

RESOLUTION NO. 2023-62  
RESOLUTION NO. PFA-01  
ORDINANCE NO. 2023-03

## **AGENDA**

### OUR MISSION

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

2021-2026 Strategic Plan, Adopted April 28, 2021, and can be viewed at this [link](#)

Regular Board Meeting  
Wednesday, December 13, 2023  
1:00 p.m.

[Calaveras County Water District](#)  
120 Toma Court  
San Andreas, California 95249

**Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:**

### Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 323-647-8603,,992667616#](#) United States

Phone Conference ID: 992 667 616#

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.**

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### **BOARD OF DIRECTORS**

Scott Ratterman, President  
Cindy Secada, Director

Russ Thomas, Vice President  
Bertha Underhill, Director

Jeff Davidson, Director

**3. BOARD RECONSTITUTION AND ELECTION OF OFFICERS**

3a Discussion/Action regarding Board of Directors Election of Officers  
(Michael Minkler, General Manager)

**4. CONSENT AGENDA**

4a Approval of Minutes for the Board Meetings of September 13 (revised), September 27, and  
October 11, 2023  
(Rebecca Hitchcock, Clerk to the Board)

4b Review Board of Directors Monthly Time Sheets for October and November 2023  
(Rebecca Hitchcock, Clerk to the Board)

4c Ratify Claim Summary #621 Secretarial Fund in the Amount of 3,410,666.23 for  
November 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-\_\_\_\_\_**

4d Report on the Monthly Investment Transactions for November 2023  
(Jeffrey Meyer, Director of Administrative Services)

4e Approval of the Adoption of the Public Agencies Post-Employment Benefits  
Trust Administered by Public Agencies Retirement Services (PARS)  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-\_\_\_\_\_**

**5. NEW BUSINESS**

5a Discussion/Action regarding the Amendment of the Fiscal Year 2023-24 Personnel  
Allocation Budget  
(Stacey Lollar, HR Manager) **RES 2023-\_\_\_\_\_**

5b Discussion/Action regarding Proposed Amendment to Professional Services Agreement for  
HydroScience Engineers for the Arnold Wastewater Treatment Facilities Improvement  
Project, CIP #15095  
(Charles Palmer, Senior Civil Engineer) **RES 2023-\_\_\_\_\_**

**6. REPORTS**

6a Report on the November 2023 Operations Department  
(Damon Wyckoff, Director of Operations)

6b\* General Manager's Report  
(Michael Minkler)

**7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

**8. NEXT BOARD MEETINGS**

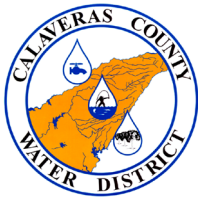
- Wednesday, January 10, 2024, 1:00 p.m., Regular Board Meeting
- Wednesday, January 24, 2024, 1:00 p.m., Regular Board Meeting

9. **CLOSED SESSION**

9a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. - 2 potential cases

10. **REPORTABLE ACTION FROM CLOSED SESSION**

11. **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

## Financial Services

Umpqua Bank  
US Bank  
Wells Fargo Bank

## CCWD Committees

\*Engineering Committee  
\*Finance Committee  
\*Legal Affairs Committee  
\*External Relations Committee

## 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)

## Other Regional Organizations of Note

Calaveras County Parks and Recreation  
Committee  
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

## Legal Counsel

Matthew Weber, Esq.  
Downey Brand, LLP

## Auditor

Richardson & Company, LLP

## Membership\*\*

Davidson / Thomas (alt. Secada)  
Secada / Ratterman (alt. Underhill)  
Ratterman / Davidson (alt. Thomas)  
Underhill / Thomas (alt. Secada)  
  
Ratterman (alt. Michael Minkler)  
All Board Members  
Ratterman / Secada (alt. Michael Minkler)  
Michael Minkler (alt. Brad Arnold)  
Thomas (alt. Brad Arnold)  
Secada (alt. Thomas)  
  
Davidson (alt. Ratterman)  
  
Thomas (alt. Ratterman)  
  
All Board Members  
  
All Board Members  
Brad Arnold (alt. Kelly Gerkenmeyer)  
  
Brad Arnold (alt. Kelly Gerkenmeyer)

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

\*\* The 1<sup>st</sup> name listed is the committee chairperson.



# *Agenda Item*

*3a*



# Agenda Item

DATE: December 13, 2023  
TO: Board of Directors  
FROM: Michael Minkler, General Manager  
SUBJECT: Election of Officers

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## **RECOMMENDED ACTION:**

1. Elect President and Vice President.
2. The new President may choose to appoint members to the Engineering Committee, Finance Committee, Legal Affairs Committee, and External Relations Committee (Standing Committees of the Board). However, the new President may want to delay making the appointments until the January 10, 2024 meeting to canvass the preferences of each Board member for those appointments.
3. It is also customary at the next regularly scheduled Board meeting for the newly elected President to make appointments to other committees and associations of interest to the agency as well as to request a vote of the Board with regard to the appointment of members to Joint Power Authorities (JPAs) of which the District is a member.

## **BACKGROUND:**

- **Election of Officers**

Now is the time year when the Board elects its officers for the following year, the President and Vice President. District policy (established by Resolution 2289 on December 8, 1977 and amended by Resolution 88-168 on December 8, 1988) also established that the “terms of the office shall be for one year with the right of succession for one or more years”.

The procedure for election of officers is as follows:

- The current President turns the meeting over to the General Manager who facilitates the election of the new President.
- After the President is elected, the General Manager facilitates the election of the new Vice President.
- The new President and Vice President are seated.

- **Committee Appointments**

As the Board is reconstituting itself, there are some other important actions that must be taken, namely, identifying committee memberships. Some memberships are Presidential appointments while others such as the appointment of Board Members to JPAs are taken by action of the full Board. Pursuant to Board Policy 4060, the President may make appointments to existing ad hoc and standing committees of the Board for the following year and, if so desired, eliminate existing committees. Such action must be taken no later than the Board's regular meeting in February.

At this time, the Board President may proceed to appoint members to the Engineering, Finance, Legal Affairs, and External Relations Committees of the Board. Alternatively, and consistent with past practice, the President may ask that each Board member submit a list of his or her own preferences for committee and JPA appointments to the Clerk of the Board for consideration by the President who will announce committee and other appointments as well as recommendations for Board action on JPA appointments at the next meeting on January 10, 2024.

**FINANCIAL CONSIDERATIONS:**

\$120 per meeting, up to six (6) meetings per calendar month, as well as reimbursement of certain authorized expenses as requested by each Board member.

Attachment: *Resolution No. 88-168*

RESOLUTION NO. 88-168

BE IT RESOLVED by the Board of Directors of CALAVERAS COUNTY WATER DISTRICT that Resolution No. 2289 setting the terms of presiding officers shall be amended as follows:

Section 2 - Presiding Officer of Calaveras County Water District  
Rules and Regulations

2. Presiding Officer: The President of the Board shall preside at all meetings attended by him/her. In the absence of the President the Vice President shall preside; and in the absence of both the President and Vice President the members of the Board attending the meeting shall choose a Chairperson, who shall preside at said meeting.

An election will be held by the directors (pursuant to Water Code Section 30520) for the offices of the President and Vice President, such election to be held every year during the second meeting in November or within 30 days after the Board has been reconstituted. The terms of the office shall be for one year with the right of succession for one or more years.

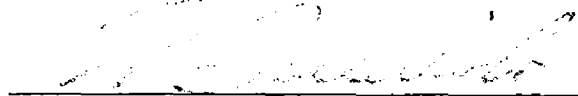
PASSED AND ADOPTED this 8th day of December, 1988 by the following vote:

AYES: Directors Clark, Johnson, Neilsen, Gleason and Queirolo

NOES: None

ABSENT: None

CALAVERAS COUNTY WATER DISTRICT

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

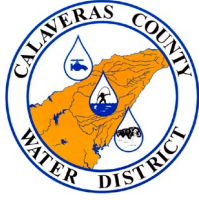




# *Agenda Item*

*4a*





## MINUTES

### CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

SEPTEMBER 13, 2023

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

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Kelly Richards, Business Services Manager  
Kate Jesus, Human Resources Technician  
Damon Wyckoff, Director of Operations  
Jeff Meyer, Director of Administrative Services  
Jesse Hampton, Plant Operations Manager  
Kelly Gerkenmeyer, Water Resources Specialist  
Dylan Smith, IT Technician

Others Present: Habib Isaac, IB Consulting  
Approximately 150 members of the public on premises  
Approximately 230 members of the public online

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

President Ratterman called the Regular Board Meeting to order at 5:31 p.m. and led the Pledge of Allegiance. All Directors were present.

##### 2. PUBLIC COMMENT

Carlos Stoughton addressed the Board to thank the Board and staff for their hard work.

A member of the public addressed the Board requesting that the District be more transparent.

**RECESS** was called due to technical difficulties at 5:36 p.m. **SESSION RESUMED** at 5:47 p.m.

President Ratterman opened the Public Hearing at 5:47 p.m.

### 3. PUBLIC HEARING

President Ratterman reviewed the process of the public hearing.

- In order to be counted, written protest letters must be submitted to the Board Clerk before the close of this public hearing.
- For the protest to be successful, 50% + 1 of impacted property owners must submit a verified protest.
  - For water, that is 6,690 protests (Current count is 3560)
  - For wastewater, that is 2,511 protests (Current count is 1526)
- After the public hearing is closed, we will take a short break to allow the Board Clerk to count the protests, and the updated count will be announced.
- For anyone who would like to check on the receipt of their protest letter, there is a staff person available at the customer service counter or you can email customer service for confirmation.
- For those wishing to make public comment, line up behind the podium to speak.
- For those wishing to make public comment online, use the raise hand function and you will be called on after comments in the room have concluded.

#### **PROPOSED WATER AND WASTEWATER RATE ADJUSTMENTS**

- Presentation
- Open Public Hearing
- Receive Public Comments/Questions
  - Limit one comment per person and 3 minutes per comment
- Close Public Hearing
- Board of Directors Discussion/Action Regarding Adoption of Proposed Water and Wastewater Rates

**ORD 2023-01**

**Discussion:** Jeffrey Meyer stated as an independent Special District, CCWD must establish rates adequate to support its operations and infrastructure. This rate study, under the guidelines of Proposition 218, was performed by IB Consulting, Inc., which includes Habib Isaac, Andrea Boehling, and Lauren Demine. It is common practice in the water industry to use expert consultants for rate studies. The rate study identified funding deficiencies in the District's water and wastewater operations. These deficiencies necessitate increasing both water and wastewater rates. The Board reviewed the requirements and various rate design proposals, provided feedback, and at the July 12, 2023, Board meeting, directed staff to proceed with the proposed five-year water and wastewater rate model. The proposed rates were provided to customers via Prop 218 notices that were mailed to every property owner on July 27, 2023.

Since October 2022, the District has held fourteen publicly noticed Finance Committee and Board meetings to address the funding requirements for the District's water and wastewater services. There were three town hall meetings earlier this year where we discussed the need for rate increases and encouraged people to participate in our finance committee and board meetings. There were also three town hall meetings after the Prop 218 notices were mailed, in addition to numerous social media posts, and many other meetings and public outreach efforts.

At the September 6<sup>th</sup> Board meeting, at the request of the Board, staff submitted their review of the proposed rate study to see if there were ways to reduce the proposed rate increases. The review concluded that rate reductions tied to operations were not feasible. Therefore, any changes would have to come from deferring CIP projects funded in whole or in part by new rate revenues. Staff identified five possible CIP projects for deferral, which were:

- Wallace Water Tank Replacement - \$1.5 million
- Jenny Lind Tanks A, B, E & F Rehabilitation - \$1.5 million
- Big Trees Pump Stations 4&5 Replacement – \$2.1 million
- LC Biolac, Clarifier & UV Improvements – \$813,096
- Huckleberry Lift Station Improvements - \$854,498

He explained the deferral of these projects does lower the proposed water and wastewater rate increases, for which Habib Isaac will provide more information.

He reviewed the protest letter requirements previously described by President Ratterman.

Habib Issac from IB provided a PowerPoint presentation (attached) on the current financial position of the District and the proposed rates.

Michael Minkler, General Manager, addressed the Board and those in attendance regarding the reasons behind the District’s need to raise rates. He addressed the cost increases the District has faced including the construction cost on critical infrastructure projects which have doubled and tripled in some cases. The Capital Improvement Plan (CIP) was reduced to \$92 million including only the most critical infrastructure projects. Thanks to strict review of the District’s budget by the Board, the budget is now very lean without jeopardizing our operational readiness. He stated that at the last Board meeting on September 6<sup>th</sup> the Board had asked for a reduced CIP alternative which further reduced the rate increases in the final two years. He emphasized that the first three years of the proposed increase are very important due to the current financial situation at the District. The budget is already lean, and salaries and benefits are rigorously evaluated to try to keep up with competitors. He added that the District has very talented staff that are able to do the critical work that is necessary to serve our communities despite all the complexities of the budget and regulatory compliance burdens. Rates are the District’s primary source of revenue, so it is necessary to raise rates to meet those costs. He added that in the water industry, it is not an option to cut service and leave hydrants uncharged. The District is working on ways to increase the amount of assistance it can provide to low-income customers, but water agencies have very limited tools to address the affordability crises people are facing. CCWD is committed to working with other local partners to connect customers in need with resources that are available and will do everything it can to bring in outside sources of funding for infrastructure projects to take the pressure off rates.

**PUBLIC COMMENT**

The following members of the public voiced opposition to the proposed rate increase:

Patrick Roy, Valley Springs  
 Maryann Mackabee, Murphys  
 Donna Hennell, Copperopolis  
 Carlos Stoughton, West Point  
 Karen Turner, Copperopolis  
 Jessica Piper, West Point  
 Eric Katz, West Point  
 Collen Dougherty, Valley Springs  
 Sheryl Mcquinn Harper, West Point  
 William Edson, Valley Springs  
 Bob Slagle, Dorrington  
 Tim, Valley Springs  
 Christopher Butner, Murphys  
 Chris Dahlgren, Valley Springs  
 Dan Jackson, Valley Springs

A Valley Springs Resident  
 Matt LaCray, Valley Springs  
 Mary Beth, Valley Springs  
 Tom Borth, Copperopolis  
 Hung Mae, Valley Springs  
 Regina Pertain, Copperopolis  
 Alida Schoonover, West Point  
 Hurk, Valley Springs  
 Joseph Zehrunge, Valley Springs  
 Winston Ta, Valley Springs  
 Steve Baum, Valley Springs  
 Elaine St. John, Copperopolis  
 Willow from West Point  
 Doug McAbee  
 Lonny Bubak, Valley Springs

Rick Torres, Wallace  
Donna Magnuson, Copperopolis  
Chris Miller, Valley Springs  
Martin Huberty, District 3 Supervisor  
Mark Deal, Valley Springs  
Linda Tywoniak, Arnold

Peggy  
Megan Fiske, Calaveras Planning Commission  
Sue Martinez  
Aaron, Valley Springs  
Ben Stopper, District 5 Supervisor  
Rachel Weiss

President Ratterman closed the Public Hearing at 8:11 p.m.

**RECESS** was called at 8:11 p.m. **SESSION RESUMED** at 8:24 p.m.

At this time Michael Minkler, General Manager announced the tally of protest letters received: **WATER CUSTOMERS:** Prior to the opening of the Public Hearing, there were 3560 protest letters received and verified equaling 27.4% of the total 13,007 water customers. An additional 151 presumed letters were received at the public hearing but not verified, which totaled 3711 and equaled 28.5%.

**WASTEWATER\_CUSTOMERS:** Prior to the opening of the Public Hearing, there were 1,526 protest letters received and verified equaling 30.4% of the 5,020 wastewater customers. An additional 151 presumed letters were received at the public hearing but not verified, which totaled 1,677 and equaled 33.4%. There were not enough protest letters received to stop the proceedings.

He addressed concerns about the protest counting process. Even if a protest letter comes in and it did not specify if it was water or wastewater, staff verified the account and would count the protest according to the service. If a customer had both water and wastewater services, they would be counted as such.

Habib Issac responded to some of the comments from the public comment period. He stated that IB Consulting does not do any financial work for the District and specializes in rate studies.

Michael Minkler responded to a list of items from the public comment period.

1. CCWD is a non-profit public agency.
2. The Capital Improvement Plan that was submitted to IB Consulting in October 2022 was approximately \$200 million and was reduced to approximately \$92 million during the rate study process, which was included in the Prop 218 proposal. The further reduction in CIP of roughly \$8 million happened on September 6 in efforts to reduce the increases in rates.
3. The salaries and benefits budget did not increase \$1.4 million in one year. He clarified that the first year shows the actual budgeted amount compared to the actual expenditure amount. The actuals were much lower than the budget due to employee turnover and vacancies which is why it appears to be a large increase.
4. It would be impossible to pay as you go for infrastructure projects. The District does finance many of the larger projects. The debt service ratio requirement from lenders is 125% and the District will be at 125% if the first-year rate increase is approved. If the increase is not implemented, the District will fall below that threshold and it will impact the ability to finance projects.
5. Growth and grants are not assumed because they are not guaranteed. This is a conservative approach to budgeting to avoid financial difficulties if growth or grants do not come to fruition.
6. Prop 218 allows for tenants to protest if they are ultimately liable for the bill. CCWD's agreements are with the landowner and the landowner is ultimately responsible for any unpaid bills. If a tenant leaves with unpaid bills, the District has no recourse against the tenant which is why the agreements are solely with the landowner.
7. He stated there are not enough resources available for low-income residents and the District is advocating for those programs. CCWD does have a small Customer Assistance Program

(CAP) to assist low-income households funded by non-rate revenue. But water agencies are very limited in what they can do to assist low-income ratepayers.

8. The District does not provide raises to retirees.
9. Protest letters were not counted as invalid for not being addressed to the Clerk to the Board.
10. He stated the District had already delayed the rate increase from June to October in efforts to reduce the budget and CIP.
11. Every year, the budget is evaluated and If growth or grants are realized, the Board has the discretion to adopt less and have done so in the past.

### **Board Discussion:**

Director Secada stated she heard everyone's concerns and would be open to postponing the increase. She said the only way she would be on board for an increase would be only adopting the first two years and re-evaluating in year two for the remaining years which would include the actual growth and grants received.

Director Davidson reminded everyone there are two proposals with the project reduction from the meeting last week. He stated the original plan was 22%, 18%, 16%, 16%, 15% and the alternative is 22%, 12%, 13%, 13%, 13%. He discussed the importance of the projects on the CIP, especially in Rancho Calaveras. He would like to make a motion to change the water increases to 22%, 12%, 13%, 7%, 7%. He said the lower rates in the fourth and fifth years allows for the financial circumstances to change and possibly the Board would not need to raise those full amounts without having to go through the entire Prop 218 process again.

Director Underhill would like to see the first year reduced from 22% to 18%. She stated that she will be affected by the new rates also.

Director Thomas stated there was no way the Board could have known the financial crisis would happen, and the District would end up with such cost increases. He stated the Board takes their responsibilities very seriously. He said was going to propose to only adopt three years of increases and do another Prop 218 in year three.

Director Ratterman stated he feels the economic hardship is being put on customers with these rates. He stated the District will get grants and will have more growth but there is still so much financial uncertainty. He discussed the proposal made by Director Davidson and said he is in agreement with that proposal.

**MOTION: Directors Secada/Underhill-Adopt Amended Ordinance 2023-01 Approving and Setting the following Monthly Water and Wastewater Increases**

**Water ~~Base Rates~~ Revenue: Year 1 = 22% and Year 2 = 12%**

**Waste Water Rates Revenue: Year 1 = 12% and Year 2 = 12%**

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

The above motion failed to pass. After some further discussion, the following action was taken:

**MOTION: Directors Davidson/Thomas-Adopt Amended Ordinance 2023-01 Approving and Setting the following Monthly Water and Wastewater Increases**

**Water ~~Base Rates~~ Revenue: Year 1 = 22%; Year 2 = 12%; Year 3 = 13; Year 4 = 7%; and Year 5 = 7%**

**Waste Water Rates Revenue: Year 1 = 12%; Year 2 = 12%; Year 3 = 12; Year 4 = 6%; and Year 5 = 5%**

Director Davidson said he would like the District to be able to plan for the projects and two years is not enough to plan for these large infrastructure projects. After further discussion, roll was taken.

**AYES: Directors Thomas, Davidson, and Ratterman**

**NOES: Directors Secada and Underhill**

**ABSTAIN: None**

**ABSENT: None**

**4. REPORTS**

4a General Manager's Report  
(Michael Minkler)

Mr. Minkler had nothing additional to report.

**5. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

There were no additional comments from the Board.

**6. NEXT BOARD MEETINGS**

- Wednesday, September 27, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, October 11, 2023, 1:00 p.m., Regular Board Meeting

**7. ADJOURNMENT**

With no further business, the meeting adjourned at approximately 9:20 p.m.

By:

ATTEST:

\_\_\_\_\_  
Michael Minkler  
General Manager

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board



## MINUTES

### CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

**SEPTEMBER 27, 2023**

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

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
Jeff Meyer, Director of Administrative Services  
Mark Rincon-Ibarra, District Engineer  
Stacey Lollar, Human Resources Manager  
Brad Arnold, Water Resources Manager  
Jesse Hampton, Plant Operations Manager  
Pat Burkhardt, Construction and Maintenance Manager  
Kelly Richards, Business Services Manager  
Kelly Gerkenmeyer, Water Resources Specialist  
Kate Jesus, Human Resources Technician  
Kate Darby, Customer Service Representative  
Kevin Williams, Senior Civil Engineer  
Jared Gravette, Construction Inspector  
Catherine Eastburn, Accountant  
Dylan Smith, IT Technician  
Tiffany Burke, Administrative Technician  
Mike Crank, Purchasing Agent  
Eric Martinez, Facilities Maintenance Technician  
Chris Zanardi, Senior Construction Worker

Others Present: Carlos Stroughton  
Francisco de la Cruz  
Approximately ten online participants.

### **ORDER OF BUSINESS**

#### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

##### **1. ROLL CALL**

Vice-President Thomas called the Special Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. Director Davidson was absent from roll call but arrived at 2:20 p.m.



President Ratterman logged in virtually. He announced Under the provisions of AB 2449, he was attending remotely under the Just Cause while on official business travel provision.

**2. PUBLIC COMMENT**

Carl Stroughton addressed the Board regarding fire hydrants and recall efforts.

Francisco de la Cruz thanked the Board and External Relations Committee for beginning work on metrics.

**3. CONSENT AGENDA**

**MOTION: Directors Ratterman/Underhill-Approved Consent Agenda Item: 3a and 3b as presented**

3a Report on the Monthly Investment Transactions for August 2023  
(Jeffrey Meyer, Director of Administrative Services)

3b Review Board of Directors Monthly Time Sheets for August 2023  
(Rebecca Hitchcock, Clerk to the Board)

***Director Underhill pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #618 Secretarial Fund in the Amount of \$3,601,087.89 for August 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-\_\_\_\_\_**

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

**OFF CONSENT AGENDA**

***Director Underhill pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #618 Secretarial Fund in the Amount of \$3,601,087.89 for August 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-51**

**MOTION: Directors Underhill/Secada-Adopted Resolution No. 2023-51 Ratifying Claim Summary #618 Secretarial Fund in the Amount of \$3,601,087.89 for August 2023**

**DISCUSSION:** Director Underhill and Thomas asked about the following items on the Claim Summary: 1) 2023 Scholarship Award; 2) a legal payment to Hansen Bridgett; 3) a vehicle repair on the vac con truck; and 4) payments on the vac con truck.

**PUBLIC COMMENT:** There was no public comment.

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

**4. NEW BUSINESS**

- 4a Recognition of Chris Zanardi for 34 Years of Service at the District  
(Damon Wyckoff, Director of Operations) **RES 2023-52**

**MOTION: Directors Underhill/Secada–Adopted Resolution No. 2023-52  
Recognizing Chris Zanardi for 34 Years of Service at the District**

**DISCUSSION:** Damon Wyckoff read the Resolution of Appreciation for Chris Zanardi. The Board, Michael Minkler, and Damon Wyckoff expressed their appreciation for Chris and all the years at the District.

**PUBLIC COMMENT:** Chris Zanardi stated he really appreciates the District for 34 years of employment. He said he will really miss it, and this has been the best management he has worked for over the years. He was happy to finally complete the slurry line project before he retired.

**AYES: Directors Underhill, Secada, Ratterman, and Thomas**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Director Davidson**

- 4b Hydrologic Conditions Update  
(Brad Arnold, Water Resources Manager)

**DISCUSSION:** Brad Arnold provided a verbal update regarding hydrologic conditions, reservoir storage levels, and other related information in preparation for the start of Water Year 2024 on October 1, 2023. He stated that although this past year has been one of the wettest on record for California, CCWD should remain prepared for future dry hydrology and return to drought conditions at any time. Fortunately, some of the major reservoirs that CCWD relies on for stored water releases are at their highest levels in recent history. Most of CCWD’s service areas remain relatively protected from major supply disruptions, owing to these stored water supplies.

Mr. Arnold mentioned that this was his last Board meeting before leaving the District to move out of state. The Board and Mr. Minkler expressed gratitude to Mr. Arnold for his hard work during his tenure as the Water Resources Manager.

