:04 p.m. There was no reportable action.

11. ADJOURNMENT

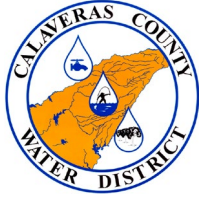
With no further business, the meeting adjourned at 5:04 p.m.

Respectfully Submitted:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board



RESOLUTION NO. 2021-52
RESOLUTION NO. PFA-02
ORDINANCE NO. 2021-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

JUNE 25, 2021

Directors Present: Jeff Davidson, President
Cindy Secada, Vice-President
Scott Ratterman, Director
Bertha Underhill, Director
Russ Thomas, Director

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Rebecca Callen, Director of Administrative Services
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jesse Hampton, Plant Operations Manager
Jessica Self, External Affairs Manager
Jared Gravette, Sr. Supervisor Construction Inspection
Kate Jesus, Engineering Coordinator
Tiffany Burke, Administrative Technician Sr.
Corinne Skrbina, Customer Service Rep. Sr.
Carol Bowen, Customer Service Rep.
Kelly Soulier-Doyle, Accounting Technician II
Patti Christensen, Accountant II
Zachary Thompson, Accountant II
Mike DuBurg, Distribution IV
Chris Reece, Collections
Amos Roeder, Collections Sr.
Randy Scheidt, Construction Sr
Mike Crank, Purchasing Agent
Jeremy Wood, Construction IV
Ron Rose, Treatment Plant Operator Sr. Sup
Ben Stopper, Treatment Plant Operator III
Tony Broglio, Electrical Instrumentation Tech Sr.

Others Present: Michael Jarvis, LCW

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

Vice-President Secada called the Special Board Meeting to order at 2:12 p.m. and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There was no public comment.

The meeting adjourned into Closed Session at approximately 2:26 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager; and Michael Jarvis, LCW Negotiator.

3. CLOSED SESSION

PUBLIC COMMENT:

Mr. Jesse Hampton commented on Closed Session item 3a
Mr. Tony Broglio commented on Closed Session item 3a
Mr. Ben Stopper commented on Closed Session item 3a
Mr. Ron Rose commented on Closed Session item 3a

3a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar and Michael Jarvis Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

4. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 4:03 p.m. There was no reportable action.

5. ADJOURNMENT

With no further business, the meeting adjourned at 4:03 p.m.

Respectfully Submitted:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: July 14, 2021

TO: Michael Minkler, General Manager

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Review Board of Directors Time Sheets for June 2021

RECOMMENDED ACTION:

For information only.

SUMMARY:

Pursuant to direction from the Board of Directors, copies of the Board's monthly time sheets from which the Board is compensated from, are included in the monthly agenda package for information. Attached are copies of the Board's time sheets for the month of June 2021.

Board Members can be reimbursed for mileage cost to travel to meetings/conferences and are paid at the current IRS rate.

FINANCIAL CONSIDERATIONS:

Monthly compensation and mileage reimbursement costs are included in the FY 21-22 budget.

Attachments: Board of Directors Time Sheets for June 2021

**CALAVERAS COUNTY WATER DISTRICT
2021 DIRECTOR REIMBURSEMENT FORM**


For Admin Use	Payroll <input checked="" type="checkbox"/>
	Expense

Month/Yr June 2021
Name Scott Patterson

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
6-8	CPUD Reg. Mtg - Virtual							\$120.-		
6-9	CCWD Reg. Mtg.							\$120.-		7
6-14	SPIA Property Comm. Mtg Virtual							\$120.-		
6-15	CCWD Budget Workshop							\$120.-		7
6-15	Virtual Conf. w/ Congressman McClintock									
6-18	Meeting w/CPUD Directors - Mokelumne Hill									23
6-23	CCWD Reg. Mtg.							\$120.-		7

Total	<i>For Totals line, multiply miles by the IRS rate: 1/1/2021 \$0.560</i>							\$600.-	0	44.0		
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>							Totals	<i>(use IRS mileage rate)</i>		\$0.00	\$0.00	\$0.00

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:


Administrative Review:  Date: 6/26/21 Orig to Finance Dept.

CALAVERAS COUNTY WATER DISTRICT
2020 DIRECTOR REIMBURSEMENT FORM

For	Payroll	<input type="radio"/>
Admin	Expense	<input checked="" type="radio"/>
Use		

Month/Yr Jun-21
 Name Cindy Secada

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles		
		Yes	No	Yes	No	Yes	No	Meeting	Expense			
9-Jun	CCWD Regular Meeting in person							\$120.00		38.7		
15-Jun	Special Budget Workshop							\$120.00		38.7		
23-Jun	CCWD Regular Meeting in person							\$120.00		38.7		
Total	<i>For Totals line, multiply miles by the IRS rate:</i>	1/1/2020	\$0.575						0	116.1		
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>								Totals	<i>(use IRS mileage rate)</i>	\$360.00	\$0.00	\$66.76

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:
Cindy Secada

Administrative Review: *[Signature]*

Date: 6/28/21

Orig to Finance Dept.

**CALAVERAS COUNTY WATER DISTRICT
2021 DIRECTOR REIMBURSEMENT FORM**

For Admin Use	Payroll Expense	<input checked="" type="radio"/>
---------------	-----------------	----------------------------------

Month/Yr: Jun-21
Name: Bertha Underhill

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
26-May	CCWD Regular Board Meeting (5/12)							0		64
28-May	Dave Hicks Retirement							0		0
9-Jun	CCWD Regular Board Meeting							120		64
15-Jun	Special Board Workshop							120		64
23-Jun	CCWD Regular Board Meeting							120		64
18-May	Finance Committee Meeting Mileage									64
Total	<i>For Totals line, multiply miles by the IRS rate: 1/1/2021 \$0.560</i>								0	320
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>						Totals (use IRS mileage rate)		\$360.00	\$0.00	\$179.20
The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.						Signature of Claimant: Bertha Underhill				

Administrative Review: [Signature]

Date: 6/28/21 Orig to Finance Dept.

**CALAVERAS COUNTY WATER DISTRICT
2020 DIRECTOR REIMBURSEMENT FORM**

For	Payroll	<input checked="" type="checkbox"/>
Admin	Expense	<input type="checkbox"/>
Use		

Month/Yr June, 2021
Name Russ Thomas

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
5/26/2021	CCWD Regular Board Meeting							120		44
5/28/2021	WSGSA (Virtual)							120		0
6/9/2021	CCWD Regular Board Meeting							120		44
6/15/2021	Special Budget Meeting							120		44
6/23/2021	CCWD Regular Board Meeting							120		44
6/25/2021	Special Contract Negotiation Meeting							120		44
Total	<i>For Totals line, multiply miles by the IRS rate:</i>	1/1/21	\$0.560					\$ 720.00	0	176
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>								Totals (use IRS mileage rate)		\$ 98.56

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:
Russ Thomas

Administrative Review: *[Signature]*

Date: *6/23/21*

Orig to Finance Dept.

**CALAVERAS COUNTY WATER DISTRICT
2021 DIRECTOR REIMBURSEMENT FORM**

For Admin Use	Payroll <input type="radio"/>	Expense <input type="checkbox"/>	Month/Yr <u>Jun-21</u>	Name <u>Jeff Davidson</u>
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Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
26-May	CCWD Regular Board Meeting							120		28
15-Jun	Special Board Workshop							120		28
23-Jun	CCWD Regular Board Meeting							120		28

Total	For Totals line, multiply miles by the IRS rate: 1/1/2021 \$0.560									
Totals (use IRS mileage rate)								\$360.00	\$0.00	\$47.04

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant:

Bertha Underhill

Administrative Review: *dlm* Date: 6/28/21 Orig to Finance Dept.

**Calaveras County Water District
Claim Summary #592
May 2021 -vs- June 2021**

	May 2021	June 2021
CCWD Operating Expenditures	\$ 805,754.99	\$ 1,254,506.96
Expenditures to be reimbursed/Fiduciary Payments	104,200.02	-
Capital R&R Projects	500,135.81	984,040.87
Capital Outlay	66,430.74	85,692.38
Sub-Total Vendor Payments	1,476,521.56	2,324,240.21
Payroll Disbursed	500,759.04	508,018.81
Other EFT Payments	5,927.32	2,947.41
Total Disbursements	\$ 1,983,207.92	\$ 2,835,206.43

CCWD
AP DISBURSEMENTS
June 1-30, 2021

Vendor	Description	GL Date	Check No	Amount
A T & T	Phone 05/21 - SA Shop	6/30/2021	EFT	107.71
A T & T	Phone 05/21 - SA Warehouse	6/30/2021	EFT	29.40
A T & T	Phone 05/21 - SA Shop	6/30/2021	EFT	60.58
A T & T	Phone 05/21 - SA Warehouse	6/30/2021	EFT	16.53
A T & T	Acct# 051 934 5679 001 Long Distance - Copper Reclaim	6/3/2021	137856	45.17
A T & T CALNET3	Phone 05/21 - OP HQ Long Distance	6/30/2021	EFT	317.75
A T & T CALNET3	Phone 05/21 - OP HQ Back Up	6/30/2021	EFT	230.90
A T & T CALNET3	Phone 05/21 - T Line	6/30/2021	EFT	121.30
A T & T CALNET3	Phone 05/21 - Dorrington P/S	6/30/2021	EFT	23.67
A T & T CALNET3	Phone 05/21 - District Wide	6/30/2021	EFT	902.89
A T & T CALNET3	Phone 05/21 - JLTC	6/30/2021	EFT	86.09
A T & T CALNET3	Phone 05/21 - Hunters	6/30/2021	EFT	23.72
A T & T CALNET3	Phone 05/21 - CCWHSE	6/30/2021	EFT	0.50
A T & T CALNET3	Phone 05/21 - JLTC Phone/Fax	6/30/2021	EFT	15.15
A T & T CALNET3	Phone 05/21 - OP HQ Long Distance	6/30/2021	EFT	117.53
A T & T CALNET3	Phone 05/21 - OP HQ Back Up	6/30/2021	EFT	85.40
A T & T CALNET3	Phone 05/21 - T Line	6/30/2021	EFT	44.86
A T & T CALNET3	Phone 05/21 - District Wide	6/30/2021	EFT	507.87
A T & T CALNET3	Phone 05/21 - JLTC	6/30/2021	EFT	31.84
A T & T CALNET3	Phone 05/21 - Azalea L/S	6/30/2021	EFT	22.01
A T & T CALNET3	Phone 05/21 - JLTC Phone/Fax	6/30/2021	EFT	8.52
A TEEM ELECTRICAL ENG INC	SCADA System Upgrade - CCWTP	6/17/2021	137988	11,890.00
A TEEM ELECTRICAL ENG INC	Electrical Engineering Design Services for Redwood Tank Replacem	6/3/2021	137857	11,840.00
A TEEM ELECTRICAL ENG INC	SCADA System Upgrade - CCWTP (3) Monitors	6/3/2021	137857	751.12
ACWA/JPIA	Excess Crime Coverage 07/01/21 - 06/30/22 Policy#01-544-10-04	6/17/2021	137989	657.00
ACWA/JPIA	Dental 07/21	6/10/2021	137905	4,874.18
ACWA/JPIA	Retiree Dental 07/21	6/10/2021	137905	2,171.02
ACWA/JPIA	Vision 07/21	6/10/2021	137905	1,029.71
ACWA/JPIA	Retiree Vision 07/21	6/10/2021	137905	623.24
ACWA/JPIA	EAP 07/21	6/10/2021	137905	120.25
ACWA/JPIA	Dental 06/21	6/3/2021	137858	4,574.82
ACWA/JPIA	EAP 06/21	6/3/2021	137858	114.94
ACWA/JPIA	Vision 06/21	6/3/2021	137858	948.42
ACWA/JPIA	Retiree Dental 06/21	6/3/2021	137858	2,171.02
ACWA/JPIA	Retiree Vision 06/21	6/3/2021	137858	623.24
ACWA/JPIA	Excess Crime Coverage 07/01/21 - 06/30/22 Policy#01-544-10-04	6/17/2021	137989	243.00
ACWA/JPIA	Dental 07/21	6/10/2021	137905	1,802.78
ACWA/JPIA	Retiree Dental 07/21	6/10/2021	137905	802.98
ACWA/JPIA	Vision 07/21	6/10/2021	137905	380.85
ACWA/JPIA	Retiree Vision 07/21	6/10/2021	137905	230.52
ACWA/JPIA	EAP 07/21	6/10/2021	137905	48.73

CCWD
AP DISBURSEMENTS
June 1-30, 2021

ACWA/JPIA	Dental 06/21	6/3/2021	137858	1,692.06
ACWA/JPIA	EAP 06/21	6/3/2021	137858	39.76
ACWA/JPIA	Vision 06/21	6/3/2021	137858	350.78
ACWA/JPIA	Retiree Dental 06/21	6/3/2021	137858	802.98
ACWA/JPIA	Retiree Vision 06/21	6/3/2021	137858	230.52
AFLAC	Acct#JJ325 05/21	6/24/2021	138023	1,714.37
AFLAC	Acct#JJ325 05/21	6/24/2021	138023	634.07
ALCAL GLASS AND SUPPLY	Batteries, Fittings, Extension Cords, Pipe, Glue - EP	6/10/2021	137906	83.11
ALCAL GLASS AND SUPPLY	Gloves - EP	6/10/2021	137906	14.99
ALCAL GLASS AND SUPPLY	Pipe Cutters - EP	6/10/2021	137906	17.15
ANGELS HEATING AND AIR CONDITIONING	HVAC Unit - OP HQ	6/10/2021	137908	19.20
ANGELS HEATING AND AIR CONDITIONING	HVAC Repair - JLTC	6/24/2021	138024	127.84
ANGELS HEATING AND AIR CONDITIONING	HVAC Unit - OP HQ	6/10/2021	137908	10.80
ANGELS HEATING AND AIR CONDITIONING	HVAC Repair - JLTC	6/24/2021	138024	71.91
ARNOLD AUTO SUPPLY	Brake Pads, Grease - V 529	6/10/2021	137909	41.81
ARNOLD AUTO SUPPLY	Filters, Oil - V 719	6/10/2021	137909	60.17
ARNOLD AUTO SUPPLY	Shop Towels - Hunters WTP	6/10/2021	137909	18.21
ARNOLD AUTO SUPPLY	Battery - Hunted WTP Generator	6/10/2021	137909	381.49
ARNOLD AUTO SUPPLY	Hydraulic Oil - AWWTP	6/10/2021	137909	111.52
ARNOLD TIRE AND AUTO CARE	Flat Repair - V 529	6/3/2021	137859	40.00
ARNOLD TIRE AND AUTO CARE	Tires - V 717	6/10/2021	137910	1,369.74
ARNOLD TIRE AND AUTO CARE	Tire Stud Removal - V 731	6/10/2021	137910	60.00
ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - V 501	6/10/2021	137910	150.00
BIG VALLEY FORD LINCOLN MERCURY	A/C Compressor, Belts - V 710	6/10/2021	137913	570.73
BNN, LLC	CPUD (Water) 780 Industrial Way 06/20	6/17/2021	137991	73.78
BNN, LLC	SASD (Sewer) 770 Industrial Way 05/20	6/17/2021	137991	99.01
BNN, LLC	SASD (Sewer) 780 Industrial Way 05/20	6/17/2021	137991	120.52
BNN, LLC	Mechanics Building July Rent Unit A & B	6/17/2021	137991	1,920.00
BNN, LLC	CPUD (Water) 780 Industrial Way 06/20	6/17/2021	137991	43.32
BNN, LLC	CPUD (Water) 770 Industrial Way 06/20	6/17/2021	137991	43.32
BNN, LLC	CPUD (Water) 770 Industrial Way 06/20	6/17/2021	137991	73.78
BNN, LLC	SASD (Sewer) 770 Industrial Way 05/20	6/17/2021	137991	55.69
BNN, LLC	SASD (Sewer) 780 Industrial Way 05/20	6/17/2021	137991	70.78
BNN, LLC	Mechanics Building July Rent Unit A & B	6/17/2021	137991	1,080.00
BRAD SUTTON TRUCKING, INC	Hauling Fuel Tank - Hunters WTP	6/10/2021	137915	1,925.00
BRUCE WHITTLE ELECTRIC	Soft Start Replacement at Avery Pump Station - Project	6/24/2021	138026	31,500.00
CALAVERAS CNTY BUILDING DEPT	New Construction PC - S1 Moderate Hazard Fee - Corp Yard	6/24/2021	138027	973.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - JLWTP AR0000839	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - EP Barn AR00000549	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - JLWTP AR0000551	6/17/2021	137992	358.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - CCWTP AR0000552	6/17/2021	137992	174.08
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - Sawmill AR0000553	6/17/2021	137992	227.00

CCWD
AP DISBURSEMENTS

June 1-30, 2021

CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - Hunters AR0000558	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - Dfvcto L/S AR0000548	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - FMWWTP AR0000550	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - CCWWTP AR0000552	6/17/2021	137992	97.92
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - Dfvcto AR0000554	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - LCWWTP AR0000555	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - Southworth AR0000556	6/17/2021	137992	227.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA - ARWWTP AR0000557	6/17/2021	137992	227.00
CALAVERAS COUNTY PUBLIC WORKS	2 Hours Labor - Inspections 2100-0018 26-UE-19	6/10/2021	137919	101.83
CALAVERAS COUNTY PUBLIC WORKS	2.25 Hours Labor - Inspections 2100-0018 26-UE-19	6/10/2021	137919	99.30
CALAVERAS LUMBER CO INC	Paint, Brush, Varnish - EP Electrical Shop	6/3/2021	137862	89.24
CALAVERAS LUMBER CO INC	Lumber, Concrete Bonder, Screws - EP Electrical Shop	6/3/2021	137862	664.66
CALAVERAS LUMBER CO INC	Lumber, Lattice, Fasteners, Glue - EP Electrical Shop	6/24/2021	138028	199.81
CALAVERAS LUMBER CO INC	File, Ruler, Storage Organizers, Marker - EP Electrical Shop	6/24/2021	138028	86.79
CALAVERAS LUMBER CO INC	Finance Charge	6/24/2021	138028	13.89
CALAVERAS LUMBER CO INC	Lumber, Screws, Calculator, Bits, Straps - Hunters WTP	6/24/2021	138028	612.31
CALAVERAS LUMBER CO INC	Metal Stakes - Hunters WTP	6/24/2021	138028	51.29
CALAVERAS LUMBER CO INC	Fittings, Primer, Cement, Primer, Spraypaint, Bungee Cords - DF	6/24/2021	138028	162.26
CALAVERAS LUMBER CO INC	Pliers, Cultivator, Hex Key Set, Miltimeter, Wrenches - DF VCTO	6/24/2021	138028	168.31
CALAVERAS MATERIALS, INC	3/4 Class II AB - CC Whse Stock	6/10/2021	137920	962.33
CALIFORNIA AQUASTORE	Construction Services - EP Redwood Water Storage Tanks 05/21	6/3/2021	137863	732,772.50
CALPERS - RETIREMENT	Retirement 05/31/21	6/3/2021	EFT	34,245.61
CALPERS - RETIREMENT	Retirement 06/15/21 Payroll	6/22/2021	EFT	33,929.63
CALPERS - RETIREMENT	Retirement 05/31/21	6/3/2021	EFT	12,666.19
CALPERS - RETIREMENT	Retirement 06/15/21 Payroll	6/22/2021	EFT	12,549.32
CALPERS (Def Comp)	Deferred Comp Loan Repay 05/31/21 Payroll	6/3/2021	EFT	821.18
CALPERS (Def Comp)	Deferred Comp Loan Repay 06/15/21 Payroll	6/18/2021	EFT	821.18
CALPERS (Def Comp)	Deferred Comp 05/31/21 Payroll	6/3/2021	EFT	2,815.90
CALPERS (Def Comp)	Deferred Comp 06/15/21 Payroll	6/18/2021	EFT	2,730.14
CALPERS (Def Comp)	Deferred Comp Loan Repay 05/31/21 Payroll	6/3/2021	EFT	402.28
CALPERS (Def Comp)	Deferred Comp Loan Repay 06/15/21 Payroll	6/18/2021	EFT	402.28
CALPERS (Def Comp)	Deferred Comp 05/31/21 Payroll	6/3/2021	EFT	2,441.20
CALPERS (Def Comp)	Deferred Comp 06/15/21 Payroll	6/18/2021	EFT	2,217.68
CALPERS (Health Ins)	Health Ins, Employees 06/21	6/9/2021	EFT	88,584.59
CALPERS (Health Ins)	Health Ins, Retirees 06/21	6/9/2021	EFT	32,982.40
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	85.28
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	128.53
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	17.53
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	22.67
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	23.55
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	5.25
CALPERS (Health Ins)	Health Ins, Employees 06/21	6/9/2021	EFT	32,764.17

CCWD
AP DISBURSEMENTS
June 1-30, 2021

CALPERS (Health Ins)	Health Ins, Retirees 06/21	6/9/2021	EFT	12,198.97
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	31.54
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	69.07
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	6.48
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	7.50
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	8.71
CALPERS (Health Ins)	Health Ins Admin Fee 06/21	6/9/2021	EFT	1.94
CALTRANS - ENCROACHMENT PERMIT OFFICE	Encroachment Permit - West Point Hwy 26	6/10/2021	137921	164.00
CALTRANS - ENCROACHMENT PERMIT OFFICE	Encroachment Permit - Ebbetts Pass Hwy 4	6/10/2021	137921	164.00
CAMERON EDENS	10 Hours PTO Pay Out 06/15	6/3/2021	137871	172.05
CAMERON EDENS	10 Hours PTO Pay Out 06/15	6/3/2021	137871	96.78
CAMPORA	Acct# 75516 Wallace 06/21	6/17/2021	137993	7.64
CARBON COPY INC	Copies, Copier Maintenance 05/21	6/10/2021	137922	60.87
CARBON COPY INC	Copies, Copier Maintenance 05/21	6/10/2021	137922	8.47
CARBON COPY INC	Copies, Copier Maintenance 05/21	6/10/2021	137922	22.51
CARBON COPY INC	Copies, Copier Maintenance 05/21	6/10/2021	137922	3.13
CARSON HILL ROCK PRODUCTS	Concrete - Hunters WTP	6/10/2021	137923	887.52
CARUS CORPORATION	Sodium Permaganate - JLWTP	6/24/2021	138029	6,126.12
CATHERINE AHERN	UB Refund 784 Larkspur Lane	6/17/2021	137990	122.31
CATHERINE AHERN	UB Refund 784 Larkspur Lane	6/17/2021	137990	155.83
CB MERCHANT SERVICES	UB Refund 5641 Baldwin Street	6/3/2021	137864	172.57
CB MERCHANT SERVICES	UB Refund 2443 Country Club Drive	6/24/2021	138030	73.10
CDK SUPPLY	Mechanical Lug - Hunters WTP	6/3/2021	137865	24.42
CDK SUPPLY	Adapters, Bits - AWWTP	6/24/2021	138031	83.70
CHRISTIAN DEMASTERS	Safety Boot Reimbursement FY 20/21	6/10/2021	137932	200.00
CHRISTOPHER REECE	Safety Boot Reimbursement 2020	6/10/2021	137969	143.05
CLARK PEST CONTROL	Pest Control - Acct#9328727 OP HQ	6/24/2021	138032	83.20
CLARK PEST CONTROL	Pest Control - Acct#9328727 OP HQ (Duplicate)	6/24/2021	138032	(92.71)
CLARK PEST CONTROL	Pest Control - Acct# 807402 La Contenta Warehouse (W)	6/10/2021	137925	68.00
CLARK PEST CONTROL	Pest Control - Acct#1505308 Hunter Dam	6/10/2021	137925	100.00
CLARK PEST CONTROL	Pest Control - Acct#807549 JLWTP	6/17/2021	137994	66.00
CLARK PEST CONTROL	Pest Control - Acct#9328727 OP HQ	6/24/2021	138032	46.80
CLARK PEST CONTROL	Pest Control - Acct#9328727 OP HQ (Duplicate)	6/24/2021	138032	(34.29)
CLARK PEST CONTROL	Pest Control - Acct#807360 La Contenta WWTP	6/10/2021	137925	87.00
CLARK PEST CONTROL	Pest Control - Acct# 1365831 Arnold WWTP	6/10/2021	137925	91.00
CLARK PEST CONTROL	Pest Control - Acct#190086855 FMWWTP	6/17/2021	137994	91.00
COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 06/21	6/10/2021	137927	499.20
COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 06/21	6/10/2021	137927	280.80
CONETH SOLUTIONS INC	IT Infrastructure and Security Assessment	6/3/2021	137866	4,380.00
CONETH SOLUTIONS INC	IT Infrastructure and Security Assessment	6/3/2021	137866	1,620.00
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137957	307.43
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137911	299.42

CCWD
AP DISBURSEMENTS

June 1-30, 2021

CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137914	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137924	307.43
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137960	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137971	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137937	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137912	307.43
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137947	307.43
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137967	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137917	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137984	307.43
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137975	307.43
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137933	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137931	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137928	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137926	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137979	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137918	491.87
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137958	114.98
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137929	114.98
CONFIDENTIAL	Retiree Health Reimbursement 06/21	6/10/2021	137976	255.48
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137974	114.98
CONFIDENTIAL	Retiree Health Reimbursement 06/21	6/10/2021	137948	38.33
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137955	114.98
CONFIDENTIAL	Medical Reimbursement 2021	6/10/2021	137944	400.00
CONFIDENTIAL	Medical Reimbursement 2020	6/10/2021	137969	256.00
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137957	113.71
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137911	110.74
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137914	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137924	113.71
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137960	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137971	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137937	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137912	113.71
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137947	113.71
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137967	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137917	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137984	113.71
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137975	113.71
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137933	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137931	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137928	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137926	42.52

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CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137979	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137918	181.93
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137958	42.52
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137929	42.52
CONFIDENTIAL	Retiree Health Reimbursement 06/21	6/10/2021	137976	94.49
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137974	42.52
CONFIDENTIAL	Retiree Health Reimbursement 06/21	6/10/2021	137948	14.17
CONFIDENTIAL	2nd QTR Retiree Health Reimbursement 2021	6/10/2021	137955	42.52
CONFIDENTIAL	Medical Reimbursement 2020	6/10/2021	137969	144.00
CONFIDENTIAL	PPE Final Check 06/15	6/3/2021	137890	1,281.58
CONFIDENTIAL	PPE Final Check 06/15	6/3/2021	137890	720.89
CONFIDENTIAL	30 Hours PTO Pay Out 06/15	6/3/2021	137891	700.67
CONFIDENTIAL	30 Hours PTO Pay Out 06/15	6/3/2021	137891	394.12
CONFIDENTIAL	40 Hours PTO Pay Out 06/15	6/3/2021	137861	965.41
CONFIDENTIAL	40 Hours PTO Pay Out 06/15	6/3/2021	137861	543.05
CPPA	Power - OP HQ	6/24/2021	138033	449.68
CPPA	Power - District Wide	6/24/2021	138033	47,882.81
CPPA	Power - OP HQ	6/24/2021	138033	166.32
CPPA	Power - District Wide	6/24/2021	138033	26,934.07
CPUD	Water Service 06/21 - OP HQ	6/30/2021	EFT	236.76
CPUD	Water Service 06/21 - OP HQ	6/30/2021	EFT	87.57
CWEA Renewal	CWEA Membership Renewal - Roeder	6/3/2021	137867	192.00
CWEA Renewal	CWEA Membership Renewal - Burke	6/24/2021	138034	192.00
D.A. WOOD CONSTRUCTION, INC.	Leak Repair - Snowshoe Springs	6/17/2021	137995	3,552.82
D.A. WOOD CONSTRUCTION, INC.	Leak Repair - Snowshoe Springs	6/17/2021	137995	2,815.55
DANIEL MORTON	UB Refund 494 Larkspur Court	6/24/2021	138050	168.74
DANIEL MORTON	UB Refund 494 Larkspur Court	6/24/2021	138050	171.47
DATAPROSE	UB Statement Processing 05/21 & 04/21 Credit	6/10/2021	137930	754.70
DATAPROSE	UB Statement Processing 05/21 & 04/21 Credit	6/10/2021	137930	279.14
DAVID ANDERSON	Reimburse Stop Pay Fee	6/10/2021	137907	35.00
DC FROST ASSOCIATES, INC	UV Replacement Parts - LCWWTP	6/17/2021	137996	15,552.88
DE LAGE LANDEN FINANCIAL SRVC INC	Copier Lease 06/21 - OP HQ	6/30/2021	EFT	188.61
DE LAGE LANDEN FINANCIAL SRVC INC	Copier Lease 06/21 - OP HQ	6/30/2021	EFT	106.10
DEREK & CYNTHIA JONES	UB Refund 1976 Oak Creek	6/3/2021	137881	117.62
DEREK & CYNTHIA JONES	UB Refund 1976 Oak Creek	6/3/2021	137881	191.53
DOUGLAS BROWN	UB Refund 33 Avery Sheep Ranch Road	6/10/2021	137916	79.52
DOUGLAS TURNER	Winter Weather Gear FY 20/21	6/3/2021	137901	200.00
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00037	6/3/2021	137868	651.53
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00000	6/24/2021	138035	6,714.54
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00043	6/3/2021	137868	13,296.22
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 47382.00000	6/3/2021	137868	451.53
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00005	6/3/2021	137868	114.98

