



**RESOLUTION NO. 2020-42**  
**RESOLUTION NO. PFA-03**  
**ORDINANCE NO. 2020-01**

## **AGENDA**

### **MISSION STATEMENT**

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

Regular Board Meeting  
Wednesday, July 22, 2020  
1:00 p.m.

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

**Based on guidance from the California Governor's Office, social distancing measures are imposed, Board chamber's capacity will be limited to 8 persons during public meetings. Social distancing and cloth facemasks are required.**

**The following alternatives are available to members of the public to watch these meetings and provide comments to the Board before and during the meeting:**

[Join meeting](#)

Meeting number (access code): 126 105 0788

Meeting password: CCWD072020 (22930720 from phones and video systems)

**Or join by phone [+1-408-418-9388](tel:+14084189388) Meeting number (access code): 126 105 0788**

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.

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### **BOARD OF DIRECTORS**

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

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. PUBLIC COMMENT

At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three minutes per person.

3. CONSENT AGENDA

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

3a Approval of Minutes for the Board Meetings of June 10 and June 24, 2020

3b Review Board of Directors Monthly Time Sheets for June, 2020

3c Ratify Claim Summary #580 Secretarial Fund in the Amount of \$2,925,258.46 for June, 2020

(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

3d Report on the Monthly Investment Transactions for June 2020

(Rebecca Callen, Director of Administrative Services)

3e Review and Direction of the FY 2019-20 Fourth Quarter Investment Report

(Rebecca Callen, Director of Administrative Services)

3f UB Delinquencies Submitted to the Tax Rolls

(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

3g Adoption of Fiscal Year 2020/2021 District Pay Schedule for CalPERS Compliance

(Stacey Lollar, Manager of Human Resources) **RES 2020-\_\_\_\_\_**

3h Amendment of the CCWD High School Scholarship Program

(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

3i Authorization of Capital Equipment Order

(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

3j Consideration of Renewal of Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Year 2020-21

(Michael Minkler, General Manager) **RES 2020-\_\_\_\_\_**

**4. NEW BUSINESS**

4a Presentation on Urban Water Management Plan (UWMP) 2020 Plan Cycle Update  
(Brad Arnold, Manager of Water Resources)

4b Discussion/Action regarding Award of Contract and Adoption of USDA Loan Resolutions  
for AMR/AMI Radio Read Meter Project, CIP #11096  
(Michael Minkler, General Manager)

- Awarding a Construction Contract for the Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) Radio Read Meter Project, CIP #11096

**RES 2020-\_\_\_\_\_**

- Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing the Costs of Acquiring and Installing Radio Read Meters, CIP #11096

**RES 2020-\_\_\_\_\_**

- \*Approval of Project Specific Legal Services Agreement

**RES 2020-\_\_\_\_\_**

**5. OLD BUSINESS**

None

**6. REPORTS**

6a Report on the June 2020 Operations Department  
(Damon Wyckoff, Director of Operations)

6b\* General Manager Report

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

**8. NEXT BOARD MEETINGS**

- Wednesday, August 12, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, August 26, 2020, 1:00 p.m., Regular Board Meeting

**9. CLOSED SESSION**

9a Conference with Legal Counsel – Potential Litigation Government Code  
§54956.9(b)(1) – 3 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  
Strategic Planning Consultant  
Selection Committee (ad hoc)

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

## Legal Counsel

Matthew Weber, Esq.  
Downey Brand, LLP

## Auditor

Richardson & Company, LLP

## Membership\*\*

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

Secada / Ratterman

Ratterman (alt. Michael Minkler)  
All Board Members  
Ratterman / Underhill (alt. Secada)  
Michael Minkler (Alt. Rebecca Callen)  
Thomas  
Secada (alt. Thomas)  
Davidson (alt. Ratterman)

Ratterman / Thomas  
Thomas (alt. Ratterman)

Thomas / Underhill  
All Board Members

All Board Members  
Brad Arnold (alt: TBD)

Brad Arnold

\* 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.



RESOLUTION NO. 2020-34  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2020-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

June 10, 2020

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

Staff Present: Michael Minkler, General Manager  
Matt Weber, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Joel Metzger, External Affairs Manager  
Tiffany Burke, Administrative Technician-Senior  
Corinne Skrbina, Customer Service Representative-Senior  
Sam Singh, Senior Engineering Tech

Others Present: Alice Montgomery  
Eric Glanville  
Dale Pilgeram  
Jennifer

**Based on guidance from the California Governor's Office and Department of Public Health, in order to minimize the potential spread of the COVID-19 virus, the Calaveras County Water District will convene its public meetings of the Board of Directors telephonically until further notice.**

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

President Underhill called the Regular Board Meeting to order via teleconference at 1:00 p.m. and led the pledge of allegiance.

## 2. PUBLIC COMMENT

There was no public comment.

## 3. CONSENT AGENDA

**MOTION: Directors Davidson/Ratterman-Approved Consent Agenda Items:  
3a, 3b, 3c, 3d, and 3e as presented**

- 3a Approval of Minutes for the Board Meeting of May 27, 2020.
- 3b Review Board of Directors Monthly Time Sheets for May, 2020
- 3c Ratify Claim Summary #579 Secretarial Fund in the Amount of \$1,939,931.31 for May, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-34**
- 3d Report on the Write-Off of Uncollectible Accounts Receivable for the period of December 1, 2019 through May 31, 2020  
(Rebecca Callen, Director of Administrative Services)
- 3e Report on the Monthly Investment Transactions for May 2020  
(Rebecca Callen, Director of Administrative Services)

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

## 4. NEW BUSINESS

- 4a Discussion/Direction regarding the Districts Termination of Service Policy  
(Joel Metzger, External Affairs Manager)

**DISCUSSION:** Mr. Metzger reviewed the history of District terminations dating back to the 1990's. Staff's interpretation of the termination of service language is that the water or wastewater laterals should be completely terminated at the main line to avoid abandoned service laterals. For a wastewater connection, this will usually involve cutting out the lateral at the sewer main, eliminating the lateral tee, and reconnecting the main. He explained that this approach would eliminate the District's liability for water or wastewater lines that are no longer active. Abandoned laterals that remain in place diminish the integrity of distribution and collections systems. Abandoned connections can leak, create opportunities for theft, and expose the District to potential unintended damage by property owners or other utilities that damage the laterals. In order for the termination of service to be approved, the customer must pay a \$300 administrative fee and an operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped. There was significant discussion between the Board, Mr. Wyckoff, and Mr. Metzger regarding the operations fee estimated at \$2307.10 for water and \$5180.50 for sewer. Director Secada expressed that the proposed cost to remove laterals is unacceptable and not customer friendly. Director Davidson thinks the proposed fees are cost prohibitive for customers. He thinks the District should terminate services at the easiest and most reasonable place for the customer. Director Thomas mentioned that in Copperopolis there are about 900 lots that have a lateral off the main with no customer meters. He believes there will be unintended

consequences of the policy. He suggests staff go back to the drawing board and come back at the next meeting with a revised plan. Director Ratterman read an excerpt from the current policy and stated that there is nothing wrong with the current policy and the District should proceed with the policy as is. He would like the District to process the applications that are already submitted under the current policy.

Mr. Minkler stated that it is becoming clear that there are two different types of termination. A true termination with no foreseeable reinstatement; and services that they are not using connected to a vacant lot with the expectation that the property could be developed and connected in the future. He recommends staff make that differentiation in the policy and bring it back for Board consideration.

**PUBLIC COMMENT:**

Eric Glanville stated he is a Real Estate Broker and has lived in Forest Meadows for 32 years. He stated he would like to see the meters removed and capped. He feels there is no need to remove the laterals as discussed previously in the meeting. He feels the implementation of the new policy has not been fair to the customers that have already applied.

Rob and Alice Montgomery addressed the Board and they have an application in for termination of service under the current policy. They urged the Board to come up with something that does not burden land owners that never intend to develop the property.

Jennifer, a homeowner, stated that paying for water and sewer on an empty lot is an undue burden on landowners. She also stated that she applied for termination of service three months ago, thinking the policy was already in place. She would like to have the application fee returned to her as she thought the policy was already determined when she applied for termination.

Dale Pilgeram stated that they applied for termination of two services and was also surprised by the additional fee proposed to remove the laterals. He encouraged the Board to revisit the policy to make it more affordable and practical.

- 4b Discussion/Direction regarding the FY 2020-21 Draft Operating and CIP Budgets  
(Rebecca Callen, Director of Administrative Services)

**DISCUSSION:** Ms. Callen presented the FY 2020-21 Draft Operating and CIP Budgets. She went into much detail on the flow of the budget and talked about the Sewer Fund shortfall and how staff may address this issue. There was a discussion regarding customer rates, Capital R&R rates, and a rate study. There was a discussion on the Financial/Utility Billing software upgrade. The District is now at the point of upgrading to a newer version of Springbrook or migrating to a new software company. Ms. Callen talked about Tyler Technologies software and the benefits to go in this direction. Direction was given to proceed with the Budget preparations for the Budget Workshop on June 24, 2020.

**RECESS** was called at 3:35 p.m. **SESSION RESUMED** at 3:40 p.m.

**PUBLIC COMMENT:**

Mike Samorano, a District Employee representing the SEIU Union addressed the Board. He stated that there has been employee concern about the new financial planning software. He restated the cost of the upgrade to Tyler Technologies and that employees are concerned about

the cost considering the current financial uncertainty. He also stated that the office staff was unhappy with the choice of Tyler Technologies. Mr. Minkler and Ms. Callen responded to the concerns and said there would be a meeting with all involved with the software to discuss.

4c Discussion/Action Amending the Fiscal Year 2019-20 Personnel Allocation  
(Rebecca Callen, Director of Administrative Services) **RES 2020-35**

**MOTION: Directors Ratterman/Secada-Approved the Amendment to the Fiscal 2019-20 Personnel Allocation**

**DISCUSSION:** Ms. Callen explained the amendment to the 2019-20 Personnel Allocation allows the District to begin recruitment for a Treatment Plant Operator position. There is no change in the budget allocation due to the unused salary funds from unfilled positions.

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

President Underhill opened the Public Hearing at 3:39 p.m.

**5. PUBLIC HEARING**

- 5a Annual Standby Assessment Fees  
(Rebecca Callen, Director of Administrative Services)
- Indian Rock Vineyards Subdivision (Sewer) **RES 2020-36**
  - West Point Improvement District 3 (Water) **RES 2020-37**
  - Ebbetts Pass Improvement District 5 (Water) **RES 2020-38**
  - Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite) (Water) **RES 2020-39**
  - Saddle Creek Subdivision Improvement District 7 (Water) **RES 2020-40**
  - Copper Cove / La Contenta Improvement District 8 (Sewer) **RES 2020-41**

**MOTION: Directors Davidson/Secada–Adopted Resolutions 2020-36, 2020-37, 2020-38, 2020-39, 2020-40, and 2020-41 in one unified motion.**

**DISCUSSION:** Ms. Callen discussed the annual standby assessments and the improvement district fees assessed for each district and responded to questions from the Board.

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



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

President Underhill closed the Public Hearing at 3:41 p.m.

## 6. REPORTS

6a Report on the May 2020 Operations Department  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the May 2020 monthly Operations report. He reviewed items of interest and answered questions from the Board.

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

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

6b General Manager Report

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) the Operations Department has been very busy; 2) the Reach 1 Project is progressing and there are traffic controls in place; 3) the Techite Project is now underway; 4) in response to COVID-19 the District has returned to full staffing levels with accommodations made for those who need it. Social distancing and masks are required in the office; and 5) the new Manager of Water Resources, Brad Arnold will begin working on Monday June 15<sup>th</sup>.

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

Director Secada reported the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting is next week and they need the Manager of Water Resources to be the new representative for the District. She will also miss the July 8 Board Meeting.

Director Davidson had nothing to report.

Director Thomas reported he has decided to attend the Virtual ACWA Conference. He would like a report on the progress with the County on the Eastern San Joaquin Groundwater Authority.

Director Ratterman has an ACWA / JPIA Property meeting tomorrow, the Mountain Counties Water Resources Association meeting Friday, and the Legal Affairs Committee meeting next Wednesday at 2:00 p.m.

Director Underhill reported on the Techite Project work on Meko Drive.

## 8. NEXT BOARD MEETINGS

- Wednesday, June 24, 2020, 1:00 p.m., Regular Board Meeting-Budget Adoption
- Wednesday, July 8, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 4:00 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman;

staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 9a) and Matt Weber, General Counsel.

**9. CLOSED SESSION**

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

9b 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)

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 4:12 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 4:13 p.m.

Respectfully Submitted:

ATTEST:

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

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



RESOLUTION NO. 2020-42  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2020-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

June 24, 2020

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

Staff Present: Michael Minkler, General Manager  
Matt Weber, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Stacey Lollar, Human Resources Manager  
Joel Metzger, External Affairs Manager  
Brad Arnold, Manager of Water Resources  
Jesse Hampton, Plant Operations Manager  
Tiffany Burke, Administrative Technician-Senior  
Deja Howarth Human Resources Technician  
Sam Singh, Senior Engineering Tech  
Carol Bowen, Customer Service Representative  
John Gomes, Information Systems Administrator

Others Present: Eric Glanville

**Based on guidance from the California Governor's Office and Department of Public Health, in order to minimize the potential spread of the COVID-19 virus, the Calaveras County Water District will convene its public meetings of the Board of Directors telephonically until further notice.**

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **ROLL CALL**

President Underhill called the Regular Board Meeting to order via teleconference at 1:00 p.m. and Director Davidson led the pledge of allegiance.

2. **PUBLIC COMMENT**

Michael Minkler presented Brad Arnold, the new Manager of Water Resources and Mr. Arnold introduced himself to the Board.

Eric Glanville addressed the Board about the Termination of Service Policy. He was under the impression it would have been on the agenda today. He hopes the item will be on the July 22<sup>nd</sup> meeting.

3. **CONSENT AGENDA**

**MOTION: Directors Thomas/Davidson-Approved Consent Agenda Items:  
3a, 3b, and 3c as presented**

3a Approve Cancellation of the July 8, 2020 Board Meeting  
(Rebecca Hitchcock, Clerk to the Board)

3b Amendment of the District's Financial Management Policy No. 5.07, District Credit  
Card Use Policy  
(Rebecca Callen, Director of Administrative Services) **RES 2020-42**

3c Amendment of the District's Financial Management Policy – No. 5.01, Investment  
Policy  
(Rebecca Callen, Director of Administrative Services) **RES 2020-43**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Director Secada**

President Underhill opened the Public Hearing at 1:09 p.m.

4. **PUBLIC HEARING**

4a Discussion/Action Regarding the Adoption of the Fiscal Year 2020-21  
Operating and Capital Improvement Plan Budget  
(Rebecca Callen, Director of Administrative Services) **RES 2020-44**

Discussion/Action Regarding the Adoption of the Fiscal Year 2020-21  
Personnel Allocation Budget  
(Rebecca Callen, Director of Administrative Services) **RES 2020-45**

**MOTION: Directors Davidson/Thomas–Adopted Resolutions 2020-44 and 2020-45 in one unified motion.**

**DISCUSSION:** Ms. Callen presented the Fiscal Year 2020-21 Operating and Capital Improvement Plan Budget and Personnel Allocations, including a few items that have changed since the Budget Workshop.

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

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

President Underhill closed the Public Hearing at 1:13 p.m.

**5. NEW BUSINESS**

5a Discussion/Action Regarding Approval to Extend the current Memorandum of Understanding with the Service Employees International Union Local 1021 (Stacey Lollar, Human Resources Manager) **RES 2020-46**

**MOTION:** Directors Davidson/Thomas-Adopted Resolution 2020-46-Approving the Extension of the current Memorandum of Understanding with the Service Employees International Union Local 1021 (SEIU)

**DISCUSSION:** Mr. Minkler presented the extension of the MOU with SEIU. It is a one year extension of the contract with all the same terms as the previous year and no cost of living increase

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

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

5b Discussion/Action regarding Approval of an Amendment to the current Management and Confidential Unit Agreement (Stacey Lollar, Human Resources Manager) **RES 2020-47**

Discussion/Action regarding Approval of an Amendment to the current Memorandum of Understanding with the Service Employees International Union Local 1021 (Stacey Lollar, Human Resources Manager) **RES 2020-48**

**MOTION:** Directors Davidson/Ratterman-Adopted Resolution 2020-47 and 2020-48-Approving Side Letter Agreements with both the Management and Confidential Unit and the Service Employees International Union Local 1021

**DISCUSSION:** Mr. Minkler presented the side letter agreements with both the Management and Confidential Unit and the Service Employees International Union Local 1021. These agreements approve the staffing changes made to the organization such as a Construction Maintenance Manager position, an Engineering Coordinator position, and consolidation of the Accounting

classifications. These changes were incorporated in the Budget and Personnel Allocation which was just adopted.

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

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

Director Secada arrived at 1:20 p.m.

5c Discussion/Direction on Discharging Lehman Brothers Outstanding Balances  
(Rebecca Callen, Director of Administrative Services)

**MOTION:** Directors Thomas/Davidson – By Minute Entry to Discharge Lehman Brothers Outstanding Balances

**DISCUSSION:** Ms. Callen presented the proposal to discharge the remaining balance of the Lehman Brothers asset on the books, remove the holdings from the monthly investment report to the Board, and make all necessary journal entries to facilitate that. This action does not waive the bankruptcy payments that the District could receive. Direction was given to Ms. Callen to move forward with this item.

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

5d Discussion/Action Regarding Construction Contingency for the Ebbetts Pass Reach 1 Water Pipeline Replacement Project, CIP # 11085  
(Charles Palmer, District Engineer)

**RES 2020-49**

**MOTION:** Directors Davidson/Ratterman-Adopting Resolution 2020-49-Approving a Contingency for the Ebbetts Pass Reach 1 Water Pipeline Replacement Project, CIP # 11085

**DISCUSSION:** Mr. Palmer addressed the Board regarding the need for a contingency on the contract to Mazingo Construction for the Ebbetts Pass Reach 1 Pipeline Replacement Project. At the time of Contract Award, staff did not present a contingency for change orders during construction, but a 5% contingency is common. Change orders for the Ebbetts Pass Reach 1 Water Pipeline project total \$136,005.30, or about 2% of the total contract amount. There was discussion between the Board and Mr. Palmer about planning for contingencies in the future.

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

**RECESS** was called at 1:45 p.m. **SESSION RESUMED** at 1:50 p.m.

**MOTION: Directors Davidson/Thomas-Adopting Resolution 2020-50-  
Commending and Thanking Joel Metzger for his time at CCWD**

**DISCUSSION:** Ms. Lollar read a resolution thanking Mr. Metzger for service with CCWD. Each of the Directors thanked Mr. Metzger for service to CCWD and its ratepayers.

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**6. GENERAL MANAGER REPORT**

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) staff has been working hard on the budget and personnel changes; 2) ACWA sent a request out to water agencies for responses about the cost associated with COVID 19. The District's actual expenditures to date are \$70,000, there has been a drop of in water consumptive use, and other factors are unknown at this point; 3) the Engineering Department has been extremely busy with the Reach 1 project, the Techite project and the service line replacements in Jenny Lind; and 4) there are new employees at the District and there will be additional hiring soon for the positions approved at today's meeting.

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

Director Secada attended the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting last week.

Director Davidson had nothing to report.

Director Thomas reported the recent fire came very close to his ranch in Copperopolis and the ACWA Virtual conference is coming up on the 29<sup>th</sup> of July.

Director Ratterman would like to see a press release done for the new Manager of Water Resources, Brad Arnold. He also stated the candidate filing period for the November election begins on July 13<sup>th</sup>.

Director Underhill gave Mr. Minkler a custom facemask for his birthday in August.

**8. NEXT BOARD MEETINGS**

- Wednesday, July 8, 2020, 1:00 p.m., Regular Board Meeting (Proposed cancellation) it was cancelled above
- Wednesday, July 22, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:20 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Damon Wyckoff, Director of Operations (for item 9a) and Matt Weber, General Counsel.

**9. CLOSED SESSION**

9a Conference with Real Property Negotiators (Gov. Code section 54956.8.)  
Property: APN 065-032-001 Agency negotiators: M. Minkler and D. Wyckoff  
Negotiating parties: W. Abbott; Under negotiation: Price and/or terms of  
payment.

9b Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) PG&E Corporation and Pacific Gas and  
Electric Company; United States Bankruptcy Court, Northern District of  
California; Case No. 19-30088-DM.

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 2:49 p.m. There was no reportable  
action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 2:50 p.m.

Respectfully Submitted:

ATTEST:

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

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



# Agenda Item

DATE: July 22, 2020  
TO: Michael Minkler, General Manager  
FROM: Rebecca Hitchcock, Clerk to the Board  
SUBJECT: Review Board of Directors Time Sheets for June, 2020

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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 from which the Board is compensated from, are included in the monthly agenda package for information. Attached are copies of the Board's time sheets for the month of June, 2020.

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 2019-20 budget.

