



RESOLUTION NO. 2019-43
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-01

AGENDA

MISSION STATEMENT

"Our team is dedicated to protecting, enhancing, and developing our rich water resources to the highest beneficial use for Calaveras County, while maintaining cost-conscious, reliable service, and our quality of life, through responsible management."

Regular Board Meeting
Wednesday, June 26, 2019
1:00 p.m.

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents 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.

3a Approval of Minutes for the Board Meeting of May 29, 2019

BOARD OF DIRECTORS

Russ Thomas, President Bertha Underhill, Vice President
Scott Ratterman, Director Cindy Secada, Director Jeff Davidson, Director

4. NEW BUSINESS

- 4a Consideration of Renewal of Contract for Federal Advocacy Services with Mia O’Connell of O’Connell & Dempsey, LLC for Fiscal year 2019-20
(Michael Minkler, General Manager) **RES 2019-_____**
- 4b Discussion Regarding District Operations Department Re-Organization
(Stacey Lollar, Human Resources Manager)
- 4c Discussion/Action regarding Approving Side Letter with SEIU Local 1021
(Stacey Lollar, Human Resources Manager) **RES 2019-_____**

5. PUBLIC HEARING

- 5a Discussion/Action Regarding the Adoption of the Fiscal Year 2019-20
Operating and Capital Improvement Plan Budget
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-_____**
- Discussion/Action Regarding the Adoption of the Fiscal Year 2019-20
Personnel Allocation Budget
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-_____**
- 5b Discussion/Action Regarding the Adoption of Amendment to Ordinance 2006-03
Setting Water and Wastewater Capacity Charges
(Joel Metzger, External Affairs Manager) **ORD 2019-_____**
- Discussion/Action Regarding the Adoption of Amendment to Ordinance 2018-01
Modifying Rates for Water and Wastewater Services
(Joel Metzger, External Affairs Manager) **ORD 2019-_____**
- 5c Discussion/Action Regarding the Adoption of District Policy No. 26 Water Use Audits
(Joel Metzger, External Affairs Manager) **RES 2019-_____**

6.* GENERAL MANAGER REPORT

7.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

8. NEXT BOARD MEETINGS

- Wednesday, July 10, 2018, 1:00 p.m., Regular Board Meeting
- Wednesday, July 26, 2018, 1:00 p.m., Regular Board Meeting

9. ADJOURNMENT

CALAVERAS COUNTY WATER DISTRICT

Board of Directors

District 1 Scott Ratterman
District 2 Cindy Secada
District 3 Bertha Underhill
District 4 Russ Thomas
District 5 Jeff Davidson

Legal Counsel

Matthew Weber, Esq.
Downey Brand, LLP

Financial Services

Umpqua Bank
US Bank
Wells Fargo Bank

Auditor

Richardson & Company, LLP

CCWD Committees

*Engineering Committee
*Finance Committee
*Legal Affairs Committee
Executive Committee (*ad hoc*)

Membership**

Davidson / Thomas (alt. Secada)
Underhill / Secada (alt. Thomas)
Davidson / Thomas (alt. Ratterman)
Thomas / Underhill

Joint Power Authorities

ACWA / JPIA
CCWD Public Financing Authority
Calaveras-Amador Mokelumne River Authority (CAMRA)
Calaveras Public Power Agency (CPPA)
Eastern San Joaquin Groundwater Authority
Tuolumne-Stanislaus Integrated Regional Water
Management Joint Powers Authority (T-Stan JPA)
Upper Mokelumne River Watershed Authority (UMRWA)

Ratterman (alt. Michael Minkler)
All Board Members
Ratterman / Underhill (alt. Secada)
Peter Martin (alt. Michael Minkler)
Thomas
Secada (alt. Thomas)
Davidson (alt. Ratterman)

Other Regional Organizations of Note

Calaveras LAFCO
Calaveras County Parks and Recreation
Committee
Highway 4 Corridor Working Group
Mountain Counties Water Resources
Association (MCWRA)
Mokelumne River Association (MRA)
Tuolumne-Stanislaus Integrated Regional Water
Mgt. JPA Watershed Advisory Committee (WAC)
Eastern San Joaquin Groundwater Authority-Technical
Advisory Committee

Ratterman / Thomas
Thomas (alt. Ratterman)
Thomas / Underhill
All Board Members
All Board Members
Peter Martin (alt. Metzger)
Peter Martin

* Standing committees, meetings of which require agendas & public notice 72 hours in advance of meeting.

** The 1st name listed is the committee chairperson.



RESOLUTION NO. 2019-32
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

May 29, 2019

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

Directors Absent: Russ Thomas, President

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Jeffrey Meyer, Director of Administrative Services
Damon Wyckoff, Director of Operations
Peter Martin, Water Resources Manager
Patti Christensen, Accountant III

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

Vice-President Underhill called the Regular Board Meeting to order at 1:02 p.m. and led the pledge of allegiance. President Thomas was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

MOTION: Directors Davidson/Secada - Approved Consent Agenda Items:
3a and 3b as presented

3a Approval of Minutes for the Board Meeting of April 24, 2019

3b Approval to Amend Appendix A of District Policy No. 5070 - Conflict of Interest Code
(Rebecca Hitchcock, Clerk to the Board)

RES 2019-32

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

4. NEW BUSINESS

- 4a Discussion/Action regarding Approval of the Written Verification of Water Supply for the Vesting Tentative Subdivision Map for the Saddle Creek Development within the Copper Cove Service Area
(Peter Martin, Manager of Water Resources) **RES 2019-33**

MOTION: Directors Davidson/Secada Adopted Resolution No. 2019-33 Approval of the Written Verification of Water Supply for the Vesting Tentative Subdivision Map for the Saddle Creek Development within the Copper Cove Service Area

DISCUSSION: Mr. Martin presented the Written Verification of Water Supply for the Vesting Tentative Subdivision Map for the Saddle Creek Development within the Copper Cove Service Area. This requirement is in the Water Code for a water supply assessment for any subdivision. Mr. Martin answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Direction on the Calaveras County Dig Once Policy
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler presented the Draft Calaveras County Dig Once Policy released on April 29, 2019, discussing the various aspects of the policy. He discussed the detailed letter the District sent in response to the draft policy. Director Davidson suggested providing the County with a redlined copy with language changes for their review. He also asked if the policy has a distinction between County maintained roads or all roads in the County. The District will attend a meeting that Public Works has proposed between the County and the utilities to discuss the policy. There was significant discussion between staff and the Board on the policy specifics and response.

PUBLIC COMMENT: There was no public comment.

This item was for information only; no action was taken.

- 4c Discussion/Action regarding the DRAFT Preliminary FY 2019-20 Operating and Capital Improvement Program Budgets
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Mr. Meyer presented the Draft Preliminary FY 2019-20 Operating and Capital Improvement Program Budgets. He advised that there were changes made to the budget since the draft was published on Friday, May 24, 2019. He reviewed the budget process thus far, and

explained the changes that occurred since last week. There was discussion between staff and the Board on the specifics of the budget. There is currently a restructuring of the Operations Department in the works, such as eliminating the currently open position of Electrician, which will free up room in the budget to add the Purchasing Agent without adding any headcount. Staff feels a Purchasing Agent will free up time of Operators, Supervisors, and office staff by handling the entire inventory and dealing with vendors. In addition, purchasing in bulk will allow for quantity discounts, saving the District money. Mr. Minkler also discussed the possible change to the District On-Call program. Direction was given to Mr. Meyer to continue working to balance the budget by the Budget Workshop meeting on June 13, 2019.

PUBLIC COMMENT: There was no public comment.

RECESS was called at 2:30 p.m. **SESSION RESUMED** at 2:35 p.m.

5. OLD BUSINESS

- 5a Update on Actions of the Eastside Groundwater Sustainability Agency and JPA (Peter Martin, Manager of Water Resources)

DISCUSSION: Mr. Martin gave a PowerPoint presentation with an update on the actions of the Eastside Groundwater Sustainability Agency and Joint Powers Agency.

This item was for information only; no action was taken.

6. REPORTS

- 6a General Manager Report

Mr. Minkler reported on the following activities: 1) the recent work on the budget and reorganization of Operations; 2) the District's preparation for the PG&E Power Shut Off Program (PSPS); 3) an update on the Customer Service management change and how the transition is going; 4) the West Point Grant application audit looks favorable and the District may qualify; 5) the Section 219 Authorization does allow for new projects and the District has the opportunity to compete for \$100 million dollar infrastructure funds; and 6) the salary survey is progressing and an update should be presented to the Board in June or July.

7. BOARD REPORTS/INFORMATION/FUTURE AGENDA ITEMS

Director Secada reported that she will be on vacation June 18-25th. She thanked Mr. Minkler for the Customer Assistance Program update on tenant qualifications.

Director Davidson reported on a cannabis meeting he attended at the ACWA Conference. There are going to be many rules coming out that may affect CCWD. Staff should have a meeting with the County regarding the state mandated rules. He also wants notifications sent out to people who have wells regarding the PG&E Power Shut off Program. Homes with wells will not have water during the shut offs unless they plan for it.

Director Ratterman reported that the PG&E Power Shut off Program will greatly affect the area this summer. Homeowners and businesses will be affected. The Calaveras Public Utilities District rate increase will be voted on June 11, 2019. Mountain Counties Water Resources is having a tour and meeting in Auburn on June 27 and 28.

Director Underhill attended the Snowshoe Springs Association Board of Directors meeting. They received a grant for over a million dollars to help fund infrastructure.

8. NEXT BOARD MEETINGS

- Wednesday, June 12, 2019, 1:00 p.m., Regular Board Meeting
- Thursday, June 13, 2019, 1:00 p.m., Budget Workshop
- Wednesday, June 26, 2019, 1:00 p.m., Regular Board Meeting

9. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:18 p.m.

By:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 26, 2019

TO: Board of Directors

FROM: Michael Minkler, General Manager

SUBJECT: Consideration of Renewal of Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Year 2019-20

RECOMMENDED ACTION:

Motion: _____/_____ adopt Resolution No. 2019 - ____ authorizing a contract with Mia O'Connell of O'Connell & Dempsey, LLC for federal advocacy services for FY 2019-20.

SUMMARY:

This agenda item is to request renewal of the District's contract with Mia O'Connell of O'Connell & Dempsey, LLC for federal advocacy services for next fiscal year (July 1, 2019 – June 30, 2020). The District's current contract for Ms. O'Connell's services in Washington, D.C. expires at the end of June.

Mia O'Connell has represented the District for many years in Washington, D.C. and most recently has focused her efforts on obtaining access to storage and/or conveyance at New Melones Reservoir for CCWD under the District's existing water rights to the Stanislaus River and its tributaries. Local access to New Melones could substantially benefit the county and region in a number of ways such as allowing for dedicated water supplies for fire and drought protection and facilitating conjunctive use efforts to address critical overdraft conditions in the Eastern San Joaquin Groundwater Basin in accordance with the California Sustainable Groundwater Management Act. With Ms. O'Connell's support, the District realized language in the Water Infrastructure Improvements for the Nation Act (WIIN Act) that furthers this effort by calling for an analysis of available storage at New Melones to maximize local and regional benefits such as groundwater banking and drought protection for communities such as ours. That Bureau of Reclamation report is completed with the District's proposal included. The District is fleshing out its proposal and will be working with the Bureau of Reclamation with the assistance of Ms. O'Connell.

In addition to helping coordinate our participation in this effort through the Commissioner's Office of the U.S. Bureau of Reclamation, Ms. O'Connell will assist the District in pursuing federal funds for some of our most important capital projects as any infrastructure legislation moves forward in Congress. In addition, she will assist in

efforts to gain access to federal resources to advance improved headwaters management efforts in the Stanislaus River watershed.

Ms. O'Connell has recently been instrumental in creating a potential opportunity for CCWD to utilize a \$3 million authorization under an Army Corps of Engineers Section 219 program for environmental mitigation projects. Ms. O'Connell provided Senator Feinstein's office with specific legislative language keeping the program open to "new starts," without which CCWD would not even be able to apply for use of the authorization. Further, upon recognizing that the Army Corp's Sacramento office hasn't processed a Section 219 project for several decades, Ms. O'Connell orchestrated a call that included CCWD staff and Army Corps staff from Sacramento and Chicago during which the Chicago Army Corps staff were able to walk us through the process in a manner that gives us the best chance at success. CCWD is currently preparing an application for up to \$1 million in federal Section 219 funding for wastewater system improvements.

Ms. O'Connell also recently coordinated an effort for CCWD to pursue a separate source of Army Corps funding for streambank stabilization. Based on Ms. O'Connell's guidance, CCWD is pursuing funding for a project that would safeguard the Huckleberry Lift Station in Valley Springs. The Huckleberry Lift Station is a critical component of the La Contenta wastewater collection system but its location on the bank of Cosgrove Creek puts it at flood risk.

In addition to ongoing matters, Ms. O'Connell coordinates an annual DC trip for CCWD representatives. These trips provide CCWD staff with critical opportunities to meet with federal agency and legislative staff to advocate for District priorities and learn of new opportunities. The itinerary of the latest trip is attached as an example of the high-level access Ms. O'Connell is able to provide.

The attached proposal outlines the services to be performed by Ms. O'Connell for the District in the coming fiscal year for a fixed retainer of \$5,000 per month, which would be an increase from \$4,000 per month since 2015. Ms. O'Connell's retainer was reduced to \$4,000 per month in 2015 at the request of the District and while her costs have gone up, she has not requested an increase until this year. Management believes this is a fair request and recommends approval of the proposed agreement.

FINANCIAL CONSIDERATIONS:

This would be annual increase of \$12,000 per year. The proposed FY 2019-20 budget includes funds for this effort at the increased rate.

*Attachments: Resolution 2019 - ___ Authorizing Contract with O'Connell & Dempsey, LLC for FY 2019-20
Proposal from O'Connell & Dempsey, LLC
2019 D.C. Itinerary*

RESOLUTION NO. 2019-____

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

**APPROVING AN AGREEMENT FOR CONSULTING SERVICES
WITH
O'CONNELL & DEMPSEY, LLC**

WHEREAS, the CALAVERAS COUNTY WATER DISTRICT (CCWD) Board of Directors wishes to enter into an Agreement dated July 1, 2019, for consulting services with O'Connell & Dempsey, LLC in Washington, DC; and

WHEREAS, under the said proposal, O'Connell & Dempsey, LLC will provide CCWD representation in pursuit of federal drought legislation and enhancing local water supply reliability.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of CALAVERAS COUNTY WATER DISTRICT hereby authorizes the General Manager to execute an Agreement dated July 1, 2019 - June 30, 2020, for Consulting Services with O'Connell & Dempsey, LLC in the amount of \$60,000 said proposal is attached hereto and made a part hereof. Funding for services to come from the District Operating Fund.

PASSED AND ADOPTED this 26th day of June, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

O'Connell & Dempsey, LLC

To: Michael Minkler, General Manager, Calaveras County Water District

From: Mia O'Connell, President, O'Connell & Dempsey

Date: June 17, 2019

SUBJ: Contract Renewal Proposal for O'Connell & Dempsey, LLC

As a follow-up to our discussion on contract renewal for the upcoming year with O'Connell & Dempsey, this memo details the proposed Scope of Work for O'Connell & Dempsey focusing on the opportunities for the Calaveras County Water District (CCWD) on the federal level which we are currently engaged in and propose to expand on into the next year.

I am proposing that O'Connell & Dempsey assist the District in pursuing the following opportunities in the coming year:

1) Infrastructure Funding

We propose aggressively pursuing Corps of Engineers funding under a number of their existing authorities on behalf of the District, including: 1) Section 219 Environmental Infrastructure – Copper Cove Wastewater Treatment and Reclamation Facility, 2) Section 14 Emergency Streambank and Shoreline Erosion – Huckleberry Lift Station, and 3) Operation and Maintenance funds for the Corps to update the water control manual for potential reoperation of the New Hogan Reservoir. The consultant has engaged the Corps with CCWD to initiate study efforts leading to infrastructure funding for all three of these priority areas. We would propose working closely with CCWD leadership, the Corps, and the Congressional delegation to seek FY 2020 and FY 2021 Work Plan funds for these projects, as well as working to move these studies aggressively through the Corps process. We would anticipate that these efforts will take most of our time and work for the District. Will also be investigating other federal opportunities for the funding of District infrastructure, including the Department of Agriculture and the developing Reclamation Infrastructure Finance and Innovation Act (RIFIA) program.

2) Expansion of Infrastructure Funding Opportunities

Currently, the District's authorization for Calaveras County's Section 219 water supply and wastewater infrastructure improvement project is limited to \$3 million under the 2007 Water Resources Development Act authorization. Based on discussions with House Transportation and Infrastructure Committee staff and Senate Environment and Public Works Committee staff, there will be an effort later this year and the beginning of next year to start the process of developing a

new Water Resources Development Act of 2020. With the current Calaveras County authorization limited, the effort would be to increase the authorization in WRDA to provide funding authority for a larger project. O'Connell & Dempsey will work closely with District leadership, the Congressional delegation, and House and Senate Committee staff to draft language to expand the existing authorization to fit the District's needs for upgrading and expanding the facility to deal with the increase in development, and other issues. This effort would be pursued in the 2020 WRDA.

3) New Melones Proposal, Section 4006 of the Water Infrastructure Improvements for the Nation (WIIN) Act

O'Connell & Dempsey proposes working closely with CCWD as it fleshes out and develops its proposal for Reclamation to create additional flexibility in the management of the New Melones Reservoir. The proposal is intended to support local conjunctive use efforts, drought protection, wildfire suppression, groundwater recharge, and other projects to maximize beneficial use in the region. O'Connell & Dempsey will be staying in close to contact with CCWD as it develops its proposal to assist with strategy and determines best timing and approaches for briefing the delegation and Reclamation Headquarters.

4) Senator Feinstein/Congressman Harder Drought Resiliency and Water Supply Legislation

O'Connell & Dempsey proposes to work closely with District leadership, ACWA, Senator Feinstein's office, and Congressman Harder's office in the development and approval of the water supply legislation to work towards including opportunities for infrastructure authorizations and funding which could benefit the District. We will focus on supporting opportunities with ACWA and others to maximize infrastructure funding opportunities for the District and others through our efforts with the staff of Senator Feinstein and Congressman Harder.

5) U.S. Forest Service's Collaborative Forest Landscape Restoration Program

O'Connell & Dempsey will monitor and advise on the upcoming request for proposals for the U.S. Forest Service's Collaborative Forest Landscape Restoration Program and work to brief the District on the proposal. As the funding opportunity is released, O'Connell & Dempsey will share it with CCWD for the Upper Mokelumne River Watershed Authority (UMRWA) to decide on their best path forward. O'Connell & Dempsey will support CCWD's efforts in working with UMRWA and the U.S. Forest Service to work to make sure that UMRWA's proposal is given full consideration. O'Connell & Dempsey will also develop support for the application with the Congressional delegation at the appropriate time.

6) Partnership with Calaveras County

O'Connell & Dempsey proposes to support CCWD's efforts in working with the County, especially regarding the removal of hazardous trees on Bureau of Land Management (BLM) property, as well as the expansion of broadband throughout the County through USDA's Rural Utilities Service programs.

Fees

For this scope and the work associated with these initiatives, we would request a flat monthly rate of \$5,000 to cover the hours and expenses involved with this workload. This would be an increase from the existing level of \$4,000 month, which has stayed constant since 2015. In an effort to reflect the increased cost of business, as well as the range of issues we are handling, we request your consideration of our proposal.