**PUBLIC COMMENT:** There was no public comment.

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

**RECESS** was called at 1:40 p.m. **SESSION RESUMED** at 1:47 p.m.

- 4c Discussion/Action Regarding a Sole Source Purchase of a Uninterruptable Power Supply (UPS) for the Ozone Generator at the Copper Cove Water Treatment Plant  
(Jesse Hampton, Plant Operations Manager)

**MOTION: Directors Secada/Underhill–By Minute Entry Approved Sole Source  
Purchase of an Uninterruptable Power Supply for the Ozone Generator  
at the Copper Cove Water Treatment Plant**

**DISCUSSION:** Jesse Hampton explained that the UPS currently at the Copper Cove Wastewater Treatment Plant has run out of life and is out of date due to being around 20 years old. The UPS is

used to condition the power that is used for the ozone generators. It is also used to power the ozone generators during a power outage while transferring to our generator power backup system. There was discussion between the Board and Mr. Hampton regarding the purchase.

**PUBLIC COMMENT:** There was no public comment.

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

4d Discussion/Action Regarding a Sole Source Purchase of Ozone Generators CIP Project #11133  
(Jesse Hampton, Plant Operations Manager)

**MOTION:** Directors Secada/Underhill–By Minute Entry Approved Sole Source Purchase of a Ozone Generators CIP Project #11133

**DISCUSSION:** Jesse Hampton explained that at the District’s Copper Cove Water Treatment Plant there are two ozone generators that were originally installed back in 1998. Ozone is used as an oxidizer in pretreating the raw water for organics and manganese before the water flows to the filtration units. District staff have done a great job keeping the generators in functioning order. But we have come to a point where the generators are beyond their life and the parts for them are no longer manufactured. There was discussion between the Board and Mr. Hampton regarding the purchase.

**PUBLIC COMMENT:** There was no public comment.

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

4e Discussion/Action Regarding the Award of Construction Contract for the Copper Cove Phase 1 and 2 Tanks Project, CIP #11083C  
(Charles Palmer, P.E., Senior Engineer)

**RES 2023-53**

**MOTION:** Directors Underhill/Secada–Adopted Resolution No. 2023-53 Awarding a Construction Contract for the Copper Cove Phase 1 and 2 Tanks Project, CIP #11083C

**DISCUSSION:** Charles Palmer reviewed the project of the replacement and rehabilitation of the Copper Cove Water System Tank B and Clearwells. He stated that five bids were received with T&S Construction Co., Inc. of Sacramento, CA being the apparent low bidder. There was discussion between staff and the Board regarding the project and T&S Construction. It was clarified that the cost of the redwood from the tanks was included in the bid.

**PUBLIC COMMENT:** There was no public comment.

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

4f Discussion/Action Regarding Approval of Addendum No.1 under CEQA Guidelines §15164 Incorporating Proposed Project Changes to the Adopted Mitigated Negative Declaration for the Copper Cove Booster Pump Station and Water Transmission Pipeline Project, SCH #2007012054  
(Charles Palmer, P.E., Senior Engineer) **RES 2023-54**

**MOTION:** Directors Ratterman/Underhill– Approved of Addendum No.1 under CEQA Guidelines §15164 Incorporating Proposed Project Changes to the Adopted Mitigated Negative Declaration for the Copper Cove Booster Pump Station and Water Transmission Pipeline Project, SCH #2007012054

**DISCUSSION:** Charles Palmer stated (CCWD), as lead agency, approved the Copper Cove Booster Pump Station and Water Transmission Pipeline Project and adopted a Mitigated Negative Declaration (MND) and Mitigation, Monitoring and Reporting Plan (MMRP) for this project. On February 22, 2007, staff filed a Notice of Determination (NOD) with the State OPR. This project includes construction of 5,800' of new 20" diameter water transmission pipeline and modifications to the existing treated water effluent pump station at the Copper Cove Water Treatment Plant (WTP).

He also added that CCWD is planning to rehabilitate the existing clearwell at the Copper Cove Water Treatment Plant (WTP) and replace a redwood tank and rehabilitate a steel tank at the B-Tank site, which is described in the attached Addendum No. 1. These rehabilitation and replacement activities are categorically exempt under CEQA Guidelines §15301 and §15302. Also, CCWD plans to construct a new 330,000-gallon clearwell at the Copper Cove WTP site. Because a portion of the 20" transmission pipeline, clearwells and clearwell piping occupy the same area and must be constructed together in coordination, the new clearwell is being added by Addendum to the previously approved MND.

Director Thomas pointed out a few errors in the package.

**PUBLIC COMMENT:** Ralph Copeland stated he is not convinced a 20" line is necessary.

Damon Wyckoff, Director of Operations addressed why the 20" line is needed.

Director Davidson arrived at 1:15 p.m.

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

4g Discussion/Action Approving Repayment of the Loan from the Special Project Fund to the Jenny Lind Water Expansion Fund  
(Jeffrey Meyer, Director of Administrative Services)

**MOTION: Directors Secada/Underhill– Approving Repayment of the Loan from the Special Project Fund to the Jenny Lind Water Expansion Fund**

**DISCUSSION:** Mr. Meyer explained the history of the internal loan from the reserve fund (108) to the Jenny Lind Expansion (364), which originated several years ago. The Jenny Lind Expansion fund was not able to pay back the loan due to lack of development. This has been an audit recommendation as well. Development has started to increase, and the JL Expansion fund can afford to make a partial payment. It is recommended to make the payment in FY 2023-24 and plan to make payments each year moving forward.

**PUBLIC COMMENT:** There was no public comment.

**AYES:** Directors Secada, Underhill, Ratterman, and Thomas

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Director Davidson

4h Discussion/Direction Regarding District’s Capital R&R Rate Ordinance and Financial Management Policy – No. 5.00, Budget and Fiscal Policies (Jeffrey Meyer, Director of Administrative Services)

**DISCUSSION:** Mr. Meyer advised that Ordinance No. 2013-01, Modifying Rates for Water and Wastewater Services was adopted by the Board of Directors on July 10, 2013. Section 5 of Ordinance 2013-01, Use of Additional Revenue, states:

“Funds received as a result of a rate increase above the current rates as of July 10, 2013, must be placed in a restricted fund and the funds must be used to fund the renovation and replacement of the District’s existing capital infrastructure. The funds in this account cannot be used for any other purpose without a 4/5th vote of the full Board of Directors of the District.”

The recently approved Rate Study separated the Capital Renovation and Replacement (Capital R&R) funding requirements from the rates and rate ordinance. Staff presented drafts of a new capital funding ordinance and updated Section 5.00.4, Capital Improvement Policies, and Section 5.00.7, Rate Setting Policies of the Financial Management Policy 5.00, to the Finance Committee on July 18 and August 15, 2023.

There was discussion between the Board and staff regarding the change to the Ordinance and directed staff to bring it back at a noticed public hearing for consideration by the Board. They also directed staff to include a CPI escalation on the minimum funding requirement.

**PUBLIC COMMENT:** Francisco de la Cruz asked about the Cost of Service Study and how it relates to the minimum listed.

Director Ratterman left the meeting at 3:00 p.m.

**5. REPORTS**

5a Report on the August 2023 Operations Department (Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the August 2023 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** There was no public comment.

5b General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) presentation at the Sons of Retirement; 2) presentation at the Chamber of Commerce State of the County; 3) meeting with Senator Alvarado-Gil; 4) the dam safety inspections; 5) Engineering Committee, Finance Committee, and the External Relations Committee meetings; 6) Water Resources training in the last few weeks before Brad Arnold's last day; 7) White Pines Park tulle removal to begin October 2<sup>nd</sup>; 8) ACWA Board election results; 9) there are many current recruitments for job vacancies; 10) thanked Mike Rogers and Franciso de la Cruz for their presentation at the ER Committee meeting.

## **6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Underhill reported on the External Relations Committee meeting. She also stated there was a horse that drowned at White Pines Lake.

Director Davidson reported on the meeting with Senator Alvarado-Gil.

Director Secada reported on the External Relations meeting that she listened to, and she attended the Engineering Committee meeting as the alternate.

Director Thomas reported on the meeting with Senator Alvarado-Gil and expressed his appreciation for Mike Rogers and Franciso de la Cruz for their presentation at the ER Committee meeting. Would like to talk about scheduling a Board meeting at 5:30 p.m.

## **7. NEXT BOARD MEETINGS**

- Wednesday, October 11, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, October 25, 2023, 1:00 p.m., Regular Board Meeting

## **8. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 3:44 p.m. Those present were Board Members: Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager; and Matt Weber, General Counsel.

8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 2 potential cases

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

## **9. ADJOURNMENT**

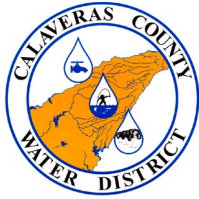
With no further business, the meeting adjourned at 4:51 p.m.

Respectfully Submitted:

\_\_\_\_\_  
Michael Minkler  
General Manager

ATTEST:

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board



## MINUTES

### **CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING**

**OCTOBER 11, 2023**

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

Staff Present: Michael Minkler, General Manager  
Matt Weber Esq, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Damon Wyckoff, Director of Operations  
Jeff Meyer, Director of Administrative Services  
Stacey Lollar, Human Resources Manager  
Pat Burkhardt, Construction and Maintenance Manager  
Kelly Richards, Customer Service Supervisor  
Kelly Gerkenmeyer, Water Resources Technician  
Kate Jesus, Human Resources Tech  
Kate Darby, Customer Service  
Kevin Williams, Senior Civil Engineer  
Dylan Smith, IT Technician  
Corinne Skrbina, Customer Service  
Kelly Soulier-Doyle, Accounting Tech  
Tiffany Burke, Administrative Technician  
Catherine Eastburn, Accountant

Others Present: Francisco De La Cruz  
Ralph Copeland  
Carlos Stoughton  
Approximately 3 other members of the public online

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

#### **1. ROLL CALL**

President Ratterman called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. All Directors were present.

#### **2. PUBLIC COMMENT**

Carlos Stoughton addressed the Board regarding the need for more General Manager reviews.

Damon Wyckoff, Director of Operations introduced new employees Eric Martinez, Darren Johnson, Roy Greer, and Kurtis Wainwright.

Randy Scheidt addressed the Board regarding replacement of the asbestos cement pipe in Rancho Calaveras and a company that can assess the pipeline for the District.

Francisco de la Cruz requested an update on metrics.

**3. CONSENT AGENDA**

**MOTION: Directors Secada/Thomas-Approved Consent Agenda Items:  
3a, 3b, and 3d as presented.**

3a Approval of Minutes for the Board Meetings of August 9 and August 23, 2023  
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for September 2023  
(Rebecca Hitchcock, Clerk to the Board)

***Director Secada pulled Item 3b from the Consent Agenda***

3c Ratify Claim Summary #619 Secretarial Fund in the Amount of \$2,991,258.95 for  
September 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-\_\_\_\_\_**

3d Approval of the Board Meeting Schedule for November and December 2023  
(Rebecca Hitchcock, Clerk to the Board)

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

**OFF CONSENT AGENDA**

***Director Secada pulled Item 3b from the Consent Agenda***

3c Ratify Claim Summary #619 Secretarial Fund in the Amount of \$2,991,258.95 for  
September 2023  
(Jeffrey Meyer, Director of Administrative Services) **RES 2023-55**

**MOTION: Directors Underhill/Secada - Adopted Resolution No. 2023-55 - Ratifying  
Claim Summary #619 Secretarial Fund in the Amount of \$2,991,258.95  
for September 2023**

**DISCUSSION:** Director Secada asked about the following items: 1) Arnold Auto Supply; 2) a claim settlement; 3) auto tires; 4) Data Pros cost for Prop 218 notices; 5) AutoCAD users; 6) vehicle leases; 7) Global Payments; 8) Govinvest Annual fee; 9) patch paving in Copperopolis; 10) landscaping services; 11) Kennedy/Jenks Consulting fee; 12) KW Emerson payment; 13) mail equipment lease; 14) Adobe Acrobat fee; 15) Comcast Internet; 16) IT training; 17) Microsoft password manager; 18) web developer contract; 19) US Bank; and 20) WSP USA Environment contract. There was additional discussion regarding other meetings this document is reviewed.

**PUBLIC COMMENT:** There was no public comment.



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

**4. NEW BUSINESS**

- 4a Calaveras County Water District's Role in Calaveras County  
(Russ Thomas, Director)

**DISCUSSION:** Director Thomas spoke about the State of the County event in Copperopolis. He mentioned Michael Minkler's presentation at the meeting and asked that the video be played. The Board watched the video of Mr. Minkler's presentation. Director Thomas discussed how informative this video was and would like it to be on the website for an introduction to the District.

**PUBLIC COMMENT:** There was no public comment.

- 4b Update of the District's Operations-Based Purchasing, Purchasing Agent Efforts, Warehousing, and Heavy-Duty Fleet  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff, Director of Operations and Mike Crank, Purchasing Agent gave a PowerPoint presentation on the status of the purchasing program. They responded to questions from the Board on the specifics of the program.

**PUBLIC COMMENT:** There was no public comment.

**5. REPORTS**

- 5a Report on the September 2023 Operations Department  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the September 2023 Monthly Operations report. He reviewed items of interest and answered questions from the Board.

**PUBLIC COMMENT:** There was no public comment.

- 5b General Manager's Report  
(Michael Minkler)

**DISCUSSION:** Michael Minkler reported on the following items: 1) the Biomass tour; 2) the Public Relations Team and outreach efforts; 3) performance metrics; 4) changes to the CCWD website; 5) the UMRWA meeting; 6) the EBMUD BBQ; 7) the Legal Affairs Committee meeting; 8) the Governor signed AB 338 Prevailing Wage for Forest Management; 9) the all employees meeting; 10) Charles Palmer is retiring in January 2024; 11) Jesse Hampton will present a grant application at the Calaveras Public Power Agency (CPPA) meeting; and 12) the Laser Light Show will be at White Pines Park again this year.

**6. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

Director Secada reported on Lumberjack Days in West Point and asked for a dashboard update and website information.

Director Thomas complimented Kelly Gerkenmeyer on the recent videos done for public outreach.

Director Davidson would like the assessment of pipelines in Rancho Calaveras brought to the Engineering Committee.

Director Underhill stated the crews have done an amazing job on the tulle removal at White Pines Park.

Director Ratterman reported on the JPIA meeting, UMRWA meeting, the UTICA tour, the Board meeting next week, and the upcoming Washington, D.C. trips.

**7. NEXT BOARD MEETINGS**

- Wednesday, October 25, 2023, 1:00 p.m., Regular Board Meeting
- Wednesday, November 15, 2023, 1:00 p.m., Special Board Meeting

**8. CLOSED SESSION**

The meeting adjourned into Closed Session at approximately 3:40 p.m. Those present were Board Members: Scott Ratterman, Cindy Secada, Bertha Underhill, Russ Thomas, and Jeff Davidson; staff members Michael Minkler, General Manager and Stacey Lollar (for item 8c); and Matt Weber, General Counsel.

- 8a Conference with Legal Counsel-Existing Litigation Government Code 54956.9(d)(1) California Sportfishing Protection Alliance v. All persons interested in the matter of the validity of the Eastern San Joaquin Groundwater Subbasin groundwater sustainability plan et al. (Stanislaus County Superior Court Case # CV20-1720)
- 8b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 2 potential cases
- 8c Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar regarding Negotiations with Management and Confidential Unit

**9. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 3:41 p.m. There was no reportable action.

**10. ADJOURNMENT**

With no further business, the meeting adjourned at 4:41 p.m.

Respectfully Submitted:

ATTEST:

\_\_\_\_\_  
Michael Minkler  
General Manager

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board



# *Agenda Item*

*4b*



# Agenda Item

DATE: December 13, 2023

TO: Michael Minkler, General Manager

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Review Board of Directors Time Sheets for October and November 2023

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## **RECOMMENDED ACTION:**

For information only.

## **SUMMARY:**

Pursuant to direction from the Board of Directors, copies of the Board's monthly time sheets, which the Board is compensated from, are included in the monthly agenda package for information. Attached are copies of the Board's time sheets for the months of October and November 2023.

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

## **FINANCIAL CONSIDERATIONS:**

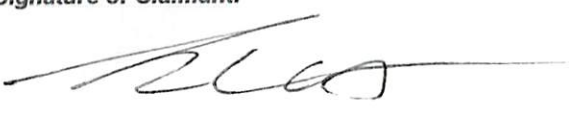

Monthly compensation and mileage reimbursement costs are included in the FY 23-24 budget.

*Attachments: Board of Directors Time Sheets for October and November 2023*

**CALAVERAS COUNTY WATER DISTRICT  
2023 DIRECTOR REIMBURSEMENT FORM**

|               |                 |
|---------------|-----------------|
| For Admin Use | Payroll Expense |
|---------------|-----------------|

Month/Yr October 2023  
Name S. Rafterman

| Activity Date  | Meeting or Other Expense Description                                      | Designated Rep. |    | Association List |    | Prior Approval |    | Cost  |         | Total Miles           |         |
|--|---|-----------------|----|------------------|----|----------------|----|---|---------|-----------------------|---------|
|  |   | Yes             | No | Yes              | No | Yes            | No | Meeting   | Expense |                       |         |
| 9-27   | CCWD Regular Mtg. - attended virtually                                    |                 |    |                  |    |                |    | \$120.-   |         | 0                     |         |
| 10-6   | UMWRA Mtg. - Padlee   |                 |    |                  |    |                |    | 120.-   |         | 30                    |         |
| 10-10  | Tour of Utica flume systems   |                 |    |                  |    |                |    | -   |         | -                     |         |
| 10-11  | CCWD Regular Mtg.   |                 |    |                  |    |                |    | 120.-   |         | 7                     |         |
| 10-12  | Mt. Counties reception - Sutter Creek                                     |                 |    |                  |    |                |    |   |         | 22                    |         |
| 10-13  | Mt. Counties Mtg.   |                 |    |                  |    |                |    | 120.-   |         | 22                    |         |
| 10-16  | Washington DC visits - Travel   |                 |    |                  |    |                |    |   |         |                       |         |
| 10-17  | Washington DC visits - Pentagon/Pedilla                                   |                 |    |                  |    |                |    | 120.-   |         |                       |         |
| 10-18  | Washington DC visits - McClintock   |                 |    |                  |    |                |    | 120.-   |         |                       |         |
| 10-19  | Washington DC visits - Travel   |                 |    |                  |    |                |    |   |         | 28                    |         |
| 10-20  | CCWD tour - Jenny Lind water plant  |                 |    |                  |    |                |    |   |         | 7                     |         |
| 10-25  | CCWD Regular Mtg.   |                 |    |                  |    |                |    | 120.-   |         |                       |         |
|  |   |                 |    |                  |    |                |    |   |         |                       |         |
|  |   |                 |    |                  |    |                |    |   |         |                       |         |
|  |   |                 |    |                  |    |                |    |   |         |                       |         |
|  |   |                 |    |                  |    |                |    |   |         |                       |         |
|  |   |                 |    |                  |    |                |    |   |         |                       |         |
| <b>Total</b>   | <b>For Totals line, multiply miles by the IRS rate: 11/1/2023 \$0.655</b> |                 |    |                  |    |                |    |   |         | 116                   |         |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>   |   |                 |    |                  |    |                |    | <b>Totals (use IRS mileage rate)</b>  |         | \$840.-               | \$75.98 |
| The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true. |   |                 |    |                  |    |                |    | Signature of Claimant:<br> |         |                       |         |
| Administrative Review: <u></u>  |   |                 |    |                  |    |                |    | Date: <u>10/27/23</u>   |         | Orig to Finance Dept. |         |

**CALAVERAS COUNTY WATER DISTRICT  
2023 DIRECTOR REIMBURSEMENT FORM**

|       |         |
|-------|---------|
| For   | Payroll |
| Admin |         |
| Use   | Expense |

Month/Yr Oct-23  
Name Cindy Secada

| Activity Date  | Meeting or Other Expense Description                    | Designated Rep. |         | Association List                     |    | Prior Approval |    | Cost     |         | Total Miles |
|--|---|-----------------|---------|--------------------------------------|----|----------------|----|----------|---------|-------------|
|  |   | Yes             | No      | Yes                                  | No | Yes            | No | Meeting  | Expense |             |
| 11-Oct   | CCWD Regular Board Meeting                              |                 |         |                                      |    |                |    | 120      |         | 38.7        |
| 25-Oct   | CCWD Regular Board Meeting                              |                 |         |                                      |    |                |    | 120      |         |             |
| 31-Oct   | CCWD External Relations Alternate Remote                | X               |         |                                      |    |                |    | 120      |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
|  |   |                 |         |                                      |    |                |    |          |         |             |
| <b>Total</b>   | <i>For Totals line, multiply miles by the IRS rate:</i> | 1/1/2023        | \$0.655 |                                      |    |                |    |          | 0       | 38.7        |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i> |   |                 |         | <b>Totals</b> (use IRS mileage rate) |    |                |    | \$360.00 | \$0.00  | \$25.35     |

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

**Signature of Claimant:**  
*Cindy Secada*

Administrative Review: *[Signature]*

Date: 10/27/23

Orig to Finance Dept.





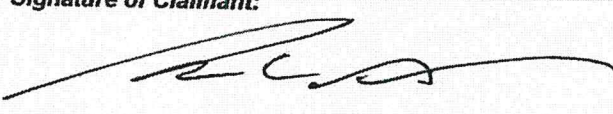




**CALAVERAS COUNTY WATER DISTRICT  
2023 DIRECTOR REIMBURSEMENT FORM**

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

Month/Yr November 2023  
Name S. Ratterman

| Activity Date  | Meeting or Other Expense Description | Designated Rep.  |    | Association List |                       | Prior Approval |    | Cost                  |   | Total Miles |      |
|--|--------------------------------------|--|----|------------------|-----------------------|----------------|----|-----------------------|---|-------------|------|
|  |                                      | Yes  | No | Yes              | No                    | Yes            | No | Meeting               | Expense   |             |      |
| 11-1   | Washington DC virtual visit - OMB    |  |    |                  |                       |                |    | \$ 120.-              |   |             |      |
| 11-2   | Washington DC virtual visit - USDA   |  |    |                  |                       |                |    | 120.-                 |   |             |      |
| 11-16  | CCWO Regular Mtg.                    |  |    |                  |                       |                |    | 120.-                 |   | 7           |      |
| 11-21  | Finance Comm Mtg.                    |  |    |                  |                       |                |    | 120.-                 |   | 7           |      |
| <b>Total</b>   |                                      | <i>For Totals line, multiply miles by the IRS rate: 1/1/2023 \$0.655</i> |    |                  |                       |                |    |                       |   | 14          |      |
|  |                                      |  |    |                  |                       |                |    |                       | <b>Totals</b> (use IRS mileage rate)  |             | 9.17 |
| <p>Pursuant to Board Policy 4030, receipts required; report /materials required.</p> <p>The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.</p> |                                      |  |    |                  |                       |                |    |                       | <p>Signature of Claimant:</p>  |             |      |
| Administrative Review: <u>[Signature]</u>  |                                      |  |    |                  | Date: <u>11/27/23</u> |                |    | Orig to Finance Dept. |   |             |      |

**CALAVERAS COUNTY WATER DISTRICT  
2023 DIRECTOR REIMBURSEMENT FORM**

|       |         |
|-------|---------|
| For   | Payroll |
| Admin |         |
| Use   | Expense |

Month/Yr Nov-23  
Name Cindy Secada

| Activity Date  | Meeting or Other Expense Description                    | Designated Rep. |         | Association List                     |    | Prior Approval |   | Cost     |                       | Total Miles |
|--|---|-----------------|---------|--------------------------------------|----|----------------|---|----------|-----------------------|-------------|
|  |   | Yes             | No      | Yes                                  | No | Yes            | No  | Meeting  | Expense               |             |
| 15-Nov   | CCWD Regular Board Meeting                              |                 |         |                                      |    |                |   | 120      |                       | 38.7        |
| 21-Nov   | Finance Committee                                       | X               |         |                                      |    |                |   | 120      |                       | 38.7        |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
|  |   |                 |         |                                      |    |                |   |          |                       |             |
| <b>Total</b>   | <i>For Totals line, multiply miles by the IRS rate:</i> | 11/1/2023       | \$0.655 |                                      |    |                |   |          | 0                     | 77.4        |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>   |   |                 |         | <b>Totals</b> (use IRS mileage rate) |    |                |   | \$240.00 | \$0.00                | \$50.70     |
| The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true. |   |                 |         |                                      |    |                | Signature of Claimant:<br><br><i>Cindy Secada</i> |          |                       |             |
| Administrative Review: <i>M. M. M.</i>   |   |                 |         |                                      |    |                | Date: 11/27/2023                                  |          | Orig to Finance Dept. |             |

**CALAVERAS COUNTY WATER DISTRICT  
2023 DIRECTOR REIMBURSEMENT FORM**

For  Payroll    
 Admin  Expense    
 Use

Month/Yr Nov-23  
 Name Bertha Underhill

| Activity Date   | Meeting or Other Expense Description                    | Designated Rep. |         | Association List |    | Prior Approval   |    | Cost          |                        | Total Miles |        |         |
|---|---|-----------------|---------|------------------|----|--|----|---------------|------------------------|-------------|--------|---------|
|   |   | Yes             | No      | Yes              | No | Yes  | No | Meeting       | Expense                |             |        |         |
| 1-Nov   | EPPOC   |                 |         |                  |    |  |    | 120           |                        | 0           |        |         |
| 13-Nov  | White Pines Park Commtee                                |                 |         |                  |    |  |    | 120           |                        | 4           |        |         |
| 14-Nov  | UPUD Town Hall  |                 |         |                  |    |  |    | 120           |                        | 11          |        |         |
| 15-Nov  | CCWD Regular Board Meeting                              |                 |         |                  |    |  |    | 120           |                        | 64          |        |         |
| 21-Nov  | Ebbetts Pass Fire District Board Meeting                |                 |         |                  |    |  |    | 120           |                        | 4           |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
|   |   |                 |         |                  |    |  |    |               |                        |             |        |         |
| <b>Total</b>  | <i>For Totals line, multiply miles by the IRS rate:</i> | 1/1/2023        | \$0.655 |                  |    |  |    |               | 0                      | 83          |        |         |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>  |   |                 |         |                  |    |  |    | <b>Totals</b> | (use IRS mileage rate) | \$600.00    | \$0.00 | \$54.37 |
| <p>The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.</p> |   |                 |         |                  |    | <p><b>Signature of Claimant:</b><br/><br/>Bertha Underhill</p> |    |               |                        |             |        |         |
| Administrative Review: <u><i>M. Underhill</i></u>   |   |                 |         |                  |    | Date: <u>11/27/23</u>  |    |               |                        |             |        |         |
| <i>Orig to Finance Dept.</i>  |   |                 |         |                  |    |  |    |               |                        |             |        |         |

**CALAVERAS COUNTY WATER DISTRICT  
2023 DIRECTOR REIMBURSEMENT FORM**

|                     |                                  |
|---------------------|----------------------------------|
| For<br>Admin<br>Use | Payroll <input type="radio"/>    |
|                     | Expense <input type="checkbox"/> |

Month/Yr Nov-23  
Name Russ Thomas

| Activity Date | Meeting or Other Expense Description   | Designated Rep. |    | Association List |    | Prior Approval |    | Cost    |         | Total Miles |
|---------------|--|-----------------|----|------------------|----|----------------|----|---------|---------|-------------|
|               |  | Yes             | No | Yes              | No | Yes            | No | Meeting | Expense |             |
| 2-Nov         | Engineering Committee                  |                 |    |                  |    |                |    | 120     |         | 44          |
| 15-Nov        | CCWD Special Board Meeting             |                 |    |                  |    |                |    | 120     |         | 44          |
| 16-Nov        | Calaveras County Parks Commission      |                 |    |                  |    |                |    | 120     |         | 49          |
| 20-Nov        | Copperopolis Area Business Association |                 |    |                  |    |                |    | 120     |         | 17          |
| 28-Nov        | Day One - ACWA Conference              |                 |    |                  |    |                |    | 120     |         |             |
| 29-Nov        | Day Two - ACWA Conference              |                 |    |                  |    |                |    | 120     |         | 933         |

|  |  |  |  |  |  |  |  |                                      |          |        |          |
|--|--|--|--|--|--|--|--|--------------------------------------|----------|--------|----------|
| <b>Total</b>   | <i>For Totals line, multiply miles by the IRS rate:</i> 1/1/2023 \$0.655 |  |  |  |  |  |  |                                      | 0        | 1087   |          |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i> |  |  |  |  |  |  |  | <b>Totals</b> (use IRS mileage rate) | \$720.00 | \$0.00 | \$711.99 |

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

**Signature of Claimant:**  
*Russ Thomas*

Administrative Review: *[Signature]* Date: 11/27/23 Orig to Finance Dept.