*Attachments: Board of Directors Time Sheets for June 2020*

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

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


Month/Yr June 2020  
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 |             |     |
| 5-27          | CCWD Reg. Mtg - Virtual   |                 |    |                  |    |                |    | \$120.- |         | -           |     |
| 6-1           | Mt. Counties Ad hoc Mtg - Jackson                                 |                 |    |                  |    |                |    | 120.-   |         | 35          |     |
| 6-10          | CCWD Reg Mtg  |                 |    |                  |    |                |    | 120.-   |         | 7           |     |
| 6-11          | ACWA / JPEA Prop. Mtg - Virtual                                   |                 |    |                  |    |                |    | 120.-   |         | -           |     |
| 6-12          | Mt. Counties Reg Mtg - Virtual                                    |                 |    |                  |    |                |    | 120.-   |         | -           |     |
| 6-17          | Legal Affairs Mtg   |                 |    |                  |    |                |    | 120.-   |         | -           |     |
| 6-24          | CCWD Reg. Mtg   |                 |    |                  |    |                |    | 120.-   |         | 0           |     |
| <b>Total</b>  | For Totals line, multiply miles by the IRS rate: 1/1/2020 \$0.575 |                 |    |                  |    |                |    |         | 840.-   | 0           | 420 |

**Totals** (use IRS mileage rate)

840.-

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

**Signature of Claimant:**  


Administrative Review: \_\_\_\_\_

Date: \_\_\_\_\_

Orig to Finance Dept.



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

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

Month/Yr Jun-20  
 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  |             |         |
| 7-Jun  | White Pines Park Leak  |                 |    |                  |    |                |    |                                      |          | 19          |         |
| 10-Jun   | CCWD Regular Board Meeting-Virtual                                       |                 |    |                  |    |                |    | \$120.00                             |          |             |         |
| 16-Jun   | CCWD Finance Committee Meeting-Virtual                                   |                 |    |                  |    |                |    | \$120.00                             |          |             |         |
| 24-Jun   | CCWD Regular Board Meeting-Virtual                                       |                 |    |                  |    |                |    | \$120.00                             |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
|  |  |                 |    |                  |    |                |    |                                      |          |             |         |
| <b>Total</b>   | <i>For Totals line, multiply miles by the IRS rate:</i> 1/1/2020 \$0.575 |                 |    |                  |    |                |    |                                      | 0        | 19          |         |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i> |  |                 |    |                  |    |                |    | <b>Totals</b> (use IRS mileage rate) | \$360.00 | \$0.00      | \$10.93 |

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

**Signature of Claimant:**  
 Bertha Underhill

**Administrative Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_ *Orig to Finance Dept.*

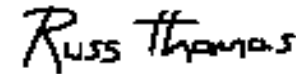
**CALAVERAS COUNTY WATER DISTRICT**  
**2020 DIRECTOR REIMBURSEMENT FORM**

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

Month/Yr June 2020  
 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 |             |
| 6/10/2020  | CCWD Regular Board meeting                              |                 |         |                                      |    |                |    | 120       |         | 44          |
| 6/16/2020  | Finance Committee meeting                               |                 |         |                                      |    |                |    | 120       |         | 44          |
| 6/24/2020  | CCWD Regular Board meeting - via teleconference         |                 |         |                                      |    |                |    | 120       |         | 44          |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
|  |   |                 |         |                                      |    |                |    |           |         |             |
| <b>Total</b>   | <i>For Totals line, multiply miles by the IRS rate:</i> | 1/1/2020        | \$0.575 |                                      |    |                |    | \$ 360.00 | 0       | 132         |
| <i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i> |   |                 |         | <b>Totals</b> (use IRS mileage rate) |    |                |    |           |         | \$ 75.90    |

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

**Signature of Claimant:**  


Administrative Review: \_\_\_\_\_

Date: \_\_\_\_\_

Orig to Finance Dept.



**Calaveras County Water District  
Claim Summary # 580**

Certificate of Administrative Officer

The services listed on the within schedules were actually rendered by the close of the current month. The articles listed on the schedules within and the supporting invoices were actually delivered, or payment therefore is properly due prior to delivery. To the best of my knowledge all claims made are in accordance with adopted Board policies and/or other Board actions and are in compliance with all applicable laws. The claimants named on the within schedules are each entitled to the amount set opposite their respective names.

*Rebecca Callen*

\_\_\_\_\_  
Rebecca Callen  
Director of Administrative Services

|   |                   |
|---|-------------------|
| 1. June 2020 payroll checks issued on 6/15/2020 | 162,242.16        |
| 2. June 2020 payroll checks issued on 6/30/2020 | 170,488.10        |
| 3. June 2020 compensation to Directors          | 2,673.87          |
| 4. Vendor payments for June 1 through 30, 2020  | 2,276,081.45      |
| 5. Other payroll related costs                  | <u>313,772.88</u> |

**Claim Summary Total                    \$2,925,258.46**

Calaveras County Water District  
 AP Disbursement Summary  
 June 1-30, 2020 -vs- May 1-31, 2020

|  | May 2020        | June 2020       |
|--|-----------------|-----------------|
| CCWD Operating Expenditures                          | \$ 595,139.10   | \$ 874,824.09   |
| Expenditures to be reimbursed/Fiduciary Payments (A) | 46,721.85       | 10,618.14       |
| Capital R&R Projects (B)                             | 746,376.58      | 1,339,084.14    |
| Capital Outlay (C)                                   | -               | 51,555.08       |
| Total Payments                                       | \$ 1,388,237.53 | \$ 2,276,081.45 |



CCWD  
AP DISBURSEMENTS  
JUNE 1-30, 2020

| Check No. | Vendor/Employee                       | Transaction Description   | Date       | Amount       |
|-----------|---------------------------------------|---|------------|--------------|
| EFT       | A T & T                               | Phone Apr/May - SA Shop   | 06/30/2020 | 225.08       |
| EFT       | A T & T CALNET3                       | Phone Apr/May - Azalea L/S  | 06/30/2020 | 38.46        |
| EFT       | A T & T CALNET3                       | Phone Apr/May - CCWHSE  | 06/30/2020 | 2.95         |
| EFT       | A T & T CALNET3                       | Phone Apr/May - Hunters WTP   | 06/30/2020 | 39.60        |
| EFT       | A T & T CALNET3                       | Phone Apr/May - JLTC  | 06/30/2020 | 210.53       |
| EFT       | A T & T CALNET3                       | Phone Apr/May - OP HQ Long Distance                                   | 06/30/2020 | 832.07       |
| EFT       | A T & T CALNET3                       | Phone May/June - District Wide  | 06/30/2020 | 2,478.08     |
| EFT       | A T & T CALNET3                       | Phone May/June - Dorrington P/S                                       | 06/30/2020 | 41.78        |
| EFT       | A T & T CALNET3                       | Phone May/June - OP HQ Back Up  | 06/30/2020 | 424.56       |
| EFT       | A T & T CALNET3                       | Phone/Fax Apr/May - JLTC  | 06/30/2020 | 41.76        |
| EFT       | A T & T CALNET3                       | T Line May/June   | 06/30/2020 | 329.38       |
| 135557    | ACWA/JPIA                             | Dental Insurance, Employees (66) 07/20                                | 06/11/2020 | 5,745.72     |
| 135557    | ACWA/JPIA                             | Vision Insurance, Employees 07/20                                     | 06/11/2020 | 1,206.40     |
| 135557    | ACWA/JPIA                             | EAP 07/20   | 06/11/2020 | 154.20       |
| 135557    | ACWA/JPIA                             | Dental Insurance, Retirees (44) 07/20                                 | 06/11/2020 | 2,843.60     |
| 135557    | ACWA/JPIA                             | Vision Insurance, Retirees 07/20                                      | 06/11/2020 | 816.64       |
| 135644    | ADP INC                               | Payroll Processing May/June 2020                                      | 06/25/2020 | 1,209.57     |
| 135495    | AFLAC                                 | Aflac 05/20   | 06/04/2020 | 2,215.38 (A) |
| 135496    | AL'S TIRE SERVICE                     | Tires (4) Mounted/Balanced - Vehicle #721                             | 06/04/2020 | 1,014.01     |
| 135645    | AL'S TIRE SERVICE                     | Seasonal Tires Mounted - Vehicle #534                                 | 06/25/2020 | 56.00        |
| 135646    | AMERICAN AVK                          | Hydrant - EP  | 06/25/2020 | 1,660.93     |
| 135497    | ANGELS HEATING AND AIR CONDITIONING   | Energy Savings Agreement - District Wide                              | 06/04/2020 | 4,358.00     |
| 135558    | ARNOLD AUTO SUPPLY                    | Vehicle and Equipment Maintenance/Supplies 05/20                      | 06/11/2020 | 701.37       |
| 135606    | BNN, LLC                              | Utility Reimbursement April/May - SA Shop                             | 06/18/2020 | 599.76       |
| 135606    | BNN, LLC                              | Rent June/July - SA Shop  | 06/18/2020 | 6,000.00     |
| 135608    | BRUCE WHITTLE ELECTRIC                | Soft Start Replacement/Control Panel - Avery P/S                      | 06/18/2020 | 19,000.00    |
| 135559    | BURKHARDT, PATRICK                    | Safety Boot Reimbursement   | 06/11/2020 | 137.37       |
| 135560    | CALAVERAS AUTO SUPPLY                 | Vehicle and Equipment Maintenance/Supplies 05/20                      | 06/11/2020 | 1,544.83     |
| 135647    | CALAVERAS AUTO SUPPLY                 | Vehicle and Equipment Maintenance/Supplies 06/20                      | 06/25/2020 | 119.08       |
| 135503    | CALAVERAS COUNTY ENVIRONMENTAL HEALTH | Generator Air Pollution Control Permits - District Wide               | 06/04/2020 | 9,725.00     |
| 135504    | CALAVERAS FIRST COMPANY INC           | Recruitment Ads/Standby Assessments Public Notice                     | 06/04/2020 | 706.76       |
| 135505    | CALAVERAS LUMBER CO INC               | Vehicle and Equipment Maintenance/Supplies 05/20                      | 06/04/2020 | 2,012.57     |
| 135505    | CALAVERAS LUMBER CO INC               | Supplies - CalFire  | 06/04/2020 | 576.20       |
| EFT       | CALPERS                               | Health Ins, Employees (59) 06/20                                      | 06/04/2020 | 100,024.80   |
| EFT       | CALPERS                               | Health Ins, Retirees (53) 06/20                                       | 06/04/2020 | 43,300.75    |
| 135609    | CAMPORA                               | Propane 06/20 - Wallace   | 06/18/2020 | 6.05         |
| 135506    | CARBON COPY INC                       | Copies/Copier Maintenance 05/20                                       | 06/04/2020 | 14.53        |
| EFT       | CARD SERVICES                         | CWEA Electrical Instrumentation Tech, Grade 2 Webinar - Broglio       | 06/17/2020 | 50.00        |
| EFT       | CARD SERVICES                         | Operation of Wastewater Treatment Plants Course Enrollment - Jarnigan | 06/17/2020 | 50.00        |
| EFT       | CARD SERVICES                         | Siteground Website Hosting  | 06/17/2020 | 690.84       |
| EFT       | CARD SERVICES                         | Conference Call Service   | 06/17/2020 | 4.08         |
| EFT       | CARD SERVICES                         | Rack Space Hosted Email Service 05/20                                 | 06/17/2020 | 753.57       |
| EFT       | CARD SERVICES                         | Ameripride Laundry Service 04/20                                      | 04/20/2020 | 2,250.45     |

CCWD  
AP DISBURSEMENTS  
JUNE 1-30, 2020

| Check No. | Vendor/Employee               | Transaction Description  | Date       | Amount       |
|-----------|-------------------------------|--|------------|--------------|
| EFT       | CARD SERVICES                 | CalTel Leased Phone Lines March/April 2020                         | 06/17/2020 | 516.20       |
| EFT       | CARD SERVICES                 | CalTel Phone Lines March/April 2020                                | 06/17/2020 | 2,378.62     |
| EFT       | CARD SERVICES                 | Alhambra Water Service 05/20 - District Wide                       | 06/17/2020 | 221.46       |
| EFT       | CARD SERVICES                 | Cal.Net Phone Service 05/20 - Wallace                              | 06/17/2020 | 57.92        |
| EFT       | CARD SERVICES                 | Earthlink Email Back Up Service 06/20                              | 06/17/2020 | 29.90        |
| EFT       | CARD SERVICES                 | Comcast Internet Service 05/20 - DF/VCTO WWTP                      | 06/17/2020 | 114.69       |
| EFT       | CARD SERVICES                 | Comcast Internet Service 05/20 - JLTC                              | 06/17/2020 | 119.69       |
| EFT       | CARD SERVICES                 | Comcast Internet Service 05/20 - JLWTP                             | 06/17/2020 | 232.52       |
| EFT       | CARD SERVICES                 | Comcast Internet Service 05/20 - OP HQ                             | 06/17/2020 | 154.69       |
| EFT       | CARD SERVICES                 | Volcano Telephone 05/20 - WP                                       | 06/17/2020 | 469.04       |
| EFT       | CARD SERVICES                 | City of Angels Camp Sewer Service 05/20 - Six Mile Village         | 06/17/2020 | 3,465.75     |
| EFT       | CARD SERVICES                 | Cal Waste Refuse Service 05/20 - District Wide                     | 06/17/2020 | 1,397.98     |
| EFT       | CARD SERVICES                 | Mail Chimp Services 05/20 - Metzger                                | 06/17/2020 | 17.99        |
| EFT       | CARD SERVICES                 | UPUD Water Service 05/20 - DF/VCTO                                 | 06/17/2020 | 168.00       |
| EFT       | CARD SERVICES                 | AT&T Phone Service - District Wide                                 | 06/17/2020 | 204.05       |
| EFT       | CARD SERVICES                 | Verizon Cell Phone Service 04/20 - District Wide                   | 06/17/2020 | 4,747.55     |
| EFT       | CARD SERVICES                 | Wireless Phone Adapter - Vehicle #529                              | 06/17/2020 | 19.25        |
| EFT       | CARD SERVICES                 | COVID-19 Supplies - District Wide                                  | 06/17/2020 | 1,766.39     |
| EFT       | CARD SERVICES                 | Adhesive - Copper Fire Dept Hydrant Maintenance                    | 06/17/2020 | 177.40       |
| EFT       | CARD SERVICES                 | Sound Proof Panels - OP HQ   | 06/17/2020 | 502.17       |
| EFT       | CARD SERVICES                 | Sensor - CCWTP   | 06/17/2020 | 145.62       |
| EFT       | CARD SERVICES                 | HMI Button/Connectors/Plug/Batteries/Controllers/Sensors - Hunters | 06/17/2020 | 3,543.44     |
| EFT       | CARD SERVICES                 | Water Tank/Fencing/Mat - AWWTP                                     | 06/17/2020 | 790.63       |
| EFT       | CARD SERVICES                 | Pallet Jacks (2) - LCWHSE  | 06/17/2020 | 578.61       |
| EFT       | CARD SERVICES                 | Surface Pro Screen Protectors/Digital Voice Recorder/Phone Case    | 06/17/2020 | 111.47       |
| EFT       | CARD SERVICES                 | Microsoft 365 Monthly Subscription - HR                            | 06/17/2020 | 6.99         |
| EFT       | CARD SERVICES                 | Door Hangers - Customer Service                                    | 06/17/2020 | 128.52       |
| EFT       | CARD SERVICES                 | Memory Card - Electricians   | 06/17/2020 | 30.02        |
| 135507    | CARSON HILL ROCK PRODUCTS     | 3/4 Class II AB - Indian Rock                                      | 06/04/2020 | 979.59       |
| 135507    | CARSON HILL ROCK PRODUCTS     | 3/4 Class II AB - CCWHSE   | 06/04/2020 | 650.14       |
| 135610    | CARSON HILL ROCK PRODUCTS     | Concrete - Vallecito L/S   | 06/18/2020 | 727.20       |
| 135508    | CDW GOVERNMENT INC            | Logitech Wireless Keyboard - OP HQ                                 | 06/04/2020 | 35.62        |
| 135611    | CENTRAL CALIFORNIA GENERATOR  | Transfer Switch - CC L/S #19                                       | 06/18/2020 | 4,272.44     |
| 135648    | CENTRAL CALIFORNIA GENERATOR  | PM Service - CC Generators   | 06/25/2020 | 1,439.75     |
| 135509    | CLARK PEST CONTROL            | Pest Control Service 05/20 - JLWTP                                 | 06/04/2020 | 128.00       |
| 135509    | CLARK PEST CONTROL            | Pest Control Service 05/20 - Wallace                               | 06/04/2020 | 248.00       |
| 135509    | CLARK PEST CONTROL            | Pest Control Service 05/20 - Arnold                                | 06/04/2020 | 89.00        |
| 135509    | CLARK PEST CONTROL            | Pest Control Service 05/20 - FMWWTP                                | 06/04/2020 | 89.00        |
| 135649    | CLARK PEST CONTROL            | Pest Control Service 05/20 - OP HQ                                 | 06/25/2020 | 127.00       |
| 135649    | CLARK PEST CONTROL            | Pest Control Service 05/20 - LCWWTP                                | 06/25/2020 | 151.00       |
| 135561    | COLUMBIA COMMUNICATIONS       | Vehicle Cloud Service May/June 2020                                | 06/11/2020 | 1,680.00     |
| 135512    | CONDOR EARTH TECHNOLOGIES INC | Leachfield Evaluation - AWWTP                                      | 06/04/2020 | 1,351.25     |
| 135562    | CONDOR EARTH TECHNOLOGIES INC | Professional Services - JL Service Line Replacement                | 06/11/2020 | 1,511.50 (B) |

CCWD  
AP DISBURSEMENTS  
JUNE 1-30, 2020

| Check No. | Vendor/Employee                   | Transaction Description   | Date       | Amount     |     |
|-----------|-----------------------------------|---|------------|------------|-----|
| 135562    | CONDOR EARTH TECHNOLOGIES INC     | Materials Testing/Inspection Services - EP Reach 1 Pipeline Replacement F | 06/11/2020 | 1,042.25   | (B) |
| 135612    | CONETH SOLUTIONS INC              | IT Consulting Services - Server   | 06/18/2020 | 187.50     |     |
| 135613    | CORRPRO                           | Cathodic Protection Services FY 20-21 - CC/JL Tanks                       | 06/18/2020 | 3,240.00   |     |
| 135563    | CPPA                              | Power 05/20 - District Wide   | 06/11/2020 | 69,372.52  |     |
| EFT       | CPUD                              | Water Service 06/20 OP HQ   | 06/30/2020 | 308.47     |     |
| 135515    | CWEA                              | Membership Renewal - Gravette   | 06/04/2020 | 192.00     |     |
| 135515    | CWEA                              | Membership Renewal - Roeder   | 06/04/2020 | 192.00     |     |
| 135515    | CWEA                              | Membership Renewal - Skrbina  | 06/04/2020 | 192.00     |     |
| 135515    | CWEA                              | Environmental Compliance Inspector, Grade 1 Cert Renewal - Rose           | 06/04/2020 | 89.00      |     |
| 135564    | CWEA                              | Collection System Maintenance, Grade 1 Cert Renewal - Gravette            | 06/11/2020 | 89.00      |     |
| 135565    | DATAPROSE                         | UB Statement Processing 05/20   | 06/11/2020 | 4,414.21   |     |
| 135650    | DATAPROSE                         | Calaveras County Census Inserts   | 06/25/2020 | 638.40     | (A) |
| 135517    | DECON7 SYSTEMS LLC                | Disinfectant - District Wide COVID-19 Supplies                            | 06/04/2020 | 2,990.93   |     |
| EFT       | DE LAGE LANDEN FINANCIAL SRVC INC | Color Copier Lease 05/20  | 06/30/2020 | 308.39     |     |
| 135566    | DOWNEY BRAND ATTORNEYS LLP        | Legal Services 03/20  | 06/11/2020 | 10,127.36  |     |
| 135566    | DOWNEY BRAND ATTORNEYS LLP        | Legal Services 04/20  | 06/11/2020 | 3,724.00   |     |
| 135567    | DUDEK                             | Biological/Cultural Resources Surveys - EP Reach 1 Pipeline Replacement   | 06/11/2020 | 4,986.65   | (B) |
| 135614    | DWYER INSTRUMENTS, INC            | Transducers (4) - Electrical Stock  | 06/18/2020 | 2,696.35   |     |
| 135568    | EBBETTS PASS GAS SERVICE          | Fuel 05/20  | 06/11/2020 | 826.32     |     |
| 135519    | EBBETTS PASS LUMBER               | Vehicle and Equipment Maintenance/Supplies 05/20                          | 06/04/2020 | 102.06     |     |
| 135520    | EDGES ELECTRICAL GROUP, LLC       | Manual Transfer Switches - District Wide                                  | 06/04/2020 | 1,305.87   |     |
| 135520    | EDGES ELECTRICAL GROUP, LLC       | Lamps/Thermal Controls/Fixtures/Brackets/Conduit - CCWHSE                 | 06/04/2020 | 946.58     |     |
| 135569    | ERS INDUSTRIAL SERVICES, INC.     | Filter Rehab - EP Water Treatment Plan Rehab                              | 06/11/2020 | 186,504.16 | (B) |
| 135522    | EUROFINS EATON ANALYTICAL, INC    | Treatment Plant Effluent Testing - Jenny Lind                             | 06/04/2020 | 740.00     |     |
| 135570    | EUROFINS EATON ANALYTICAL, INC    | Treatment Plant Effluent Testing - Jenny Lind                             | 06/11/2020 | 425.00     |     |
| 135615    | EUROFINS EATON ANALYTICAL, INC    | Treatment Plant Effluent Testing - Jenny Lind                             | 06/18/2020 | 790.00     |     |
| 135651    | EUROFINS EATON ANALYTICAL, INC    | Treatment Plant Effluent Testing - Jenny Lind                             | 06/25/2020 | 850.00     |     |
| 135523    | FASTENAL                          | Supplies/Safety Supplies - JL   | 06/04/2020 | 373.34     |     |
| 135571    | FASTENAL                          | Supplies/Safety Supplies - JL   | 06/11/2020 | 1,149.64   |     |
| 135652    | FASTENAL                          | Hand Sanitizer/Gloves - District Wide COVID-19 Supplies                   | 06/25/2020 | 1,188.14   |     |
| 135653    | FEDERAL EXPRESS                   | Shipping 05/20  | 06/25/2020 | 25.31      |     |
| 135654    | FERGUSON ENTERPRISES, INC 1423    | Water Meter - Snowshoe Springs  | 06/25/2020 | 4,988.90   |     |
| 135572    | FGL ENVIRONMENTAL                 | Water Testing 05/20   | 06/11/2020 | 5,041.00   |     |
| 135572    | FGL ENVIRONMENTAL                 | Wastewater Testing 05/20  | 06/11/2020 | 2,837.00   |     |
| 135524    | FOOTHILL PORTABLE TOILETS         | Portable Toilet Rental 05/20 - White Pines Park                           | 06/04/2020 | 4,792.00   |     |
| 135524    | FOOTHILL PORTABLE TOILETS         | Portable Toilet Rental 05/20 - Sheep Ranch                                | 06/04/2020 | 93.50      |     |
| 135524    | FOOTHILL PORTABLE TOILETS         | Portable Toilet Rental 05/20 - Wallace                                    | 06/04/2020 | 93.50      |     |
| 135573    | FOOTHILL SANITARY SEPTIC INC      | Pump Tank - EP Reach 1 Pipeline Replacement Project                       | 06/11/2020 | 185.00     | (B) |
| 135574    | FROGGY'S AUTO WASH & LUBE         | Oil/Lube - Vehicle #554   | 06/11/2020 | 87.73      |     |
| 135575    | GAMBI DISPOSAL INC.               | Bio-Solids Removal - AWWTP/FMWWTP/LCWWTWP                                 | 06/11/2020 | 1,837.50   |     |
| 135616    | GATEWAY PRESS, INC                | Safety Signs - EP   | 06/18/2020 | 1,257.56   |     |
| 135525    | GENERAL PLUMBING SUPPLY CO INC    | Ductile Fittings - CCWHSE   | 06/04/2020 | 325.64     |     |
| 135525    | GENERAL PLUMBING SUPPLY CO INC    | Repair Coupling/Grip Rings - Collections Stock                            | 06/04/2020 | 467.38     |     |