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DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00043	6/17/2021	137997	3,473.34
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00042	6/17/2021	137997	740.22
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00044	6/17/2021	137997	4,953.78
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00037	6/3/2021	137868	240.97
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00000	6/24/2021	138035	2,483.46
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00043	6/3/2021	137868	4,917.78
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 47382.00000	6/3/2021	137868	167.00
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00005	6/3/2021	137868	42.52
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00043	6/17/2021	137997	1,284.66
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00042	6/17/2021	137997	273.78
DOWNEY BRAND ATTORNEYS LLP	05/21 Legal Services 31348.00044	6/17/2021	137997	1,832.22
EBBETTS PASS GAS SERVICE	Fuel 05/21	6/10/2021	137934	4,221.90
EBBETTS PASS GAS SERVICE	Fuel 05/21	6/10/2021	137934	2,374.81
EBBETTS PASS LUMBER	Pipe Clamps, Fasteners - EP Electrical Shop	6/24/2021	138036	48.13
EBBETTS PASS LUMBER	Spray Bottle, Drain Root Cleaner - Hunters WTP	6/3/2021	137870	49.26
EBBETTS PASS LUMBER	Bit, Fittings - Hunters WTP	6/10/2021	137935	55.87
EDGES ELECTRICAL GROUP, LLC	Modicon PLC Parts - Electrical Stock	6/3/2021	137872	3,306.10
EDGES ELECTRICAL GROUP, LLC	Electrical Parts - V 740 Stock	6/3/2021	137872	606.27
EDGES ELECTRICAL GROUP, LLC	Electrical Parts - V 740 Stock	6/3/2021	137872	3.19
EDGES ELECTRICAL GROUP, LLC	Electrical Parts - V 740 Stock	6/3/2021	137872	29.11
EDGES ELECTRICAL GROUP, LLC	Fuses - Electrical Stock	6/10/2021	137936	568.73
EDGES ELECTRICAL GROUP, LLC	Wire - Hunters WTP	6/24/2021	138037	142.48
EDGES ELECTRICAL GROUP, LLC	Cable - Hunters WTP	6/24/2021	138037	2,355.91
EDGES ELECTRICAL GROUP, LLC	Motor Starter Rebuild Kits - CC LS 12	6/10/2021	137936	765.70
ENTERPRISE FM TRUST	Customer 411657B Vehicle Lease 05/21 Maint/Tax/Other	6/10/2021	137938	1,225.35
ENTERPRISE FM TRUST	Customer 411657B Vehicle Lease 05/21	6/10/2021	137938	7,711.92
ENTERPRISE FM TRUST	Customer 411657B Vehicle Lease 05/21 Maint/Tax/Other	6/10/2021	137938	689.27
ENTERPRISE FM TRUST	Customer 411657B Vehicle Lease 05/21	6/10/2021	137938	4,337.95
FASTENAL	Cable Ties, Saw Blades, Tape, Primer, Cement, Batteries, Paper -	6/17/2021	137998	263.12
FASTENAL	Hand Sanitizer, Marking Paint, Wasp Spray, Gloves, Safety Glasse	6/17/2021	137998	610.56
FASTENAL	20 Volt Lithium Ion Battery - Collection Creew	6/17/2021	137998	234.13
FEDERAL EXPRESS	Acct#11929243 Shipping Week End 05/28	6/10/2021	137939	57.75
FEDERAL EXPRESS	Acct#11929243 Shipping Week End 05/28	6/10/2021	137939	32.48
FGL ENVIRONMENTAL	Water Testing 05/05 - 05/29	6/10/2021	137940	5,743.00
FGL ENVIRONMENTAL	Water Testing 04/29 - 05/05	6/24/2021	138038	5,215.00
FGL ENVIRONMENTAL	Water Testing 06/02 - 06/16	6/24/2021	138038	3,143.00
FGL ENVIRONMENTAL	Water Testing 05/05 - 05/29	6/10/2021	137940	3,231.00
FGL ENVIRONMENTAL	Waste Water Testing 06/02 - 06/16	6/24/2021	138038	1,769.00
FGL ENVIRONMENTAL	Waste Water Testing 04/29 - 05/05	6/24/2021	138038	2,934.00
FOOTHILL PORTABLE TOILETS	Rental Portable Toilets 04/24/21 - 05/21/21 SR	6/10/2021	137941	99.50
FOOTHILL PORTABLE TOILETS	Rental Portable Toilets 04/24/21 - 05/21/21 Wallace	6/10/2021	137941	99.50
FOOTHILL PRINTING & GRAPHICS	(2) Address Stamp	6/3/2021	137873	43.97

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FOOTHILL PRINTING & GRAPHICS	(2) Address Stamp	6/3/2021	137873	16.26
GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	6/10/2021	137942	735.00
GAMBI DISPOSAL INC.	Bio-Solids Removal - LCWWTP	6/10/2021	137942	630.00
GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	6/10/2021	137942	210.00
GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	6/10/2021	137942	525.00
GATEWAY PRESS, INC	Delivery Signs - JLWTP	6/3/2021	137876	238.10
GENERAL PLUMBING SUPPLY CO INC	Electrical Box - Hunters WTP	6/24/2021	138039	560.26
GENERAL PLUMBING SUPPLY CO INC	PRV Repair Parts - LC Whse	6/10/2021	137943	661.01
GENERAL PLUMBING SUPPLY CO INC	Pipe Fittings, Check Valves - Collections Crew	6/24/2021	138039	106.40
GENERAL PLUMBING SUPPLY CO INC	Pipe Fittings - Collections Crew	6/24/2021	138039	0.46
GRAINGER	Cooler, Cups, Dispenser - SA Shop	6/3/2021	137877	195.10
GRAINGER	Credit Demolition Hammer - Electricians	6/10/2021	137945	(761.71)
GRAINGER	Piston Air Compressor - JLWTP	6/10/2021	137945	898.17
GRAINGER	Vibration Isolators - JLWTP	6/24/2021	138040	33.63
GRAINGER	Pump - JLWTP	6/24/2021	138040	469.02
GRAINGER	Plastic Carboy - CCRCP	6/10/2021	137945	70.92
HABITAT FOR HUMANITY	Warehouse Rent - July 2021	6/17/2021	137999	1,664.00
HABITAT FOR HUMANITY	Warehouse Rent - July 2021	6/17/2021	137999	936.00
HACH COMPANY	Tensette Pipet - JLWTP	6/10/2021	137946	407.79
HENWOOD ASSOCIATES, INC.	Consulting Services	6/17/2021	138001	5,712.93
HENWOOD ASSOCIATES, INC.	Credit Consulting Services	6/17/2021	138001	(523.19)
HENWOOD ASSOCIATES, INC.	Consulting Services	6/17/2021	138001	2,112.99
HENWOOD ASSOCIATES, INC.	Credit Consulting Services	6/17/2021	138001	(193.50)
HERD'S MACHINE & WELD SHOP	Metal - LCWWTP	6/3/2021	137878	53.91
HERRING PAVING COMPANY	Asphalt Paving - JL	6/17/2021	138002	17,069.00
HOBGOODS CLEANING	Janitorial Service 06/21 OP HQ	6/24/2021	138042	1,412.55
HOBGOODS CLEANING	Janitorial Service 06/21 JLTC	6/24/2021	138042	32.00
HOBGOODS CLEANING	Janitorial Service 06/21 OP HQ	6/24/2021	138042	522.45
HOBGOODS CLEANING	Janitorial Service 06/21 JLTC	6/24/2021	138042	18.00
HOLT OF CALIFORNIA	Block Heaters - SA Shop	6/3/2021	137880	477.32
HUNT & SONS, INC	Fuel - JL	6/10/2021	137949	2,338.29
HUNT & SONS, INC	Fuel - CC	6/24/2021	138043	808.34
IRON MOUNTAIN	Document Destruction 05/21	6/10/2021	137950	69.97
IRON MOUNTAIN	Document Destruction 05/21	6/10/2021	137950	25.88
JACK HENRY & ASSOCIATES, INC	Annual Maintenance Remit Plus FY 21-22	6/10/2021	137951	1,854.05
JACK HENRY & ASSOCIATES, INC	Annual Maintenance Remit Plus FY 21-22	6/10/2021	137951	685.75
JAMES ROEDER	Safety Boot Reimbursement FY 20/21	6/24/2021	138060	200.00
JASH USA INC.	Cast Iron Gate Valve with Actuator - CCWWTP Pond 6	6/17/2021	138003	(119.99)
JASH USA INC.	Cast Iron Gate Valve with Actuator - CCWWTP Pond 6	6/17/2021	138003	(60.00)
JASH USA INC.	Cast Iron Gate Valve with Actuator - CCWWTP Pond 6	6/17/2021	138003	1,774.99
JASH USA INC.	Cast Iron Gate Valve with Actuator - CCWWTP Pond 6	6/17/2021	138003	887.50
JC POWER EQUIPMENT	Powerhead & Sweeper - Hunters WTP	6/24/2021	138044	555.56

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JC POWER EQUIPMENT	Pole Saw Repair - Hunters WTP	6/24/2021	138044	108.44
JELIGHT COMPANY, INC	UV Bulbs - JLWTP	6/10/2021	137952	306.25
JESSICA SELF	Mileage Reimbursement PCWA & Copper Meetings	6/10/2021	137972	82.74
JESSICA SELF	Mileage Reimbursement PCWA & Copper Meetings	6/10/2021	137972	30.60
JOHN & DENISE KLINK	UB Refund 180 Avery Sheep Ranch Road	6/24/2021	138046	118.65
JOHN BENSON	UB Refund 2696 Murphys Drive	6/3/2021	137860	2,400.00
JOHN BROWN	Safety Boot Reimbursement FY 20/21	6/24/2021	138025	128.00
JOHN BROWN	Safety Boot Reimbursement FY 20/21	6/24/2021	138025	72.00
KELLY GERKENSMEYER	Winter Weather Gear FY 20/21	6/10/2021	137944	200.00
LEDGER DISPATCH	Recruiting Ad - IT	6/10/2021	137953	26.50
LEDGER DISPATCH	Recruiting Ad - IT	6/10/2021	137953	9.80
LEE & RO, INC	Engineering/Design 03/21	6/3/2021	137882	9,662.50
LEE & RO, INC	Engineering/Design 03/21	6/3/2021	137882	9,662.50
LEE & RO, INC	Engineering/Design 04/21	6/17/2021	138004	13,466.50
LEE & RO, INC	Engineering/Design 04/21	6/17/2021	138004	13,466.50
LES SCHWAB TIRE CENTER	Finance Charge	6/10/2021	137954	46.15
LES SCHWAB TIRE CENTER	Late Fee	6/10/2021	137954	10.00
LODI FIRE WATER CLEAN UP AND RESTORATION	Damage Inspection - OP HQ	6/3/2021	137883	109.50
LODI FIRE WATER CLEAN UP AND RESTORATION	Damage Inspection - OP HQ	6/3/2021	137883	40.50
MALLORY SAFETY AND SUPPLY, LLC	Confined Space Equipment Inspections - Collections Crew	6/17/2021	138005	627.03
MARILYN MARKKANEN	UB Refund 4008 Lakemont Drive	6/24/2021	138047	118.98
MATHESON TRI-GAS, INC	Liquid Oxygen - JLWTP	6/24/2021	138048	5,843.42
MCCLATCHY SHARED SERVICES, LLC	Recruiting Ad - IT	6/10/2021	137956	412.45
MCCLATCHY SHARED SERVICES, LLC	Recruiting Ad - IT	6/10/2021	137956	152.55
MERCHANT SERVICES	Merchant Fees 05/21	6/30/2021	EFT	109.06
MERCHANT SERVICES	Merchant Fees 05/21	6/30/2021	EFT	40.34
MICHAEL DUBURG	Winter Weather Gear FY 20/21	6/3/2021	137869	193.03
MICHAEL HARDIN	Safety Boot Reimbursement FY 20/21	6/17/2021	138000	200.00
MICHAEL HARDIN	Winter Weather Gear Reimbursement FY 20/21	6/17/2021	138000	200.00
MICHAEL TATOYAN	UB Refund 4766 Driver Road	6/3/2021	137898	143.34
MIKE & BRENDA GRIFFIN	UB Refund 2675 Grenoble Drive	6/24/2021	138041	6.99
MIRAMONT HOMES INC	UB Refund: 646 Paseo Verde	6/17/2021	138006	204.79
MIRAMONT HOMES INC	UB Refund: 660 Paseo Verde	6/17/2021	138006	277.63
MODESTO AIRCO GAS & GEAR	Cylinder Rental 06/21	6/10/2021	137959	58.24
MODESTO AIRCO GAS & GEAR	Cylinder Rental 06/21	6/10/2021	137959	32.76
MOTHER LODE ANSWERING SERVICE	Answering Service 05/21	6/17/2021	138007	472.78
MOTHER LODE ANSWERING SERVICE	Answering Service 06/21	6/17/2021	138007	493.89
MOTHER LODE ANSWERING SERVICE	Answering Service 05/21	6/17/2021	138007	174.86
MOTHER LODE ANSWERING SERVICE	Answering Service 06/21	6/17/2021	138007	182.66
MOUNTAIN OASIS PURIFIED WATER	Water Cooler & Supplies 05/21	6/24/2021	138051	95.01
MOUNTAIN OASIS PURIFIED WATER	Water Cooler & Supplies 05/21	6/24/2021	138051	53.44
MUELLER SYSTEMS LLC	Construction Contract AMI/AMR Project 01/22/21 - 03/22/21	6/17/2021	138008	(5,940.17)

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MUELLER SYSTEMS LLC	Construction Contract AMI/AMR Project 01/22/21 - 03/22/21	6/17/2021	138008	118,803.36
MUNICIPAL MAINTENANCE EQUIP	Bearings, Starter - V 135	6/3/2021	137884	1,690.00
MUNICIPAL MAINTENANCE EQUIP	Nozzle Tips - V 135	6/3/2021	137884	461.04
MUTUAL OF OMAHA	Life, AD&D Acct# G000AWXB 06/21	6/3/2021	137885	4,833.29
MUTUAL OF OMAHA	Life, AD&D Acct# G000AWXB 06/21	6/3/2021	137885	1,787.65
NASH CHEVRON	Tires - V 720	6/24/2021	138052	1,177.04
NEW FRONTIER AUTO SUPPLY INC	Fuel Hose - Construction Crew	6/10/2021	137961	73.98
NEW YORK LIFE	Life Insurance 05/21	6/17/2021	138009	733.08
NEW YORK LIFE	Life Insurance 05/21	6/17/2021	138009	271.14
NORDAHL LAND SURVEYING	Land Surveying B Tank 05/21	6/3/2021	137886	2,770.00
NORDAHL LAND SURVEYING	Stake Line - Sewer Encroachment La Contenta	6/10/2021	137962	480.00
NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	6/3/2021	137887	2,510.21
NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	6/24/2021	138053	1,406.94
NORTHSTAR CHEMICAL	Caustic - District	6/17/2021	138010	775.42
NORTHSTAR CHEMICAL	Caustic - District	6/17/2021	138010	2,713.96
NORTHSTAR CHEMICAL	Caustic - District	6/17/2021	138010	387.71
NORTHSTAR CHEMICAL	Caustic - District	6/17/2021	138010	2,584.73
NORTHSTAR CHEMICAL	Caustic - District	6/17/2021	138010	1,292.36
O.S.T.S. INC	Hazardous Dust Training 06/24/21	6/24/2021	138054	2,250.00
OCCU-MED, LTD	Pre Employment - Electrician	6/17/2021	138011	148.16
OCCU-MED, LTD	Pre Employment - Electrician	6/17/2021	138011	83.34
O'CONNELL & DEMPSEY, LLC	FY 20-21 Federal Legislative Advocacy Consulting Services	6/3/2021	137888	3,650.00
O'CONNELL & DEMPSEY, LLC	FY 20-21 Federal Legislative Advocacy Consulting Services	6/23/2021	EFT	3,650.00
O'CONNELL & DEMPSEY, LLC	FY 20-21 Federal Legislative Advocacy Consulting Services	6/3/2021	137888	1,350.00
O'CONNELL & DEMPSEY, LLC	FY 20-21 Federal Legislative Advocacy Consulting Services	6/23/2021	EFT	1,350.00
OUTWEST AUTO	Tire Mounted & Balanced - V 143	6/3/2021	137889	216.01
OUTWEST AUTO	Tires Install - V 723	6/3/2021	137889	141.00
OUTWEST AUTO	Oil, Lube, Brake Cleaning - V 535	6/24/2021	138055	136.01
P G & E	Gas 05/21 - OP HQ	6/30/2021	EFT	14.18
P G & E	Power 05/21 - District Wide	6/30/2021	EFT	1,383.16
P G & E	Power 05/21 - CC Water Tank	6/30/2021	EFT	39.21
P G & E	Power 05/21 - JLTC	6/30/2021	EFT	64.87
P G & E	Power 05/21 - SA Shop	6/30/2021	EFT	170.37
P G & E	Power 05/21 - SA Warehouse	6/30/2021	EFT	56.01
P G & E	Power 05/21 - VS House	6/30/2021	EFT	12.28
P G & E	Gas 05/21 - OP HQ	6/30/2021	EFT	5.25
P G & E	Power 05/21 - Highway 26	6/30/2021	EFT	9.68
P G & E	Power 05/21 - District Wide	6/30/2021	EFT	778.03
P G & E	Power 05/21 - JLTC	6/30/2021	EFT	36.49
P G & E	Power 05/21 - Wallace Spray Fields	6/30/2021	EFT	25.72
P G & E	Power 05/21 - Warmwood L/S	6/30/2021	EFT	21.45
P G & E	Power 05/21 - Woodgate L/S	6/30/2021	EFT	23.16

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P G & E	Power 05/21 - SA Shop	6/30/2021	EFT	95.83
P G & E	Power 05/21 - SA Warehouse	6/30/2021	EFT	20.72
P G & E	Power 05/21 - VS House	6/30/2021	EFT	6.91
PACE SUPPLY CORP	Orenco Pods - Indian Rock Waste Water Treatment	6/17/2021	138012	4,658.70
PACE SUPPLY CORP	Bell Joint Repair Clamps	6/10/2021	137963	2,226.39
PACE SUPPLY CORP	1" ultra-tite couplings - District Use	6/17/2021	138012	1,035.34
PACE SUPPLY CORP	Adapters, Fittings - District Use	6/17/2021	138012	372.48
PACE SUPPLY CORP	Meter Boxes - District Use	6/17/2021	138012	1,437.63
PACE SUPPLY CORP	Meter Boxes - District Use	6/17/2021	138012	763.45
PARRIS SCOTT ROOFING	Roof Repairs - EP Dorrington PS	6/10/2021	137964	5,397.20
PARRIS SCOTT ROOFING	New Roof - CC Connors Main LS	6/10/2021	137964	9,903.60
PARRIS SCOTT ROOFING	New Roof - CC LS 45	6/10/2021	137964	4,478.00
PAULA GARAT	UB Refund 8719 Mann Street	6/3/2021	137875	114.19
PAYMENTUS GROUP INC	Credit Card Transaction Fees - May 2021	6/17/2021	138013	5,026.77
PAYMENTUS GROUP INC	Credit Card Transaction Fees - May 2021	6/17/2021	138013	2,589.55
PETERSON BRUSTAD INC	Engineering and Design Services - West Point Water Supply 05/21	6/24/2021	138057	12,135.25
PETERSON BRUSTAD INC	2020 Upper Mokelumne River Watershed Sanitary Survey 05/21	6/24/2021	138057	899.11
PETERSON BRUSTAD INC	2020 Upper Mokelumne River Watershed Sanitary 02/21 - 04/21	6/24/2021	138057	766.89
PETERSON BRUSTAD INC	2020 Upper Mokelumne River Watershed Sanitary Survey Update	6/24/2021	138057	332.54
PETERSON BRUSTAD INC	2020 Upper Mokelumne River Watershed Sanitary 02/21 - 04/21	6/24/2021	138057	283.64
PK SAFETY SUPPLY	Gas Sniffers - Collections	6/10/2021	137965	1,021.02
PONTON INDUSTRIES, INC.	Ozone Sensor - JLWTP	6/10/2021	137966	392.69
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	6/10/2021	137968	352.80
POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	6/10/2021	137968	372.48
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	6/24/2021	138058	391.68
POTRERO HILLS LANDFILL	Bio-Solids Disposal - FMWWTP	6/24/2021	138058	417.12
POTRERO HILLS LANDFILL	Bio-Solids Disposal - DF VCTO	6/24/2021	138058	312.00
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	6/24/2021	138058	492.00
POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	6/24/2021	138058	344.64
QUADIANT FINANCE INC	Postage 05/21 - Late Fees	6/30/2021	EFT	39.31
QUADIANT FINANCE INC	Postage 05/21	6/30/2021	EFT	730.00
QUADIANT FINANCE INC	Postage 05/21 - Late Fees	6/30/2021	EFT	14.54
QUADIANT FINANCE INC	Postage 05/21	6/30/2021	EFT	270.00
QUADIANT LEASING INC	Folder/Sorter Rental/Maint 03/16-06/15/21	6/30/2021	EFT	717.79
QUADIANT LEASING INC	Folder/Sorter Rental/Maint 03/16-06/15/21	6/30/2021	EFT	265.48
REBECCA HITCHCOCK	Mileage Reimbursement Copper Town Hall Meeting	6/3/2021	137879	22.08
REBECCA HITCHCOCK	Mileage Reimbursement Copper Town Hall Meeting	6/3/2021	137879	8.16
REXEL	Equipment for Solar Panel Construction for AMI/AMR	6/24/2021	138059	816.30
REXEL	Equipment for Solar Construction for AMI/AMR Project	6/24/2021	138059	4,448.34
REXEL	Equipment for Solar Construction for AMI/AMR Project	6/24/2021	138059	590.89
ROGER FORRESTER	UB Refund 904 Laurel Lane	6/3/2021	137874	131.66
ROGER FORRESTER	UB Refund 904 Laurel Lane	6/3/2021	137874	158.12

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RONALD ROSE	Safety Boot Reimbursement FY 20-21	6/10/2021	137970	200.00
RONALD ROSE	Winter Weather Gear FY 20-21	6/10/2021	137970	200.00
RUSSELL KERGER	UB Refund 2380 Silver Drive	6/24/2021	138045	3,200.00
SEIU LOCAL 1021	COPE Donation 05/21	6/3/2021	137892	29.20
SEIU LOCAL 1021	Union Dues 05/21	6/3/2021	137892	1,934.50
SEIU LOCAL 1021	COPE Donation 05/21	6/3/2021	137892	10.80
SEIU LOCAL 1021	Union Dues 05/21	6/3/2021	137892	715.50
SENDERS MARKET INC	Soap, Holesaw, Fly Swatters - LC Whse	6/10/2021	137973	52.76
SENDERS MARKET INC	Tool Set - LC Whse	6/10/2021	137973	44.38
SENDERS MARKET INC	Plastic Bags - LCWWTP	6/3/2021	137893	27.96
SENDERS MARKET INC	Pruners - LCWWTP	6/3/2021	137893	33.77
SIERRA JANITORIAL SUPPLY	Paper Towels, Erasers, Trash Bags, Waste Basket, Soap	6/24/2021	138062	223.25
SIGNAL SERVICE	Alarm Service 07/01/21 - 09/30/21 District Wide	6/17/2021	138014	1,244.09
SIGNAL SERVICE	Alarm Service 07/01/21 - 09/30/21 District Wide	6/17/2021	138014	902.11
SPRINGBROOK HOLDING CO LLC	Springbrook Annual Maintenance 07/01/21 - 06/30/22	6/3/2021	137894	12,404.27
SPRINGBROOK HOLDING CO LLC	Springbrook Annual Maintenance 07/01/21 - 06/30/22	6/3/2021	137894	4,587.88
STAPLES CREDIT PLAN	Office Supplies - HQ	6/3/2021	137895	1,486.73
STAPLES CREDIT PLAN	Office Supplies - HQ	6/3/2021	137895	549.89
STEPHEN PECK	UB Refund 91 Splash Dam Way	6/24/2021	138056	756.00
STEPHEN PECK	UB Refund 91 Splash Dam Way	6/24/2021	138056	1,244.00
STOCKTON EAST WATER DISTRICT	New Hogan Contract Principal Prepayment 04/01/20 - 03/31/21	6/24/2021	138063	(4,782.03)
STOCKTON EAST WATER DISTRICT	New Hogan Contract Interest Prepayment 04/01/20 - 03/31/21	6/24/2021	138063	(23,893.54)
STOCKTON EAST WATER DISTRICT	New Hogan Contract Interest 04/01/20 - 03/31/21	6/24/2021	138063	8,858.23
STOCKTON EAST WATER DISTRICT	New Hogan Contract Principal 04/01/20 - 03/31/21	6/24/2021	138063	40,326.30
STOCKTON EAST WATER DISTRICT	New Hogan Contract O & M 04/01/20 - 03/31/21	6/24/2021	138063	342,120.86
STOCKTON EAST WATER DISTRICT	New Hogan Contract Principal Prepayment 04/01/20 - 03/31/21	6/24/2021	138063	(1,768.70)
STOCKTON EAST WATER DISTRICT	New Hogan Contract Interest Prepayment 04/01/20 - 03/31/21	6/24/2021	138063	(8,837.34)
STOCKTON EAST WATER DISTRICT	New Hogan Contract Interest 04/01/20 - 03/31/21	6/24/2021	138063	3,276.33
STOCKTON EAST WATER DISTRICT	New Hogan Contract Principal 04/01/20 - 03/31/21	6/24/2021	138063	14,915.21
STOCKTON EAST WATER DISTRICT	New Hogan Contract O & M 04/01/20 - 03/31/21	6/24/2021	138063	126,537.85
SWRCB	Distribution Grade 2 Renewal - DeAmicis	6/3/2021	137896	60.00
SWRCB	Drinking Water T.O. Grade T2 - Burkhardt	6/10/2021	137977	60.00
SWRCB	Wastewater Treatment Plant Operator Grade 2 Renewal - Young	6/24/2021	138064	110.00
T & T VALVE AND INSTRUMENT INC	Air Relief Valve - JLWTP	6/3/2021	137897	692.45
THE CAR DOCTOR	Transmission Service - V 712	6/10/2021	137978	716.97
TIFCO INDUSTRIES	Cutoff Wheels - SA Shop	6/3/2021	137899	117.76
TIFCO INDUSTRIES	Fasteners, Shop Towels, Absorben Pads - SA Shop	6/3/2021	137899	401.20
TIFCO INDUSTRIES	Fasteners - SA Shop	6/3/2021	137899	221.94
TIFCO INDUSTRIES	Cutoff Wheels, Grinding Wheels - SA Shop	6/3/2021	137899	391.45
TIFCO INDUSTRIES	Metal Handling Gloves - SA Shop	6/3/2021	137899	250.06
TIFCO INDUSTRIES	Circuit Tester - SA Shop	6/3/2021	137899	273.44
TIFCO INDUSTRIES	Air Impact Gun - SA Shop	6/3/2021	137899	313.16