**CALAVERAS COUNTY WATER DISTRICT**  
**2023 DIRECTOR REIMBURSEMENT FORM**

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

Month/Yr Nov-23  
 Name Jeff Davidson

| Activity Date  | Meeting or Other Expense Description                    | Designated Rep. |         | Association List                     |    | Prior Approval |  | Cost     |                       | Total Miles |
|--|---|-----------------|---------|--------------------------------------|----|----------------|--|----------|-----------------------|-------------|
|  |   | Yes             | No      | Yes                                  | No | Yes            | No   | Meeting  | Expense               |             |
| 2-Nov  | CCWD Engineering Committee                              | X               |         |                                      |    |                |  | 120      |                       | 28          |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
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|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
|  |   |                 |         |                                      |    |                |  |          |                       |             |
| <b>Total</b>   | <i>For Totals line, multiply miles by the IRS rate:</i> | 1/1/2023        | \$0.655 |                                      |    |                |  |          | 0                     | 28          |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>   |   |                 |         | <b>Totals</b> (use IRS mileage rate) |    |                |  | \$120.00 | \$0.00                | \$18.34     |
| The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true. |   |                 |         |                                      |    |                | <b>Signature of Claimant:</b><br><br>Jeff Davidson |          |                       |             |
| Administrative Review: <u>mmmm</u>   |   |                 |         |                                      |    |                | Date: <u>11/27/23</u>                              |          | Orig to Finance Dept. |             |



# *Agenda Item*

*Ac*



**Calaveras County Water District  
Claim Summary #621  
October 2023 vs November 2023**

|  | <b>Oct 2023</b>     | <b>Nov 2023</b>     |
|--|---------------------|---------------------|
| CCWD Operating Expenditures                      | 932,807.54          | 1,307,600.28        |
| Expenditures to be reimbursed/Fiduciary Payments | -                   | 7,538.69            |
| Capital Improvement Program Projects             | 338,512.84          | 1,324,657.95        |
| Capital Outlay                                   | 28,269.24           | 145,979.39          |
| Sub-Total Vendor Payments                        | <b>1,299,589.62</b> | <b>2,785,776.31</b> |
| Payroll Disbursed                                | 612,968.17          | 624,274.04          |
| Other EFT Payments                               | 700.95              | 615.88              |
| Total Disbursements                              | <b>1,913,258.74</b> | <b>3,410,666.23</b> |



| VENDOR                              | DESCRIPTION   | DATE       | REF    | AMOUNT   |
|-------------------------------------|---|------------|--------|----------|
| A T & T                             | Acct#9391064579 SA Warehouse  | 11/22/2023 | 143414 | 59.06    |
| A T & T                             | Act#287318536357 IT Phone 10/23   | 11/15/2023 | 143362 | 130.93   |
| A T & T                             | Act#287318536357 IT Phone 11/23   | 11/15/2023 | 143362 | 130.93   |
| A T & T                             | Internet Service LC Acct#129461986 10/23  | 11/09/2023 | 143331 | 85.60    |
| A T & T                             | Lease Account 23584106903335 11/23  | 11/15/2023 | 143361 | 62.87    |
| A T & T                             | Ref#20978505201 Long Distance Copper Reclaim  | 11/01/2023 | 143285 | 46.70    |
| A T & T                             | Ref#20978505201 Long Distance Copper Reclaim  | 11/29/2023 | 143477 | 93.40    |
| A T & T CALNET 3                    | Acct#9391067346 Camp Connell Tower 10/23  | 11/09/2023 | 143332 | 213.90   |
| A T & T CALNET3                     | Acct#9391029194 OP HQ Long Distance   | 11/22/2023 | 143418 | 411.81   |
| A T & T CALNET3                     | Acct#9391029197 CC Whse 11/23   | 11/22/2023 | 143421 | 1.80     |
| A T & T CALNET3                     | Acct#9391029198 Hunters 11/23   | 11/22/2023 | 143419 | 30.70    |
| A T & T CALNET3                     | Acct#9391029199 JLTC 11/23  | 11/22/2023 | 143423 | 30.30    |
| A T & T CALNET3                     | Acct#9391029200 Dorrington 11/23  | 11/22/2023 | 143415 | 31.26    |
| A T & T CALNET3                     | Acct#9391029201 District Wide 11/23   | 11/22/2023 | 143416 | 1,649.21 |
| A T & T CALNET3                     | Acct#9391032214 JLTC 11/23  | 11/22/2023 | 143417 | 151.58   |
| A T & T CALNET3                     | Acct#9391032215 T1 Line 11/23   | 11/22/2023 | 143422 | 154.88   |
| A T & T CALNET3                     | Acct#9391032216 Azalea L/S 11/23  | 11/22/2023 | 143420 | 28.75    |
| A T & T MOBILITY                    | Internet Service 09/23 SR   | 11/01/2023 | 143286 | 261.96   |
| A TEEM ELECTRICAL ENG INC           | Electrical Engineering Construction Services for CC Lift Station (CIP 15080)        | 11/22/2023 | 143424 | 590.00   |
| A TEEM ELECTRICAL ENG INC           | Electrical Engineering Construction Services for West Point Wilseyville (CIP 15091) | 11/15/2023 | 143363 | 1,050.00 |
| A TEEM ELECTRICAL ENG INC           | Electrical Engineering Plan Check for Jenny Lind Elementary School (CIP 15114)      | 11/22/2023 | 143424 | 1,380.00 |
| A TEEM ELECTRICAL ENG INC           | Water Loss Report   | 11/22/2023 | 143424 | 3,220.00 |
| ACWA/JPIA                           | Dental 12/23  | 11/22/2023 | 143425 | 6,399.08 |
| ACWA/JPIA                           | EAP 12/23   | 11/22/2023 | 143425 | 158.72   |
| ACWA/JPIA                           | Retiree Dental 12/23  | 11/22/2023 | 143425 | 3,285.16 |
| ACWA/JPIA                           | Retiree Vision 12/23  | 11/22/2023 | 143425 | 928.00   |
| ACWA/JPIA                           | Vision 12/23  | 11/22/2023 | 143425 | 1,299.20 |
| ADP INC                             | Payroll Processing 10/31  | 11/09/2023 | 143333 | 2,136.45 |
| ADP INC                             | Payroll Processing 11/15  | 11/15/2023 | 143364 | 1,749.55 |
| AFLAC                               | Acct #JJ325 10/23   | 11/09/2023 | 143334 | 1,605.86 |
| AMERICAN AVK COMPANY                | Hydrants, Valves - District   | 11/01/2023 | 143287 | 8,629.41 |
| ANGELS HEATING AND AIR CONDITIONING | HVAC Repair - OP HQ   | 11/22/2023 | 143426 | 163.62   |
| ANGELS HEATING AND AIR CONDITIONING | HVAC Repair - OP HQ   | 11/01/2023 | 143288 | 2,222.23 |
| ARNOLD TIRE AND AUTO CARE           | Winter Tires - V740   | 11/22/2023 | 143427 | 1,754.36 |
| AUTOZONE STORES, INC                | Parts - Utility Crew  | 11/15/2023 | 143365 | 275.92   |
| BAY CITY EQUIPMENT INDUSTRIES INC   | EP Larkspur Generator Switch  | 11/01/2023 | 143289 | 63.22    |
| BAY CITY EQUIPMENT INDUSTRIES INC   | Generator Parts - CC G-19   | 11/22/2023 | 143429 | 946.68   |
| BAY CITY EQUIPMENT INDUSTRIES INC   | Radiator - IRWWTP Generator   | 11/29/2023 | 143478 | 3,450.78 |
| BAY CITY EQUIPMENT INDUSTRIES INC   | Split Activator - Generators  | 11/29/2023 | 143478 | 1,052.46 |
| BAY CITY EQUIPMENT INDUSTRIES INC   | Stock Generator Parts   | 11/29/2023 | 143478 | 136.36   |
| BIG VALLEY FORD LINCOLN MERCURY     | Vehicle Service - V713  | 11/01/2023 | 143290 | 83.41    |
| BOBCAT CENTRAL, INC                 | Equipment Service - Excavator   | 11/22/2023 | 143430 | 1,883.35 |
| BOBCAT CENTRAL, INC                 | Equipment Service - MX2/E42 Utility Crew  | 11/22/2023 | 143430 | 696.57   |
| BOETTO, BRETT                       | UB Refund 170 Campbell Lane   | 11/29/2023 | 143479 | 118.00   |
| BROWN, JOHN                         | Safety Boot Reimbursement FY 22/23  | 11/22/2023 | 143431 | 200.00   |

| VENDOR                                     | DESCRIPTION  | DATE       | REF    | AMOUNT     |
|--|--|------------|--------|------------|
| BROWN, JOHN                                | Winter Weather Gear Reimbursement FY 23/24                     | 11/22/2023 | 143431 | 200.00     |
| BURKE, ZACHARY                             | Safety Boot Reimbursement FY23/24                              | 11/22/2023 | 143432 | 200.00     |
| CAD MASTERS INC                            | AutoCAD Level 1 3 Day Course - Maya                            | 11/09/2023 | 143335 | 1,050.00   |
| CALAVERAS AUTO SUPPLY                      | Battery - SA Shop  | 11/15/2023 | 143366 | 148.31     |
| CALAVERAS AUTO SUPPLY                      | Chain Hoist - SA Shop  | 11/15/2023 | 143366 | 49.11      |
| CALAVERAS AUTO SUPPLY                      | Core Credit - SA Shop  | 11/15/2023 | 143366 | (36.00)    |
| CALAVERAS AUTO SUPPLY                      | Mud Flaps - AWWTP  | 11/15/2023 | 143366 | 23.69      |
| CALAVERAS AUTO SUPPLY                      | Repair Parts - SA Shop   | 11/15/2023 | 143366 | 1,136.12   |
| CALAVERAS AUTO SUPPLY                      | Repair Parts - V 712   | 11/15/2023 | 143366 | 57.60      |
| CALAVERAS AUTO SUPPLY                      | Repair Parts - V 719   | 11/15/2023 | 143366 | 426.30     |
| CALAVERAS AUTO SUPPLY                      | Repair Parts - V 736   | 11/15/2023 | 143366 | 1,446.51   |
| CALAVERAS AUTO SUPPLY                      | Repair Supplies  | 11/15/2023 | 143366 | 1,586.00   |
| CALAVERAS AUTO SUPPLY                      | Tools - SA Shop  | 11/15/2023 | 143366 | 65.40      |
| CALAVERAS AUTO SUPPLY                      | Tools - V 723  | 11/15/2023 | 143366 | 166.24     |
| CALAVERAS AUTO SUPPLY                      | V723   | 11/15/2023 | 143366 | 267.46     |
| CALAVERAS CNTY INTEGRATED WASTE MANAGEMENT | Gate Fees 10/23  | 11/15/2023 | 143367 | 16.00      |
| CALAVERAS COUNTY AIR POLLUTION             | Burn Permits (9)   | 11/22/2023 | 143433 | 108.00     |
| CALAVERAS COUNTY PUBLIC WORKS              | Blanket Encroachment Permit Services                           | 11/15/2023 | 143368 | 1,600.91   |
| CALAVERAS COUNTY ROCK CREEK LANDFILL       | 2 CU YD Mixed Demo   | 11/01/2023 | 143291 | 16.00      |
| CALAVERAS ENTERPRISE                       | Recruitment Ad   | 11/22/2023 | 143434 | 80.96      |
| CALAVERAS LUMBER CO INC                    | Materials & Supplies - EP Barn                                 | 11/22/2023 | 143435 | 599.73     |
| CALAVERAS LUMBER CO INC                    | Materials & Supplies Forest Meadows UV Project (CIP 15106)     | 11/22/2023 | 143435 | 145.88     |
| CALAVERAS LUMBER CO INC                    | Materials & Supplies Tule Removal (CIP 11109)                  | 11/22/2023 | 143435 | 90.12      |
| CALAVERAS MINI-STORAGE                     | Tenant 197673 Storage Rental 12/23                             | 11/29/2023 | 143480 | 200.00     |
| CALAVERAS MINI-STORAGE                     | Tenant 197673 Storage Rental 11/23                             | 11/01/2023 | 143292 | 200.00     |
| CALPERS - RETIREMENT                       | CalPERS Retirement 10/15/2023 Payroll                          | 10/31/2023 | REF    | 54,718.92  |
| CALPERS - RETIREMENT                       | CalPERS Retirement 10/31/2023 Payroll                          | 11/30/2023 | REF    | 52,144.80  |
| CALPERS - RETIREMENT                       | CalPERS Retirement 11/15/2023 Payroll                          | 11/30/2023 | REF    | 52,561.26  |
| CALPERS (Def Comp)                         | Def Comp 10/31/2023 Payroll                                    | 11/30/2023 | REF    | 6,015.95   |
| CALPERS (Def Comp)                         | Def Comp 11/15/2023 Payroll                                    | 11/30/2023 | REF    | 5,800.42   |
| CALPERS (Def Comp)                         | Def Comp Loan Repay 10/31/2023 Payroll                         | 11/30/2023 | REF    | 933.36     |
| CALPERS (Def Comp)                         | Def Comp Loan Repay 11/15/2023 Payroll                         | 11/30/2023 | REF    | 933.36     |
| CALPERS (Health Ins)                       | Health Insurance Active & Board November 2023                  | 11/30/2023 | REF    | 152,170.46 |
| CALPERS (Health Ins)                       | Health Insurance Admin Fee Active & Board November 2023        | 11/30/2023 | REF    | 486.95     |
| CALPERS (Health Ins)                       | Health Insurance Admin Fee Retirees November 2023              | 11/30/2023 | REF    | 196.68     |
| CALPERS (Health Ins)                       | Health Insurance Retirees November 2023                        | 11/30/2023 | REF    | 8,909.00   |
| CARBON COPY INC                            | Copy Machine Usage 10/23                                       | 11/01/2023 | 143293 | 150.00     |
| CARDINAL, BILL                             | Travel Expense Reimbursement ACWA Fall Conference              | 11/09/2023 | 143336 | 983.96     |
| CARDNO INC                                 | Environmental Services 9/23-10/23 Hunters PS (CIP 11103)       | 11/09/2023 | 143337 | 640.00     |
| CAYWOOD, LISA                              | UB Refund 6726 Garner Place                                    | 11/29/2023 | 143481 | 150.45     |
| CDK SUPPLY                                 | Electric Parts OP HQ (CIP 11101)                               | 11/22/2023 | 143436 | 177.58     |
| CDK SUPPLY                                 | Electrical Materials for Forest Meadows UV Project (CIP 15106) | 11/01/2023 | 143294 | 345.49     |
| CDK SUPPLY                                 | Parts - CC L/S 17  | 11/15/2023 | 143369 | 94.12      |
| CDTFA                                      | Water Rights (multiple sites)                                  | 11/22/2023 | 143437 | 109,982.03 |
| CED CREDIT                                 | Electrical Materials for Forest Meadows UV Project (CIP 15106) | 11/09/2023 | 143339 | 456.95     |

| VENDOR                            | DESCRIPTION  | DATE       | REF    | AMOUNT     |
|-----------------------------------|--|------------|--------|------------|
| CHECK PROCESSING INC              | Lock Box Processing 10/23  | 11/15/2023 | 143370 | 1,018.35   |
| CITY OF ANGELS                    | Six Mile Village 10/23   | 11/01/2023 | 143295 | 3,664.14   |
| CLARK PEST CONTROL INC            | Pest Control Acct#1297711 WPWTP                                    | 11/15/2023 | 143371 | 127.00     |
| CLARK PEST CONTROL INC            | Pest Control Acct#1505308 Hunters                                  | 11/15/2023 | 143371 | 114.00     |
| CLARK PEST CONTROL INC            | Pest Control Acct#1768120 WP WWTP                                  | 11/09/2023 | 143340 | 154.00     |
| CLARK PEST CONTROL INC            | Pest Control Acct#2120969 Wallace                                  | 11/09/2023 | 143340 | 145.00     |
| CLARK PEST CONTROL INC            | Pest Control Acct#688236 Southworth WWTP                           | 11/09/2023 | 143340 | 101.00     |
| CLARK PEST CONTROL INC            | Pest Control Acct#807360 JL  | 11/09/2023 | 143340 | 100.00     |
| CLARK PEST CONTROL INC            | Pest Control Acct#807549 JLWTP                                     | 11/09/2023 | 143340 | 76.00      |
| COLEMAN ENGINEERING, INC.         | Engineering and Design Contract for the Jenny Lind A-B (CIP 11088) | 11/22/2023 | 143438 | 23,984.76  |
| COLE-PARMER INSTRUMENT CO         | Lab Supplies - DF VCTO   | 11/22/2023 | 143439 | 407.76     |
| COLUMBIA COMMUNICATIONS           | Vehicle Cloud Service 10/23  | 11/09/2023 | 143341 | 780.00     |
| CONDOR EARTH TECHNOLOGIES INC     | Compaction Testing - Utility Crew Project 10083                    | 11/22/2023 | 143440 | 1,726.00   |
| CONDOR EARTH TECHNOLOGIES INC     | FY 23/24 Groundwater Monitoring - District Wide                    | 11/15/2023 | 143372 | 6,482.00   |
| CONFIDENTIAL                      | Final Pay  | 11/01/2023 | 143329 | 2,179.22   |
| CONFIDENTIAL                      | 27 Hours CTO Pay Out   | 11/15/2023 | 143374 | 668.75     |
| CONFIDENTIAL                      | 34 Hours CTO Pay Out   | 11/01/2023 | 143307 | 1,409.91   |
| CONFIDENTIAL                      | 40 Hours CTO Pay Out   | 11/15/2023 | 143386 | 1,185.62   |
| CONFIDENTIAL                      | 50 Hours CTO Pay Out   | 11/01/2023 | 143299 | 1,377.22   |
| CONFIDENTIAL                      | 56 Hours PPE Manual Paycheck 10/23-10/31                           | 11/01/2023 | 143312 | 1,242.36   |
| CONFIDENTIAL                      | 60 Hours CTO Pay Out   | 11/01/2023 | 143298 | 2,272.55   |
| CONFIDENTIAL                      | Final Pay  | 11/01/2023 | 143329 | 5,891.97   |
| CONFIDENTIAL                      | PERS Loan Refund/Overpayment                                       | 11/01/2023 | 143310 | 366.97     |
| CONFIDENTIAL                      | Retiree Medical Reimbursement 12/23                                | 11/22/2023 | 143441 | 2,367.17   |
| CORRPRO                           | Cathodic Protection Services - CC & JL Tanks                       | 11/22/2023 | 143442 | 3,480.00   |
| CPPA                              | Power Districtwide 10/23   | 11/15/2023 | 143373 | 168,570.50 |
| CPPA                              | Power OP HQ 10/23  | 11/15/2023 | 143373 | 1,492.00   |
| CPUD                              | Water Service Corp Yard 10/23                                      | 11/01/2023 | 143296 | 116.59     |
| CPUD                              | Water Service Corp Yard 11/23                                      | 11/22/2023 | 143443 | 115.66     |
| CPUD                              | Water Service OP HQ 10/23  | 11/01/2023 | 143296 | 362.89     |
| CPUD                              | Water Service OP HQ 11/23  | 11/22/2023 | 143443 | 363.19     |
| CV DEVELOPMENT PARTNERS LLC       | UB Refund 258 Quail Creek Dr                                       | 11/29/2023 | 143482 | 146.30     |
| CWEA                              | CSM Grade 2 Renewal - Reece  | 11/22/2023 | 143444 | 103.00     |
| CWEA                              | CWEA Membership Renewal - Darby                                    | 11/01/2023 | 143297 | 221.00     |
| DATA BUSINESS EQUIPMENT           | 12/15/23-12/14/24 Contract Check Scanner                           | 11/15/2023 | 143375 | 434.00     |
| DATAPROSE                         | UB Statement Processing 10/23                                      | 11/09/2023 | 143342 | 5,012.38   |
| DAVIDSON, JEFF                    | Travel 11/23   | 11/29/2023 | 143483 | 18.34      |
| DE LAGE LANDEN FINANCIAL SRVC INC | Copier Lease November 2023   | 11/30/2023 | REF    | 294.71     |
| DEMASTERS, CHRISTIAN              | Winter Weather Gear Reimbursement 2024                             | 11/15/2023 | 143376 | 200.00     |
| DEVICH, JARED                     | Safety Boot Reimbursement FY 23/24                                 | 11/22/2023 | 143445 | 200.00     |
| DOUBLE U ENTERPRISES              | Road Base - LC Whse  | 11/29/2023 | 143484 | 2,681.77   |
| DOUBLE U ENTERPRISES              | Road Base - LC Whse  | 11/29/2023 | 143484 | 2,701.93   |
| EBBETTS PASS GAS SERVICE          | Fuel EP 10/23  | 11/15/2023 | 143377 | 9,257.77   |
| EBBETTS PASS LUMBER               | AWWTP  | 11/01/2023 | 143300 | 48.33      |
| EDGES ELECTRICAL GROUP, LLC       | LED Emergency Fixtures - Energy Saving Grant                       | 11/15/2023 | 143378 | 2,939.46   |