CCWD  
AP DISBURSEMENTS  
JUNE 1-30, 2020

| Check No. | Vendor/Employee                | Transaction Description   | Date       | Amount         |
|-----------|--------------------------------|---|------------|----------------|
| 135617    | GENERAL PLUMBING SUPPLY CO INC | Redi-Clamps - CCWHSE  | 06/18/2020 | 737.45         |
| 135576    | GOVCONNECTION, INC             | Computer Equipment - Manager of Water Resources                       | 06/11/2020 | 509.38         |
| 135576    | GOVCONNECTION, INC             | Toner - OP HQ   | 06/11/2020 | 314.47         |
| 135619    | GOVCONNECTION, INC             | Laptop - Manager of Water Resources                                   | 06/18/2020 | 1,053.24       |
| 135656    | GOVCONNECTION, INC             | Cisco Smartnet Maint/Contract - OP HQ                                 | 06/25/2020 | 1,230.94       |
| 135656    | GOVCONNECTION, INC             | Software - Manager of Water Resources                                 | 06/25/2020 | 257.21         |
| 135577    | GRAINGER                       | Expansion Tank - SA Shop  | 06/11/2020 | 97.60          |
| 135620    | GRAINGER                       | Water Coolers - District Wide   | 06/18/2020 | 812.74         |
| 135657    | GRAINGER                       | Canopies - District Wide  | 06/25/2020 | 1,037.76       |
| 135622    | HOBGOODS CLEANING              | Janitorial Services 06/20   | 06/18/2020 | 1,985.00       |
| 135579    | HOLT OF CALIFORNIA             | Generators - District Use   | 06/11/2020 | 4,676.98       |
| 135659    | HOLT OF CALIFORNIA             | Generator - Wilseyville Pump Station                                  | 06/25/2020 | 51,555.08 (C)  |
| 135529    | HUNT & SONS, INC               | Fuel - West Point   | 06/04/2020 | 203.20         |
| 135623    | HUNT & SONS, INC               | Fuel - CC   | 06/18/2020 | 648.67         |
| 135660    | INKS, KEVIN                    | Unload Generator - Wilseyville P/S                                    | 06/25/2020 | 400.00 (B)     |
| 135580    | INNOVYZE                       | InfoWater Pro Floating Annual Subscription - Engineering              | 06/11/2020 | 8,791.95       |
| 135624    | IRON MOUNTAIN                  | Document Destruction 04/20  | 06/18/2020 | 77.92          |
| 135581    | JACK HENRY & ASSOCIATES, INC   | Annual Maintenance Remit Plus FY 20-21                                | 06/11/2020 | 2,490.00       |
| 135625    | JTN ENERGY LLC                 | ReMat Coalition Work Effort Through 04/30/20                          | 06/18/2020 | 1,000.00       |
| 135626    | KASL CONSULTING ENGINEERS      | Construction Management Services - EP Reach 1 Pipeline Replacement Pr | 06/18/2020 | 10,097.00      |
| 135582    | KNICK, JASON                   | DOT Exam Reimbursement  | 06/11/2020 | 127.00         |
| 135530    | LIEBERT CASSIDY WHITMORE       | Legal Services 04/20  | 06/04/2020 | 2,068.00       |
| 135531    | MALLORY SAFETY AND SUPPLY, LLC | Confined Space Equipment Inspection - Collections Crew                | 06/04/2020 | 1,162.50       |
| 135627    | MATHESON TRI-GAS, INC          | Liquid Oxygen - JLWTP   | 06/18/2020 | 5,539.95       |
| 135627    | MATHESON TRI-GAS, INC          | Liquid Oxygen - CCWTP   | 06/18/2020 | 4,651.74       |
| 135628    | MEAD & HUNT INC                | Inundation Mapping - WP Regulating Dam                                | 06/18/2020 | 1,540.00       |
| 135584    | MODESTO AIRCO GAS & GEAR       | Cylinder Rental 06/20   | 06/11/2020 | 91.00          |
| 135662    | MOORE, CHRISTY                 | White Pines Park Restroom Cleaning May/June                           | 06/25/2020 | 4,000.00 (A)   |
| 135585    | MOTHER LODE ANSWERING SERVICE  | Answering Service 06/20   | 06/11/2020 | 576.30         |
| 135586    | MOTION INDUSTRIES INC          | Bearings - AWWTP  | 06/11/2020 | 3,214.39 (B)   |
| 135537    | MOUNTAIN OASIS PURIFIED WATER  | Water Cooler Service/Supplies 05/20 - District Wide                   | 06/04/2020 | 157.25         |
| 135629    | MOZINGO CONSTRUCTION, INC.     | Construction Contract - EP Reach 1 Pipeline Replacement Project       | 06/18/2020 | 958,175.19 (B) |
| 135630    | MUTUAL OF OMAHA                | Life/AD&D/STD/LTD Insurance, Employees 06/20                          | 06/18/2020 | 6,283.93       |
| 135587    | NASH CHEVRON                   | Tire Repair - Vehicle #554  | 06/11/2020 | 25.00          |
| 135631    | NEW YORK LIFE                  | Life Insurance 05/20  | 06/18/2020 | 1,124.36 (A)   |
| 135663    | NORDAHL LAND SURVEYING         | Land Surveying/Lot Line Adjustment - CC                               | 06/25/2020 | 540.00         |
| 135588    | NORTHSTAR CHEMICAL             | Sodium Hydroxide - LCWWTP   | 06/11/2020 | 2,343.41       |
| 135588    | NORTHSTAR CHEMICAL             | Sodium Hypochlorite - AWWTP   | 06/11/2020 | 1,531.95       |
| 135588    | NORTHSTAR CHEMICAL             | Sodium Hypochlorite - Hunters WTP                                     | 06/11/2020 | 1,914.94       |
| 135588    | NORTHSTAR CHEMICAL             | Caustic - Connors   | 06/11/2020 | 5,745.06       |
| 135588    | NORTHSTAR CHEMICAL             | Caustic - Huckleberry   | 06/11/2020 | 5,742.59       |
| 135632    | NORTHSTAR CHEMICAL             | Sodium Hypochlorite - CCWWTP  | 06/18/2020 | 1,497.48       |
| 135632    | NORTHSTAR CHEMICAL             | Sodium Hypochlorite - JLWTP   | 06/18/2020 | 2,163.88       |

CCWD  
AP DISBURSEMENTS  
JUNE 1-30, 2020

| Check No. | Vendor/Employee                  | Transaction Description   | Date       | Amount         |
|-----------|----------------------------------|---|------------|----------------|
| 135538    | NTU TECHNOLOGIES INC             | Pro Pac Polymer - CCWWTP  | 06/04/2020 | 9,012.26       |
| 135538    | NTU TECHNOLOGIES INC             | Zeta Flock - CCWWTP   | 06/04/2020 | 6,097.29       |
| 135633    | O'CONNELL & DEMPSEY, LLC         | Federal Legislative Advocacy Consulting Services 05/20              | 06/18/2020 | 5,000.00       |
| 135539    | O'REILLY AUTO PARTS              | Vehicle and Equipment Maintenance/Supplies Apr/May                  | 06/04/2020 | 374.85         |
| 135634    | PACE SUPPLY CORP                 | Pressure Tank - CC  | 06/18/2020 | 1,437.77       |
| 135635    | PAYMENTUS GROUP INC              | Payment Processing 05/20  | 06/18/2020 | 6,415.46       |
| EFT       | P G & E                          | Gas 05/20 - OP HQ   | 06/30/2020 | 22.35          |
| EFT       | P G & E                          | Power 04/20 - Warmwood L/S  | 06/30/2020 | 20.95          |
| EFT       | P G & E                          | Power 05/20 - CC Water Tank   | 06/30/2020 | 39.22          |
| EFT       | P G & E                          | Power 05/20 - District Wide   | 06/30/2020 | 2,666.28       |
| EFT       | P G & E                          | Power 05/20 - Hwy 26  | 06/30/2020 | 19.63          |
| EFT       | P G & E                          | Power 05/20 - JLTC  | 06/30/2020 | 134.19         |
| EFT       | P G & E                          | Power 05/20 - SA Shop   | 06/30/2020 | 199.65         |
| EFT       | P G & E                          | Power 05/20 - Wallace Spray Fields                                  | 06/30/2020 | 25.66          |
| EFT       | P G & E                          | Power 05/20 - Woodgate L/S  | 06/30/2020 | 36.22          |
| 135590    | POTRERO HILLS LANDFILL           | Bio-Solids Disposal - AWWTP/FMWWTP                                  | 06/11/2020 | 420.57         |
| 135664    | PROCLEAN SUPPLY                  | Hand Sanitizer - District Use                                       | 06/25/2020 | 588.31         |
| 135542    | R & B COMPANY                    | Meters - AMI/AMR Meter Program                                      | 06/04/2020 | 28,485.24 (B)  |
| 135542    | R & B COMPANY                    | Spool - JLWTP PreTreatment Facility                                 | 06/04/2020 | 922.35 (B)     |
| 135542    | R & B COMPANY                    | Traffic Valve Boxes/Fittings/Gaskets/Adapters/Clamps/Couplings - CC | 06/04/2020 | 7,301.38       |
| 135542    | R & B COMPANY                    | Repair Couplings - CCWHSE   | 06/04/2020 | 278.91         |
| 135542    | R & B COMPANY                    | Traffic Valve Boxes - LCWHSE  | 06/04/2020 | 619.37         |
| 135542    | R & B COMPANY                    | Meter Adapters - EP Barn  | 06/04/2020 | 721.57         |
| 135636    | R & B COMPANY                    | Check Valve Repair Kit - CC L/S #22                                 | 06/18/2020 | 725.86         |
| 135665    | R & B COMPANY                    | (40) Meter Valves - AMI/AMR Meter Program                           | 06/25/2020 | 4,933.50 (B)   |
| 135665    | R & B COMPANY                    | Hydrant Extension - LCWHSE  | 06/25/2020 | 750.75         |
| 135591    | ROEDER, JAMES                    | Safety Boot Reimbursement   | 06/11/2020 | 144.78         |
| 135544    | SEIU LOCAL 1021                  | Union Dues 05/20  | 06/04/2020 | 2,640.00 (A)   |
| 135592    | SENDERS MARKET INC               | Vehicle and Equipment Maintenance/Supplies 05/20                    | 06/11/2020 | 1,076.91       |
| 135638    | SENDERS MARKET INC               | Vehicle and Equipment Maintenance/Supplies 06/20                    | 06/18/2020 | 146.95         |
| 135593    | SIERRA JANITORIAL SUPPLY         | Paper Towels/Bleach   | 06/11/2020 | 208.87         |
| 135594    | SILICA RESOURCES, INC.           | Sand - DF/VCTO WWTP   | 06/11/2020 | 102.84         |
| 135546    | SLAKEY BROS - JACKSON            | Fittings - WPWHSE   | 06/04/2020 | 356.89         |
| 135595    | SLAKEY BROS - JACKSON            | Face Masks - District Wide  | 06/11/2020 | 118.53         |
| 135595    | SLAKEY BROS - JACKSON            | Pump - CC C Tank  | 06/11/2020 | 2,803.16       |
| 135595    | SLAKEY BROS - JACKSON            | Socket Adapters - LCWHSE  | 06/11/2020 | 33.63          |
| 135547    | STAPLES CREDIT PLAN              | Office Supplies   | 06/04/2020 | 652.08         |
| 135673    | STOCKTON EAST WATER DISTRICT     | Annual New Hogan Dam Loan - Principal & Interest Payment            | 06/29/2020 | 63,464.46      |
| 135673    | STOCKTON EAST WATER DISTRICT     | Annual New Hogan Dam Operating & Maintenance Payment                | 06/29/2020 | 261,264.26     |
| 135596    | SUNSET AUTO                      | Oil/Filter Change/AC Service - Vehicle #519                         | 06/11/2020 | 204.75         |
| 135551    | SWRCB-DIVISION WATER QUALITY     | Water Quality Certification Application - Bear Creek Debris Project | 06/04/2020 | 520.00         |
| 135639    | T & S INTERMODAL MAINTENANCE INC | Jenny Lind Water System - Service Line Replacement                  | 06/18/2020 | 144,705.90 (B) |
| 135552    | THOMAS, RUSS                     | Travel 05/20  | 06/04/2020 | 25.30          |



CCWD  
AP DISBURSEMENTS  
JUNE 1-30, 2020

| Check No.                        | Vendor/Employee                     | Transaction Description                          | Date       | Amount                     |
|----------------------------------|-------------------------------------|--|------------|----------------------------|
| 135598                           | TIFCO INDUSTRIES                    | Bolts/Cutting Wheels - LCWHSE                    | 06/11/2020 | 165.37                     |
| 135598                           | TIFCO INDUSTRIES                    | Fittings - Hunters WTP                           | 06/11/2020 | 171.07                     |
| 135599                           | TREATS GENERAL STORE INC            | Water/Fittings - SA Shop                         | 06/11/2020 | 34.59                      |
| 135600                           | UNION DEMOCRAT                      | Collections Worker Recruitment Ad                | 06/11/2020 | 714.92                     |
| 135601                           | UNITED PARCEL SERVICE               | Shipping 05/20                                   | 06/11/2020 | 125.32                     |
| 135641                           | UNITED PARCEL SERVICE               | Shipping 06/20                                   | 06/18/2020 | 97.74                      |
| 135555                           | USA BLUE BOOK                       | StablCal/Chemicals - Wallace WTP                 | 06/04/2020 | 277.62                     |
| 135555                           | USA BLUE BOOK                       | Ascorbic Acid Powder/Reagents - JLWTP            | 06/04/2020 | 549.60                     |
| 135555                           | USA BLUE BOOK                       | Drum Pump - JLWTP Pre-Treatment Facility         | 06/04/2020 | 4,018.01 (B)               |
| 135555                           | USA BLUE BOOK                       | Reagents/Chemicals/Dispenser - CCWTP             | 06/04/2020 | 1,052.12                   |
| 135602                           | USA BLUE BOOK                       | Caustic Pump - AWWTP                             | 06/11/2020 | 958.78                     |
| 135602                           | USA BLUE BOOK                       | Pressure Transmitter - Hunters WTP               | 06/11/2020 | 1,235.63                   |
| 135642                           | USA BLUE BOOK                       | Manhole Lifter - Collections Crew                | 06/18/2020 | 1,335.55                   |
| 135666                           | USA BLUE BOOK                       | Chemicals/Solutions - JLWTP                      | 06/25/2020 | 834.29                     |
| 135643                           | VINEYARD TECHNICAL SALES            | Current Meter/Control PID - JLWTP                | 06/18/2020 | 11,361.25                  |
| 135603                           | WESTERN HYDROLOGICS                 | Gage Maintenance 05/20 - Bear Creek/White Pines  | 06/11/2020 | 2,296.54                   |
| EFT                              | WEX BANK                            | Fuel 05/20                                       | 06/09/2020 | 13,388.29                  |
| 135668                           | WILLIAM R. ANDERSON CONST.          | 3/4 Road Base - LCWHSE                           | 06/25/2020 | 1,940.16                   |
| 135604                           | YOUNG'S COPPER ACE HARDWARE         | Vehicle and Equipment Maintenance/Supplies 05/20 | 06/11/2020 | 642.24                     |
|                                  | Employee Medical Reimbursements (3) |  |            | 593.35                     |
|                                  | Retiree Health Payments (25)        |  |            | 6,926.61                   |
|                                  | Customer Refunds (10)               |  |            | 1,638.07                   |
| TOTAL JUNE 2020 AP DISBURSEMENTS |                                     |  |            | <u><u>2,276,081.45</u></u> |

**RESOLUTION NO. 2020-**

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

**RATIFYING CLAIM SUMMARY NO. 580**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 580 at the Regular Meeting held on July 22, 2020; 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 580 in the amount of \$2,925,258.46 for the month of June, 2020.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill, President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: July 22, 2020

*Rebecca Callen*

TO: Michael Minkler, General Manager

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for June 2020

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## RECOMMENDED ACTION:

For information only.

## SUMMARY:

Per the District's Investment Policy, Staff will report on a monthly basis the investment activity for the preceding month. During the month of June 2020, the following investment transactions occurred.

| TRANSACTION DESCRIPTION   | MAY          | JUNE      | DATE      |
|---|--------------|-----------|-----------|
| Interest received on the Wells Fargo Money Market Investment Account                              | 4.96         | 9.91      | 6/1/2020  |
| Transfer funds from Wells Fargo Money Market Account to the Districts Operating Account (5/19/20) | 2,010,000.00 | ---       | ---       |
| Transfer funds from the Districts Operating Account to LAIF (5/27/20)                             | 3,700,000.00 | ---       | ---       |
| Board direction to discharge Lehman Bros Outstanding Balance                                      | ---          | 15,787.78 | 6/24/2020 |
| Interest Received on the Umpqua Bank Money Market Investment Account                              | 74.75        | 74.76     | 6/30/2020 |

Staff monitors cash flow to ensure operational needs are met and excess funds are invested.

*Attachment: Investment Activity Report for June 2020*



**CALAVERAS COUNTY WATER DISTRICT  
INVESTMENT ACTIVITY ENTRY  
FOR THE MONTH ENDING JUNE 30, 2020**

| INVESTMENT TRUSTEE/TYPE      | MARKET VALUE         | INVESTMENT COST      |                      | CPN RATE | INVESTMENT DATE | MATURITY DATE | CM INTEREST RECVD |
|------------------------------|----------------------|----------------------|----------------------|----------|-----------------|---------------|-------------------|
|                              |                      | COST                 | PAR (PRINC)          |          |                 |               |                   |
| Wells Fargo Money Market     | 22.95                | 22.95                | 22.95                | 0.010%   | ongoing         | n/a           | <b>9.91</b>       |
| Umpqua Bank Money Market     | 1,819,182.36         | 1,819,182.36         | 1,819,182.36         | 0.050%   | 06/14/07        | n/a           | <b>74.76</b>      |
| Local Agency Investment Fund | 32,564,889.21        | 32,564,889.21        | 32,564,889.21        | 1.080%   | ongoing         | n/a           | -                 |
| <b>Totals</b>                | <b>34,384,094.52</b> | <b>34,384,094.52</b> | <b>34,384,094.52</b> |          |                 |               | <b>84.67</b>      |

| <b>Current Month Transactions:</b>                                   | <b>Date</b> | <b>Amount</b> |
|--|-------------|---------------|
| Interest received on the Wells Fargo Money Market Investment Account | 6/1/2020    | 9.91          |
| Board direction to discharge Lehman Bros Outstanding Balance         | 6/24/2020   | 15,787.78     |
| Interest received on the Umpqua Bank Money Market Investment Account | 6/30/2020   | 74.76         |

# Agenda Item

DATE: July 22, 2020 *Rebecca Callen*

TO: Board of Directors

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Review and Direction of the FY 2019-20 Fourth Quarter Investment Report

## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ by Minute Entry, to review and accept the District's quarterly Cash and Investments report for the period ending June 30, 2020.