Thank you for this opportunity and it would be our honor to continue to represent the District in Washington. We appreciate your consideration of our proposal and are prepared to answer any questions you may have.

O'Connell & Dempsey, LLC

MEETING ITINERARY

County of Calaveras and Calaveras County Water District

Tuesday, April 2nd

TIME	DESCRIPTION	LOCATION
	<u>Strategy Session with Mia O'Connell</u>	
9:30 am	<u>Bradd Schwichtenberg</u> , Civil Deputy SPD RIT, U.S. Army Corps of Engineers	441 G Street, NW (202) 761-1367 (202) 761-0100
11:00 am	<u>Catherine Pomposi</u> , Legislative Fellow, Office of Senator Kamala Harris	112 Hart SOB (202) 224-3553
2:30 pm	<u>John Watts</u> , Legislative Director, Office of Senator Dianne Feinstein	331 Hart SOB (202) 224-3841
4:00 pm	<u>Brian Steed</u> , Acting Director, U.S. Bureau of Land Management	1849 C Street, NW

O'Connell & Dempsey, LLC

MEETING ITINERARY

Wednesday, April 3rd

TIME	DESCRIPTION	LOCATION
1:00 pm	<u>Laurel Leverrier</u> , Deputy Assistant Administrator, Rural Utilities Service, U.S. Department of Agriculture	1400 Independence Ave, SW
2:30 pm	<u>Shelby Hagenauer</u> , Deputy Commissioner, <u>Jill Dale</u> , Mid-Pacific Regional Liaison, U.S. Bureau of Reclamation	1849 C Street, NW Room 7637 (202) 513-0669
4:00 pm	<u>Congressman Tom McClintock</u>	2312 Rayburn HOB (202) 225-2511
4:45 pm	<u>Congressman John Garamendi</u>	2438 Rayburn HOB (202) 225-1880

Pending

TIME	DESCRIPTION	LOCATION
	<u>Samantha Nelson</u> , Professional Staff Member, <u>Jen Armstrong</u> , Professional Staff Member, <u>Katie Williams</u> , Corps Detailee, Senate Committee on Appropriations, Subcommittee on Energy and Water Development	
	<u>Jessica Robertson</u> , National Restoration Planning Group Leader, U.S. Forest Service	201 14 th Street, SW
	<u>Dave Reynolds</u> , Director of Federal Affairs, Association of California Water Agencies	400 N. Capitol Street, NW Suite 357 (202) 434-4760

Agenda Item

DATE: June 26, 2019

TO: Board of Directors

FROM: Michael Minkler, General Manager

SUBJECT: Discussion Regarding District Operations Department Re-Organization

RECOMMENDED ACTION:

None required. This is an informational item only.

SUMMARY:

Over the past several months Union field staff members have approached the Director of Operations and/or the General Manager with various proposals on how to re-organize the field crews in an effort to create efficiencies in the field. After much thought and consideration, District Management met with Union representatives and proposed an Operations re-organization which incorporated ideas brought forth from Union employees and the current objectives of the District. The results of those requests are as follows:

District Management staff as well as the field recognize that the current organization and size of the distribution and construction crews is not enough to facilitate the effective and safe completion of work efforts needed on a regular basis. This especially holds true for the Jenny Lind service area, which is the District's area of greatest service line repair need. Additionally, the District assessed the staffing needs for the West Point distribution system; reviewing the amount of work orders from the past year, permit requirements, state of the system, and projects need for the area. It has been determined that it is not critically necessary for a full time employee dedicated to the West Point Service area only. Therefore, the District will reclassify four Distribution Workers to Construction Workers and merge the Jenny Lind and West Point Distribution crews. These changes are beneficial to the operations of the District for the following reason:

- The construction crew will now have a seven member team who can effectively and safely concentrate their work efforts on water line replacements and other necessary projects. When flagging, additional equipment operation, or simply when more working hands are needed, the construction crew would continue to have the ability to utilize the distribution crew members to assist in work efforts.

- The distribution crews will now have the ability to focus on customer service work orders (low pressure calls, re-reads, water quality complaints, etc.), system optimization (tank inspections, pump station inspections, map accuracy work, regulatory compliance efforts (valve exercising, unidirectional flushing, etc.), and minor repairs. The exception would be the Jenny Lind distribution crew, which will continue to be a three person crew that can still handle significant repair work. Additionally, one or more members of the construction crew would also work with the Jenny Lind distribution crew as needed.
- Additionally, the number of crew members for the Jenny Lind/West Point area provides another (beyond the current weekend work effort and capital funded replacement project) opportunity for the District to successfully get ahead of the on-going system failures. Again, distribution crews will continue to be available to assist the construction crew in leak repair efforts as needed and complete service line leak repairs when and if a unique repair situation (i.e. no traffic flagging needed) provides itself.

The District also recognizes there is an immediate and on-going need for maintenance and repair work in and around the plant facilities. The work that needs to be completed does not require the employee to have any certification from the state. Rather than request an additional Treatment Plant Operator, the District proposes to have the Facilities Maintenance Technician position report to the Plant Operations Manager rather than the Director of Administrative Services. With this reporting structure it will no longer require the treatment plant operators to coordinate with the construction crew to see when a project can fit into their scheduled projects.

The District also assessed having two construction inspectors and has determined that an immediate need for two full-time construction inspectors does not exist. The District is better served by utilizing staff from its Construction Crew, which will now be bolstered to seven employees, to provide backup and additional project inspection services when needed.

In addition, the need for a full-time purchasing agent has become abundantly apparent. The District will be eliminating the Electrician II position, which is currently unfilled, and will replace the position with a Purchasing Agent. This position will reside in the SEIU Local 1021 Union at range 19 (see attached job description). While the District's Electricians have a demanding workload, management has determined that the District can safely and effectively manage that workload without filling the Electrician II position that has now been vacant for the last six months. The District will benefit from a dedicated purchasing agent for several reasons:

- This employee will have the knowledge of equipment, materials, and supplies needed by all departments of the District and will have the ability to work with vendors to standardize products and negotiate competitive pricing for bulk ordering.

- This employee will have intimate knowledge of the District's purchasing policy which will assist in consistent procurement procedures, efficient processing, as well as streamline the paperwork and record keeping.
- Because this employee will be tracking the inventory they will have the ability to maintain stock for commonly used items.
- This employee will be able to deliver parts to other employees in the field as needed. This will be extremely helpful in emergency situations.
- With the possible addition of a corporation yard, the purchasing agent will be able to manage centralized receiving and inventory.
- Current Operations administrative and field staff can be freed up to work on other critical tasks. This time will be valuable with the upcoming purchase and implementation of the District's CMMS system.

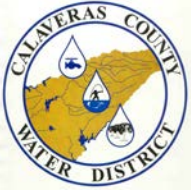
Currently the District has one employee on call, 24/7, for the entire District for a period of one week at a time. It has been determined that this is not effective means to cover the District and its entire infrastructure. Therefore, there exists a need to update the current on call structure to improve District flexibility when it comes to project completion, leak repairs, treatment facility needs, and timely completion of customer service work orders as well as to create a more efficient and safe working environment for our field employees. Management is currently working in conjunction with the Union field staff to develop the best solution for on call coverage which includes the addition of three additional employees to the weekly on-call rotation.

Based on the feedback Management received from employees, we will be moving forward with the re-organization as illustrated above, with an implementation date of July 1, 2019. This is an informational item only and therefore, no action is required from the Board.

FINANCIAL CONSIDERATIONS:

There will be no significant increases or decreases to the budget with this change.

*Attachments: Purchasing Agent Job Description
 Current Org Chart – As of June 1, 2019
 Org Chart as of July 1, 2019*



Job Classification:	Purchasing Agent
Representation:	SEIU Local 1021 Union
Wage Schedule Range:	19
FLSA:	Non-exempt
Effective Date:	July 2019

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision this single position class shall perform a variety of professional procurement and purchasing related duties; warehousing and inventory control processes, complete, analyze, and review purchase orders and purchase requisitions for accuracy and correctness; coordinate the purchase of District supplies, materials, equipment and services; monitors contracts to ensure compliance with purchasing requirements and District rules; and performs other duties as assigned.

Supervision Received and Exercised

General direction is received from the Director of Operations.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Oversee District-wide purchasing and inventory systems, including program set-up to ensure compliance of the District's purchasing policy.
- Purchase materials, supplies, chemicals, and equipment which enable the District to provide necessary services, including during emergency situations.
- Review purchasing requests for accuracy and completeness according to District policies.
- Identify and contact prospective vendor/sales representatives to discuss pricing, quality, order revisions, order cancellation, acceptable substitutes, delivery date revisions and invoice discrepancies.
- Solicit, receive, and evaluate bids and proposals for price quality, and to determine whether vendors meet District requirements including business license, insurance, etc.
- Receive, review and process purchases, requisitions and issue purchase orders for materials, services, equipment and supplies; evaluate and process change order requests.

- Research and identify opportunities for cost reduction; prepare price, quality and value comparisons in the evaluation of bids, materials, services and equipment needs
- Plan, prepare, and administer the District's formal bid process as needed.
- Operate and maintain asset inventory and accounting systems connected to the District's financial accounting system.
- Maintain inventory levels; perform physical counts/audits of inventory as needed.
- Ensure the warehouse facilities and shop yard are in a clean and orderly fashion.
- Participate in budget preparation and administration in conjunction with other District personnel; prepare cost estimates for budget recommendations; monitor and control expenditures within budget constraints.
- Manage a fleet vehicle lease program, track compliance with maintenance requirements and assist in shuttling District vehicles for maintenance and repair work.
- Work with District staff to prepare equipment, material and services specifications and other necessary documents to facilitate procurement.
- Provide support and training to District staff regarding District purchasing requisition rules, policies and procedures in a courteous and professional manner.
- Monitor contracts to ensure compliance with purchasing related rules and requirements; prepare and maintain a variety of purchasing related records, files, lists and forms; respond to inquiries and provide information regarding purchasing activities.
- Monitor vendor performance on purchasing contracts for price compliance; audit invoices from vendors to verify accuracy of amounts billed against the bid/quote price; maintain vendor contracts; process adjustment for replacement of substandard or backordered materials/supplies and purchase order pricing errors; recommend necessary action to improve vendor performance.
- Assist in recommending and developing more efficient procurement methods and techniques.
- Verify receipt and accuracy of materials and supplies and resolve discrepancies or problems with vendors.
- Respond to inquiries and resolve complaints in a timely, efficient and courteous manner.
- Operate forklift for the purpose of receiving, storing, and issuing purchased items for inventory control, including verifying quality of each delivered product.
- Interpret and apply District purchasing policies and procedures; stay current on laws, regulations, ordinances, and best practices and procedures for purchasing.
- Develop and maintain documentation of all departmental procedures, records, and reports.
- Coordinate the disposal of surplus materials and equipment in accordance with District policies.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Basic principles, practices, and techniques of purchasing, inventory control policies and procedures, issuing materials, and warehouse supply organization, preferably for a public water/wastewater agency.
- General laws and regulations applicable to public agency purchasing.
- Tools, equipment, and materials commonly used in water utilities.
- Fundamental product information relating to materials, supplies and equipment used in construction and maintenance of water and wastewater facilities, including knowledge of chemicals.
- Recordkeeping methods and procedures.
- Basic accounting procedures.
- Principles and practices of budget monitoring.
- Principles of basic mathematics.
- Safe work methods and safety precautions related to the work environment.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Manage purchasing functions, bid contracts, surplus property, warehouse and inventory functions.
- Make independent decisions and carry them out consistent with supervisors' direction.
- Prepare and maintain a variety of accurate paperwork, reports, and the like associated with the purchasing and inventory management of District materials, supplies, and equipment.
- Operate motor vehicles and a forklift, pallet jack, hand truck, and various hand tools.
- Effectively coordinate work efforts with Operations and Finance Department staff.
- Professionally and effectively represent the District's purchasing functions with vendors.
- Obtain requested supplies and services in a timely manner.
- Interpret, explain, and enforce purchasing policies and procedures and recommend

- updates.
- Adapt to changing technologies and learn functionality of new equipment and systems.
 - Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
 - Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
 - Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
 - Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
 - Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
 - Establish metrics to track the effectiveness of policy changes and make presentations regarding the same.
 - Communicate clearly and concisely both orally and in writing with District staff, Board, consultants, and the public in one-to-one and group settings. Strong writing skills are critical.
 - Be an integral team player, which involves flexibility, cooperation, and communication.
 - Think critically to identify inefficiencies and offer solutions in a positive and constructive manner.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- Equivalent to graduation from high school.
- Bachelor's degree preferred, from an accredited college or university with major course work in business administration, public administration, purchasing, materials management or a related field.
- Four (4) or more years of increasingly responsible work experience in performing purchasing and/or inventory functions in a water utility, preferable including experience in the development of a purchasing program and/or inventory processes.

Licenses and Certifications:

- All Levels require a valid California Driver's License issued by the California Department of Motor Vehicles.

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 50 pounds; maneuver supplies and equipment of varying weights and configurations for stocking inventory; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

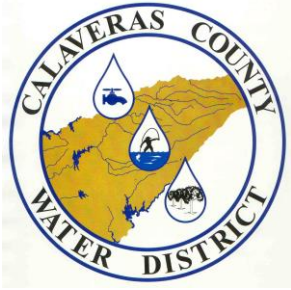
While out in the field the duties of this job require mobility to move easily in and around various water and wastewater treatment plants, pump/lift stations, water distribution sites and unimproved property throughout the County.

Work Environment

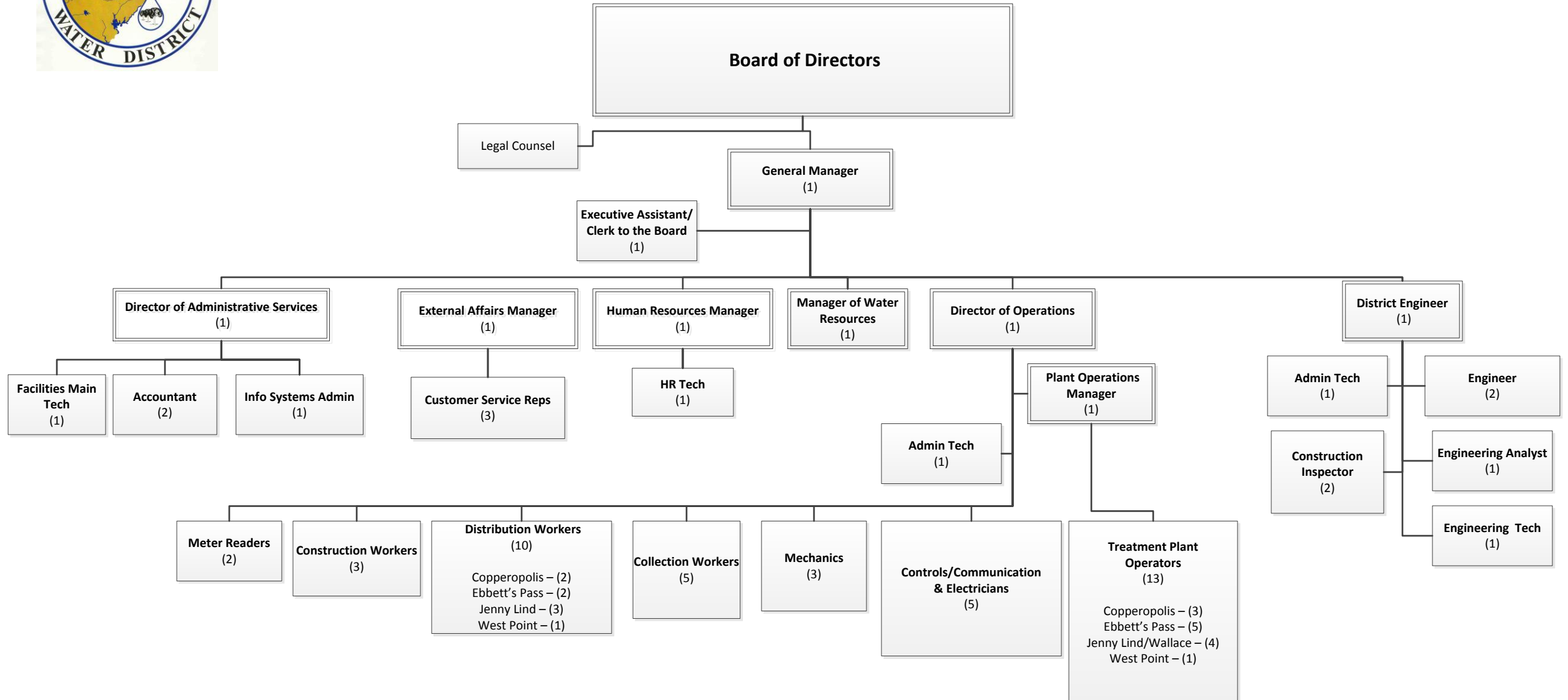
Work is generally carried out in a typical office setting with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Regular field visits requiring the operation of a motor vehicle and occasionally traversing uneven terrain and inclement weather field may be required where the employee may be exposed to weather extremes of heat and cold, allergens, high level of noise, fumes or airborne particles, and toxic or caustic chemicals.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.

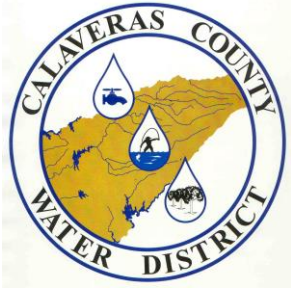


Calaveras County Water District Org Chart

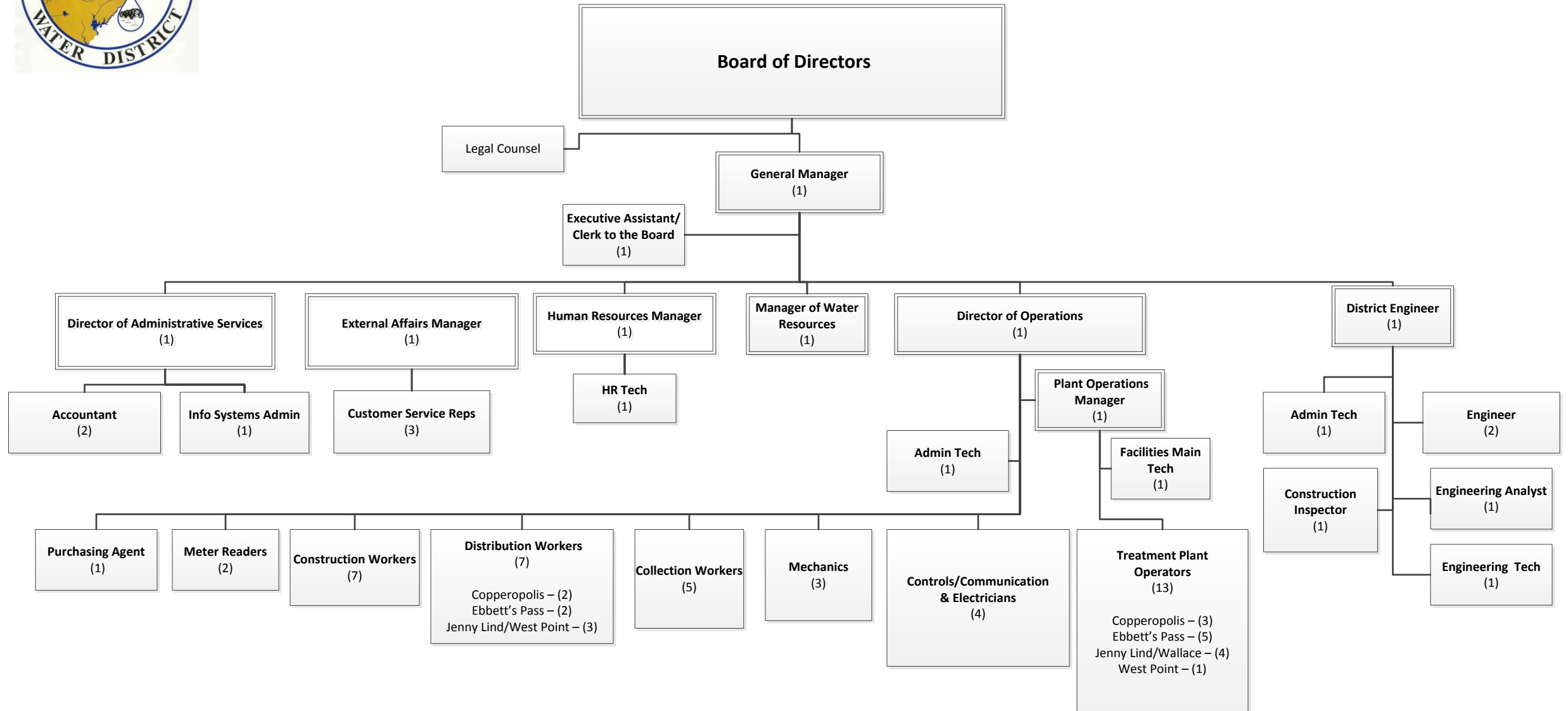


As of June 1, 2019

66 Full Time Employees



Calaveras County Water District Org Chart



As of July 1, 2019

66 Full Time Employees

Agenda Item

DATE: June 26, 2019

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, HR Manager

SUBJECT: Discussion/Action regarding Side Letter Agreement between Calaveras County Water District and the SEIU Local 1021 Memorandum of Understanding with an effective date of July 1, 2017 to June 30, 2020

RECOMMENDED ACTION:

Motion: _____/_____ approving Resolution 2019 - _____ to approve a side letter agreement to the SEIU Local 1021 Union Memorandum of Understanding with an effective date of July 1, 2017 to June 30, 2020.