| VENDOR                        | DESCRIPTION  | DATE       | REF    | AMOUNT     |
|-------------------------------|--|------------|--------|------------|
| EDGES ELECTRICAL GROUP, LLC   | LED Fixtures - Energy Saving Grant                                 | 11/22/2023 | 143446 | 13,430.26  |
| EDGES ELECTRICAL GROUP, LLC   | VFD - JL Huckleberry LS Power Saving Grant                         | 11/15/2023 | 143378 | 12,474.47  |
| EMPLOYMENT DEVELOPMENT DEPT   | Acct#932-0252-1 Period Ending 09/23                                | 11/15/2023 | 143379 | 12,252.00  |
| ENTERPRISE FM TRUST           | Vehicle Lease, Maintenance & Taxes 11/23                           | 11/09/2023 | 143343 | 25,744.54  |
| ERS INDUSTRIAL SERVICES, INC. | Construction Contract for Jenny Lind Filter Rehab (CIP 11131)      | 11/22/2023 | 143447 | 153,827.94 |
| ERS INDUSTRIAL SERVICES, INC. | Sand Filter Rehab - LCWWTP Filters 3, 4, 5                         | 11/22/2023 | 143447 | 76,860.00  |
| ESTES, JAMES                  | UB Refund 2587 Vista Del Lago Dr                                   | 11/22/2023 | 143448 | 725.45     |
| FASTENAL                      | Materials & Supplies - Vending                                     | 11/15/2023 | 143380 | 232.97     |
| FASTENAL                      | Safety Supplies  | 11/29/2023 | 143485 | 287.97     |
| FASTENAL                      | Safety Supplies - Vending  | 11/15/2023 | 143380 | 201.09     |
| FASTENAL                      | Supplies   | 11/29/2023 | 143485 | 882.59     |
| FEDERAL EXPRESS               | Acct#119229243 A TEEM Submittal CC Lift Stations (CIP 15076/15080) | 11/09/2023 | 143344 | 19.23      |
| FINANCIAL PACIFIC LEASING     | 2020 VacCon Principal & Interest Payment                           | 11/30/2023 | REF    | 31,269.08  |
| FINANCIAL PACIFIC LEASING     | 2021 VacCon Principal & Interest Payment                           | 11/30/2023 | REF    | 30,983.57  |
| FOOTHILL PORTABLE TOILETS     | Rental Portable Toilet 10/10-11/06 SR                              | 11/15/2023 | 143381 | 154.50     |
| FOOTHILL PORTABLE TOILETS     | Rental Portable Toilet 10/10-11/06 Wallace                         | 11/15/2023 | 143381 | 154.50     |
| FOOTHILL PRINTING & GRAPHICS  | Door Tags - LC Whse  | 11/01/2023 | 143301 | 941.66     |
| FROGGY'S AUTO WASH & LUBE     | Service V-538  | 11/01/2023 | 143302 | 257.45     |
| GAMBI DISPOSAL INC.           | Bio-Solids Removal - October 2023                                  | 11/15/2023 | 143382 | 3,656.25   |
| GARRETT WALKER                | (1) Backflow Testing - Wallace                                     | 11/29/2023 | 143498 | 35.00      |
| GARRETT WALKER                | (10) Backflow Testing - CC   | 11/29/2023 | 143498 | 350.00     |
| GARRETT WALKER                | (17) Backflow Testing - WP   | 11/29/2023 | 143498 | 595.00     |
| GARRETT WALKER                | (2) Backflow Testing - EP  | 11/29/2023 | 143498 | 70.00      |
| GARRETT WALKER                | (21) Backflow Testing - JL   | 11/29/2023 | 143498 | 735.00     |
| GENERAL SUPPLY COMPANY        | Electrical Parts - CC  | 11/15/2023 | 143383 | 331.46     |
| GENERAL SUPPLY COMPANY        | Materials for Forest Meadows UV Project (CIP 15106)                | 11/22/2023 | 143450 | 2,011.39   |
| GLOBAL PAY                    | Global Payments 24728 October 2023                                 | 11/30/2023 | REF    | 12,572.18  |
| GLOBAL PAY                    | Global Payments 7167 October 2023                                  | 11/30/2023 | REF    | 2,601.33   |
| GOVCONNECTION, INC            | Electrical Parts - Stock   | 11/15/2023 | 143384 | 3,271.44   |
| GRAINGER                      | Electrical Parts - Stock   | 11/22/2023 | 143451 | 2,172.44   |
| GREER, ROY                    | Safety Boot Reimbursement 2023                                     | 11/15/2023 | 143385 | 193.04     |
| HANSON BRIDGETT LLP           | Legal Services 10/23   | 11/22/2023 | 143452 | 8,053.93   |
| HANSON BRIDGETT LLP           | Legal Services 09/23   | 11/09/2023 | 143345 | 9,737.60   |
| HERD'S MACHINE & WELD SHOP    | Aluminum Diamond Plate for Forest Meadows UV Project (CIP 15106)   | 11/09/2023 | 143346 | 2,387.39   |
| HERD'S MACHINE & WELD SHOP    | Roll Flat Bar  | 11/01/2023 | 143303 | 36.47      |
| HERD'S MACHINE & WELD SHOP    | Steel  | 11/29/2023 | 143486 | 60.77      |
| HERD'S MACHINE & WELD SHOP    | Welding Supplies - V 747   | 11/01/2023 | 143303 | 905.19     |
| HOBGOODS CLEANING             | Janitorial Service JLTC 11/23                                      | 11/15/2023 | 143387 | 50.00      |
| HOBGOODS CLEANING             | Janitorial Service OP HQ 11/23                                     | 11/15/2023 | 143387 | 1,935.00   |
| HOBGOODS CLEANING             | Janitorial Service Shop 11/23                                      | 11/15/2023 | 143387 | 37.00      |
| HOLT OF CALIFORNIA            | Excavator Rental White Pines Tule Project (CIP 11109)              | 11/29/2023 | 143487 | 4,791.57   |
| HOLT OF CALIFORNIA            | Keys (10)  | 11/29/2023 | 143487 | 79.37      |
| HUNT & SONS, INC              | Envirocleanse - SA Shop  | 11/01/2023 | 143304 | 908.64     |
| HUNT & SONS, INC              | Fuel - CC  | 11/15/2023 | 143388 | 14,222.92  |
| HUNT & SONS, INC              | Fuel - JL Campbell Ct  | 11/15/2023 | 143388 | 4,445.60   |

| VENDOR                         | DESCRIPTION  | DATE       | REF    | AMOUNT     |
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| HUNT & SONS, INC               | Oil V736   | 11/15/2023 | 143388 | 226.19     |
| IB CONSULTNG LLC               | Consulting Services, Rate Study 09/23  | 11/15/2023 | 143389 | 7,500.00   |
| INDUSTRIAL ELECTRICAL CO       | Pump Rebuild - LS 21   | 11/01/2023 | 143305 | 30,621.00  |
| INDUSTRIAL ELECTRICAL CO       | Pump Rebuild - LS 22   | 11/22/2023 | 143453 | 30,308.54  |
| IRON MOUNTAIN                  | Document Destruction 10/23   | 11/15/2023 | 143390 | 182.72     |
| JACKSON TIRE SERVICE, INC      | Front Tires - V 723  | 11/01/2023 | 143306 | 579.15     |
| JESUS, KATE                    | Meal Reimbursement CalPELRA  | 11/29/2023 | 143489 | 125.55     |
| JS WEST PROPANE GAS            | Propane JLTC   | 11/15/2023 | 143391 | 259.77     |
| JWC ENVIRONMENTAL              | Grinder Repair - Huckleberry LS  | 11/09/2023 | 143347 | 38,498.39  |
| KENNEDY, MICHAEL               | Winter Weather Gear Reimbursement FY 23/24                                   | 11/15/2023 | 143392 | 92.43      |
| KEVIN INKS                     | Crane Service to Pull Pump - JL A Tank                                       | 11/29/2023 | 143488 | 665.00     |
| KW EMERSON, INC                | Construction Contract for the West Point Wilseyville 09/23 (CIP 15091)       | 11/01/2023 | 143308 | 241,507.58 |
| KW EMERSON, INC                | Construction Contract for the West Point Wilseyville 10/23 (CIP 15091)       | 11/15/2023 | 143393 | 344,827.57 |
| KW EMERSON, INC                | Construction Contract for West Point Water Supply 10/23 (CIP 11106)          | 11/29/2023 | 143490 | 165,895.65 |
| KW EMERSON, INC                | Construction Contract for West Point Water Supply 9/23 (CIP 11106)           | 11/09/2023 | 143348 | 192,359.91 |
| LEDGER DISPATCH                | Recruitment Ad   | 11/22/2023 | 143454 | 49.05      |
| LEDGER DISPATCH                | Recruitment Ad- Customer Service Rep   | 11/01/2023 | 143309 | 35.10      |
| LEDGER DISPATCH                | Recruitment Ad- IT Admin   | 11/01/2023 | 143309 | 49.95      |
| MARTIN MARIETTA MATERIALS      | 28.70 Tons 3/4 Class II AB - Utility Crew                                    | 11/01/2023 | 143311 | 637.07     |
| MARTIN MARIETTA MATERIALS      | 36.66 Tons 3/4 Class II AB - Utility Crew                                    | 11/01/2023 | 143311 | 818.55     |
| MATHESON TRI-GAS, INC          | Liquid Oxygen - CCWTP  | 11/22/2023 | 143455 | 6,382.06   |
| MCKINEY, SCARLETT              | Claim Settlement 7388 Baldwin Street   | 11/29/2023 | 143491 | 162.13     |
| MEYER, JEFFREY                 | Mileage Reimbursement - Mountain Counties Meeting                            | 11/29/2023 | 143492 | 43.23      |
| MIRAMONT HOMES INC             | UB Refund 258 Mesquite Drive   | 11/22/2023 | 143456 | 366.65     |
| MIRAMONT HOMES INC             | UB Refund 258 Mesquite Drive   | 11/29/2023 | 143493 | 265.24     |
| Mission Square                 | RHI 10/31/2023 Payroll   | 11/30/2023 | REF    | 1,895.00   |
| Mission Square                 | RHI 11/15/2023 Payroll   | 11/30/2023 | REF    | 2,185.00   |
| MODESTO AIRCO GAS & GEAR       | Cylinder Rental 10/23  | 11/15/2023 | 143394 | 104.00     |
| MOTHER LODGE ANSWERING SERVICE | Answering Service 10/23 Acct#6106  | 11/09/2023 | 143349 | 802.00     |
| MOTHERLODE LOCK & KEY          | Service Call - WPWTP   | 11/15/2023 | 143395 | 258.50     |
| MOUNTAIN OASIS PURIFIED WATER  | Water Cooler & Supplies 10/23  | 11/15/2023 | 143396 | 227.15     |
| MOZINGO CONSTRUCTION, INC.     | Construction Contract for CC Lift Stations 15 & 18 10/23 (CIP 15080)         | 11/22/2023 | 143457 | 92,767.50  |
| MOZINGO CONSTRUCTION, INC.     | Construction Contract for the CC Lift Stations 12 & 13 10/23 (CIP 15076)     | 11/22/2023 | 143457 | 1,045.00   |
| MOZINGO CONSTRUCTION, INC.     | Potholing Construction Contract for Jenny Lind A-B Project 08/23 (CIP 11088) | 11/15/2023 | 143397 | 65,817.66  |
| MUNICIPAL MAINTENANCE EQUIP    | Clamps - Copper  | 11/29/2023 | 143494 | 334.29     |
| MUTUAL OF OMAHA                | Life, AD&D Acct#G000AWXB 11/23   | 11/01/2023 | 143313 | 14,851.75  |
| NEW MELONES LAKE MARINA LLC    | Buoys - CCWWTP Pond 6  | 11/01/2023 | 143314 | 945.66     |
| NEW YORK LIFE                  | Life Insurance 11/23   | 11/15/2023 | 143398 | 832.94     |
| NHA ADVISORS, LLC              | Financial Advising Services  | 11/22/2023 | 143458 | 10,500.00  |
| NORDAHL LAND SURVEYING         | Land Surveying Services Aug 2- Oct 2 2023 (CIP 11088)                        | 11/09/2023 | 143350 | 22,500.00  |
| NORTHSTAR CHEMICAL             | Sodium Hydroxide - AWWTP   | 11/29/2023 | 143495 | 2,490.35   |
| NORTHSTAR CHEMICAL             | Sodium Hydroxide - CC LS 12  | 11/29/2023 | 143495 | 830.12     |
| NORTHSTAR CHEMICAL             | Sodium Hydroxide - CC LS 40  | 11/29/2023 | 143495 | 9,223.50   |
| NORTHSTAR CHEMICAL             | Sodium Hydroxide - DF VCTO   | 11/29/2023 | 143495 | 2,213.64   |
| NORTHSTAR CHEMICAL             | Sodium Hydroxide - LCWWTP  | 11/29/2023 | 143495 | 2,213.64   |

| VENDOR                           | DESCRIPTION  | DATE       | REF    | AMOUNT    |
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| NORTHSTAR CHEMICAL               | Sodium Hypochlorite - CCWTP                              | 11/01/2023 | 143315 | 2,056.32  |
| NORTHSTAR CHEMICAL               | Sodium Hypochlorite - CCWTP                              | 11/22/2023 | 143459 | 2,095.80  |
| NORTHSTAR CHEMICAL               | Sodium Hypochlorite - JLWTP                              | 11/15/2023 | 143399 | 4,069.83  |
| NORTHSTAR CHEMICAL               | Sodium Hypochlorite - WPWTP                              | 11/15/2023 | 143399 | 1,155.70  |
| NORTHSTAR CHEMICAL               | Sodium Hypochlorite - WPWWTP                             | 11/15/2023 | 143399 | 599.38    |
| NTU TECHNOLOGIES INC             | Pro Pac 9890 - CCRCP                                     | 11/15/2023 | 143400 | 14,767.50 |
| NTU TECHNOLOGIES INC             | ProPac 926 - CCWTP                                       | 11/01/2023 | 143316 | 13,172.20 |
| NTU TECHNOLOGIES INC             | Protek 301 - CCWTP                                       | 11/01/2023 | 143316 | 6,600.00  |
| OCCU-MED, LTD                    | Pre Employment Screening                                 | 11/01/2023 | 143317 | 992.25    |
| OCCU-MED, LTD                    | Pre Employment Screening                                 | 11/29/2023 | 143496 | 150.55    |
| O'CONNELL & DEMPSEY, LLC         | Federal Legislative Consulting 10/23                     | 11/22/2023 | 143460 | 6,000.00  |
| O'REILLY AUTO PARTS              | Repair Parts - SA Shop                                   | 11/09/2023 | 143351 | 16.44     |
| O'REILLY AUTO PARTS              | Supplies   | 11/09/2023 | 143351 | 18.65     |
| OUTWEST AUTO                     | V 715  | 11/15/2023 | 143401 | 86.63     |
| P G & E                          | Power CC Water Tank 10/2023                              | 11/30/2023 | REF    | 33.98     |
| P G & E                          | Power Districtwide 10/2023                               | 11/30/2023 | REF    | 1,626.93  |
| P G & E                          | Power JLTC 10/2023                                       | 11/30/2023 | REF    | 120.68    |
| P G & E                          | Power OP HQ 10/2023                                      | 11/30/2023 | REF    | 15.63     |
| P G & E                          | Power Wallace Spray Fields 10/2023                       | 11/30/2023 | REF    | 10.89     |
| P G & E                          | Power Warmwood LS 10/2023                                | 11/30/2023 | REF    | 31.77     |
| P G & E                          | Power Woodgate LS 10/2023                                | 11/30/2023 | REF    | 30.27     |
| PAC MACHINE CO INC.              | Pump - LS 1 CC   | 11/22/2023 | 143461 | 3,481.41  |
| PACE SUPPLY CORP                 | Fittings - District                                      | 11/29/2023 | 143497 | 639.26    |
| PACE SUPPLY CORP                 | Supplies - EP  | 11/15/2023 | 143402 | 43.92     |
| POTRERO HILLS LANDFILL           | Bio-Solids Disposal - AWWTP                              | 11/15/2023 | 143403 | 494.45    |
| POTRERO HILLS LANDFILL           | Bio-Solids Disposal - FMWWTP                             | 11/22/2023 | 143462 | 605.53    |
| POTRERO HILLS LANDFILL           | Bio-Solids Disposal - LCWWTP                             | 11/15/2023 | 143403 | 320.02    |
| POTRERO HILLS LANDFILL           | Bio-Solids Disposal - LCWWTP                             | 11/15/2023 | 143403 | 383.72    |
| POTRERO HILLS LANDFILL           | Bio-Solids Disposal - LCWWTP                             | 11/22/2023 | 143462 | 338.58    |
| POTRERO HILLS LANDFILL           | Bio-Solids Disposal - LCWWTP                             | 11/22/2023 | 143462 | 442.91    |
| QUADIANT LEASING INC             | Mail Equipment Lease Aug-Nov 2023                        | 11/30/2023 | REF    | 1,097.48  |
| RATTERMAN, SCOTT                 | Mountain Counties Dinner and ACWA Fall Con Reimbursement | 11/09/2023 | 143352 | 1,869.14  |
| RATTERMAN, SCOTT                 | Travel 10/23   | 11/09/2023 | 143352 | 100.87    |
| RATTERMAN, SCOTT                 | Travel 11/23   | 11/29/2023 | 143499 | 9.17      |
| RF-GJ INC. DBA PINPOINT PRODUCTS | Mic Repair - LC Whse                                     | 11/01/2023 | 143318 | 417.18    |
| RICHARDSON & COMPANY             | Audit Service 2023                                       | 11/15/2023 | 143404 | 22,593.75 |
| ROBERT SAPIEN                    | Tree Removal - White Pines FY 23/24 (8)                  | 11/01/2023 | 143320 | 2,850.00  |
| ROCKWELL ENGINEERING             | Pump/Motor - LS 3 Arnold (replacement motor)             | 11/29/2023 | 143500 | 17,970.13 |
| ROSE, RONALD                     | Safety Boot Reimbursement FY 23/24                       | 11/01/2023 | 143319 | 200.00    |
| SECADA, CINDY                    | Travel 11/23   | 11/29/2023 | 143501 | 50.70     |
| SEIU LOCAL 1021                  | COPE 09/23   | 11/09/2023 | 143353 | 40.00     |
| SEIU LOCAL 1021                  | COPE 10/23   | 11/09/2023 | 143353 | 40.00     |
| SEIU LOCAL 1021                  | SEIU 09/23   | 11/09/2023 | 143353 | 2,650.00  |
| SEIU LOCAL 1021                  | SEIU 10/23   | 11/09/2023 | 143353 | 2,575.00  |
| SENDERS MARKET INC               | Fasteners - Utility Crew                                 | 11/22/2023 | 143463 | 10.72     |

| VENDOR                                   | DESCRIPTION   | DATE       | REF    | AMOUNT   |
|--|---|------------|--------|----------|
| SENDERS MARKET INC                       | PVC Parts   | 11/22/2023 | 143463 | 164.47   |
| SENDERS MARKET INC                       | Supplies  | 11/22/2023 | 143463 | 300.28   |
| SENDERS MARKET INC                       | Supplies - Utility Crew   | 11/22/2023 | 143463 | 17.94    |
| SHAPE INC                                | Pump Maintenance - LS 21, 22  | 11/01/2023 | 143321 | 2,800.00 |
| SIGNAL SERVICE                           | Alarm Service Contract Op HQ  | 11/09/2023 | 143354 | 8,935.67 |
| SIGNAL SERVICE                           | Alarm Service Monitoring Op HQ 09/23                                | 11/09/2023 | 143354 | 67.00    |
| SKRBINA, CHRISTOPHER                     | DMV Class A License Renewal Reimbursement                           | 11/01/2023 | 143322 | 53.00    |
| SMARTSHEET INC                           | Subscription 10/30/23-10/29/24                                      | 11/01/2023 | 143323 | 7,920.00 |
| SMITH, DYLAN                             | Travel Reimbursement WPWTP  | 11/15/2023 | 143405 | 35.81    |
| SPENCE RANCH FEED & SUPPLY               | Materials for White Pines Tule Project (CIP 11109)                  | 11/22/2023 | 143464 | 743.94   |
| SULLIVAN, RYAN                           | Safety Boot Reimbursement FY 23/24                                  | 11/22/2023 | 143465 | 152.24   |
| SUTTON ENTERPRISES                       | Excavator Rental White Pines Tule Project (CIP 11109)               | 11/22/2023 | 143466 | 340.00   |
| SWRCB                                    | Annual Permit Fee for West Point Wilseyville WW Project (CIP 15091) | 11/29/2023 | 143502 | 808.00   |
| SWRCB                                    | Distribution D2 Renewal - Heinle                                    | 11/15/2023 | 143406 | 60.00    |
| SWRCB                                    | Distribution D2 Renewal - Jarnigan                                  | 11/01/2023 | 143324 | 60.00    |
| SWRCB                                    | Late Fee Distribution D2 Renewal - Jarnigan (to be reimbursed)      | 11/01/2023 | 143324 | 100.00   |
| SWRCB                                    | Wastewater Treatment Grade 3 Exam Application - Young               | 11/22/2023 | 143467 | 295.00   |
| SWRCB                                    | Water Distribution D2 Renewal - Chimente                            | 11/22/2023 | 143468 | 60.00    |
| THOMAS, RUSS                             | Mileage Reimbursement ACWA  | 11/29/2023 | 143503 | 610.35   |
| THOMAS, RUSS                             | Travel 11/23  | 11/29/2023 | 143503 | 101.64   |
| TINDELL, ROGER                           | Safety Boot Reimbursement FY 23/24                                  | 11/15/2023 | 143407 | 200.00   |
| TREATS GENERAL STORE INC                 | Supplies  | 11/22/2023 | 143469 | 38.91    |
| TROJAN TECHNOLOGIES C/O FIFTH THIRD BANK | UV Parts & Supplies - CCRCP   | 11/22/2023 | 143470 | 502.05   |
| TROUTMAN PEPPER HAMILTON SANDERS LLP     | FERC Relicensing North Fork 10/23                                   | 11/22/2023 | 143471 | 2,450.00 |
| TROUTMAN PEPPER HAMILTON SANDERS LLP     | FERC Relicensing North Fork Stanislaus 09/23                        | 11/09/2023 | 143355 | 560.00   |
| TROUTMAN PEPPER HAMILTON SANDERS LLP     | North Fork Power Purchase Agreement 09/23                           | 11/09/2023 | 143355 | 3,360.00 |
| U.S. BANK                                | (2) Tires Jack Hammer Trailer                                       | 11/30/2023 | REF    | 246.67   |
| U.S. BANK                                | ACWA Registration and Comminutions Webinar - Gerkenmeyer            | 11/30/2023 | REF    | 865.00   |
| U.S. BANK                                | Alhambra 10/23  | 11/30/2023 | REF    | 407.51   |
| U.S. BANK                                | Amazon V551   | 11/30/2023 | REF    | 123.41   |
| U.S. BANK                                | Amazon V608   | 11/30/2023 | REF    | 18.22    |
| U.S. BANK                                | Amazon V749   | 11/30/2023 | REF    | 31.12    |
| U.S. BANK                                | Apple Storage   | 11/30/2023 | REF    | 0.99     |
| U.S. BANK                                | Aramark 10/23   | 11/30/2023 | REF    | 3,166.33 |
| U.S. BANK                                | Arnold Auto Sept Statement  | 11/30/2023 | REF    | 350.97   |
| U.S. BANK                                | Bearing Packer  | 11/30/2023 | REF    | 36.52    |
| U.S. BANK                                | Beverages for Crew - BT2 Tank                                       | 11/30/2023 | REF    | 23.92    |
| U.S. BANK                                | BOD Meeting Supplies  | 11/30/2023 | REF    | 37.45    |
| U.S. BANK                                | Buoys For White Pine Tule Project (CIP 11109)                       | 11/30/2023 | REF    | 6,053.62 |
| U.S. BANK                                | Cal Tel 10/23   | 11/30/2023 | REF    | 1,431.15 |
| U.S. BANK                                | Cal Waste 10/23   | 11/30/2023 | REF    | 1,843.21 |
| U.S. BANK                                | Cal.Net 10/23   | 11/30/2023 | REF    | 62.04    |
| U.S. BANK                                | Clamp - Volt Meters   | 11/30/2023 | REF    | 569.47   |
| U.S. BANK                                | Cloud, Ring Central Microsoft, Adobe, IAME                          | 11/30/2023 | REF    | 3,952.05 |
| U.S. BANK                                | Cobraman & CalPELRA - Lollar & Jesus                                | 11/30/2023 | REF    | 2,553.95 |