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TIMOTHY & KIMBERLY MATTIS	UB Refund 696 Wikami Way	6/24/2021	138049	73.89
TIRE RACK	Tires - V 723	6/3/2021	137900	2,637.33
TREATS GENERAL STORE INC	Water, Gatorade - SA Shop	6/10/2021	137980	14.58
TREATS GENERAL STORE INC	BOD Meeting Supplies 05/12/2021	6/10/2021	137980	6.98
U.S. BANK	Pressure Washer Hose, Gun - Industrial Way Warehouse	6/10/2021	EFT	53.61
U.S. BANK	Crane Repair Parts - V 592	6/10/2021	EFT	850.44
U.S. BANK	Injector Pump - Portable Generator	6/10/2021	EFT	19.51
U.S. BANK	Forklift Safety - Crank	6/10/2021	EFT	125.00
U.S. BANK	Bubble Wrap - AMR/AMI Meter Program	6/10/2021	EFT	18.70
U.S. BANK	Surge Protectors - AMR/AMI Project	6/10/2021	EFT	343.12
U.S. BANK	Solar Panel Extension Cables - AMR/AMI Project	6/10/2021	EFT	398.98
U.S. BANK	Solar Shelving - AMR/AMI	6/10/2021	EFT	681.01
U.S. BANK	Solar Shelving - AMR/AMI	6/10/2021	EFT	136.19
U.S. BANK	Comcast - 8155600640426741 OP HQ	6/10/2021	EFT	160.87
U.S. BANK	Cal-Waste OP HQ	6/10/2021	EFT	170.49
U.S. BANK	Sprinkler Controllers	6/10/2021	EFT	143.19
U.S. BANK	Camera	6/10/2021	EFT	101.61
U.S. BANK	CalTel - Copper Lines	6/10/2021	EFT	258.10
U.S. BANK	Cal.Net Motherlode - Wallace Internet	6/10/2021	EFT	37.07
U.S. BANK	Volcano Telephone SCADA/Phone WPWTP	6/10/2021	EFT	292.70
U.S. BANK	Comcast - Silver Rapids Office	6/10/2021	EFT	108.08
U.S. BANK	AT&T - Sheep Ranch	6/10/2021	EFT	267.24
U.S. BANK	AT&T - Leased Lines	6/10/2021	EFT	66.69
U.S. BANK	AT&T - Silver Rapids JLTC	6/10/2021	EFT	70.20
U.S. BANK	Verizon - 642064068-00001 Cell phone Service	6/10/2021	EFT	1,028.84
U.S. BANK	Volcano Telephone Phone WPWTP	6/10/2021	EFT	54.99
U.S. BANK	Volcano Telephone Fax WPWTP	6/10/2021	EFT	54.99
U.S. BANK	Comcast- 8155600640293521 JLWTP	6/10/2021	EFT	109.69
U.S. BANK	CalTel - Copper Lines	6/10/2021	EFT	820.70
U.S. BANK	Cal-Waste JLWTP	6/10/2021	EFT	156.32
U.S. BANK	Cal-Waste Hunters	6/10/2021	EFT	78.16
U.S. BANK	Cal-Waste SA Shop	6/10/2021	EFT	79.12
U.S. BANK	Cal-Waste SA Warehouse	6/10/2021	EFT	100.05
U.S. BANK	Cal-Waste EP Barn	6/10/2021	EFT	78.16
U.S. BANK	Cal-Waste White Pines Lake	6/10/2021	EFT	104.23
U.S. BANK	WiFi Relay Switch - Sheep Ranch	6/10/2021	EFT	13.93
U.S. BANK	Alhambra - Water Cooler JLWTP	6/10/2021	EFT	51.37
U.S. BANK	Labeler Supplies, Soldering Station, Heat Shrink, Bubble Wrap -	6/10/2021	EFT	330.68
U.S. BANK	SS Cable - CCWTP	6/10/2021	EFT	153.36
U.S. BANK	Oar, PLug - WPWTP	6/10/2021	EFT	15.09
U.S. BANK	Compressor Rebuild Kits - CCWTP	6/10/2021	EFT	230.00
U.S. BANK	Aramark - Uniforms Copper	6/10/2021	EFT	97.18

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U.S. BANK	Aramark - Uniforms SA Shop	6/10/2021	EFT	264.84
U.S. BANK	Aramark - Uniforms District	6/10/2021	EFT	1,388.65
U.S. BANK	CEU Training Materials	6/10/2021	EFT	666.03
U.S. BANK	Distribution Grade 3 Review Course - Darby	6/10/2021	EFT	249.99
U.S. BANK	Small Water System O & M - Duburg & Turner	6/10/2021	EFT	100.00
U.S. BANK	T3-T4 Review & Math Review - Hibbard	6/10/2021	EFT	250.00
U.S. BANK	Grammar Education	6/10/2021	EFT	27.34
U.S. BANK	Water Code Updates	6/10/2021	EFT	7.84
U.S. BANK	Copies of Recorded Documents	6/10/2021	EFT	13.87
U.S. BANK	Service Charge 05/21	6/10/2021	EFT	1.83
U.S. BANK	Amazon - AED Pads & Battery	6/10/2021	EFT	281.23
U.S. BANK	Conference Calls 05/21	6/10/2021	EFT	3.03
U.S. BANK	Meeting - Pickle Patch 05/18	6/10/2021	EFT	30.05
U.S. BANK	Meeting - Pickle Patch 05/04	6/10/2021	EFT	32.54
U.S. BANK	Lunch Meeting El Jardin	6/10/2021	EFT	44.15
U.S. BANK	BOD Supplies	6/10/2021	EFT	16.56
U.S. BANK	Mission Statement Sign	6/10/2021	EFT	152.68
U.S. BANK	Amazon - Charges, Screen Protectors & Cases	6/10/2021	EFT	114.73
U.S. BANK	QSP Renewal - Gravette	6/10/2021	EFT	60.80
U.S. BANK	Membership Renewal - Gravette	6/10/2021	EFT	122.88
U.S. BANK	Amazon - Notebook	6/10/2021	EFT	33.34
U.S. BANK	Earthlink Email	6/10/2021	EFT	6.54
U.S. BANK	(5) Cradlepoint Online NetCloud	6/10/2021	EFT	600.06
U.S. BANK	Team Viewer Online Support	6/10/2021	EFT	446.76
U.S. BANK	Adobe Acrobat Pro	6/10/2021	EFT	80.23
U.S. BANK	Microsoft 365	6/10/2021	EFT	784.75
U.S. BANK	Skillshare	6/10/2021	EFT	216.81
U.S. BANK	USPS Fee	6/10/2021	EFT	5.11
U.S. BANK	ACWA Registration - Arnold	6/10/2021	EFT	375.00
U.S. BANK	CEU Training Materials	6/10/2021	EFT	(45.03)
U.S. BANK	Comcast - 8155600640426741 OP HQ	6/10/2021	EFT	59.50
U.S. BANK	Cal-Waste OP HQ	6/10/2021	EFT	63.06
U.S. BANK	Sprinkler Controllers	6/10/2021	EFT	52.95
U.S. BANK	Camera	6/10/2021	EFT	37.58
U.S. BANK	Amazon - Charges, Screen Protectors & Cases	6/10/2021	EFT	42.43
U.S. BANK	City Of Angels Camp 005422-000 Six Mile Village Sewer Service	6/10/2021	EFT	3,664.14
U.S. BANK	Cal.Net Motherlode - Wallace Internet	6/10/2021	EFT	20.85
U.S. BANK	AT&T - LC Internet Service	6/10/2021	EFT	53.50
U.S. BANK	AT&T - Silver Rapids JLTC	6/10/2021	EFT	39.49
U.S. BANK	Verizon - 642064068-00001 Cell phone Service	6/10/2021	EFT	578.71
U.S. BANK	Comcast - 8155600640236066 DF VCTO	6/10/2021	EFT	114.69
U.S. BANK	Volcano Telephone Phone WPWWTP	6/10/2021	EFT	166.61

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U.S. BANK	CalTel - Copper Lines	6/10/2021	EFT	461.63
U.S. BANK	Cal-Waste Wilseyville	6/10/2021	EFT	78.16
U.S. BANK	Cal-Waste CCWWTP	6/10/2021	EFT	156.32
U.S. BANK	Cal-Waste SA Shop	6/10/2021	EFT	44.50
U.S. BANK	Cal-Waste SA Warehouse	6/10/2021	EFT	56.27
U.S. BANK	Cal-Waste LCWWTP	6/10/2021	EFT	141.68
U.S. BANK	Cal-Waste FMWWTP	6/10/2021	EFT	78.16
U.S. BANK	Cal-Waste AWWTP	6/10/2021	EFT	78.16
U.S. BANK	Cal-Waste DF VCTO	6/10/2021	EFT	156.32
U.S. BANK	Alhambra - Water Cooler LCWWTP	6/10/2021	EFT	78.89
U.S. BANK	SS Shackle - Collections Crew	6/10/2021	EFT	53.88
U.S. BANK	Fans - FMWWTP	6/10/2021	EFT	293.56
U.S. BANK	Aramark - Uniforms Copper	6/10/2021	EFT	54.66
U.S. BANK	Aramark - Uniforms SA Shop	6/10/2021	EFT	148.96
U.S. BANK	Aramark - Uniforms District	6/10/2021	EFT	781.11
U.S. BANK	Lift Station Inspection Training - Scott & Newton	6/10/2021	EFT	250.00
U.S. BANK	O & M Collection Sysytem Enrollment - Newton	6/10/2021	EFT	162.53
U.S. BANK	Grammer Education	6/10/2021	EFT	10.10
U.S. BANK	Water Code Updates	6/10/2021	EFT	2.89
U.S. BANK	Copies of Recorded Documents	6/10/2021	EFT	5.13
U.S. BANK	Service Charge 05/21	6/10/2021	EFT	0.67
U.S. BANK	Amazon - AED Pads & Battery	6/10/2021	EFT	158.19
U.S. BANK	Conference Calls 05/21	6/10/2021	EFT	1.11
U.S. BANK	Meeting - Pickle Patch 05/18	6/10/2021	EFT	11.11
U.S. BANK	Meeting - Pickle Patch 05/04	6/10/2021	EFT	12.03
U.S. BANK	Lunch Meeting El Jardin	6/10/2021	EFT	16.32
U.S. BANK	BOD Supplies	6/10/2021	EFT	6.12
U.S. BANK	Mission Statement Sign	6/10/2021	EFT	56.46
U.S. BANK	CSM 1 Renewal - Gravette	6/10/2021	EFT	91.00
U.S. BANK	QSP Renewal - Gravette	6/10/2021	EFT	34.20
U.S. BANK	Membership Renewal - Gravette	6/10/2021	EFT	69.12
U.S. BANK	Amazon - Notebook	6/10/2021	EFT	12.32
U.S. BANK	Earthlink Email	6/10/2021	EFT	2.41
U.S. BANK	(5) Cradlepoint Online NetCloud	6/10/2021	EFT	221.94
U.S. BANK	Team Viewer Online Support	6/10/2021	EFT	165.24
U.S. BANK	Adobe Acrobat Pro	6/10/2021	EFT	29.67
U.S. BANK	Microsoft 365	6/10/2021	EFT	290.25
U.S. BANK	Skillshare	6/10/2021	EFT	80.19
U.S. BANK	USPS Fee	6/10/2021	EFT	1.89
UNBOUND RENEWABLE ENERGY, INC.	Breakers - AMR/AMI Meter Program	6/17/2021	138015	954.10
UNION DEMOCRAT	Recruiting Advertisements	6/24/2021	138065	304.20
UNION DEMOCRAT	Recruiting Advertisements	6/24/2021	138065	112.50

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UNITED PARCEL SERVICE	Shipping Week End 05/29	6/10/2021	137981	19.84
UNITED PARCEL SERVICE	Shipping Week End 05/22	6/10/2021	137981	59.79
UNITED PARCEL SERVICE	Shipping Week End 06/05	6/17/2021	138016	38.19
UNITED PARCEL SERVICE	Shipping Week End 06/12	6/24/2021	138066	56.01
UNITED PARCEL SERVICE	Shipping Week End 05/22	6/10/2021	137981	33.63
UNITED PARCEL SERVICE	Shipping Week End 05/29	6/10/2021	137981	11.16
UNITED PARCEL SERVICE	Shipping Week End 06/05	6/17/2021	138016	14.12
UNITED PARCEL SERVICE	Shipping Week End 06/12	6/24/2021	138066	20.71
URBAN FUTURES, INC.	Capital Financial Planning Prof. Services 04/01/21-05/31/21	6/17/2021	138017	3,143.57
URBAN FUTURES, INC.	Capital Financial Planning Prof. Services 04/01/21-05/31/21	6/17/2021	138017	1,162.68
USA BLUE BOOK	Chemical Sprayer - Hunters WTP Filter Rehab	6/10/2021	137982	226.46
USA BLUE BOOK	Pressure Gauges - Hunters WTP Filter Rehab	6/10/2021	137982	845.57
USA BLUE BOOK	1" Meter Wrench - CC	6/17/2021	138018	57.86
USA BLUE BOOK	StablCal, Reagents, Ampules - JLWTP	6/3/2021	137902	704.32
USA BLUE BOOK	Reagent Sets - Hunters WTP	6/10/2021	137982	1,530.24
USA BLUE BOOK	Reagent Sets - JLWTP	6/24/2021	138067	278.25
USA BLUE BOOK	Chemical Feed Pump - Hunters WTP	6/3/2021	137902	847.49
USA BLUE BOOK	Hydrant Wrenches, Manhole Hooks - Collections Crew	6/10/2021	137982	569.23
USA BLUE BOOK	Chart Pens - Southworth WWTP	6/3/2021	137902	49.28
USA BLUE BOOK	Replacement Probe Caps - FMWWTP	6/10/2021	137982	311.74
VALIC	Deferred Comp 05/31/21 Payroll	6/3/2021	EFT	1,302.61
VALIC	Deferred Comp 06/15/21 Payroll	6/18/2021	EFT	1,412.11
VALIC	Deferred Comp 05/31/21 Payroll	6/3/2021	EFT	481.79
VALIC	Deferred Comp 06/15/21 Payroll	6/18/2021	EFT	522.29
VALLEY SPRINGS NEWS	Publication La Contenta Job Bid	6/10/2021	137983	360.00
VALLEY SPRINGS NEWS	Standby Fees Publication 05/26-06/04	6/17/2021	138019	94.90
VALLEY SPRINGS NEWS	Standby Fees Publication 05/26-06/04	6/17/2021	138019	35.10
VEOLIA WATER TECHNOLOGIES, INC.	Polymer Tax - JLWTP	6/3/2021	137903	52.53
VEOLIA WATER TECHNOLOGIES, INC.	Polymer Tax - JLWTP	6/3/2021	137903	52.53
VERIFIED FIRST, LLC	New Hire Background Investigation	6/3/2021	137904	36.50
VOYA FINANCIAL	Deferred Comp 05/31/21 Payroll	6/3/2021	EFT	1,718.60
VOYA FINANCIAL	Deferred Comp 06/15/21 Payroll	6/18/2021	EFT	1,437.08
VOYA FINANCIAL	Deferred Comp 05/31/21 Payroll	6/3/2021	EFT	250.00
VOYA FINANCIAL	Deferred Comp 06/15/21 Payroll	6/18/2021	EFT	531.52
WECO INDUSTRIES	Troubleshoot Camera - V 133	6/10/2021	137985	146.03
WECO INDUSTRIES	Hydrotrailer - Collections Crew	6/17/2021	138020	66,969.78
WEST POINT LUMBER INC	Garbage Bags, Bucket, Lid, Water - WP	6/24/2021	138068	40.26
WEST POINT LUMBER INC	Marking Paint - WP	6/24/2021	138068	14.14
WEST POINT LUMBER INC	Pipe Fittings - WP	6/24/2021	138068	5.53
WESTECH ENGINEERING, INC	Waste Gates - Hunters WTP Filter Rehab	6/10/2021	137986	4,075.35
WESTERN HYDROLOGICS	Stream-Gage Maintenance/Reporting - Bear Creek Dive	6/24/2021	138069	1,739.58
WEX BANK	Fuel 06/21 - District Wide	6/30/2021	EFT	8,946.72

CCWD
AP DISBURSEMENTS
June 1-30, 2021

WEX BANK	Fuel 06/21 - District Wide	6/30/2021	EFT	5,032.53
WHOLESALE SEPTIC SUPPLIES LLC	Septic Pumps - Collections	6/17/2021	138021	(184.88)
WHOLESALE SEPTIC SUPPLIES LLC	Septic Pumps - Collections	6/17/2021	138021	2,734.88
WIENHOFF DRUG TESTING	Employee Paid - Return to Work Test	6/24/2021	138070	51.20
WIENHOFF DRUG TESTING	Employee Paid - Return to Work Test	6/24/2021	138070	28.80
WOODARD & CURRAN INC	Professional Services RE: Level 1 Validations of the AWWA Water	6/17/2021	138022	1,169.50
WOODARD & CURRAN INC	2020 Urban Water Management Plan Update Services, Not to Exceed	6/17/2021	138022	27,972.50
WOODARD & CURRAN INC	Credit for Overpayment on November 2020 invoice	6/17/2021	138022	(2,923.00)
WOODARD & CURRAN INC	2020 Urban Water Management Plan Update Services, Not to Exceed	6/17/2021	138022	18,659.25
WOODARD & CURRAN INC	2020 Urban Water Management Plan Update Services, 04/21	6/24/2021	138071	3,815.75
WOODARD & CURRAN INC	2020 Urban Water Management Plan Update Services, 04/21	6/24/2021	138071	4,156.50
YOUNG'S COPPER ACE HARDWARE	Cable Ties, Electrical Covers - Electricians	6/10/2021	137987	102.90
YOUNG'S COPPER ACE HARDWARE	Clamps, Sanding Belt - CC Whse	6/10/2021	137987	9.62
YOUNG'S COPPER ACE HARDWARE	Cut-Off Wheels, Clamps - CC Whse	6/10/2021	137987	16.24
ZACHERY SCOTT	D2 Re-Exam Fee Reimbursement Application Fee	6/24/2021	138061	45.00
			AP PROCESSED	2,370,143.93
			VOID CHECKS	45,903.72
			TOTAL VENDOR PAYMENTS	2,324,240.21

RESOLUTION NO. 2021-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT**

RATIFYING CLAIM SUMMARY NO. 592

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 592 at the Regular Meeting held on July 14, 2021; and

WHEREAS, Board Members have resolved questions, issues, or concerns by consultation with District staff during said meeting.

NOW, THEREFORE, BE IT RESOLVED that the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby ratifies Claim Summary Number 592 in the amount of \$2,835,206.43 for the month of June 2020.

PASSED AND ADOPTED this 14th day of July 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Jeff Davidson, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: July 14, 2021

TO: Michael Minkler, General Manager

FROM: Kevin Williams, Senior Civil Engineer

SUBJECT: Discussion/Action regarding the Redwood Water Storage Tanks Wildfire Hazard Mitigation Project (Site Work, Foundation, Underground Piping, and Electrical) CIP 11095 (Cal-OES / FEMA DR-4344 / PJ0119)

RECOMMENDED ACTION:

Motion: _____ / _____ to adopt Resolution No. 2021-_____ Awarding a Contract to KW Emerson, the lowest responsive and responsible bidder for the Redwood Water Storage Tanks Wildfire Hazard Mitigation Project CIP #11095 for General Manager to execute a said contract accordingly.

SUMMARY:

A notice inviting bids for the Redwood Water Storage Tanks Wildfire Hazard Mitigation Project was advertised in the newspaper and on Public Purchase during the Month of June 2021. A public bid opening for the project was held on June 29, 2021, and the District received two (2) bids. One from KW Emerson for a cost of \$1,545,490 and the other from TNT Industrial Contractors, Inc. for a cost of \$2,028,851.

The work covered under this contract includes site work, temporary water storage tanks, existing tank demolition, concrete foundation, underground piping and electrical/control upgrades.

Bolted Steel Tank materials procurement and Tank erection were included in a separate previously awarded contract to California Aquastore. The Existing Redwood Materials salvaged from the Project will become the property of the Contractor. For accounting purposes, the Contractor is required to provide the District the value of the salvaged redwood materials at the time of contract award.

A summary of bids is provided in the table below:

Bidders Name	Total Bid Amount
K.W. Emerson	\$1,545,490.00
TNT Industrial Contractors, Inc	\$2,028,851.00

Engineers Estimate was \$1,500,000.

Staff has found the bid by K.W. Emerson, Inc to be responsive and recommends award of the site improvements portion of the Redwood Water Storage Tanks Wildfire Hazard Mitigation Project, contract to K.W. Emerson, of San Andreas, California in the amount of \$1,545,490.00.

Upon execution of this contract, immediate start of shop drawings/site work is planned, and staff plans on completing two tanks this season. Project completion is anticipated to occur before the end of FY 2022-23.

FINANCIAL CONSIDERATIONS:

KW Emerson's proposal of \$1,545,490 for tank site improvements, coupled with California Aquastore's proposal of \$2,442,575 pushes the total project cost up to \$3,988,065. The current budget for this project is \$3.4 Million. Both the estimated project cost and actual bid's include replacement of the Larkspur Tank which is not part of the grant funded project.

Excluding the costs associated with the Larkspur Tank, replacement and the current HMGP project cost is \$3,613,065. FEMA's Hazard Mitigation Grant Program will provide seventy five percent (75%) of the total project cost. The currently approved grant-funded amount is \$2.1 million. The original Cal-OES approved budget for the project was \$2.8 million. The District's original 25% match requirement was \$700,000. In consideration of the new proposed total FEMA funded project cost of \$3,613,065 (Total project cost of \$3,988 Million minus the \$373,000 cost to replace Larkspur Tank). The District will work with Cal OES and FEMA to ensure they obligate additional funds to cover 75% of \$3,613,065. This will bring the total FEMA funded portion of the project up from \$2.1 Million to \$2.71 Million and the District's obligation up from \$700,000 to \$1.3 Million. The Larkspur Tank located in Forest Meadows is not part of the Cal-OES grant and must be paid for under separate accounting. Staff believe that recent cost escalations in materials especially steel, piping and concrete increased the overall cost of the Project since original estimates.

While the project is slated to take place over two construction seasons, it is recognized a budget adjustment may need to take place this fiscal year to cover the total cost of the project. Staff will continue to monitor the project for this need and will bring forward a budget amendment as needed.

*Attachments: a) Resolution No. 2021-__ Awarding THE construction Contract to Complete Site Improvements for the Ebbetts Pass Redwood Water Storage Tanks Wildfire Hazard Mitigation Project, CIP 11095
b) KW Emerson Bid*

RESOLUTION NO. 2021-

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT**

**AWARDING THE CONSTRUCTION CONTRACT TO COMPLETE SITE
IMPROVEMENTS FOR THE EBBETTS PASS REDWOOD WATER STORAGE
TANKS WILDFIRE HAZARD MITIGATION PROJECT, CIP 11095**

WHEREAS, through a Cal-OES hazard mitigation grant (CIP 11095) due to the threat of wildfire, the District proposes to replace redwood tanks in the Ebbetts Pass Water System including the tank at Heather Drive in Forest Meadows, Tank 13 in Meadowmont on Flume Court, Tank 4 in Dorrington at Big Foot Circle and Tank 8 near Meko Drive; as well as replacing a steel tank (CIP 11095) at Larkspur Court in Forest Meadows, and

WHEREAS, upon issuing a Request for Bids on June 3, 2021 for site improvements for the project and conducting a pre-bid conference with prospective vendors interested in submitting proposals, the District received two (2) sealed bids as of the due date of June 29, 2021, and

WHEREAS, the lowest responsive and responsible bid was submitted by K.W. Emerson in the amount of \$1,545,490.00 to complete all site work, concrete foundations, site piping, electrical instrumentation and other site work at the subject five tanks.

WHEREAS, the current estimated project cost is \$3.4 million for CIP 11095 which in addition to \$2.1 million in the authorized Hazard Mitigation Grant funds, the District has obligated supplemental funding (water expansion and R&R funds) in its FY 2020-21 CIP budget and will obligate the balance of funds in its FY 2021-22 CIP budget to pay for the total project costs including both design and construction phases.

WHEREAS, the contractor's bid and authorization include, the cost of replacing the tank on Larkspur Court in Forest Meadows (CIP 11095). This cost is estimated to be \$373,000 (not grant funded and will be accounted for separately). Funds were (\$50,000) allocated in the FY 2020-21 CIP budget and the balance of funds will be obligated in the FY 2021-22 budget.

NOW, THEREFORE BE IT RESOLVED, the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby approves the proposal submitted by K.W. Emerson, attached hereto and made a part hereof, and authorizes the General Manager to enter into a Construction Contract with K.W. Emerson in the amount of \$1,545,490.00 for site improvements for the Ebbetts Pass Redwood Water Storage Tank Replacement Project.

PASSED AND ADOPTED this 14th day of July, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Jeff Davidson, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

SECTION 00410
BID FORM FOR CONSTRUCTION CONTRACT
REDWOOD WATER STORAGE TANKS
WILDFIRE HAZARD MITIGATION PROJECT

ARTICLE 1 – OWNER AND BIDDER

- 1.1 This Bid is submitted to:
- Calaveras County Water District
 120 Toma Court
 San Andreas CA
- 1.2 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2 – ATTACHMENTS TO THIS BID

- 2.1 The following documents are submitted with and made a condition of this Bid:
- A. Bid Bond
 - B. Compliance Statement/Certification of Non-Segregated Facilities (RD 400-6);
 - C. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tiered Covered Transactions (AD-1048);
 - D. List of Proposed Subcontractors;
 - E. Non-Collusion Affidavit;
 - F. Workers Compensation Certification;
 - G. Evidence of authority to do business in California; or a written covenant to obtain such license within the time for acceptance of Bids;
 - H. Evidence of Contractor’s License Number or evidence of Bidder’s ability to obtain a State Contractor’s License and a covenant by Bidder to obtain said license within the time for acceptance of bids;

ARTICLE 3 - BASIS OF BID- LUMP SUMS/UNIT PRICES

- 3.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
CIP 11095	Redwood Water Storage Tanks Wildfire Hazard Mitigation Project	00410-1			Bid Form

1	Mobilization/Demobilization	LS	1	113,630	113,630
2	Encroachment Permits and Traffic Control	LS	1	13,528	13,528
3	Stormwater Pollution Prevention	LS	1	19,703	19,703
4	A.C. Paving Removal/Replacement	Tons	210	326	68,460
5	Site Demolition	LS	1	91,575	91,575
6	Altitude Valve Station	EA	2	64,443	128,886
7	Heather Tank Site	LS	1	169,117	169,117
8	Big Trees Tank 4 Site	LS	1	201,148	201,148
9	Big Trees Tank 8 Site	LS	1	122,809	122,809
10	Arnold 13 Tank Site	LS	1	123,807	123,807
11	Larkspur Tank Site	LS	1	164,571	164,571
12	Temporary Water Storage Systems and Temporary Piping	LS	1	32,623	32,623
13	Level Sensors and Electrical	LS	1	295,633	295,633
Total of All Bid Items					\$ 1,545,490

one million five hundred forty-five thousand four hundred and ninety DOLLARS
TOTAL BID AMOUNT (WRITTEN)

Bidder acknowledges that:

1. Each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. Estimated quantities are not guaranteed, and are solely for the purposes of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities as determined as provided in the Contract Documents.

3.02 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to

acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

DESCRIPTIONS OF BID ITEMS

BID ITEM NO.1 – MOBILIZATION/DEMobilIZATION

This item consist of preparatory work and operations, including, but not limited to those necessary for the movement of personnel, equipment, supplies, and incidentals to the site; securing performance and payment bonds and required insurance, establishing a field office (if applicable) and staging areas; preparing schedules and sequencing plans, submitting shop drawings; furnishing and installing project signs (4 Total), permits, temporary erosion control and for all other work and operations to be performed, or costs incurred, prior to beginning the Work. Contractor shall provide and maintain portable toilet(s) on-site for use by Contractor and subcontractor employees. Demobilization shall include, but not limited to, removal of all waste materials, debris, final cleanup of construction and staging areas, permanent erosion control and issuance of maintenance bond. Contractor shall submit no greater than two percent (2%) of the total Contract Sum for this Bid Item.