## SUMMARY:

Stated below are cash and investment balances for March 31 and June 30, 2020 and the change in respective balances:

| Asset Description                      | 03/31/20             | 06/30/20             | Change            |
|--|----------------------|----------------------|-------------------|
| Cash, Umpqua Bank (general account)    | \$ 2,692,182         | \$ 1,811,747         | \$ (880,435)      |
| Cash on Hand, Petty Cash & Cash Drawer | 600                  | 600                  | -                 |
| Local Agency Investment Fund (LAIF)    | 28,717,021           | 32,564,889           | 3,847,868         |
| Money Market Accounts                  | 1,819,272            | 1,819,182            | (90)              |
| Bond Investments*                      | 14,963               | -                    | (14,963)          |
| Certificates of Deposits*              | 2,000,820            | -                    | (2,000,820)       |
| Trustee Accounts                       | 532,697              | 534,451              | 1,754             |
| Total Cash and Investments             | <u>\$ 35,777,555</u> | <u>\$ 36,730,869</u> | <u>\$ 953,314</u> |

*\*Based on Market Value*

|                           |                      |
|---------------------------|----------------------|
| District Funds            | \$ 35,513,924        |
| Advanced Grant Funds      | 236,718              |
| Trustee Accounts          | 534,451              |
| Assessment District Funds | 445,776              |
| Total Funds               | <u>\$ 36,730,869</u> |

This report is for the fourth quarter of FY 2019-20 and covers the months of April, May and June 2020. Investment activities included:

| INVESTMENT ACTIVITY   | 3/31/2020    | 6/30/2020    |
|---|--------------|--------------|
| Interest received on the Wells Fargo Money Market investment account                          | 37.31        | 21.37        |
| Interest received on the Wells Fargo Certificate of Deposit                                   | 17,643.83    | 8,726.03     |
| Interest received on the Umpqua Bank Money Market investment account                          | 1,377.22     | 226.76       |
| Quarterly Interest received on the LAIF investment account                                    | 160,882.43   | 147,868.57   |
| Lehman Bros Holding liquidation distribution  | -            | 959.60       |
| Board direction to discharge Lehman Bros Outstanding Balance                                  | -            | 15,787.78    |
| Transfer from Wells Fargo Money Market investment account to the District's Operating account | 17,500.00    | 2,010,000.00 |
| Transfer from Umpqua Bank Money Market investment account to the District's Operating account | -            | -            |
| Transfer from the District's Operating account to LAIF  | 2,700,000.00 | 3,700,000.00 |
| Transfer from LAIF to the District's Operating account  | 2,400,000.00 | -            |
| Wells Fargo Certificate of Deposit Full Call  | -            | 2,000,000.00 |

The District posted investment earnings of \$155,233 during the fourth quarter. Note that the above LAIF interest revenue received relates to the prior quarter. The second installment of the FY 2019-20 property tax apportionment was received in April, and along with the Wells Fargo CD full call the funds were transferred in to LAIF. Interest rates continue to decline, with LAIF ending the fiscal year at 1.08% as compared to the prior year end of 2.39%. Staff is working with Chandler Asset Management on a strategic investment plan.

#### **FINANCIAL CONSIDERATIONS:**

As of July 16, 2020, LAIF has dipped below 1%. This is the benchmark to start moving funds under Chandler for a longer-term investment strategy. We will be making those changes over the next several months.

**CALAVERAS COUNTY WATER DISTRICT**

Quarterly Report on Investments

June 30, 2020

| Investment Cost      | Market Value         | Coupon Rate                 | Date Invested | Date of Maturity | Days to Maturity | % of Portfolio | Invested with                |
|----------------------|----------------------|-----------------------------|---------------|------------------|------------------|----------------|------------------------------|
| \$ 32,564,889        | \$ 32,564,889        | 1.080%                      | Open          | Open             | 191              | 93.26%         | Local Agency Investment Fund |
| 23                   | 23                   | 0.010%                      | Open          | Open             | 5                | 0.00%          | Wells Fargo Money Market     |
| 1,819,182            | 1,819,182            | 0.050%                      | June 14, 2007 | Open             | 1                | 5.21%          | Umpqua Bank Money Market     |
| 534,451              | 534,451              | (Trustee funds from page 2) |               |                  |                  | 1.53%          |                              |
| <u>\$ 34,918,546</u> | <u>\$ 34,918,546</u> |                             |               |                  |                  | 100.00%        |                              |

I certify that all of the investments reported herein are substantially in accordance with the District's Financial Management Policy 5, "Investment Policy Guidelines", the law and other contractual agreements. I further certify the investments reported herein provide for the ability of the District to meet cash flow needs as specified in Financial Management Policy 5.

*Rebecca Callen*

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Rebecca Callen, Director of Administrative Services

**CALAVERAS COUNTY WATER DISTRICT**  
**Quarterly Report on Investments**

**June 30, 2020**

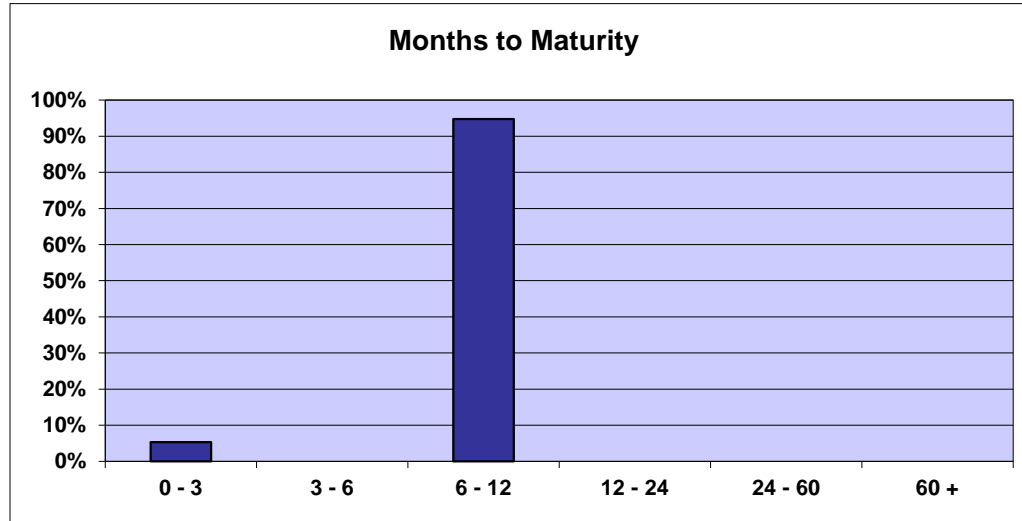
Trusteed Funds:

| Cost              | Market Value      | % Yield | Date Invested | Date of Maturity | Days to Maturity | % Portfolio    | Trustee | INVESTED FOR                   |
|-------------------|-------------------|---------|---------------|------------------|------------------|----------------|---------|--------------------------------|
| \$ 335,736        | \$ 335,736        | 0.00%   | Aug 16, 06    | Open             | 1                | 62.82%         | USBank  | 2006 Saddle Creek Ltd, Reserve |
| 130,319           | 130,319           | 0.01%   | Oct 15, 13    | Open             | 1                | 24.38%         | USBank  | Fly In Acres Reserve Fund      |
| 68,396            | 68,396            | 0.01%   | Sep 09, 10    | Open             | 1                | <u>12.80%</u>  | USBank  | DaLee/Cassidy Reserve Fund     |
| <u>\$ 534,451</u> | <u>\$ 534,451</u> |         |               |                  |                  | <u>100.00%</u> |         |                                |

| Maturity Analysis    | Maturity Time Frames                |
|----------------------|-------------------------------------|
| \$ 34,384,095        | LAIF/Money Market                   |
| 534,451              | Trustees Investments                |
| <b>\$ 34,918,546</b> | <b>Total Investments</b>            |
| \$ 1,811,747         | Checking Account Balance            |
| 600                  | Petty Cash + Change Fund            |
| <b>\$ 36,730,892</b> | <b>Total Cash &amp; Investments</b> |

| Weighted Average Maturity                                      |             |
|--|-------------|
| (The average life in days following the last day of the month) |             |
| Fund Class:  | No. of Days |
| General  | <u>66</u>   |
| In Years =   | <u>0.18</u> |
| Trust  | <u>1</u>    |

**Calaveras County Water District**  
**Monthly Maturity Distribution (Market Value)**  
**As of June 30, 2020**



| Months to Maturity | Maturity Distribution | Market Value         |
|--------------------|-----------------------|----------------------|
| 0 - 3              | 5%                    | \$ 1,819,205         |
| 3 - 6              | 0%                    | -                    |
| 6 - 12             | 95%                   | 32,564,889           |
| 12 - 24            | 0%                    | -                    |
| 24 - 60            | 0%                    | -                    |
| 60 +               | 0%                    | -                    |
|                    | Total                 | <u>\$ 34,384,095</u> |

**Calaveras County Water District  
Portfolio Summary  
As of June 30, 2020**

| Investments                                      | Par Value         | Market Value      | Book Value        | % of Portfolio | Days to Maturity | Yield to Maturity |
|--|-------------------|-------------------|-------------------|----------------|------------------|-------------------|
| Local Agency Investment Fund (LAIF)              | 32,564,889        | 32,564,889        | 32,564,889        | 94.7%          | 191              | 1.08%             |
| Money Market Funds (Wells Fargo)                 | 23                | 23                | 23                | 0.0%           | 5                | 0.01%             |
| Money Market Funds (Umpqua)                      | 1,819,182         | 1,819,182         | 1,819,182         | 5.3%           | 1                | 0.05%             |
| <b>Total Investments</b>                         | <b>34,384,095</b> | <b>34,384,095</b> | <b>34,384,095</b> | <b>100%</b>    |                  |                   |
| Ending Accrued Interest                          |                   | 102,197           | 102,197           |                |                  |                   |
| <b>Total Investments &amp; Accrued Interest:</b> | <b>34,384,095</b> | <b>34,486,291</b> | <b>34,486,291</b> |                |                  |                   |

**Calaveras County Water District  
Investment Compliance Checklist  
As of June 30, 2020**

| California<br>Government<br>Code Section | Investment<br>Category              | Maximum<br>Maturity | Authorized<br>Investment Limits<br>(Percent of<br>Portfolio) | Percentage<br>Held in<br>Portfolio | Credit<br>Rating<br>Limits | Compliance |
|--|-------------------------------------|---------------------|--|------------------------------------|----------------------------|------------|
| 16429.1                                  | Local Agency Investment Fund (LAIF) | None                | *  | 95%                                | n/a                        | Yes        |
| 53601(1)                                 | Money Market Funds (Wells Fargo)    | None                | 20%  | 0%                                 | (1)                        | Yes        |
| 53601(1)                                 | Money Market Funds (Umpqua)         | None                | 20%  | 5%                                 | (1)                        | Yes        |
|  |                                     |                     |  | 100%                               |                            |            |

(1) Highest ranking by 2 of 3 of the nationally recognized rating agencies

\*LAIF currently allows a maximum of \$75 million per account.



# Agenda Item

*Rebecca Callen*

DATE: July 22, 2020  
TO: Michael Minkler, General Manager  
FROM: Rebecca Callen, Director of Administrative Services  
SUBJECT: Annual Resolution to Submit Delinquencies to County Tax Rolls

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## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ adopting Resolution No. 2020-\_\_\_\_\_ requesting delinquent charges be placed on Calaveras County tax rolls.

## **SUMMARY:**

Staff is requesting that the Board of Directors approve the attached list of delinquent utility service accounts for submission to the Calaveras County Tax Collector to be placed on the tax rolls. This is an annual resolution, which aids the District in the collection of these delinquent accounts when other collection efforts have been unsuccessful.

Collection efforts include sending these accounts bi-monthly bills and reminder notices after which water service is locked off. Wastewater service to these properties has not been cut off for public health reasons. Placing the accounts on the tax rolls is an effective and efficient collection procedure. As the District is on the "Teeter" program, payment for delinquencies placed on the tax rolls is guaranteed by the County.

## **FINANCIAL CONSIDERATIONS:**

Placement of the specified delinquent balances on the County tax rolls ensures collection of approximately \$92,176.66 and avoids the need for subsequent bad-debt write-offs.

*Attachments: Resolution Requesting Delinquent Charges Be Placed on Calaveras County Tax Rolls  
Schedule A – Calaveras County Water District FY 2020-21 County Tax List*

**RESOLUTION NO. 2020 -**

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

**REQUESTING DELINQUENT CHARGES BE PLACED ON  
CALAVERAS COUNTY TAX ROLLS**

**WHEREAS**, there are delinquent and unpaid charges due the Calaveras County Water District; and

**WHEREAS**, Section 31701e of the California Water Code provides for the collection of such delinquencies on the County Tax Rolls.

**NOW, THEREFORE**, the Board of Directors requests the Calaveras County Board of Supervisors and Auditor to include those delinquencies as referenced on Schedule A, attached hereto and made a part hereof, on the 2020-2021 Calaveras County Tax Bills.

**PASSED AND ADOPTED** this 22nd day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock, Clerk to the Board

**CALAVERAS COUNTY WATER DISTRICT  
 DELINQUENCIES TO PLACE ON THE COUNTY TAX ROLLS - FY 2020-21  
 PRELIMINARY AS OF 07/22/20  
 SCHEDULE A**

| <b>Customer Account Number</b> | <b>APN</b>  | <b>Total</b> |
|--------------------------------|-------------|--------------|
| 000529-000                     | 025-016-025 | 115.21       |
| 000840-000                     | 028-008-029 | 143.72       |
| 001125-000                     | 028-029-013 | 662.30       |
| 001541-000                     | 028-040-016 | 1,310.21     |
| 001595-000                     | 032-021-044 | 122.08       |
| 002264-000                     | 034-042-033 | 303.51       |
| 003034-000                     | 073-041-016 | 194.49       |
| 003645-000                     | 023-052-005 | 670.70       |
| 004663-000                     | 028-009-026 | 307.81       |
| 005678-000                     | 074-002-031 | 329.46       |
| 007652-000                     | 024-018-004 | 274.10       |
| 007900-000                     | 028-045-013 | 258.37       |
| 008738-000                     | 061-042-011 | 375.32       |
| 009120-000                     | 028-051-004 | 848.84       |
| 009731-000                     | 023-032-027 | 114.23       |
| 011612-000                     | 030-007-007 | 124.28       |
| 011669-000                     | 055-025-007 | 164.33       |
| 012664-000                     | 028-037-007 | 492.54       |
| 012678-000                     | 070-016-022 | 149.76       |
| 014545-000                     | 070-018-037 | 1,023.61     |
| 015536-000                     | 074-010-014 | 347.16       |
| 015971-000                     | 061-032-025 | 333.05       |
| 017583-000                     | 008-032-012 | 746.63       |
| 019393-000                     | 026-080-019 | 302.07       |
| 019584-000                     | 024-026-002 | 121.66       |
| 021464-000                     | 034-077-008 | 1,285.30     |
| 023060-000                     | 036-022-004 | 152.79       |
| 025607-000                     | 061-068-004 | 334.08       |
| 026665-000                     | 028-025-007 | 485.96       |
| 027040-000                     | 073-017-004 | 430.63       |
| 027871-000                     | 065-011-005 | 1,085.10     |
| 027989-000                     | 034-072-008 | 1,088.19     |
| 029585-000                     | 025-020-021 | 680.24       |
| 030257-000                     | 028-011-002 | 1,900.00     |
| 031555-000                     | 073-012-008 | 175.76       |
| 031776-000                     | 073-019-008 | 162.69       |
| 031835-000                     | 071-002-015 | 357.55       |
| 033665-000                     | 055-037-001 | 315.87       |
| 033984-000                     | 070-018-010 | 148.26       |
| 035164-000                     | 024-012-014 | 114.23       |
| 035253-000                     | 074-012-010 | 374.06       |
| 035428-000                     | 065-030-001 | 329.46       |
| 035429-000                     | 065-030-001 | 348.80       |
| 035661-000                     | 070-006-005 | 191.85       |
| 035737-000                     | 028-040-003 | 118.49       |
| 035843-000                     | 028-011-015 | 700.98       |
| 035901-000                     | 024-030-025 | 276.88       |
| 036306-000                     | 028-044-011 | 129.06       |
| 036450-000                     | 061-037-004 | 976.92       |
| 036749-000                     | 070-034-014 | 189.73       |
| 036868-000                     | 073-054-025 | 351.48       |
| 037476-000                     | 066-019-028 | 187.23       |
| 037713-000                     | 071-006-003 | 150.08       |

**CALAVERAS COUNTY WATER DISTRICT  
 DELINQUENCIES TO PLACE ON THE COUNTY TAX ROLLS - FY 2020-21  
 PRELIMINARY AS OF 07/22/20  
 SCHEDULE A**

| <b>Customer Account Number</b> | <b>APN</b>  | <b>Total</b> |
|--------------------------------|-------------|--------------|
| 038418-000                     | 073-051-004 | 340.35       |
| 038530-000                     | 026-024-028 | 419.96       |
| 038587-000                     | 072-041-007 | 155.14       |
| 038837-000                     | 064-038-003 | 338.87       |
| 038876-000                     | 034-037-003 | 114.23       |
| 038964-000                     | 025-007-028 | 633.40       |
| 038987-000                     | 034-082-008 | 334.50       |
| 039668-000                     | 066-017-011 | 302.89       |
| 039733-000                     | 061-029-013 | 1,290.57     |
| 040085-000                     | 066-018-024 | 187.23       |
| 040264-000                     | 008-031-010 | 143.98       |
| 040274-000                     | 008-023-035 | 194.27       |
| 040336-000                     | 071-023-006 | 156.08       |
| 040490-000                     | 070-030-067 | 428.80       |
| 040578-000                     | 023-044-004 | 119.14       |
| 040654-000                     | 008-025-060 | 649.03       |
| 040655-000                     | 010-030-002 | 1,576.69     |
| 040656-000                     | 050-012-017 | 649.03       |
| 040659-000                     | 065-023-004 | 1,576.69     |
| 040663-000                     | 048-064-003 | 1,690.06     |
| 040664-000                     | 008-029-006 | 649.03       |
| 040667-000                     | 010-018-009 | 649.03       |
| 040668-000                     | 070-030-046 | 649.03       |
| 040670-000                     | 048-075-006 | 995.66       |
| 040673-000                     | 061-031-020 | 1,576.69     |
| 040675-000                     | 070-011-019 | 649.03       |
| 040676-000                     | 070-025-003 | 649.03       |
| 040679-000                     | 073-013-005 | 649.03       |
| 040680-000                     | 008-014-022 | 1,576.69     |
| 040681-000                     | 008-014-048 | 1,576.69     |
| 040682-000                     | 008-028-030 | 649.03       |
| 040683-000                     | 050-014-014 | 649.03       |
| 040684-000                     | 061-027-013 | 1,576.69     |
| 040685-000                     | 061-031-025 | 1,576.69     |
| 040688-000                     | 070-042-003 | 649.03       |
| 040689-000                     | 072-041-012 | 536.75       |
| 040690-000                     | 098-032-009 | 1,576.69     |
| 040691-000                     | 070-031-048 | 649.03       |
| 040692-000                     | 061-031-023 | 1,637.73     |
| 040695-000                     | 026-023-011 | 758.54       |
| 040697-000                     | 068-059-015 | 486.06       |
| 040698-000                     | 068-059-015 | 483.18       |
| 040701-000                     | 066-043-014 | 683.19       |
| 040702-000                     | 057-014-023 | 667.19       |
| 040705-000                     | 066-041-010 | 1,183.19     |
| 040708-000                     | 057-014-010 | 1,183.19     |
| 040709-000                     | 066-025-041 | 1,183.19     |
| 040710-000                     | 066-037-004 | 1,183.19     |
| 040711-000                     | 066-038-007 | 1,183.19     |
| 040712-000                     | 057-013-018 | 1,186.18     |
| 040713-000                     | 057-014-022 | 1,183.19     |
| 040714-000                     | 057-014-027 | 1,183.19     |
| 040715-000                     | 057-014-031 | 1,183.19     |

**CALAVERAS COUNTY WATER DISTRICT  
 DELINQUENCIES TO PLACE ON THE COUNTY TAX ROLLS - FY 2020-21  
 PRELIMINARY AS OF 07/22/20  
 SCHEDULE A**

| <b>Customer Account Number</b> | <b>APN</b>   | <b>Total</b>     |
|--------------------------------|--------------|------------------|
| 040716-000                     | 066-013-003  | 233.19           |
| 040717-000                     | 066-014-012  | 1,183.19         |
| 040718-000                     | 066-018-003  | 1,183.19         |
| 040719-000                     | 066-018-021  | 1,183.19         |
| 040720-000                     | 066-018-027  | 520.96           |
| 040721-000                     | 066-026-017  | 1,083.19         |
| 040722-000                     | 066-037-012  | 1,183.19         |
| 040725-000                     | 066-039-005  | 1,183.19         |
| 040726-000                     | 066-041-011  | 669.93           |
| 040727-000                     | 066-041-018  | 1,183.19         |
| 040729-000                     | 066-043-013  | 1,183.19         |
| 040730-000                     | 023-010-003  | 758.54           |
| 040732-000                     | 025-017-021  | 758.54           |
| 040733-000                     | 026-026-009  | 1,841.10         |
| 040734-000                     | 028-022-013  | 1,863.73         |
| 040736-000                     | 030-024-033  | 758.54           |
| 040737-000                     | 034-040-018  | 758.54           |
| 040738-000                     | 034-056-014  | 1,863.73         |
| 040739-000                     | 034-071-014  | 1,863.73         |
| 040740-000                     | 034-076-004  | 1,863.73         |
| 040741-000                     | 036-018-004  | 758.54           |
| 041004-000                     | 074-012-006  | 342.29           |
| 041017-000                     | 066-037-003  | 187.23           |
| 041030-000                     | 066-038-005  | 187.23           |
| 041038-000                     | 055-046-039  | 175.00           |
| 041117-000                     | 064-037-009  | 198.74           |
| 041156-000                     | 008-016-011  | 179.39           |
|                                | <b>TOTAL</b> | <b>92,176.66</b> |

# Agenda Item

DATE: July 22, 2020

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, HR Manager

SUBJECT: Adoption of Fiscal Year 2020/2021 District Pay Schedule for CalPERS Compliance

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ approving Resolution 2020- \_\_\_\_ approving the pay schedule for FY 2020/2021 to comply with CalPERS.