SUMMARY:

District management has been working closely with the SEIU Local 1021 executive team over the past several months to clarify several items within the current Memorandum of Understanding (MOU) with an effective date of July 1, 2017 to June 30, 2020, specifically:

- 1) Article 8.I. – Overtime Meals: The current MOU allows for reimbursement of meals after four (4) hours of overtime work. However, many times our field staff are working overtime hours in the middle of the night when food/restaurants are not open to provide a meal. With the suggestion of the Union, District Management agreed to purchase MREs (Meals Ready to Eat) which have a long shelf life, up to three or four year. If an employee eats an MRE they will not be eligible for reimbursement of a meal.
- 2) Article 8.L.6. – Callback Assignments and Article 10.J.: These two (2) sections of the current MOU contradict themselves. Article 8.L. indicates the employee will be paid a minimum of two (2) hours at the overtime rate if the employee is called back with the exception of the last sentence of the section which states '*However, the employee will not be paid the PTO they were scheduled to use for the time they were subject to callback*'. District Management agreed with the Union that this sentence contradicts the purpose of the entire section. Additionally, Article 10.J. also contradicts the purpose of Article 8.L. as well and will be eliminated altogether.
- 3) Article 21.L regarding Class A and B Driver's Licenses: After review of field duties and operational needs the District narrowed the job classifications that are required to obtain a Class A Driver's License. Those classifications are the Collections System Workers, Construction Workers, Distribution Worker and at least one (1) Mechanic position. Additionally, District Management agreed that those employees

who currently receive the 2% stipend for possessing a Class A or B license and do not fall into one of the approved classification will continue to receive their stipend as long as their license remains current.

- 4) With the implementation of the Operations department re-organization, as discussed in the prior agenda item, it will require the addition of a Purchasing Agent classification to the SEIU Local 1021 wage schedule.
- 5) This past year District job descriptions were revised with the extensive input of the employees for a few reasons. First, the job descriptions had not been reviewed for several years. Second, was to standardize the format. The last and most important reason, was to ensure the essential job duties performed were captured in the job descriptions. During this time District Management agreed to update the following job titles:
 - a. Controls/Communication Technicians I and Senior updated to SCADA Technician I and Senior.
 - b. Electrician I, II, and Senior updated to Electrician/Instrumentation Technician I, II, and Senior.
 - c. Controls/Communication Senior Supervisor updated to Electrical/SCADA Senior Supervisor
 - d. Engineer – Civil updated to Engineer – Associate
 - e. Engineer – Civil Associate updated to Engineer – Civil

In all cases above the pay ranges and duties will remain the same.

The requested approval of the attached side letter addresses all additions, deletions, and changes as indicated above.

FINANCIAL CONSIDERATIONS:

There will be no significant increases or decreases to the budget with this side letter agreement.

Attachments: *Resolution No. 2019-__-Approving Amendment To Article 8, 10, 21, And Wage Schedule Effective July 1, 2019 Of The Memorandum Of Understanding With SEIU Local 1021 Effective July 1, 2017 Through June 30, 2020
Side Letter Agreement*

RESOLUTION NO. 2019-____

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

**RESOLUTION APPROVING AMENDMENT TO ARTICLE 8, 10, 21, AND WAGE
SCHEDULE EFFECTIVE JULY 1, 2019 OF THE MEMORANDUM OF
UNDERSTANDING WITH SEIU LOCAL 1021 EFFECTIVE
JULY 1, 2017 THROUGH JUNE 30, 2020**

WHEREAS, both the Board of Directors of the Calaveras County Water District (CCWD) and SEIU Local 1021 entered into a Memorandum of Understanding (MOU) having an effective date of July 1, 2017 through June 30, 2020, the terms of which the MOU are incorporated herein by this reference; and

WHEREAS, CCWD management staff and the representatives of SEIU Local 1021 have met and negotiated in good faith and agreed on revised language for specific sections of the MOU and a revised wage schedule effective July 1, 2019; and

WHEREAS, Article 8.I. – Overtime Meals of the MOU has been updated to include language regarding the availability and rules regarding MRE's (Meals Ready to Eat) and a definition of an overtime reimbursable meal; and

WHEREAS, Article 8.L.6 – Callback Assignments and Article 10.J – Paid Time Off (PTO) of the MOU had conflicting language regarding employees call backed to work while on PTO and therefore, language has been removed from both sections to clarify the employee shall receive a minimum of two (2) hours overtime if call backed to work while on PTO; and

WHEREAS, Article 21.L.3 – Class A and B Drivers Licenses and Article 21.L.5 – Certifications/Licenses of the MOU have been updated to clarify which job classifications shall obtain a valid California Class A license and provides a grandfathered clause for those employees who currently receive the stipend, but are not in one of the identified classifications, to continue receiving the 2% license stipend as long as their license remains current; and

WHEREAS, the wage schedule shall include the following revisions: the addition of one (1) classification – Purchasing Agent; a job classification title change from Controls/Communication Technician to SCADA Technician; a job classification title change from Electrician to Electrician/Instrumentation; a job classification title change from Controls/Communication Senior Supervisor to Electrical/SCADA Senior Supervisor; a job classification title change from Engineer–Civil to Engineer–Associate; and a job classification title change from Engineer – Civil Associate to Engineer-Civil .

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT authorize approval of the Side Letter

Agreement to the SEIU Local 1021 MOU currently in effect, attached hereto and made a part hereof.

PASSED AND ADOPTED by this 26th day of June, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

CALAVERAS COUNTY WATER DISTRICT
MEMORANDUM OF UNDERSTANDING
with
SEIU LOCAL 1021
Term: July 1, 2017 through June 30, 2020

Side Letter of Agreement
SEIU Local 1021 and Calaveras County Water District
Amendment to Article 8, 10, 21 and Wage Schedule

Effective July 1, 2019, the Calaveras County Water District (the District) and SEIU Local 1021 (the Union) agree to the following side letter amending the Memorandum of Understanding (MOU) for the term July 1, 2017 through June 30, 2020. All MOU language not included in this amendment remains the same and continues to be valid.

ARTICLE 8 HOURS OF WORK

- I. Overtime Meals: A meal shall be provided, or the employee reimbursed at the rate defined under the then current travel reimbursement policy, for the appropriate meal based on time of day. A receipt will be required. Eligibility will commence after four (4) hours of overtime work and continuing during every four (4) hours of work thereafter. During emergencies, the lead person shall assess the situation and determine the needs of the crew with regard to scheduling meals.

The District shall have MRE's (Meals Ready to Eat) available for employees to consume only when working overtime in excess of four (4) hours and food/restaurants are not readily available. If an employee chooses to consume an MRE, the employee will not be reimbursed for an overtime meal under this provision.

An overtime reimbursable meal is limited to any food product(s) and non-alcoholic beverage(s).

L. Callback Assignments

1. A callback assignment occurs when an employee is unexpectedly called back to work outside his/her scheduled shift after leaving the worksite of District premises.
2. The call-back period begins at the time the employee starts his/her travel to the work site and ends upon direct return to the employee's home.
3. An employee subject to a callback assignment shall be paid for a minimum of two (2) hours at the overtime rate for each call back event. When the task required by an individual event can be completed in less than two (2) hours, the employee is not obligated to remain for the balance of the two (2) hours and will be paid for the full two (2) hour amount as provided in this section.
4. A call-back shall be defined as an individual event, regardless of how many calls are received for the same event (e.g., specific leak or other problem). Should a

CALAVERAS COUNTY WATER DISTRICT
MEMORANDUM OF UNDERSTANDING
with
SEIU LOCAL 1021
Term: July 1, 2017 through June 30, 2020

repeat call-back occur for the same individual event, pay will be the original call-back two (2) hour minimum or actual combined time spent, whichever is greater.

5. In the case of multiple call-backs for different individual events, a separate two-hour minimum callback will apply for each different event.
6. If an employee on a scheduled PTO day-off is authorized to respond to a callback, the same compensation provisions in Article 8.L apply. ~~However, the employee will not be paid the PTO they were scheduled to use for the time they were subject to callback.~~

ARTICLE 10 PAID TIME OFF (PTO)

- J. ~~Integration with Call-backs: If an employee on scheduled PTO is authorized to respond to a Call-back, the time involved in the call-back shall be considered work time, replacing the equivalent PTO hours.~~

ARTICLE 21 COMPENSATION

L. Other Compensation Limits:

3. Class A ~~and B~~ Drivers Licenses: Employees required to obtain and renew a Class A ~~and/or Class B~~ driver's license and/or secure endorsements shall have all related costs reimbursed or otherwise paid by the District, including physical examinations.

~~All Collections, Construction, and Distribution workers and at least one (1) Mechanic position shall hold a valid California Class A license. The District shall evaluate the number of Class A drivers on an annual basis in January, or as needed from time to time in order to determine the number of Class A drivers are needed for District Operations, in addition to the positions mentioned above. Should the District identify the need of additional Class A drivers, the District shall have the right to require the most suitable employee(s) to obtain the license.~~

5. Certifications/Licenses. For those employees who are eligible for additional pay for backhoe, commercial license, backflow, or chemical disbursement certifications according to the conditions of the Career Ladder, and who maintain those certifications/licenses shall receive a 2% of base pay stipend per certification (to a maximum of 4%) through the term of this agreement.

CALAVERAS COUNTY WATER DISTRICT
MEMORANDUM OF UNDERSTANDING
with
SEIU LOCAL 1021
Term: July 1, 2017 through June 30, 2020

For those employees who currently receive the 2% stipend for a commercial license and do not fall into one of the approved classifications as referenced in Article 21.L.3 above, their current stipend of 2% shall be grandfathered in, as long as their license remains current, i.e. the license must not lapse nor expire. Should the license lapse or expire the employee shall lose the 2% stipend and will not be eligible unless required in the future by the District.

See attached Union Wage Schedule Effective July 1, 2019 which includes the following updates:

1. Purchasing Agent shall be added to the wage schedule at pay range 19.
2. Controls / Communication Technicians I and Senior shall be renamed to SCADA Technician I and Senior. Pay range and duties shall remain the same.
3. Electrician I, II, and Senior shall be renamed to Electrician / Instrumentation Technician I, II, and Senior. Pay range and duties shall remain the same.
4. Controls / Communication Senior Supervisor shall be renamed to Electrical / SCADA Senior Supervisor. Pay range and duties shall remain the same.
5. Engineer - Civil shall be renamed to Engineer – Associate. Pay range and duties shall remain the same.
6. Engineer – Civil Associate shall be renamed to Engineer – Civil. Pay range and duties shall remain the same.

Signed and agreed:

For the District:

For the Union:

Micheal Minkler
General Manager

Mike Fouch
SEIU Local 1021 Field Representative

Date: _____

Date: _____

Patrick Burkhardt
SEIU Local 1021 Chapter President

CALAVERAS COUNTY WATER DISTRICT
MEMORANDUM OF UNDERSTANDING
with
SEIU LOCAL 1021
Term: July 1, 2017 through June 30, 2020

Date: _____

Job Title	Pay Range	Step 1		Step 2		Step 3		Step 4		Step 5		Annual Step 5
		Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	
Accountant I	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Accountant II	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Accountant III	21	6,629	38.24	6,960	40.15	7,308	42.16	7,673	44.27	8,057	46.48	\$96,685
Accounting Technician I	10	3,875	22.36	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	\$56,519
Accounting Technician II	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Accounting Technician, Senior	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Administrative Technician I	10	3,875	22.36	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	\$56,519
Administrative Technician II	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Administrative Technician, Senior	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Collection System Worker Trainee	9	3,690	21.29	3,875	22.36	4,069	23.48	4,272	24.65	4,486	25.88	\$53,828
Collection System Worker I	11	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	4,946	28.53	\$59,352
Collection System Worker II	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Collection System Worker III	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Collection System Worker IV	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Collection System Worker, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Construction Inspector I	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Construction Inspector II	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Construction Inspector III	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Construction Inspector, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Construction Worker I	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Construction Worker II	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Construction Worker III	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Construction Worker, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Controls/Communication SCADA Technician I	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Controls/Communication SCADA Technician, Senior	21	6,629	38.24	6,960	40.15	7,308	42.16	7,673	44.27	8,057	46.48	\$96,685
Controls/Communication Electrical / SCADA, Senior Supervi	23	7,308	42.16	7,673	44.27	8,057	46.48	8,460	48.81	8,883	51.25	\$106,595
Customer Service Representative I	10	3,875	22.36	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	\$56,519
Customer Service Representative II	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Customer Service Representative III	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Customer Service Representative, Senior	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Distribution Worker Trainee	9	3,690	21.29	3,875	22.36	4,069	23.48	4,272	24.65	4,486	25.88	\$53,828
Distribution Worker I	11	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	4,946	28.53	\$59,352
Distribution Worker II	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Distribution Worker III	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Distribution Worker IV	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Distribution Worker, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Electrician / Instrumentation Tech I	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Electrician / Instrumentation Tech II	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Electrician / Instrumentation Tech, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Engineer - Civil Associate	23	7,308	42.16	7,673	44.27	8,057	46.48	8,460	48.81	8,883	51.25	\$106,595
Engineer - Civil Associate	25	8,057	46.48	8,460	48.81	8,883	51.25	9,327	53.81	9,793	56.50	\$117,521
Engineer - Civil Senior	27	8,883	51.25	9,327	53.81	9,793	56.50	10,283	59.33	10,797	62.29	\$129,567
Engineering Analyst	24	7,673	44.27	8,057	46.48	8,460	48.81	8,883	51.25	9,327	53.81	\$111,925
Engineering Technician I	16	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	\$75,755
Engineering Technician II	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Engineering Technician, Senior	22	6,960	40.15	7,308	42.16	7,673	44.27	8,057	46.48	8,460	48.81	\$101,519
Facilities Maintenance Technician	12	4,272	24.65	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	\$62,316
Information Systems Administrator	24	7,673	44.27	8,057	46.48	8,460	48.81	8,883	51.25	9,327	53.81	\$111,925
Information Systems Analyst	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Mechanic I	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
Mechanic II	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
Mechanic, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Meter Reader Trainee	9	3,690	21.29	3,875	22.36	4,069	23.48	4,272	24.65	4,486	25.88	\$53,828
Meter Reader I	11	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	4,946	28.53	\$59,352
Meter Reader II	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
Purchasing Agent	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Senior Supervisor, Construction / Inspection	22	6,960	40.15	7,308	42.16	7,673	44.27	8,057	46.48	8,460	48.81	\$101,519
Senior Supervisor, Distribution and Collections	22	6,960	40.15	7,308	42.16	7,673	44.27	8,057	46.48	8,460	48.81	\$101,519
Senior Supervisor, W/WW Operations	22	6,960	40.15	7,308	42.16	7,673	44.27	8,057	46.48	8,460	48.81	\$101,519
W/WW Treatment Plant Operator OIT	11	4,069	23.48	4,272	24.65	4,486	25.88	4,710	27.17	4,946	28.53	\$59,352
W/WW Treatment Plant Operator I	13	4,486	25.88	4,710	27.17	4,946	28.53	5,193	29.96	5,453	30.84	\$65,432
W/WW Treatment Plant Operator II	15	4,946	28.53	5,193	29.96	5,453	30.84	5,726	33.03	6,012	34.69	\$72,148
W/WW Treatment Plant Operator III	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543
W/WW Treatment Plant Operator, Senior	19	6,012	34.69	6,313	36.42	6,629	38.24	6,960	40.15	7,308	42.16	\$87,696
Water Conservation Coordinator	17	5,453	30.84	5,726	33.03	6,012	34.69	6,313	36.42	6,629	38.24	\$79,543

Agenda Item

DATE: June 26, 2019

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services 

SUBJECT: Adoption of the Fiscal Year 2019-20 Operating and Capital Improvement Program (CIP) Budget and Personnel Allocation

RECOMMENDED ACTION:

Motion _____/_____ adopting Resolution No. 2019 - _____ adopting the Fiscal Year 2019-20 Operating and Capital Improvement Program (CIP) Budget; and

Motion _____/_____ adopting Resolution No. 2019 - _____ adopting the Personnel Allocation Resolution for the Fiscal Year 2019-20 Budget.

SUMMARY:

As per Financial Management Policy Section 5.00.2, Budget Policies, the District must strive to maintain financial stability. Financial stability is not only a prudent financial management goal, it can also minimize long-term financial costs (e.g. unnecessary borrowing and large unplanned expenditures). Above all, maintaining financial stability provides the rate payers with the confidence of knowing that there is strong, consistent management of the agency and its fiscal resources.

The proposed FY 2019-20 Operating Budget was reviewed and discussed by the Finance Committee on May 21, 2019 and the Board of Directors on May 29, 2019. After receiving comments and direction, staff presented the Proposed Operating and Capital Improvement Program (CIP) budgets to the Board at the June 12th Budget Workshop.

The basis for the FY 2019-20 Capital Improvement Program (CIP) budget is the annual Five-Year CIP update, which was approved by the Board on April 24, 2019 by Resolution 2019-25. The operating budget is a result of months of review and analysis by departments, finance, and the General Manager. Finance completed revenue projections under the recently adopted rate plan. Proposed expenditures are a result of an extensive review of historical expenditure trends, evaluations of departmental requests for support of daily operations, and assessed requests for capital outlay equipment and projects.