BID ITEM NO.2 – ENCROACHMENT PERMITS & TRAFFIC CONTROLS

As necessary to complete all work within the road right-of-way, the Contractor shall provide all labor, equipment and materials and perform all work and coordination to implement and comply with encroachment permits as issued by the County Public Works. The District will submit a preliminary permit application as “Owner” and pay all fees directly invoiced by the County. The Contractor shall prepare and file all paperwork to complete Contractor’s part of the encroachment permits and must comply with all requirements and conditions as listed “Contractor” under the permit. The Contractor shall prepare/submit specific traffic control plans meeting requirements and approval of the County, and shall fully support and implement traffic control plans including all signage, flaggers, barricades, k-rail, safety devices, etc. Temporary traffic control plans shall be designed and implemented in accordance with California Manual on Uniform Traffic Control Devices (MUTCD). Contractor shall schedule and notify the County of all road lane closures and other encroachments within the right of way.

BID ITEM NO.3 – STORM WATER POLLUTION PREVENTION (SWPPP/BMP’S)

This item includes all labor, materials, equipment for preparing, furnishing, installing and maintaining a project specific Storm Water Pollution Prevention Plan (SWPPP) and Best Management Practices (BMP’s) to comply with the Construction General Permit 2009-0009-DWQ (amended by 2010-0014-DWQ and 2012-0006-DWQ). SWPPP shall be filed electronically with State’s Storm Water Monitoring and Report Tracking System (SMARTS), prepared by a Qualified SWPPP Developer (QSD) and implemented under direction of a Qualified SWPPP Practitioner (QSP) licensed by the California Stormwater Quality Association (CASQA). All work shall be according to the latest version of the CASQA Construction BMP Online Handbook, which is available on their website www.casqa.org. BMP’s shall be provided for run-on control, soil stabilization, erosion control, sediment control, tracking control, wind erosion, material pollution prevention and waste management, and stockpile management. Each day if trenching, excavating and/or tracking dirt onto roads/highways, all trench spoils and excess waste excavated materials shall be removed and area mechanically swept and/or vacuumed to thoroughly clean all pavement surfaces. Contractor’s operations shall preserve existing vegetation not in the immediate construction zone and shall not be conducted in a method/manner that allows trench spoil or backfill materials to directly enter into any creeks, stream, drainage or roadside ditches. All existing drainages shall be protected during construction and cleaned of all trench spoil, debris and returned to free flowing, functional condition upon

project closeout. All disturbed soil areas shall be stabilized by appropriate BMP's as soon as possible so each completed area can be closed out and removed from the SWPPP permit with the goal of limiting further monitoring and reporting in completed areas. After demobilization, Contractor's responsibility shall continue during guarantee period until a Notice of Termination (NOT) is filed and accepted by the Regional Board.

BID ITEM NO.4– ASPHALT CONCRETE PAVEMENT REMOVAL/REPLACEMENT

Paving materials, equipment, spreading and compacting procedures shall conform to Section 39, Caltrans Standard Specifications. The Contractor shall provide all labor, equipment and materials for saw-cutting, disposal of existing pavement and replacement with new hot mix asphaltic concrete paving. A clean, straight saw cut shall be made along all edges between new and existing pavement and grind out transitions and overlays. All water and slurry generated during saw cutting work shall be immediately vacuumed and removed to prevent migration off the pavement and stop it from entering storm drains, drainages, etc. Final pavement shall be placed with a paver machine and compacted to the compaction level intended by the mix design. Final paving thickness shall be determined in the field by CCWD and Calaveras County; minimum thickness of placed and compacted AC paving shall be 3-inches and thickness shall match existing in County public roads unless otherwise directed by CCWD. Payment shall be for weight of hot mix AC paving delivered (submit daily truck tags) and placed and meeting quality standards; finished surface shall be thoroughly compacted, smooth and free from ruts, humps, depressions, or irregularities.

BID ITEM NO.5 – SITE DEMOLITION

Demolition includes removal and disposal of existing facilities at Larkspur Tank Site, Heather Tank Site, Arnold 13 Tank Site, Big Trees Tank 4 Tank Site, and Big Trees Tank 8 Site including tank piping, existing altitude valves, site fencing, valves, ladders, redwood tanks, existing tank foundations, portion of existing planter at Arnold Tank 13 as shown on Drawings C-1 and C-10 and specified. Work includes salvaging existing redwood materials from Tank demolition, for accounting purposes the Contractor

BID ITEM NO.6 – ALTITUDE VALVE STATION

This item includes providing all labor, equipment and materials required to furnish and install altitude valves as shown on the project drawings Sheets D2, C3, C4, C-5, and C-6 and specifications Section 15114. The altitude valve station shall be provided with 6" (Arnold 13 Tank Location), and 8" (Larkspur Tank Location) altitude control valves, precast concrete vault and cover, resilient wedge gate valves (8"/6" sizes), gauges, 1" copper sensor line from vault to tank and other accessories as shown on Detail F, Sheet D2. The concrete vault and cover shall be H20 traffic rated and manufactured/supplied by Jensen Precast, Oldcastle, or equal. The cover shall be H20 incidental traffic rated aluminum diamond plate double door, frame cast-in to cover slab and furnished with torsion assist, hold open arms, and stainless-steel hardware. The vault shall be placed on a 6" thick layer of ¾" crushed stone leveling course over filter fabric and between the excavation and vault walls backfill shall be Class 2 AB. Also, the Contractor shall provide: A) all new upstream and downstream piping, B) demolition and removal of existing Altitude valve station vault and backfilling void to 95% relative compaction, C) demolition and removal of existing Altitude station piping and capping and concrete plugging abandoned, inactive portions of water mains. Contractor shall clean, disinfect, flush and hydrostatic test the new Altitude Valve station. Hydrostatic tests shall be performed before making connections to the existing system. Contractor shall set/check final operating pressures provide by the District. Payment shall be paid as (Each) for completing the Altitude Valve station furnished and installed, disinfected, tested and placed into service by Contractor, as accepted by District, and completing demolition and other related items of work.

BID ITEM NO.7 – HEATHER TANK SITE

This item includes providing all labor, equipment and materials required to complete the site work and site piping at Heather Tank including excavating, scarifying and preparing tank foundation subgrade; placing and compacting Class 2 AB and Chip Stone; excavate, place, install and cure reinforced concrete ringwall footing; provide valves and piping (inlet, outlet, drain and overflow drain) including flexible expansion joints (Romac and EBBA); Site Restoration including contour grading; placing mulch erosion control; cleaning, disinfection, flushing and hydrostatic testing of new piping; install new drainage box with SDR 35 outlet piping and ¼ Ton Rip Rap, miscellaneous concrete including thrust blocks, stairway pads, and concrete curb/gutter restoration.

BID ITEM NO.8 – BIG TREES 4 TANK SITE

This item includes providing all labor, equipment and materials required to complete the site work and site piping at Big Trees 4 Tank Site including excavating, scarifying and preparing tank foundation subgrade; placing and compacting Class 2 AB and Chip Stone; excavate, place, install and cure reinforced concrete ringwall footing; dewatering excavation; provide valves and piping (inlet, outlet, drain and overflow drain) including flexible expansion joints (Romac and EBBA) and connection to existing pump station; Site Restoration including contour grading; placing mulch erosion control; cleaning, disinfection, flushing and hydrostatic testing of new piping; install new drainage box with SDR 35 outlet piping and ¼ Ton Rip Rap, miscellaneous concrete including thrust blocks, stairway pads.

BID ITEM NO.9 – TREES 8 TANK SITE

This item includes providing all labor, equipment and materials required to complete the site work and site piping at Big Trees 8 Tank Site including excavating, scarifying and preparing tank foundation subgrade; placing and compacting Class 2 AB and Chip Stone; removing trees; excavate, place, install and cure reinforced concrete ringwall footing; constructing earthen v-ditch; provide valves and piping (inlet, outlet, drain and overflow drain) including flexible expansion joints (Romac and EBBA); Site Restoration including contour grading; placing mulch erosion control; cleaning, disinfection, flushing and hydrostatic testing of new piping; install new drainage box with SDR 35 outlet piping and ¼ Ton Rip Rap, miscellaneous concrete including thrust blocks, stairway pads.

BID ITEM NO.10 – ARNOLD 13 TANK SITE

This item includes providing all labor, equipment and materials required to complete the site work and site piping at Arnold 13 Tank Site including excavating, scarifying and preparing tank foundation subgrade; placing and compacting Class 2 AB and Chip Stone; excavate, place, install and cure reinforced concrete ringwall footing; provide valves and piping (inlet, outlet, drain and overflow drain) including flexible expansion joints (Romac and EBBA); Site Restoration including contour grading; placing mulch erosion control; cleaning, disinfection, flushing and hydrostatic testing of new piping; miscellaneous concrete including thrust blocks, stairway pads and pipe supports.

BID ITEM NO.11 – LARKSPUR TANK SITE

This item includes providing all labor, equipment and materials required to complete the site work and site piping at Larkspur Tank Site including excavating, scarifying and preparing tank foundation subgrade; placing and compacting Class 2 AB and Chip Stone; removing trees; excavate, place, install and cure reinforced concrete ringwall footing; constructing earthen v-ditch; provide valves and piping (inlet, outlet, drain and overflow drain) including flexible expansion joints (Romac and EBBA); Site Restoration including contour grading; placing mulch erosion control; cleaning, disinfection, flushing and hydrostatic testing of new piping; install new drainage box with SDR 35 outlet piping and ¼ Ton Rip Rap, miscellaneous concrete including thrust blocks, stairway pads.

BID ITEM NO.12 – TEMPORARY WATER STORAGE SYSTEMS AND TEMPORARY PIPING

This item includes providing all labor, equipment and materials required to furnish and install and remove temporary water storage systems and temporary piping including all piping, temporary potable water storage tanks, valves and tie-in as shown on Drawings C1, C3, C5, C9, and D1 and specified in Section 13210; hydrostatic test, disinfect (per AWWA C652), flush tank and piping and confirm passing bacteriological tests before placing into service; upon completing new construction remove temporary facilities. The District has two temporary water storage tanks the Contractor can use during construction, the Contractor will be responsible for relocating the tanks to the location where they will be needed.

BID ITEM NO.13 – SENSORS AND ELECTRICAL EQUIPMENT

This item includes providing all labor, equipment and materials required for installation of electrical and instrumentation equipment at the Big Trees Tank 8, Big Trees Tank 4, Larkspur Tank, and Heather Tank sites as shown on the Drawings and specified.

ARTICLE 4 – TIME OF COMPLETION

- 4.1 Bidder agrees that the Work will be substantially complete and will be completed and ready for payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar or working days indicated in the Agreement.
- 4.2 Bidder agrees that the Work will be substantially complete within **365 calendar** days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within **400 calendar** days after the date when the Contract Times commence to run.

ARTICLE 5 - BIDDER’S ACKNOWLEDGEMENTS; ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

- 5.1 Bid Acceptance Period
 - A. This Bid will remain subject to acceptance for **90 days** after the Bid Opening, or for such longer period of time that Bidder may agree to in writing upon request of the Owner.
- 5.2 Instructions to Bidders
 - A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.
- 5.3 Receipt of Addenda
 - A. Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum Date</u>
1	6/23/2021
_____	_____
_____	_____
_____	_____

ARTICLE 6 – BIDDERS REPRESENTATIONS AND CERTIFICATIONS

6.1 Bidder's Representations

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and regulations that may affect cost, progress, and performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 Bidder's Certifications

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of Paragraph 6.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of the Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder:
CIP 11095
Redwood Water Storage Tanks
Wildfire Hazard Mitigation Project

00410-8

Bid Form

K.W. Emerson, Inc.

(typed or printed name organization)

By:

E Jean Emerson

(individual's signature)

Name:

E. Jean Emerson

(typed or printed)

Title:

Director

(typed or printed)

Date:

6/29/21

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:

SEE ATTACHED

(individual's signature)

Name:

(typed or printed)

Title:

(typed or printed)

Date:

(typed or printed)

Address for giving notices:

P.O. Box 549

San Andreas, CA 95249

Bidder's Contact:

Name:

Mike McPhee

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

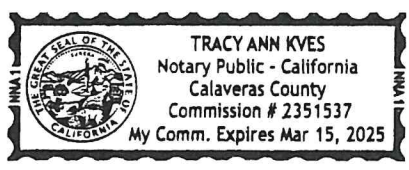
CIVIL CODE § 1189



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Calaveras)
On June 28, 2021 before me, Tracy Ann Kves, Notary Public,
Date Here Insert Name and Title of the Officer
personally appeared E. Jean Emerson
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal.
Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____
Document Date: _____ Number of Pages: _____
Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____

Signer's Name: _____
 Corporate Officer — Title(s): _____
 Partner — Limited General
 Individual Attorney in Fact
 Trustee Guardian or Conservator
 Other: _____
Signer Is Representing: _____



(typed or printed)

Title: Estimator

(typed or printed)

Phone: 209-754-3839 x 102

Email: mike@kwemerson.com

Address: 413 W. Saint Charles St.
San Andreas, CA 95249

Bidder's Contractor License No.: 225085


Employer's Tax ID Number: 94-1577582

**NON COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER
AND SUBMITTED WITH BID**
(Public Contract Code Section 7106)

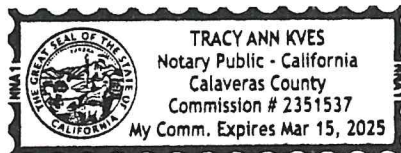
State of California
County of Calaveras
Dan A. Emerson, being first duly sworn, deposes
and says that he or she is Vice-President of
H. W. Emerson, Inc., the party making the foregoing
bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person,
partnership, company, association, organization, or corporation; that the bid is genuine
and not collusive or sham; that the bidder has not directly or indirectly colluded,
conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or
that anyone shall refrain from bidding; that the bidder has not in any manner, directly or
indirectly, sought by agreement, communication, or conference with anyone to fix the
bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element
of the bid price, or of that of any other bidder, or to secure any advantage against the
public body awarding the contract of anyone interested in the proposed contract; that all
statements contained in the bid are true; and further that the bidder has not, directly or
indirectly, submitted his or her bid price or any breakdown thereof, or the contents
thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee
to any corporation, partnership, company association, organization, bid depository, or to
any member or agent thereof to effectuate a collusive or sham bid.

By 

Subscribed and sworn to before me on June 22, 2021
(date)


(Notary Public)

(SEAL)



BID BOND (PENAL SUM FORM)

<p>Bidder Name: K.W. Emerson, Inc. Address (principal place of business): P. O. Box 549 San Andreas, CA 95249</p>	<p>Surety Name: The Ohio Casualty Insurance Company Address (principal place of business): 175 Berkeley Street Boston, MA 02116</p>
<p>Owner Name: Calaveras County Water District Address (principal place of business): 120 Toma Court San Andreas, CA 95249</p>	<p>Bid Project (name and location): Ebbetts Pass Redwood Water Storage Tanks, Wildfire Hazard Mitigation Project Calaveras County, California Bid Due Date: June 29, 2021</p>
<p>Bond Penal Sum: Five Percent of Total Amount Bid -----(5% of Bid) Date of Bond: June 10, 2021</p>	
<p>Surety and Bidder, intending to be legally bound hereby, subject to the terms set forth in this Bid Bond, do each cause this Bid Bond to be duly executed by an authorized officer, agent, or representative.</p>	
<p>Bidder K.W. Emerson, Inc.</p>	<p>Surety The Ohio Casualty Insurance Company</p>
<p>(Full formal name of Bidder)</p>	<p>(Full formal name of Surety) (corporate seal)</p>
<p>By: <u>E. Jean Emerson</u> (Signature)</p>	<p>By: <u>[Signature]</u> (Signature) (Attach Power of Attorney)</p>
<p>Name: <u>E. JEAN EMERSON</u> (Printed or typed)</p>	<p>Name: <u>Dona Lisa Buschmann</u> (Printed or typed)</p>
<p>Title: <u>DIRECTOR</u></p>	<p>Title: <u>Attorney-In-Fact</u></p>
<p>Attest: <u>See attached</u> (Signature)</p>	<p>Attest: <u>(See Attached)</u> (Signature)</p>
<p>Name: _____ (Printed or typed)</p>	<p>Name: _____ (Printed or typed)</p>
<p>Title: _____</p>	<p>Title: _____</p>
<p>Notes: (1) Note: Addresses are to be used for giving any required notice. (2) Provide execution by any additional parties, such as joint venturers, if necessary.</p>	

1. Bidder and Surety, jointly and severally, bind themselves, their heirs, executors, administrators, successors, and assigns to pay to Owner upon default of Bidder the penal sum set forth on the face of this Bond. Payment of the penal sum is the extent of Bidder's and Surety's liability. Recovery of such penal sum under the terms of this Bond will be Owner's sole and exclusive remedy upon default of Bidder.
2. Default of Bidder occurs upon the failure of Bidder to deliver within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents.
3. This obligation will be null and void if:
 - 3.1. Owner accepts Bidder's Bid and Bidder delivers within the time required by the Bidding Documents (or any extension thereof agreed to in writing by Owner) the executed Agreement required by the Bidding Documents and any performance and payment bonds required by the Bidding Documents, or
 - 3.2. All Bids are rejected by Owner, or
 - 3.3. Owner fails to issue a Notice of Award to Bidder within the time specified in the Bidding Documents (or any extension thereof agreed to in writing by Bidder and, if applicable, consented to by Surety when required by Paragraph 5 hereof).
4. Payment under this Bond will be due and payable upon default of Bidder and within 30 calendar days after receipt by Bidder and Surety of written notice of default from Owner, which notice will be given with reasonable promptness, identifying this Bond and the Project and including a statement of the amount due.
5. Surety waives notice of any and all defenses based on or arising out of any time extension to issue Notice of Award agreed to in writing by Owner and Bidder, provided that the total time for issuing Notice of Award including extensions does not in the aggregate exceed 120 days from the Bid due date without Surety's written consent.
6. No suit or action will be commenced under this Bond prior to 30 calendar days after the notice of default required in Paragraph 4 above is received by Bidder and Surety, and in no case later than one year after the Bid due date.
7. Any suit or action under this Bond will be commenced only in a court of competent jurisdiction located in the state in which the Project is located.
8. Notices required hereunder must be in writing and sent to Bidder and Surety at their respective addresses shown on the face of this Bond. Such notices may be sent by personal delivery, commercial courier, or by United States Postal Service registered or certified mail, return receipt requested, postage pre-paid, and will be deemed to be effective upon receipt by the party concerned.
9. Surety shall cause to be attached to this Bond a current and effective Power of Attorney evidencing the authority of the officer, agent, or representative who executed this Bond on behalf of Surety to execute, seal, and deliver such Bond and bind the Surety thereby.
10. This Bond is intended to conform to all applicable statutory requirements. Any applicable requirement of any applicable statute that has been omitted from this Bond will be deemed to be included herein as if set forth at length. If any provision of this Bond conflicts with any applicable statute, then the provision of said statute governs and the remainder of this Bond that is not in conflict therewith continues in full force and effect.
11. The term "Bid" as used herein includes a Bid, offer, or proposal as applicable.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Placer)

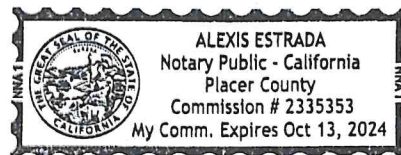
On June 10, 2021 before me, Alexis Estrada, Notary Public
(insert name and title of the officer)

personally appeared Dona Lisa Buschmann,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature *Alexis E.* (Seal)





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205493-977442

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Alexis Estrada, Dona Lisa Buschmann, Edward D. Johnson, J. Buschmann, Jana B. Pilgard, Julie A. Shiroma, Kathy Rangel, Lisa Bracero, Maggie Bender-Johnson, Robert D. Laux, Stephen D. Bender

all of the city of Sacramento state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 28th day of April, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey

David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 28th day of April, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 10th day of June, 2021.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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State of California)

County of Calaveras)

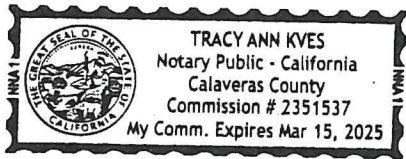
On June 28, 2021 before me, Tracy Ann Kves, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared E. Jean Emerson
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Corporate Officer — Title(s): _____

Partner — Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer Is Representing: _____

Signer's Name: _____

Corporate Officer — Title(s): _____

Partner — Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer Is Representing: _____

COMPLIANCE STATEMENT

This statement relates to a proposed contract with _____

K.W. Emerson, Inc.

(Name of borrower or grantee)

I am the undersigned bidder or prospective contractor. I represent that:

1. I have, have not, participated in a previous contract or subcontract subject to Executive Order 11246 (regarding equal employment opportunity) or a preceding similar Executive Order.
2. If I have participated in such a contract or subcontract, I have, have not, filed all compliance reports that I have been required to file in connection with the contract or subcontract.

If the proposed contract is for \$50,000 or more and I have 50 or more employees, I also represent that:

3. I have, have not, previously had contracts subject to the written affirmative action program requirements of the Secretary of Labor.
4. If I have participated in such a contract or subcontract, I have, have not, developed and placed on file at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor.

I understand that if I have failed to file any compliance reports that have been required or me, I am not eligible and will not be eligible to have my bid considered or to enter into the proposed contract unless and until I make an arrangement regarding such reports that is satisfactory to either the RHS, RBS, or RUS, or to the office where the reports are required to be filed.

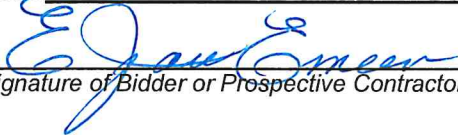
I also certify that I do not maintain or provide for my employees any segregated facilities at any of my establishments, and that I do not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I certify further that I will not maintain or provide for my employees any segregated facilities at any of my establishments, and that I will not permit my employees to perform their services at any location, under my control, where segregated facilities are maintained. I agree that a breach of this certification is a violation of the Equal Opportunity clause in my contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. I further agree that (except where I have obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that I will retain such certifications in my files; and that I will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): (See Reverse).

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENTS
FOR
CERTIFICATIONS OF NON-SEGREGATED FACILITIES**

A certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date: 6/29/21



Signature of Bidder or Prospective Contractor

P.O. Box 549, San Andreas, CA 95249

Address (including Zip Code)

**SECTION 00450
CERTIFICATION REGARDING DEBARMENT**

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion – Lower Tier Covered Transactions.**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Gold Electric, Inc

Ebbetts Pass Redwood Water Storage Wildfire Hazard Mitigation Project

Organization Name

Project Name

Gary Tarplee, Estimator

Name(s) and Title(s) of Authorized Representative(s)

Gary Tarplee

Signature(s)

6/28/2021

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly entered into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

The undersigned certifies, to the best of his or her knowledge and belief, that:

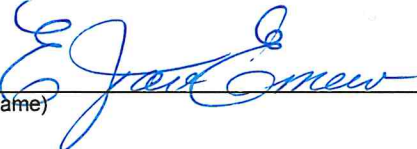
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form – LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



(Name)

6/29/21

(Date)

Director

(Title)

**CONTRACTOR'S CERTIFICATION REGARDING WORKERS'
COMPENSATION INSURANCE**

State of California

County of Calaveras

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

K.W. Emerson, Inc.

(Name of Contractor)

by: E. Jean Emerson



(Signature of Contractor)

Date: 6/29/21

LIST OF SUBCONTRACTORS

NOTE: In accordance with Supplementary Condition SC-7.07.A- the Contractor shall not award work valued at more than fifty percent (50%) of the Contract Price to Subcontractors without prior written approval of the Owner.

Work to be Performed	Percent of Total Contract	Subcontractor's Name and Location of Business
Electrical	15%	Gold Electric, Inc. - Murphys, CA

(Add additional sheets if necessary)

BIDDER: K.W. Emerson, Inc.

Date: 6/29/21

Agenda Item

DATE: July 14, 2021

TO: Michael Minkler, General Manager

FROM: Jessica Self, External Affairs Manager

SUBJECT: Discussion/Action regarding Stage 1 Water Supply Conditions per the Water Shortage Contingency Plan.

RECOMMENDED ACTION:

Motion: _____ / _____ to adopt Resolution No. 2021-____ of Stage 1 water shortage response to address water supply conditions per the Water Shortage Contingency Plan.

SUMMARY:

California has experienced the driest rainy season on record, reaching 126-year lows across the state, according to the meteorological consulting firm, Golden Gate Weather Services. On July 8, Governor Newsom expanded his drought emergency declaration to include 50 of California's 58 counties, including Calaveras County. No conservation mandates have been imposed, but state officials are calling on all Californians to voluntarily reduce water consumption by 15% compared to 2020 levels.

The Urban Water Management Planning Act requires that each water supplier provide a Water Shortage Contingency Plan (WSCP) that outlines how the supplier will prepare for and respond to water shortages. Stage 1, the Advisory Stage, per the Department of Water Resources, is a voluntary rationing response. CCWD's 2020 Urban Water Management Plan (UWMP) includes the newest (WSCP) and defines how CCWD will implement conservation measures, provide water use notices and engage with the public during drought conditions. The following summarizes CCWD's Stage 1 response:

- CCWD demand reductions are not currently enacted.
- Standard water service rates in place.
- Encourage conservation through public outreach.
- Customers should take appropriate actions to establish appropriate run times for landscape irrigation to eliminate excessive water runoff.
- Request that landscape watering is avoided during the hottest part of the day.
- Use of water for cleaning driveways walkways, parking lots and streets is discouraged.

In order to comply with the requests of the State and promote the interest of Calaveras County, the Resolution of Stage 1 water conservation response is provided. The resolution reiterates the severity of the drought and encourages customers to comply with state official's recommendations to aim for voluntary water usage reductions of 15 percent.

FINANCIAL CONSIDERATIONS:

The financial impact of this resolution is expected to be nominal. The current CCWD rate structure was designed to reduce the financial impact during times of reduced customer water usage due to conservation efforts during droughts. Outreach will be conducted by utilizing avenues such as press releases, messages within customer bills, social media, and website news postings. All of which will provide little to no impact on CCWD's finances.

Attachments: a) Resolution No. 2021-__ Stage 1 water shortage response to address water supply conditions per the Water Shortage Contingency Plan.

RESOLUTION NO. 2021-

**A RESOLUTION OF THE BOARD OF
DIRECTORS OF THE CALAVERAS COUNTY
WATER DISTRICT**

**STAGE 1 WATER SHORTAGE RESPONSE TO ADDRESS WATER SUPPLY
CONDITIONS PER THE WATER SHORTAGE CONTINGENCY PLAN**

WHEREAS, On July 8, 2021 Governor Newsom expanded his drought emergency declaration to include 50 of California's 58 counties, including Calaveras County; and

WHEREAS, the State has experienced the driest rainy season on record, reaching 126-year lows across the state; and

WHEREAS, extremely dry conditions have persisted and may continue beyond this year and more regularly into the future, based on scientific projections regarding the impact of climate change on snowpack; and

WHEREAS, California is in a statewide drought and it is critical that all residents do what they can to use water wisely to maximize supplies and protect water reserves to prepare for the potential scenario of an extended, multi-year drought; and

WHEREAS, Calaveras County Water District has and continues to make significant investment in infrastructure and repairs to reduce water loss and improve efficiency of the water deliveries to our customers; and

WHEREAS, The Urban Water Management Planning Act requires that each water supplier provide a Water Shortage Contingency Plan (WSCP) that outlines how the supplier will prepare for and respond to water shortages. Stage 1, the Advisory Stage, per the Department of Water Resources, is a voluntary rationing response; and

WHEREAS, CCWD's 2020 Urban Water Management Plan (UWMP) includes the newest (WSCP) and defines how CCWD will implement conservation measures, provide water use notices and engage with the public during drought conditions, and

WHEREAS, Calaveras County Water District encourages residents adopt voluntary conservation practices provided within Stage 1 of the Water Shortage Contingency Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopts this resolution to enter Stage 1 of the Water Shortage Contingency Plan to encourage customer to use water wisely and

comply with state official recommendations to aim for voluntary water use reductions of 15 percent.

PASSED AND ADOPTED this 14th of July, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Jeff Davidson, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 9, 2021
TO: Michael Minkler, General Manager
FROM: Damon Wyckoff, Director of Operations
RE: Report on the June 2021 Operations and Engineering Departments

RECOMMENDED ACTION:

Receive Report on the Operations and Engineering Departments Report for Divisions 1 through 5.

SUMMARY:

Attached is the monthly Operations and Engineering Departments Report for June 2021. This report will review the operational status and work completed by departmental administration and each of the five Divisions. The report will cover the following:

- Administration
- Engineering
- Water treatment plants
- Wastewater treatment plants
- Distribution
- Collections
- Construction
- Electrical
- Mechanical

Staff will be present the report to the Board of Directors and will be available for questions.