| VENDOR                | DESCRIPTION  | DATE       | REF    | AMOUNT    |
|-----------------------|--|------------|--------|-----------|
| U.S. BANK             | Comcast 10/23  | 11/30/2023 | REF    | 554.38    |
| U.S. BANK             | Conifer 10/23  | 11/30/2023 | REF    | 649.95    |
| U.S. BANK             | CSM Grade 1 Renewal - Sage                             | 11/30/2023 | REF    | 98.00     |
| U.S. BANK             | Cyber Security - XENT IT                               | 11/30/2023 | REF    | 4,129.89  |
| U.S. BANK             | Data Pressure Logger - EB Pass                         | 11/30/2023 | REF    | 2,102.71  |
| U.S. BANK             | DF VCTO - Supplies                                     | 11/30/2023 | REF    | 279.48    |
| U.S. BANK             | Dropbox - Electricians                                 | 11/30/2023 | REF    | 540.00    |
| U.S. BANK             | Water Treatment Math Application Enrollment - Chimente | 11/30/2023 | REF    | 250.00    |
| U.S. BANK             | Fire Extinguisher Hangers                              | 11/30/2023 | REF    | 15.41     |
| U.S. BANK             | Fittings - Distribution                                | 11/30/2023 | REF    | 1,550.17  |
| U.S. BANK             | Folders  | 11/30/2023 | REF    | 123.04    |
| U.S. BANK             | Internet Hunters                                       | 11/30/2023 | REF    | 120.00    |
| U.S. BANK             | IT Recruiting - Careers in Gov                         | 11/30/2023 | REF    | 295.00    |
| U.S. BANK             | IT Supplies  | 11/30/2023 | REF    | 1,431.96  |
| U.S. BANK             | Lap Top & Accessories - Engineering                    | 11/30/2023 | REF    | 1,761.74  |
| U.S. BANK             | Locksmith  | 11/30/2023 | REF    | 67.27     |
| U.S. BANK             | Microsoft  | 11/30/2023 | REF    | 96.00     |
| U.S. BANK             | Nor Cal Safety Day - Crumpacker                        | 11/30/2023 | REF    | 195.00    |
| U.S. BANK             | O & M Enrollment - Roberts                             | 11/30/2023 | REF    | 202.25    |
| U.S. BANK             | Office Supplies/Employee Relations                     | 11/30/2023 | REF    | 1,492.19  |
| U.S. BANK             | Parts  | 11/30/2023 | REF    | 4,191.19  |
| U.S. BANK             | pH Probe West Point Water Supply (CIP 11106)           | 11/30/2023 | REF    | 1,909.73  |
| U.S. BANK             | Poly Pump West Point Water Supply (CIP 11106)          | 11/30/2023 | REF    | 2,077.43  |
| U.S. BANK             | Pump - CCWTP UV  | 11/30/2023 | REF    | 1,651.64  |
| U.S. BANK             | Reagent  | 11/30/2023 | REF    | 454.22    |
| U.S. BANK             | Relays - JLWTP   | 11/30/2023 | REF    | 96.66     |
| U.S. BANK             | Soap   | 11/30/2023 | REF    | 35.08     |
| U.S. BANK             | Splitter for BOD Monitors                              | 11/30/2023 | REF    | 131.37    |
| U.S. BANK             | Staples - Office Supplies                              | 11/30/2023 | REF    | 381.72    |
| U.S. BANK             | Supplies   | 11/30/2023 | REF    | 738.10    |
| U.S. BANK             | Supplies   | 11/30/2023 | REF    | 124.49    |
| U.S. BANK             | Tools - V723   | 11/30/2023 | REF    | 1,830.81  |
| U.S. BANK             | UPUD 10/23   | 11/30/2023 | REF    | 227.52    |
| U.S. BANK             | Verizon 10/23  | 11/30/2023 | REF    | 3,292.42  |
| U.S. BANK             | Volcano 10/23  | 11/30/2023 | REF    | 599.12    |
| U.S. BANK             | Washington DC Travel Expenses - Minkler                | 11/30/2023 | REF    | 1,701.48  |
| U.S. BANK             | Water Code Updates Sept & Oct                          | 11/30/2023 | REF    | 25.02     |
| U.S. BANK             | Weedeater Head   | 11/30/2023 | REF    | 13.93     |
| UMRWA                 | UMO 969 408511 4686 Renewal FY 2024                    | 11/09/2023 | 143356 | 20,250.00 |
| UNDERHILL, BERTHA     | Travel 11/23   | 11/29/2023 | 143504 | 54.37     |
| UNION DEMOCRAT        | Recruiting 7/26/23 - 10/27/23                          | 11/15/2023 | 143408 | 1,585.64  |
| UNITED PARCEL SERVICE | Shipping Week End 10/14                                | 11/01/2023 | 143325 | 10.00     |
| UNITED PARCEL SERVICE | Shipping Week End 10/21                                | 11/01/2023 | 143325 | 10.00     |
| UNITED PARCEL SERVICE | Shipping Week End 10/28                                | 11/09/2023 | 143357 | 10.00     |
| UNITED PARCEL SERVICE | Shipping Week End 11/04                                | 11/22/2023 | 143472 | 10.00     |



| VENDOR                                   | DESCRIPTION                                  | DATE       | REF    | AMOUNT              |
|--|--|------------|--------|---------------------|
| UNITED PARCEL SERVICE                    | Shipping Week End 11/11                      | 11/22/2023 | 143472 | 10.00               |
| UNITED PARCEL SERVICE                    | Shipping Week End 11/18                      | 11/29/2023 | 143505 | 10.00               |
| USA BLUE BOOK                            | Hydrant Flusher - EB Pass                    | 11/01/2023 | 143326 | 2,853.83            |
| USA BLUE BOOK                            | Hydrant Locks - EB Pass                      | 11/29/2023 | 143506 | 953.21              |
| USA BLUE BOOK                            | Lab Supplies - CCRCP                         | 11/22/2023 | 143473 | 499.86              |
| USA BLUE BOOK                            | Lab Supplies - CCWTP                         | 11/01/2023 | 143326 | 3,615.00            |
| USA BLUE BOOK                            | Lab Supplies - CCWTP                         | 11/22/2023 | 143473 | 1,351.49            |
| USA BLUE BOOK                            | Supplies - EP                                | 11/22/2023 | 143473 | 68.59               |
| USA BLUE BOOK                            | UV Analyzer - Hunters WTP                    | 11/15/2023 | 143409 | 2,495.96            |
| USA BLUE BOOK                            | Valve - EP                                   | 11/22/2023 | 143473 | 208.61              |
| VALIC                                    | Def Comp 10/31/2023 Payroll                  | 11/30/2023 | REF    | 900.00              |
| VALIC                                    | Def Comp 11/15/2023 Payroll                  | 11/30/2023 | REF    | 900.00              |
| VALLEY SPRINGS NEWS                      | CIP Funding Ordinance Publication            | 11/22/2023 | 143474 | 113.75              |
| VALLEY SPRINGS NEWS                      | Publication of Capital Funding Ordinance     | 11/01/2023 | 143327 | 42.26               |
| VALLEY SPRINGS NEWS                      | Recruitment Ad IT, CS & Engineer 10/4-10/13  | 11/09/2023 | 143358 | 247.50              |
| VOYA FINANCIAL                           | Def Comp 10/31/2023 Payroll                  | 11/30/2023 | REF    | 534.00              |
| VOYA FINANCIAL                           | Def Comp 11/15/2023 Payroll                  | 11/30/2023 | REF    | 534.00              |
| WAGeworks                                | FSA Admin 10/23                              | 11/01/2023 | 143328 | 230.00              |
| WEST POINT LUMBER INC                    | WPWTP - Supplies                             | 11/15/2023 | 143410 | 86.27               |
| WEST POINT LUMBER INC                    | Supplies West Point Water Supply (CIP 11106) | 11/15/2023 | 143410 | 277.63              |
| WESTERN HYDROLOGICS                      | Water Rights Streamgaging Services           | 11/22/2023 | 143475 | 1,705.86            |
| WEX BANK                                 | Fuel October 2023                            | 11/30/2023 | REF    | 33,359.20           |
| WIENHOFF DRUG TESTING                    | Drug Screening                               | 11/09/2023 | 143360 | 510.00              |
| WIENHOFF DRUG TESTING                    | Drug Screening                               | 11/22/2023 | 143476 | 340.00              |
| WSP USA ENVIRONMENT & INFRASTRUCTURE INC | Local Hazard Mitigation Plan Update          | 11/15/2023 | 143411 | 2,859.50            |
| XYLEM WATER SOLUTIONS USA, INC           | UV Parts - FMWWTP                            | 11/15/2023 | 143412 | 9,420.00            |
| YOUNG'S COPPER ACE HARDWARE              | Fasteners - CC                               | 11/01/2023 | 143330 | 5.06                |
| ZONE 1 TRUCKING SCHOOL                   | 120 Hour Course - Cyr                        | 11/15/2023 | 143413 | 4,100.00            |
| <b>TOTAL NOVEMBER DISBURSEMENTS:</b>     |  |            |        | <b>2,785,776.31</b> |

**RESOLUTION NO. 2023-**

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

**RATIFYING CLAIM SUMMARY NO. 621**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 621 at the Regular Meeting held on December 13, 2023; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby ratifies Claim Summary Number 621 in the amount of \$3,410,666.23 for the month of November 2023.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of December 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk to the Board



# *Agenda Item*

*Ad*



# Agenda Item

DATE: December 13, 2023

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for November 2023

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## RECOMMENDED ACTION:

For information only.

## SUMMARY:

Per the District's Investment Policy, staff will report the monthly investment activity for the preceding month. During November 2023, the following investment transactions occurred:

| <b>Chandler Asset Management Activity:</b>    | <b>General</b>        | <b>Water CIP Loan</b> | <b>Sewer CIP Loan</b> |
|---|-----------------------|-----------------------|-----------------------|
| <b>Book Value at 10/31/2023</b>               | <b>20,244,308.89</b>  | <b>19,512,164.35</b>  | <b>7,348,717.17</b>   |
| Security Purchases                            | 738,910.00            | -                     | -                     |
| Money Market Fund Purchases                   | 229,551.10            | 82,089.34             | 30,916.28             |
| Money Market Contributions                    | -                     | -                     | -                     |
| Security Sales                                | (628,993.75)          | -                     | -                     |
| Money Market Fund Sales                       | (236,909.03)          | -                     | -                     |
| Maturities                                    | -                     | -                     | -                     |
| Principal Paydown                             | (66,302.62)           | -                     | -                     |
| Money Market Fund Withdrawals                 | (339.82)              | (1,053.61)            | (396.81)              |
| Amortization/Accretion                        | (298.34)              | -                     | -                     |
| Gain/Loss on Dispositions                     | (20,393.64)           | -                     | -                     |
| <b>Book Value at 11/30/2023</b>               | <b>20,259,532.79</b>  | <b>19,593,200.08</b>  | <b>7,379,236.64</b>   |
| <b>Local Agency Investment Fund Activity:</b> |                       |                       |                       |
| <b>Balance at 10/31/2023</b>                  | <b>9,628,004.85</b>   |                       |                       |
| <b>Withdrawals, Operating Cash</b>            | <b>(1,000,000.00)</b> |                       |                       |
| <b>Interest</b>                               | <b>-</b>              |                       |                       |
| <b>Balance at 11/30/2023</b>                  | <b>8,628,004.85</b>   |                       |                       |

LAIF (Local Agency Investment Fund) daily interest rates are 3.93% as of November 30, 2023.

**CALAVERAS COUNTY WATER DISTRICT**  
**INVESTMENT ACTIVITY**  
**FOR THE MONTH ENDING November 30, 2023**

| INVESTMENT TRUSTEE                     | TYPE OF FUNDS/Availability               | MARKET VALUE         | INVESTMENT COST      |                      |          | DATE INVST | CM INTEREST AND DIVIDEND RECVD |
|--|--|----------------------|----------------------|----------------------|----------|------------|--------------------------------|
|  |  |                      | COST                 | PAR (PRINC)          | CPN RATE |            |                                |
| Local Agency Investment Fund           | Restricted for Reserves/Special Projects | 9,529,460.16         | 9,529,460.16         | 9,529,460.16         | 3.760%   | ongoing    | -                              |
| Chandler Asset Management              | Restricted/Reserves/Expansion/AD/R&R     | 19,375,742.92        | 20,259,532.79        | 20,343,223.00        | 2.150%   | ongoing    | 15,223.90                      |
| Chandler Asset Management - Water Loan | Committed to Specific CIP Projects       | 19,593,200.08        | 19,593,200.08        | 19,593,200.08        | 4.980%   | ongoing    | 81,035.73                      |
| Chandler Asset Management - Sewer Loan | Committed to Specific CIP Projects       | 7,379,236.64         | 7,379,236.64         | 7,379,236.64         | 4.980%   | ongoing    | 30,519.47                      |
| <b>Totals</b>                          |  | <b>55,877,639.80</b> | <b>56,761,429.67</b> | <b>56,845,119.88</b> |          |            | <b>126,779.10</b>              |

**MONTHLY ACTIVITY**

| Chandler Asset Management Activity:           | General              | Water CIP Loan       | Sewer CIP Loan      |
|---|----------------------|----------------------|---------------------|
| <b>Book Value at 10/31/2023</b>               | <b>20,244,308.89</b> | <b>19,512,164.35</b> | <b>7,348,717.17</b> |
| Security Purchases                            | 738,910.00           | -                    | -                   |
| Money Market Fund Purchases                   | 229,551.10           | 82,089.34            | 30,916.28           |
| Money Market Contributions                    | -                    | -                    | -                   |
| Security Sales                                | (628,993.75)         | -                    | -                   |
| Money Market Fund Sales                       | (236,909.03)         | -                    | -                   |
| Maturities                                    | -                    | -                    | -                   |
| Principal Paydown                             | (66,302.62)          | -                    | -                   |
| Money Market Fund Withdrawals                 | (339.82)             | (1,053.61)           | (396.81)            |
| Amortization/Accretion                        | (298.34)             | -                    | -                   |
| Gain/Loss on Dispositions                     | (20,393.64)          | -                    | -                   |
| <b>Book Value at 11/30/2023</b>               | <b>20,259,532.79</b> | <b>19,593,200.08</b> | <b>7,379,236.64</b> |
| <b>Local Agency Investment Fund Activity:</b> |                      |                      |                     |
| <b>Balance at 10/31/2023</b>                  | <b>9,628,004.85</b>  |                      |                     |
| Withdrawals, Operating Cash                   | (1,000,000.00)       |                      |                     |
| Interest                                      | -                    |                      |                     |
| <b>Balance at 11/30/2023</b>                  | <b>8,628,004.85</b>  |                      |                     |

**CALAVERAS COUNTY WATER DISTRICT  
CHANDLER ASSET MANAGEMENT (General)**

**FOR THE MONTH ENDED November 30, 2023**

| INVESTMENT TRUSTEE/TYPE  | MARKET VALUE         | INVESTMENT COST      |                      |              | Dividends<br>Earned | Interest<br>Earned |
|--------------------------|----------------------|----------------------|----------------------|--------------|---------------------|--------------------|
|                          |                      | BOOK                 | PAR Value/Units      | CPN RATE     |                     |                    |
| Asset Backed Security    | 553,189.92           | 567,137.12           | 567,159.48           | 1.49%        |                     | 725.21             |
| Agency Securities        | 2,915,579.40         | 3,007,132.26         | 3,000,000.00         | 2.78%        |                     |                    |
| CMO                      | 948,620.30           | 974,127.33           | 990,000.00           | 3.74%        |                     | 2,856.58           |
| Corporate Securities     | 4,580,382.91         | 4,728,841.67         | 4,735,000.00         | 2.72%        |                     | 20,274.17          |
| Money Market Fund (Cash) | 81,063.52            | 81,063.52            | 81,063.52            | 4.98%        | 267.36              |                    |
| Municipal Bonds          | 204,431.00           | 203,176.27           | 200,000.00           | 5.12%        |                     |                    |
| Supernational Securities | 1,052,932.47         | 1,119,935.67         | 1,120,000.00         | 0.65%        |                     |                    |
| US Treasury              | 9,039,543.40         | 9,578,118.95         | 9,650,000.00         | 1.64%        |                     | 13,125.00          |
| <b>Totals</b>            | <b>19,375,742.92</b> | <b>20,259,532.79</b> | <b>20,343,223.00</b> | <b>2.00%</b> | <b>267.36</b>       | <b>36,980.96</b>   |



# *Agenda Item*

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# Agenda Item

DATE: December 13, 2023

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Approving's District Participation in the PARS Post-Employment Benefits Trust Program

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## RECOMMENDED ACTION:

Motion \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2023 - \_\_\_\_ Approving District's Participation in the PARS Post-Employment Benefits Trust Program.

## SUMMARY:

The District maintains an IRS Section 115 trust to pay Other Post Employment Benefits (OPEB) with Public Agency Retirement Services (PARS). This account has existed for over fifteen years and helps fund retiree health benefits. The District is looking to expand the Trust to include the option to fund both the current OPEB option and CalPERS pension obligations. The additional account option allows the District to set aside funds to mitigate rising pension costs and stabilize rates when needed. There is no requirement to place money in the account, nor is there an additional cost to the District until funds are placed in the Trust, at which point there is a structured fee based on assets under management.

PARS has partnered with U.S. Bank to serve as trustee and its sub-adviser HighMark Capital Management, Inc., to provide investment management services for the program. The District's existing agreement with PARS identifies HighMark Capital as the trustee. HighMark Capital was recently purchased by U.S. Bank, and U.S. Bank, as the new Trustee, requires that the District adopt the Trust by its official name, "Public Agencies Post-Employment Benefits Trust," and appoint a Plan Administrator for the Program. For this reason, the resolution has the Trust's name in the first and fourth "Be It Resolved" and the term "Plan Administrator" in the second and third "Be It Resolved," making them non-modifiable. The proposed agreement has been updated to reflect the changes.

This item was presented to the Finance Committee on November 21, 2023, and they directed staff to submit it to the Board naming Michael Minkler as Plan Administrator.

## FINANCIAL CONSIDERATIONS:

None at this time.

*Attachments: -Resolution No. 2023 - \_\_\_\_ Approving District's Public Agencies Post-Employment Benefits Trust Administered by Public Agency Retirement Services (PARS)  
-Draft PARS Agreement for Administrative Services*



**RESOLUTION NO. 2023 -**

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

**APPROVING THE ADOPTION OF THE  
PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST  
ADMINISTERED BY PUBLIC AGENCIES RETIREMENT SERVICES (PARS)**

**WHEREAS**, the Calaveras County Water District (the “District”) is currently participating in the Public Agencies Retirement Services (“PARS”) Post-Retirement Health Care Plan Trust for the prefunding of its retiree health benefits and other post-employment benefits other than pension benefits (“OPEB”); and

**WHEREAS**, the District may desire to set aside funds for the purpose of pre-funding its CalPERS pension obligation that will be held in trust for the exclusive purpose of making future contributions of the District’s required pension contributions and any employer contributions in excess of such required contributions at the discretion of the District; and

**WHEREAS**, PARS has made available the Public Agencies Post-Employment Benefits Trust (the “Program”) for the purpose of pre-funding both pension obligations and/or OPEB obligations as specified in the District’s plans, policies and/or applicable collective bargaining agreements; and

**WHEREAS**, the District is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

**WHEREAS**, the District can manage the pre-funding of its pension and OPEB obligations in a single trust under this Program, thereby gaining administrative and cost efficiencies; and

**WHEREAS**, the District’s adoption and operation of the Program has no effect on any current or former employee’s entitlement to post-employment benefits; and

**WHEREAS**, the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

**WHEREAS**, the District’s funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

**WHEREAS**, the District reserves the right to make contributions, if any, to the Program.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Calaveras County Water District as follows:

1. The Board of Directors hereby adopts the Public Agencies Post-Employment Benefits Trust, effective December 13, 2023; and
2. The Board hereby appoints Michael Minkler, General Manager, or his/her successor or his/her designee as the District's Plan Administrator for the Program; and
3. The District's Plan Administrator is hereby authorized to execute the PARS legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's Program; and
4. The Board of Directors, in accordance with Section 3.3 of the PARS Public Agencies Retirement Services Post-Retirement Health Care Plan Trust adopted effective June 10, 2009, hereby authorizes the withdrawal from said trust and directs the transfer of assets held in said trust to the OPEB Account established in the name of the District under the Public Agencies Post-Employment Benefits Trust, adopted herewith.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of December 2023 by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

\_\_\_\_\_  
President  
Board of Directors

**ATTEST:**

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board

## AGREEMENT FOR ADMINISTRATIVE SERVICES

This agreement (“Agreement”) is made this \_\_\_\_ day of \_\_\_\_\_, 2023, between Phase II Systems, a corporation organized and existing under the laws of the State of California, doing business as Public Agency Retirement Services and PARS (hereinafter “PARS”) and the [Agency Name] (“Agency”).

WHEREAS, the Agency has adopted the PARS Public Agencies Post-Employment Benefits Trust for the purpose of pre-funding pension obligations and/or Other Post-Employment Benefits (“OPEB”) obligations (“Plan”) and is desirous of retaining PARS as Trust Administrator to the Trust, to provide administrative services.

NOW THEREFORE, the parties agree:

1. **Services.** PARS will provide the services pertaining to the Plan as described in the exhibit attached hereto as “Exhibit 1A” (“Services”) in a timely manner, subject to the further provisions of this Agreement.
2. **Fees for Services.** PARS will be compensated for performance of the Services as described in the exhibit attached hereto as “Exhibit 1B”.
3. **Payment Terms.** Payment for the Services will be remitted directly from Plan assets unless the Agency chooses to make payment directly to PARS. In the event that the Agency chooses to make payment directly to PARS, it shall be the responsibility of the Agency to remit payment directly to PARS based upon an invoice prepared by PARS and delivered to the Agency. If payment is not received by PARS within thirty (30) days of the invoice delivery date, the balance due shall bear interest at the rate of 1.5% per month. If payment is not received from the Agency within sixty (60) days of the invoice delivery date, payment plus accrued interest will be remitted directly from Plan assets, unless PARS has previously received written communication disputing the subject invoice that is signed by a duly authorized representative of the Agency.
4. **Fees for Services Beyond Scope.** Fees for services beyond those specified in this Agreement will be billed to the Agency at the rates indicated in the PARS’ standard fee schedule in effect at the time the services are provided and shall be payable as described in Section 3 of this Agreement. Before any such services are performed, PARS will provide the Agency with a detailed description of the services, terms, and applicable rates for such services. Such services, terms, and applicable rates shall be agreed upon in writing and executed by both parties.
5. **Information Furnished to PARS.** PARS will provide the Services contingent upon the Agency providing PARS the information specified in the exhibit attached hereto as “Exhibit 1C” (“Data”). It shall be the responsibility of the Agency to certify the accuracy, content, and completeness of the Data so that PARS may rely on such information without further audit. It shall further be the responsibility of the Agency to deliver the Data to PARS in such a manner that allows for a reasonable amount of time for the Services to be performed. Unless specified in Exhibit 1A, PARS shall be under no duty to question Data received from the Agency, to compute contributions made to the

Plan, to determine or inquire whether contributions are adequate to meet and discharge liabilities under the Plan, or to determine or inquire whether contributions made to the Plan are in compliance with the Plan or applicable law. In addition, PARS shall not be liable for nonperformance of Services to the extent such nonperformance is caused by or results from erroneous and/or late delivery of Data from the Agency. In the event that the Agency fails to provide Data in a complete, accurate and timely manner and pursuant to the specifications in Exhibit 1C, PARS reserves the right, notwithstanding the further provisions of this Agreement, to terminate this Agreement upon no less than ninety (90) days written notice to the Agency.

6. **Records.** Throughout the duration of this Agreement, and for a period of five (5) years after termination of this Agreement, PARS shall provide duly authorized representatives of Agency access to all records and material relating to calculation of PARS' fees under this Agreement. Such access shall include the right to inspect, audit and reproduce such records and material and to verify reports furnished in compliance with the provisions of this Agreement. All information so obtained shall be accorded confidential treatment as provided under applicable law.
7. **Confidentiality.** Without the Agency's consent, PARS shall not disclose any information relating to the Plan except to duly authorized officials of the Agency, subject to applicable law, and to parties retained by PARS to perform specific services within this Agreement. The Agency shall not disclose any information relating to the Plan to individuals not employed by the Agency without the prior written consent of PARS, except as such disclosures may be required by applicable law.
8. **Independent Contractor.** PARS is and at all times hereunder shall be an independent contractor. As such, neither the Agency nor any of its officers, employees or agents shall have the power to control the conduct of PARS, its officers, employees, or agents, except as specifically set forth and provided for herein. PARS shall pay all wages, salaries, and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation, and similar matters.
9. **Indemnification.** PARS and Agency hereby indemnify each other and hold the other harmless, including their respective officers, directors, and employees, from any claim, loss, demand, liability, or expense, including reasonable attorneys' fees and costs, incurred by the other as a consequence of, to the extent, PARS' or Agency's, as the case may be, negligent acts, errors or omissions with respect to the performance of their respective duties hereunder.
10. **Compliance with Applicable Law.** The Agency shall observe and comply with federal, state, and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding the administration of the Plan. PARS shall observe and comply with federal, state, and local laws in effect when this Agreement is executed, or which may come into effect during the term of this Agreement, regarding Plan administrative services provided under this Agreement.

11. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. In the event any party institutes legal proceedings to enforce or interpret this Agreement, venue and jurisdiction shall be in any state court of competent jurisdiction.
12. **Force Majeure.** When a party's nonperformance hereunder was beyond the control and not due to the fault of the party not performing, a party shall be excused from performing its obligations under this Agreement during the time and to the extent that its performance is prevented by such cause. Such cause shall include, but not be limited to: any incidence of fire, flood, acts of God or unanticipated communicable disease, acts of terrorism or war commandeering of material, products, plants or facilities by the federal, state or local government, a material act or omission by the other party or any law, ordinance, rule, guidance or recommendation by the federal, state or local government, or any agency thereof, which becomes effective after the date of this Agreement that delays or renders impractical either party's performance under the Agreement.
13. **Ownership of Reports and Documents.** The originals of all letters, documents, reports, and data produced for the purposes of this Agreement shall be delivered to and become the property of the Agency. Copies may be made for PARS but shall not be furnished to others without written authorization from Agency.
14. **Designees.** The Plan Administrator of the Agency, or their designee, shall have the authority to act for and exercise any of the rights of the Agency as set forth in this Agreement, subsequent to and in accordance with the written authority granted by the Governing Body of the Agency, a copy of which writing shall be delivered to PARS. Any officer of PARS, or his or her designees, shall have the authority to act for and exercise any of the rights of PARS as set forth in this Agreement.
15. **Notices.** All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of the notices in person or by depositing the notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:
  - (A) To PARS: PARS; 4350 Von Karman Avenue, Suite 100, Newport Beach, CA 92660; Attention: President
  - (B) To Agency: [Agency]; [Agency Address]; Attention: [Plan Administrator Title]Notices shall be deemed given on the date received by the addressee.
16. **Term of Agreement.** This Agreement shall remain in effect for the period beginning \_\_\_\_\_, 2023 and ending \_\_\_\_\_, 2026 ("Term"). This Agreement may be terminated at any time by giving thirty (30) days written notice to the other party of the intent to terminate. Absent a thirty (30) day written notice to the other party of the intent to terminate, this Agreement will continue unchanged for successive twelve-month periods following the Term.
17. **Amendment.** This Agreement may not be amended orally, but only by a written instrument executed by the parties hereto.

18. **Entire Agreement.** This Agreement, including exhibits, contains the entire understanding of the parties with respect to the subject matter set forth in this Agreement. In the event a conflict arises between the parties with respect to any term, condition or provision of this Agreement, the remaining terms, conditions, and provisions shall remain in full force and legal effect. No waiver of any term or condition of this Agreement by any party shall be construed by the other as a continuing waiver of such term or condition.
19. **Attorneys Fees.** In the event any action is taken by a party hereto to enforce the terms of this Agreement the prevailing party herein shall be entitled to receive its reasonable attorney's fees.
20. **Counterparts.** This Agreement may be executed in any number of counterparts, and in that event, each counterpart shall be deemed a complete original and be enforceable without reference to any other counterpart.
21. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
22. **Effective Date.** This Agreement shall be effective on the date first above written, and also shall be the date the Agreement is executed.