The Proposed FY 2019-20 Operating Budget is \$20,588,852, and the Proposed Capital Improvement Program budget is \$11,489,953. The following are the highlights and key components of the preliminary operating budget.

Revenues:

Total operating and non-operating revenues are projected to increase by \$1,338,189, or 8.6%, compared to FY 2018-19. The largest increases include rate revenues (water and sewer), property tax revenues, investment income and other non-op revenues. Based on the recently approved five-year rate plan, water and wastewater rate revenues will increase on average 2.3% in FY 2019-20. Staff reviewed historical water consumption to project water consumptive revenues under the new rate structure. Predicting customer use is still a challenge, and although we are looking for a rebound in water use, recent state action to permanently restrict water use may negatively impact customer water use.

Property tax revenues continued to rebound in FY 2018-19 and are estimated to total \$2.7 million by year-end or 2.9% over budget. The County estimates that property tax revenues in FY 2019-20 will be 5.4% higher than the FY 2018-19 budget. In terms of investment income, higher interest rates have increased the District's investment income, and the FY 2019-20 budget for investment income is projected to be approximately \$113,000 higher than in FY 2018-19.

The largest revenue increase is in "other non-op revenues." The \$748,871 increase is a result of our auditor's recommendation that the District change its accounting of FERC and other regulatory fees paid for the North Fork and New Hogan power generation projects. As the holder of the FERC licenses the District is responsible for payment of these fees, which are reimbursed by the power operators (NCPA and MID). Past practice was to net the reimbursements against the expenses, which resulted in no budget entry. In addition to budgeting the reimbursement revenues the District will add an expenditure line in the Water Resources department budget for these fees.

Transfers:

Transfers from the Capital R&R Funds will fund the 2014 Water and Sewer Capital R&R Loans, and revenues from the Water Capital R&R Fund will fund debt service on the 2016 Reach 3A Bond. Additional transfers from the Interest Reserve Fund (Fund 108), including the Special Projects Fund, the Water Rights Reserve, and unallocated interest, will support the District's capital equipment purchases, fund one-time legal costs, provide \$75,000 for permit extension and strategic planning expenditures in the Water Resources department, and pay for the interest payments on the administrative building loan.

Additionally, transfers from the Water and Wastewater Capital R&R funds and selected expansion funds to the Operating Fund will reimburse the Operating Fund for personnel costs associated with work on Capital R&R and CIP projects, including engineering, construction and inspection.

Expenditures:

Personnel Services includes salary and benefit costs. The FY 2019-20 Personnel Services budget is \$10,091,258, \$10,952 more than FY 2018-19. The modest increase can be attributed to a reduction in PERS benefit costs, which offset scheduled cost of living and step increases. The District recently refinanced a portion of its PERS unfunded accrued liability (UAL), which reduced PERS benefit costs by approximately \$322,600.

However, the refinancing did increase the debt service budget. Prefunding retiree health for current employees (recorded as a benefit) decreased slightly to \$846,133 (-.54%), as a result of the required bi-annual valuation. Health insurance costs are projected to increase by approximately \$17,000.

The Utilities department will convert a vacant Electrician position to a Purchasing Agent. Furthermore one (1) Construction Inspector, now in Engineering, will move to Utilities and one (1) Facilities Maintenance Worker will move from Administrative Services to Utilities. There will be no increase to the total number of employees and the District's personnel allocation will remain at 66.0 Full Time Equivalent (FTE) positions.

Services and Supplies includes supplies and other materials used in the operation of the District, as well as services provided by outside consulting firms and individuals. The total Services and Supplies budget for FY 2019-20 is \$7,006,906, a \$1,244,374 increase from FY 2018-19. Several items worth noting are:

- Electricity costs will decrease \$69,704 due to CPPA's rate reduction
- The budget for Materials and Supplies increased by \$65,100
- Increased Outside Legal Fees by \$142,500 for Water Resources' water permit extension efforts, anticipated litigation, and upcoming labor negotiations
- The \$145,725 increase in Professional Services is due in part to \$80,000 for capacity fee studies in the Engineering department (funded by a transfer from expansion funds), and regulatory studies in the Utilities department.
- The budget includes \$210,017 for a vehicle lease and maintenance program, as well as a corresponding \$80,000 decrease in vehicle maintenance expenses.
- Increased the budget for Retired Employee Costs by \$44,800 to reflect higher medical insurance costs and more retirees enrolled in the program
- The budget for the Customer Rate Assistance Program is now funded at \$60,000
- Increased the State/County/Federal Fees budget by \$753,000 to reflect a change in accounting practices (the District now budgets in full both the expenditures and the reimbursements from the respective power agencies)
- The budget for Mandated Plans was reduced by \$55,000 due in part to the completion of the La Contenta Inundation Mapping and EAP study
- The Strategic Planning budget was increased by \$50,000 for U.S Bureau of Reclamation and FERC relicensing planning projects

Capital Outlay appropriations are typically for the acquisition of vehicles, machinery, and equipment with a unit cost of \$5,000 or more and an estimated useful life of more than one year. The proposed FY 2019-20 Capital Outlay budget is \$510,000, a decrease of \$55,000 from the prior year. The purchase of the Computerized Maintenance Management System (CMMS) software (\$77,000), four (4) trailer mounted generators (\$100,000), and a PRV Vault replacement project are funded by a one-time transfer from the Special Projects Fund in Fund 108. The proposed capital outlay budget includes:

- Treatment plant facility improvements of \$81,200
- \$100,900 for equipment and an off-road vehicle
- The purchase of CMMS software for \$150,000
- \$100,000 for four (4) trailer mounted emergency generators
- PRV vault replacement for Copper Cove Sawmill - \$63,200

- West Point and Wallace monitoring wells - \$80,700
- \$6,000 for the replacement of a color LaserJet printer – Operations Headquarters

Debt Service – Overall, the FY 2019-20 debt service budget is \$243,705 greater than FY 2018-19. The savings realized by paying off the PERS Side Fund loan (approximately \$260,000) is offset by the recent refinancing of a portion of the District 's PERS UAL, which added \$458,482 in annual debt service, and an additional \$18,000 principal payoff on the Sewer Loan. Staff also proposes a loan for the purchase of a new Vac-Con truck. It is estimated that loan payments will be \$10,500 per month, and the budget includes \$31,500 for three (3) months of loan payments (estimated delivery of March 2020).

The District's debt is funded in part by transfers from Capital R&R funds and the Interest Reserve Fund, and includes the following debt instruments:

- Umpqua Water and Sewer Capital R&R Loans
- USDA Reach 3a Water Project Bond
- PERS UAL Loan
- Vac-Con Loan
- New Hogan Loan
- Administration Building Loan
- Sewer Fund Loan

CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET

The preliminary Capital Improvement Program (CIP) budget includes carryover projects approved in prior budgets and seventeen new projects for FY 2019-20. District policy requires a review of all capital projects and their funding requirements during the budget process, including current year funding needs for projects approved in prior budgets.

The proposed FY 2019-20 CIP budget is \$11,489,953, which includes \$9,879,953 for water projects and \$1,610,000 for wastewater projects. Funding for the projects includes Expansion Funds (\$172,500), Capital R&R (\$10,358,053), Grants (\$809,400), and Assessment District Funds (\$150,000). The proposed FY 2019-20 projects are:

Water:

- Jenny Lind Clearwell #2 / Repair & Paint
- Larkspur Tank / Repair & Paint
- Wallace Tanks / Repair & Paint
- Ebbetts Pass Techite Water Line Replacement
- Ebbetts Pass Reach 1 Water Line Replacement
- Jenny Lind Tank A-B Transmission Line
- Jenny Lind WTP Pre-Treatment Facility
- Ebbetts Pass Redwood Tanks HMGP
- AMR/AMI Radio Read Meter Program
- EP Meadowmont Pump Station / Rehab.
- White Pines Lake Restoration
- Wallace SCADA System Improvements
- West Point Backup Water Filter

- EP Hunters WTP Filter Rehab
- West Point SCADA Improvements
- Jenny Lind (Kirby/Garner/Gabor) Service Lines

Wastewater:

- CC Lift Station 6, 8 & Force Main Bypass
- CC Lift Station 15 & 18 Rehab/Replacement
- Vallecito Recycled Water Distribution Project
- Wallace Renovation/SCADA/PLC & Electrical
- Arnold Secondary Clarifier
- Arnold Leach Field Improvements
- LC Biolac, Clarifier & UV Improvements
- CC Secondary, Tertiary & UV Improvements
- Huckleberry Lift Station Rehab
- Indian Rock East Sand Filter Rehab
- Southworth Collection System / I&I Mitigation
- Vallecito/Douglas Flats Headworks Screen

FINANCIAL CONSIDERATIONS:

The FY 2019-20 Proposed Operating Budget as presented is balanced. Furthermore, both the water and sewer budgets are projected to have modest surpluses (\$3,759 and \$2,399 respectively). In order to balance the FY 2019-20 Operating Budget, the District utilized a \$400,000 transfer from the Interest Reserve Fund (Fund 108) to fund Capital Outlay expenditures, and pay for one-time legal and water rights costs. Similar efforts may be required for the FY 2020-21 budget. It is anticipated that by years four and five of the five-year water and sewer rate plan revenues will be able to fund operations.

*Attachments: Proposed FY 2019-20 Operating and Capital Improvement Budgets and Personnel Allocation
Resolution 2019-___ Adopting the FY 2019-20 Operating and Capital Improvement Budgets
Resolution 2019-___ Adopting the FY 2019-20 Personnel Allocation*

Calaveras County Water District
Operating Budget: FY 2017-18 through FY 2019-20

	Actual FY 2017-18	Adopted Budget FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19	Water Budget FY 2019-20	Sewer Budget FY 2019-20
Revenues							
Operating Revenues	12,265,835	12,795,576	13,078,450	282,874	2.3%	8,281,636	4,796,814
Non Operating Revenues	3,369,236	3,673,787	4,729,102	1,055,315	31.3%	3,620,468	1,108,634
Total Revenues	15,635,071	16,469,363	17,807,552	1,338,189	8.6%	11,902,104	5,905,448
Expenditures							
Salaries and Benefits	10,706,896	10,080,306	10,091,258	10,952	0.1%	6,760,456	3,330,802
Services and Supplies	5,778,231	5,762,532	7,006,906	1,244,374	21.5%	4,726,265	2,280,641
Total - Operations	16,485,127	15,842,838	17,098,164	1,255,326	7.6%	11,486,722	5,611,442
Capital Outlay	637,317	565,000	510,000	(55,000)	-8.6%	276,876	233,124
Debt Service	2,210,477	2,736,984	2,980,688	243,705	11.0%	2,160,289	820,399
Total Operating Budget	19,332,921	19,144,822	20,588,852	1,444,031	7.5%	13,923,887	6,664,966
						-	-
Revenue Surplus/(Shortfall)	(3,697,850)	(2,675,459)	(2,781,300)	(105,842)	2.9%	(2,021,783)	(759,518)
Transfers In	2,918,633	2,678,916	2,787,459	(239,717)	-8.2%	2,025,542	761,917
Adjusted Surplus/(Shortfall)	(779,217)	3,457	6,159	(345,559)	44.3%	3,759	2,399
By Department							
Board of Directors	124,559	165,089	161,607	(3,482)	-2.8%	117,973	43,634
General Management	1,136,432	1,012,459	1,111,697	99,238	8.7%	811,539	300,158
Administrative Services	1,777,327	1,562,455	1,671,519	109,064	6.1%	1,220,209	451,310
Engineering/Tech Services	816,253	1,132,913	1,274,702	141,789	17.4%	930,532	344,170
Utility Services	11,834,669	10,677,428	10,845,869	168,441	1.4%	6,827,122	4,018,747
Water Resources	793,052	705,412	1,634,972	929,560	117.2%	1,193,530	441,442
Non Departmental	2,850,629	3,889,066	3,888,486	(579)	0.0%	2,822,982	1,065,505
Total by Department	19,332,921	19,144,822	20,588,852	1,444,031	7.5%	13,923,887	6,664,966

Calaveras County Water District
Operating Revenues: FY 2017-18 thru FY 2019-20

Revenues	Actual FY 17-18	Budget FY 18-19	As of 30-Apr-19	Projected Year-End FY 18-19	Proposed Budget FY 19-20	Variance to Budget FY 18-19	% Change to Budget FY 18-19
Operating Revenue							
Rate Revenue							
Water	7,414,772	7,813,288	6,340,228	7,574,324	7,876,756	63,468	0.8%
Wastewater	4,263,774	4,496,488	3,718,603	4,492,324	4,716,894	220,406	4.9%
Subtotal - Rate Revenue	11,678,546	12,309,776	10,058,831	12,066,648	12,593,650	283,874	2.3%
Other Operating Revenue							
Fees:							
Account Establishment Fees	49,373	50,000	40,601	48,721	50,000	-	0.0%
Delinquent Account Fees	215,100	210,000	178,287	213,944	210,000	-	0.0%
Repairs/Reimbursements	19,991	1,500	24,841	29,809	10,000	8,500	566.7%
Install Water Meter	15,910	16,000	13,315	15,978	15,000	(1,000)	-6.3%
Other Installation Charges	-	-	-	-	-	-	#DIV/0!
Inspection Fees	2,173	2,000	2,507	3,008	3,000	1,000	50.0%
Plan Check Fee	6,280	6,500	2,250	2,700	3,000	(3,500)	-53.8%
Backflow Certification	3,800	3,800	2,700	3,240	3,800	-	0.0%
Wholesale/Irrigation/Hydrant Sales/Lancha Plana	196,450	181,000	142,368	170,842	170,000	(11,000)	-6.1%
Developer Reimbursements	15,464	15,000	16,717	20,060	20,000	5,000	33.3%
Subtotal - Other Operating Revenue	524,541	485,800	423,391	508,108	484,800	(1,000)	-0.2%
Total - Operating Revenue	12,203,087	12,795,576	10,482,222	12,574,756	13,078,450	282,874	2.2%
Non-Operating Revenue						308,065	
Stand-by Fees	130,894	132,500	71,430	129,873	130,000	(2,500)	-1.9%
Property Taxes (net of transfer to reserves)	2,788,250	2,613,751	1,479,269	2,689,580	2,755,231	141,480	5.4%
Investment Income (allocated to operating)	56,183	86,536	158,054	189,665	200,000	113,464	131.1%
Other:							
Power Sales, North Fork	554,013	565,000	480,538	576,646	594,000	29,000	5.1%
Power Sales, New Hogan	202,348	175,000	135,666	162,799	165,000	(10,000)	-5.7%
Grants/OES Reimbursements	-	-	6,627	6,627	-	-	0.0%
Copies	19	-	-	-	-	-	#DIV/0!
Misc. Operating Revenue	44,151	15,000	126,042	133,084	45,000	30,000	200.0%
Other Non-Op Revenue	-	-	739,532	741,790	748,871	748,871	#DIV/0!
Other District Reimbursements	9,503	10,000	20,496	24,596	10,000	-	0.0%
Rental Income per schedule	70,277	76,000	67,744	81,293	81,000	5,000	6.6%
Subtotal - Other Revenue, Non-Operating	880,311	841,000	1,576,645	1,726,834	1,643,871	802,871	95.5%
Total - Non-Operating Revenue	3,855,638	3,673,787	3,285,398	4,735,952	4,729,102	1,055,315	28.7%
Total Revenue - Operations	16,058,725	16,469,363	13,767,620	17,310,708	17,807,552	1,338,189	8.1%
Transfers In							
Transfer In for BBVA Debt Service - Expansion Funds	1,080,647	-	-	-	-	-	#DIV/0!
Transfer In for BBVA Debt Service - Fund 108	(85,375)	-	-	-	-	-	#DIV/0!
Transfer In for Capital R&R Debt Service - Fund 125	409,033	1,180,407	-	1,180,407	1,180,406	(1)	0.0%
Transfer In for Capital R&R Debt Service - Fund 135	-	397,010	-	397,010	397,011	1	100.0%
Transfer In for USDA Reach 3a Bond - Fund 125	15,896	101,243	-	101,243	101,249	6	100.0%
Transfer In for OP HQ Interest Payment - Fund 108	75,000	75,000	-	75,000	60,731	(14,269)	-19.0%
Transfer In for One-Time Legal Costs - Fund 108	-	-	-	-	125,000	125,000	100.0%
Transfer In for Wallace Loan Payoff - Fund 108	81,417	-	-	-	-	-	#DIV/0!
Transfer In for New Hogan O&M Costs	105,000	-	-	-	-	-	#DIV/0!
Transfer In for Water Rights Expenses - Fund 108	220,000	-	-	-	25,000	25,000	#DIV/0!
Transfer In for Capital Equipment/Projects - Fund 108	485,377	370,000	-	-	250,000	(120,000)	-32.4%
Transfer In for Capital R&R Projects - Fund 125	547,785	325,228	-	-	363,386	38,158	11.7%
Transfer In for Capital R&R Projects - Fund 135	-	139,384	-	-	176,223	36,839	26.4%
Transfer In for CIP Projects/Studies - Fund 120/Exp	-	63,451	-	-	59,917	(3,534)	-5.6%
Transfer In for CIP Projects/Studies - Fund 130/Exp	114,503	27,193	-	-	48,536	21,343	78.5%
Total - Transfers In	3,049,283	2,678,916	-	1,753,660	2,787,459	108,543	4.1%
Total Revenue & Transfers In - Operations	19,108,008	19,148,279	13,767,620	19,064,368	20,595,011	1,446,732	7.6%