FINANCIAL CONSIDERATIONS:

None.

Attachment: June 2021 Operations and Engineering Department Reports for Division 1 through 5

Operations and Engineering Departments Report

June 1st, 2021 through June 30th, 2021

Director of Operations:

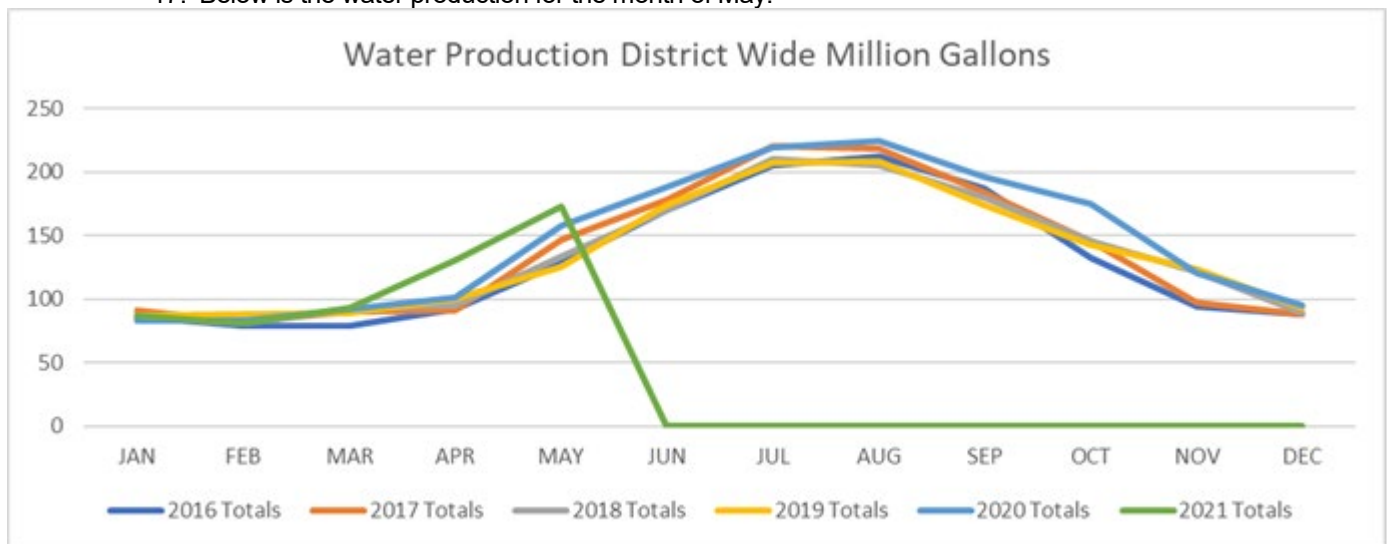
1. On-going work with Engineering Staff to develop an AD-604 Timeline and plan
2. On-Going work with Staff from multiple departments to develop an updated five-year Capital Improvement Plan (CIP)
3. Conducted the District's Quarterly Utilities Coordination Meeting to discuss projects and various County-Wide Issues.
4. On-going work with Operations and Engineering Staff on multiple in-house construction projects, developer projects, and design efforts.
5. Worked with Contractors to secure their services to aid Calaveras County in its fire protection improvement effort in Sheep Ranch.
6. On-going work with The District's consultant, General Manager, and District Engineer related to Capacity Fee development for the Copperopolis and La Contenta/Jenny Lind Service Areas
7. On-going work with operations and engineering staff to begin to develop a detailed worksheet of production vs consumption and available capacity to facilitate effective infrastructure replacement, upgrades, and planning.
8. Participated in a meeting with multiple local Utilities and the Calaveras County Building Department to discuss ways to improve coordination of new construction and associated permitting.
9. Participated in a meeting with Blue Lake Springs Mutual Water Company to check in regarding multiple items including water quality, drought, and upcoming shutoff/lockoff planning and procedures.
10. Conducted a meeting in the District's Ebbetts Pass Service Area to coordinate testing and analysis to determine DBP compliance post its 2020 HAA Exceedance.
11. Participated in the Army Corps New Hogan Dam Failure Tabletop Exercise.

Administrative Technician:

1. May Spray Reporting
2. Maintained Field Calendar
3. Received/Tracked All USA North Line 811 Locates – Handled Associated Calls
4,522 District Line Locates – 06/01 – 06/30
4. Facilitated with Employee Reimbursements & Certificate Renewals
5. Field Training Course Ordering/Registrations
6. Process Operations Purchase Order Batches
7. On Call Reminders, Transfers, Logs
8. Electronic Lab Report Filing
9. Organizing and Archiving Operations Department Documents
10. Safety Tailgate Meetings: Create, Track, & Archive
11. Attended Various Meetings:
Coordination Meeting, Board Meeting
12. Continued Work Efforts for the 2021 Backflow Testing Program
13. Attended Total Coliform Rule Webinar
14. Attended USA North Updated Policy Webinar
15. Miscellaneous Administrative Functions

Plant Operations Manager:

1. Completed the review and acceptance of the Monthly State Water Reports for all of the Districts Water Systems and submitted them to the State.
2. Completed the monthly Wastewater Reports for all of the Districts WW Systems and submitted them to the State.
3. On-going training of the new Operator the West Point Water and Wastewater Systems
4. On-going meetings with Nexgen engineering for the West Point WWTP for the discussion of the consolidation project of Wilseyville and West Point WWTP's
5. On-going Administrative and Onsite work associated with the Startup operation of the Actiflo Pre-Treatment System at the Jenny Lind WTP
6. On-going work associated with PO's and ordering supplies for different District facilities and projects.
7. Ongoing work efforts associated with the Ebbetts Pass HAA5 violation for purposes of public notification and data collection.
8. Coordination efforts with the Jenny Lind filter rehabilitation
9. Participated in the tabletop exercise for Hogan Dam Emergency Action Plan
10. Attended the budget workshop Board meeting.
11. Kickoff meeting with PBI for the design of the second filter at West Point Water Treatment Plant
12. Attended traffic control and silica training classes.
13. Met with CalNet for internet services.
14. Met with County Environmental Health staff for site inspections of hazardous materials.
15. On-going work efforts with the Districts CERS (California Environmental Reporting System) annual reporting
16. Finalized the District's annual Water Quality reports for all water systems for the year 2020.
17. Below is the water production for the month of May.



Construction and Maintenance Manager:

1. Participated in the AMI project update meetings and Pre-Construction meeting.
2. Participated in the District's Generator implementation plan meeting.
3. Participated in the Pre-bid EP Redwood tank replacement project meeting.
4. Attended a PG&E PSPS webinar for water agencies.
5. Participated in a B tank pressure tank install coordination meeting. The existing tank is failing.
6. Completed review and updates to the Districts Sewer System Management Plan, (SSMP).
7. Developed an SSMP PowerPoint presentation for a June Board Meeting Board meeting
8. Completed review and updates to the Public Safety Planned Shutdown (PSPS) action plan.
9. Confirmed meter box lid sizes in Ebbetts Pass for the AMI project.
10. Site visit to Copper in Conner Estates with customer to go over concerns associated with possible District leaks – no evidence of CCWD leaks.
11. Site visits with Jared to Gold Creek 3/LC fence project and Saddle Creek.

12. Field meet with Bob G and Jared at Wallace WWTP.
13. Site visits to Indian Rock WWTP Improvement Project.
14. Meeting and site visit regarding Sheep Ranch Fire Protection tank.
15. Compiled monthly system flushing data from 2018, 2019 and 2020 for the District's Engineering Coordinator.
16. Participated in a Field meet at Hunter's WTP with CCWD and Blue Lakes Springs staff regarding HAA5 sample numbers.
17. Responded to pressure tank at B tank site ruptured and had large hole, Mechanics were able to weld a patch on for temporary repair.
18. Took GapVax up to West Point and worked with the Director of Operations and a member of the Construction Crew to repair 6" mainline leak on Bald Mountain Rd. Emergency response.
19. Completed training sign in sheets and assisted trainer with class set up (assisting HR dept.)
20. Attended Flagger and Silica training.
21. Assisted with Boil Water Advisory for the community of Sheep Ranch.

District Engineer (On Leave in May – See the Engineering Department List)

Purchasing Agent:

1. Onsite meeting at the Jenny Lind WTP with Matheson Chemical to discuss purchase and delivery to the WTP.
2. Ordered and received multiple floats and pressure switches for the Electrical/Collections Crews
3. Met with FedEx to fix a freight billing error related to a return of a warrantied pump.
4. Ordered parts and material for all crews and delivered throughout the District as necessary.
5. Secured a new hydropneumatics Tank for the B Tank Pressure System and delivered to the CCWD Warehouse.
6. Completed monthly invoicing.
7. Worked on the inventory list within Mobile MMS and ensured proper association with work orders and service requests.
8. Purchasing Warehouse maintenance and housekeeping
9. Reviewed the PSPS Action Plan and confirmed availability of outside support vendors (namely fuel and generator related)
10. On-going work to document all District on and off-road vehicles as required by the State and Local Air Resources Board's and the DOORS Program
11. Met with multiple vendors related to material purchases – availability, price, and delivery.
12. Coordinated the purchase and delivery of a digital highway sign with the AMI Project Manager
13. Coordinated the County Air Resources Board's inspection of the newly installed generator at the Hunters WTP.
14. Coordinated and delivered bottled water to the Sheep Ranch Community while they were under a Boil Water Advisory
15. Ordered and delivered ice machines to the different regional shops throughout the District.
16. Obtained quotes from multiple vendors to determine best option and purchase capital outlay items depicted in the 21/22 Fiscal Year Budget.

Engineering Department

1. Weekly Engineering Dept Meetings
2. Bi-weekly Coordination meetings (Engineering, Ops & Customer Service)
3. AMI/AMR Meter Project (bi-weekly meetings, door tag notifications, socket ID coordination with Software Integrator)
4. West Point Redundant Filter Project (Reviewed Preliminary Design and Selected alternative, grant reporting)
5. Arnold WWTF Project – Presented selected consultant to the Board for approval – worked to deliver Professional Services Agreement post Board approval.
6. Redwood Tanks Project (submittal review from the Tank Manufacturer on-going – opened bids for site improvements portion of the project)

7. Maintenance & Warehouse Building Project (Ordered Building, site visit with the Construction Crew to prepare for its delivery, pulled permits for site improvements with Calaveras County)
8. Jenny Lind Elementary Force Main Project (grant agreement received by the Calaveras USD)
9. Water Tank Relocation to Sheep Ranch Project (Secured services for site improvements and tank re-assembly)
10. La Contenta Property Fence Project – constructed by selected Contractor Dairies Fencing.
11. Wallace WWTP Electrical Improvements – Submittal Review and project coordination with A-TEEM Electrical Consultant
12. Conducted extensive work and research related to AD-604 to develop a concrete timeline of understanding – presentation in development.
13. Weekly meetings with Nexgen RE the West Point/Wilseyville WWTP consolidation project – work to come to a collective agreement with the consultant RE a plan for design.
14. Review of Copper Cove WW Master Plan and development of a plan of action to pursue the replacement/rehabilitation of the Copper Cove WWTP. Working to restore the Copper Pond 6 Dam Raise Project.
15. On-going work with Lee & Ro to refine the 100% design Plans for the Copperopolis Force Main Installation and Lift Station Improvements Project.
16. Discussion/Coordination with the Jenny Lind Distribution Crew RE Calaveras County's Micro-surfacing and paving schedule to ensure cooperative work efforts within the Rancho Calaveras Service Area
17. Revision of Design and Construction Standards
18. Monthly Fire Hydrant Meter Billing
19. Cost to Serves for New Services
20. Concept Applications
21. Customer Issues
22. Commercial Change of Use Applications
23. Request for Comments
24. Inspection of Developer Projects- Gold Creek III
25. Participated in meetings and provided feedback to Engineering Staff on multiple in-play projects and work efforts including – AMI, Redwood Tanks, Copper Lift Stations, Arnold WWTP Upgrades, West Point Redundant Filter, and Wallace Electrical and SCADA improvements
26. On-going work supporting Engineering Staff work efforts – AMI, Wallace SCADA and Electrical Upgrades, and Developer Projects.
27. Extensive work on CIP development and budget development for the Engineering Department
28. On-Going extensive work related to the Capacity Fee update project completed by HDR Consulting.

Water Treatment Plants:

Copper Cove Water Treatment Plant:

1. Operations as usual
2. Replaced O3 High concentration analyzer with spare unit.
3. High flows from C-Tank causing supply issues at C-Tank.
4. Brought online spare filter at WTP for high demand in distribution system.
5. B-Tank Redwood leaking badly from bottom of tank. You can hear the leak spray internally.
6. High demand for Lake Tulloch raw Caused by golf course irrigation.
7. Backup Lake Tulloch Raw Pump out for Repair – anticipate delivery the week of July 19th.

Hunter's (Ebbett's Pass) Water Treatment Plant:

1. Operations as usual
2. Worked with Electrical, Mechanical, and Construction to facilitate the replacement of the Plant Generator.
3. Training of new operator

Jenny Lind Water Treatment Plant:

1. Operations as usual
2. Training of new operator

Sheep Ranch Water Treatment Plant:

1. Operations as usual
2. Training of new operator

Wallace Lake Estates Well System:

1. Operations as usual

West Point Water Treatment Plant:

1. Operations by committee
2. Training of new operator

Wastewater Treatment Plants:

Arnold Wastewater Treatment Plant:

1. Operations as usual
2. On-going training of new Operator

Copper Cove Wastewater Treatment Plant:

1. Routine operations as required by permit.
2. Ultrasonic Algae control unit operational – Algae is more manageable.
3. Cleaned ultra-sonic algae kits in pond 4 and pond 6.

Copper Cove Wastewater Reclamation Plant:

1. RCP started and running.
2. Pond 6 dropping steadily.
3. Anticipate Pond 6 will be empty by August.
4. Jar Testing complete to determine optimal coagulant dose.

Country House Wastewater Facility:

1. Operations as usual

Forest Meadows Wastewater Treatment Plant:

1. Operations as usual
2. Facilitated the submission of an equipment submittal to Ops Management for a new UV System.
3. Training of New Operator

Indian Rock Vineyards Wastewater Facility:

1. Operations as Usual - Weekly inspection of facility. Switched leach fields, tested pumps, changed chart, weekly reads for state compliance.
2. On-going work to provide as-need assistance and accommodation to the Construction and Electrical Crews as they work to install the new Orenco treatment filters.

La Contenta Wastewater Treatment Plant:

1. Operations as usual

Mountain Retreat / Sequoia Woods Wastewater Facility:

1. Operations as usual

Six Mile Wastewater Collection System:

1. Monthly reads taken and report submitted to the City of Angels Camp

Southworth Wastewater Treatment Plant:

1. Operations as usual

Vallecito / Douglas Flat Wastewater Treatment Plant:

1. Operations as usual
2. Training of new Operator

West Point Wastewater Treatment Plant:

1. Operations as usual
2. On-going work with the District's consultant to facilitate plan development for the West Point/Wilseyville WWTP consolidation project.
3. Training new operator

Wilseyville Wastewater Facility:

1. Operations as usual

Distribution:

Copperopolis Distribution System:

SERVICE LINE WORK

1. Poker Flat 1" 3 Gpm
2. Salmon 1" 1 Gpm
3. Lakeshore 1" 4 Gpm
4. Foothill 1" 7 Gpm
5. Cheyenne 1" 1 Gpm
6. Sunrise 1" 3 Gpm
7. Sunrise 1" 4 Gpm
8. Poker Flat 1" 3 Gpm
9. Hodson 1" 1 Gpm
10. Indian Hills 1" Gpm

MAIN LINE WORK

1. None during this time

Additional Work

1. USA's – 10 hours on the Copper Cove Drive Line Locate alone
2. Flushed 98,066 gallons.
3. Maintenance work on the Copper Cove PRV
4. 56 valves exercised.

Ebbett's Pass Distribution System:

SERVICE LINE WORK

1. Gold Hill
2. Pardee
3. Shoshone
4. Board's Crossing
5. Navajo
6. Board's Crossing

MAIN LINE WORK

1. El Dorado Street – Sheep Ranch
2. Armstrong Road – Sheep Ranch
3. Raw Line – Sheep Ranch

Additional Work

1. Customer Service Work Orders - 79
2. USA Line Locates – Extensive work associated with USAs continues.
3. Repaired PRV #22 – Canyon View

Jenny Lind Distribution System:

SERVICE LINE WORK

1. Redman
2. Mann
3. Sparrowk
4. Baldwin
5. Hartvickson
6. Bartelink
7. Thornicroft
8. Dunn
9. Huckleberry
10. Dunn
11. Spyglass
12. Thornicroft
13. Opal
14. Dunn
15. Bartelink
16. Mitchell

17. Rippon
18. Brooks
19. Milton
20. Berkesey
21. O'Reilly
22. Dunn
23. Dunn

MAIN LINE WORK

1. Bergsma

ADDITIONAL WORK

1. Service Requests for the JL area
2. USA line locates for JL area.
3. Weekly tank and pump station checks
4. Monthly Tank Checks
5. Monthly Flushing
6. Abandoned 2" line that fed an old blowoff on Bane.
7. Replaced ARV and fixed a leak on the flare that fed the ARV at the intersection of McCauley and Anderson.
8. Temporary weld repair of ruptured Hydropneumatic Tank at B Tank

West Point Distribution System:

SERVICE LINE WORK

1. None currently

MAIN LINE WORK

1. 6" Bald Mountain Road – 100 gpm

ADDITIONAL WORK

1. USA Line locates
2. Service Requests ranging from Read/Leave Ons, Restores, Pressure issues, Re-reads.

Construction

1. Provided leak repair assistance to the Copper Cove and Ebbetts Pass Distribution Crews
2. Worked to replace the Generator at the Hunters WTP – Completed the project
3. On-going work to replace the re-circulating gravel filters at Indian Rock.
4. On-going work to facilitate the installation of a grit removal chamber at Vallecito WWTP.
5. Worked with Ebbetts Pass Collections on an emergency water main repair – Sheep Ranch.
6. Worked with Mechanical Staff on emergency repair of the B Tank Pressure System – Rancho Calaveras
7. Provided potholing assistance to the District's Consulting Engineer for Geotechnical Services – West Point WWTP

Collections:

1. Worked on lateral issue and manhole issue in New Hogan Lake Estates
2. Replaced low level and on off floats at 966 Chardonnay ct.
3. Checked lift stations and dry cans - weekly and monthly inspections.
4. SSO state reports filled out and submitted.
5. Checked manhole 604 in La Contenta for roots (yearly inspection)
6. Pulled pumps at LS 3 in Arnold and cleaned
7. Worked on pump 1 failure at lift station 13 – Copperopolis - call out.
8. Marked USA in West Point for Volcano Telephone - entire length of Hwy 26.
9. Replaced pump on septic tank at address off Cliff Ct. - Southworth
10. Pulled pumps at LS 17 and de-ragged them - Copperopolis.
11. Met with Connors Estates HOA
12. Continued USAs in Forest Meadows and for Osmose in Arnold
13. Replaced on off float at address off Ospital - Southworth.

14. Installed new services at Sunrise rd. - Copperopolis.
15. Pulled pump 1 at LS 3 and de-ragged it - Arnold.
16. Pumped and cleaned lift stations 19 & 20-Copperopolis.
17. Pumped and cleaned Upper and Lower Cross-Country lift stations - Copperopolis.
18. Helped repair water leak on Camanche Ct. - Arnold
19. Hydro'd head works at Vallecito WWTP.
20. Assisted the Ebbetts Pass Distribution Crew with a water leak repair on Navajo – Big Trees Village
21. Pulled pumps at LS 14 due to rags tripping out pumps-Copperopolis.
22. Checked MH 195 in Arnold for roots (yearly inspection)
23. Replaced lid and pumped septic tank at address off ponderosa - Vallecito.
24. Started hydro-cleaning and TV inspection of the sewer system in the Arnold area.
25. Dug up and repaired illegal tap off Linebaugh in Arnold.
26. Hydro-cleaned above lift station 3 in Arnold and pumped and cleaned lift station.
27. Pumped and cleaned septic system at Wallace WTP.
28. Worked on pump 1 issues at LS 17 - Copperopolis.
29. Attended safety classes at the office for flagging and silica training.
30. Pulled pump 1 at LS 14 due to being stripped out from plastic strips stuck in impeller.
31. Worked on low-level issues and high-level issues at Lakeside lift station – Forest Meadows.
32. Repaired lid and riser on septic tank at church in Vallecito
33. Replaced on/off float and high-level float at address off Chardonnay Ct.
34. Installed new sewer lateral at Hwy 12 - Wallace.

Electrical:

1. Installation completion, testing and startup of new backup generator at Hunters WTP.
2. Walked operator through KVM switch repair for the SCADA computer system at Vallecito WWTP.
3. Pushed out radio firmware update via RF from C-Tank polling site in Copper to Catch Pond, Reclaim plant, golf course, headworks and AP1 rocket radios.
4. Troubleshoot and repaired communications failure at Copper Cove pond 4 radio
5. Troubleshoot and repaired corrupted trend files on SCADA 2 computer at Vallecito WWTP.
6. Troubleshoot influent flow meter at AWWTP headworks, meter needs replacement.
7. Troubleshoot and rewired septic system at address off Chardonnay Court in Indian Rock, restoring proper functionality of system.
8. Performed multiple USA electrical locates in the Copper Cove service area.
9. Troubleshoot/repaired control system and replaced two failed floats at Southworth WWTP.
10. Unwired/rewired nitrogen compressor at JLWTP ozone generator to replace failed unit with new.
11. Rebuilt pump #1 and pump #2 motor starters at Copper Cove lift station #12 and returned them to alternation mode in SCADA.
12. Updated SCADA and autodialer call out databases to reflect personnel changes.
13. Performed work-around to keep SCADA alarm system operational at La Contenta WWTP while awaiting phone line repairs.
14. After hours emergency troubleshoot and repair of Arnold WWTP PLC to Comm71 data communication system, replaced fiber optic to Ethernet converter.
15. Cleaned up SCADA system wiring at Arnold WWTP, eliminated old equipment and associated wiring.
16. Adjusted overloads at B-Tank pressure system in Rancho Calaveras to prevent nuisance tripping condition associated with seasonal high ambient temperature.
17. Removed all electrical and instrumentation on filter #4 at JLWTP for filter rehab project.
18. Confirmed service specs for new backup generator at D-Tank in Valley Springs
19. After hours emergency remote troubleshoot and repair of SCADA machine at Forest Meadows WWTP after Wonderware crash
20. Repaired alarm history database link remotely on the Forest Meadows WWTP SCADA system
21. After hours emergency troubleshoot and repair of backwash system at Hunters WTP
22. Developed and constructed solar control panel systems for AMI radio meter project.
23. Troubleshoot and repaired backwash return pump at the Jenny Lind WTP
24. Added cord to a new CFE turbidity pump at Jenny Lind WTP
25. Troubleshoot and repaired pumps at West Point WWTP in Bank #1 of the Orenco treatment system

26. Troubleshoot and repaired bad float at Lakeside lift station and adjusted height of existing floats, restoring proper operation of station – Forest Meadows.
27. Repaired VNC software on SCADA #2 machine at Forest Meadows WWTP
28. Troubleshoot and repaired exhaust fan in the filter room at Jenny Lind WTP
29. Unwired freshwater booster pump at La Contenta WWTP for the mechanical crew to remove and replace failed pump.
30. Worked with A-TEEM engineering at Copper Cove WTP setting up new SCADA alarming system.

Mechanical:

1. Routine maintenance of the Mechanics Shop.
2. Serviced and replaced the tires on the La Contenta tow-behind air compressor.
3. Restored the auto-transfer function of the generator at the Arnold WWTP.
4. Installed new suction hose and rear tires on Truck 123 (VacCon)
5. Replaced cooling clutch fan on Truck 710 to correct over heating issue.
6. Engine Tune-up and service on Truck 554 (F150)
7. Changed oil and multiple sensors on Truck 608 (Chevy Silverado)
8. Replaced check-valves at the Vallecito WWTP.
9. Replaced fresh-water booster pump at the La Contenta Shop/ La Contenta WWTP
10. Replaced blower belts and check valves at the La Contenta WWTP
11. System-Wide Generator Checks
12. Repaired crane on Truck 592 (F-350)
13. Troubleshoot and repaired corroded electrical harness on Truck 145 (VacCon)
14. Installed a battery tender on the battery for the new generator at the Hunters WTP.
15. Surface wash pump at the West Point WTP lost coupler – ordered, picked-up, and installed new coupler.
16. Installed rebuilt (Industrial Electric) wastewater pump for the Vallecito WWTP.
17. Rebuilt oilless compressors at the West Point Bummerville Reservoir to restore aeration in the Reservoir.
18. Installed a master switch on the S1 Skid Steer housed at the White Pines Barn to eliminate a battery drain issue.
19. Dropped fuel tank and replaced the fuel pump and sending unit on Truck 608 (Chevy Silverado)
20. Pulled pumps at Lift Station 3 in Arnold with members of the Collections Crew-cleaned and adjusted packing glands.
21. Ordered and delivered the cutting edge for Kioti tractor in Wallace. Tractor never had a cutting edge and as a result the bucket was wearing out.
22. Replaced the brakes on Truck 134 (F 350 Crane Truck)
23. Arnold VacCon 135 not operating properly – forced regen with computer scanner to restore to normal operation.
24. Serviced the air compressor and inline water filter/separator at the Jenny Lind WTP
25. Fabricated a shelf for the self-priming pump at the Jenny Lind WTP
26. Replaced belt on the Arnold Belt Press – Rips in old one.
27. 4x4 not working on Truck 531 (F350) – found bad fuse – replaced.
28. Changed oil on Truck 592 (F350)

Prepared By: Damon Wyckoff, Director of Operations

Agenda Item

DATE: July 14, 2021

TO: CCWD Board of Directors

FROM: Michael Minkler, General Manager
Stacey Lollar, Human Resources Manager

SUBJECT: Discussion/Action regarding Approval of the Memorandum of Understanding with the Service Employees International Union Local 1021 and the Management and Confidential Unit

RECOMMENDED ACTION:

Motion: _____/_____ approving Resolution 2021- ____ approving a Memorandum of Understanding (MOU) with the Service Employees International Union (SEIU) Local 1021 for the term of July 1, 2021 through June 30, 2026.

Motion: _____/_____ approving Resolution 2021- ____ approving a Memorandum of Understanding (MOU) with the Management and Confidential Unit (MCU) for the term of July 1, 2021 through June 30, 2026.

SUMMARY:

CCWD and members of the SEIU and MCU bargaining units have been involved in collaborative negotiations since January of this year. The recent MOUs were extensions to the previous MOUs due to the unknown economic effects of the COVID-19 pandemic. The District, SEIU, and the MCU agreed that it was in the best interest of the District and its employees to extend the contracts for one year with no changes to benefits or Cost of Living Adjustment (COLA) increases.

Tentative agreements have been reached with each unit. Both the SEIU and MCU negotiating team and their general membership have reviewed the final draft of their respective MOU and agree to the terms.

The CCWD negotiating team would like to thank the SEIU and MCU negotiating teams for the hard work that went into in the numerous negotiations sessions to work out a five-year MOU. The District believes the proposed MOUs are fair and take into consideration the District's budget challenges while providing a fair and competitive package to retain and recruit District employees.

Attachments: MOU's will be presented at the meeting.

Agenda Item

DATE: July 14, 2021

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, Human Resources Manager

SUBJECT: Discussion/Action Revising District Employee Policies

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2021 - ____ Employee Policies 2060 – Jury Duty and Witness Leave, 2100 – Travel, 2110 – Vehicle Use, 2160 – Authorized Leave Without Pay, 2165 – Unauthorized Leave, 2170 – Performance Evaluations, 2190 - Drug and Alcohol Policy for Non-DOT Employees, and 2250 – Disciplinary Actions

SUMMARY:

CCWD staff are in the process of drafting updates to the District's employee policies. A completely updated and revised Employee Policy Handbook will be brought before the Board for consideration in the near future. Some of the policies are referenced in or related to the Memoranda of Understanding (MOU) for both the SEIU Local 1021 Union and the Management and Confidential Unit. Accordingly, staff prioritized those sections and are recommending Board approval at this time. Both bargaining units reviewed these policies and provided feedback that has been addressed or incorporated in the attached proposed policies.