**AGENCY:**

BY: \_\_\_\_\_  
Plan Administrator Name

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PARS:**

BY: \_\_\_\_\_  
Tod Hammeras

TITLE: Chief Financial Officer  
\_\_\_\_\_

DATE: \_\_\_\_\_

EXHIBIT 1A  
SERVICES

PARS will provide the following services for the [Agency Name] Public Agencies Post-Employment Benefits Trust:

1. Plan Installation Services:

- (A) Meeting with appropriate Agency personnel to discuss plan provisions, implementation timelines, actuarial valuation process, funding strategies, benefit communication strategies, data reporting, and submission requirements for contributions/reimbursements/distributions;
- (B) Providing the necessary analysis and advisory services to finalize these elements of the Plan;
- (C) Providing the documentation needed to establish the Plan to be reviewed and approved by Agency legal counsel. Resulting final Plan documentation must be approved by the Agency prior to the commencement of PARS Plan Administration Services outlined in Exhibit 1A, paragraph 2 below.

2. Plan Administration Services:

- (A) Monitoring the receipt of Plan contributions made by the Agency to the trustee of the PARS Public Agencies Post-Employment Benefits Trust (“Trustee”), based upon information received from the Agency and the Trustee;
- (B) Performing periodic accounting of Plan assets, reimbursements/distributions, and investment activity, based upon information received from the Agency and/or Trustee;
- (C) Coordinating the processing of distribution payments pursuant to authorized direction by the Agency, and the provisions of the Plan, and, to the extent possible, based upon Agency-provided Data;
- (D) Coordinating actions with the Trustee as directed by the Plan Administrator within the scope of this Agreement;
- (E) Preparing and submitting a monthly report of Plan activity to the Agency, unless directed by the Agency otherwise;
- (F) Preparing and submitting an annual report of Plan activity to the Agency;
- (G) Facilitating actuarial valuation updates and funding modifications for compliance with the applicable GASB pronouncements and/or statements, if prefunding OPEB obligations;
- (H) Coordinating periodic audits of the Trust;
- (I) Monitoring Plan and Trust compliance with federal and state laws.

3. PARS is not licensed to provide and does not offer tax, accounting, legal, investment or actuarial advice.

EXHIBIT 1B  
FEES FOR SERVICES

PARS will be compensated for performance of Services, as described in Exhibit 1A based upon the following schedule:

An annual asset fee shall be paid from Plan assets based on the following schedule:

| <u>For Plan Assets from:</u> |     |              | <u>Annual Rate:</u> |
|------------------------------|-----|--------------|---------------------|
| \$1                          | to  | \$10,000,000 | 0.25%               |
| \$10,000,001                 | to  | \$15,000,000 | 0.20%               |
| \$15,000,001                 | to  | \$50,000,000 | 0.15%               |
| \$50,000,001                 | and | above        | 0.10%               |

Annual rates are prorated and paid monthly. The annual asset fee shall be calculated by the following formula [Annual rate divided by 12 (months of the year) multiplied by the Plan asset balance at the end of the month]. Trustee and Investment Management Fees are not included.



EXHIBIT 1C  
DATA REQUIREMENTS

PARS will provide the Services under this Agreement contingent upon receiving the following information. Agency is solely responsible for ensuring that all information and documentation provided to PARS is true, correct, and authorized:

1. Executed Legal Documents:
  - (A) Certified Resolution
  - (B) Adoption Agreement to the Public Agencies Post-Employment Benefits Trust
  - (C) Trustee Investment Forms
  
2. Contribution – completed Contribution Transmittal Form signed by the Plan Administrator (or authorized Designee) which contains the following information:
  - (A) Agency name
  - (B) Contribution amount
  - (C) Contribution date
  - (D) Contribution method (Check, ACH, Wire)
  
3. Distribution – completed Payment Reimbursement/Distribution Form signed by the Plan Administrator (or authorized Designee) which contains the following information:
  - (A) Agency name
  - (B) Payment reimbursement/distribution amount
  - (C) Applicable statement date
  - (D) Copy of applicable premium, claim, statement, warrant, and/or administrative expense evidencing payment
  - (E) Signed certification of reimbursement/distribution from the Plan Administrator (or authorized Designee)
  
4. Other information pertinent to the Services as reasonably requested by PARS and Actuarial Provider.



# *Agenda Item*

*5a*



# Agenda Item

DATE: December 13, 2023

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, HR Manager  
Jeffrey Meyer, Director of Administrative Services

SUBJECT: Discussion/Action regarding approval of an amendment to the Fiscal Year 2023-24 Personnel Allocation

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## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2023 - \_\_\_\_ amending Fiscal Year 2023-24 Personnel Allocation to add one Accountant I/II classification.

## **SUMMARY:**

As Calaveras County Water District (District or CCWD) employees leave the District, it provides District staff the opportunity to review our staffing levels and needs. The District's most recent Water Resources Manager (WRM) left the District a couple months ago. Since then, District management have considered several differing options on backfilling or repurposing the position while staying fiscally responsible. Options included 1) replace the position with an in-house General Counsel and hire a position that would focus on much needed GIS activities, and 2) hire a Management Analyst position and a second Water Resources Specialist and place under the District's Engineering department, and 3) hire a Water Resources Manager funded by the water resources reserve for up to three years and utilize the savings to fill a new accountant position to address staffing shortages in the Administrative Services Department.

## **RECOMMENDATION:**

The final option reviewed and recommended is to hire an Accountant I/II for succession planning reasons. This change will result in an annual savings of \$56,000. These savings will then be used to fund the hiring of a Water Resources Manager with an estimated total compensation cost of \$161,000. The remaining \$105,000 will come from the FERC/Water Rights reserve funds.

This option will not increase the operating budget and enables the District to address critical staffing needs in the Water Resources and Admin Services Departments. It provides the District assistance in three critical areas:

## Administrative Services Succession Planning

The Administrative Services department consists of three departments: Customer Service, Accounting/Finance, and Information Systems. The Accounting/Finance department has three positions: Director of Administrative Services, Accountant, and Accounting Technician to perform all District accounting and finance functions. Of the three employees it is possible that all three employees could retire within the next five years.

A year ago, the Business Services Manager position was created and filled. A retired annuitant, Patti Christensen a previous CCWD Accountant, was also called on to assist in the succession planning needs of the District. The sharing of information and training has begun and will continue for the next several years. The District has benefited greatly from the use of Patti and are extremely grateful for the assistance she has provided the District. However, it has become clear that the District needs a second Accountant, at least for the next 3-5 years.

An additional full-time Accountant position will assist the Administrative Services department in more than succession planning. The additional Accountant will most importantly allow the department to have additional knowledge transfer, implement Tyler more quickly and efficiently, and provide project accounting duties to the Engineering department. The position will greatly assist the Engineering Department in CIP budget planning and tracking, as well as grant applications and grant administration.

## Project Accounting Management for the Engineering Department

The District's aggressive Capital Improvement Project list as well as normal operational projects is keeping the Engineering department busy between project design, plan review, construction, reporting, project accounting, and managing consultants. With the addition of an Accountant, the Administrative Services department will be able to assist the Engineering department with project accounting for both District funded and grant funded projects. Project accounting consists of reviewing and reconciling invoices to the project budget, including the calculation and monitoring of retention balances. It also includes reconciling the project costs to the project funding sources and ensuring that the correct funding sources are used, and adequate funding is available.

Grant project accounting includes all the above, plus completing the grant accounting forms required by the grantor. As projects often cross over into multiple funding sources and multiple fiscal years, it is critical to comply with the grantor's reporting requirements, especially those agencies that review and approval of vendor invoices prior to the District making vendor payments. Furthermore, as the District is often paid in arrears on grant funded projects, it is critical to monitor reimbursements along with project cash flow. And finally, it is

also extremely important to have accurate and timely reporting as these projects are often subject to Single Audits as part of the annual audit of our financial statements, Single Audits, which are then reported to federal and state agencies. Additionally, in approximately one month the department will be down one Engineer due to a long-term employee's retirement. Though the District has been recruiting for this position since the beginning of October, there have been minimal applicants and none that are qualified. The additional help by an Accountant will be even more helpful during the transition.

## Water Resources Management

The second half of this request is to use FERC/Water Rights funds to help fully fund the Water Resources Manager (WRM) position. Because the WRM will focus a considerable amount of time on the District's water rights extensions and FERC relicensing efforts, the District is able to use the FERC/Water Rights funds. This arrangement will also allow the WRM to assist and mentor the District's future Water Resources Specialist on basic water resources tasks. Tasks include state's water rights, supply, and demand (conservation) mandated reporting requirements, Geographic Information Systems (GIS) and backup modeling knowledge and skills, and WRM support and water resources program review.

CCWD has a complex water rights portfolio, in addition to our hydropower projects, compliance with the Sustainable Groundwater Management Act and new Water Use Efficiency requirements, and County-wide water resources planning jurisdiction. The Water Resources Manager also plays a critical role in overseeing all of these activities, as well as establishing partnerships with other agencies and community groups that are impacted by water supply issues.

## **FINANCIAL CONSIDERATIONS:**

Staff recommendation will use savings from the Water Resources Manager (WRM) position, which has been vacant since the end of September this year. The total compensation (salary and benefits) budgeted for the WRM for FY 23-24 is \$198,048.96. The total compensation amount paid to date was \$53,837.24, which leaves a balance of \$144,211.72. These savings can be used for the hiring of an additional Accountant I/II and a new WRM in February 2024 as recommended above. The estimated total compensation for both positions is \$139,593.38, which does not increase the FY 23-24 budget.

Looking ahead to the FY 24-25 budget, it is estimated that the total salary and benefit costs for both positions will not exceed \$379,241, which includes a maximum of \$220,206 for the WRM and \$159,035 for the Accountant I/II. It is anticipated that seventy-five percent (75%) of the WRM's work will be related to the FERC relicensing and water rights extension efforts, and thus will be funded by using some of the FERC/Water Rights Fund in the Interest Reserve Fund (Fund 108). The WRM's FERC

related work equals \$165,154 of the WRM's \$220,206 salary and benefits, leaving \$55,052 to be funded with operating funds. The FERC/Water Rights Fund has a current balance of \$5.3 million.

The projected FY 24-25 salary and benefit cost for the Accountant I/II is \$159,035. When added to the operating fund's share of the WRM, \$55,052, the total operating fund's portion for both positions is \$214,086, which is less than the FY 24-25 projected \$220,206 salary and benefit costs for the WRM.

**STRATEGIC PLANNING:**

The 2021-2026+ CCWD Strategic Plan (Strategic Plan, adopted April 28, 2021, per Board of Directors' Resolution No. 2021-24, outlines several Goals and Objectives (Objectives) meant to identify organizational opportunities and measure CCWD's results over time. Consistent with the Strategic Plan, this Agenda Item supports the following objectives:

- EO-01        Develop a District that our customers value and our Board and staff are proud to serve.
  
- EO-04        Ensure proactive succession planning.
  
- EO-06        Develop thought leadership.
  
- EO-09        Evaluation the District's essential staffing and priorities.
  
- PI-01 Leverage hydropower projects to benefit the near- and long-term priorities.
- PI-05 Protect, develop, and extend the District's water rights.

*Attachments:    Resolution 2023-\_\_\_ amending Fiscal Year 2023-24 Personnel Allocation  
Fiscal Year 2023-24 Personnel Allocation*

**RESOLUTION NO. 2023-**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT TO AMEND THE FISCAL YEAR 2023-24  
PERSONNEL ALLOCATION**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2023-27 on May 24, 2023 approving the most current version of the Fiscal Year 2023-24 Personnel Allocation; and

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby find that it is in the best interest of the District to add an additional Accountant position; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT authorizes an amendment to the Fiscal Year 2023-24 Personnel Allocation, attached hereto and made a part hereof, is hereby approved and adopted.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of December 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

\_\_\_\_\_  
President  
Board of Directors

**ATTEST:**

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board

| Department                                       | Full Time Position                           | FY 2021-22   | FY 2022-23   |
|--|--|--------------|--------------|
| Administrative Services                          | <b>Accountant I/II<sup>+++</sup></b>         | 2            | <b>2</b>     |
|  | Accounting Technician I/II                   | 1            | 1            |
|  | Business Services Manager <sup>****</sup>    | 0            | 1            |
|  | Customer Service Representative I/II/III/SR* | 3            | 3            |
|  | Customer Service Supervisor <sup>+</sup>     | 1            | 0            |
|  | Director of Administrative Services          | 1            | 1            |
|  | External Affairs Manager                     | 1            | 1            |
|  | Information System Administrator             | 1            | 1            |
|  | Information System Technician <sup>**</sup>  | 0            | 1            |
|  | Succession IT Admin (2 Months)               | 0.17         | 0            |
| <b>59 – Administrative Services Total</b>        |  | <b>10.17</b> | <b>11</b>    |
| Engineering/Technical Services                   | Construction Inspector I/II/III/SR           | 1            | 1            |
|  | Construction/ Inspection - Senior Supervisor | 1            | 1            |
|  | District Engineer                            | 1            | 1            |
|  | Engineer - Associate, Civil, Senior          | 3            | 3            |
|  | Engineering Coordinator                      | 1            | 1            |
|  | Engineering Technician                       | 1            | 1            |
| <b>58 – Engineering/Technical Services Total</b> |  | <b>8</b>     | <b>8</b>     |
| General Management                               | Executive Assistant/Clerk to the Board       | 1            | 1            |
|  | General Manager                              | 1            | 1            |
|  | Human Resources Manager                      | 1            | 1            |
|  | Human Resources Technician                   | 1            | 1            |
| <b>General Management Total</b>                  |  | <b>4</b>     | <b>4</b>     |
| Utility Services                                 | Administrative Technician I/II/Sr            | 1            | 1            |
|  | Collection System Worker I/II/III/IV/Sr      | 5            | 5            |
|  | Construction and Maintenance Manager         | 1            | 1            |
|  | Construction Worker I/II/III/Sr              | 7            | 6            |
|  | Director of Operations                       | 1            | 1            |
|  | Distribution Worker I/II/III/IV/Sr           | 9            | 9            |
|  | Electrical/Instrumentation Tech I/II/Sr      | 1            | 2            |
|  | Electrical/SCADA Senior Supervisor           | 1            | 1            |
|  | Facilities Maintenance Worker                | 1            | 1            |
|  | Mechanic I/II/Sr                             | 3            | 3            |
|  | Operations, Senior Supervisor                | 4            | 4            |
|  | Plant Operations Manager                     | 1            | 1            |
|  | Purchasing Agent                             | 1            | 1            |
|  | SCADA Technician I/Sr                        | 2            | 1            |
|  | Utility Worker I/II/Sr                       | 3            | 4            |
| Water/Wastewater Plant Operator <sup>++</sup>    | 10   | 10.25        |              |
| <b>Utility Services Total</b>                    |  | <b>51</b>    | <b>51.25</b> |
| Water Resources                                  | Manager of Water Resources                   | 1            | 1            |
|  | Water Resources Technician <sup>**</sup>     | 0            | 1            |
| <b>Water Resources Total</b>                     |  | <b>1</b>     | <b>2</b>     |
| Total Personnel Allocation                       |  | 74.17        | 76.25        |

\* Customer Service Representative Temp position ends June 30, 2024

\*\* Added Information Systems Technician per Res. No. 2022-74

\*\*\* Added Water Resources Technician per Res. No. 2022-74

\*\*\*\* Added Business Services Manager per Res. No. 2023-27

+ Business Services Manager filled with Customer Service Supervisor per Res. No. 2023-27

++ Addition of 0.25 Temp Employee to cover employee on leave per Res. No. 2023-27

+++ Addition of Accountant per Res. No. 2023 - \_\_





# *Agenda Item*

*5a*



# Agenda Item

DATE: December 13, 2023

TO: Michael Minkler, General Manager

FROM: Charles Palmer, Senior Civil Engineer

RE: Discussion/Action regarding Amendment to Professional Services Agreement for Hydrosience Engineers for the Arnold Wastewater Treatment Facilities Improvement Project, CIP #15095

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## RECOMMENDED ACTION

Motion: \_\_\_\_\_/\_\_\_\_\_ to adopt Resolution No.2023-\_\_\_\_\_ authorizing General Manager to execute proposed Amendment #3 to the Professional Services Agreement (PSA) with Hydrosience Engineers in the amount of \$130,489.00 for the Arnold Wastewater Treatment Facilities Improvement Project, CIP #15095 to provide assistance with technical and environmental packages for a Small Community Wastewater (SCWW) Funding Program grant application.

## SUMMARY

The Arnold Wastewater Treatment Facilities Improvement Project has an estimated cost of \$8.0 million in the adopted 5-year CIP and will add a new secondary clarifier and numerous other electrical and operational improvements. Hydrosience Engineers prepared the design which is now 100% complete, and the project is shovel ready to bid for construction. Upon submitting a pre-application for initial evaluation for possible grant funding, CCWD was advised the service area appears to be an eligible as a disadvantaged community and to proceed with submitting a full construction grant application for the project. An Engineer's Report and Environmental Document must be prepared and submitted with the grant application. Staff requested the attached proposal, contract Amendment #3, from Hydrosience Engineers to prepare the Engineer's Report and to retain Dewberry as a subconsultant to prepare the necessary environmental documents. Staff requests authorization for Amendment #3 scope of work and fees totaling \$130,489.00.

## **FINANCIAL CONSIDERATIONS**

The FY 2023-24 adopted budget has sufficient funding to cover Amendment #3. If able to secure this grant opportunity, it will have a significant beneficial outcome on the overall wastewater CIP program by bringing more funding into the program without further burdening our customers. This allows CCWD to finance and proceed with other essential projects that because of a lack of funding were otherwise being postponed 5-10 years.

*Attachments: Resolution No. 2023-\_\_ Hydroscience Amendment  
Hydroscience Amendment*

**RESOLUTION NO. 2023-**

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

**APPROVING AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR  
THE ARNOLD WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT,  
CIP 15095**

**WHEREAS**, by Board Resolution 2021-61 dated June 23, 2021, HydroScience Engineers, Inc. was awarded a Professional Service Agreement (PSA) in the amount of \$378,951 for engineering and design of a new secondary clarifier and other improvements to the Arnold Wastewater Treatment Facility; and

**WHEREAS**, two prior amendments to the PSA were issued to the PSA in October 2021 to add design for a new electrical motor control center (MCC) and programmable controller (PLC) and then in October 2022 for the design of upgrades to the digester aeration blowers. Fees for the two prior amendments total \$74,431.00; and

**WHEREAS**, staff requested attached proposal from Hydrosience for Amendment #3 to provide assistance with technical and environmental packages for a Small Community Wastewater (SCWW) Funding Program grant application. Hydrosience will prepare an Engineer's Report for the grant application and Dewberry as a subconsultant will prepare necessary environmental documents.

**NOW BE IT RESOLVED**, the Board of Directors of the Calaveras County Water District hereby approves the contract changes and authorizes the General Manager to execute contract Amendment #3 with Hydrosience Engineers, Inc. in the amount of \$130,489.00.

**PASSED AND ADOPTED** this 13th day of December, 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

\_\_\_\_\_  
President  
Board of Directors

**ATTEST:**

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board

**Calaveras County Water District  
 Arnold Wastewater Treatment Facility Improvement Project - CIP 15095  
 HydroScience Engineers Amendment 3 Scope of Work**

---

HydroScience will provide the following additional services in support of the Arnold WWTF Improvement Project:

- Adapt the November 2021 PDR and supplement with additional technical information to address the “Project Report” requirement listed on page 3 of 17 of the Clean Water State Revolving Fund (CWSRF) Technical Package Application.
- Add the following components to the Project Report:
  - Recoating and rehabilitation of the Effluent Storage Tank
  - Refurbishment of the Effluent Filters
  - Generator platform and cover
- Prepare Environmental Documentation in support of CWSRF funding eligibility

This amendment does not address completion of design, bid support, or engineering services during construction. These items will be separately scoped.

The detailed scope of work for this amendment is below and shall be appended to our existing scope of work as previously amended:

**Task 1: Project Management and Coordination**

HydroScience will participate in up to 3 additional bi-weekly coordination calls to address the above additional work and the extended design duration resulting from it. HydroScience will provide general project management and coordination activities.

**Task 6: CWSRF Project Report**

HydroScience shall develop the CWSRF Project Report as defined on page 3 of 17 of the Clean Water State Revolving Fund (CWSRF) Technical Package Application, further detailed in Attachment T1. To prepare this report, HydroScience will adapt and update the Draft Preliminary Design Report dated November 2021 as follows:

| <b>CWSRF Project Report Requirement</b>                                    | <b>Work Plan</b>  |
|--|---|
| Project Area   | Develop this section based on documentation provided by the District (existing master plan, prior report of waste discharge, etc.).   |
| Wastewater Characteristics, Existing Facilities, and Current Water Quality | Expand the discussion to address Items A-J in CWSRF Attachment T1, utilizing the 2020 Design Report, summary of discharge violations provided by Operations, and asset management program information provided by the District.<br><br>Note: A Sewer System Evaluation Survey, if required by CWSRF to address excessive infiltration/inflow, is not included in this scope of work and would be by others. |

|   |  |
|---|--|
| Treatment Objectives for Discharge or Reuse | The project is not driven by effluent quality improvement. This section will be augmented with additional discussion justifying the need for the upgrades to provide reliable compliance with existing limits and redundancy.  |
| Project Alternatives Analysis               | <p>Add a No Project alternative. Discuss the impacts of not implementing the project.</p> <p>Add a brief discussion of infeasibility of regional or consolidation alternatives.</p> <p>Perform a deeper analysis of why additional digestion capacity is required. May require more data from Operations showing lack of sufficient performance (volatile solids data and dewatering performance). Supplement with high level calculations demonstrating insufficient capacity.</p> <p>Expand evaluation of RAS pumping alternatives to include consideration of life cycle costs as well as the additional cost of a wet well for the submersible chopper option.</p> <p>Secondary clarification discussion expected to be sufficient as-is, with minor editing.</p> <p>Complete replacement of MCC, control panel, and standby generator expected to be sufficiently justified by an expanded discussion of obsolescence of existing equipment, lack of availability of spare parts, and increased power load.</p> |
| Selected Project                            | <p>Expand on basis for selecting the recommended project. Add useful life of project discussion.</p> <p>Prepare a life cycle cost estimate for the expanded facility.</p> <p>Include an updated detailed schedule.</p> <p>Describe permits required for project implementation.</p>  |

HydroScience will prepare a technical report in accordance with the Technical Package and WRFPP requirements. HydroScience will prepare a draft of the Technical Package for review by the District. District comments will be incorporated into the Technical Package as appropriate and finalize the document for submittal to the Division of Financial Assistance by the District. HydroScience will address Division comments and finalize the report. This scope and fee assumes that the comments to address in this step are moderate in nature and will not require a significant deviation from the work plan described above.

**Deliverable**

- Technical Package: Draft PDF, electronic submission of final to Division

**Assumptions**

- District to prepare all other components of the CWSRF application package not specifically listed herein.

## Task 7: CEQA

HydroScience's subconsultant Dewberry Engineers (Dewberry) shall prepare environmental documentation which is compliant with CWSRF and relevant federal regulations in accordance with **Attachment A**. An Initial Study/Mitigated Negative Declaration is addressed by this scope.

HydroScience will prepare a Project Description and assist Dewberry with technical questions related to the design in support of their impact analysis.

## Assumptions

- District to prepare all other components of the CWSRF application package not specifically listed herein.
- District to provide the data listed above for incorporation into the Project Report

## Fees:

The proposed amendment amount for the above services is \$130,489 as detailed in **Attachment B**.

November 1, 2023

HydroScience Engineers  
Attn: Bill Slenter  
Principal  
10569 Old Placerville Rd  
Sacramento, Ca 95827-2504

RE: Calaveras County Water District Arnold Wastewater Treatment Plant Improvement Project –  
Proposal for Environmental Services

Dear Bill,

Dewberry is pleased to submit this proposal to provide environmental services for this project. We understand the Calaveras County Water District (CCWD) is proposing operational improvements to the Arnold Wastewater Treatment Plant (WWTP) and will pursue funding through the Clean Water State Revolving Fund (SRF) administered by the State Water Resources Control Board (SWRCB). As part of the SRF process, CCWD will need to provide environmental documentation pursuant to the California Environmental Quality Act (CEQA) and to demonstrate compliance with relevant federal regulations consistent with the federal cross-cutting requirements.

## Scope of Work

Dewberry proposes to complete the tasks listed below. All deliverables will be submitted in electronic format, unless noted otherwise.

### 1.1 Project Description

Dewberry will prepare a project description sufficient to analyze the project under CEQA. The Preliminary Design Report, prepared by HydroScience, will be the basis of the project description. The project description will include a description of the proposed improvements, staging areas, construction phasing, water management, construction methods and equipment, depth of ground disturbance, and other details to assist with environmental impact evaluations. Dewberry will submit the draft project description to HydroScience and CCWD for review. We have allocated 4 hours to revise the project description based on project team review.

Deliverables

- Project Description

### 1.2 Technical Studies

Dewberry will prepare technical information for biological resources, cultural resources, and air quality to support CEQA review and to document compliance with federal cross-cutting requirements.

#### 1.2.1 Biological Resources

Dewberry will prepare a Biological Resources Evaluation (BRE) to support the CEQA analysis and to document compliance with the Endangered Species Act and the Migratory Bird Treaty Act.