Calaveras County Water District Operating Budget Summary: FY 2019-20

District	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	5,590,117	5,809,978	4,710,463	5,704,373	6,079,709	269,731	4.6%
Overtime	283,260	235,078	226,957	272,415	220,780	(14,298)	-6.1%
Benefits	4,813,981	4,007,250	3,252,008	3,933,241	3,762,369	(244,881)	-6.1%
Medical/Dental Reimbursement	19,538	28,000	16,133	27,822	28,400	400	1.4%
Total Salaries and Benefits	10,706,896	10,080,306	8,205,561	9,937,850	10,091,258	10,952	0.1%
Services and Supplies							
Utilities	1,121,402	1,018,920	760,737	912,885	949,216	(69,704)	-6.8%
Materials & Supplies	1,056,884	699,300	611,007	727,776	764,400	65,100	9.3%
Tools	41,187	25,500	39,652	47,583	25,500	-	0.0%
Safety Materials & Supplies	49,487	43,230	26,246	31,495	44,800	1,570	3.6%
Administrative Technology	30,922	34,000	28,583	36,659	34,000	-	0.0%
Chemicals	334,814	350,000	222,975	267,570	340,000	(10,000)	-2.9%
Outside Services/Repairs	168,666	164,550	104,115	125,534	150,050	(14,500)	-8.8%
Service Maintenance Contracts	288,623	379,100	176,778	213,298	405,000	25,900	6.8%
Drug & Alcohol Testing	1,400	1,500	1,820	2,184	1,700	200	13.3%
Building Repairs	3,977	5,000	39	47	5,000	-	0.0%
Recruiting	5,873	5,000	22,789	27,346	13,000	8,000	160.0%
Claims/Damages	1,249	5,000	125	150	5,000	-	0.0%
Computer Licenses and Maint Agreements	22,505	22,260	10,474	12,569	23,000	740	3.3%
Janitorial Services	23,220	23,220	19,350	23,220	23,220	-	0.0%
Laboratory Services	163,074	200,000	108,412	130,094	165,000	(35,000)	-17.5%
Outside Legal Fees	317,624	242,500	236,725	303,907	385,000	142,500	58.8%
Accounting/Auditing	48,420	40,000	39,850	40,510	41,600	1,600	4.0%
Advertising/Publicity	2,139	1,500	-	-	2,000	500	33.3%
Elections	-	11,500	4,587	8,124	-	(11,500)	-100.0%
Professional Services	519,798	322,000	238,224	290,617	467,725	145,725	45.3%
Vehicle Expense	345,472	360,000	298,606	358,327	305,000	(55,000)	-15.3%
Rental Exp/Vehicle and Equip.	53,894	30,000	80,086	96,103	30,000	-	0.0%
Vehicle Lease & Maintenance	-	-	-	-	210,017	210,017	210017.0%
Forms and Supplies	1,372	2,900	242	1,770	2,950	50	1.7%
Permits & Licenses	11,098	11,000	10,491	12,589	15,000	4,000	36.4%
Postage	14,234	18,100	11,570	15,100	17,300	(800)	-4.4%
Publications and Subscriptions	477	1,250	375	450	1,350	100	8.0%
Dues and Memberships	91,754	101,140	120,464	121,718	110,238	9,098	9.0%
Recording Title Reports	-	-	165	197	-	-	0.0%
Printing	-	-	-	-	500	500	500.0%
Training, Conferences and Travel	64,313	94,500	54,194	85,688	92,200	(2,300)	-2.4%
Other Travel Costs	9,240	10,500	8,680	10,120	9,300	(1,200)	-11.4%
Hogan Payment-Purchased Power	293,262	293,262	-	293,262	293,262	-	0.0%
Purchased Water	1,326	5,000	2,349	2,819	5,000	-	0.0%
Retired Employee Costs	109,764	554,200	472,394	566,873	599,000	44,800	8.1%
Bad Debt Expense	44,306	48,000	39,109	51,325	52,000	4,000	8.3%
Rate Assistance Program	-	-	15,488	26,680	60,000	60,000	60000.0%
Unemployment Claims	-	2,000	-	-	2,000	-	0.0%
Insurance	118,096	184,000	117,297	172,927	188,578	4,578	2.5%
Fed, State & County Water/Sewer Fees	274,292	259,100	186,143	248,191	230,000	(29,100)	-11.2%
Federal Dam & Admin Fees	-	2,000	3,282	395,737	-	(2,000)	-100.0%
State/County/Federal Fees	30,110	32,000	618,973	618,973	785,000	753,000	2353.1%
Mandated Plans	30,783	75,000	5,091	6,109	20,000	(55,000)	-73.3%
Strategic Plans/Updates	-	-	-	-	50,000	50,000	50000.0%
Water Efficiency	2,023	6,000	1,743	1,742	3,000	(3,000)	-50.0%
Third Party Payment Processing	71,175	71,000	52,548	70,064	72,500	1,500	2.1%
Agent Fees	7,500	7,500	7,500	7,500	7,500	-	0.0%

Calaveras County Water District Operating Budget Summary: FY 2019-20

District	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Misc. Non-Operating Costs	2,476	-	548	658	-	-	0.0%
Total Services and Supplies	5,778,231	5,762,532	4,759,826	6,366,488	7,006,906	1,244,374	21.6%
Grand Total - Operations	16,485,127	15,842,838	12,965,387	16,304,339	17,098,164	1,255,326	7.9%
Capital Outlay							
Vehicles / Equipment	600,909	535,000	160,100	574,778	167,100	(367,900)	-68.8%
Projects	36,408	30,000	7,700	90,000	342,900	312,900	1043.0%
Total Capital Outlay	637,317	565,000	167,800	664,778	510,000	(55,000)	-9.7%
Total Operations & Capital Outlay	17,122,444	16,407,838	13,133,187	16,969,117	17,608,164	1,200,326	7.3%
Debt Service							
Interest - PERS Side Fund	12,375	3,485	2,880	2,880	-	(3,485)	-100.0%
Principal - PERS Side Fund	300,233	257,021	256,916	256,916	-	(257,021)	-100.0%
Interest - Umpqua UAL Loan	-	-	-	-	188,482	188,482	188482.0%
Principal - Umpqua UAL Fund	-	-	-	-	268,000	268,000	268000.0%
Interest - BBVA Compass Bond Refinance	3,610	-	-	-	-	-	0.0%
Principal - BBVA Compass Bond Refinance	461,846	-	-	-	-	-	0.0%
Interest - Umpqua Capital R&R Loan	114,126	90,098	89,966	89,966	58,083	(32,015)	-35.5%
Principal - Umpqua Capital R&R Loan	997,758	1,487,319	1,487,319	1,487,319	1,519,334	32,015	2.2%
Interest - USDA Reach 3a Bond	57,819	57,543	57,543	57,819	56,548	(995)	-1.7%
Principal - USDA Reach 3a Bond	42,700	43,700	43,700	43,700	44,700	1,000	2.3%
Interest - Vac-Con Loan	1,210	-	-	-	24,064	24,064	24064.0%
Principal - Vac-Con Loan	68,939	-	-	-	7,453	7,453	7453.0%
Interest - New Hogan	19,619	17,113	-	24,981	14,627	(2,486)	-14.5%
Principal - New Hogan	55,242	55,242	-	54,680	55,242	-	0.0%
Interest - Admin Building Loan	75,000	75,000	-	75,000	60,731	(14,269)	-19.0%
Principal - Admin Building Loan	-	570,741	-	570,741	585,010	14,269	2.5%
Interest - Sewer Fund Loan	-	14,322	-	14,322	13,014	(1,308)	-9.1%
Principal - Sewer Fund Loan	-	65,400	-	65,400	85,400	20,000	30.6%
Total Debt Service	2,210,477	2,736,984	1,938,324	2,743,724	2,980,688	243,705	8.9%
Total Operations & Debt Service	19,332,921	19,144,822	15,071,511	19,712,840	20,588,852	1,444,031	7.5%
Funded Positions (FTE) ->	65.00	65.00		66.00	66.00	1.00	1.5%

Calaveras County Water District
Board of Directors Operating Budget: FY 2019-20

Board of Directors	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	26,640	43,200	24,360	32,480	43,200	-	0.0%
Overtime	-	-	-	-	-	-	0.0%
Benefits	76,064	86,139	64,861	86,481	94,157	8,018	9.3%
Medical/Dental Reimbursement	579	2,000	1,518	1,822	2,000	-	0.0%
Total Salaries and Benefits	103,283	131,339	90,739	120,783	139,357	8,018	6.1%
Services and Supplies							
Utilities	-	-	-	-	-	-	0.0%
Materials & Supplies	407	750	591	710	750	-	0.0%
Elections	-	11,500	4,587	8,124	-	(11,500)	-100.0%
Professional Services	-	-	-	-	-	-	0.0%
Printing	-	-	-	-	-	-	0.0%
Training, Conferences and Travel	13,815	15,000	4,688	18,846	15,000	-	0.0%
Other Travel Costs	7,054	6,500	6,749	7,872	6,500	-	0.0%
Misc. Non-Operating Costs	-	-	-	-	-	-	0.0%
Total Services and Supplies	21,276	33,750	16,615	35,552	22,250	(11,500)	-34.1%
Grand Total - Operations	124,559	165,089	107,354	156,335	161,607	(3,482)	-2.1%

Calaveras County Water District
General Management Operating Budget: FY 2019-20

General Management	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	468,191	425,395	364,274	485,699	432,629	7,234	1.7%
Overtime	364	740	497	663	720	(20)	-2.7%
Benefits	343,775	241,199	166,375	221,833	219,953	(21,246)	-8.8%
Medical/Dental Reimbursement	1,093	1,600	1,200	1,600	1,600	-	0.0%
Total Salaries and Benefits	813,423	668,934	532,346	709,795	654,902	(14,032)	-2.1%
Services and Supplies							
Utilities	-	-	-	-	-	-	0.0%
Materials & Supplies	2,946	3,000	1,565	1,877	2,800	(200)	-6.7%
Safety Materials & Supplies	-	-	-	-	4,000	4,000	4000.0%
Drug & Alcohol Testing	1,400	1,500	1,820	2,184	1,700	200	13.3%
Building Repairs	-	-	-	-	-	-	0.0%
Recruiting	5,873	5,000	22,789	27,346	13,000	8,000	160.0%
Outside Legal Fees	163,682	127,500	148,773	198,364	230,000	102,500	80.4%
Advertising/Publicity	1,844	1,500	-	-	1,500	-	0.0%
Professional Services	85,361	125,800	75,845	91,015	132,800	7,000	5.6%
Forms and Supplies	-	450	137	165	500	50	11.1%
Publications and Subscriptions	32	-	65	78	150	150	150.0%
Dues and Memberships	47,026	48,275	59,823	59,823	46,895	(1,380)	-2.9%
Training, Conferences and Travel	13,835	27,500	14,612	21,535	20,700	(6,800)	-24.7%
Other Travel Costs	335	1,000	513	616	750	(250)	-25.0%
Unemployment Claims	-	2,000	-	-	2,000	-	0.0%
Misc. Non-Operating Costs	675	-	-	-	-	-	0.0%
Total Services and Supplies	323,009	343,525	325,942	403,003	456,795	113,270	33.0%
Grand Total - Operations	1,136,432	1,012,459	858,289	1,112,798	1,111,697	99,238	9.8%
Capital Outlay							
Vehicles / Equipment	-	-	-	-	-	-	0.0%
Projects/Software	-	-	-	-	-	-	0.0%
Total Capital Outlay	-	-	-	-	-	-	0.0%
Total Operations & Capital Outlay	1,136,432	1,012,459	858,289	1,112,798	1,111,697	99,238	9.8%
Funded Positions (FTE) ->	4.00	4.00		4.00	4.00	-	0.0%

Calaveras County Water District
Administrative Services Operating Budget: FY 2019-20

Administrative Services	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	683,927	692,729	599,372	719,247	765,240	72,511	10.5%
Overtime	5,750	3,676	2,447	2,937	2,970	(706)	-19.2%
Benefits	590,140	473,615	403,547	484,256	425,409	(48,206)	-10.2%
Medical/Dental Reimbursement	4,448	3,200	2,105	3,200	3,200	-	0.0%
Total Salaries and Benefits	1,284,265	1,173,220	1,007,472	1,209,640	1,196,819	23,599	2.0%
Services and Supplies							
Utilities	-	-	-	-	-	-	0.0%
Materials & Supplies	37	250	-	-	1,250	1,000	400.0%
Administrative Technology	30,922	34,000	25,379	33,455	34,000	-	0.0%
Chemicals	-	-	-	-	-	-	0.0%
Outside Services/Repairs	5,614	5,750	4,587	6,100	6,450	700	12.2%
Service Maintenance Contracts	33,891	40,500	38,372	47,210	49,500	9,000	22.2%
Computer Licenses and Maint Agreements	22,505	22,260	10,474	12,569	23,000	740	3.3%
Outside Legal Fees	-	-	-	-	-	-	0.0%
Accounting/Auditing	48,420	40,000	39,850	40,510	41,600	1,600	4.0%
Professional Services	157,746	83,200	63,027	80,500	86,625	3,425	4.1%
Forms and Supplies	1,138	1,950	105	1,605	1,950	-	0.0%
Postage	14,234	18,100	11,570	15,100	17,300	(800)	-4.4%
Publications and Subscriptions	-	-	-	-	-	-	0.0%
Dues and Memberships	530	725	630	630	725	-	0.0%
Printing	-	-	-	-	500	500	500.0%
Training, Conferences and Travel	2,146	5,000	1,413	1,800	10,000	5,000	100.0%
Other Travel Costs	983	1,000	266	250	800	(200)	-20.0%
Bad Debt Expense	44,306	48,000	39,109	51,325	52,000	4,000	8.3%
Rate Assistance Program	-	-	15,488	26,680	60,000	60,000	60000.0%
Strategic Plans/Updates.	-	-	-	-	-	-	0.0%
Water Efficiency	-	-	-	-	3,000	3,000	3000.0%
Third Party Payment Processing	71,175	71,000	52,548	70,064	72,500	1,500	2.1%
Agent Fees	7,500	7,500	7,500	7,500	7,500	-	0.0%
Misc. Non-Operating Costs	20	-	431	517	-	-	0.0%
Total Services and Supplies	441,412	379,235	310,748	395,815	468,700	89,465	23.6%
Grand Total - Operations	1,725,677	1,552,455	1,318,220	1,605,455	1,665,519	113,064	7.3%
Capital Outlay							
Vehicles / Equipment	51,650	10,000	-	-	6,000	(4,000)	-40.0%
Projects/Software	-	-	-	35,000	-	-	0.0%
Total Capital Outlay	51,650	10,000	-	35,000	6,000	(4,000)	-40.0%
Total Operations & Capital Outlay	1,777,327	1,562,455	1,318,220	1,640,455	1,671,519	109,064	7.0%
Funded Positions (FTE) ->	8.00	8.00		8.00	8.00	-	0.0%

Calaveras County Water District
Engineering/Technical Services Operating Budget: FY 2019-20

Engineering/Tech Services	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	474,796	683,793	586,937	704,324	751,888	68,095	10.0%
Overtime	-	18,392	6,761	8,114	5,720	(12,672)	-68.9%
Benefits	299,927	406,628	342,798	411,357	410,176	3,548	0.9%
Medical/Dental Reimbursement	400	2,800	1,600	2,800	2,800	-	0.0%
Total Salaries and Benefits	775,123	1,111,613	938,096	1,126,595	1,170,584	58,971	5.3%
Services and Supplies							
Utilities	-	-	-	-	-	-	0.0%
Materials & Supplies	-	-	603	723	3,500	3,500	3500.0%
Safety Materials & Supplies	-	-	-	-	800	800	800.0%
Administrative Technology	-	-	3,203	3,203	-	-	0.0%
Outside Services/Repairs	-	-	-	-	-	-	0.0%
Service Maintenance Contracts	17,459	9,800	8,639	10,367	10,500	700	7.1%
Outside Legal Fees	-	-	-	-	-	-	0.0%
Professional Services	19,537	5,000	465	558	80,000	75,000	1500.0%
Forms and Supplies	234	500	-	-	500	-	0.0%
Publications and Subscriptions	-	250	310	372	200	(50)	-20.0%
Dues and Memberships	230	250	188	226	618	368	147.2%
Recording Title Reports	-	-	165	197	-	-	0.0%
Printing	-	-	-	-	-	-	0.0%
Training, Conferences and Travel	3,627	5,000	2,250	2,700	7,500	2,500	50.0%
Other Travel Costs	43	500	15	18	500	-	0.0%
Misc. Non-Operating Costs	-	-	-	-	-	-	0.0%
Total Services and Supplies	41,130	21,300	15,837	18,364	104,118	82,818	388.8%
Grand Total - Operations	816,253	1,132,913	953,933	1,144,959	1,274,702	141,789	12.5%
Capital Outlay							
Vehicles / Equipment	-	-	-	-	-	-	0.0%
Projects	-	-	-	-	-	-	0.0%
Total Capital Outlay	-	-	-	-	-	-	0.0%
Total Operations & Capital Outlay	816,253	1,132,913	953,933	1,144,959	1,274,702	141,789	12.5%
Funded Positions (FTE) ->	5.00	7.00		8.00	7.00	-	0.0%

Calaveras County Water District
Non-Departmental Operating Budget: FY 2019-20

Utilities	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	3,729,732	3,748,141	2,952,862	3,543,434	3,962,129	213,988	5.7%
Overtime	277,146	212,270	217,251	260,702	211,370	(900)	-0.4%
Benefits	3,378,599	2,684,667	2,173,614	2,608,336	2,543,237	(141,430)	-5.3%
Medical/Dental Reimbursement	12,618	17,600	9,376	17,600	18,400	800	4.5%
Total Salaries and Benefits	7,398,095	6,662,678	5,353,103	6,430,072	6,735,136	72,458	1.1%
Services and Supplies							
Utilities	1,092,883	990,350	740,107	888,128	922,516	(67,834)	-6.8%
Materials & Supplies	1,001,502	638,100	546,367	655,640	715,600	77,500	12.1%
Tools	41,187	25,000	38,902	46,682	25,000	-	0.0%
Safety Materials & Supplies	46,913	40,000	25,849	31,019	40,000	-	0.0%
Chemicals	334,814	350,000	222,975	267,570	340,000	(10,000)	-2.9%
Outside Services/Repairs	153,525	148,700	84,798	101,758	130,600	(18,100)	-12.2%
Service Maintenance Contracts	231,440	323,000	124,611	149,533	338,200	15,200	4.7%
Building Repairs	-	-	-	-	-	-	0.0%
Laboratory Services	163,074	200,000	108,412	130,094	165,000	(35,000)	-17.5%
Professional Services	59,398	28,000	27,884	33,461	84,300	56,300	201.1%
Vehicle Expense	345,472	360,000	298,606	358,327	305,000	(55,000)	-15.3%
Rental Exp/Vehicle and Equip.	53,894	30,000	80,086	96,103	30,000	-	0.0%
Vehicle Lease & Maintenance	-	-	-	-	210,017	210,017	210017.0%
Permits & Licenses	11,098	11,000	10,491	12,589	15,000	4,000	36.4%
Publications and Subscriptions	445	1,000	-	-	1,000	-	0.0%
Dues and Memberships	12,658	14,500	6,081	7,297	14,500	-	0.0%
Training, Conferences and Travel	26,838	36,000	29,132	34,958	35,000	(1,000)	-2.8%
Other Travel Costs	148	-	689	827	-	-	0.0%
Purchased Water	1,326	5,000	2,349	2,819	5,000	-	0.0%
Fed, State & County Wtr/Swr Fees	274,292	259,100	186,143	248,191	230,000	(29,100)	-11.2%
Misc. Non-Operating Costs	-	-	-	-	-	-	0.0%
Total Services and Supplies	3,850,907	3,459,750	2,533,482	3,064,997	3,606,733	146,983	4.2%
Grand Total - Operations							
	11,249,002	10,122,428	7,886,585	9,495,070	10,341,869	219,441	2.2%
Capital Outlay							
Vehicles / Equipment	549,259	525,000	160,100	574,778	161,100	(363,900)	-69.3%
Projects	36,408	30,000	7,700	55,000	342,900	312,900	1043.0%
Total Capital Outlay	585,667	555,000	167,800	629,778	504,000	(51,000)	-9.2%
Total Operations & Capital Outlay							
	11,834,669	10,677,428	8,054,385	10,124,848	10,845,869	168,441	1.6%
Funded Positions (FTE) ->							
	46.00	44.00	44.00	44.00	46.00	2.00	4.5%