Following are the policies that are currently before the Board:

Jury Duty and Witness Leave	2060
Travel	2100
Vehicle Use	2110
Authorized Leave Without Pay	2160
Unauthorized Leave	2165
Performance Evaluations	2170
Drug and Alcohol Policy for Non-DOT Employees	2190
Disciplinary Actions	2250
Disability and Life Insurance (new)	2315

There are no changes to the level of benefits provided within these policies.

FINANCIAL CONSIDERATIONS:

None.

Attachments: a) Resolution 2021-__ Adopting Updated Employee Policies
 b) Current Policies (as identified above)
 c) Proposed Policies

RESOLUTION NO. 2021-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT**

UPDATING DISTRICT EMPLOYEE POLICIES

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT (CCWD) has the authority to change existing policies and implement new policies; and

WHEREAS, during recent Memorandum of Understanding (MOU) negotiations with both the SEIU Local 1021 and Management and Confidential bargaining units, it was agreed to remove language from the previous MOU's and incorporate the language into existing employee policies; and

WHEREAS, the Board of Directors and District staff wish to modify the following policies; and

<u>Policy Name</u>	<u>Number</u>
Jury Duty and Witness Leave	2060
Travel	2100
Vehicle Use	2110
Authorized Leave Without Pay	2160
Unauthorized Leave	2165
Performance Evaluations	2170
Drug and Alcohol Policy for Non-DOT Employees	2190
Disciplinary Actions	2250

WHEREAS, the Board of Directors wish to add a Disability and Life Insurance Policy, Number 2315.

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby adopts updated CCWD Employee Policy 2060, 2100, 2110, 2160, 2165, 2170, 2190 and 2250 for incorporation into the Employee Policy Handbook effective immediately; and

BE IT FURTHER RESOLVED the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby adopts new employee policy 2315 for incorporation into the Employee Policy Handbook effective immediately.

PASSED AND ADOPTED this 14th day of July 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Jeff Davidson, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Current Policies

POLICY TITLE: Jury/Witness Duty
POLICY NUMBER: 2060

12/15/97

2060.10 This policy shall apply to probationary, part-time and full-time employees in all classifications.

2060.20 An employee summoned for jury duty or subpoenaed as a witness will immediately notify the CCWD main office of each scheduled work day that he/she will not be reporting to work while serving as juror or witness. While performing jury/witness duty, he/she will be given a paid leave of absence for the duration of said duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror or witness, not including any travel or meal allowance received.

POLICY TITLE: Travel Policy

POLICY NUMBER: 2100

Board Approved: Dec 10, 2008

Rev. Date: 12/10/2008

General Manager: 

2100.00 General: Department Heads may authorize work-related travel for training, conferences and meetings, and participation in professional societies and/or activities that will benefit the efficiency and operations of the District. The purpose of this policy is to:

- State that an employee's reasonable out-of-pocket expenses in performing such travel/training, upon meeting the requirements of this policy, will be paid by the District;
- Clarify eligible and ineligible expenses; and;
- Provide a mechanism for requesting reimbursement when verifying paperwork has been lost.

2100.01 Travel reimbursement for the Board of Directors is covered by Board Policy 4030. Responsibilities for travel and procedures for reimbursement are as defined in Financial Management Policy 56, Travel Reimbursement.

2100.02 All travel performed by District staff is performed in accordance with this policy and the requirements of Financial Management Policy 56. In the case of specific conflicts or discrepancies between this policy and travel items included in a bargaining unit's Memorandum of Understanding (MOU), the travel requirements of the particular current MOU shall prevail. Where there is no conflict this policy shall prevail.

2100.10 Employees of the District attending authorized work-related meetings, training, or other functions will be eligible for reimbursement for reasonable expenses, including but not limited to authorized transportation, meals, lodging and certain incidental expenses.

2100.11 All employee travel for which reimbursement is requested must have been previously authorized by the Department Head, with Manager or Department Head travel authorized by the General Manager.

2100.12 Authorization for travel involving expenses beyond mileage is obtained by submitting the District's current travel authorization form for approval, attaching information about the travel event. This form is not required for routine training activities for which a Department may have made prior arrangements, or for local events involving only mileage reimbursement.

2100.13 Authorization for travel must be obtained prior to making any on-line payment arrangements for travel or lodging. An employee using his/her own credit card for purposes of approved District travel is required to submit a receipt for any item charged. Reimbursement for personally-charged travel arrangements is paid through the travel reimbursement process following the travel event.

2100.14 In accordance with Financial Management Policy number 57, credit-cards may be signed out for authorized travel through the Finance Department, on a case-by-case basis.

2100.20 Timekeeping during Travel. Where the District directs attendance and participation, a non-exempt employee will be paid for necessary travel time and attendance at work-related meetings or trainings. When travel is necessary for work, travel time is considered work time. Employee meal time is not paid time. Travel time for non-exempt employees begins when the employee leaves the work site during the work day, or when leaving home to travel directly to a work-related meeting or training. When an employee is out-of-town for District business, free time outside normal business hours is not paid time.

2100.30 Vehicle Use. District vehicles are generally available for employee use, and employees shall use a District vehicle for business travel unless the Department Head and/or the General Manager approves private vehicle use. Use of personal vehicles for the performance of District work may not be authorized if a suitable District vehicle is available and safely operational.

2100.31 The employee is to request a District vehicle through the Utility Services Department as far in advance of the planned travel as possible, and is responsible to notify that Department of any maintenance needs of the vehicle upon its return. A District vehicle is to be returned with a minimum ½-tank of gas. An employee may be denied use of a District vehicle based on the employee's Department of Motor Vehicles driving record.

2100.32 An employee authorized to use his/her own private vehicle for District business will be reimbursed for business-related miles driven at the current rate specified by the U.S. Internal Revenue Service.

2100.32.01 Proof of adequate insurance covering collision, personal injury and property damage is required of any employee using a personal vehicle in the performance of District work. Evidence of coverage shall be provided to the Administrative Services Department and updated upon renewal or replacement of personal vehicle insurance.

2100.32.02 In using a personal vehicle for authorized District business, the employee's own vehicle insurance becomes primary in the case of any accident.

2100.32.03 When an employee has been approved to use his/her own vehicle for District business, mileage charged shall be exclusive of the employee's normal distance to and from his/her work site, which will be assumed to be the site of the start of the business travel.

2100.33 When an employee is temporarily reassigned to a new work site and uses his/her personal vehicle to travel there, pursuant to District policy or to a bargaining unit MOU regarding temporary assignments, the employee may be eligible for mileage reimbursement of miles driven beyond the employee's normal (non-reimbursable) daily work commute. In the case of policy/procedure conflicts for temporary assignment, the appropriate MOU will prevail. The Department Head shall discuss this issue with the employee prior to making the temporary assignment and if mileage reimbursement is requested, the General Manager or designated representative shall determine eligibility, or if a District-owned vehicle is to be provided.

2100.40 Other Transportation Modes. Use of any transportation beyond District or personal vehicles shall be pre-approved in advance by the Department Head using the District's approved travel authorization form.

2100.41 Air and train travel arrangements shall be in amounts not to exceed the government rate, if available; otherwise cost for any public transportation shall not exceed the standard coach fare.

2100.42 Rental vehicle reimbursement shall not exceed the midsize vehicle rate. Rental vehicle insurance is covered by the District's insurance policy; any rental vehicle insurance purchased by an employee while on District business will not be reimbursed. A rented vehicle is to be returned to the rental vendor with a full fuel tank.

2100.50 Travel Advances. All requests for advances are made in accordance with Financial Management Policy 56. Approved Travel Authorization/Advance requests must be submitted to the Finance Department no fewer than ten (10) working days in advance of the travel date. In the case of travel cancellation, any advanced funds shall be returned to the Finance Department within five (5) days of the scheduled travel date.

2100.60 Overnight Trips. Overnight lodging at commercial establishments, including the day before the event is eligible for reimbursement if the event is at least a three (3) hour drive from the employee's residence and begins on or before 9:00 a.m. and/or for the night after the meeting if the event is at least a three (3) hour drive from the District office and ends on or after 4:00 p.m., or in the case where the anticipated arrival time home is estimated to be after 10:00 p.m. Reimbursement of lodging costs shall not exceed the maximum of the government rate or the group rate published by the conference or activity sponsor.

2100.70 Meal costs, when meals are authorized, are reimbursed at actual cost, including up to a 15% tip, up to the following maximum amounts: Breakfast: \$20.00; Lunch: \$20.00; Dinner: \$30.00. Receipts are required for all meal reimbursements.

2100.71 Meals will be reimbursed for day-long or shorter duration trips only if a mealtime is scheduled as part of the activity/event, or in the event travel is required within two hours before or after a customary meal period.

2100.72 Meal costs included in the cost of conference registration or the event fee may exceed the allowable meal maximums. Meals purchased separately at a conference, however, are reimbursable subject to the allowable maximum amounts.

2100.73 Costs for the purchase by an employee of meals for other District staff and/or non-District persons participating with District employees in an business-related activity may be allowed when deemed appropriate by the Department Head and the General Manager and/or the Director of Administrative Services and/or the Finance Director.

2100.80 Prohibited items/activities that will not be reimbursed include:

- Alcoholic beverages.
- Entertainment including movies, theater, sporting or other similar event charges, pay-for-view TV or other media fees, magazines, books, and the like.
- Phone calls of a non-business nature.
- Non-business related expenses of any kind.
- Discretionary items for personal benefit such as valet parking, barber and beauty shop charges, valet or similar services, laundry and the like.
- Penalties or cancellation charges, except such cancellations or additional charges that were beyond the control of the employee.
- Meals and/or lodging provided in a private home.
- Travel related expenses for a spouse or companion.
- Transportation, rental vehicle charges, or lodging costs beyond those authorized by this policy.

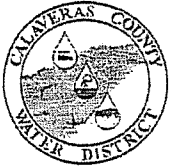
2100.90 Travel Reimbursement. In accordance with Financial Policy 56, all requests for reimbursement of expenses and reconciliation of funds advanced must be submitted on the District's travel expense current form and shall include receipts for all costs.

2100.91 If a receipt has been lost, the employee shall complete the District's current form for such occurrence and submit it with the other reimbursement materials. Submission of said form does not guarantee payment of said claim. The Finance Director shall have final approval of payment for lost receipts.

2100.92 Any reimbursement request submitted over 90-days after the event, or over 30-days after the end of the Fiscal Year, whichever comes first, will not be reimbursed.

2100.100 Implementation. By direction of the General Manager, such forms and procedures necessary to ensure implementation of this policy will be prepared and distributed, including update/revision, and re-issue as necessary.

* * *



Calaveras County Water District Travel Authorization and Advance Request

This form is not required for routine Department-initiated training activities. For multi-day seminars, conferences and the like, complete and submit to your Department Head along with information describing the activity/event for which the request is made.

Employee: _____ Department _____

Event title/Location: _____

Event by: _____ Date(s) (from/thru): _____

Travel Cost Estimate:

Registration Fee**\$ _____ **

Transportation:

Private vehicle _____ miles* x IRS rate of \$0.55 = \$ _____ *

Air travel \$ _____

Rental vehicle *** \$ _____

Parking/tolls \$ _____

Shuttle/cab \$ _____

Lodging: _____ days At \$ _____ /day \$ _____

Food/Meals: (Limits w/tip: B = \$20 L = \$20 D = \$30)

Date:	Breakfast	Lunch	Dinner	Totals:
				\$ _____
				\$ _____
				\$ _____
				\$ _____
Total Meals:				\$ _____
TOTAL ESTIMATED COST of this activity/event				\$ _____

Other:

- District vehicle requested *
- District credit card requested ** Approved (Dept Head): _____
- Travel Advance requested: ** Amount of Advance: \$ _____

Work possibly affected by your being away:

Travel Requested by: (signature)

_____ Date: _____

Approved by (Dept Head signature)

_____ Date: _____

Submit request as far as possible in advance. Dept Head will review & approve.

* Mileage is to be current IRS rate. 2009 rate is shown.

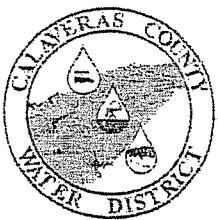
** A Check Request form accompanied by information about the event must be submitted separately if prior registration payment is required

*** Decline rental car insurance; rental is covered by District insurance.

Employee agrees to refund unspent monies advanced and to submit an expense report for any necessary reimbursement within 15 days of return to work. No reimbursement is paid after 90-days following the event.

* District vehicle priority is operational use; no warranty of availability of any vehicle is given. Sign out from Utility Services. Lengthy use of District vehicle may require General Manager approval.

** Credit card signed out from Finance; advance obtained from Finance – submit approved form.



1. The employee:
 - Completes the top section of this form including detail on the expense(s) for which no receipt is available.
 - Submits to Dept Head with the Reimbursement Form.
2. Dept Head
 - Verifies that the amount for the expense is reasonable.
 - Approves the lack of receipt(s) for the expense(s).
 - Submits the Reimbursement Form & attachments to Finance.
3. Finance
 - Reviews submittal against policies.

Certification of Reimbursible Expense

Use this form to request reimbursements without receipts, per Employee Policy 2100.

If you have no receipt for an allowable reimbursable expense, you must complete and submit this form with the rest of your Travel/Expense Reimbursement. This form must be separately approved by the Dept Head or GM.

Name _____ Date submitted _____

Date expense(s) incurred: _____

Nature of Expense: *(Provide detail for the items marked with *, including reason for the expense)*

- Materials/Supplies*
 Meal(s)
 Fuel
 Parking/tolls
 Lodging
 Equipment or Equip. Rental *
 Meals for others (* list names below)
 Other *(list): _____

Expense Detail(s) for items marked with *:

Reimbursement Amount Requested: \$ _____

Certification: *By signature below, I certify that the aforementioned information is complete and accurate, representing the actual expense cost to the best of your recollection.*

Employee Signature/Date: _____

-----Authorities & Approvals only below this line -----
 Amount requested accepted as reasonable
 Amount not accepted

Dept. Head Signature/Date: _____

Finance Acceptance - Signature/Date: _____

Notes: *Submit original to Finance with Expense Reimbursement no later than 15 days after travel. Per Fm Policy #56, requests submitted over 90-days after the travel event will not be reimbursed.*

**Calaveras County Water District
TRAVEL EXPENSE REIMBURSEMENT**

Name: _____ Department: _____ Date submitted: _____
 Destination: _____ Account Charged: _____ Travel month: _____

Purpose of travel:

Please attach registration, receipts, and credit card charge forms to this form

Expenses (specify date(s) of expenses)

Meals	Limits:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Totals
Dates:									
Breakfast	\$20								\$ -
Lunch	\$20								\$ -
Dinner	\$30								\$ -
Parking / Tolls									\$ -
Lodging									\$ -
Taxi/Shuttle									\$ -
Rental Car									\$ -
Fuel									\$ -
Air/train/bus									\$ -
Other items ** (describe)									\$ -
Total Expenses									\$ -

If receipts are missing, please complete the Certification of Reimbursible Expense form.

** Other items detail:

By signature below, I hereby certify, under penalty of perjury, that the items set forth herein are true and correct; that expenses incurred, meeting(s) attended, and business conducted were pre-approved and within the scope of my actual or proposed job duties, and that the amount(s) herein are justly true, and supported by required documentation.

Mileage Reimbursement:		IRS Rate for 2009		0.55	
Date:	From	To	Miles	Totals	
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
Total Mileage				\$	-

By signature below I certify I possess a valid CA driver's license with liability & property damage insurance equal to the requirements of CA Vehicle Code Section 16430, and that the mileage shown is just and true, and within the scope of job duties.

Total Expenses & Mileage	\$	-
Less: Advance(s) issued:		
Less: District credit card charges		
Balance to/from Employee:	\$	-

Signatures: _____ **Date signed:** _____
 Employee: _____
 Department Head: _____
 Dir. Of Finance: _____

Note: Submit original to Finance, with receipts, no later than 15 days after return from travel.
 Per FM Policy #56, requests submitted over 90-days after the event will not be reimbursed.

RESOLUTION NO. 2008 - 96

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT

APPROVAL OF TRAVEL POLICY #2100

WHEREAS, the District's prior Travel Policy #2100 was rescinded and replaced by Financial Management policy #56 in 2004; and

WHEREAS, the Board of Directors in 2007 approved and in 2008 revised its own compensation and reimbursement for travel in accordance with the requirements of AB 1234; and

WHEREAS, the Board has previously expressed its desire to have a single travel reimbursement scheme for the District as a whole,

NOW, THEREFORE, BE IT RESOLVED that Travel Policy #2100 dated September 2008, is hereby adopted for all employees of the District, for incorporation into the Employee Handbook.


BE IT FURTHER RESOLVED that the General Manager is directed to ensure the policy is issued to all employees and that forms to facilitate its use are developed and issued, and

BE IT FURTHER RESOLVED that the Finance Director is directed to ensure administer employee travel reimbursement in accordance with the terms and conditions of Travel Policy #2100.

PASSED AND ADOPTED this 10th day of December 2008 by the following vote:


AYES: Directors Davidson, Rich, McCartney, Underhill, and Dean
NOES: None
ABSTAIN: None
ABSENT: None

CALAVERAS COUNTY WATER DISTRICT



Board President

ATTEST:



Mona Walker, Clerk of the Board

2110.10 Vehicles may be assigned to specific employees on a full-time basis when it is determined to be in the best interest of the District. Permanent and/or temporary assignments shall be designated by the General Manager.

2110.20 On-Call vehicles. A vehicle shall be assigned to employee(s) serving an on-call shift.

2110.30 Use of vehicles. District vehicles must be operated by officers and employees of the District only, and such use must only be in connection with District business.

2110.31 Assigned vehicles may not be used for personal purposes except for commuting to and from work and to drive to and from lunch during the normal work day. On-call vehicle use is limited to the same restrictions.

2110.32 Every driver of a District vehicle must have a current, valid California Drivers License for the type of District vehicle driven. If the license is suspended or revoked by the State, it shall immediately be reported to the Supervisor; the employee is immediately forbidden from driving the vehicle. District vehicles must be operated in accordance with all applicable State and local laws, ordinances and regulations. Drivers must act in a manner consistent with the principles of courtesy and safety. All occupants are required to wear seat belts.

2110.33 If an employee receives a traffic citation while driving a District vehicle (other than a maintenance citation), payment of the fine is the responsibility of the employee.

2110.34 In the event of an accident involving any District vehicle, employees must follow procedures outlined in the Safety Manual, contact a supervisor or the District office immediately and complete a "Vehicle Accident Report" form which must be submitted to the supervisor within 24 hours. The driver must immediately be tested for drugs and alcohol according to District policy.

2110.35 Passengers are allowed only when necessitated by official business. Non-district employees cannot be passengers.

2110.36 When driving a District vehicle, stopping and entering any bar or liquor store is prohibited. Transporting liquor at any time in a District vehicle is prohibited.

2110.37 Smoking in District vehicles is prohibited.

2110.38 Assigned vehicles, when not in use, must be made available for other District personnel. Vehicles must be kept clean and maintained following manufacturer's requirements.

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

4/13/95

2160.10 The General Manager may grant a leave of absence without pay for up to 60 calendar days. The Board of Directors may grant a leave of absence of greater length than 60 calendar days but not to exceed 4 calendar months.

2160.11 A written request for an extension of leave to be granted by the General Manager must be submitted no less than two weeks before the end of the original leave.

2160.20 A leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of vacation, sick leave, or compensatory time off.

2160.30 When an employee is on leave without pay there is no accrual of pay. Other benefits shall be available only for those situations set forth in Policy 2070.30.

2160.31 An employee who wishes to maintain any or all of his/her insurance benefits may do so by paying the premiums for the desired benefits for the period he/she is on leave of absence.

2160.32 An employee's prior service will be reinstated upon the employee's return to his/her position following a leave of absence, and such prior service shall be added to all service thereafter.

2160.40 If an employee is disabled or otherwise injured or unable to work, the period of time that the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, shall be considered a period of authorized leave without pay.

2160.41 Employees that have accumulated excess sick leave may donate hours to an injured or disabled employee's account. Said sick leave days shall be considered equivalent to one day of sick leave irrespective of rates of pay.

2160.50 When an employee is granted leave with or without pay, it is with the definite understanding that, at the expiration of the leave, the employee will be returned to his or her same or comparable position after the conclusion of the leave.

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

12/22/97

2165.10 Any employee's unauthorized absence, i.e., absence from his/her duty without leave authorized in accordance with the provisions of this M.O.U., for five (5) or more consecutive working days shall constitute an automatic voluntary resignation by such employee from his/her employment with CCWD, effective as of the last date on which the employee worked. Any employee's failure to return to Calaveras County Water District service within five (5) working days of the expiration of his/her leave of absence authorized in accordance with the provisions of this M.O.U. or to secure from CCWD extension of such leave of absence shall constitute an automatic voluntary resignation by such employees from his/her employment with CCWD, effective as of the date of expiration of his/her employment with CCWD, effective as of the date of expiration of his/her leave of absence.

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

4/13/95

2170.10 Policies 2170.20 through 2170.50 shall apply to all employees with the exception of the General Manager.

2170.20 All employees with supervisory responsibility shall conduct formal performance reviews once each year during the first two weeks of January of each employee that reports directly to them. Where applicable, the performance review must be prior to the employee's merit advancement date.

2170.21 Probationary employees shall be formally evaluated by their immediate supervisor and the department head at least on a quarterly basis and informally at least once a month.

2170.30 Formal performance evaluations shall be in writing on the approved form. Evaluations shall provide recognition for effective performance and also identify areas which need improvement. Informal evaluations shall be done by a memo to the employee's file.

2170.40 All performance evaluations shall be signed by the evaluator and discussed with the employee. The employee shall sign the evaluation to indicate that it has been discussed with him/her and that he/she has received a copy. The employee's signature in no way indicates concurrence with the evaluation.

2170.50 Unscheduled performance evaluations may be made at the discretion of the supervisor.

2170.60 The General Manager shall be evaluated by the Board of Directors on at least an annual basis.

2190.10 It is the desire of the Board of Directors that all work environments of District Employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.20 The use (except as prescribed by a physician), sale, possession, purchase or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on or away from District property or work sites while said employee or officer is on District business is prohibited.

2190.21 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work.

For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.22 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.30 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the General Manager pending said employee's attempt at rehabilitation. The General Manager has discretion to handle each case individually, and factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance used may be taken into consideration regarding the waiving of penalties.

2190.31 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.311 Successfully complete an approved rehabilitation program;

2190.312 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.313 Be subject to periodic testing without further reasonable cause.

2190.33 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.32 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees shall be terminated.

2190.40 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be transported to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be tested for the presence of alcohol or drugs in their bodies.

2190.41 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.42 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to disciplinary action or termination.

2190.50 If a qualified physician, as a part of the examination specified in Section 2190.40 above, determines that an employee is not capable of working safely, said employee will be transported to his/her home and not allowed to drive himself/herself home.

2190.60 Immediately prior to reporting for drug/alcohol testing, all employees shall complete a Consent and Release form to be kept on file in the District office which shall conform to the general format shown as Appendix D.

2190.70 District employees are required to notify the General Manager in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

2190.80 An employee involved in an auto accident while in a District vehicle, will be transported to a medical facility and be subject to a drug/alcohol test at District expense.

CALAVERAS COUNTY WATER DISTRICT

Adopted: Resolution No. 95-44, May 4, 1995

Amended: Resolution No. 97-94, September 17, 1997

Amended: March 23, 1999

Amended: Resolution No. 2003-23, March 26, 2003

Substance Abuse Policy Statement

As with any District policy, CALAVERAS COUNTY WATER DISTRICT reserves the right to change, alter, amend, and interpret this policy without notice.

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Highway Administration (FHWA) of the Department of Transportation has enacted 49 CFR Part 382 that mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. The policy incorporates those requirements of safety-sensitive employees and others when so noted.

CALAVERAS COUNTY WATER DISTRICT recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy and productive work environment for all employees, it is the objective of the District to have a work force that is free from the influence of alcohol and controlled substances.

A. APPLICABILITY

This policy applies to all safety-sensitive employees and contractors when they are on District property or when performing any District related business. It applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work. Visitors, vendors, and contracted employees are governed by this policy while on District premises, and they will not be permitted to conduct business if found to be in violation of this policy.

A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial drivers license. A listing of CALAVERAS COUNTY WATER DISTRICT'S Safety-sensitive employee (function and/or position) classifications can be

found in Appendix "A" of this policy statement. A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

All other employees (non safety-sensitive) of CALAVERAS COUNTY WATER DISTRICT are subject to pre-employment, post accident, reasonable suspicion, return-to-duty and follow-up controlled substance and/or alcohol testing.

B. PROHIBITED SUBSTANCES

"Prohibited substances" addressed by this policy include the following:

Drugs:

Marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine,

Alcohol

This use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in Department of Transportation guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

C. PROHIBITED CONDUCT

Manufacture, Trafficking, Possession, and Use

Any safety-sensitive employee engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on District premises, in District vehicles or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Impaired/Not Fit for Duty

Any safety-sensitive employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from safety-sensitive job duties and be required to undergo a reasonable suspicion controlled substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP). A controlled substance or alcohol test is

considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.

Alcohol Use

No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol while on duty or while performing safety-sensitive functions. No safety-sensitive employee shall use alcohol within four hours of reporting for duty nor during hours that he/she is on call. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Compliance with Testing Requirements

All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to a Substance Abuse Professional (SAP). Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

Treatment/Rehabilitation Program

An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

Positive Controlled Substance and/or Alcohol Test: A Rehabilitation Program is available for safety-sensitive employees who have tested positive for a prohibited substance on a one time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. When recommended by the Substance Abuse Professional (SAP), participation and completion of the rehabilitation program is mandatory. Failure of a safety-sensitive employee to attend and/or complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.

Voluntary Admittance: All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the Personnel Director or his/her designee for review and referral to the Public Health Officer or his/her staff. **Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee.** An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within a 36 month period will result in termination from employment.

Participants in the rehabilitation program may use accumulated sick leave, vacation and floating holidays, if any.

D. NOTIFYING THE DISTRICT OF CRIMINAL DRUG CONVICTION

Pursuant to the "Drug Free Workplace Act of 1988" any employee who fails to immediately notify the District of any criminal controlled substance statute conviction shall be subject to disciplinary action, up to and including termination of employment.

E. PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates shall be subject to disciplinary action, up to and including termination.

F. TESTING FOR PROHIBITED SUBSTANCES

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation guidelines. All safety-sensitive employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident, as defined in the Department of Transportation guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five years, as determined by a Substance Abuse Professional (SAP). Safety-sensitive employees who perform safety-sensitive functions as defined in the Department of

Transportation guidelines shall also be subject to testing on randomly selected, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in the Department of Transportation guidelines.

The controlled substances that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the Department of Transportation guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Department of Transportation guidelines and this policy.

Any safety-sensitive employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation program available, and evaluated by a Substance Abuse Professional (SAP).

The District affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process.

Employees in Safety-sensitive positions may be tested under any of the following circumstances:

Pre-Employment Testing

All applicants for safety-sensitive classifications shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled-substance test will disqualify the applicant from further consideration for employment. Pre-Employment testing requirements will be conducted in compliance with current law.

Reasonable Suspicion Testing

All safety-sensitive employees will be subject to urine and /or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
2. Physical signs and symptoms consistent with prohibited substance use.
3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
4. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

A supervisor making the initial determination of reasonable suspicion will obtain a second opinion from another trained supervisor, whenever possible.

Post-Accident Testing

Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all safety-sensitive employees who are on duty in the vehicles and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of safety-sensitive employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

Random Testing

Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

Return-to-Duty Testing

All safety-sensitive employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The duration and frequency will be determined by the SAP. However, it shall not be less than 6 tests during the first 12 months, nor longer than 60 months in total, following return to duty.

Employee Requested Testing

Any safety-sensitive employee who questions the result of a required controlled substance test under Department of Transportation guidelines may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the Department of Transportation guidelines. The safety-sensitive employee's request for a retest must be made to the Medical Review Officer (MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

All other (non safety-sensitive) employees may be tested under any of the following circumstances:

Pre-Employment Testing

All applicants shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment and failure of a controlled substance test will disqualify the applicant from further consideration for employment. Pre-Employment testing requirements will be conducted in compliance with current law.