Prior to conducting field surveys, Dewberry will conduct a literature review and database search to determine which special-status species and habitats have the potential to occur within the project area. Dewberry biologists will conduct a field survey to document the vegetation communities and habitats



present, and to assess the potential for special-status species to occur. Trees on the project site 6 inches diameter at breast height and larger will be inventoried.

Dewberry will prepare a BRE that includes an assessment of the entire project area, including potential impacts to sensitive habitats, state and federal special status plant and animal species, and federally designated critical habitats. The BRE will compile information from current database records, include a description of field methods and results of the field studies, identify impacts and recommended mitigation, where needed. Dewberry has allocated 8 hours to respond to two rounds of comments on the draft BRE from the project team.

#### Deliverables

- Biological Resources Evaluation

### 1.2.2 Cultural Resources

Dewberry will prepare an Historic Properties Identification Report (HPIR) to support the CEQA analysis and to document compliance with the National Historic Preservation Act (NHPA).

Dewberry will prepare an Area of Direct Impacts (ADI)/Area of Potential Effect (APE) for the project area to guide background research and fieldwork. Referencing the ADI/APE map, Dewberry will review relevant in-house records and sensitivity analyses, and archaeological site records. Dewberry will request a records search from the Central California Information Center (CCIC) of California Historical Resources Information System (CHRIS) for the project area and a 1/4-mile buffer around the project area.

The Native American Heritage Commission (NAHC) will be contacted to request a search of the Sacred Lands database and to request a list of Native American Tribes and other groups or individuals with potential knowledge of cultural resources in the project area. Native American consultation will be conducted by the SWRCB, if necessary. Dewberry will also assist CCWD with Assembly Bill (AB) 52 consultation by preparing consultation request letters on CCWD letterhead. Dewberry will send up to 10 letters to the Tribes via certified mail, return receipt requested. Follow-up emails or phone calls will be made to interested individuals.

An archaeological inventory will be conducted for the APE utilizing pedestrian transects to identify the presence or absence of cultural resources visible on the surface. Environmental factors that may have affected use of the areas by prehistoric and historic occupants (e.g., elevation, food or material resources, proximity to water) and environmental factors that may have limited the survival or visibility of archaeological remains (e.g., historic landslides, erosion, or modern disturbance) will also be noted.

Dewberry will document the records searches and field investigation in the HPIR. Dewberry has allocated 8 hours to respond to two rounds of comments on the draft HPIR from the project team.

#### Deliverables

- Historic Properties Identification Report
- AB 52 letters on CCWD letterhead

### 1.2.3 Air Quality

Dewberry's subconsultant, Entech, will prepare a Threshold of Significance Evaluation for Project Construction Impacts to support the CEQA analysis and to document compliance with the Clean Air Act. The focus of the construction analysis will be on the pollutants of greatest concern: PM10, NOx, VOC, and Ozone. Emission calculation tools such as the CalEEMod model will be used to quantify emissions from construction and compared to the Central California Air Pollution Control District thresholds to determine significance. Entech will also quantify greenhouse gas emission levels, using CalEEMod to

determine CO2 emissions from construction. These results of these analyses will be documented in a technical memorandum.

#### Deliverables

- Air Quality Technical Memorandum

### **1.3 Initial Study/Mitigated Negative Declaration**

Dewberry will complete the following tasks during preparation of the Initial Study/Mitigated Negative Declaration (IS/MND).

#### **1.3.1 Administrative Draft IS/MND**

Dewberry will prepare an Administrative Draft IS/MND to analyze project construction and operation effects on the environment. Dewberry will work with CCWD to prepare the appropriately formatted IS/MND according to CEQA Guidelines, the CEQA Initial Study Checklist, and CCWD requirements and guidance. In addition, The IS/MND will be prepared to meet the required ADA-compliant electronic files for CCWD and the State Clearinghouse. The IS/MND will include a project description, existing conditions, the potential adverse effects of project implementation (both individual and cumulative) for resources as necessary, and mitigation measures as required.

Dewberry will submit the Administrative Draft IS/MND to CCWD for review. Dewberry will respond to one round of comments and has estimated 12 hours for this task.

#### Deliverables

- Administrative Draft IS/MND

#### **1.3.2 Preliminary Draft IS/MND**

Upon receipt of one round of consolidated CCWD review comments, Dewberry will prepare a Preliminary Draft IS/ MND for final approval before public circulation and review. Dewberry will submit the Preliminary Draft IS/MND to CCWD for review and approval to circulate. Dewberry will respond to one round of comments and has estimated 6 hours for this task.

#### Deliverables

- Preliminary Draft IS/MND

#### **1.3.3 Screencheck Draft IS/MND**

Upon receipt of one round of consolidated CCWD review comments, Dewberry will prepare a Screencheck Draft IS/ MND that will include responding to CCWD comments and completing necessary revisions. Dewberry will submit the Screencheck Draft to CCWD for final approval before publishing for public circulation and review.

#### Deliverables

- Screencheck Draft IS/MND

#### **1.3.4 Public Distribution and Review**

An electronic copy (PDF and Word format) of the public review Draft IS/MND will be provided to CCWD for distribution. Dewberry will prepare a Notice of Intent to Adopt a Mitigated Negative Declaration and Notice of Availability for an Initial Study, and submit to CCWD for publication in the newspaper of general circulation or for mailing to CCWD's distribution list. Dewberry will work with CCWD in determining the appropriate person(s) (i.e., Submitter) to upload the required documentation onto the State Clearinghouse

website no later than 3:30 PM on the start day of public circulation. The Submitter can be CCWD, or CCWD can designate Dewberry as the Submitter.

#### Deliverables

- Public Review Draft IS/MND for public distribution
- Notice of Intent to Adopt a Mitigated Negative Declaration and Notice of Availability for an Initial Study
- Master file of the Draft IS/MND, figures, and references

### **1.3.5 Draft Final IS/MND**

At the conclusion of the 30-day public comment period, Dewberry will meet with CCWD to discuss the comments received and the preparation of the final document. Dewberry will prepare a comment/response table to summarize substantive environmental issues and to respond to those issues. Dewberry will submit the Draft Final IS/MND, including the Response to Comments Appendix, for CCWD review. We have budgeted for a maximum of 40 hours for responding to comments generated by the public.

### **1.3.6 Final IS/MND**

After CCWD has reviewed the draft-final IS/MND and draft MMRP (task 1.3.7), Dewberry will incorporate the revisions into the document and submit the Final IS/MND and MMRP. Dewberry has budgeted 8 hours for responding to CCWD review comments.

Dewberry will prepare the draft Notice of Determination (NOD) for CCWD to review and comment. Dewberry will revise and return the NOD to CCWD to file with the State Clearinghouse and the Calaveras County Clerk's Office within 5 days of CCWD Board of Directors approval of the IS/MND (pursuant to CEQA guidelines). CCWD is responsible for payment of the filing fee with the Calaveras County Clerk's Office and payment of the California Department of Fish and Wildlife (CDFW) CEQA Document filing fee.

#### Deliverables

- Notice of Completion (NOC)
- Notice of Determination (NOD)
- Final IS/MND

### **1.3.7 Mitigation Monitoring and Reporting Program (MMRP)**

To comply with the Public Resources Code §21081.6 (Assembly Bill 32180), Dewberry will prepare a Mitigation Monitoring and Reporting Program (MMRP) to be defined through working with CCWD to identify appropriate monitoring steps/procedures and to provide a basis for monitoring such measures during and upon project implementation. The MMRP will be in a checklist format to serve as the foundation of the MMRP for the project.

The MMRP indicates the mitigation measure number as outlined in the IS/MND, the IS/MND reference page (where the measure is documented), a list of Mitigation Measures (in chronological order under the appropriate topic), the Monitoring Milestone (agency/department responsible for verifying implementation of the measure), Method of Verification (documentation, field checks, etc.), and a verification section for the initials of the verifying individual, date of verification, and pertinent remarks. Dewberry will prepare a Draft MMRP that will be submitted to CCWD for review at the Draft Final IS/MND submittal. Dewberry will respond to one consolidated set of comments on the Draft MMRP, resulting in up to 8 total staff hours.

#### Deliverables

- Final MMRP

### 1.4 SRF Environmental Package

Dewberry will complete the SRF Program’s Environmental Package (Construction) that is the basis for SWRCB approval and federal compliance. As part of this effort, Dewberry will prepare an alternatives analysis pursuant to SRF guidance based on information provided from the design team. The analysis will include three alternatives: a No Project alternative and two project alternatives, with one being the proposed project/preferred alternative. The analysis of each alternative will be cursory, consisting of a brief description of the alternative and a concise discussion of how it meets the project objectives and the impacts relative to the preferred alternative. We have budgeted for a maximum of 8 hours for responding to comments generated during review of the SRF Environmental Package.

This task also includes 12 hours of senior staff time to assist SWRCB staff with federal agency coordination, if needed.

#### Deliverables

- SRF Environmental Package (including Alternatives Analysis)

### 1.5 Meetings and Project Management

Dewberry will attend up to eight virtual meetings with the project team to review the status of the environmental review and discuss upcoming activities. Dewberry’s Project Manager will undertake a variety of general project management tasks including but not limited to scheduling meetings, coordinating with the project team, monitoring project progress and budget, and invoicing.

### Fee

We estimate a budget of \$84,550 will be sufficient to complete this Scope of Work, in accordance with our current Professional Services Agreement with HydroScience and our 2023-24 Standard Hourly Billing Rate Schedule (attached). This budget includes all direct and indirect costs and will not be exceeded without client approval. Reimbursables include costs for travel (mileage) and records searches. A summary of budget by task is provided in Table 1.

Table 1: Fee Table

| TASK   | FEE             |
|--|-----------------|
| 1.1 Project Description                          | \$4,100         |
| 1.2 Technical Studies                            | \$32,100        |
| 1.3 Initial Study/Mitigated Negative Declaration | \$29,200        |
| 1.4 SRF Environmental Package                    | \$10,200        |
| 1.5 Meetings and Project Management              | \$8,200         |
| Reimbursables                                    | \$750           |
| <b>Total</b>                                     | <b>\$84,550</b> |

Mr. Bill Slenter  
CCWD Arnold Wastewater Treatment Plant Improvement Project  
November 1, 2023

We appreciate the opportunity to continue our working relationship with HydroScience and CCWD. If you have any questions regarding our proposal, please do not hesitate to contact me via email at [jbray@dewberry.com](mailto:jbray@dewberry.com) or via phone at 916.296.0626.

Sincerely,



Jeff Bray  
Senior Associate

### **Attachment**

2023-24 Standard Hourly Billing Rate Schedule

CALIFORNIA STANDARD HOURLY  
BILLING RATE SCHEDULE  
7/1/2023 - 6/30/2024



| DEWBERRY                                 |            | HOURLY RATES |          |          |          |
|--|------------|--------------|----------|----------|----------|
| <b>PROFESSIONAL</b>                      |            |              |          |          |          |
| Principal                                | \$385.00   |              |          |          |          |
| Architect I, II, III                     | \$110.00   | \$125.00     | \$145.00 |          |          |
| Architect IV, V, VI                      | \$165.00   | \$185.00     | \$205.00 |          |          |
| Architect VII, VIII, IX                  | \$230.00   | \$250.00     | \$280.00 |          |          |
| Interior Designer I, II, III, IV         | \$110.00   | \$130.00     | \$145.00 | \$180.00 |          |
| Engineer I, II, III                      | \$125.00   | \$150.00     | \$170.00 |          |          |
| Engineer IV, V, VI                       | \$185.00   | \$215.00     | \$250.00 |          |          |
| Engineer VII, VIII, IX                   | \$275.00   | \$305.00     | \$335.00 |          |          |
| Geographer/GIS I, II, III                | \$105.00   | \$115.00     | \$140.00 |          |          |
| Geographer/GIS IV, V, VI                 | \$160.00   | \$180.00     | \$205.00 |          |          |
| Geographer/GIS VII, VIII, IX             | \$235.00   | \$275.00     | \$320.00 |          |          |
| Professional I, II, III                  | \$115.00   | \$140.00     | \$165.00 |          |          |
| Professional IV, V, VI                   | \$185.00   | \$210.00     | \$230.00 |          |          |
| Professional VII, VIII, IX               | \$260.00   | \$285.00     | \$320.00 |          |          |
| <b>TECHNICAL</b>                         |            |              |          |          |          |
| Designer I, II, III                      | \$120.00   | \$150.00     | \$175.00 |          |          |
| Designer IV, V, VI                       | \$200.00   | \$220.00     | \$240.00 |          |          |
| CADD Technician I, II, III, IV, V        | \$90.00    | \$110.00     | \$130.00 | \$155.00 | \$195.00 |
| Surveyor I, II, III                      | \$75.00    | \$90.00      | \$110.00 |          |          |
| Surveyor IV, V, VI                       | \$125.00   | \$140.00     | \$160.00 |          |          |
| Surveyor VII, VIII, IX                   | \$175.00   | \$210.00     | \$260.00 |          |          |
| Technical I, II, III                     | \$95.00    | \$115.00     | \$145.00 |          |          |
| Technical IV, V, VI                      | \$155.00   | \$170.00     | \$200.00 |          |          |
| <b>EMERGENCY MANAGEMENT</b>              |            |              |          |          |          |
| Emergency Management I, II, III          | \$95.00    | \$120.00     | \$155.00 |          |          |
| Emergency Management IV, V, VI           | \$185.00   | \$240.00     | \$310.00 |          |          |
| <b>CONSTRUCTION</b>                      |            |              |          |          |          |
| Construction Professional I, II, III     | \$140.00   | \$170.00     | \$205.00 |          |          |
| Construction Professional IV, V, VI, VII | \$235.00   | \$265.00     | \$315.00 | \$350.00 |          |
| Inspector I, II, III                     | \$95.00    | \$120.00     | \$155.00 |          |          |
| Inspector IV, V, VI, VII                 | \$175.00   | \$200.00     | \$225.00 | \$265.00 |          |
| <b>SURVEY FIELD CREWS</b>                |            |              |          |          |          |
| Fully Equipt 1, 2, 3 Person Crews        | \$160.00   | \$195.00     | \$255.00 |          |          |
| With Laser Scanner 1, 2 Person           | \$215.00   | \$250.00     |          |          |          |
| <b>ADMINISTRATION</b>                    |            |              |          |          |          |
| Admin Professional I, II, III, IV, V     | \$85.00    | \$105.00     | \$125.00 | \$160.00 | \$185.00 |
| Non-Labor Direct Costs                   | Cost + 15% |              |          |          |          |

STANDARD HOURLY BILLING RATE SCHEDULE | ATTACHMENT A

7/1/23-6/30/24 (Future Years Subject to 5% Escalation)

REVISED 7.1.2023 | SUBJECT TO REVISION

COMPANY CONFIDENTIAL AND PROPRIETARY: USE OR DISCLOSURE OF DATA CONTAINED ON THIS SHEET IS SUBJECT TO RESTRICTION.

Calaveras County Water District

Engineering and Design Services for the Arnold Wastewater Treatment Facility Improvement Project, CIP 15095

Amendment 3 Proposed Fee

November 8, 2023

| Task                    | Item | Description                                      | Curtis Lam<br>PIC and QA/QC | Bill Slenter<br>Project Manager | Eric Jones<br>Project Engineer | Kyle Fooks<br>Design Support | Bya Founas<br>Design/Estimating | Thinh Le<br>Electrical/EIC Lead | Mike Hernandez<br>Electrical EIC Support | Anthony Perez<br>AutoCAD Specialist | Hours      | Fee             | Dewberry-<br>Environmental | OCDs       | Expense Subtotal<br>with Markup | Total Fee        |
|-------------------------|------|--|-----------------------------|---------------------------------|--------------------------------|------------------------------|---------------------------------|---------------------------------|--|-------------------------------------|------------|-----------------|----------------------------|------------|---------------------------------|------------------|
|                         |      | Labor Classification                             | Prin                        | Prin                            | E-VI                           | E-II                         | E-II                            | E-VI                            | E-III                                    | CAD                                 |            |                 |                            |            |                                 |                  |
|                         |      | Hourly Rate                                      | \$288                       | \$288                           | \$241                          | \$194                        | \$194                           | \$267                           | \$204                                    | \$150                               |            |                 |                            |            |                                 |                  |
| <b>1</b>                |      | <b>Project Management and Coordination</b>       | <b>8</b>                    | <b>15</b>                       | <b>0</b>                       | <b>0</b>                     | <b>4</b>                        | <b>0</b>                        | <b>0</b>                                 | <b>0</b>                            | <b>27</b>  | <b>\$7,400</b>  | <b>\$0</b>                 | <b>\$0</b> | <b>\$0</b>                      | <b>\$7,400</b>   |
|                         |      | General Project Management/Tracking              | 2                           | 9                               |                                |                              |                                 |                                 |  |                                     | 11         | \$3,168         |                            |            | \$0                             | \$3,168          |
|                         |      | Coordination Meetings (3)                        |                             | 6                               |                                |                              | 4                               |                                 |  |                                     | 10         | \$2,504         |                            |            | \$0                             | \$2,504          |
|                         |      | QA/QC  | 6                           |                                 |                                |                              |                                 |                                 |  |                                     | 6          | \$1,728         |                            |            | \$0                             | \$1,728          |
| <b>6</b>                |      | <b>CWSRF Project Report</b>                      | <b>0</b>                    | <b>24</b>                       | <b>4</b>                       | <b>0</b>                     | <b>82</b>                       | <b>4</b>                        | <b>16</b>                                | <b>0</b>                            | <b>130</b> | <b>\$28,116</b> | <b>\$0</b>                 | <b>\$0</b> | <b>\$0</b>                      | <b>\$28,116</b>  |
|                         |      | Coordination call with District and CWSRF (2)    |                             | 4                               |                                |                              | 4                               |                                 |  |                                     | 8          | \$1,928         |                            |            | \$0                             | \$1,928          |
|                         |      | Develop Internal Draft Project Report            |                             | 12                              | 4                              |                              | 50                              | 2                               | 8  |                                     | 76         | \$16,286        |                            |            | \$0                             | \$16,286         |
|                         |      | Impelement District Comments, Finalize Report    |                             | 4                               |                                |                              | 8                               | 1                               | 4  |                                     | 17         | \$3,787         |                            |            | \$0                             | \$3,787          |
|                         |      | Address CWSRF Comments, Finalize Report          |                             | 4                               |                                |                              | 20                              | 1                               | 4  |                                     | 29         | \$6,115         |                            |            | \$0                             | \$6,115          |
| <b>7</b>                |      | <b>CEQA</b>                                      | <b>0</b>                    | <b>8</b>                        | <b>0</b>                       | <b>0</b>                     | <b>16</b>                       | <b>0</b>                        | <b>0</b>                                 | <b>0</b>                            | <b>24</b>  | <b>\$5,408</b>  | <b>\$85,300</b>            | <b>\$0</b> | <b>\$89,565</b>                 | <b>\$94,973</b>  |
|                         |      | Project Description                              |                             |                                 |                                |                              |                                 |                                 |  |                                     | 0          | \$0             | \$4,100                    |            | \$4,305                         | \$4,305          |
|                         |      | Technical Studies                                |                             |                                 |                                |                              |                                 |                                 |  |                                     | 0          | \$0             | \$32,100                   |            | \$33,705                        | \$33,705         |
|                         |      | IS/MND Development                               |                             |                                 |                                |                              |                                 |                                 |  |                                     | 0          | \$0             | \$29,200                   |            | \$30,660                        | \$30,660         |
|                         |      | SRF Environmental Package                        |                             |                                 |                                |                              |                                 |                                 |  |                                     | 0          | \$0             | \$10,200                   |            | \$10,710                        | \$10,710         |
|                         |      | Meetings and Project Management                  |                             |                                 |                                |                              |                                 |                                 |  |                                     | 0          | \$0             | \$8,200                    |            | \$8,610                         | \$8,610          |
|                         |      | Reimbursibles                                    |                             |                                 |                                |                              |                                 |                                 |  |                                     | 0          | \$0             | \$750                      |            | \$788                           | \$788            |
|                         |      | HydroScience Proj Description Dev and CEQA Coord |                             | 8                               |                                |                              | 16                              |                                 |  |                                     | 24         | \$5,408         | \$750                      |            | \$788                           | \$6,196          |
| <b>Amendment Totals</b> |      |  | <b>8</b>                    | <b>47</b>                       | <b>4</b>                       | <b>0</b>                     | <b>102</b>                      | <b>4</b>                        | <b>16</b>                                | <b>0</b>                            | <b>181</b> | <b>\$40,924</b> | <b>\$85,300</b>            | <b>\$0</b> | <b>\$89,565</b>                 | <b>\$130,489</b> |



# *Agenda Item*

*6a*





# Agenda Item

DATE: December 13, 2023  
TO: Michael Minkler, General Manager  
FROM: Damon Wyckoff, Director of Operations  
RE: Report on the November 2023 Operations Department

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## **RECOMMENDED ACTION:**

Report on the Operations Departments Report for Districts 1 through 5.

## **SUMMARY:**

Attached is the monthly Operations Department Report for November 2023. The report will review the operational status and work completed by departmental administration and each of the five Districts. The report will cover the following:

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

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

## **FINANCIAL CONSIDERATIONS:**

None.

*Attachment: November 2023 Operations Department Reports for Districts 1 through 5*

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# Operations Departments Report

November 1<sup>st</sup> through November 30<sup>th</sup>, 2023

## **Director of Operations:**

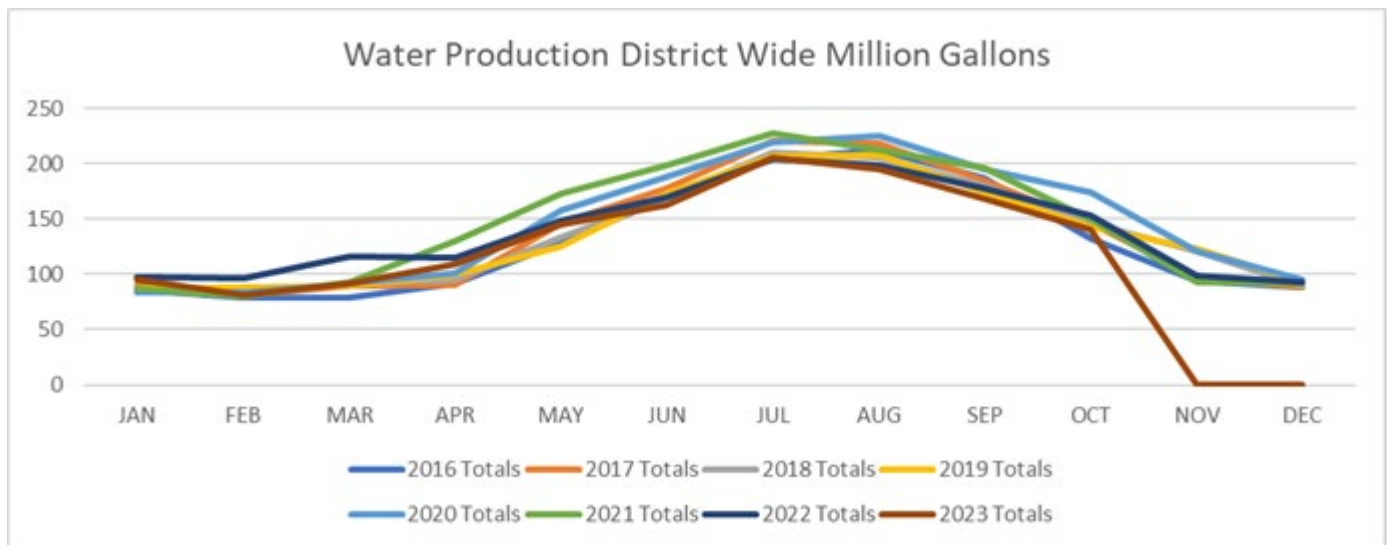
1. On-going coordination and management of multiple District Operations projects and work efforts.
2. Provided a Tour to Customers in our Jenny Lind Water System. Shadowed our Jenny Lind Distribution Crew as they repaired a leaking service lateral.
3. Onsite Discussion with the owner of the Cedar Ridge Subdivision related to storm prep and snowplow work efforts.
4. Site visits to multiple in-construction District projects.
5. Continued to work with District Staff and the consultant to ensure the effective resolution of punch list items for the AMI Project.
6. Participated in the North Central CWEA Training Group Meeting to plan Collections Systems training opportunities for 2024.
7. Participated in multiple onsite project progress meetings.
8. On-going FEMA coordination related to DR-4683 and DR-4699.
9. Attended the ACWA Fall Conference. Among other efforts, participated in significant discussions related to the California Air Resources Boards (CARBs) Clean Fleets Regulation.
10. On-going CARB related work with MCWRA and ACWA.
11. Continued participation in meetings with Calaveras County Public Works focused on road conditions and project coordination in the Rancho Calaveras Service Area.