Calaveras County Water District
Water Resources Operating Budget: FY 2019-20

Water Resources	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	206,831	216,720	182,657	219,188	124,623	(92,097)	-42.5%
Overtime	-	-	-	-	-	-	0.0%
Benefits	125,476	115,002	100,813	120,976	69,437	(45,565)	-39.6%
Medical/Dental Reimbursement	400	800	334	800	400	(400)	-50.0%
Total Salaries and Benefits	332,707	332,522	283,805	340,965	194,460	(138,062)	-41.5%
Services and Supplies							
Utilities	-	-	-	-	-	-	0.0%
Materials & Supplies	9,642	20,000	27,163	27,163	500	(19,500)	-97.5%
Outside Legal Fees	153,942	115,000	87,952	105,542	155,000	40,000	34.8%
Advertising/Publicity	50	-	-	-	500	500	500.0%
Professional Services	197,756	80,000	70,403	84,484	84,000	4,000	5.0%
Publications and Subscriptions	-	-	-	-	-	-	0.0%
Dues and Memberships	31,310	37,390	53,742	53,742	47,500	10,110	27.0%
Printing	-	-	-	-	-	-	0.0%
Training, Conferences and Travel	4,052	6,000	2,099	5,849	4,000	(2,000)	-33.3%
Other Travel Costs	677	1,500	448	538	750	(750)	-50.0%
Director Conf & Committee Expense	-	-	-	-	-	-	0.0%
Hogan Payment-Purchased Power	-	-	-	-	293,262	293,262	293262.0%
Federal Dam & Admin Fees	-	-	-	-	-	-	0.0%
State/County/Federal Fees	30,110	32,000	618,973	618,973	785,000	753,000	2353.1%
Mandated Plans	30,783	75,000	5,091	6,109	20,000	(55,000)	-73.3%
Strategic Plans/Updates.	-	-	-	-	50,000	50,000	50000.0%
Water Efficiency	2,023	6,000	1,743	1,742	-	(6,000)	-100.0%
Misc. Non-Operating Costs	-	-	-	-	-	-	0.0%
Total Services and Supplies	460,345	372,890	867,614	904,142	1,440,512	1,067,622	286.3%
Grand Total - Operations	793,052	705,412	1,151,419	1,245,106	1,634,972	929,560	131.8%
Capital Outlay							
Vehicles / Equipment	-	-	-	-	-	-	0.0%
Projects	-	-	-	-	-	-	0.0%
Total Capital Outlay	-	-	-	-	-	-	0.0%
Total Operations & Capital Outlay	793,052	705,412	1,151,419	1,245,106	1,634,972	929,560	131.8%
Funded Positions (FTE) ->	2.00	2.00		2.00	1.00	(1.00)	-50.0%

Calaveras County Water District
Non-Departmental Operating Budget: FY 2019-20

Non-Departmental	Actual FY 2017-18	Adopted Budget FY 2018-19	Y-T-D as of 30-Apr-19	Projected FY 2018-19	Proposed Budget FY 2019-20	Variance to Budget FY 2018-19	% Change to Budget FY 2018-19
Salaries and Benefits							
Salaries/Wages	-	-	-	-	-	-	0.0%
Overtime	-	-	-	-	-	-	0.0%
Benefits	-	-	-	-	-	-	0.0%
Medical/Dental Reimbursement	-	-	-	-	-	-	0.0%
Total Salaries and Benefits	-	-	-	-	-	-	0.0%

Services and Supplies							
Utilities	28,519	28,570	20,630	24,756	26,700	(1,870)	-6.5%
Materials & Supplies	42,350	37,200	34,718	41,662	40,000	2,800	7.5%
Tools	-	500	750	900	500	-	0.0%
Safety Materials & Supplies	2,574	3,230	397	476	-	(3,230)	-100.0%
Administrative Technology	-	-	-	-	-	-	0.0%
Chemicals	-	-	-	-	-	-	0.0%
Outside Services/Repairs	9,527	10,100	14,731	17,677	13,000	2,900	28.7%
Service Maintenance Contracts	5,833	5,800	5,156	6,188	6,800	1,000	17.2%
Drug & Alcohol Testing	-	-	-	-	-	-	0.0%
Building Repairs	3,977	5,000	39	47	5,000	-	0.0%
Recruiting	-	-	-	-	-	-	0.0%
Claims/Damages	1,249	5,000	125	150	5,000	-	0.0%
Computer Licenses and Maint Agreements	-	-	-	-	-	-	0.0%
Janitorial Services	23,220	23,220	19,350	23,220	23,220	-	0.0%
Professional Services	-	-	600	600	-	-	0.0%
Hogan Payment-Purchased Power	293,262	293,262	-	293,262	-	(293,262)	-100.0%
Purchased Water	-	-	-	-	-	-	0.0%
Retired Employee Costs	109,764	554,200	472,394	566,873	599,000	44,800	8.1%
Insurance	118,096	184,000	117,297	172,927	188,578	4,578	2.5%
Fed, State & County Wtr/Swr Fees	-	-	-	-	-	-	0.0%
Federal Dam & Admin Fees	-	2,000	3,282	395,737	-	(2,000)	-100.0%
Misc. Non-Operating Costs	1,781	-	117	141	-	-	0.0%
Total Services and Supplies	640,152	1,152,082	689,587	1,544,615	907,798	(244,284)	-21.2%

Grand Total - Operations	640,152	1,152,082	689,587	1,544,615	907,798	(244,284)	-21.2%
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Debt Service

Interest - PERS Side Fund	12,375	3,485	2,880	2,880	-	(3,485)	-100.0%
Principal - PERS Side Fund	300,233	257,021	256,916	256,916	-	(257,021)	-100.0%
Interest - Umpqua PERS UAL	-	-	-	-	188,482	188,482	188482.0%
Principal - Umpqua PERS UAL	-	-	-	-	268,000	268,000	268000.0%
Interest - BBVA Compass Bond Refinance	3,610	-	-	-	-	-	0.0%
Principal - BBVA Compass Bond Refinance	461,846	-	-	-	-	-	0.0%
Interest - Umpqua Capital R&R Loan	114,126	90,098	89,966	89,966	58,083	(32,015)	-35.5%
Principal - Umpqua Capital R&R Loan	997,758	1,487,319	1,487,319	1,487,319	1,519,334	32,015	2.2%
Interest - USDA Reach 3a Bond	57,819	57,543	57,543	57,819	56,548	(995)	-1.7%
Principal - USDA Reach 3a Bond	42,700	43,700	43,700	43,700	44,700	1,000	2.3%
Interest - Vac-Con Loan	1,210	-	-	-	24,064	24,064	24064.0%
Principal - Vac-Con Loan	68,939	-	-	-	7,453	7,453	7453.0%
Interest - Wallace Equipment Loan	-	-	-	-	-	-	0.0%
Principal - Wallace Equipment Loan	-	-	-	-	-	-	0.0%
Interest - New Hogan	19,619	17,113	-	24,981	14,627	(2,486)	-14.5%
Principal - New Hogan	55,242	55,242	-	54,680	55,242	-	0.0%
Interest - Admin Building Loan	75,000	75,000	-	75,000	60,731	(14,269)	-19.0%
Principal - Admin Building Loan	-	570,741	-	570,741	585,010	14,269	2.5%
Interest - Sewer Fund Loan	-	14,322	-	14,322	13,014	(1,308)	-9.1%
Principal - Sewer Fund Loan	-	65,400	-	65,400	85,400	20,000	30.6%
Total Debt Service	2,210,477	2,736,984	1,938,324	2,743,724	2,980,688	243,705	8.9%

Total Operations & Debt Service	2,850,629	3,889,066	2,627,911	4,288,339	3,888,486	(579)	0.0%
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Proposed Capital Outlay Budget
 FY 2019-20

Dept	Qty	N or R*	Location	Description	Water	Sewer	Cost
Utilities	1	R	Southworth	Quad	-	8,000	8,000
Utilities	1	N	West Point	Bummerville Tank Site Fence	20,000	-	20,000
Utilities	1	N	La Contenta	Collections Storage Building	-	7,000	7,000
Utilities	1	R	District Wide	Hydro Jetter Trailer	-	30,000	30,000
Utilities	2	R	Indian Rock	Orenco Filter Boxes	-	30,000	30,000
Utilities	1	R	West Point	Stainless Steel Well-Screen Piping	10,000	-	10,000
Utilities	10	R	District Wide	Sample Stations	10,200	-	10,200
Utilities	1	N	Copper Cove	Equipment Storage Building	6,400	3,600	10,000
Utilities	1	R	District Wide	Slip Lining Equipment	-	6,000	6,000
Utilities	1	N	Ebbetts Pass	Articulating Snow Plow	4,416	2,484	6,900
Utilities	1	R	West Point	West Point Monitoring Well	-	41,600	41,600
Utilities	1	R	Wallace	Wallace Up-Gradient Mont. Well	-	39,100	39,100
Utilities	1	R	District Wide	PRV Vaults - Copper Sawmill	63,200	-	63,200
Utilities	4	N	District Wide	Trailer Mounted Generators	64,000	36,000	100,000
Utilities	2	R	District Wide	Flowmeters	45,000	-	45,000
Utilities	1	N	District Wide	CMMS Software	49,280	27,720	77,000
Adm Svc	1	R	Admin Building	HP Color Laserjet M855xh Printer	4,380	1,620	6,000
				TOTAL	276,876	233,124	510,000

Capital Improvement Program
Schedule of Cash Flow - Water Projects
FY 2019-20 thru FY 2021-2022

Project No	New Water Projects Project Description	Total Project Cost	Funding FY 19-20							
			Cash Flow			Expansion Funds	Reserves	Capital R & R	Grants	AD / Other Outside
			FY 19-20	FY 20-21	FY 21-22					
	Big Trees Pump Stations 1, 4 & 5 Replacement	200,000	-	-	200,000	-	-	-	-	-
	Hunters Raw Water Pumps Renovations	200,000	-	200,000	-	-	-	-	-	-
	West Point SCADA System Improvements	200,000	-	200,000	-	-	-	-	-	-
	Lake Tulloch Raw Water Pumps	125,000	-	-	125,000	-	-	-	-	-
	Reeds Turnpike Pump Station Replacement	350,000	-	-	350,000	-	-	-	-	-
	Copper Cove Tank B Pump Station Renovation	500,000	-	-	-	-	-	-	-	-
	White Pines Dam/Blanket Drain Rehab	200,000	-	200,000	-	-	-	-	-	-
	Total New Water Projects	\$ 2,275,000	\$ -	\$ 600,000	\$ 675,000	\$ -	\$ -	\$ -	\$ -	\$ -
Project No	Carryover Water Projects Project Description	Total Project Cost	Funding FY 19-20							
			Cash Flow			Expansion Funds	Reserves	Capital R & R	Grants	AD / Other Outside
			FY 19-20	FY 20-21	FY 21-22					
11079	Copper Cove Tank B / Repair & Paint	400,000	-	200,000	200,000	-	-	-	-	-
11080	Copper Cove Clearwell / Repair & Paint	450,000	-	250,000	200,000	-	-	-	-	-
11083J	Jenny Lind Clearwell #2 / Repair & Paint	200,000	183,888	-	-	-	-	183,888	-	-
11083L	Larkspur Tank / Repair & Paint	250,000	227,139	-	-	-	-	227,139	-	-
11083W	Wallace Tanks / Repair & Paint	350,000	343,926	-	-	-	-	343,926	-	-
	Ebbetts Pass Sawmill Tank / Repair & Paint	800,000	-	289,762	500,000	-	-	-	-	-
11084	Ebbetts Pass Techite Water Line Replacement	1,600,000	1,600,000	-	-	-	-	1,600,000	-	-
11085	Ebbetts Pass Reach 1 Water Line Replacement	7,400,000	5,000,000	2,400,000	-	35,000	-	4,965,000	-	-
11088	Jenny Lind Tank A-B Transmission Line	4,500,000	250,000	250,000	-	62,500	-	187,500	-	-
11092	Jenny Lind WTP PreTreatment Facility	4,000,000	500,000	-	-	-	-	125,000	375,000	-
11095	Ebbetts Pass Redwood Tanks HMGP	2,800,000	400,000	1,200,000	1,200,000	-	-	100,000	300,000	-
11096	AMR/AMI Radio Read Meter Program	4,500,000	100,000	2,200,000	2,200,000	-	-	100,000	-	-
11099	EP Meadowmont Pump Station / Rehab.	175,000	175,000	-	-	-	-	175,000	-	-
	Lake Tulloch Submerged Water Line Crossing	3,000,000	-	200,000	200,000	-	-	-	-	-
	White Pines Lake Restoration	200,000	100,000	100,000	-	-	-	100,000	-	-
	Wallace SCADA System Improvements	100,000	50,000	50,000	-	-	-	-	-	50,000
	West Point Backup Water Filter	3,400,000	200,000	200,000	-	-	-	200,000	-	-
	EP Hunters WTP Filter Rehab	400,000	400,000	-	-	-	-	400,000	-	-
	West Point SCADA Improvements	100,000	100,000	-	-	-	-	100,000	-	-
11066G	Jenny Lind (Kirby/Garner/Gabor) Service Lines	250,000	250,000	-	-	-	-	250,000	-	-
	Total Carryover Water Projects	\$ 34,875,000	\$ 9,879,953	\$ 7,339,762	\$ 4,500,000	\$ 97,500	\$ -	\$ 9,057,453	\$ 675,000	\$ 50,000
TOTAL WATER PROJECTS		\$ 37,150,000	\$ 9,879,953	\$ 7,939,762	\$ 5,175,000	\$ 97,500	\$ -	\$ 9,057,453	\$ 675,000	\$ 50,000

Capital Improvement Program
Schedule of Cash Flow - Wastewater Projects
FY 2019-20 thru FY 2021-2022

			Funding FY 19-20							
Project No	New Wastewater Projects Project Description	Total Project Cost	Cash Flow			Expansion Funds	Reserves	Capital R & R	Grants	AD / Other Outside
			FY 19-20	FY 20-21	FY 21-22					
	Vallecito/Douglas Flats Headworks Screen	250,000	250,000	-	-	-	-	250,000	-	-
	Total New Wastewater Projects	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
Project No	Carryover Wastewater Projects Project Description	Total Project Cost	Cash Flow			Expansion Funds	Reserves	Capital R & R	Grants	AD / Other Outside
			FY 19-20	FY 20-21	FY 21-22					
15076	CC Lift Station 6, 8 & Force Main Bypass	2,400,000	100,000	2,300,000	-	-	-	100,000	-	-
15080	CC Lift Station 15 & 18 Rehab/Replacement	3,200,000	200,000	3,000,000	-	-	-	200,000	-	-
15082	Vallecito Recycled Water Distribution Project	280,000	210,000	-	-	-	-	75,600	134,400	-
15087	Wallace Renovation/SCADA/PLC & Electrical	100,000	100,000	-	-	-	-	-	-	100,000
15091	West Point/Wilseyville Consolidation Project	4,750,000	-	-	-	-	-	-	-	-
	Arnold Secondary Clarifier	1,400,000	200,000	200,000	1,000,000	40,000	-	160,000	-	-
	Arnold Leach Field Improvements	600,000	50,000	50,000	500,000	10,000	-	40,000	-	-
	LC Biolac, Clarifier & UV Improvements	3,850,000	25,000	25,000	400,000	12,500	-	12,500	-	-
	CC Secondary, Tertiary & UV Improvements	13,000,000	25,000	25,000	550,000	12,500	-	12,500	-	-
	Huckleberry Lift Station Rehab	200,000	200,000	-	-	-	-	200,000	-	-
	Indian Rock East Sand Filter Rehab	150,000	150,000	-	-	-	-	150,000	-	-
	Southworth Collection System / I&I Mitigation	100,000	100,000	-	-	-	-	100,000	-	-
	Total Carryover Wastewater Projects	\$ 30,030,000	\$ 1,360,000	\$ 5,600,000	\$ 2,450,000	\$ 75,000	\$ -	\$ 1,050,600	\$ 134,400	\$ 100,000
TOTAL WASTEWATER PROJECTS		\$ 30,280,000	\$ 1,610,000	\$ 5,600,000	\$ 2,450,000	\$ 75,000	\$ -	\$ 1,300,600	\$ 134,400	\$ 100,000
TOTAL WATER & WASTEWATER PROJECTS		\$ 67,430,000	\$ 11,489,953	\$ 13,539,762	\$ 7,625,000					

RESOLUTION 2019 -

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

**ADOPTING THE FISCAL YEAR 2019-20 OPERATING
AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed the projected revenues and expenditures for the 2019-20 fiscal year; and

WHEREAS, the Board of Directors has, as a result of the review, identified those programs and expenditures that will be most beneficial to the needs of the CALAVERAS COUNTY WATER DISTRICT.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT that the Fiscal Year 2019-20 Operating Budget in the amount of \$20,588,852 is hereby approved and adopted.

BE IT FURTHER RESOLVED, by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT that the Fiscal Year 2018-19 Capital Improvement Program (CIP) Budget in the amount of \$11,489,953 is hereby approved and adopted.

PASSED AND ADOPTED this 26th day of June, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Calaveras County Water District
PERSONNEL ALLOCATION BY DEPARTMENT
 FISCAL YEARS 2017 - 2020

	Final 2016-17	Adopted 2017-18	Adopted 2018-19	Amended 2018-19	Proposed 2019-20
Utility Services					
Director of Operations	1.00	1.00	1.00	1.00	1.00
Plant Operations Manager	1.00	1.00	1.00	1.00	1.00
Operations, Senior Supervisor	1.00	1.00	1.00	1.00	1.00
Water/Wastewater Plant Operator OIT/I/II/III/Sr	12.00	12.00	12.00	12.00	12.00
Construction/Inspection I/II/III/Sr	2.00	2.00	-	(2) -	-
Construction Worker I/II/III/Sr	3.00	3.00	3.00	3.00	7.00 (6)
Controls/Communication Senior Supervisor	1.00	1.00	1.00	1.00	1.00
Controls/Communication Technician I/Sr	2.00	2.00	2.00	2.00	2.00
Electrician I/II/Sr	2.00	2.00	2.00	2.00	1.00 (8)
Facilities Maintenance Worker	-	-	-	-	1.00 (9)
Mechanic I/II/Sr	3.00	3.00	3.00	3.00	3.00
Collection System Worker I/II/III/IV/Sr	5.00	5.00	5.00	5.00	5.00
Distribution Worker I/II/III/Sr	10.00	10.00	10.00	10.00	7.00 (6/7)
Meter Reader Trainee/I/II	2.00	2.00	2.00	2.00	2.00
Purchasing Agent	-	-	-	-	1.00 (8)
Administrative Technician I/II/Senior	1.00	1.00	1.00	1.00	1.00
Total - Utility Services	46.00	46.00	44.00	44.00	46.00
General Management					
General Manager	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Manager of Human Resources	1.00	1.00	1.00	1.00 (4)	1.00
Director of Human Resources/Customer Service	1.00	1.00	1.00	- (4)	-
Human Resources Technician	1.00	1.00	1.00	1.00	1.00
Total - General Management	5.00	5.00	5.00	4.00	4.00
Engineering/Technical Services					
District Engineer	1.00	1.00	1.00	1.00	1.00
Senior Civil Engineer	1.00	1.00	1.00	1.00	1.00
Civil Engineer	-	-	-	1.00 (3)	1.00
Construction Inspector I/II/III/Sr	-	-	2.00 (2)	2.00	1.00 (7)
Engineering Analyst	1.00	1.00	1.00	1.00	1.00
Engineering Technician I/II/Sr	1.00	1.00	1.00	1.00	1.00
Administrative Technician I/II/Sr	1.00	1.00	1.00	1.00	1.00
Total - Engineering/Technical Services	5.00	5.00	7.00	8.00	7.00
Administrative Services					
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Accountant I/II/III	2.00	2.00	2.00	2.00	2.00
Accounting Technician I/II/Sr	0.50	-	(1) -	-	-
Manager of External Affairs	-	-	-	1.00 (5)	1.00
Customer Service Representative I/II/III/Sr	3.00	3.00	3.00	3.00	3.00

Calaveras County Water District
PERSONNEL ALLOCATION BY DEPARTMENT
 FISCAL YEARS 2017 - 2020

	Final 2016-17	Adopted 2017-18	Adopted 2018-19	Amended 2018-19	Proposed 2019-20
Facilities Maintenance Worker	1.00	1.00	1.00	1.00	- (9)
Information System Administrator	1.00	1.00	1.00	1.00	1.00
Total - Administrative Services	8.50	8.00	8.00	9.00	8.00
Water Resources					
Manager of Water Resources	1.00	1.00	1.00	1.00	1.00
Manager Ex Affairs, Conservation & Grants I/II	1.00	1.00	1.00	- (5)	-
Total - Water Resources	2.00	2.00	2.00	1.00	1.00
Total - Personnel Allocation	66.50	66.00	66.00	66.00	66.00

Notes

FY 2017-18

- (1) Deleted 0.5 FTE Accounting Technician I/II/III in Administrative Services

FY 2018-19

- (2) Moved 2.0 FTE Construction Inspector I/II/III/Sr from Utilities to Engineering/Technical Services
- (3) Added 1.0 FTE Civil Engineer in Engineering/Technical Services
- (4) Deleted 1.0 FTE Director of Human Resources/Customer Service and added 1.0 FTE Manager of Human Resources
- (5) Deleted 1.0 FTE PIO/Community Relations Manager and added 1.0 FTE Manager of External Affairs

FY 2019-20

- (6) Reclassed 4.0 FTE Distribution Worker I/II/III/Sr in Utilities to 4.0 FTE Construction Worker I/II/III/Sr
- (7) Moved 1.0 FTE Construction Inspector I/II/III/Sr from Engineering/Technical Services to Utilities and reclassified position to 1.0 FTE Distribution Worker I/II/III/Sr
- (8) Deleted 1.0 FTE Electrician/II/Sr in Utilities and added 1.0 FTE Purchasing Agent in Utilities
- (9) Moved 1.0 FTE Facilities Maintenance Worker from Administrative Services to Utilities

RESOLUTION 2019 -

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

ADOPTING THE FISCAL YEAR 2019-20 PERSONNEL ALLOCATION

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed the projected revenues and expenditures for the 2019-20 fiscal year; and

WHEREAS, the Board of Directors has, as a result of the review, identified those programs and expenditures that will be most beneficial to the needs of the CALAVERAS COUNTY WATER DISTRICT; and

WHEREAS, the Board of Directors approved and adopted the Fiscal Year 2019-20 Operating Budget on June 26, 2019.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of CALAVERAS COUNTY WATER DISTRICT that the Fiscal Year 2019-20 Personnel Allocation, attached hereto and made a part hereof, is hereby approved and adopted.