## SUMMARY:

As required by CalPERS ,the District must have a comprehensive pay schedule which is duly approved and adopted by the District's governing body, identifies the position title for every employee, shows the pay rate of each position, and indicates the time base of the pay rate (i.e. weekly, monthly, yearly).

Though the Board has already approved the wage scales in each bargaining units MOU/Agreement, CalPERS requires the District to approve and adopt, via resolution, a single document which includes the SEIU Local 1021 positions, the Management & Confidential Units positions, as well as the General Manager.

## FINANCIAL CONSIDERATIONS:

None. This action simply reformats the existing information into one document and does not in any way change the compensation.

*Attachments: Resolution No. 2020-\_\_ - Adopting FY 2020-2021 Pay Schedule to comply with CalPERS.  
FY 2020 / 2021 Pay Schedule*

# CCWD PAY SCHEDULE

*Effective July 1, 2020*

## SEIU Local 1021 Job Classifications

| <b>Monthly Salary Ranges</b>                    |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|
| <b>Classifications</b>                          | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> |
| Accountant I                                    | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Accountant II                                   | 6,629         | 6,960         | 7,308         | 7,673         | 8,057         |
| Accounting Technician I                         | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Accounting Technician, II                       | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Administrative Technician I                     | 3,875         | 4,069         | 4,272         | 4,486         | 4,710         |
| Administrative Technician II                    | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Administrative Technician, Senior               | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Collection System Worker Trainee                | 3,690         | 3,875         | 4,069         | 4,272         | 4,486         |
| Collection System Worker I                      | 4,069         | 4,272         | 4,486         | 4,710         | 4,946         |
| Collection System Worker II                     | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Collection System Worker III                    | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Collection System Worker IV                     | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Collection System Worker, Senior                | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Construction Inspector I                        | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Construction Inspector II                       | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Construction Inspector III                      | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Construction Inspector, Senior                  | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Construction Worker I                           | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Construction Worker II                          | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Construction Worker III                         | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Construction Worker, Senior                     | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Customer Service Representative I               | 3,875         | 4,069         | 4,272         | 4,486         | 4,710         |
| Customer Service Representative II              | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Customer Service Representative III             | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Customer Service Representative, Senior         | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Distribution Worker Trainee                     | 3,690         | 3,875         | 4,069         | 4,272         | 4,486         |
| Distribution Worker I                           | 4,069         | 4,272         | 4,486         | 4,710         | 4,946         |
| Distribution Worker II                          | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Distribution Worker III                         | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Distribution Worker IV                          | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Distribution Worker, Senior                     | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Electrician/Instrumentation Technician I        | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Electrician/Instrumentation Technician II       | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Electrical/SCADA, Senior Supervisor             | 7,308         | 7,673         | 8,057         | 8,460         | 8,883         |
| Electrician/Instrumentation Technician, Senior  | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Engineer - Associate                            | 7,308         | 7,673         | 8,057         | 8,460         | 8,883         |
| Engineer - Civil                                | 8,057         | 8,460         | 8,883         | 9,327         | 9,793         |
| Engineer - Civil Senior                         | 8,883         | 9,327         | 9,793         | 10,283        | 10,797        |
| Engineering Analyst                             | 7,673         | 8,057         | 8,460         | 8,883         | 9,327         |
| Engineering Coordinator                         | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Engineering Technician I                        | 5,193         | 5,453         | 5,726         | 6,012         | 6,313         |
| Engineering Technician II                       | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Engineering Technician, Senior                  | 6,960         | 7,308         | 7,673         | 8,057         | 8,460         |
| Facilities Maintenance Technician               | 4,274         | 4,486         | 4,710         | 4,946         | 5,193         |
| Information Systems Administrator               | 7,673         | 8,057         | 8,460         | 8,883         | 9,327         |
| Information Systems Analyst                     | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Mechanic I                                      | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| Mechanic II                                     | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| Mechanic, Senior                                | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Meter Reader Trainee                            | 3,690         | 3,875         | 4,069         | 4,272         | 4,486         |
| Meter Reader I                                  | 4,069         | 4,272         | 4,486         | 4,710         | 4,946         |
| Meter Reader II                                 | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| Purchasing Agent                                | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| SCADA Technician I                              | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| SCADA Technician, Senior                        | 6,629         | 6,960         | 7,308         | 7,673         | 8,057         |
| Senior Supervisor, Construction / Inspection    | 6,960         | 7,308         | 7,673         | 8,057         | 8,460         |
| Senior Supervisor, Distribution and Collections | 6,960         | 7,308         | 7,673         | 8,057         | 8,460         |
| Senior Supervisor, W/WW Operations              | 6,960         | 7,308         | 7,673         | 8,057         | 8,460         |
| W/WW Treatment Plant Operator OIT               | 4,069         | 4,272         | 4,486         | 4,710         | 4,946         |
| W/WW Treatment Plant Operator I                 | 4,486         | 4,710         | 4,946         | 5,193         | 5,453         |
| W/WW Treatment Plant Operator II                | 4,946         | 5,193         | 5,453         | 5,726         | 6,012         |
| W/WW Treatment Plant Operator III               | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |
| W/WW Treatment Plant Operator, Senior           | 6,012         | 6,313         | 6,629         | 6,960         | 7,308         |
| Water Conservation Coordinator                  | 5,453         | 5,726         | 6,012         | 6,313         | 6,629         |

## Management & Confidential Unit Job Classifications

*Effective July 1, 2020*

| <b>Monthly Salary Ranges</b>           |               |               |               |               |               |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>Classifications</b>                 | <b>Step 1</b> | <b>Step 2</b> | <b>Step 3</b> | <b>Step 4</b> | <b>Step 5</b> | <b>Step 6</b> | <b>Step 7</b> | <b>Step 8</b> | <b>Step 9</b> |
| Construction & Maintenance Manager     | \$8,015       | \$8,416       | \$8,837       | \$9,279       | \$9,743       | \$9,987       | \$10,236      | \$10,492      | \$10,754      |
| Director of Administrative Services    | \$9,279       | \$9,743       | \$10,230      | \$10,741      | \$11,278      | \$11,560      | \$11,849      | \$12,145      | \$12,449      |
| Director of Operations                 | \$9,279       | \$9,743       | \$10,230      | \$10,741      | \$11,278      | \$11,560      | \$11,849      | \$12,145      | \$12,449      |
| Deputy Director of Operations          | \$8,416       | \$8,837       | \$9,279       | \$9,743       | \$10,230      | \$10,485      | \$10,748      | \$11,016      | \$11,292      |
| Distribution/Collections Manager       | \$8,015       | \$8,416       | \$8,837       | \$9,279       | \$9,743       | \$9,987       | \$10,236      | \$10,492      | \$10,754      |
| District Engineer                      | \$9,743       | \$10,230      | \$10,741      | \$11,278      | \$11,842      | \$12,138      | \$12,441      | \$12,752      | \$13,071      |
| Executive Assistant/Clerk to the Board | \$5,168       | \$5,426       | \$5,697       | \$5,982       | \$6,281       | \$6,438       | \$6,599       | \$6,764       | \$6,933       |
| External Affairs Manager I             | \$7,270       | \$7,634       | \$8,015       | \$8,416       | \$8,837       | \$9,058       | \$9,284       | \$9,516       | \$9,754       |
| External Affairs Manager II            | \$7,634       | \$8,015       | \$8,416       | \$8,837       | \$9,279       | \$9,511       | \$9,749       | \$9,992       | \$10,242      |
| Human Resources Manager                | \$8,015       | \$8,416       | \$8,837       | \$9,279       | \$9,743       | \$9,987       | \$10,236      | \$10,494      | \$10,754      |
| Human Resources Technician             | \$4,922       | \$5,168       | \$5,426       | \$5,697       | \$5,982       | \$6,132       | \$6,285       | \$6,442       | \$6,603       |
| Plant Operations Manager               | \$8,416       | \$8,837       | \$9,279       | \$9,743       | \$10,230      | \$10,485      | \$10,748      | \$11,016      | \$11,292      |
| Manager of Water Resources             | \$8,416       | \$8,837       | \$9,279       | \$9,743       | \$10,230      | \$10,485      | \$10,748      | \$11,016      | \$11,292      |

## Contract Employees

| <b>Classifications</b> | <b>Yearly Range</b>   |
|------------------------|-----------------------|
| General Manager        | \$150,000 - \$200,000 |

**RESOLUTION NO. 2020-**

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

**RESOLUTION APPROVING FISCAL YEAR 2020 / 2021 PAY SCHEDULE WHICH  
INCLUDE BOTH THE SEIU LOCAL 1021 AND MANAGEMENT AND CONFIDENTIAL  
POSITIONS**

**WHEREAS**, CalPERS requires the Board of Directors of the Calaveras County Water District (CCWD) to approve and adopt all pay schedules of CCWD as one document; and

**WHEREAS**, the Board of Directors of CCWD has already approved the positions and salaries contained within these pay schedules through a Memorandum of Understanding for the SEIU Local 1021 and Compensation Agreement for the Management and Confidential unit; and

**WHEREAS**, there are no changes to salaries; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approve the Pay Schedule effective for Fiscal Year 2020 / 2021, attached hereto and made a part hereof, for CCWD's SEIU Local 1021 and Management and Confidential Unit.

**PASSED AND ADOPTED** by this 22<sup>nd</sup> day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board



# Agenda Item

DATE: July 22, 2020

TO: Michael Minkler, General Manager

FROM: Rebecca Callen, Director of Administrative Services

RE: Amendment of the CCWD High School Scholarship Program

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ approving Resolution 2020-\_\_\_ amending the Calaveras County Water District High School Scholarship Award Program guidelines.

## SUMMARY:

In 2011, the CCWD Board of Directors approved the creation of the CCWD Scholarship Award Program as part of the ongoing effort to build relationships with the public and customers and to promote investment into our communities. The program authorizes two \$500 scholarships for graduating high school seniors of a high school in Calaveras County. This program is designed to encourage local youth to pursue careers in the water industry and help them achieve their educational goals. These efforts not only benefit the students, but also assist the District in encouraging local residents to pursue career paths that could eventually result in them working for CCWD down the road.

## PROGRAM OVERVIEW

Each year, scholarships are awarded to two graduating high school seniors of a high school in Calaveras County, which includes: Calaveras High School, Gold Strike High School, Bret Harte High School, John Vierra High School and Mountain Oaks Charter School. It is preferred if applicants have an interest in a water-related industry and they must be registered for a full-time college class load in the fall.

The students are asked to submit a typed essay of at least 500 words using this prompt: "The Value of Water". The essay with the appropriate High School Scholarship Application must be submitted to a CCWD staff committee by the end of February of the graduating year. The two top applicants are selected by a committee of District employees and the recommendation goes to the Board for approval. The two (2) top candidates are invited to read their essays to the CCWD Board of Directors during a regularly scheduled Board meeting and are presented with a certificate by the Board members.

The \$500 scholarship check is only provided to candidates once they provide proof full-time fall class enrollment at college.

## **FINANCE COMMITTEE GUIDANCE**

On June 16, 2020, the Finance Committee reviewed the Scholarship Program and recommended a series of changes.

Since the Board approved the Scholarship Award Program in 2011, the External Affairs Manager has taken over the program from Human Resources. Additionally, the steps laid out in the guidelines do not accurately represent how staff has been implementing the program. The Finance Committee recommended that sections of the guidelines be updated to make sure practice and guidelines are consistent.

Additionally, the East Bay Municipal Utility District (EBMUD) has agreed to match CCWD's scholarship award funds dollar for dollar. The 2020 awards are a total of \$2,000 rather than \$1,000. The Finance Committee recommended that the District offer four, \$500 scholarships using the contributions from EBMUD. Additionally, the Finance Committee recommended that any agency or individual that contributes to the Scholarship Program should be recognized at award ceremonies and CCWD Board meetings.

## **FINANCIAL CONSIDERATIONS:**

The annual cost of the scholarships is \$1,000 and currently comes from Fund 101, Water Conservation. There are also costs associated with staff coordinating with the schools and receiving and reviewing applications and organizing Board meeting presentations and award night presentations.

*Attachments:           Resolution 2020-\_\_\_\_-Amending the CCWD Annual Scholarship Program  
                                  CCWD Scholarship Program Guidelines (redline)  
                                  CCWD Scholarship Program Guidelines (clean)*

CALAVERAS COUNTY WATER DISTRICT HIGH SCHOOL SCHOLARSHIP  
AWARD PROGRAM GUIDELINES

**Summary**

In the ongoing effort to build relationships with the public and our customers and to promote investment into our communities, the Calaveras County Water District (CCWD) ~~establishes will award two (2) \$500~~ scholarships ~~for to~~ graduating high school seniors of a ~~H~~igh ~~s~~School in Calaveras County ~~each year~~. ~~These scholarships will generally be \$500 each, and the number of scholarships awarded will depend on available funding from CCWD, organizational partners and community donations.~~ As the District looks to the future of the water industry, ~~we it is committed to~~ must encourage ~~our~~ local youth ~~and to help them~~ achieve their goals. ~~Helping our local youth~~ ~~This~~ will not only benefit them and their future, it will also assist the District in looking forward to build our future employee base of well trained and motivated employees.

**Rules**

~~The scholarship~~ Scholarships will be awarded to ~~two (2)~~ graduating high school seniors ~~of from a h~~igh ~~s~~School in Calaveras County, which includes: Calaveras County High School, Gold Strike High School, Brett Harte High School, John Vierra High School, and Mountain Oaks ~~High School~~ Charter School.

~~The students must have an~~ ideally, the students will have an interest in ~~the a~~ water-related ~~industry field and winners be must be planning to enroll at a attending a trade school,~~ Community college, sState college, or uUniversity College.

The students will be asked to submit a typed paper of no ~~less fewer~~ than 500 words ~~on~~ with the essay prompt "The Value of Water".

~~The Applicants must submit their essays with the appropriate High School Scholarship Application shall be submitted to the CCWD in the winter/spring of the graduating year committee by the end of February\*working through the staff at their respective high schools. of the graduating year.~~

The ~~two winning (2) top candidates~~ applicants will be selected by a committee of District employees, ~~and the recommendation will go to the Board for approval~~ students will be asked to attend a CCWD Board meeting to read their winning essays, answer questions from Board members and take a photo with the Board.

~~The two (2) top candidates will be required to read their essay to the Board during a regularly scheduled Board Meeting and accept the scholarship award.~~

The scholarship check will only be provided to each candidate winning students when ~~the candidate submits~~ they have submitted proof of fall class enrollment to the school/college/university of their choice.

### **Process**

~~September\*—~~ In September, the General Manager or designee, shall request authorization from the Board to establish a committee of three (3) staff members from a three-person scholarship review committee will be formed by the manager tasked with administering the Scholarship Program the District and approve the two (2) \$500 scholarship awards to the current Class of graduating seniors. All employees of the District will be encouraged to participate. At least one (1) of the committee members must have a management title. The tasks of the committee will be managed by Human Resources

Once the CCWD committee has been established, the Scholarship Committee chair shall: Human Resources shall

- 1) Contact the scholarship liaison staff person at all the eligible schools by phone, letter, and/or e-mail to inform them of the scholarship program and the rules as stated above no later than October 1<sup>st</sup>. and ensure they know CCWD is offering scholarship awards and that they know where to send the applicants' essays.
- 2) Contact the press via a Press Release Send out a press release notifying them of the the community of upcoming scholarship awards.

~~March\*—~~ In March-April, the Scholarship Committee chair Human Resources will provide copies of all the submitted applications and essays to each CCWD committee member. Committee members will not know the name or information about the applicants to ensure they can judge the essays fairly on their merits. Each committee member shall ~~then~~ thoroughly and completely review all submitted applications and essays using the following judging criteria:

- 1) Is the student's logic sound?
- 2) Do the ideas make sense?
- 3) Is the paper grammatically correct?
- 4) Is any of the essay plagiarized?

The committee members will ~~then~~ meet to select the top two (2) candidates and select the winners for Board approval on or about the established second Board Meeting in March\*.

~~Once the Board has approved the two (2) candidates, Human Resources~~ The Scholarship Committee chair will notify/inform the high school staff liaison of name(s) of the candidates winning candidates at their school. to inform them of their selection and request them to attend the next regularly scheduled Board Meeting to accept their scholarship award and

~~read their essay to the Board. The committee chair will coordinate with the high school staff liaison to get the dates of the scholarship awards night.~~

~~April/May\* In May or June, the candidates winning applicants will attend be asked to attend a CCWD Board Meeting to accept their scholarship awards, and read their essays to the Board and pose for a photo.~~

~~Human Resources shall contact the The Scholarship Committee chair will issue a press via a Press Release press release informing them local media of the candidates selected winning students and a picture of the CCWD Board and scholarship winners will be included with the release for the District's two (2) \$500 scholarship awards.~~

~~A May/June\* One (1) of the District's Board member or staff member will of Directors shall attend the candidate's winning student's High School Scholarship Assembly Awards Night and, as established by the High School, to present the student with a certificate of award.~~

### **Program Partners**

~~If another agency, organization or community member contributes to the funding for CCWD's Scholarship Program, that entity or person shall be recognized and thanked at scholarship awards presentations and at CCWD Board scholarship presentations.~~

~~\*Time frames are approximate and shall be adjusted to meet High School deadlines and District Board Meeting dates.~~

### **Costs**

~~The cost for the scholarships annual scholarship program will be \$1,000 total and will come from the Water Resources Education budget, Fund 101. There are no other material fees the District would incur. The only other are other cost associated would be the with the time of the Scholarship Committee spend the committee members, which should be minimal. communicating with high schools, reviewing essays and coordinating scholarship award ceremony presentations.~~

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CALAVERAS COUNTY WATER DISTRICT HIGH SCHOOL SCHOLARSHIP  
AWARD PROGRAM GUIDELINES

**Summary**

In the ongoing effort to build relationships with the public and our customers and to promote investment into our communities, the Calaveras County Water District (CCWD) will award scholarships to graduating high school seniors of a high school in Calaveras County each year. These scholarships will generally be \$500 each, and the number of scholarships awarded will depend on available funding from CCWD, organizational partners and community donations. As the District looks to the future of the water industry, it is committed to most encouraging local youth to help achieve their goals. This will not only benefit them and their future, it will also assist the District in looking forward to build our future employee base of well trained and motivated employees.

**Rules**

Scholarships will be awarded to graduating high school seniors from a high school in Calaveras County, which includes: Calaveras County High School, Gold Strike High School, Bret Harte High School, John Vierra High School, and Mountain Oaks Charter School.

Ideally, the students will have an interest in a water-related field and winners must be planning to enroll at a trade school, community college, state college, or university.

The students will be asked to submit a typed paper of no fewer than 500 words with the essay prompt "The Value of Water".

Applicants must submit their essays to CCWD in the winter/spring of the graduating year working through the staff at their respective high schools.

The winning applicants will be selected by a committee of District employees, and the students will be asked to attend a CCWD Board meeting to read their winning essays, answer questions from Board members and take a photo with the Board.

The scholarship check will only be provided to winning students when they have submitted proof of fall class enrollment to the school/college/university of their choice.

**Process**

In September, a three-person scholarship review committee will be formed by the manager tasked with administering the Scholarship Program. All employees of the District will be encouraged to participate. At least one of the committee members must have a management title.

Once the CCWD committee has been established, the Scholarship Committee chair shall:

- 1) Contact the scholarship liaison staff person at all eligible schools and ensure they know CCWD is offering scholarship awards and that they know where to send the applicants' essays.
- 2) Send out a press release notifying the community of upcoming scholarship awards.

In March-April, the Scholarship Committee chair will provide copies of all the submitted applications and essays to each CCWD committee member. Committee members will not know the name or information about the applicants to ensure they can judge the essays fairly on their merits. Each committee member shall thoroughly and completely review all submitted applications and essays using the following judging criteria:

- 1) Is the student's logic sound?
- 2) Do the ideas make sense?
- 3) Is the paper grammatically correct?
- 4) Is any of the essay plagiarized?

The committee members will meet to select the top candidates and select the winners.

The Scholarship Committee chair will inform the high school staff liaison of name(s) of the winning candidates at their school. The committee chair will coordinate with the high school staff liaison to get the dates of the scholarship awards night.

In May or June, the winning applicants will be asked to attend a CCWD Board Meeting to accept their scholarship awards, read their essays to the Board and pose for a photo.

The Scholarship Committee chair will issue a press release informing local media of the winning students and a picture of the CCWD Board and scholarship winners will be included with the release.

A District's Board member or staff member will attend the winning student's High School Scholarship Awards Night and present the student with a certificate of award.

### **Program Partners**

If another agency, organization or community member contributes to the funding for CCWD's Scholarship Program, that entity or person shall be recognized and thanked at scholarship awards presentations and at CCWD Board scholarship presentations.