## **Administrative Technician:**

1. Maintained Field Calendar
2. Received/Tracked All USA North Line 811 Locates – Handled Associated Calls – 649 Received District Wide
3. Facilitated with Employee Reimbursements
4. Facilitated with Employee Certification – Applications, Exams, Renewals, Trainings, Resources
5. Field Training Course Ordering/Registrations/Travel Arrangements
6. Process Operations Purchase Order Batches
7. On Call Reminders, Transfers, Logs
8. Electronic Lab Report Filing
9. Organizing and Archiving Operations Department Documents
10. Safety Tailgate Meetings: Create, Track, & Archive
11. Attended Various Meetings & Webinars
12. Permit Renewals
13. Continued CERS Program Work Efforts
14. 2023 Backflow Program Work Efforts
15. Cross Connection Survey Work Efforts
16. Create 2024 On Call Schedule
17. Miscellaneous Administrative Functions

**Plant Operations Manager:**

1. Completed the review and acceptance of the monthly State Water Reports for all the Districts Water Systems and submitted them to the State.
2. Completed the monthly Wastewater Reports for all the Districts Wastewater Systems and submitted them to the State.
3. Working very closely with the new operator in West Point to ensure that all system needs are met.
4. On-going work associated with PO's and ordering supplies for different District facilities and projects.
5. Continued work efforts on annual backflow testing
6. Ongoing work efforts associated with the Ebbetts Pass HAA5 violation for purposes of public notification and data collection.
7. Did backflow testing in our West Point service area with our contractor for delinquent accounts.
8. Working with our lab on UCMR5 sampling.
9. Attended the New Hogan Operator Training.
10. Did 42 site visits with the County for hazardous materials and for the California Environmental Reporting System.
11. Attended the Northern California Power Agency Emergency Action Plan meeting.
12. Attended the quarterly supervisor meeting.
13. Did SAFER Clearinghouse reporting.
14. Ongoing work efforts related to the District's Cross Connection Control Surveys with Ms. Burke.
15. Attended a workshop pertaining to CCWD issues.
16. Started working on the District's 23/24 fiscal year Water Loss Audits.
17. Working with Peterson Brustad Inc. on West Point water plant filter addition.
18. Working on the Operations plan for revision for West Point Water Treatment Plant.
19. On-going work efforts with the Districts CERS (California Environmental Reporting System) annual reporting.
20. Working with the Sheriff's department on getting our new radio tower site up and going.
21. Below is the water production for the month of October 2023.



## **Construction and Maintenance Manager:**

1. Staff meetings.
2. Board meetings.
3. AMI weekly project update meetings.
4. Copper Lift Station and force main relocation project weekly meetings.
5. West Point/Wilseyville Consolidation on-site project meeting.
6. Attended monthly CWEA Northern/Central CA meeting.
7. Attended and assisted with the coordination of Mobile MMS training.
8. Assisted in preparing Cla-Val training for Staff.
9. Coordinated Staff to assist with emergency 2" leak repair behind West Point Water Treatment Plant.
10. Responded with Collection and Construction Crews to a manhole spilling sewer in Arnold, relayed information to Director of Ops for spill report.
11. Site meeting with staff and owner of Cedar Ridge to discuss winter plowing and operations.
12. Site meeting with Construction and Collections Supervisors to discuss West Point septic tank installation and options.
13. Site visit to West Point/Wilseyville Consolidation project with CCWD staff and members of SWRCB/DFA.
14. Attended quarterly Supervisors meeting.
15. Site meeting at LS 6 & 8 in Poker Flat to discuss work efforts pertaining to temporary bypass pumping and dewatering during project.
16. Assisted in conducting a tour for customers from the Jenny Lind area of the A-B Transmission main project and filed crew leak repair efforts.
17. Met with rep from PG&E and CCWD staff to discuss end of year items and undergrounding project information.
18. Attended lunch and learn about pressure sewer benefits presentation presented by E/One and Shape Inc.
19. Site visit to residence on Lucas Lane in Valley Springs to check on water quality complaint.
20. Site meeting at LS 17 in Copper with CCWD staff, homeowner, and representative from Tri-Dam about installation of a retaining wall along the bench.
21. Field visit to Country Lane in West Point to look at exposed 2" line, found that it has been abandoned and replaced already.
22. Worked to commission meter and nodes to help with the completion of the AMI project and punch list items.
23. West Point work coordination with Construction Supervisor.
24. Put together flushing numbers for each area for end of year water loss reporting.
25. Submit all right of way notification for leak repair efforts to County Public Works.
26. Field visit to 4807 Lakeshore in Copper to look at meter misread concern form homeowner.
27. Filed visit to Meadowmont shopping center in Arnold to look at 4" prv in hotbox.
28. Assisted in coordination of trucks and items as well as setting up for Celebration of Life for lost CCWD staff member.
29. Attended celebration of Life for lost CCWD staff member.
30. Multiple field/site visits.
31. Review and approve timecards.
32. Multiple phone calls to customers to discuss issues/concerns.

## **Purchasing Agent:**

1. Worked on inventory of new warehouse.
2. Completed invoicing for purchased material.
3. Met with various reps and received quotes for various items for purchase.
4. Ordered parts, tools, materials, and equipment for all Departments.
5. Coordinated servicing of District Vehicles for Field Staff.
6. Reconciled Credit Cards for Field Staff.
7. Worked with our Facilities Maintenance worker on work order completion.
8. Set up new shops for enterprise fleet for truck shops.
9. Purchased pumps for Lift Station 21, Lift Station 5, La Contenta WWTP, and Forest Meadows WWTP.
10. Ordered valves and hydrants for the District.
11. Delivered supplies, materials, and parts.

12. Coordinated work for the cleanup of the Huckleberry Lift Station site.
13. Worked on recall orders for our leased vehicles.

## **Water Treatment Plants:**

### **Copper Cove Water Treatment Plant:**

1. Operations as usual
2. B Tank/Clearwell rehabilitation and replacement project has begun.
3. Divers cleaned Copperopolis and C Tanks without any issues.
4. Walk through preconstruction for Clearwell and B-Tanks project.

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

1. Ran pilot using ACH chemical feed system at plant.
2. All ACH pilot information is logged on data sheet.
3. Conducted special sampling during ACH trails.
4. ERS is scheduled to conduct repairs on filter #1 clarifier media leak.
5. Quarterly DBP samples collected.
6. Operations as normal.
7. Re-filled White Pines lake after tule removal effort by the Construction Crew
8. Monthly White Pines Dam inspection completed.

### **Jenny Lind Water Treatment Plant:**

1. Operations as usual

### **Sheep Ranch Water Treatment Plant:**

1. Operations as usual
2. Clearwell Inspection and cleaning completed.

### **Wallace Lake Estates Well System:**

1. Operations as usual

### **West Point Water Treatment Plant:**

1. Operations as Usual
2. On-going construction for the installation of the second filter – piping installation continues.

## **Wastewater Treatment Plants:**

### **Arnold Wastewater Treatment Plant:**

1. Operations as usual
2. Flow meters calibrated.
3. Spare Auma actuator for clarifier came in (Stored in Mike C. shop)
4. Still waiting on Keystone backwash actuator and Auma waste actuator.
5. Blowers serviced.
6. Debris screen installed around effluent wet well
7. Work order into Construction Crew for help with main line effluent leak (Updated Pat B.).

### **Copper Cove Wastewater Treatment Plant:**

1. Pond 6 is dropping with the RCP in operation. Now blending Pond 4 and Pond 6 to maintain operations. Pump in Pond 6 installed to continue emptying Pond 6 to lowest level possible.
2. Solids in Ponds 1, 2 and 4. Are causing operational issues, and this needs to be addressed as soon as possible. (I am aware that Pat B and Jesse have been in contact and working on a test for the solids removal with CCWD staff and equipment. This would be a huge cost savings.

### **Copper Cove Wastewater Reclamation Plant:**

1. The RCP continues to operate at a reduced flow. Maintaining influent flows to Wastewater plant.

### **Country House Wastewater Facility:**

1. Operations as usual

### **Forest Meadows Wastewater Treatment Plant:**

1. Operations as usual
2. EFF Flow meter failed again- readings erratic. Using DAF reset flow for daily totals.
3. Replaced belt on DAF #1 compressor.
4. EFF pump #1 taken to shop for rebuild. Found spare pump at Vallecito yard. Cameron took to shop as well.
5. Utility truck dead- won't start. Mechanics notified.
6. Construction Crew installed culvert and flushed drains behind UV MCC room- plans for further construction made.
7. Picked up spare parts for new UV system.
8. Rolls of wire stolen from UV MCC room- door will not shut because of bypass hoses- can't be locked.
9. Mechanics installing covers on UV channel.
10. Electricians are continuing to work on Wedeco system.
11. ARV installed on EFF line pre-UV channel.
12. Installed/ moved water line to wet room from UV MCC room.

### **Indian Rock Vineyards Wastewater Facility:**

1. Operations as usual

### **La Contenta Wastewater Treatment Plant:**

1. Operations as usual

### **Mountain Retreat / Sequoia Woods Wastewater Facility:**

1. Operations as usual

### **Six Mile Wastewater Collection System:**

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

### **Southworth Wastewater Treatment Plant:**

1. Operations as usual

### **Vallecito / Douglas Flat Wastewater Treatment Plant:**

1. Operations as usual
2. 6-inch ductile x 90 installed on new emergency bypass pipe.
3. Repaired contact basin recycle weir gate.
4. Cleaned chlorine contact basin.
5. Installed a new chlorine tank and pump for emergency contact basin.
6. Replaced UV bulb and ribbon on UVT monitor (ordered replacement bulb and 4 new ribbons).

### **West Point Wastewater Treatment Plant:**

1. Operations as usual

### **Wilseyville Wastewater Facility:**

1. Operations as usual

## **Distribution:**

### **Copperopolis Distribution System:**

#### **SERVICE LINE WORK**

1. Gate 1 of Poker Flat
2. 851 Foothill
3. 648 Foothill

4. 48 Copper Cove
5. 544 Sunrise
6. 777 Foothill

**MAIN LINE WORK**

None during this period

**Additional Work**

1. 3 Valves Turned
2. Service Requests
3. Flushed 24,660 gallons.
4. USA's
5. Prepped the B Tank site for T&S Construction to move in and begin their work on the Tanks – Potholed, located our Distribution System piping, and cleared the area to allow for equipment staging.

**Ebbett's Pass Distribution System:**

**SERVICE LINE WORK**

1. Forest Meadows Dr.- 1" poly repair with assistance from Tommy Sage
2. Red Bud Ct. - 1" poly repair
3. Apache Dr. B.T.V.- 1" Blue poly- Cut out and replaced 8' and 2 existing repairs.
4. Navajo Dr. B.T.V.- 1" poly- Cut out and replaced 6' of poly with assistance from Collections.
5. Sandalwood Dr. Forest Meadows- 1" poly split at Corp.
6. Avery Sheep Ranch Rd.- 1" poly split at Corp (Emergency repair on Sunday) with Tommy/ Dave B/ Chris R./ Kurtis W.
7. Fairway Dr. Meadowmont- 1" poly split at Corp.

**MAIN LINE WORK**

1. Wylderidge Dr.- repaired leaking 6" MJ fitting at hydrant guard valve
2. Silver Saddle Dr. Sunset Park- repaired 4" AC pipe cracked by tree roots.
3. Meadowmont Center- repaired leaking 2" galvanized to Blow-off

**Additional Work**

1. 470 USA Tickets
2. 19 Service Requests Completed
3. Flushed 12,000 Gallons – Big Trees 2 Zone.
4. Attended Cla-Val training at La Contenta
5. Completed compaction testing for patch paving in Arnold.
6. Deployed new pressure logging recorders for ongoing Reach 1 system analysis.
7. Repaired washed out sections of D.I. main on Sierra Pkwy Dr. from 2023 winter storms.
8. Built and installed multiple protective boxes for tank plumbing at new storage tanks, in process of building boxes for Sheep Ranch Tank
9. Have begun organizing and cleaning up in preparation winter snow removal efforts.

**Jenny Lind Distribution System:**

**SERVICE LINE WORK**

1. 6861 Jenny Lind Rd – Flare replacement
2. 2636 Holmquist
3. 2636 Hartvickson – Full line replacement
4. 4615 Heney Ct
5. 7256 Westhill
6. 7371 Westhill
7. 5292 Treosti
8. 8575 McAtee
9. 7192 Baldwin
10. 8091 Westhill
11. 7090 Westhill
12. 6579 Bergsma
13. 8951 McAtee
14. 3016 Heinemann
15. 8091 Baldwin
16. 6780 Baldwin
17. 7571 Westhill

18. 4836 Dixon Ct
19. 6717 Baldwin
20. 7002 Cane
21. 7790 Nall
22. 4859 Bane
23. 8713 Stinson View – Flare replacement
24. 8605 Rice Ct
25. 8269 Sparrowk
26. 8784 Hautly
27. 7410 Gabor

**ACTIVE LEAKS**

1. 3351 Barde
2. 2" valve 9056 McAtee
3. 2153 Partridge
4. 4763 Bane
5. 4810 Bane
6. 4289 Brooks
7. 5966 Garner
8. 3908 Bartelink
9. 8562 Pardini
10. 8637 Pardini
11. 8429 Pardini
12. 8475 Pardini
13. 8268 Crotty
14. 7530 Westhill
15. 5821 Baldwin
16. 4766 Dunn
17. 5906 Clements Place
18. 5950 Clements Place

**MAIN LINE WORK**

1. 2" at 6074 Baldwin
2. 2" at 5444 Baldwin
3. 6" at 6311 Baldwin

**ADDITIONAL WORK**

1. Vehicle Inspections
2. Month end reads for Lancha Plana, raw water, hydrant meters and fill stations.
3. Lower end flushing for water quality
4. Tank and pump station checks
5. Line locates.
6. Work orders for meter installations, pressure problems, water quality issues, leak checks etc.
7. Cla-Val training class
8. Manual reads through Sentryx for billing.
9. Greased and performed maintenance on GapVax at La Contenta warehouse.
10. Flushed out in Wallace for operations department.
11. New tires installed on dump truck #743
12. Hauled a dump truck load of gravel up to West Point to assist Collections Crew with backfilling a project.
13. Assisted with leak repairs in West Point on 2" line on Marshall, 2" line at WPWTP and a leak on Acorn Way
14. Assisted utility crew with paving on Baldwin.
15. Show and tell on a leak repair for the public on Heinemann.
16. Cost to serves completed for new water line installations on Milton Rd and Hartvickson

**West Point Distribution System:**

**SERVICE LINE WORK**

1. 1" service line at 23720 HWY 26
2. 1" service line at 152 Marshall Way
3. 1" service line at 109 Barney Way
4. 1" service line at 176 Niderost



5. Flow meter at WTP
6. Assisted the Jenny Lind Crew in the repair of many leaks in Rancho.

#### **MAIN LINE WORK**

1. 2" at WTP
2. 2" at 152 Marshall Way

#### **ADDITIONAL WORK**

1. On call training
2. Cla-Val training
3. Pulled dam boards out of Moke river.
4. Field meet with George Reed Const. Paving on Bald Mountain Rd 7 valves- All valves were marked, and contractor paved rings around all valve per district standards.
5. USAs
6. Service request
7. Monthly reads
8. Weekly pump checks and flow meter reads
9. Supervisors meeting
10. Septic tank installation on Main St. Construction and Collections Crew
11. Installed 2" meter setter at Cal Fire station- Construction Crew.
12. Installed 2 6" steel Bollards on Xmas tree Ln -Construction Crew.
13. Worked on Generator at LS- Electricians.

## **Construction**

1. Assisted in leak repair with the Ebbetts Pass, Copper Cove, and Jenny Lind Distribution Crews
2. White Pines Reservoir tule removal.
3. Slurry Line Meter Read.
4. Fixed storm drain at the effluent building at the Forest Meadows WWTP. Installed 6" drainpipe.
5. Repaired washout on Choctaw in Copperopolis caused by a water leak.
6. Installed septic tank in West Point.
7. Installed 2" meter setter for the Cal FIRE water meter.
8. Set 6" bollards on Christmas Tree Lane in West Point.

## **Electrical:**

1. Repaired UVT sensor board and reinstalled at Forest Meadows WWTP UV system.
2. Troubleshoot and repaired Filter #1 backwash flow meter at West Point WTP, found backwash pump #1 in SCADA manual state.
3. Formed up/poured housekeeping pads for transformers at the new Forest Meadows UV system.
4. Replaced failed 500va UPS battery at Jenny Lind WTP.
5. Troubleshoot and repaired automatic transfer switch at Vallecito WWTP, generator won't shut off after exercise, found unit set to exercise for 10 hours, changed to 15 minutes.
6. Troubleshoot and repaired heaters at Hunters WTP, replaced locked fan motor, ordered 2 more.
7. Troubleshoot and repaired backwash flow meter at West Point WTP, changed settings for high air content.
8. Repaired corrupted trend data file for the SCADA #1 machine at Jenny Lind WTP after daylight savings time change.
9. Troubleshoot and replaced failed ASCO valve for the filter #3 and #4 feed water at Jenny Lind WTP.
10. Set transformers on new housekeeping pads at the Forest Meadows UV system.
11. Troubleshoot and repaired surface wash valve at West Point WTP filter #1, tested as well.
12. Rewired absorption clarifier feed water ASCO valve to switch at West Point WTP filter #1.
13. Rewired filter #1 turbidimeter feed water ASCO valve to switch per operator request at West Point WTP.
14. Troubleshoot ceiling fans at Hunters WTP, 3 were nonoperational, ordered 3 new ones.
15. Performed electrical system locate at B-Tank in Copperopolis for upcoming construction project.
16. Troubleshoot and repaired AMI repeater in the West Point service area.
17. Troubleshoot and repaired SCADA #1 machine at Copper Cove WTP, lost network connection, replaced network cable, rebooted computer, connection was then re-established.
18. Replaced failed wireless keyboard and mouse for the SCADA machines at West Point WTP.

19. Attended CWEA NorCal safety day training in Woodland.
20. Removed additional wiring and conduits from filter #1 at Jenny Lind WTP for the filter rehab project.
21. Replaced failed hour meter for pump #1 at Arnold lift station #3 with new unit.
22. Troubleshoot and repaired Copper Cove lift station #7, breakers tripped, pumps ragged up, lead and lag floats were out of order.
23. Replaced failed timer switch for the lights in the bathroom at Hunters WTP.
24. Recon at Hunters WTP for new influent flow meter project, got quote from Flexim for new meters.
25. Manually tested valves for new filter #2 at West Point WTP before filter start-up date.
26. Confirmed spare pull box conduits to switchgear at West Point WWTP for construction project.
27. Troubleshoot Kohler 80kw generator at Saddle Creek #2 lift station, SCRs blown, pest damage as well.
28. Installed/programmed new C-more HMI at A-Tank in Valley Springs after old unit failed during power outage.
29. Troubleshoot and repaired septic system in Southworth, frogs got into panel, removed frogs and duct sealed conduits.
30. After hours troubleshoot and repair of Copper Cove lift station #1, pump #1 ragged up, cleaned out, still won't pump, installed/tested new pump #2.
31. After hours troubleshoot and repair of high-level alarm at Copper Cove lift station #6, replaced failed low-level float.
32. Replaced failed pump #1 at Copper Cove lift station #1 with new unit and tested.
33. Troubleshoot and repaired high level alarm again at Copper Cove lift station #6, reset from backup, works well now.
34. Troubleshoot and repaired ozone generator #1 at Jenny Lind WTP, 3 circuit breakers were tripped, reset and tested function.
35. Troubleshoot and repaired premature high-level alarm at E-Tank in Valley Springs, high level float had slipped down, readjusted float height, tested.
36. Removed failed AMI repeater unit at 225 Quail Creek drive in Copperopolis, sent unit in for warranty repair.
37. Troubleshoot and repaired septic control system at 89 Main street in West Point, rewired controls and replaced all 3 floats.
38. Helped with new filter #2 testing at West Point WTP.
39. Troubleshoot and repaired AMI repeater at 1730 Rawhide Road in Arnold.
40. Wired in/tested new blower #3 at La Contenta WWTP.
41. Troubleshoot and repaired AMI repeater at 11 Kit Carson circle in Arnold, found charged controller faulty, ordered new unit.
42. Participated in factory startup of new Toshiba UPS for the U.V system at Forest Meadows WWTP.
43. Troubleshoot and repaired low air alarm at West Point WTP, found blown control fuse for mercury switch and replaced with new.
44. Performed annual flow meter calibrations in the Ebbetts Pass service area.
45. Troubleshoot and repaired the standby generator at the West Point lift station, logic stuck in Kohler controller, powered down unit and reenergized, tested system by simulating power outage, ran and transferred properly.
46. Troubleshoot and replaced the hour meter for pump #1 at Arnold lift station #3.
47. Troubleshoot and repaired backwash return pump #1 not in auto problem in the SCADA system at West Point WTP, H.O.A switch was dirty.
48. Troubleshoot and repaired the backwash return flow meter at WPWTP, was set to go to 20mA (max flow) during an error condition, reset parameter to 4mA.
49. Troubleshoot and repaired backwash return pump #2 fail to start alarm at West Point WTP, breaker was tripped, reset, and tested pump.
50. Walked operator through an ABB Magmaster flow meter totalizer fix at Big Trees #1 pump station over the phone.
51. Added the mechanical crew to the new SCADA alarming call out database at West Point WTP.
52. Added the On Call phone number to all the call out groups in the new SCADA system at West Point WTP.

## **Collections:**

1. SSO monthly reporting completed.
2. Weekly lift station inspections completed.

3. Monthly dry can inspections completed.
4. Continued USAs district wide.
5. Monthly vehicle inspections completed.
6. On-call training at the main office.
7. Hydro'd Blagen to LS 3 in Arnold. 6-month maintenance.
8. Pumped and cleaned septic tanks at Indian Rock leach fields for operations.
9. Had to take pumper truck 145 to the shop due to pump love joy failure. 11-2-23
10. Pulled pumps at Avery LS. 11-3-23(yearly maintenance).
11. Called to manhole 154 on Hwy 4 due to underground electrical contractor's work effort that bored through a lateral causing a main line blockage. Spill report filed with state. 11-3-23
12. Continued septic tank inspections and pumping in West Point.
13. Pumped and cleaned lift stations 41-43-44&45 in Connor's.
14. Helped the EP Distribution Crew with after-hours leak repair on Avery sheep ranch Road.
15. Called out to LS 7 due to pumps tripping out due to transducer failure.
16. Called out to Upper Cross-Country LS due to pump 2 failure.
17. Worked on septic tank alarm issues at 7081 Pitt ranch Road.
18. Called to 391 Spyglass in La Contenta for backed up lateral. Line has a large belly that needed to be cleared.
19. Pot-holed effluent line at 364 Main Street West Point for community park.
20. Called out to LS 1 in Copper due to pump one failure. Replaced pump. Early morning of 11-17-23.
21. Called out to 7124 Ospital. Septic was plugged with grease.
22. Called out to Lift Station 6 due to low level float going bad.
23. Checked on clean out at 4054 Arrowhead. Customer had damaged their side.
24. Helped the Jenny Lind Distribution Crew with leaks.
25. Called to 4660 Kiva drive to inspect CCWD sewer lines. Customer was concerned their driveway was sinking due to district infrastructure. 11-22-23
26. Called to 89 main street West Point for a septic alarm. Had to pump tank so we can rewire it.
27. Installed a septic tank at 344 main street West Point for community park.
28. Re-wired septic tank at 89 Main Street West Point.
29. Pulled pumps at LS 7 and cleaned them due to rag issues and cleaned the lift station.
30. Met at LS 17 regarding retaining wall with tri dam and property owner.

## **Mechanical:**

1. Training was a big focus. We all attended training and classes for: On-Call, Cla- Val's, Pumps & Motors (training via RCAC), leaks and repairs (RCAC as well), as well as OJT throughout the month while accomplishing work tasks.
2. A large project that Darren and Roy just completed was to cut aluminum cover plates for the new forest meadows UV system. The job required measurements, cutting fabrication and welding to fit the trough, associated wiring, and handles for easier operator maintenance.
3. Our Welding and fabrication work has also required some welder repair and shop set up as it was recently set up post the move-in.
4. We experienced a voltage production failure in the Saddle creek #2 generator (SC2) requiring hours of research, troubleshooting, training, and hands on repair. The faulty part was the SCR which marries the voltage regulators control to the high voltage windings of the generator's rotor and stator circuits.
5. Repaired a pumper truck's rubber PTO coupling and changed the PTO oil prior to completing an operational test to confirm acceptable operation.
6. Fabricated weld table clamps which saves a lot of money and is very useful when tooling.
7. Assisted the Collections Crew with scheduled pump maintenance at Avery School LS.
8. Removed Forest Meadows' effluent pump one for rebuild. With the Operators' help, we were able to identify a spare pump that could be utilized while rebuilding takes place.
9. Carried out district wide generator checks.
10. Serviced and repaired generators in Arnold and service areas above Arnold.
11. Continued repairs to VacCon #126 to insure a proper watertight closure of the rear can. We also rebuilt the truck's high-pressure water pump and corrected misc problems to ensure the passage of a 90-day BIT inspection.
12. Full service and hydraulic leak repair completed on the GapVax truck as well as the 90-day BIT inspection.

13. Midnight emergency response to Copper LS1 failure of both lift station pumps. Used a crane to lift and de rag pump 1, completely replace pump 2, situation required electrician and collections personnel also.
14. 90-day BIT inspection and corrections to Kenworth dump truck and transfer trailer.
15. Removed and prepped pump 4 at the Jenny Lind Water System's A-tank pump station with KCCO crane service due to size of large turbine pump.
16. Installed a blower electrical motor at the La Contenta WWTP requiring pully install and alignment.
17. C. Edens passed the test to obtain CWEA Mechanics technologist certification.
18. Installed Forest Meadows WWTP effluent #1 pump and motor test for smooth rotation, prep for power connection and operational test.

### **Underground:**

1. Finished installing services on Baldwin for the winter.
2. Assisted LaContenta crew with leak repair.
3. Finished paving on Baldwin for the winter.
4. Began cleanup to mobilize off Baldwin and move to Dunn.

**Prepared By: Damon Wyckoff, Director of Operations**