Reasonable Suspicion Testing

All employees will be subject to urine and /or breath testing when there is a reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
2. Physical signs and symptoms consistent with prohibited substance use.
3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
4. Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

A supervisor making the initial determination of reasonable suspicion will obtain a second opinion from another trained supervisor, whenever possible.

Post-Accident Testing

All employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. This includes all employees who are on duty in the vehicles and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incurs disabling damage that requires towing from the site; and the employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination. Post-accident testing of employees will include not only the operation personnel, but any other covered employees whose performance could have contributed to the accident.

Return-to-Duty Testing

All employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The duration and frequency will be determined by the SAP. However, it shall not be less than 6 tests during the first 12 months, nor longer than 60 months in total, following return to duty.

Employee Requested Testing

Any employee who questions the result of a required controlled substance test under Department of Transportation guidelines may request that an additional test be conducted. This additional test may be conducted at the same laboratory or at a different DHHS certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the Department of Transportation guidelines. The employee's request for a retest must be made to the Medical Review Officer (MRO) within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

G. EMPLOYEE ASSESSMENT

Any employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the Department of Transportation guidelines will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If an employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. **The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the employee and is on a one time basis only. Employee will be immediately terminated on the occurrence of a second verified positive test result.** Employees may use accumulated sick

leave, vacation and floating holidays, if any, to participate in the prescribed rehabilitation program.

H. CONTACT PERSON

Any questions regarding this policy should contact the following District representative:

Name: Alan Turner
Title: Safety Officer
Address: P.O. Box 846, San Andreas, CA 95249
Telephone: 209-754-5846 ext. 19

I. DEFINITIONS

ACCIDENT - means an unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury or significant property damage.

ALCOHOL - means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION - means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this regulation. For example, 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air.

ALCOHOL USE - means consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the Department of Transportation prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing affect due to the presence of other elements (e.g., antihistamines).

BREATH ALCOHOL TECHNICIAN (BAT) - means a person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only qualified personnel to administer the EBT tests.

CHAIN OF CUSTODY - means the procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

COLLECTION SITE - means a place designated by the District where individuals present themselves for the purpose of providing a specimen of either urine and/or breath.

COMMERCIAL MOTOR VEHICLE - means a motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or (2) has a gross vehicle weight rating of 26,001 or more pounds; or (3) is designed to transport 16 or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

CONFIRMATION TEST - for alcohol testing means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing this means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

CONTROLLED SUBSTANCE (DRUG) TEST - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

Controlled substances will be tested under the Department of Health and Human Services guidelines. **The primary (initial or screening) controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:**

Marijuana Metabolites	50 ng/ml
Cocaine Metabolites	300 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates Metabolites (1)	300 ng/ml
Amphetamines	1000 ng/ml

(1) 25 ng/ml if immunoassay

A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to

confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolite (THC) (1)	15 ng/ml
Cocaine Metabolite (2)	150 ng/ml
Phencyclidine (PCP)	25 ng/ml
Opiates	
Morphine	300 ng/ml
Codeine	300 ng/ml
Amphetamines	
Amphetamine	500 ng/ml
Methamphetamine (3)	500 ng/ml

(1) Delta-9-tetrahydrocannabinol-9-carboxylic acid

(2) Benzoylecgonine

(3) Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

COVERED EMPLOYEE - means a person including a volunteer, applicant, or transferee, who performs a safety-sensitive function for the District.

DEPARTMENT OF TRANSPORTATION GUIDELINES - means the controlled substance and alcohol testing rules (49 CFR Part 199 (RSPA - Pipeline), Part 219 (FRA - Railroad), Part 382 (FHWA - Commercial Motor Vehicle), 654 (FTA - Mass Transit) and 14 CFR 61 (FAA - Aviation) et. al.) setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all the transportation industries.

DISTRICT - means CALAVERAS COUNTY WATER DISTRICT.

DISTRICT TIME - means any period of time in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

DRIVER - means any person who operates a commercial motor vehicle. This includes full-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer. For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to an employer to drive a commercial motor vehicle.

DRUG (CONTROLLED SUBSTANCE) METABOLITE - means the specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

EVIDENTIAL BREATH TESTING DEVICE (EBT) - means the device to be used for breath alcohol testing.

MEDICAL REVIEW OFFICER (MRO) - means a licensed physician responsible for analyzing laboratory results generated by an employer's controlled substance (drug) testing program. The MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

PERFORMING (SAFETY SENSITIVE FUNCTION) - means a safety-sensitive employee is considered to be performing a safety sensitive function and includes any period in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.

POST-ACCIDENT ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted after accidents on employees whose performance could have contributed to the accident. For drivers this is determined by a citation for a moving traffic violation and for all fatal accidents even if the driver is not cited for a moving traffic violation. See Accident.

PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING - conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Also required when employees transfer to a safety sensitive-position.

PROHIBITED DRUGS (CONTROLLED SUBSTANCES) - means Marijuana, Cocaine, Opiates, Amphetamines, or Phencyclidine.

PROHIBITED SUBSTANCES - means and is synonymous to drug abuse and/or alcohol misuse or abuse.

RANDOM ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted on a random unannounced basis just before, during or just after performance of safety sensitive functions.

REASONABLE SUSPICION ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

REFUSE TO SUBMIT (TO AN ALCOHOL AND/OR CONTROLLED SUBSTANCE TEST) - means that a safety-sensitive employee fails to provide an adequate breath or urine sample for testing without a valid medical explanation after that safety-sensitive employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test.)

REHABILITATION - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.

RETURN-TO-DUTY AND FOLLOW-UP ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted when an individual who has violated the prohibited alcohol or controlled substance conduct standards returns to performing safety sensitive-duties. Follow-up tests are unannounced and at least 6 tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty upon the SAP recommendation.

RETURN-TO-DUTY AGREEMENT - means a document agreed to and signed by the employer, safety-sensitive employee and the Substance Abuse Professional that outlines the terms and conditions under which the safety-sensitive employee may return to duty after having had a verified positive controlled substance test result or an alcohol concentration of 0.04 or greater on an alcohol test.

SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION) - An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

A complete list of safety-sensitive employee (function and/or position) classifications is listed in Section A: Applicability of this Substance Abuse Policy Statement.

SCREENING (INITIAL) TEST - In alcohol testing, it means an analytical procedure to determine whether a safety-sensitive employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it means an immunoassay screen to eliminate negative urine specimens from further consideration.

SUBSTANCE ABUSE PROFESSIONAL (SAP) - means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

SUPERVISOR - means a person in authority who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour of training on the signs and symptoms of controlled substance abuse.

VEHICLE - means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel used for mass transportation.

As with any policy, the District reserves the right to change, alter, amend, and interpret this policy with or without prior notification.

APPENDIX A

SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION)
CLASSIFICATIONS FOR DISTRICT

Amended: 10/15/2001

Field Operations

Collection System Lead

Crew Leader

Electrician

Maintenance Lead

Maintenance Worker 1, 2, 3 or 4

Mechanic

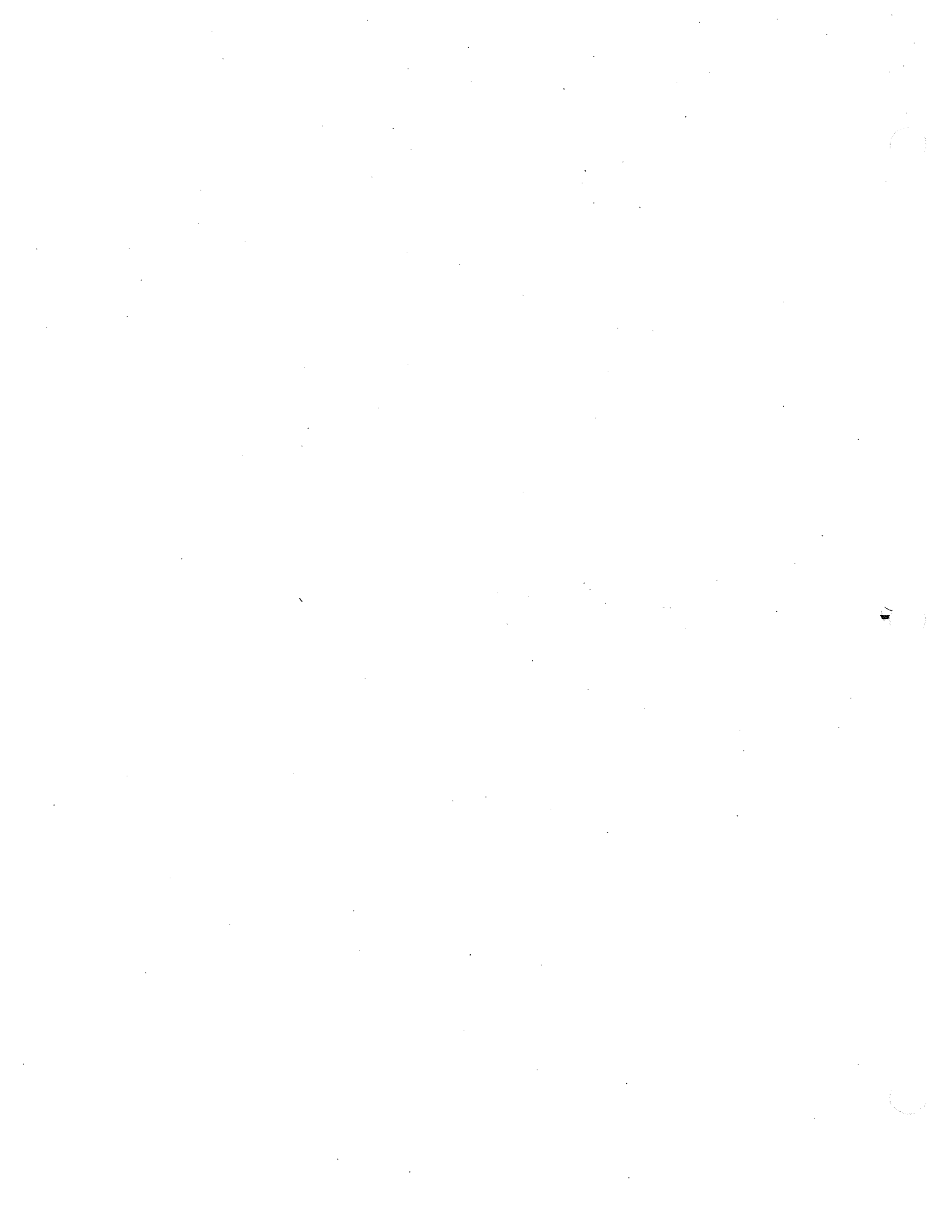
(now called Distribution)

(now called Distribution)

(11/07)

The Human Resources Department will maintain a list of the specific positions within the above listed classifications that are covered under Department of Transportation regulations.

* subject to change



POLICY TITLE: Disciplinary Actions
POLICY NUMBER: 2250

12/15/97

2250.10 The General Manager has full disciplinary or removal power, and shall be allowed full freedom in his/her action on such matters, it being the intent and spirit of this policy to provide a fair and honest application of disciplinary actions when these become necessary.

2250.20 Grounds For Termination. If any employee of CCWD shall be convicted of a felony or malfeasance in office, or be adjudged insane, his/her position shall immediately become vacant; and the vacancy shall be filled as herein provided.

2250.30 Causes for Suspension, Demotion or Termination. In addition to the causes listed above, any of the following shall be deemed sufficient cause for the suspension, demotion, reprimand, in-grade salary reduction, withholding of in-grade salary increase or removal of employee from employment at CCWD.

Falsification of employment records, employment information or other Company records.

Incompetency or inefficiency, as shown on employee's performance reports

Neglect of duty

Insubordination, including but not limited to failure or refusal to obey the directions of a supervisor or manager or the use of abusive or threatening language toward a supervisor or manager.

Dishonesty

Drug and alcohol abuse as per Policy 2190

Abuse of sick leave

Conviction of a criminal offense

Unlawful harassment as set forth in Policy 2210

Discourteous treatment of the public or other employees

Negligence or willful misconduct which causes damage to public property or wastes public supplies

Improper use of CCWD property or equipment

Absence without leave as set forth in Policy 2165

Any other acts either during or outside of duty hours which are seriously incompatible with or inimical to CCWD policy.

Possession of firearms in a CCWD vehicle or on CCWD property unless specifically authorized by the General Manager.

2250.40 Notice of Disciplinary Action. In any case of disciplinary suspensions, demotions or terminations, an employee shall be given prior written notification of the proposed disciplinary action. Notification shall include the following: (1) A statement of the proposed action; (2) The reason therefor; (3) The proposed effective date of the disciplinary action; (4) The name, position and authority of the person or persons initiating the proposed disciplinary action; (5) The name, position and authority of the person or persons with whom rests the final decision of the proposed action; (6) The names of witnesses used to substantiate the cause for the disciplinary action; and (7) The notice of the right to respond orally or in writing to the authority imposing the discipline. Copies of materials supportive of the disciplinary action shall be attached to the notification.

2250.50 Request for Administrative Review. Any regular employees, except probationary and temporary employees, shall have the right to an Administrative Review of a disciplinary suspension, a demotion, or termination. A written request for such a review shall be submitted to the General Manager within five (5) working days of the date of mailing of the notice of proposed disciplinary action. If a timely request for review is submitted, the review shall be conducted before a representative of management (the General Manager or his designee) prior to the effective date of the disciplinary action. The employee may submit written rebuttal material prior to the review and present oral and written evidence at the time of the review. The employee is entitled to question the person offering evidence against him/her and is entitled to representation (including an attorney). The management representative conducting the review shall make a finding of fact to support the reason for the disciplinary action should such action be deemed appropriate. The employee shall be notified of the management representative's decision in writing.

2250.51 The finding and decision of the General Manager or his designee shall be final and shall be enforced and followed by him/her. Copy of the decision shall be served upon the employee within three (3) working days of its adoption.

2250.52 Upon termination, the employee shall be given an exit interview during which final administrative and personnel tasks can be completed. During the interview, the employee will be given a full accounting and check for all moneys due the employee computed to termination date. The review include, but is not limited to, a discussion of all benefits, including accrued sick leave, accrued vacation, public employees' retirement system, health insurance, life insurance and disability insurance, and the ability to continue these as provided by law.

2250.53 Upon termination, the employee shall return all previously assigned property of the Agency. The cost of property not returned shall be charged to the employee.

Proposed Policies

POLICY TITLE: Jury Duty and Witness Leave
POLICY NUMBER: 2060
POLICY EFFECTIVE DATE: December 15, 1997
REVISED: July 14, 2021

Any employee, including an introductory or temporary employee, who is summoned to serve on a jury, or subpoenaed or ordered to be a witness, must notify his or her Supervisor or Department Head as soon as possible and provide an approximate duration of service. Any employee who is released from jury service prior to the end of his or her scheduled work hours must report to work unless otherwise authorized by his or her supervisor. (Gov. Code § 1230; Labor Code § 230; 28 USC § 1875(c))

All overtime-eligible employees will be paid for actual work hours missed because of time spent in jury service or court. Jury duty leave will not be considered hours worked for the purpose of overtime calculation.

All Fair Labor Standards Act (FLSA) exempt employees will continue to receive their normal salary and benefits while on jury duty or as serving as a witness. (29 CFR § 541.602(b)(3))

Grand jury service is typically performed on a volunteer basis, in which case the employee is not eligible for paid time to serve. In the event an employee is called for non-voluntary service on a special grand jury, the provisions above regarding regular jury service shall apply.

POLICY TITLE: Travel Policy

POLICY NUMBER: 2100

POLICY EFFECTIVE DATE: December 10, 2008

REVISED: July 14, 2021

Department Heads may authorize work-related travel for training, conferences, meetings, and participation in professional societies and/or activities that will benefit the efficiency and operations of the District. Employees will be reimbursed for reasonable expenses associated with the authorized travel, including but not limited to authorized transportation, meals, lodging, and certain incidental expenses. The purpose of this policy is to:

1. State that an employee's reasonable out-of-pocket expenses in performing such travel/training, upon meeting the requirements of this policy, will be paid by the District; and
2. Clarify eligible and ineligible expenses.

2100.1 Authorization

Authorization for travel involving expenses beyond mileage is obtained by submitting the District's current Travel Authorization form for approval and attaching information about the travel event. Thereafter, the District may, in its sole discretion, provide written authorization approving the employee's travel request. The Travel Authorization form is not required for routine training activities for which a Department may have made prior arrangements, or for local events involving only mileage reimbursement.

Written authorization for travel must be obtained prior to making any on-line payment arrangements for travel or lodging. An employee using his/her own credit card or a District credit card for purposes of arranging approved District travel is required to submit a detailed receipt for any item charged. Reimbursement for personally-charged travel arrangements is made through the travel reimbursement process following the travel event.

In accordance with Financial Management Policies, District-owned credit-cards may be signed out for authorized travel through the Finance Department, on a case-by-case basis. The decision of the Director of Administrative Services is final relative to signing out a District credit card.

2100.2 Timekeeping During Travel

Where the District directs attendance and participation, a non-exempt employee will be paid for necessary travel time and attendance at work-related meetings or trainings. When travel is necessary for work, travel time is considered work time. Employee meal time is not paid time. Travel time for non-exempt employees begins when the employee leaves the work site during the work day, or when leaving home to travel directly to a work-related meeting or training. When an employee is out-of-town for District business, free time outside normal business hours is not paid time.

2100.3 Vehicle Use

District vehicles are generally available for employee use. Employees shall use District vehicle for business travel unless the Department Head and/or the General Manager approves private vehicle use. The employee is to request a District vehicle through the Operations Department as far in advance of the planned travel as possible.

If an employee is approved to use their private vehicle the provisions of the District's vehicle usage policy will be in effect.

An employee may be denied use of a District vehicle based on the employee's Department of Motor Vehicles driving record. The use of any District or personal vehicle for business travel or within the course and scope of employment shall be subject to all requirements and restrictions described in the District's vehicle usage policy.

2100.4 Other Transportation Modes

Use of any transportation beyond the District's or personal vehicles shall be pre-approved in advance by the Department Head using the District approved Travel Authorization form.

2100.4.1 Air and train travel arrangements shall be in amounts not to exceed the government rate, if available; otherwise cost for any public transportation shall not exceed the standard coach fare and do not include travel insurance, seating upgrade, or baggage overage costs.

2100.4.2 Rental vehicle reimbursement shall not exceed the midsize vehicle rate. Rental vehicle insurance is covered by the District's insurance policy; any rental vehicle insurance purchased by an employee while on District business will not be reimbursed. A rented vehicle is to be returned to the rental vendor with a full fuel tank.

2100.5 Overnight Trips

Overnight lodging at commercial hotel establishments the day before the event is eligible for reimbursement if the event is at least a three (3) hour drive from the employee's residence and begins on or before 9:00 am. Overnight lodging for the night after the meeting is eligible for reimbursement if the event is at least a three (3) hour drive from the District office and ends on or after 4:00 pm, or in the case where the anticipated arrival time home is estimated to be after 9:00 pm. Reimbursement of lodging costs shall not exceed the maximum of the government rate or the group rate published by the conference or activity sponsor.

2100.6 Meal Costs

The District shall reimburse employees for the actual cost of pre-authorized meals, including up to a 15% tip, up to the following maximum amounts:

Breakfast: \$20.00

Lunch: \$20.00
Dinner: \$30.00

Detailed receipts are required for all meal reimbursements.

Meals will be reimbursed for day-long or shorter duration trips only if a mealtime is scheduled as part of the activity/event, or in the event travel is required within two (2) hours before or after a customary meal period.

Meal costs included in the cost of conference registration or the event fee may exceed the allowable meal maximums. Meals purchased separately at a conference, however, are reimbursable subject to the allowable maximum amounts.

Cost for the purchase by an employee of meals for other District staff and/or non-District persons participating with District employees in a business-related activity may be allowed when deemed appropriate by the Department Head and/or the General Manager.

2100.7 Travel Reimbursement

In accordance with the District's Financial Policies, all requests for reimbursement of expenses and reconciliation of funds advanced must be submitted on the District's current Travel Expense form and shall include detailed receipts for all costs.

Any reimbursement request submitted over ninety (90) days after the event, or over thirty (30) days after the end of the Fiscal Year, whichever comes first, will not be reimbursed.

2100.8 Prohibited Travel Reimbursement Items/Activities

Items/events/activities that will not be reimbursed include:

1. Alcoholic beverages
2. Entertainment including movies, theater, sporting, pay-for-view TV, or other similar event charges
3. Media fees including magazines, books, newspapers, and the like.
4. Phone calls of a non-business nature.
5. Non-business related expenses of any kind.
6. Discretionary items for personal benefit such as barber and beauty shop charges, laundry, toiletries and the like.
7. Penalties or cancellation charges, except such cancellations or additional charges that were beyond the control of the employee.
8. Meals and/or lodging provided in a private home.
9. Travel related expenses for a spouse, children, and/or companion.
10. Transportation, rental vehicle charges, or lodging costs beyond those authorized by this policy.
11. Travel Insurance
12. Seating upgrades or baggage overage costs.

POLICY TITLE: Vehicle Use
POLICY NUMBER: 2110
POLICY EFFECTIVE DATE: December 1997
REVISED: July 14, 2021

District vehicles must be operated by officers and employees of the District only, and such use must only be in connection with District business and shall not be used for personal use at any time. District vehicles must be operated in accordance with all applicable State and local laws, ordinances and regulations. Drivers must act in a manner consistent with the principles of courtesy and safety, which includes wearing seat belts.

Every driver of a District vehicle must have a current, valid California Drivers License for the type of District vehicle driven.

Passengers are allowed in District vehicles only when necessitated by official business. All occupants in District vehicles are required to wear seat belts.

2110.10 Assigned Vehicles

District vehicles may be assigned to specific employees when it is determined to be in the best interest of the District. Permanent and/or temporary vehicle assignments shall be designated by the General Manager. Assigned District vehicles may not be used for personal purposes except for driving to and from lunch during the normal workday. On call District vehicle use is limited to the same restrictions.

Assigned District vehicles, when not in use, must be made available for other District personnel. Vehicles must be kept clean.

2110.20 Infractions on an Employee's License

If an employee receives a traffic citation while driving a District vehicle (other than a maintenance citation), payment of the fine is the responsibility of the employee.

If an employee who drives on District business has his/her license suspended or revoked by the State, the employee must immediately report that to their Supervisor. The employee is immediately forbidden from driving the District vehicle until reinstated.

An employee may be denied use of a District vehicle based on the employee's Department of Motor Vehicles driving record.

2110.30 Accidents in District Vehicle

In the event of an accident involving any District vehicle, employee must contact a Supervisor, Manager, or the District office immediately and complete a Vehicle Accident Report. This report must be submitted to the Supervisor or Manager within 24 hours of the accident.

2110.40 Prohibited Activities While in a District Vehicle

When driving a District vehicle, stopping and entering any bar or liquor store is prohibited.

Transporting liquor, consuming alcohol, or driving under the influence at any time in a District vehicle is prohibited.

Smoking in District vehicles prohibited.

Non-district employees are not permitted either as passengers in, or drivers, of District vehicles.

2110.50 Personal Vehicle Use

An employee authorized to use his/her own private vehicle for District business will be reimbursed for business-related miles driven at the current rate specified by the U.S. Internal Revenue Service.

Proof of adequate insurance covering collision, personal injury and property damage is required of any employee using a personal vehicle in the performance of District work. Evidence of coverage shall be provided to Human Resources and updated upon renewal or replacement of personal vehicle insurance.

In using a personal vehicle for authorized District business, the employee's own vehicle insurance becomes primary in the case of any accident.

When an employee has been approved to use his/her own vehicle for District business, mileage charged shall be exclusive of the employee's normal distance to and from his/her work site, which will be assumed to be the site of the start of the business travel.

2110.60 Use of District or Personal Cell Phones While Operating Any Vehicle in the Course and Scope of Employment

In the interest of the safety of our employees and other drivers, District employees are generally prohibited from using cell phones while driving within the course and scope of employment for the District. District-provided and/or personal cell phones are generally required to be turned off any time an employee is driving a District or personal vehicle in the performance of their job duties for the District. District employees may not send or receive text messages, emails or other forms of written communications on cell phones, personal digital assistant ("PDA") or other electronic communications device while operating a vehicle on District time.

As determined by District management, if your job requires that you keep your cell phone turned on while you are driving, you must use a voice-operated and hands-free device that is mounted to the vehicle in a manner that does not hinder your view of the road while using your cell phone to conduct District business while driving in compliance with District

policies and procedures, including but not limited to Policy No. 3000.10 (Technology Use) and as required by law. Employees shall not hold and operate any cell phone or other electronic wireless communication devices in any capacity while driving in the course and scope of employment, including but not limited to verbal communications, application software (e.g., maps, photography, social media, etc.), or other functions. Under no circumstances should employee's read/send/compose any text messages, emails or instant messages while operating either a District or personal motor vehicle while driving in the performance of their job duties for the District. Employees with any questions related to this policy should contact the Human Resources Department for clarification.

PROPOSED

POLICY TITLE: Authorized Leave Without Pay

POLICY NUMBER: 2160

POLICY EFFECTIVE DATE:

REVISED:

The General Manager may grant a leave of absence without pay or benefits, including PTO, for up to sixty (60) calendar days. Employees eligible for this leave must have successfully completed at least one (1) year of District service and have a recent performance evaluation of at least meets standards. The Board of Directors may grant a leave of absence of greater length than sixty (60) calendar days but not to exceed four (4) calendar months.

An employee shall not be entitled to a leave without pay as a matter of right.

A leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of PTO or compensatory time off.

Requests for a leave of absence should be submitted in writing to the General Manager as far in advance of the anticipated leave date as possible. The leave request must be dated, signed by the employee, and must state the reasons, circumstances and anticipated duration of the leave.

The District requires an employee to use all available PTO or other accrued leave for any scheduled or unscheduled leave prior to considering an employee's request for an authorized leave without pay, unless allowed by law..

2160.1 Extension of Leave

A written request for an extension of leave under this policy must be submitted to the General Manager no less than two (2) weeks before the end of the original leave.

2160.2 Benefits While on Authorized Leave Without Pay

An employee who wishes to maintain any and all of his/her insurance benefits during an unpaid leave of absence may do so by timely paying 100% of the premiums for the desired benefits for the period he/she is on leave of absence.

Failure to pay the premiums will result in termination of insurance coverage on the last day of the month during which the payment is not made. The employee may be subject to a waiting period for reinstatement of benefits upon return to work.

No employee will earn PTO while on an authorized leave without pay.

2160.3 Returning From an Authorized Leave Without Pay

When an employee is granted authorized leave under this Policy, the District will generally attempt to return the employee to his or her same or comparable position after the conclusion of the leave. However, there is no guarantee of reinstatement to the same or comparable position following a leave of absence without pay.

Upon returning from a leave of absence of thirty (30) calendar days or more, the employee's anniversary date for performance reviews will be advanced by the number of days absent closest to the 1st or 16th of the month. *Example: If your performance evaluation date was January 1st and you took a 35 day leave of absence, your next performance evaluation date would be February 1st the following year.*

An employee who fails to report promptly for work at the expiration of a leave of absence will be considered to have voluntarily resigned.

PROPOSED

POLICY TITLE: Unauthorized Leave
POLICY NUMBER: 2165
POLICY EFFECTIVE DATE: December 22, 1997
REVISED: July 14, 2021

An employee is deemed to have resigned via job abandonment if the employee is absent for three (3) consecutive workdays or more without prior authorization and without notification during the period of absence. Regular employees will be given an opportunity to explain the absence and failure of notification before the District takes final action. An employee separated for job abandonment will be reinstated upon proof of justification for such absence, such as severe accident, severe illness, false arrest, or mental or physical impairment which prevented notification. No employee who was separated for job abandonment has the right to a post-separation appeal.

PROPOSED

POLICY TITLE: Performance Evaluations

POLICY NUMBER: 2170

POLICY EFFECTIVE DATE: April 13, 1995

REVISED: July 14, 2021

The District requires regular documentation to evaluate the performance of its employees. The preparation and use of the employee performance evaluations are intended for the mutual benefits of the District and its employees to assist with employment decisions including training, step increases, job assignments, employee development and retention. The purpose of performance evaluations is to communicate to employees and identify specific performance standards, goals, and objectives; to acknowledge above-standard performance; and to prescribe the means and methods to correct performance deficiencies.