### **Costs**

The cost for the annual scholarship program will be \$1,000 and will come from the Water Resources Education budget, Fund 101. There are other costs associated with the time the Scholarship Committee spends communicating with high schools, reviewing essays and coordinating scholarship award ceremony presentations.

**RESOLUTION NO. 2020-**

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

**AMENDING THE CALAVERAS COUNTY WATER DISTRICT ANNUAL  
SCHOLARSHIP PROGRAM FOR HIGH SCHOOL SENIORS**

**WHEREAS**, the CALAVERAS COUNTY WATER DISTRICT (CCWD) Board of Directors passed Resolution 2012-68 Approving the Annual Scholarship Program for Graduating High School Seniors in Calaveras County on September 26, 2012; and

**WHEREAS**, the Board of Directors wishes to promote the development of talents of graduating high school seniors in our County for future careers in the water industry; and

**WHEREAS**, it is the desire of the Board of award high school seniors with scholarships using funds made available in the CCWD budget and through partnerships with other organizations or donations from the community to help students pursue their college education goals; and

**WHEREAS**, the program will be administered in accordance with the guidelines attached to this resolution; and

**WHEREAS**, if approved by the Board of Directors in the annual budget, \$1,000 will be made available from the Water Resources Education budget, Fund 101-60-61455, to support the scholarship awards; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors does hereby amend the Annual Scholarship Program for Graduating High School Seniors in Calaveras County that was adopted on September 26, 2012, by Resolution No. 2010-78; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of CALAVERAS COUNTY WATER DISTRICT hereby authorizes the General Manager, or designated staff, to implement the District's Annual Scholarship Program for local high school seniors.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**



CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill, President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk of the Board

# Agenda Item

DATE: July 22, 2020

TO: Board of Directors

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Authorization of Capital Equipment Order

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## RECOMMENDED ACTION:

Motion \_\_\_\_\_/\_\_\_\_\_ adopting Resolution No. 2020 -\_\_\_\_ Approving a change in the Capital Outlay list for Fiscal Year 2020-21.

## SUMMARY:

The District has operational needs to replace two aging vacuum trucks. These trucks are critical for quickly and efficiently accessing underground infrastructure. The first new truck was ordered over a year ago and will be delivered sometime this week. It is being paid through debt service as part of the 2020-21 budget using operating funds.

Staff is requesting Board approval to order a second truck. The order must be placed at least a year in advance and the funds are obligated at that time even though no payments are made until after delivery. For that reason, the purchase was not included in the FY 20/21 budget, but staff needs board approval before placing the order and obligating funds from future years. The estimate purchase price of the truck is \$500,000, which will likely be financed over a four or five year term.

## FINANCIAL CONSIDERATIONS:

There is no budget requirement at this time, only the adoption of a revised capital outlay list that includes the purchase of the second truck.

Assuming the costs will be comparable to the most recent purchase, the annual debt service will be approximately \$125,000 for four years.

*Attachments: Appendix A – Capital Outlay List  
Resolution 2020-\_\_\_\_-Amending the FY 2020-21 Operating and Capital Improvement Budget*

Proposed Capital Outlay Budget  
 FY 2020-21

| Dept      | Qty | N or R* | Location       | Description                        | Water          | Sewer          | Cost           |
|-----------|-----|---------|----------------|------------------------------------|----------------|----------------|----------------|
| Utilities | 1   |         | West Point     | Fencing around Bummerville Tank    | 30,000         | -              | 30,000         |
| Utilities | 1   |         |                | New Dumptruck and Heavy Equipment  | 138,700        | 51,300         | 190,000        |
| Utilities | 1   |         |                | Hydrojet Trailer                   | -              | 85,000         | 85,000         |
| Utilities | 14  |         |                | Septic Tank Transfer Switches PSPS | -              | 14,100         | 14,100         |
| Utilities | 10  | N       |                | 10 Addl Capital Vehicles           | 54,740         | 30,791         | 85,531         |
| Utilities | 10  |         |                | Lease Payments on 2019/20 Lease    | 27,809         | 15,643         | 43,452         |
| Utilities | 1   | N       |                | WTP Flow Meters                    | 70,000         | -              | 70,000         |
| Utilities |     |         |                | Generators                         | 118,400        | 66,600         | 185,000        |
| Adm Svc   | 1   | R       | Admin Building | Fin/UB Replacement                 | 71,379         | 26,401         | 97,780         |
| Utilities | 1   | N       |                | Vactor Truck*                      | 301,440        | 169,560        | 471,000        |
|           |     |         |                | <b>TOTAL</b>                       | <b>511,029</b> | <b>289,834</b> | <b>800,863</b> |

\* No expense requirement until 2021-22

**RESOLUTION NO. 2020-**

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

**AMENDING THE FY 2020-21 OPERATING AND CAPITAL  
IMPROVEMENT BUDGET TO ADD THE VACTOR TRUCK TO THE CAPITAL  
OUTLAY LIST**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2020-44 on June 24, 2020 approving Fiscal Year 2020-21 Operating Budget in the amount of \$21,751,069; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of THE CALAVERAS COUNTY WATER DISTRICT does hereby find that it is in the best interest of the District to amend the adopted FY 2020-21 Capital Improvement and Operations Budget Capital Outlay List, effective July 22, 2020.

**PASSED AND ADOPTED** this 22nd day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill  
President, Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: July 22, 2020  
TO: Board of Directors  
FROM: Michael Minkler, General Manager  
SUBJECT: Consideration of Renewal of Contract for Federal Advocacy Services with Mia O'Connell of O'Connell & Dempsey, LLC for Fiscal Year 2020-21

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ adopt Resolution No. 2020 - \_\_\_\_ authorizing a contract renewal with Mia O'Connell of O'Connell & Dempsey, LLC for federal advocacy services for FY 2020-21

## SUMMARY:

This agenda item is to request renewal of the District's contract with Mia O'Connell of O'Connell & Dempsey, LLC for federal advocacy services for next fiscal year (July 1, 2020–June 30, 2021). The District's current contract for Ms. O'Connell's services in Washington, D.C. expired at the end of June.

## FINANCIAL CONSIDERATIONS:

The FY 2020-21 budget includes funds for this effort

*Attachments: Resolution 2020 - \_\_ Authorizing Contract with O'Connell & Dempsey, LLC for FY 2020-21  
Proposal from O'Connell & Dempsey, LLC*

# O'Connell & Dempsey, LLC



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

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

**Date:** June 29, 2020

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

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

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

## 1) FY 2021 Work Plan and FY 2022 Appropriations

We propose to aggressively continue our efforts to pursue Corps of Engineers funding for the District's upgrade of its Copper Cove Wastewater Treatment and Reclamation Facility under the County's Corps of Engineers Congressional authorization through the Section 219 Environmental Infrastructure Program for water and wastewater projects in Calaveras County. The consultant will build on the work she has already done with Congressman McClintock, Congressman Garamendi, and Senators Feinstein and Harris in raising the profile of the District's request for \$1.1 million in construction funds for the Corps to begin the design and construction of the upgrade to the Copper Cove Project. As the FY 2021 appropriations process continues, the consultant will work with these congressional offices as well as Committee staff to raise the profile of projects like Copper Cove and provide direction to the Corps in the FY 2021 Appropriations Bill and accompanying Committee Report to provide funding for environmental infrastructure projects in the Corps' Work Plan. Once the FY 2021 appropriations process is complete, the consultant will work with its District and the Corps, as well as the Assistant Secretary of the Army, OMB, and the delegation to work to include the requested funding for the Copper Cove project in the Corps' Work Plan. Later, once the Corps FY 2022 Budget is released in early 2021, the consultant will begin to work with the delegation and the committees to lay the groundwork for funding for the Copper Cove Project in the FY 2022 appropriations measures as they are developed.

## 2) Infrastructure Funding

As the House and the Senate move forward with infrastructure authorization bills, which will provide funding to bolster the nation's economy and begin to create new jobs, the consultant will work with the delegation and the committees to include additional funding for environmental infrastructure projects like Copper Cove under the Corps Section 219 program. In fact, the House bill H.R. 2, the INVEST in America Act, does provide an additional \$10 billion dollars to the Corps for its construction account and of that funding, \$500 million is dedicated to environmental infrastructure projects, like Copper Cove. The consultant will work to support this language in the final infrastructure package.

## 3) Economic Stimulus Appropriations

As a result of the worldwide pandemic and the undermining of the U.S. economy and loss of jobs stemming from the virus and its effects on the country, Congress has been contemplating putting together an economic stimulus appropriations bill. This economic stimulus bill would allow for stimulus to the economy by providing significant additional funds beyond the regular appropriations bills to key agencies who are positioned to move out on shovel ready projects to create new jobs. As a result of this high level of interest, the Corps Headquarters asked its Corps Districts around the country to put together a list of shovel ready projects that could move into design and construction quickly to create jobs. The consultant reached out to the Corps Sacramento District to request that they put in a shovel ready request for funding the Copper Cove project in an economic stimulus package. The Sacramento District did in fact put in that request. As Congress begins shaping its economic stimulus appropriations bill for job creation, the consultant will work with the congressional delegation to once again raise the profile of the District's and the Corps' request for \$1.1m in funding for the Copper Cove project. Because the funding will probably come in a work plan type of arrangement, the consultant will work closely with the Corps, ASA, and OMB to identify Copper Cove as a priority in an effort to get the Corps to fund the project.

## 4) Water Resources Development Act of 2020

The consultant will continue to work with the delegation and the authorization committees of Congress as they develop and come together on the House and Senate Water Resources Development Act of 2020 (WRDA). As a result of direct efforts with Senators Feinstein and Harris, the Senate WRDA proposal to date includes a provision for Copper Cove, which directs that the Assistant Secretary of the Army work with the sponsor in the development of a proposal to be submitted in the Corps' Annual Report to Congress for a modification to the authorization for Calaveras County in the 1992 WRDA from the existing authorization level of \$3,000,000 to

an expanded authorization of \$13,280,000. The consultant worked closely with the House delegation to pursue language in the House WRDA that is still developing. The consultant will work the House/Senate conference to make sure that the language providing the basis for an increase in the authorization for the Calaveras County project is included in the final conference agreement.

In addition, the consultant is working to prepare the proposal for the District to send to the Corps for its Annual Report to Congress under Section 7001, which then forms the basis for further project modifications and authorizations. The consultant will be working with the District to provide the proposal for the District to send to Corps Headquarters for inclusion in the Corps Annual Report to Congress, laying the groundwork for the increase. The consultant will coordinate with the Corps District to get their best thoughts on the proposal.

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

We propose continuing to work closely with CCWD as it fleshes out and develops the details as a follow up to its proposal for Reclamation to create additional flexibility in the management of the New Melones Reservoir. The proposal is intended to support local conjunctive use efforts, drought protection, wildfire protection, groundwater recharge, and other projects to maximize beneficial use in the region. The consultant will work with the District as it develops its work plan for the District to further engage Reclamation on New Melones. The consultant will work with the District as it initiates the development of a demand study to look at agriculture potential and economics of water supplies and crops in the Highway 4 Corridor. The District will also be working to flesh out the narrative describing its water rights for Reclamation. The idea would be to have a proposal to share with the regional Reclamation office later this year. The consultant will continue to work with Mr. Minkler and his team as they develop the details of the proposal and will work to provide advice and strategy for how to share the information and updates with Reclamation and the congressional delegation. The plan would be for the District to show progress as it works to be in a position to secure a Warren Act Agreement. Support from Reclamation Headquarters and the delegation will be critical in that effort and the consultant will work closely with the District to secure that support.

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

O'Connell & Dempsey will monitor and advise on upcoming requests for proposals for the U.S. Forest Service's Collaborative Forest Landscape Restoration Program and work to brief the District on any upcoming proposals. O'Connell & Dempsey will share information with CCWD for the Upper Mokelumne River Watershed Authority (UMRWA) to decide on their best path forward. O'Connell & Dempsey will support CCWD's efforts in working with UMRWA and



the U.S. Forest Service to make sure that any UMRA proposal that is submitted to the Forest Service receives full consideration.

### Fees

For this scope and the work associated with these initiatives, we would request a flat monthly rate of \$5,000 to cover the hours and expenses involved with this workload. This amount would keep the monthly fee at the same level where it has been for the last year. Thank you for this opportunity and it would be our honor to continue to represent the District in Washington. We appreciate your consideration of our proposal and we are prepared to answer any questions you may have.

**RESOLUTION NO. 2020-**

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

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

**WHEREAS**, the CALAVERAS COUNTY WATER DISTRICT (CCWD) Board of Directors wishes to enter into an Agreement dated July 1, 2020, for consulting services with O'Connell & Dempsey, LLC in Washington, DC; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of CALAVERAS COUNTY WATER DISTRICT hereby authorizes the General Manager to execute an Agreement dated July 1, 2020 - June 30, 2021, for Consulting Services with O'Connell & Dempsey, LLC in the amount of \$60,000 said proposal is attached hereto and made a part hereof. Funding for services to come from the District Operating Fund.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: July 22, 2020  
TO: Board of Directors  
FROM: Brad Arnold, Water Resources Program Manager  
SUBJECT: Presentation on Urban Water Management Plan (UWMP) 2020 Plan Cycle Update

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## **RECOMMENDED ACTION:**

Receive and discuss information regarding UWMP 2020 Plan Cycle Update. This is an information-only item and no action is required.

## **SUMMARY:**

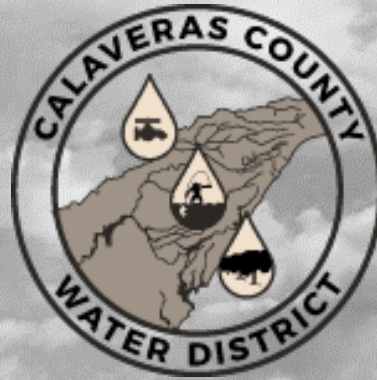
Calaveras County Water District (CCWD) staff are preparing a 2020 UWMP Update. The UWMP document will contain info on CCWD's water supply, water use, water conservation programs, water shortage contingency planning, and water supply reliability in Calaveras County under different planning scenarios. The presentation (Attachment 1) highlights 2020 legislative changes and staff planned schedule/next-steps aimed at completion of the 2020 UWMP Update by the July 1, 2021 deadline (submission due to the California Department of Water Resources).

Staff will update the Board of Directors as new information is received and as progress is made on the 2020 UWMP Update.

## **FINANCIAL CONSIDERATIONS:**

None at this time.

*Attachments: Staff PowerPoint*



# Urban Water Management Plan (UWMP) 2020 Plan Cycle Update

Calaveras County Water District (CCWD)

Board of Directors Meeting, July 22, 2020

Presenter: Brad J. Arnold, PE, Water Resources Program Manager

# Presentation Contents

## Contents:

1. UWMP Update Overview
2. 2020 Legislative Changes
  - Planning & Analysis Requirements
  - Water Supply and Demand Assessments (WSDAs)
3. Schedule & Next Steps

## *Reminder:*

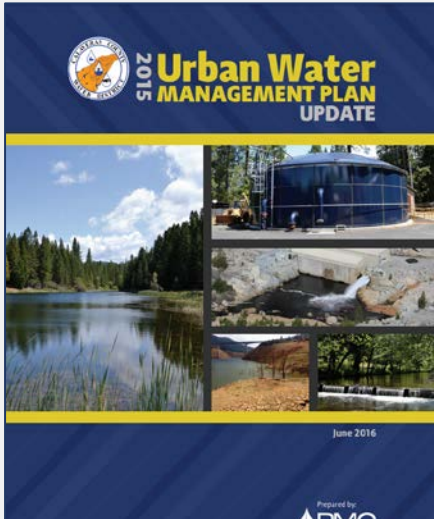
### **UWMP Requirement per California Water Code §10610-10656 and §10608:**

**Every urban water supplier** that provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to **submit an UWMP every five years.**

# UWMP Update Overview

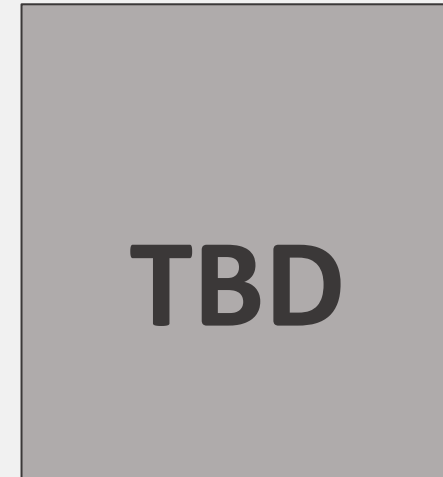
1

2015 UWMP Update  
SBx7-7 Water Conservation Act



Submitted May 2016

2020 UWMP Update  
2018 Legislation (CA Water Code)



Due to DWR (BOD adopted) by July 1, 2021

*UWMP contains info on water supply, water use, water conservation programs, water shortage contingency planning, and water supply reliability in Calaveras County under different planning scenarios.*

## 2020 UWMP Update Components

### **Component 1**

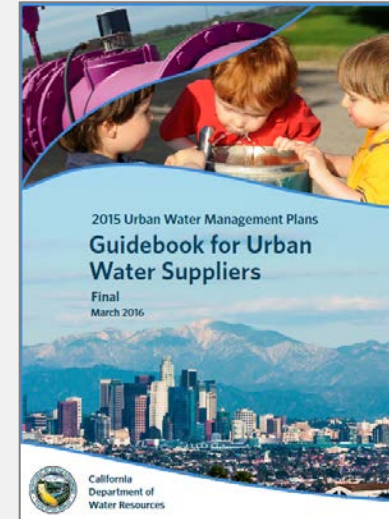
**Update Existing (2015)  
Scenarios and Data Sets**

### **Component 2**

**Incorporate new/additional  
legislative requirements.**

**Water Shortage  
Contingency Plan**

**Water Supply and Demand  
Assessments (WSDAs)**



**NOTE: DWR provides guidance by preparing a UWMP Guidebook (*they review plan adequacy*).**

- Include lay person's **description of reliability**.
- Include long-term **forecast of each water supply source**, including climate change and supporting information.
- Incorporation of **projected land use changes** in demand forecasting.
- Include **Seismic risk assessment and mitigation plan**.
- **Energy analysis** now required.
- **Water savings from codes/standards/etc.** now required.
- Include 5 previous years of system water losses (*not much different from previous code but different from 2015 plans*).
- **Include Groundwater Sustainability Plan (GSP)**.



## SBx7-7 (2015 Cycle)

### *Water Shortage Contingency Analysis*

- In 2015 UWMP:
  - Project next 20 years at 5 year increments.
  - Normal and single dry year analysis.
  - Multiple dry year (drought) analysis.

## 2018 Legislation (2020 Cycle)

### *Water Shortage Contingency Plan (Adopted)*

- Supply & Demand Assessment for each source.
- Project next 20 years at 5 year increments (*same*).
- Normal and single dry year analysis (*same*).
- 5-year drought analysis (Drought Risk Assessment).

## SBx7-7 (2015 Cycle)

### *Water Shortage Contingency Analysis*

- Minimum available for next 3 years.
- Variable management stages for  $\leq 50\%$  supply (UWMP-defined).
- Mgmt actions: catastrophic, power outages, earthquakes, or other.

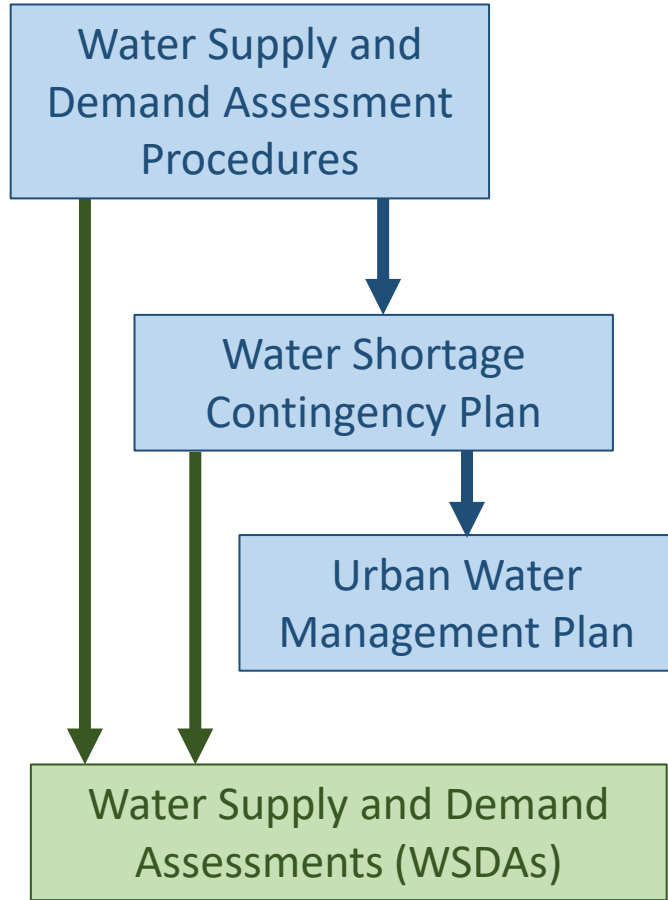
## 2018 Legislation (2020 Cycle)

### *Water Shortage Contingency Plan (Adopted)*

- Procedures for annual Water Supply and Demand Assessments (WSDAs).
- Six pre-defined water shortage levels.
- Shortage levels apply to catastrophic power outages, earthquakes, and others.