PASSED AND ADOPTED this 26th day of June, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 26, 2019

TO: Michael Minkler, General Manager

FROM: Joel Metzger, External Affairs Manager

SUBJECT: Discussion/Action Regarding the Adoption of Amendment to Ordinance Setting Water and Wastewater Capacity Charges and Modifying Rates for Water and Wastewater Services related to State-Mandated Fire Sprinkler Systems

RECOMMENDED ACTION:

Motion: _____/_____ adopting Ordinance No. 2019-_____ amending Ordinance No. 2006-03 Setting of Water and Wastewater Capacity Charges and Setting and Revising Charges for Special Services.

Motion: _____/_____ adopting Ordinance No. 2019-_____ amending Ordinance No. 2018-01 Modifying Rates for Water and Wastewater Service.

SUMMARY:

At the June 12, 2019, regular Board meeting the CCWD Board provided direction to staff to bring back the proposed amendments to Ordinance 2006-03 and Ordinance 2018-01 at the June 26, 2019, Board meeting in order to comply with state-mandated fire sprinkler system flow requirements and allow owners of newly constructed residential homes to pay the same capacity fees and bimonthly base rates for 1-inch water meters as is charged for standard 5/8-inch meters.

FINANCIAL CONSIDERATIONS:

Depending on the service area, CCWD capacity fees range between \$7,691 and \$12,001 for a 5/8-inch meter, and between \$19,227.50 and \$30,002.50 for a 1-inch meter. Bimonthly base rates for 5/8-inch meters are \$112.28, and bimonthly rates for 1-inch meters are \$280.71.

Customers who require larger meters for emergency fire sprinkler systems will be required to pay for the installation of the 1-inch meters, which is an increased cost compared to 5/8-inch meters. Meter installation labor and material costs vary from site to site and are charged on a time and materials basis.

Attachments: *Ordinance No. 2006-03*
Ordinance No. 2019-_____ amending Ordinance No. 2006-03 Setting of Water and Wastewater Capacity
Charges and Setting and Revising Charges for Special Services
Amended Schedule A Capacity Charges
Ordinance No. 2018-01
Ordinance No. 2019-_____ amending Ordinance No. 2018-01 Modifying Rates for Water and Wastewater
Service
Amended Exhibit 1, Schedule A, Bi-Monthly Water Rate Charges

ORDINANCE NO. 2006- 03

**SETTING OF WATER AND WASTEWATER CAPACITY CHARGES
AND
SETTING AND REVISING CHARGES FOR SPECIAL SERVICES**

WHEREAS, in order to better serve current and future water and sewer/wastewater customers of Calaveras County Water District (CCWD), Facilities Master Plans were developed for CCWD's primary service areas; and

WHEREAS, said Plans were presented at a number of public meetings at various locations throughout the County in 2005 for the purpose of receiving public comment and concerns; and

WHEREAS, said Plans were adopted by the CCWD Board; and

WHEREAS, the funding recommendations for the cost of buying into and the expanding of facilities capacity within said Plans were addressed by a comprehensive Financial Master Plan; and

WHEREAS, said Financial Master Plan recommends that certain CCWD service areas increase capacity charges to levels sufficient to meet facilities expansion costs; and

WHEREAS, public meetings were held in 2005 in the CCWD Board room at which presentations were made regarding the Financial Master Plan and proposed capacity charges; and

WHEREAS, a Notice of Public Hearing to be held on September 27, 2006, was published in a Calaveras County newspaper of general circulation on September 12 and September 19, 2006; and

WHEREAS, CCWD made available for public review supporting data for the capacity charge changes as of September 15, 2006; and

WHEREAS, charges for special services related to the provision of water and sewer connections have been consolidated with this action; and

WHEREAS, an official public hearing was held on Wednesday, September 27, 2006, at 9:00 a.m., and all public present were given an opportunity to comment.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1 – Findings

1.1) Capacity Charges - Schedule A attached hereto

1.1.1) Purpose and Use

The establishment, modification, structuring, or approval of capacity charges by this Ordinance are exclusively for the purpose of paying the cost of facilities in existence at the time the charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged pursuant to California Government Code §66013.

The capacity charges established by this Ordinance will be collected to fund construction of all or a portion of certain facilities deemed necessary by the above-referenced Facilities Master Plans to provide additional water or sewer capacity.

Adoption of this Ordinance and Schedule A attached hereto acknowledges that a reasonable relationship has been established between the projected cost of expanding said facilities and the charge per connection. The Board may periodically review and by Ordinance or Resolution amend the charges within this Ordinance upon substantiating the need for such changes.

1.1.2) Basic Capacity Charges - The CCWD water and sewer capacity charges established by Ordinance 2001-48 are superseded by the fees listed in Capacity Charge **Tables 1 and 2** of **Schedule A** for the specified service areas. Ordinance 2001-48 is hereby rescinded.

Any and all Resolutions and Ordinances previously adopted by the Board of Directors for the specified service areas that reference expansion fees or capacity charges or any deviation thereof will utilize the new capacity charges as the basis for future charges.

1.1.3) Water Capacity Charge for Large Meters - Meter capacity multiples as established by Ordinance 99-01 will be multiplied by the 5/8-inch charge to determine the capacity charge for water meters larger than 5/8-inch.

1.1.4) Commercial Sewer Capacity Charge - Commercial sewer connections shall be charged based upon estimated capacity demand for wastewater facilities in accordance with District policy. The estimated capacity demand may be a multiple of a Single Family Dwelling Equivalent (**SFDE**) as defined by District policy.

1.1.5) Annual Adjustment of Capacity Charge - On July 1st of each year, the water and sewer capacity charges of **Schedule A Table 1**, shall increase or decrease in accordance with the change in the *Engineering News Record* (ENR) Construction Cost Index (CCI) as of December of the previous year. The first index change shall occur on July 1, 2007 based upon the ENR CCI as of December 31, 2006.

A December 2005 CCI base value of 7647 shall be used as shown in the following example:

$$\text{Adjusted Capacity Charge} = (\text{Table 1 Cap. Chrg.}) * (\text{Dec. Future Yr. CCI}) / 7647$$

1.1.6) Capacity Charge Administrative Facility Component - \$135 from every capacity charge collected for a 5/8" meter or, for larger meters, \$135 multiplied by the appropriate capacity multiple, shall be transferred to an account for the specific purpose of funding a new administrative facility.

1.2) Special Services Fees and Charges - Schedule B attached hereto

1.2.1) Purpose and Use

The establishment of Special Services Fees and Charges by this Ordinance are for the purpose of recovering the cost of providing services which are generally realized in the course of connecting to the water and sewer systems. The charges established by this Ordinance under this section will be collected to fund the portion of the operations budget impacted by providing said services.

Adoption of this Ordinance and Schedule B attached hereto acknowledges that a reasonable relationship has been established between the cost of the service provided by the District and the charge to the customer. The Board may periodically review and by Ordinance or Resolution amend the charges within this Ordinance upon substantiating the need for such changes.

Any and all Resolutions and Ordinances previously adopted by the Board of Directors for the purposes under this section will utilize the new fees and charges as the basis for future charges.

1.2.2) Multiplier – This multiplier adopted as **Item 1 of Schedule B** is to be applied against direct salary charges for services performed by District personnel for third parties as permitted by policy. The multiplier is the sum of a direct benefits factor plus a general overhead factor.

1.2.3) Heavy Equipment Rates - The charge out rates for use of certain pieces of District heavy equipment are adopted as **Item 2 of Schedule B**. Pickup trucks are intentionally excluded from this list and will not be separately charged.

1.2.4) Services Performed At Cost - **Item 3 of Schedule B** provides that installation or other services performed under the listed items shall be at the total cost of labor, materials and equipment as those terms are defined under Schedule B.

1.2.5) Services Performed At Fixed Cost - **Item 4 of Schedule B** is a list of services that will be performed at fixed costs as shown. On July 1st of each year, the fees under **Item 4 of Schedule B** shall increase or decrease in accordance with the December to December percentage change in the Consumer Price Index All Urban Consumers (CPI-U) U.S. City

Average / All Items of the previous year. The first index change shall occur on July 1, 2007 based upon the CPI as of December 2006. For example:

$$2007 \text{ Adjusted Charge} = \text{Item 4 Charge} * (1 + (\text{Dec. 05 to Dec. 06 \% CPI change}) / 100)$$

Section 2 – Effect of Prior Actions

All provisions of prior Resolutions, Ordinances, rules and regulations of CCWD not inconsistent with this Ordinance shall remain in force and effect.

Section 3 – Severability

This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior District Resolutions, Ordinances, rules and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

Section 4 – Effective Date

To allow for the 60-day timeframe prescribed by Government Code Section 66017, the new fees and charges adopted by this Ordinance shall take effect on December 4, 2006.

Section 5 – Re-evaluation of Charges

The rates and charges established by this Ordinance shall be re-evaluated as determined by the Board of Directors but no later than December 31, 2011 in conformance with Section 4 of the "Budget and Fiscal Policies" adopted on 1.12.05 requiring that facilities master plans be updated every five years.

PASSED AND ADOPTED this 27th day of September 2006, by the following vote:

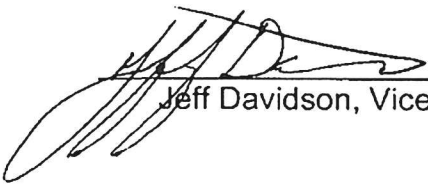
AYES: Davidson, Ricca, Dean

NOES:

ABSTAIN:

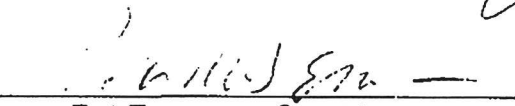
ABSENT: Underhill, Hebrard

CALAVERAS COUNTY WATER DISTRICT



Jeff Davidson, Vice-President

ATTEST:



Pat Emerson, Secretary

Schedule A Capacity Charges

CAPACITY CHARGE TABLE 1

Service Area	Water (\$ For 5/8-inch Meter)	Sewer (\$ Per SFDE)
West Point	8,700	-
Copper Cove	8,520	8,670
Ebbetts Pass ²	10,280	-
Jenny Lind	8,425	-
Inside Assess. Dist. 604		8,270 ³
Outside Assess. Dist. 604		14,100
Arnold	-	8,325
Forest Meadows	-	9,375
Vallecito / Douglas Flat	-	10,000
Six Mile Village	-	As set by City of Angels Camp

Table 1 Notes:

- 1) Table 1 Capacity Charges list those charges modified by Ord. 2006 - 03. These fees will be adjusted annually as provided by Section 1.1.5 of the ordinance.

- 2) Ebbetts Pass water charges also apply to Fly-In Acres and Snowshoe Springs Mutual Water Companies.

- 3) Consistent with Res. 2003-13, Section 1.2, the fee established for "Inside Assessment District 604" is effective only if assessments are paid current and not in delinquency status.

CAPACITY CHARGE TABLE 2

Service Area	Water (\$ For 5/8-inch Meter)	Sewer (\$ Per SFDE)
Sheep Ranch	5,500	-
Southworth Ranch Est.	-	5,500
Indian Rock Vineyards	-	5,500
Sequoia Woods/Mt. Retreat	-	5,500
West Point	-	5,500
Wilseyville	-	5,500
Mill Woods	-	0

Table 2 Notes:

- 1) Table 2 restates Capacity Charges initially established by Res. 2001-48. These fees are not being modified or subjected to annual adjustment.

Schedule B Special Services Fees and Charges

1) **Multiplier = 2.5** (Applied to direct salary cost where permitted by policy.)

2) **Heavy Equipment Rates**

	Equipment Type	\$ Per Hour
2.1	Vac Con	80
2.2	Backhoe	55
2.3	Dump Truck	50
2.4	Mini Push Camera	95
2.5	TV Van & Equip.	150
2.6	Boom Truck	70

3) **Services Performed "At Cost"**

"At Cost" defined as total of :

- 3.1) Direct Labor Cost x Multiplier approved under Schedule B
- 3.2) Materials Cost including purchase price, tax and shipping
- 3.3) Heavy Equipment Cost per approved Schedule B rates
- 3.4) Cost of contractors, sub-contractors, agencies, services or consultants
- 3.5) Administrative charge of 10% of (3.2 + 3.4)

Applicable Installation or Other Services under this section:

- Meter Boxes
- Water Meters >5/8"
- Water or Sewer Line extensions
- Water or Sewer Service taps
- Septic tanks and tank pumps
- Pressure reducing valves
- Backflow devices
- Assistance to Other Water/Sewer Service Providers

4) **Services Performed for Fixed Cost** – (Annually adjusted per Sect. 1.2.5 of Ordinance)

Service	Charge - \$
Inspection of connection to the sewer system	110.00
Installation of standard 5/8" radio read water meter	353.00
Account establishment or account transfer	37.50
After-hours account establishment or account transfer	60.00
Residential or commercial cost-to-serve letter on lot without service stub to parcel	145.00

ORDINANCE NO. 2019-_____

AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT

AMENDMENT TO ORDINANCE NO. 2006-03
SETTING OF WATER AND WASTEWATER CAPACITY CHARGES
AND
SETTING AND REVISING CHARGES FOR SPECIAL SERVICES

WHEREAS, the Board of Directors of the Calaveras County Water District (District) adopted Ordinance No. 2006-03 on September 27, 2006, and;

WHEREAS, the Board of Directors of the Calaveras County Water District has determined that the water capacity fees are to be updated; and

WHEREAS, the Board of Directors published a notification and provided for a public meeting, in compliance with Government Code Sections 66013 and 66016, to receive comments regarding the proposed updates to water capacity fees; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT as follows:

Section 1. Ordinance No. 2006-03 shall be amended with the attached updated Schedule A Capacity Charges, Capacity Charge Table 1, which adds a stipulation that residential customers who require 1” meters to meet sprinkler system fire flow requirements will be charged the same capacity fees as residential customers with 5/8” meters; and

Section 2. Effect on prior actions. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this Ordinance shall remain in full force and effect.

Section 3. Severability. This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

Section 4. Publication/Effective Date. Within ten (10) days of adoption, this Ordinance shall be published in a newspaper of general circulation within Calaveras County. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED this 12th day of June 2019, after a noticed Public Hearing by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Schedule A

Capacity Charges

CAPACITY CHARGE TABLE 1¹

Service Area	Water	Sewer
	5/8-inch Meter ⁴	Per SFDE
West Point	\$12,346	\$5,500
Copper Cove	\$12,091	\$12,303
Ebbetts Pass ²	\$7,912	
Jenny Lind	\$11,956	
Inside Assess. Dist. 604		\$11,736 ³
Outside Assess. Dist. 604		\$20,006
Arnold		\$11,812
Forest Meadows		\$13,302
Vallecito / Douglas Flat		\$14,190
Wallace	\$9,000	\$9,000

Table 1 Notes:

- 1) Table 1 Capacity Charges list those charges modified by Ord. 2006-03. These fees will be adjusted annually as provided by Section 1.1.5 of the ordinance.
- 2) Ebbetts Pass water charges also apply to Fly-In Acres and Snowshoe Springs Mutual Water Companies
- 3) Consistent with Res. 2003-13, Section 1.2, the fee established for “Inside Assessment District 604” is effective only if assessments are paid current and not in delinquency status.
- 4) Residential customers who require a 1-inch meter to comply with state-mandated fire sprinkler system flow requirements will be charged the same capacity fees as customers with 5/8-inch meters. Customers requiring meters larger than 1-inch to meet state-mandated fire sprinkler system flow requirements must pay full capacity fees.

ORDINANCE NO. 2018-01

**AN ORDINANCE OF CALAVERAS COUNTY WATER DISTRICT
MODIFYING RATES FOR
WATER AND WASTEWATER SERVICES**

WHEREAS, the Board of Directors of the Calaveras County Water District (District) has responsibility for establishing rates for the provision of District services and corresponding implementation policies; and

WHEREAS, the District has prepared financial and policy information in respect to the provision of water and wastewater services over the next five years for review by the Board of Directors and the public, and caused to be prepared *Water and Sewer Rate Studies* dated April 2018 that recommended adjustments to water and wastewater rate schedules; and

WHEREAS, the Board of Directors held fifteen public meetings starting in April 2017 on the need to increase water and wastewater rates, including Board of Director meetings on July 26, August 9, September 27, and December 13, 2017; and February 14, February 28, March 14 and March 28, 2018, and held seven town hall meetings and other public outreach meetings in communities throughout the District between April 3 and May 18, 2018 regarding Water and Wastewater financial and rate issues; and

WHEREAS, the Board of Directors has received considerable community input during the public meetings and town hall community meetings and has considered this input in formulating the proposed rates; and

WHEREAS, the District has, in accordance with Article XIID, Section 6 of the California State Constitution, provided written notices containing detailed descriptions of proposed water and wastewater rate changes for property owners who receive water and/or wastewater services from the District; and

WHEREAS, the Notice of Proposed Water and Wastewater Rate Increase, mailed April 5, 2018, included notification of a Public Hearing on May 23, 2018 to consider rate increases, said date having been established by Board action at its meeting on March 28, 2018; and

WHEREAS, the officially noticed Public Hearing was held Wednesday, May 23, 2018, and all members of the public present were given an opportunity to comment on the proposed Ordinance; and

WHEREAS, written protests received in accordance with the procedures outlined in Article XIID, Section 6 numbered less than half of the property owners served; and

WHEREAS, the Board of Directors finds that it is now necessary to modify existing rates relative to the provision of water and wastewater services.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Calaveras County

Water District as follows:

Section 1. Purpose. The purpose of this Ordinance is to increase water and wastewater rates as necessitated by the cost of providing and maintaining water and wastewater services, including, but not limited to, operations and maintenance, debt service, the capital improvement program, and meeting financial reserve requirements.