Employee shall be evaluated by a supervisor or Department Head who shall have personal knowledge of the job performance of the employee, herein identified as 'evaluator'.

Human Resources and Department Heads are mutually responsible to ensure that each employee receives a fair and objective evaluation.

2170.1 Types

Regular Employee Evaluations – All regular employees are generally evaluated annually on or about their respective performance evaluation anniversary date by their supervisor or manager. Employees may be asked by their supervisor to complete a self-evaluation in connection with the performance review.

Introductory Employee Evaluations - Introductory employees are generally evaluated by their immediate supervisor and/or the department head at least on a quarterly basis during the introductory period. Successful or positive evaluations of introductory employees do not constitute promise of continued employment. At the 11-month mark introductory employees are reviewed on the past 11 months and it is determined at that time if the employee will continue employment with the District as a regular employee, if the introductory period needs to be extended, or if the employee will be terminated.

Evaluations due to Promotion, Transfer, or Demotion – Employees are generally formally evaluated by their immediate supervisor and/or the department head six (6) months after their promotion, transfer, or demotion.

Supervisors, managers, and department heads have the discretion and authority to evaluate the employee's performance at times other than the annual evaluation. Generally these informal evaluations are documented by a memo to the employee's file.

2170.2 Evaluation Form

All performance evaluations shall be in writing on the approved District form and signed by the evaluator. Evaluations shall provide recognition for effective performance, identify

areas in which the employee needs improvement, and assist in developing the employee's maximum potential with the District through goals. Supervisors/Managers are expected to develop a performance evaluation for each employee by the due date, but no earlier than 2 weeks before its due, to avoid any retroactivity.

The evaluator shall discuss the performance evaluation with the employee in a private meeting during working hours. The employee shall sign the evaluation to indicate that it has been discussed with them. The employee's signature in no way indicates concurrence with the evaluation, and the employee may submit additional written remarks in response to the evaluation, which shall be appended to the evaluation in the employee's personnel file.

2170.3 Effects of Merit Increase

An employee must have a performance evaluation with at least an overall "meets expectations" rating to be eligible for a step increase or promotion. Such step increase shall be effective on the payroll date of the employee's performance evaluation anniversary date.

Employees receiving less than an overall "meets expectations" rating on their performance evaluation will not be entitled to a step increase. Deficiencies in performance by an employee may result in a decrease in salary, suspension, demotion, or dismissal. Should the evaluation show deficiencies in performance, the party conducting the evaluation will specify a time for re-review not to exceed six months from the date of said evaluation.

2170.4 Employee's Right to Respond

An employee who wishes to respond to their evaluation may, during the employee's working hours, make such a written response, and the response shall be appended to the evaluation and included in the employee's personnel file. Both the evaluator and the evaluated employee shall sign the written response, and the date upon which the evaluator received such written response. A copy of the signed response shall be provided to the employee.

2170.5 Record Keeping

All evaluation forms will become part of the employee's personnel file. No evaluation form will be removed or replaced. Nor will an evaluation be placed in any employee's personnel file, or other District record until the evaluation has been reviewed with the evaluated employee.

In the case of a negative evaluation, the subsequent evaluation following corrective action will be attached to the original evaluation.

POLICY TITLE: Drug and Alcohol-Free Workplace Policy for Non-DOT Employees

POLICY NUMBER: 2190

POLICY EFFECTIVE DATE: May 4, 1995

REVISED: September 17, 1997; March 23, 1999; March 26, 2003; July 14, 2021

The District is concerned about employees being under the influence of alcohol, drugs, or controlled substances at work and the use of such substances in the work environment. The District's position is that, any measurable amount of drugs or alcohol in an employee's system while on District time is counter-productive to the District's mission and goals. The District is also concerned about the possession, distribution, purchase or sale of illegal drugs and controlled substances in the workplace.

These activities may adversely affect work performance, efficiency, safety, and health. In addition, they constitute a potential risk to the welfare and safety of other, risks of injury to other persons, property loss or damage, or negative image for the District.

The District's policy promotes a drug and alcohol-free workplace and to comply with applicable state and federal laws. In recognition of the public service responsibilities entrusted to District employees, and because drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the District adopts the following policy on drug and alcohol testing.

2190.1 Policy Purpose

This Policy establishes the rules and procedures regarding the use of alcohol, drugs, or other controlled substances as it pertains to employment and the procedures to be used to test for drug or alcohol use.

The District provides reasonable accommodations as required by law. While the District will be supportive of those who seek help voluntarily, the District will be equally firm in identifying and disciplining those whose continued substance abuse, even if enrolled in counseling or rehabilitation programs, results in performance deficiencies, danger to the health and safety of others and themselves, or violations of federal or state laws or District policies.

2190.2 Violation of Policy

All persons covered by this Policy should be aware that violations of the Policy or the failure or refusal to cooperate fully with any request for inspection or testing may result in discipline, up to and including termination of employment, or as applied to a pre-employment drug test, to not be hired by the District.

2190.3 Individuals Covered

This Policy applies to all District employees when they are on District property or when performing District-related business elsewhere. Employees who are required to are

required to participate in the District's "Federally Mandated Commercial Driver's License Holders Drug and Alcohol Testing Program" are subject to the requirements contained in this policy as well as the mandated policy. A copy of this Policy will be given to all employees. Notices of this Policy will be posted on all Department bulletin boards and copies are available in the Human Resources Department.

2190.4 Confidentiality

Any records or information about an employee's use of prescription or non-prescription medication, the results of any drug and/or alcohol testing, or an employee's past or present participation in rehabilitation or treatment for substance abuse shall be considered confidential. The records or information received in enforcing this policy shall be disclosed only as necessary for: disciplinary actions and appeals; interactive process meetings and reasonable accommodation efforts; as required by law, subpoena, or court order; or resolving legal issues. Any reports or test results generated pursuant to this policy shall be stored in a confidential file, accessible only by those authorized to receive the information or as may be consistent with District Policy regarding employment records, and separate and distinct from the employee's personnel file.

2190.5 Definitions

- A. "Collection Facility" shall mean a clinic or facility where employees may present themselves for the purpose of providing a specimen to be analyzed during a drug or alcohol test. The District will, at its sole discretion, select the Collection Facility and notify the employee of its location before sending him or her for a drug or alcohol test.
- B. "District Equipment" shall mean all property and equipment, machinery and vehicles owned, leased, rented or used by District.
- C. "Medical Review Officer (MRO)" shall mean a District-selected licensed physician with knowledge and training to interpret and evaluate an employee's drug or alcohol test results together with an employee's medical history and any other biomedical information.
- D. "Safety Sensitive" shall mean any position in which drug or alcohol affected performance could clearly endanger the health and safety of others. These positions have public safety implications, such as operating heavy equipment, operating heavy trucks to transport hazardous materials, protecting national security, enforcing drug laws, or operating natural gas pipelines, and include the following functions:
 - 1. Their duties involve a greater-than-normal level of trust and responsibility for the health and safety of others, including the public; and

2. Errors in judgment, inattentiveness, or diminished coordination, dexterity, or composure while performing their duties could clearly result in mistakes that would endanger the health and safety of others, including the public; and
3. Employees in these positions can work with such independence or perform such tasks that it cannot be safely assumed that mistakes such as those described above could be prevented by a supervisor or another employee.

The District has determined that safety-sensitive classifications include, but are not limited to, those responsible for raw and treated water, as well as raw and treated wastewater, including those with storage tank responsibilities

Employees working in “safety-sensitive” positions will be subject to pre-employment testing as the District has determined that a special need exists; and random, unannounced testing, in addition to any other testing permitted by this Policy and any other applicable District policy.

- E. “Substance Abuse Professional (SAP)” shall mean a licensed physician, social worker, or psychologist with knowledge of and clinical experience in diagnosis and treatment of alcohol and controlled substance disorders, or an individual identified through the Employee Assistance Program (EAP).

2190.6 Employee Responsibilities and Conduct

District employees shall:

- A. Not report to work or be on standby or on-call status while his or her ability to perform job duties is impaired due to on or off duty alcohol or drug use;
- B. Not possess or use controlled substances (illegal drugs or prescription drugs without a prescription) at any time, or use alcohol at any time while on District property or while on duty for the District at any location;
- C. Not directly or indirectly through a third-party manufacture, sell, distribute, dispense, or provide drugs or controlled substances to any person, including any employee, at any time; or manufacture, sell, distribute, dispense or provide alcohol to any employee while either or both are on duty;
- D. Notify his or her supervisor, before beginning work, when taking any medications or drugs, prescription or nonprescription, which may interfere with the safe and effective performance of duties or operation of District equipment. Employees shall, in the case of prescription drugs, ask the prescribing physician or, in the case of medication available over the counter, review product packaging, to determine whether the use of a medication or drug may impair his/her ability to perform his/her job duties or to safely operate District equipment. Any employee taking any over-the-counter medication or drugs marked “do not drive,” “do not operate heavy equipment” or similarly labeled, shall inform their supervisor of the

use of the product prior to reporting for duty. If there is a question regarding an employee's ability to perform assigned duties safely and effectively while using prescribed medications, the District may require medical clearance;

- E. Notify the Human Resources Director or Department Head of any criminal conviction for a drug violation that occurred in the workplace within no more than five days after such conviction;
- F. Notify the supervisor immediately of facts or reasonable suspicions when he or she observes behavior or other evidence that a fellow employee poses a risk to the health and safety of the employee or others;
- G. Consent to drug or alcohol testing and searches pursuant to this Policy; and
- H. Follow the District's drug and alcohol-free workplace policy.

Failure to appear for testing without the District's written authorization or an employee knowingly, willingly, or purposely evading testing or searches will be considered refusal to submit to such testing in violation of this provision.

2190.7 Searches

In order to promote a safe, productive and efficient workplace, the District has the right to search and inspect all District property, including but not limited to lockers, storage areas, furniture, District vehicles, and other places under the common control of the District, or joint control of the District and employees, as well as to enlist the assistance of law enforcement personnel in connection with the enforcement of this Policy. In accordance with District Policies regarding employee conduct and technology use, no employee has any expectation of privacy in any District building, property, or communications system.

2190.8 Drug and Alcohol Testing

- A. Administration: The Human Resources Manager or his/her designee is the Designated Employer Representative ("DER") and shall be responsible for overseeing this Policy and the testing procedures, including the following:
 - 1. Communications directly with the MRO or SAP regarding any drug and/or alcohol tests;
 - 2. Overseeing testing programs;
Providing training to Supervisors and Employees. Employees shall be provided with information regarding this Policy; the nature of addiction; and its effect on work performance, health, and personal life. Supervisors will receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training will be used by supervisors, department heads, and human resources personnel, to determine whether reasonable suspicion exists to require an employee to

undergo testing. The training will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

B. Pre-Employment and Pre-Promotion Testing of Applicants for Certain Jobs:

Applicants who apply for certain jobs where a special need exists must take and pass a pre-employment drug or alcohol test following a conditional offer of employment. Employees who are being considered for promotion from a job position where a special need does not exist to a position where a special need does exist will also be subjected to a pre-promotion drug test after receiving a conditional offer of promotion. The job categories subject to pre-employment or pre-promotion testing include, but are not limited to, safety sensitive classifications and classifications that involve direct influence over children.

C. Reasonable Suspicion Testing:

The District may require a blood test, urinalysis, or other drug or alcohol screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol at work. Testing must be approved by the Director of Human Resources, the Department Head, or a designee.

In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and discuss the matter with the Director of Human Resources or Department Director. If there is a reasonable suspicion of drug or alcohol abuse at work, the employee will be relieved from duty and placed on sick leave until the test results are received. Such employees will not be permitted to drive themselves from the worksite. A supervisor will see that the employee is transported to the District's designated Collection Facility or to their home.

"Reasonable suspicion" is based on objective factors, including but not limited to:

1. Observation, whether direct or indirect but reported to the supervisor, Department Head, or Human Resources Director, of drug or alcohol use, possession, or other symptoms of being under their influence;
2. A pattern of abnormal conduct or erratic behavior;
3. Physical signs and symptoms consistent with the use of such substances, including but not limited to, behavior, slurred speech, body odor, appearance, or other evidence of recent drug or alcohol use which would lead a reasonable person to believe that the employee is under the influence of drugs or alcohol at work;

4. Occurrence of a serious or potentially serious accident, whether an injury resulted, that may have been caused by human error; or
5. Physical confrontations or fights, assaults, or flagrant disregard or violations of established safety, security, or other District operation procedures.

D. Post-Accident Testing:

The District may require alcohol or drug screening following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from the accident or violation, provided that the “reasonable suspicion” factors described above are present.

E. Random Testing:

Random drug and alcohol tests for safety sensitive employees are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year within each DOT agency. The current year testing rates can be viewed online at <http://www.dot.gov/odapc/random-testing-rates>.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee will only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the District’s designated testing site.

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or childcare commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or childcare commitment, for the

period immediately following an employee's shift, must be provided at least twelve (12) hours before the end of the shift.

2190.9 Rehabilitation

- A. Voluntary Disclosure – The District encourages employees who believe they may have a drug or alcohol problem to take the initiative in voluntarily seeking confidential assistance to resolve the problem. Such employees may disclose the problem to the Designated Employer Representative or other supervisor, who shall refer the employee to the Employee Assistance Program (EAP) or SAP. An employee requesting this assistance may, at the supervisor's discretion, be transferred, given work restrictions, or placed on leave while receiving treatment and until the employee is drug or alcohol free. An employee's voluntary disclosure of a substance or alcohol abuse problem will not terminate any investigation, criminal or administrative, initiated prior to the disclosure. Each employee is responsible for seeking assistance before the employee's drug or alcohol problem leads to a violation of this Policy, or before the employee is asked to submit to a reasonable suspicion or post-accident drug or alcohol test.

- B. Leave Time – Employees must use accumulated paid time off (PTO), including available sick time or vacation accrual, or compensatory time off (CTO), or request personal leave of absence without pay if time off from work is necessary for any treatment or rehabilitation program. The costs of long-term rehabilitation or treatment services, whether covered by the employee's medical plan, are the ultimate responsibility of the employee.

- C. Return to Duty – Employees who return from rehabilitation may be required to submit to a return-to-duty test before returning to their position.

PROPOSED

POLICY TITLE: Disciplinary Actions
POLICY NUMBER: 2250
POLICY EFFECTIVE DATE: December 15, 1997
REVISED: July 14, 2021

As a matter of policy, the District generally seeks to resolve conduct and performance problems in the most informal and positive manner possible, such as through counseling from the Supervisor or Department Head, during the performance evaluation process and associated performance improvement plans, training or additional supervision. However, the District may determine, in its sole discretion, to use disciplinary action, up to and including termination, to resolve such problems. The District has authority to take disciplinary action at any level including but not limited to termination of employment based upon the severity of the alleged offense.

All employees are required to cooperate and to provide full and truthful information upon request in any investigation that has been initiated in response to a complaint or charge that may lead to discipline.

2250.1 Types of Disciplinary Actions

The types of personnel actions and/or disciplinary actions include:

1. Oral Warning: An oral warning is a verbal direction from a Supervisor to define area(s) of needed improvement or to discontinue inappropriate conduct and the setting up goals for improvement. An oral warning is documented in the supervisor's file. This type of disciplinary action is intended to be educational rather than punitive in nature; it may not be appealed under this policy.
2. Written Warning: A written warning is written direction from a Supervisor which defines the area(s) of needed improvement or to discontinue inappropriate conduct and setting up goals for improvement including a timetable to achieve them. A written warning will be retained in the employee's personnel file. The employee receives a copy of the document and has the right to attach a written rebuttal to the warning in his or her personnel file if the rebuttal is submitted to the Human Resources Department within 10 working days of the date the warning was received. This type of disciplinary action is also intended to be educational rather than punitive in nature; it may not be appealed under this policy.
3. Suspension without pay – up to one (1) work shift: A temporary removal of an employee from the service of the District without pay for up to one (1) work shift for disciplinary purposes.
4. Suspension without pay – more than one (1) work shift: A temporary removal of an employee from the service of the District without pay for more than one (1) work shift for disciplinary purposes.
5. Demotion: The removal of an employee from his or her position to one of lower grade or classification.

6. Reduction in Pay: The District may reduce an employee's pay for cause. A reduction in pay for disciplinary purposes may take one of two forms: (1) a decrease in salary to a lower step within the salary range, or (2) a decrease in salary paid to an employee for a fixed period of time.
7. Termination of employment

In addition, any regular employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) is not subject to any disciplinary penalty which is inconsistent with his or her FLSA overtime-exempt status.

2250.2 Coverage

The following categories of persons can be terminated at-will and have no rights to any of the pre- or post-disciplinary processes or procedures

1. Temporary employees
2. Provisional or seasonal employees
3. Introductory or probationary employees
4. Any person on an employment contract
5. Any person who is designated "at-will" in any District policy, document, acknowledgement, resolution or ordinance.

2250.3 Causes of Discipline

Regular employees may receive disciplinary action including but not limited to reprimand, suspension, demotion, in-grade salary reduction, withholding of in-grade salary increase or immediate termination from employment at CCWD for any of the following causes of discipline. This list is not exhaustive. Should there arise an instance of unacceptable conduct not included in the following list, the District may nonetheless determine it is necessary and appropriate to discipline in accordance with the policies and procedures contained herein.

A. Attendance

- a. Improper or unauthorized use or abuse of paid or unpaid leave.
- b. Excessive and/or habitual absenteeism and/or tardiness.
- c. Being absent without authorization and/or late arrival or early departure from work.
- d. Failure to return from an authorized leave of absence.

B. Behavior/Attitude

- a. Fraud, deceit, or providing wrong or misleading information in securing employment, a promotion, or maintaining employment.

- b. Violation of any District policy, procedure, rule, resolution, ordinance, or related directive.
- c. Insubordination or insubordinate conduct; Failure or refusal to carry out a direct order from a superior; Insulting or demeaning the authority of a supervisor or manager.
- d. Engaging in conduct that is an actual or potential conflict with the interests of the District.
- e. Falsifying any District record or document, including but not limited to employment applications, time cards, and other information provided to or maintained by the District.
- f. Making any false statement, omission or misrepresentation of a material fact, including failure to cooperate in an investigation that may lead to discipline.
- g. Dishonesty
- h. Discourteous or disparaging treatment of the public or other employees, including but not limited to conduct deemed by the District to be harassing, coercing, threatening, intimidating to others, or use of abusive or threatening language.
- i. Failure to cooperate with employee's manager, Supervisor or fellow employees.
- j. Any conduct which interferes with District operations, damages public property, wastes public supplies, or otherwise impairs, disrupts, or causes discredit to the District, the employee's employment, or other employees' employment.
- k. Physical or verbal altercations.
- l. Theft.
- m. Encouraging and/or directing another employee to engage in any misconduct identified here or in any other District policy, procedure, rule, resolution, ordinance, or memorandum of understanding.

C. Work Performance

- a. Unsatisfactory job performance.
- b. Inefficiency.
- c. Negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent and reasonable manner.
- d. Failure to improve job performance in accordance with written or oral direction.

- e. Failure to respond or improve to a performance improvement plan (PIP) following an evaluation or following disciplinary action that required such a plan.
 - f. Failure to accept reasonable and proper assignment from an authorized Supervisor.
 - g. Improper or unauthorized use of District property, equipment, or waste of District supplies through negligence or misconduct, which may or may not result in damage thereto.
 - h. Mishandling or misuse of public funds.
 - i. Unauthorized release of confidential information or official records of the District, or other violation of the District's confidentiality policies.
 - j. Being wasteful of materials, property or working time.
- D. Other
- a. Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his or her position. Conviction shall be construed to be a determination of guilt of the accused by a court, including a plea of guilty or no contest, regardless of the sentence, grant of probation, or otherwise. Notwithstanding any further proceedings in the case of any appeal or appellate decision, a conviction shall be deemed to be complete upon the date the court imposes judgment and sentence.
 - b. Removing, or destroying District documents without permission
 - c. Performing outside work during business hours or engaging in off-duty employment or other activities that adversely affect the employee's work performance or that constitute a conflict of interest with District service.
 - d. Violation or neglect of work safety rules or contributing to hazardous conditions including failure to comply with OSHA safety standards, the District's Injury and Illness Prevention Program, and/or District safety policies.
 - e. Unauthorized removal or use of any District property or that of its customers or clients
 - f. Altering, falsifying, and tampering with time records.
 - g. Working overtime without prior authorization or refusing to work assigned overtime.
 - h. Possession of firearms or other dangerous weapons in a CCWD vehicle or on CCWD property at any time, unless authorized by the General Manager under the workplace violence policy.
 - i. Violation of the District Policies.

2250.4 Grounds for Immediate Termination of Employment

If an employee of CCWD is convicted of a felony or malfeasance in office or employment; be legally judged insane; is found to have engaged in ongoing theft of District property or resources, or with intentional malice is witnessed initiating a system failure at any District facility, that employee may be terminated immediately.

2250.5 Discipline Procedure

The following discipline procedures only apply to the District's for-cause employees. All employees other than for-cause employees, namely those listed in section 2250.2 above, may be disciplined or separated at will, with or without cause, and without the disciplinary procedures listed below. The following discipline procedures apply only to suspension without pay, reduction in pay, demotion, or dismissal.

- a. **Notice of Intended Disciplinary Action to Employee:** A written notice of the intended disciplinary action shall be given to the employee, which will include the following information:
 1. The level of the intended discipline;
 2. The specific charges that support the intended discipline;
 3. A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 4. A copy of all materials upon which the intended discipline is based;
 5. Notice of the employee's right to respond to the Department Head regarding the intended discipline within five (5) days from the date of the notice, either by requesting a pre-disciplinary conference, by providing a written response, or both;
 6. Notice of the employee's right to have a representative of their choice at the pre-disciplinary conference; and
 7. Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.
- b. **Response by Employee and Pre-disciplinary Conference:** If the employee requests a pre-disciplinary conference, the Department Head or designee will conduct an informal meeting with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against them and present any mitigating circumstances. The Department Head or designee will consider the employee's presentation before issuing the disciplinary action. The employee's failure to attend the conference, or to deliver a written response by the date specified in the notice of intended disciplinary action, is a waiver of the right to respond, and the proposed disciplinary action will be imposed on the date specified in the notice.
- c. **Final Notice of Discipline:** After the pre-disciplinary conference and/or timely receipt of the employee's written response, the Department Head or designee will do one of the following: (1) take no disciplinary action; (2) modify the proposed discipline; or (3) impose the disciplinary action as proposed. In any case, the

Department Head or designee will provide the employee with a notice that contains the following:

1. The level of discipline, if any, to be imposed and the effective date of the discipline;
 2. The specific charges upon which the discipline is based;
 3. A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 4. A copy of all materials upon which the discipline is based; and
 5. A reference to the employee's appeal right and deadline to appeal.
- d. **Delivery of the Final Notice of Discipline:** The final notice of discipline will be sent by mail method that verifies delivery to the last known address of the employee, or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

2250.6 Discipline Appeal Procedures

The following discipline procedures only apply to the District's for-cause employees, and apply only to suspension without pay for more than one work shift, reduction in pay, demotion, or dismissal. These procedures do not apply to employees who are at-will, or who are covered by an alternative disciplinary appeal procedure pursuant to a Memorandum of Understanding or other collective bargaining unit.

- a. **Request for Appeal Hearing:** An employee may submit a written request for appeal to the Human Resources Manager or designee within 14 days from: (1) receipt of the final notice of discipline; or (2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.
- b. **Appeal Hearing Officer:** The appeal hearing officer shall be the General Manager or an individual designated by the General Manager who is selected through the State Mediation and Conciliation Service ("SMCS"), so long as the General Manager did not serve as the pre-disciplinary conference officer for the discipline at issue. In such case, the appeal hearing officer shall be an individual designated by the District Board who is selected through SMCS.
- c. **Date and Time of the Appeal Hearing:** Once the appeal hearing officer has been designated, the Human Resources Manager will set a date for an appeal hearing. The employee shall be notified in writing at least 21 days prior to the hearing of the scheduled date.
- d. **Prehearing Notice of Witnesses and Evidence:** No later than 10 days before the hearing date, each party will provide the other and the appeal hearing officer a

list of all witnesses to be called (except rebuttal witnesses), and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing. The District will use numbers to identify its evidence; the employee will use alphabet letters. Neither party will be permitted to call any witness or evidence that has not been listed unless that party can show that the party could not have reasonably anticipated the need for the witness or exhibit.

- e. **Subpoenas:** Upon the request of either party, and upon their own motion, the hearing officer will issue subpoenas to compel attendance at the appeal hearing. Each party is responsible for serving their/its own subpoenas. District employees who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. District employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually spend testifying.
- f. **Continuances:** The appeal hearing officer may continue a scheduled hearing only upon good cause shown.
- g. **Record of the Appeal Hearing:** The hearing shall be recorded, either electronically or by a court reporter, at the option of the District. If the District orders a transcript or makes a transcript of the recording, the District will notify the employee within three days of ordering or making the transcript, and will provide a copy of the transcript upon receipt of the costs of duplication.
- h. **Employee Appearance:** The employee must appear personally before the hearing officer at the time and place set for the hearing. The employee may be represented by any person they may select.
- i. **Conduct of the Hearing:**
 - 1. **Sworn Testimony:** All witnesses shall be sworn in prior to testifying. The hearing officer or court reporter shall request each witness to raise their hand and respond to the following: “Do you swear that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth?”
 - 2. **Evidence:** Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight and credibility of testimony and evidence.
 - 3. **Exclusion of Witnesses:** During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.

4. **Burden of Proof:** The District has the burden of proof by the preponderance of the evidence.
 5. **Authority of Hearing Officer:** The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.
 6. **Professionalism:** All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or the appeal hearing officer.
- j. **Presentation of the Case:** The parties will address their remarks, evidence, and objections to the appeal hearing officer. The appeal hearing officer may terminate argument at any time and issue a ruling regarding an objection or any other matter. The appeal hearing officer may limit redundant or irrelevant testimony, or directly question the witness. The hearing will proceed in the following order unless the appeal hearing officer directs otherwise:
1. The District is permitted to make an opening statement;
 2. The employee is permitted to make an opening statement;
 3. The District will produce its evidence;
 4. The employee will produce its evidence
 5. The District, followed by the employee, may present rebuttal evidence; and
 6. Oral closing arguments of no more than 20 minutes may be permitted at the discretion of the appeal hearing officer. The District argues first, the employee argues second, and if the District reserved a portion of its time for rebuttal, the District may present a rebuttal.
- k. **Written Briefs:** Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft decisions, the deadline for submitting briefs, and the page limit for briefs.
- l. **Appeal Hearing Officer's Recommended Decision:** Within 60 days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline.
1. If the General Manager was neither the appeal hearing officer nor the pre-disciplinary conference officer, the General Manager shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the General Manager is final. There is no process for reconsideration.
 2. If the General Manager was either the appeal hearing officer or the pre-disciplinary conference officer, the District Board shall review the findings

and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. The decision of the District Board is final. There is no process for reconsideration.

- m. **Proof of Service of the Written Findings and Decision:** The District will mail a copy of the final written findings and decision, along with a proof of service of mailing that confirms that each of the parties and each of the parties' representatives were mailed the final written findings and decision. It shall be the responsibility of the employee to inform the District of their address. A copy of the decision shall also be provided to the Human Resources Manager

PROPOSED

POLICY TITLE: Disability and Life Insurance

POLICY NUMBER: 2315

POLICY EFFECTIVE DATE: July 14, 2021

2315.1 Disability

Employees are covered by the District's paid personal short and long term disability insurance plans, as the District does not participate in State Disability Insurance (SDI). Disability insurance coverage becomes effective on the 1st of the month following 60 days of continuous employment. The disability insurance plan provides employees who are unable to work due to personal injury or illness for a period of time as defined by the plan.

There is no waiting period for insurance benefits in the case of injury; however, there is a seven (7) day waiting period for illness. The employee may request accrued leave balances in coordination with pay from disability benefits. However, during any waiting period, employees are required to use accrued leave balances.

Eligibility of this benefit is determined by the District's Disability provider.

2315.2 Life Insurance

Full-time employees are covered by a group life insurance plan and a group Accidental Death and Dismemberment Insurance Plan maintained by the District. Coverage becomes effective on the 1st of the month following 60 days of continuous employment.