# UWMP Water Supply and Demand Assessment (WSDA) Requirements

2



## State Goals:

1. Improve water supply reliability in the urban sector.
2. Assist in drought water supply planning for urban water suppliers.
3. In coordination with urban stakeholders and the WSDA Workgroup, DWR will develop:
  - Water Supply and Demand Assessment Guidance
  - Water Shortage Assessment Report Guidance

**= Annual WSDA Submissions to DWR**

Water Supply and  
Demand Assessment  
Procedures

Water Shortage  
Contingency Plan

Urban Water  
Management Plan

Drought Risk  
Assessment

**PLANNING**

Annual Water Supply  
Demand Assessment  
*[Shortage Levels]*


Water Shortage  
Response Actions

Annual Water  
Shortage  
Assessment Report

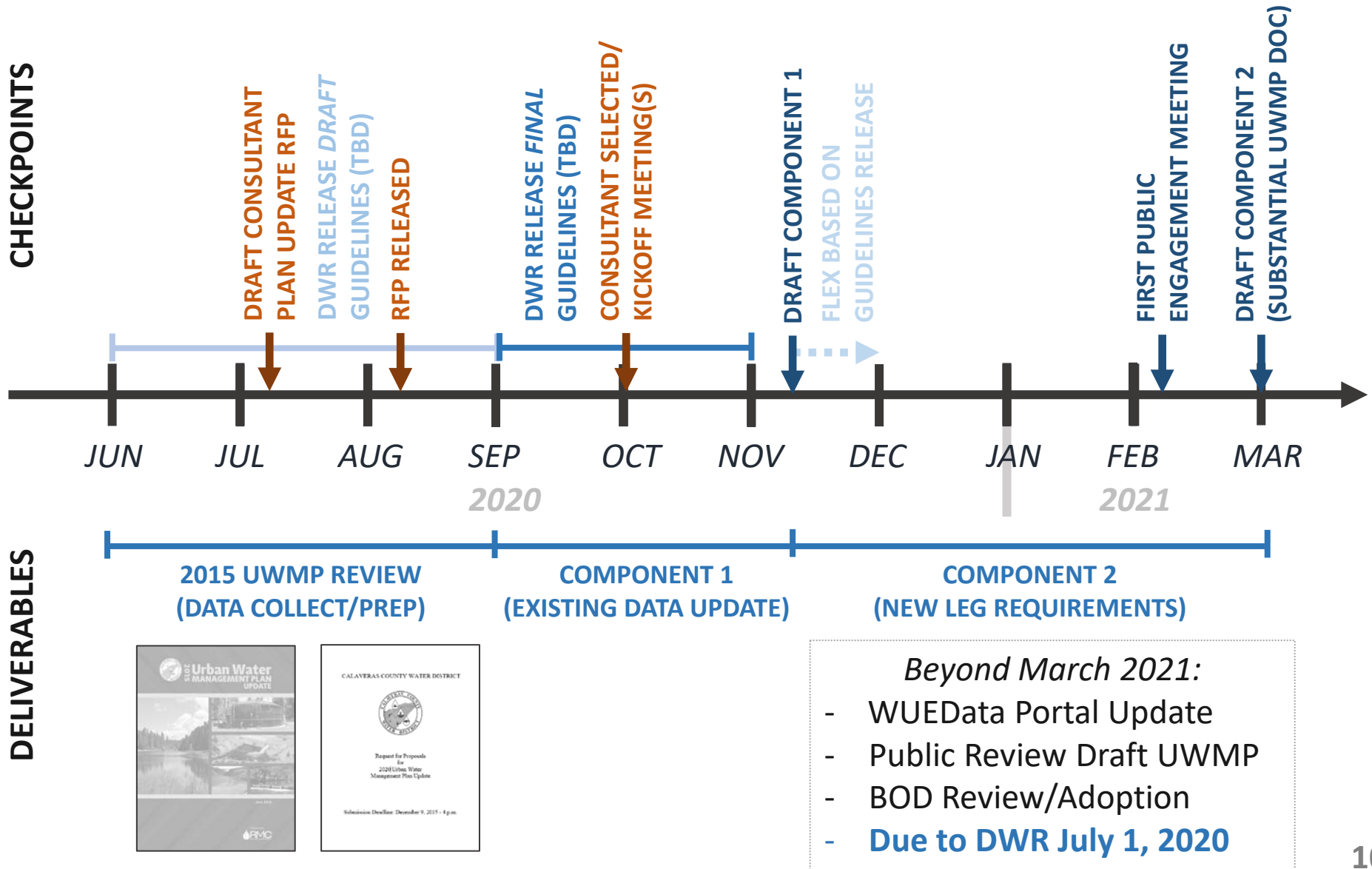
*WSDA Contents*

**IMPLEMENTATION**

## Long-Term UWMP Checkpoints:

|  |  |
|--|--|
|  March 2020 | UWMP Guidebook Kickoff Workshop                      |
| Summer 2020  | Public Draft Guidebook and Workshop                  |
| July 2020  | <u>Optional</u> WSDA submission (DWR initial review) |
| Fall 2020  | Final UWMP Guidebook and Workshops                   |
| May 2021   | WUEData Portal Updated                               |
| July 1, 2021   | 2020 UWMPs due to DWR                                |
| July 2022  | First annual WSDA submission due to DWR              |

# Planned CCWD Schedule/Deliverables



## CCWD Staff Efforts (Near-Term):

1. Draft Consultant RFP for 2020 UWMP Update **(by Early-Jul)**
2. Review Needed Data/Analysis Update from 2015 UWMP
  - Develop info based on prior UWMP Guidelines **(by Sep)**
3. Monitor DWR 2020 Guidelines Release **(anticipated Fall)**
  - Begin prep of WSDA procedures **(in parallel, end-2020)**

## Considerations:

- **Completion of 2020 UWMP Update** ← **Due July 1, 2021**
  - **Board Adoption** of UWMP *and* Water Shortage Contingency Plan.
  - Development of WSDA Procedures
- Annual WSDA Submissions to DWR (2021+)
- New concepts in UWMP Planning: supply reliability, energy and risk analysis, SGMA/GSA connection.

# Agenda Item

DATE: July 22, 2020

TO: Board of Directors, Calaveras County Water District

FROM: Michael Minkler, General Manager  
Damon Wyckoff, Director of Operations  
Charles Palmer, District Engineer  
Rebecca Callen, Director of Administrative Services

SUBJECT: Discussion/Action Award of Contract and Adoption of USDA Loan Resolution for AMR/AMI Radio Read Meter Project, CIP #11096

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## RECOMMENDED ACTION:

Motion \_\_\_\_\_ / \_\_\_\_\_ approving Resolution No. 2020-\_\_\_\_ Accepting bids Awarding a Construction Contract for the Automatic Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) Radio Read Meter Project, CIP #11096

Motion \_\_\_\_\_ / \_\_\_\_\_ approving Resolution No. 2020-\_\_\_\_ Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing the Costs of Acquiring and Installing Radio Read Meters, CIP #11096

Motion \_\_\_\_\_ / \_\_\_\_\_ approving Resolution No. 2020-\_\_\_\_ Approving a Project Specific Legal Services Agreement

## SUMMARY:

The Calaveras County Water District provides water service to over 13,100 customers in six independent systems including the Ebbetts Pass, Jenny Lind, Copper Cove, West Point, Wallace, and Sheep Ranch. The District's customers are primarily single family residential with some commercial and wholesale customers. The District proposes to furnish and install radio read meters, often referred to as automatic meter reading (AMR) and advanced metering infrastructure (AMI), for all its customers throughout the County. The proposed new AMR/AMI systems will replace old, conventional manual-read meters and the District expects to gain multiple benefits from this program.

The project will include only revenue meters of 5/8", 3/4" and 1" sizes. The new meters will be either nutating disc meters (same as our existing meters) with attachable radio read registers or ultrasonic, solid state radio read meters with integrated registers. The meter pit antennas will be mounted in new meter box covers. Also, the project scope will include purchasing new handheld data collectors and software for drive-by reads.



The District has obtained several propagation studies identifying potential locations for placement of fixed network data collectors, which have a small footprint and could be located on existing radio towers or water tanks on District property. A fixed network, known as AMI, is a method of collecting radio meter reads using fixed, remote data collectors (instead of drive-by reads). This type of data collection is better suited to areas with open topography where radio signals can transmit over longer distances with minimal interference. For this project, the District is looking at fixed networks in the Copper Cove, Jenny Lind, and West Point systems. A fixed network in the Ebbetts Pass system poses more challenges due to the topography and tree cover, but it could be done at additional cost. The deployment of an AMI network would allow the District to collect water meter data automatically over radio frequency and almost entirely eliminate the necessity of doing drive-by readings.

District staff have evaluated the need for the project as well as multiple options for project implementation. As discussed below, the District received multiple bids from contractors who would supply the equipment and install all meters within a two-year construction period. Alternatively, the District could purchase the meters and install them with in-house labor or temporary hires, however, these options would result in delayed implementation, present operational and logistical challenges, and would likely be more expensive than the lowest contractor bid.

In addition to evaluating multiple options for project implementation, staff considered whether to finance the project or pay as we go out of capital reserves. The District has secured a low-interest loan from USDA that could cover the full cost of the project. Since the District's capital improvement needs far exceed our ability to self-finance projects, and because of the favorable terms of the USDA loan, staff's recommendation is to finance the project with the USDA loan and repay the loan within 15 years.

## **ANALYSIS**

### **Project Rationale**

Upon full deployment of the radio read meters, the District anticipates improvements in several operational and regulatory compliance efficiencies, as well as, direct financial benefits to District revenues. For the former, the AMI/AMR project will improve the District's ability to track and benchmark water conservation measures mandated by the State of California under the 2018 "Making Water Conservation a California Way of Life" legislation (SB606/AB1668). As retail water suppliers will be expected to develop efficiency standards and water use objectives under this legislation this AMR/AMI technology will be an essential tool in collecting water user data, assessing system water losses, validating annual water audits, correlating consumption and production data, and planning future water loss mitigation projects. Reporting of these metrics to the State Water Resources Control Board (SWRCB) is expected to be due after they adopt long-term water use and loss standards prior to June 30, 2022. The District's current lack of timely, reliable data constrains the District's ability to report accurate data and could lead to unnecessarily aggressive use constraints or infrastructure updates to meet SWRCB

standards. The new and more accurate data obtained from the AMI/AMR system will be a critical component to the District's effort to comply with the conservation mandates and reporting requirements, and helps the District identify key user and infrastructure needs.

The District expects to gain direct financial benefits such as recovering lost revenue caused by under-registering and broken meters, reducing staff time spent repairing or replacing meters, and by using drive-by and fixed network data collectors versus manual reads. The District currently employs two full-time meter readers to manually read all 13,100+ water meters. Once this project is complete, they will be able to complete meter reads in a fraction of the time freeing them up to provide much needed assistance to the distribution, collections, and construction crews. The District could also switch to monthly billing cycles, which is currently impossible, and customers would have better information regarding their water use.

The project is critical for future regulatory compliance and will provide multiple financial and operational benefits. The increased revenue and potential cost savings are difficult to quantify, but they will be substantial.

### **Meter Replacement Work Effort**

In considering options, it is important to understand the field work and highlight conditions associated with meter replacements, as follows:

Best Case Scenario – Quick meter replacement taking only a matter of minutes presumes very favorable conditions:

- Isolation valves exist and are easy to access and operate without any difficulty.
- Existing meter is fully exposed and easy to access within the box
- New meters are exactly same size and length as existing meters being replaced
- Customer is not home or has no issue with a brief shutdown of water supply.

Worst Case Scenarios – More often than not the circumstances generally encountered do not align with the best-case scenario, requiring additional effort that could take several hours for a single meter:

- Meters are covered in dirt that must be dug out for replacement
- No isolation valve on the meter thereby requiring the service lateral to be crimped (creating a weak spot in the lateral) or an isolation valve installed prior to replacement.
- New meter is too tall and box must be reset to accommodate a greater height.
- Service lateral or customer's service line cracks or breaks during replacement of the meter.

The actual conditions are often somewhere in between the best- and worst-case scenarios. Staff currently assumes a meter replacement will take 30 minutes on average.

### **Options for Implementation**

While the Board members previously expressed support for an AMR/AMI project, the project is costly and it was suggested that options be considered in how to best implement the project most efficiently and cost-effectively. The District contemplated different installation options and their cost and schedule implications in determining the best solution. One option is to award the project to the low bidder who will independently purchase and install the radio read meters and fixed network equipment. Other options include purchasing the meters and equipment directly from a vendor and having either existing field staff install the meters or hire temporary staff to install them.

**Option One: Private Contractor**

The project as proposed would be awarded to one Contractor who will then bear the responsibility of fully implementing the project and installing all 13,100+ AMR meters and the AMI fixed network systems. The project includes purchase of the radio read meters and AMI equipment and installation, startup and testing of the systems. The project will be completed within 2-years (with 50% of the project required to be complete in the first 12-months). Within the shortest possible timeframe, it achieves key objectives (reduced water loss and increased revenues associated with better meter accuracy). This option does not create significant additional work load for District Staff and allows Staff (both field and management) to focus on regular work tasks and overall work effort efficiencies are not compromised. Also, timely completion of the project allows the meter readers more time to attend to other tasks such as better on-going maintenance of our meter population (currently there is a backlog of broken and non-registering meters) and the ability to assist the Distribution and Construction Crews several days per month.

Staff prepared contract bid documents for the AMR/AMI project and advertised and solicited bids beginning in late May 2020. A bid opening was conducted on June 30, 2020. A total of three bids were received with the lowest bidder being submitted by Mueller Systems in the amount of \$3,975,273.87. A bid summary is provided below.

Table 1. Bid Results for AMR/AMI Meter Project (June 30, 2020)

| BIDDER                     | MUELLER        | FERGUSON       | TEICHERT       |
|----------------------------|----------------|----------------|----------------|
| Purchase AMR Meters        | \$2,392,456.66 | \$2,748,753.73 | \$5,425,405.22 |
| Install AMR Meters         | \$1,018,650.76 | \$1,338,320.66 | \$1,938,315.64 |
| Purchase AMI Equipment     | \$ 223,381.24  | \$ 466,975.33  | \$ 353,972.40  |
| Install AMI Equipment      | \$ 138,858.06  | \$ 341,092.02  | \$ 365,106.10  |
| Data Collectors & Software | \$ 201,927.16  | \$ 92,324.03   | \$ 137,883.64  |
| TOTAL                      | \$3,975,273.87 | \$4,987,465.77 | \$8,220,683.00 |

**Option Two: Meters Installed by Existing Staff**

One proposal is to have the District's Meter Readers (two employees) install meters daily as they work through their regular meter reading regimen. Staff has determined this approach is not efficient given the District's scheduling constraints for on-going bi-monthly meter reading.

The District's meter reading regimen is divided in two cycles:

Cycle 1 – Valley Springs, Copperopolis and West Point

- 20 Routes in this cycle
- 7,151 Meters in total
- 3 weeks needed to read all meters
- 1,440 hours per year

Cycle 2 – Ebbetts Pass

- 22 Routes in this cycle
- 6,040 meters in total
- 3 weeks needed to read all meters
- 1,440 hours per year

The 4<sup>th</sup> week of each month is used to issues door tags for lock-offs, perform restoration (restores) of those lockoffs, re-reads, herbicide spraying, and complete any equipment maintenance and administrative tasks.

To remain on track, each employee averages 220 meter reads per day, or 1 meter read every 2 minutes over 6 hours plus 2 hours of drive time. When you contemplate the amount of meters that are required to be read each day vs. the variables associated with each meter installation (e.g. soil, accessibility, check appurtenances for leaks, reporting any issues, are there dogs, cars, yard art that make reading the meter problematic, customer interactions, weather, etc.), it becomes clear there is not much time, if any, remaining to install new meters. Furthermore, any additional time meter readers do have is quickly consumed by assisting with other work efforts in the field where additional staff are needed.

For existing staff to replace meters in-house, a conservative average for a meter replacement is 30 minutes each. This is the time frame field staff currently give to customers when replacing a customer's meter. Even if each meter reader could free up two hours per day for meter replacement, which is not currently realistic, with an average replacement time of 30 minutes, this equates to 8 meters replaced per day. At that rate, assuming 8 meters are replaced each day meter readers are on their routes (approximately 188 days per year), the replacement would take 8.8 years.

Staff did contemplate the fact that as more radio read meters are installed and with a gradual transition to drive-by reads, less time will be needed for manual reads. Over time this could free up more time for employees to replace meters, but only after a significant number of meters have been installed, the data collection software has been installed and integrated into the District's finance system, and the AML infrastructure is in place in

the service areas where that is needed. The IT integration and infrastructure installation would require coordination among the District's IT administrator, electricians, construction crew – all of whom already have significant backlogs of projects to complete – as well as the District's finance and customer service staff. It would be a significant undertaking for a workforce that is already stretched thin. Factoring in all of these considerations, it is likely the project would take at least seven years.

Were the District to use in-house staff (Meter Readers) to install the meters, labor costs for that 9-year effort would be \$286,393.80, and the cost to purchase the meters is \$4,085,000. Mobile data collectors and software are expected to cost \$73,000. The Customer Service Department's work associated with updating customer accounts and meter information is estimated to be \$14,000 over the course of the project. The AMI fixed network systems is estimated to cost \$197,000 to purchase equipment and \$114,000 for installation, which this work effort is to be performed by the District's Construction Crew and Electricians. The grand total estimate for Option 2 is \$5.7 Million excluding administrative costs, legal costs, or contingencies.

### **Option 3: Meters Installed by Temporary Staff**

Another option is hiring temporary staff to complete the project. The District would look to hire two temporary employees possibly using the Meter Reader 1 Job Description. Hiring temporary staff to complete work objectives poses challenges for CCWD, as it could be construed that temporary employees take work away from regular union positions. The potential uncertainty and complications associated with this option may prove to be a significant burden to making this option viable.

If viable, to estimate the number of meters temporary staff would be able to replace, an average of 30 minutes per meter replacement was used. With this average timeframe in mind, and accounting for a 5.5-hour day (and subtracting sick days, vacations, drive time, bathroom breaks, administrative tasks, etc.), two temporary staff members should be able to replace 21 meters per day or approximately 5,208 meters per year. At this rate the project would be completed in approximately 2.5 years. Were the District to hire two temporary employees, labor and benefits for 2.5-years would be \$531,774. It is possible the schedule could be accelerated by freeing up time from the District's existing meter readers as the project is gradually implemented, however that would depend on other District staff's availability to install other necessary infrastructure and software and integrate the remote read data.

Other project costs for the AMR meters include an estimated \$4,085,000 to purchase the new meters, \$73,000 for mobile data collectors and software, and \$16,000 for Customer Service staff time to update customer accounts with new meter information for the duration of the project. The AMI fixed network systems will be installed by the District's Construction Crew and Electricians. The costs to purchase and install the AMI systems is \$197,000 and \$114,000, respectively. The estimated grand total for Option 3 is \$4.8 Million excluding administrative time, legal costs, or other contingencies.\

### **Options Comparison**

Summarized below are the costs and timeframe for each of the three options. Bid results for a private contractor to complete the project and estimated costs to furnish and install the AMR/AMI systems using in-house or temporary staff.

Table 2. -

| DESCRIPTION                       | OPTION 1<br>(Contractor) | OPTION 2<br>(In-House Staff) | OPTION 3<br>(Temp. Staff) |
|-----------------------------------|--------------------------|------------------------------|---------------------------|
| Purchase AMR Meters               | \$2,392,457              | \$4,085,000                  | \$4,085,000               |
| Install AMR Meters                | \$1,018,651              | \$286,393.80                 | \$531,774                 |
| Purchase AMI Equipment            | \$223,381                | \$197,000                    | \$197,000                 |
| Install AMI Equipment             | \$138,858                | \$114,000                    | \$114,000                 |
| Software, Training & Mobile DCU's | \$201,927                | \$73,000                     | \$73,000                  |
| Other Costs                       | -                        | \$14,000                     | \$16,000                  |
| <b>TOTAL CONSTRUCTION COST</b>    | <b>\$3,975,274</b>       | <b>\$ 4,769,393.80</b>       | <b>\$5,016,774</b>        |
| <b>Time to Completion</b>         | <b>Max 2 years</b>       | <b>8.8 years</b>             | <b>2.5 years</b>          |

### Staff Recommendation

Option 1, awarding the contract to a private contractor to furnish and install the AMR/AMI project, is recommended by Staff as the most efficient, cost-effective, and timely option. It does not pull District staff time away from their regular duties to ensure project completion, nor does it potentially strain internal relationships by using temporary staff to complete union work. These efficiencies allow CCWD to proceed with working to meet other objectives while the vendor works to complete the project within the required time frame of less than two-years. This time-frame requirement is also the shortest of the available options. The sooner the better it will be to implement the AMR/AMI project. Currently, consumptive revenue represents nearly 17% of the total billed water rate revenue. Based on historical information from implemented AMI/AMR projects, it is anticipated that this project will increase consumptive revenues by at least 5%, or \$70,000 annually. Roughly 2% of the meters are currently reading nothing or drastically under-reading, while the remaining meters are under reading due to age. As such, we anticipate the industry estimate of 5% to be low compared to what we are likely to experience. This project will also free up staff time compared to manual meter reads. It also enables the District to start compiling and reporting accurate water loss data, which will ensure regulatory compliance and assist capital infrastructure planning efforts.

The District has been approved for financial assistance through USDA Rural Development, which as of August 2019 obligated \$6 million dollars for the project including a proposed \$5 million low-interest, 40-year loan and a \$1 million grant if the project cost exceeds \$5 million. Because the low bidder was \$3.975 million, grant funds will not likely become available but that does not diminish the favorable terms of the low interest loan. To potentially take advantage of grant funds, the District would have to significantly increase the scope of work by either: a) adding an AMI fixed network to the

Ebbetts Pass service area, b) replacing all meter boxes with new boxes, and c) replacing old curb stops with new valves. This, however, would also require the District to take on an additional \$1 million in debt to reach the \$5 million loan amount.