Section 2. Findings. The Board of Directors finds and determines as follows:

- The water and wastewater service rates implemented by this ordinance, in conjunction with other estimated revenue sources, have been fixed in an amount sufficient to pay the operating and maintenance expenses of the District's water and wastewater systems, pay the principal and interest on existing debt, provide sufficient revenues for reserve requirements, and continue funding the District's Capital Renovation and Replacement ("Capital R&R") program.
- The increased water and wastewater rates are reasonably related to, and do not exceed, the District's cost of providing water and wastewater services.
- The revenues derived from the water rates do not exceed the funds required to provide water service and are not used for any other purpose than in the provision of water services.
- The revenues derived from the wastewater rates do not exceed the funds required to provide wastewater services and are not used for any other purpose than in the provision of wastewater services.
- The amount of the water and wastewater rates imposed on each water and wastewater service customer does not exceed the proportional cost of the water and/or wastewater service actually delivered or made available to every identified parcel of real property and/or customer within the District's service boundary.
- Every property subject to the rates established by this Ordinance actually uses the underlying service or the service is immediately available for that property's use.
- The District has, in accordance with Article XIID of the California State Constitution, provided written notices containing detailed descriptions of proposed water and wastewater rate changes to District property owners who receive service from the District and written protests presented to the District for the proposed rates did not exceed fifty percent (50%) of the property owners.
- The District conducted a duly noticed Public Hearing on May 23, 2018 concerning the proposed rate increases at which time the public had the opportunity to speak to the Board of Directors regarding the proposed increases and the Board of Directors considered the testimony received prior to making a final decision to implement the rate increases.

Section 3. Water and Wastewater Rate Schedule. The water and wastewater rates are established in accordance with the provisions of EXHIBIT 1 attached hereto and incorporated herein. The rates shown replace monthly water and wastewater charges established and adjusted by previous actions of the Board of Directors.

Section 4. Effect on Existing Policies. Any provision of any ordinance, resolution, fee, charge and/or other policy of the District in conflict with this Ordinance 2018-01 is hereby modified to the extent, and only to the extent, necessary to conform with the requirements provided herein. If any existing fees, charges and/or regulations in effect on the date of adoption of this ordinance are not in conflict herewith, said existing fees, charges and/or regulations shall remain in effect without modification.

Section 5. Effective Date. Consistent with Water Code Section 31105, this Ordinance shall become effective July 16, 2018.

Section 6. Rates.

The District's water and wastewater rates will be implemented as set forth in this Section.

1.1) **Bi-Monthly Water Rates – EXHIBIT 1, Schedule A** attached hereto shall be the basis for minimum water charges to customers receiving service.

1.1.1) **Base Rates – EXHIBIT 1, Table 1 of Schedule A** represents the bi-monthly water base rates charged for the sale of potable water through various meter sizes within the District service area.

1.1.1.1) **Effective Date** - The bi-monthly water base rates shown in **EXHIBIT 1, Table 1 of Schedule A** shall become effective July 16 of each year as shown. The first base rate increase shall occur on July 16, 2018.

1.1.2) **Consumptive Rates – EXHIBIT 1, Table 2 of Schedule A** represents the bi-monthly tiered consumptive rates in cubic feet (**cf**) applied to the average Residential meters, and the consumptive rates in cubic feet (**cf**) applied to the average Non-Residential and Irrigation/Landscape/Other meters. The usage charge is shown in dollars per hundred cubic feet (**\$/100 cf**).

1.1.2.1) **Effective Date** - The bi-monthly tiered rates shown in **EXHIBIT 1, Table 2 of Schedule A** shall become effective July 16 of each year as shown. The first tiered rate increase shall occur on July 16, 2018.

1.1.3) **Water Shortage Rates – EXHIBIT 1, Table 3 of Schedule A** represents the tiered consumptive rates applied to average bi-monthly water usage in cubic feet (**cf**) for Residential, Non-Residential and Irrigation/Landscape/Other meters. The usage charge is shown in dollars per hundred cubic feet (**\$/100 cf**).

1.1.3.1) **Effective Date** - The bi-monthly water shortage rates shown in **EXHIBIT 1, Table 3 of Schedule A** shall become effective July 16 of each year as shown. The first tiered rate increase shall occur on July 16, 2018.

1.2.1) **Bi-Monthly Residential Wastewater Rates – EXHIBIT 1, Table 1 of Schedule B** attached hereto represents the bi-monthly wastewater flat rate charged for residential sanitary sewer service within the District service area.

1.2.1.1) **Table 1 in EXHIBIT 1, Schedule B** represents the charge for a standard single family residential connection (also referred to in Board policy documents as a single family dwelling equivalent (“SFDE”) or equivalent single-family unit (“ESFU”).

1.2.1.2) **Effective Date** - The residential bi-monthly wastewater rates shown in **EXHIBIT 1, Table 1 of Schedule B** shall become effective July 16 of each year shown. The first rate increase shall occur on July 16, 2018.

1.2.2) **Bi-Monthly Non-Residential Wastewater Rates – EXHIBIT 1, Table 2 of Schedule B** attached hereto represents the bi-monthly wastewater flat rate charged for non-residential sanitary sewer service within the District service area.

1.2.2.1) **Table 2 in EXHIBIT 1, Schedule B** represents the charge for a standard single family residential connection (also referred to in Board policy documents as a single family dwelling equivalent (“SFDE”) or equivalent single-family unit (“ESFU”).

1.2.2.2) **Effective Date** - The non-residential bi-monthly wastewater rates shown in **EXHIBIT 1, Table 2 of Schedule B** shall become effective July 16 of each year shown. The first rate increase shall occur on July 16, 2018.

1.3) **Agricultural Water Rates – EXHIBIT 1, Schedule C** attached hereto shall be the basis for minimum raw water charges to agricultural customers receiving service.

1.3.1) **Agricultural Water Rates – EXHIBIT 1, Table 1 of Schedule C** represents the per acre foot rate charged for the sale of raw water to Calaveras agricultural users.

1.3.2.1) **Effective Date** - The agricultural raw water rates shown in **EXHIBIT 1, Table 1 of Schedule C** shall become effective January 1 of each year as shown. The first rate increase shall occur on January 1, 2019.

1.4) **Future Rate Adjustments** - Within six months of July 16, 2023, the District will undertake a water and wastewater rate review.

PASSED AND ADOPTED this 23rd day of May 2018, after a noticed Public Hearing by the following vote:


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

CALAVERAS COUNTY WATER DISTRICT



Scott Ratterman, President
Board of Directors

ATTEST:



Rebecca Hitchcock, Clerk to the Board

EXHIBIT 1

Schedule A Bi-Monthly Water Rate Charges

The bi-monthly water base rates by meter size shall be effective as indicated in Table 1. The base rate charge does not include any water or consumption use.

Table 1

Bi-Monthly Water Base Rate Charges by Meter Size

Meter Size	Bi-Monthly Base Rate Charge				
	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
5/8"	\$112.28	\$114.23	\$116.22	\$118.26	\$120.35
3/4"	\$168.43	\$171.34	\$174.33	\$177.39	\$180.53
1"	\$280.71	\$285.57	\$290.55	\$295.65	\$300.89
1.5"	\$561.43	\$571.14	\$581.10	\$591.31	\$601.77
2"	\$898.28	\$913.83	\$929.76	\$946.09	\$962.83
3"	\$1,796.57	\$1,827.66	\$1,859.52	\$1,892.19	\$1,925.66
4"	\$2,807.14	\$2,855.71	\$2,905.50	\$2,956.54	\$3,008.85
6"	\$5,614.00	\$5,711.50	\$5,811.00	\$5,913.00	\$6,017.50
8"	\$8,982.40	\$9,138.40	\$9,297.60	\$9,460.80	\$9,628.00

In addition to the above bi-monthly base rate charges, the bi-monthly water usage rate charges indicated in Table 2 shall apply for each 100 cubic feet (cf) of water used, based on customer type.

Table 2

Bi-Monthly Water Tiered and Consumption Rate Charges (\$/100 cf)

Bi-Monthly Tiered Rates per 100 cf - Residential					
Water Use (cf)	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
0 - 1,000	\$1.09	\$1.11	\$1.13	\$1.15	\$1.17
1,001 - 6,000	\$1.14	\$1.16	\$1.18	\$1.20	\$1.22
6,001 - 12,000	\$1.56	\$1.59	\$1.62	\$1.65	\$1.68
Over 12,000	\$1.77	\$1.80	\$1.83	\$1.86	\$1.90

Bi-Monthly Water Consumption Rates per 100 cf - Non-Residential					
Water Use (cf)	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
0 - 1,000	\$1.47	\$1.49	\$1.52	\$1.55	\$1.57
1,001 - 6,000					
6,001 - 12,000					
Over 12,000					

Bi-Monthly Water Consumption Rates per 100 cf - Irrigation/Landscape/Other					
Water Use (cf)	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
0 - 1,000	\$1.78	\$1.81	\$1.84	\$1.87	\$1.91
1,001 - 6,000					
6,001 - 12,000					
Over 12,000					

Table 3

Bi-Monthly Water Shortage Rate Charges (\$/100 cf)

Only if implemented by the Calaveras County Water District Board of Directors, the bi-monthly water shortage rate charges will be in addition to the water base rate charges indicated in Table 1 and the water usage rate charges indicated in Table 2, and shall apply for each 100 cubic feet of water used.

Bi-Monthly Water Shortage Rate Charges per 100 cf - All					
Stage / Target	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
1 - 10%	\$0.15	\$0.15	\$0.16	\$0.16	\$0.17
2 - 13%	\$0.20	\$0.21	\$0.22	\$0.23	\$0.24
3 - 21%	\$0.35	\$0.36	\$0.37	\$0.38	\$0.39
4 - 38%	\$0.80	\$0.82	\$0.84	\$0.86	\$0.88
5 - 50%	\$1.29	\$1.32	\$1.35	\$1.38	\$1.41

Schedule B
Bi-Monthly Wastewater Rate Charges

The following bi-monthly residential and non-residential wastewater rates represents the charge for a standard single family residential connection (also referred to in Board policy documents as a single family dwelling equivalent (“SFDE”) or equivalent single family unit (“ESFU”), and shall be effective as indicated below:

Table 1

Bi-Monthly Residential Wastewater Rate Charges				
July 16, 2018	July 16, 2019	July 16, 2020	July 16, 2021	July 16, 2022
\$179.91	\$187.23	\$194.78	\$202.78	\$210.63

Table 2

Bi-Monthly Non-Residential Wastewater Rate Charges				
July 16, 2018	July 16, 2019	July 16, 2020	July 16, 2021	July 16, 2022
\$176.25	\$183.38	\$190.74	\$198.33	\$206.18

Schedule C

The following Calaveras agricultural raw water rates, per acre foot, shall be effective as indicated below:

Table 1

Agricultural Water Rates - Per Acre Foot				
Jan 1, 2019	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023
\$12.00	\$15.00	\$18.00	\$18.00	\$18.00

ORDINANCE NO. 2019-_____

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT**

**AMENDMENT TO ORDINANCE NO. 2018-01
MODIFYING RATES FOR WATER AND WASTEWATER SERVICES**

WHEREAS, the Board of Directors of the Calaveras County Water District (District) adopted Ordinance No. 2018-01 on May 23, 2018, and;

WHEREAS, the Board of Directors of the Calaveras County Water District has determined that the rates for water service required for residential fire sprinklers are to be updated; and

WHEREAS, the Board of Directors published a notification and provided for a public meeting, in compliance with Government Code Sections 66013 and 66016, to receive comments regarding the proposed updates to rates for water and wastewater service; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT as follows:

Section 1. Ordinance No. 2018-01 shall be amended with the attached updated Exhibit 1, Schedule A, Bi-Monthly Water Rate Charges, which adds a customer class of 1" meters with fire flow requirement that will be charged the same bimonthly base as residential customers with 5/8" meters; and

Section 2. Effect on prior actions. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this Ordinance shall remain in full force and effect.

Section 3. Severability. This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

Section 4. Publication/Effective Date. Within ten (10) days of adoption, this Ordinance shall be published in a newspaper of general circulation within Calaveras County. This Ordinance shall take effect thirty (30) days after its adoption.

PASSED AND ADOPTED this 12th day of June 2019, after a noticed Public Hearing by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

EXHIBIT 1

Schedule A Bi-Monthly Water Rate Charges

The bi-monthly water base rates by meter size shall be effective as indicated in Table 1. The base rate charge does not include any water or consumption use.

Table 1

Meter Size	Bi-Monthly Base Rate Charge ¹				
	July 16, 2018	July 16, 2019	July 16, 2020	July 16, 2021	July 16, 2022
5/8" ²	\$ 112.28	\$ 114.23	\$ 116.22	\$ 118.26	\$ 120.35
3/4"	\$ 168.43	\$ 171.34	\$ 174.33	\$ 177.39	\$ 180.53
1"	\$ 280.71	\$ 285.57	\$ 290.55	\$ 295.65	\$ 300.89
1.5"	\$ 561.43	\$ 571.14	\$ 581.10	\$ 591.31	\$ 601.77
2"	\$ 898.28	\$ 913.83	\$ 929.76	\$ 946.09	\$ 962.83
3"	\$ 1,796.14	\$ 1,827.66	\$ 1,859.52	\$ 1,892.19	\$ 1,925.66
4"	\$ 2,807.14	\$ 2,855.71	\$ 2,905.50	\$ 2,956.54	\$ 3,008.85
6"	\$ 5,614.00	\$ 5,711.50	\$ 5,811.00	\$ 5,913.00	\$ 6,017.50
8"	\$ 8,982.40	\$ 8,982.40	\$ 9,297.60	\$ 9,460.80	\$ 9,628.00

Bi-Monthly Water Base Rate Charges by Meter Size

Table 1 Notes:

- 1) In addition to the above bi-monthly base rate charges, the bi-monthly water usage rate charges indicated in Table 2 shall apply for each 100 cubic feet (cf) of water used, based on customer type.
- 2) Residential customers who require a 1-inch meter to comply with state-mandated fire sprinkler system flow requirements will be charged the same bi-monthly base rates as customers with 5/8-inch meters. Customers requiring meters larger than 1-inch to meet state-mandated fire sprinkler system flow requirements must pay full bimonthly rates.

Table 2

Bi-Monthly Water Tiered and Consumption Rate Charges (\$/100 cf)

Bi-Monthly Tiered Rates per 100 cf - Residential					
Water Use (cf)	July 1, 2018	July 16, 2019	July 16, 2020	July 16, 2021	July 16, 2022
0 – 1,000	\$1.09	\$1.11	\$1.13	\$1.15	\$1.17
1,001 – 6,000	\$1.14	\$1.16	\$1.18	\$1.20	\$1.22
6,001 – 12,000	\$1.56	\$1.59	\$1.62	\$1.65	\$1.68
Over 12,000	\$1.77	\$1.80	\$1.83	\$1.86	\$1.90

Agenda Item

DATE: June 26, 2019

TO: Michael Minkler, General Manager

FROM: Joel Metzger, External Affairs Manager

SUBJECT: Discussion/Action Regarding Water Use Audits Policy

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2019 - ____ Adopting Policy No. 26 Water Use Audits.

SUMMARY:

On July 26, 2019, the CCWD Board of Directors will consider adopting proposed amendments to Ordinance 2006-03 and Ordinance 2018-01 on June 26, 2019, in order to facilitate customer compliance with state-mandated fire sprinkler system flow requirements for newly constructed, single family residential homes by allowing 1-inch meters to be purchased, installed and billed at a similar cost to 5/8-inch meters.

If these amendments are adopted, CCWD staff proposes performing regular water usage audits of all customers who own residential, single family homes that have 1-inch meters installed to meet state-mandated residential fire sprinkler flow requirements.

If an audit shows a customer's water consumption exceeds the 95th percentile of water use (maximum month and average annual will be reviewed) for 5/8-inch residential meters in that customer's service area, the customer will be sent a letter warning them they have three months – from the date the high usage was read by the meter readers – to reduce their usage to below the 95th percentile or they will be charged a full 1-inch meter capacity fee and base rates.

If a customer does not pay the additional charges, the District will follow the standard collections procedures, which may include sending reminder notices, hanging door tags, discontinuing water service to the property, submitting the outstanding balance to a collection agency and submitting the outstanding balance to County tax rolls.

A single-family, residential property owner with a 1-inch meter for fire sprinkler compliance may not reduce the size of their meter, unless that change meets the

specifications of the fire sprinkler system design requirements and is approved by the County Building Department.

FINANCIAL CONSIDERATIONS:

None at this time.

*Attachments: Resolution No. 2019-____ Adopting Policy No. 26 Water Use Audits.
Proposed District Policy No. 26, Water Use Audits*

RESOLUTION NO. 2019 - ___

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

ADOPTING POLICY NO. 26 WATER USE AUDITS

WHEREAS, the Board of Directors adopted amendments to Ordinance 2006-03 and Ordinance 2018-01 on June 26, 2019, in order to facilitate customer compliance with state-mandated fire sprinkler system flow requirements for newly constructed residential homes by allowing 1-inch meters to be purchased, installed and billed at a similar cost to 5/8-inch meters, if necessary to meet state requirements; and

WHEREAS, the Board of Directors wishes to ensure the higher flow provided by the 1-inch meters that is intended for residential emergency fire sprinklers is not used to unreasonably increase customers' day-to-day indoor and outdoor water use; and

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the Calaveras County adopts Policy No. 26 Water Use Audits, attached hereto and incorporated herein.

PASSED AND ADOPTED this 26th day of June 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

26.1 **Purpose**

The policy is intended to provide a clear process for auditing the water usage on single family, residential 1-inch meters that were installed to comply with state-mandated fire sprinkler system flow requirements.

26.2 **Policy**

CCWD staff will perform regular water usage audits of all customers who own single family, residential homes that have 1-inch meters that were installed to meet state-mandated single family, residential fire sprinkler flow requirements, per the amendments to Ordinance 2006-03 and Ordinance 2018-01 that were adopted by the CCWD Board on June 26, 2019.

If an audit shows a customer's water consumption exceeds the 95th percentile of water use (maximum month and average annual will be reviewed) for 5/8-inch residential meters in that customer's service area, the customer will be sent a letter warning them they have three months – from the date the high usage was read by the meter readers – to reduce their usage to below the 95th percentile or they will be charged a full 1-inch meter capacity fee and base rates.

If a customer does not pay the additional charges, the District will follow the standard collections procedures, which may include sending reminder notices, hanging door tags, discontinuing water service to the property, submitting the outstanding balance to a collection agency and submitting the outstanding balance to County tax rolls.

A single-family, residential property owner with a 1-inch meter for fire sprinkler compliance may not reduce the size of their meter, unless that change meets the specifications of the fire sprinkler system design requirements and is approved by the County Building Department.