Up to the point of awarding a construction contract and starting construction, the District has no obligation to accept a loan through USDA. Staff has maintained contact with USDA and is ready to move forward with a USDA loan to fund the project, pending Board approval.

### **FINANCIAL CONSIDERATIONS:**

Staff brought forward the fiscal discussion to the Finance Committee on June 10, 2020 to address the debt coverage ratio and loan terms.

The June 30, 2019 audited financials have the water debt coverage ratio at 4.13, where the ratio required by our 2014 water revenue loans and 2016 water enterprise revenue bonds is 1.25.

In reviewing Fiscal Year 2020-21 budgeted revenues, budgeted expenditures, and projected debt service (inclusive of this additional debt), the District's adjusted debt coverage ratio would drop from 4.13 to 2.9 based on the required coverage debt. Taking all debt into consideration, our debt coverage ratio would drop from 2.74, as reported June 30, 2019 to 1.77 by taking on this additional debt.

The 2020-21 fiscal year is the final payment year for the Umpqua debt. This will free up \$1.18 million for the 21-22 fiscal year. Taking this into consideration, the debt coverage ratio will be dramatically different in the 2021-22 Fiscal Year with 14.64 for water and 3.47 combined.

The loan term is 40 years but there is no penalty for early payoff. The current interest rate is slated to be 2.25%, which is .50% lower than the original projection for this agreement.

The Finance Committee gave direction to staff to bring forward to the full Board.

Staff also brought forward the project discussion to the Engineering Committee with the recommendation to utilize the USDA Loan/grant option based on extensive analysis of other options that would take longer and cost more. The Engineering Committee also agreed and gave direction to staff to bring forward to the full Board.

Based on this staff are requesting the Board of Directors approve the attached Resolution authorizing the General Manager to sign the necessary forms and authorizing and providing the incurrence of indebtedness to acquire and install the Radio Read Meters for the AMI/AMR Project, CCWD CIP #11096.

The District would agree to the term of 40 years, as required by the contract. However, we would be able to pre-pay based on a shorter-term utilizing Water R&R funds for the term of the loan upon construction completion.

The project will be primarily funded by a USDA loan, with a grant option if the project cost exceeds five million, as follows:

|            |                    |
|------------|--------------------|
| USDA Loan  | \$5,000,000        |
| USDA Grant | <u>\$1,000,000</u> |
| TOTAL      | \$6,000,000        |

The annual debt service payments using the 40-year term would be \$190,887.

The annual debt service payments using the 20-year term would be \$313,211.

The annual debt service payments using the 15-year term would be \$396,443.

Lastly, it is estimated that the District will see increases in consumptive revenue of approximately \$70,000 annually.

Attachments: *CCWD Resolution No. 2020-\_\_ -Award of AMR/AMI Contract  
Bidders Proposal  
CCWD Resolution No. 2020-\_\_ -Incurrence of Indebtedness and USDA Loan Resolution  
USDA Certification to be executed at loan closing  
USDA Water and Waste System Grant Agreement*



**RESOLUTION NO. 2020-**

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

**AWARDING A CONSTRUCTION CONTRACT FOR THE  
AUTOMATIC METER READING (AMR) AND ADVANCED METERING  
INFRASTRUCTURE (AMI) RADIO READ METER PROJECT, CIP #11096**

**WHEREAS**, the Automatic Meter Reading and Advanced Metering Infrastructure (AMR/AMI) project will replace over 13,100 manual read meters with new radio read meters for all CCWD water customers throughout the County allowing meter reads to be collected by drive-by and fixed networks and achieving multiple benefits including labor efficiencies, improved revenue metering, eliminating broken meters and meter error, providing accurate data for annual water audits, identifying water losses, and complying with State mandated water conservation measures; and

**WHEREAS**, upon advertising and conducting a public bid opening on June 30, 2020 for the AMR/AMI project, the District received three (3) bids for construction of the project with the lowest responsive and responsible bidder being Muller Systems, LLC in the amount of \$3,975,273.87; and

**WHEREAS**, Mueller Systems is well-known, reputable company in the waterworks industry and one of the larger vendors in the AMR/AMI water meter segment and staff having worked with several vendors during the past year can attest that its experience with Mueller Systems has been consistently positive in regard to customer service, competitive pricing and its water meter products, and staff supports award of this contract to Mueller Systems.

**WHEREAS**, the project is identified in the adopted fiscal year budget, 5-year Capital Improvement Program and by separate resolution funding is to be secured through a USDA Rural Development loan for which the interest rate and future debt service on this loan have been taken into consideration and determined to be acceptable.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT accepts the bid and awards the contract to Mueller System, LLC and authorizes the General Manager to execute a construction contract with Mueller System, LLC in the amount of \$3,975,273.87 for construction of the AMR/AMI Radio Read Meter Project, CIP #11096; and

**BE IT FURTHER RESOLVED**, that the Board further authorizes the General Manager the discretion to negotiate extra work and change orders up to a contingency of 5% in aggregate of the total contract amount but further review and approval by the Board of Directors is required for extra costs exceeding this sum.

**PASSED AND ADOPTED** this 22<sup>nd</sup> day of July 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

ATTEST:

---

Rebecca Hitchcock  
Clerk to the Board



**Mueller Water Products**  
1200 Abernathy Rd, NE, Ste. 1200  
Atlanta, GA 30328

office: 770-206-4200

June 24, 2020

Kevin Williams  
Calaveras County Water District  
120 Toma Court  
P.O. Box 846  
San Andreas, CA 95249

RE: CCWD CIP No. 11096

Dear Kevin,

Mueller has thoroughly reviewed Calaveras County Water District's Capital Improvement Project No. 11096 for Advanced Metering Infrastructure (AMI), the addenda, as well as other associated information and documents. From this information we have created a proposal using the Mueller Mi.Net® platform that will lower the total cost of ownership for your proposed metering solution and create a faster return on investment when combined with additional applications such as pressure monitoring, leak detection, remote disconnect meters, water quality and remote flushing.

### **Our Approach**

Our solution fully complies with each component of the project described within this proposal and identifies and satisfies the stated goals of Calaveras County Water District. As a national leader in the water industry, Mueller will partner with Calaveras County Water District to transform operations, streamline business processes and embrace technology to improve automation. This proposal captures the spirit of Effective Utility Management (EUM) which will lead to sustainable long-term improvements in efficiency, billing accuracy, and financial performance.

The Mi.Net® AMI/AMR system will provide meter reads for monthly or bi-monthly billing and hourly water consumption information. The AMI system collects real-time data from customer meters and provides hourly demand data accessible to customers through integration with our channel partner WaterSmart.

Our proposal includes:

- The design and installation of an AMI network and AMR locations;
- Integration with existing CIS systems;
- The provisioning of Meter Interface Units (MIUs);
- Installation hardware;
- Computer hardware, software, and interfaces to operate the system and collect and store meter read information in a hosted environment for both AMR and AMI;
- Information on optional AMI-integrated field equipment such as pipeline leak detection loggers, remote shut off valves, pressure sensors, remote flushing, control valves, and water quality cabinets

The Mueller team will deliver process improvement, community and stakeholder knowledge, best-in-class technology, total system monitoring tools, and streamlined information for the utility. Our proposed solution is built upon the following key principles:

### **Mueller will be the prime service provider to Calaveras County Water District**

Mueller and its partners will deliver the system, install the network, provide the ongoing support services and share in risk management for the duration of the project. Our Mi.Net® AMI technology is based on Mueller's Smart Water Technology platform which integrates all the products, support services, business processes and integration offerings proposed. Our fully integrated acoustic leak detection technology from Echologics® has been successfully providing valuable data that allows staff to make the most informed decisions around the world. Other products from Mueller that will complement and integrate into the overall Mi.Net® AMI system include the Hydro-Guard™ Smart Water line flushing, Smart Water Quality Monitoring Cabinets, and real time remote pressure monitoring products as well as Singer Control Valves. Mueller is the best partner for Calaveras County Water District to implement and achieve the key goals for this project today and in the future. Mueller's strong financial position places us in the best position to contract directly with Calaveras County Water District for all the network components of the proposed solution.

### **Mi.Net® supports the goal of being a utility of the future**

Our portfolio of advanced features such as acoustic leak detection, remote disconnect meters and total system monitoring will allow Calaveras County Water District to achieve its goals and service levels. Calaveras County Water District will be able to reduce non-revenue water, increase work-force efficiency, lower costs, respond faster to customers, take advantage of new and emerging technologies both now and in the future, and view the real-world interaction between various systems and components in a way not previously possible.

### **The Mueller team is accountable and committed to this project**

Mueller has the specific goals of Calaveras County Water District in mind to make this project successful. The core technology Mueller will deliver is Mi.Net®, the communications backbone for smart water technology based on open protocols and interoperability. Mueller will also help Calaveras County Water District with establishing and maintaining quality assurance, inspections, and other roles during the



**MUELLER**



deployment process. The Mueller field service team will be on hand throughout the project to provide communications and support on project milestones, issue resolution, and support. Even after the project is completed your local sales representative will still be on hand to help wherever needed. In addition, our team of dedicated professionals operating a 142,000 ft<sup>2</sup> manufacturing facility just outside Charlotte, North Carolina will provide unparalleled product quality throughout the duration of the project.

### **We provide innovative technology to the water industry**

Mueller's smart water technology, Mi.Net<sup>®</sup>, provides the most innovative and open smart water solution on the market. Our system goes beyond standard AMI by offering such features as leak detection and pressure monitoring all from your desktop. The Mi.Net<sup>®</sup> infrastructure network will link Calaveras County Water District water meters, distribution sites and control devices through a single communications platform. A few of the benefits include instantaneous on-demand meter readings, alerts and alarms based upon real-time information, and email capability to inform appropriate staff with critical information.

### **We offer unparalleled support and commitment to our customers**

Providing best-in-class customer service is a key objective of Mueller. We maintain a Network Operations Center (NOC) at our research & development center of excellence in Atlanta, Georgia that can see and respond proactively to our AMI customers' needs. NOC monitoring and support is included in our software hosting fee and provides unparalleled customer support. Our NOC analysts will work directly with you using remote diagnostics, reports, and node routing to ensure that your read rate meets or exceeds contracted levels. When you pair the fastest network with proactive management and support you build a team with the ability to proactively manage problems and provide solutions.

### **Capability and Financial Capacity**

Mueller Systems, LLC is a division of Mueller Water Products (NYSE: MWA) which has annual revenue of approximately \$1.0 billion and a storied history of manufacturing and implementing high quality water distribution products. Since 1857, the Mueller name has been known for innovative water distribution products of superior quality. We are North America's largest and only full-line supplier of potable water distribution products and have provided over 160 years of quality products and services to various utilities throughout North America. Our experience highlights numerous successful Mi.Net<sup>®</sup> implementations and we look forward to bringing this same strength and reliability to Calaveras County Water District.

Sincerely,



John DeYarman, Vice President and General Manager

**MUELLER**

**SECTION 00410**  
**BID FORM FOR CONSTRUCTION CONTRACT**  
**ADVANCED WATER METERING INFRASTRUCTURE**  
**PROJECT**

**ARTICLE 1 – OWNER AND BIDDER**

1.1 This Bid is submitted to:

Calaveras County Water District  
120 Toma Court  
San Andreas CA

1.2 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – ATTACHMENTS TO THIS BID**

2.1 The following documents are submitted with and made a condition of this Bid:

- A. Bid Bond
- B. Compliance Statement/Certification of Non-Segregated Facilities (RD 400-6);
- C. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tiered Covered Transactions (AD-1048);
- D. RD Instruction 1940-Q, Exhibit A-1, Certification for Contracts, Grant, and Loans.
- E. List of Proposed Subcontractors;
- F. Non-Collusion Affidavit;
- G. Workers Compensation Certification;
- H. Evidence of authority to do business in California; or a written covenant to obtain such license within the time for acceptance of Bids;
- I. Evidence of Contractor's License Number or evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of bids;
- J. Iran Contracting Act Certification- required for bids over \$1,000,000
- K. **Preliminary AMI Signal Propagation Study**
  
- L. **The bidder shall include with the bid a detailed cost breakdown for Lump Sum Bid Items 5A, 6A and 7A. The detailed cost breakdown shall include an equipment list and a unit cost per piece of equipment furnished. The cost breakdown totals for each Bid Item shall match the Lump Sum Bid Amounts.**

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

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

| Item No.                      | Description  | Unit | Estimated Quantity | Bid Unit Price           | Bid Price             |
|-------------------------------|--|------|--------------------|--------------------------|-----------------------|
| 1                             | Mobilization/Demobilization                                    | LS   | 1                  | Lump Sum<br>\$68,910.00  | \$ 68,910.00          |
| 2A                            | Furnish 5/8" Positive Displacement Type Radio Read Water Meter | EA   | 13,022             | \$ 149.00                | \$1,940,278.00        |
| 2B                            | Install 5/8" Positive Displacement Type Radio Read Water Meter | EA   | 13,022             | \$ 71.00                 | \$ 924,562.00         |
| 3A                            | Furnish 3/4" Positive Displacement Type Radio Read Water Meter | EA   | 5                  | \$ 154.25                | \$ 771.25             |
| 3B                            | Install 3/4" Positive Displacement Type Radio Read Water Meter | EA   | 5                  | \$ 71.00                 | \$ 355.00             |
| 4A                            | Furnish 1" Ultrasonic Type Radio Read Water Meter              | EA   | 75                 | \$ 225.00                | \$ 16,875.00          |
| 4B                            | Install 1" Ultrasonic Type Radio Read Water Meter              | EA   | 75                 | \$ 71.00                 | \$ 5,325.00           |
| 5A                            | Furnish AMI Fixed Network Equipment--Copper Cove Service Area  | LS   | 1                  | Lump Sum<br>\$ 67,669.00 | \$ 67,669.00          |
| 5B                            | Install AMI Fixed Network -- Copper Cove Service Area          | LS   | 1                  | Lump Sum<br>\$ 44,890.00 | \$ 44,890.00          |
| 6A                            | Furnish AMI Fixed Network Equipment--Jenny Lind Service Area   | LS   | 1                  | Lump Sum<br>\$ 93,062.00 | \$ 93,062.00          |
| 6B                            | Install AMI Fixed Network -- Jenny Lind Service Area           | LS   | 1                  | Lump Sum<br>\$ 56,383.00 | \$ 56,383.00          |
| 7A                            | Furnish AMI Fixed Network Equipment--West Point Service Area   | LS   | 1                  | Lump Sum<br>\$ 58,778.00 | \$ 58,778.00          |
| 7B                            | Install AMI Fixed Network -- West Point Service Area           | LS   | 1                  | Lump Sum<br>\$ 35,178.00 | \$ 35,178.00          |
| 8                             | Furnish Mobile Read Data Collector Unit                        | EA   | 7                  | \$ 6,000.00              | \$ 42,000.00          |
| 9                             | Software and Training  | LS   | 1                  | Lump Sum<br>\$156,426.82 | \$ 156,426.82         |
| 10A                           | Install new Meter Box Lids                                     | EA   | 13,102             | \$ 5.40                  | \$ 70,750.80          |
| 10B                           | Furnish new meter box lids (Allowance)                         | EA   | 13,102             | \$30.00                  | \$393,060             |
| <b>Total of All Bid Items</b> |  |      |                    |                          | <b>\$3,975,273.87</b> |

Three Million, Nine Hundred Seventy Five Thousand, Two Hundred Seventy Three DOLLARS  
**TOTAL BID AMOUNT (WRITTEN)** and Eighty Seven Cents

Bidder acknowledges that:

1. Each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
  2. Estimated quantities are not guaranteed, and are solely for the purposes of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities as determined as provided in the Contract Documents.
- 3.02 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for **90 days** after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

### **DESCRIPTIONS OF BID ITEMS**

#### **BID ITEM NO.1 – MOBILIZATION/DEMOBILIZATION**

This item consist of preparatory work and operations, including, but not limited to those necessary for the movement of personnel, equipment, supplies, and incidentals to the site; securing performance and payment bonds and required insurance, establishing a field office (if applicable) and staging areas; preparing schedules and sequencing plans, submitting shop drawings; furnishing and installing project signs (5 Total) and for all other work and operations to be performed, or costs incurred, prior to beginning the Work. Contractor shall provide and maintain portable toilet(s) on-site for use by Contractor and subcontractor employees. Demobilization shall include, but not limited to, removal of all waste materials, debris, final cleanup of construction and staging areas, and issuance of maintenance bond. Contractor shall submit no greater than two percent (2%) of the total Contract Sum for this Bid Item.

#### **BID ITEM NO.2A – FURNISH 5/8" POSITIVE DISPLACMENT TYPE RADIO READ METER**

This item includes furnishing new 5/8" Bronze or Copper Body Positive Displacement Type Radio Read Water Meter with Solid State Encoder and through meter box lid antenna. The 5/8" Positive Displacement Type Radio Read Meter shall be capable of transmitting meter reading information to both AMR and AMI collection devices without requiring a wake-up call.

#### **BID ITEM NO.2B – INSTALL 5/8" POSITIVE DISPLACMENT TYPE RADIO READ METER**

This item includes all labor and equipment for removing existing direct read water meters, removal of accumulated debris in existing meter box, installation of new 5/8" Positive Displacement Type Radio Read Meter, installation of radio antenna through new meter box lid, and flushing of service line after new meter installation. The existing direct read meters shall be returned to the District for Salvage.

#### **BID ITEM NO.3A – FURNISH 3/4" POSITIVE DISPLACMENT TYPE RADIO READ METER**



This item includes furnishing new 3/4" Bronze or Copper Body Positive Displacement Type Radio Read Water Meter with Solid State Encoder and through meter box lid antenna. The 5/8" Positive Displacement Type Radio Read Meter shall be capable of transmitting meter reading information to both AMR and AMI collection devices without requiring a wake-up call.

**BID ITEM NO.3B – INSTALL 3/4" POSITIVE DISPLACEMENT TYPE RADIO READ METER**

This item includes all labor and equipment for removing existing direct read water meters, removal of accumulated debris in existing meter box, installation of new 3/4" Positive Displacement Type Radio Read Meter, installation of radio antenna through new meter box lid, and flushing of service line after new meter installation. The existing direct read meters shall be returned to the District for Salvage.

**BID ITEM NO.4A – FURNISH 1" ULTRA SONIC TYPE RADIO READ METER**

This item includes furnishing new 1" Bronze or Copper Body Ultrasonic Type Radio Read Water Meter with true absolute encoder output that provides direct electrical transfer of meter reading information to both AMI and AMR collection device using through meter box lid antenna. The Ultrasonic Meter type meter shall have no internal moving parts and shall have increased low flow accuracy over a standard positive displacement type meter.

**BID ITEM NO.4B – INSTALL 1" ULTRA SONIC TYPE RADIO READ METER**

This item includes all labor and equipment for removing existing direct read water meters, removal of accumulated debris in existing meter box, installation of new 1" Ultrasonic Type Radio Read Meter, installation of radio antenna through meter box lid, and flushing of service line after new meter installation. The existing direct read meters shall be returned to the District for salvage.

**BID ITEM NO.5A – FURNISH AMI FIXED NETWORK EQUIPMENT – COPPER COVE SERVICE AREA**

This item includes all materials and equipment required for installation of a complete AMI Fixed Network including all data collectors, repeaters, signal boosters, antennas, hardware, and software to automatically collect and transmit real time water meter data from all water meters within the Copper Cove Service Area to the Host Software for analysis and water meter billing. **The bidder shall include with the bid a detailed cost breakdown of this lump sum item. The detailed cost breakdown shall include an equipment list and a unit cost per piece of equipment furnished. The cost breakdown total shall match the lump sum total for Bid Item 5A.**

**BID ITEM NO.5B – INSTALL AMI FIXED NETWORK – COPPER COVE SERVICE AREA**

This item includes installation of a complete AMI Fixed Network of data collection equipment to automatically collect and transmit real time water meter data to Host Software from all water meters within the Copper Cove Service Area. The completed system shall provide 100% RF coverage of installed meter modules in the service area and have a minimum of 50% redundancy between the meters and the collectors.

**BID ITEM NO.6A – FURNISH AMI FIXED NETWORK EQUIPMENT – JENNY LIND SERVICE AREA**

This item includes all materials and equipment required for installation of a complete AMI Fixed Network including all data collectors, repeaters, signal boosters, antennas, hardware, and software to automatically collect and transmit real time water meter data from all water meters within the Jenny Lind Service Area to the Host Software for analysis and water meter billing. **The bidder shall include with the bid a detailed cost breakdown of this lump sum item. The detailed cost breakdown shall include an equipment list and a unit cost per piece of equipment furnished. The cost breakdown total shall match the lump sum total for Bid Item 6A.**

**BID ITEM NO.6B – INSTALL AMI FIXED NETWORK – JENNY LIND SERVICE AREA**

This item includes installation of a complete AMI Fixed Network of data collection equipment to automatically collect and transmit real time water meter data to the Host Software from all water meters within the Jenny Lind Service Area. The completed system shall provide 100% RF coverage of installed meter modules in the service area and have a minimum of 50% redundancy between the meters and the collectors.

**BID ITEM NO.7A – FURNISH AMI FIXED NETWORK EQUIPMENT – WEST POINT SERVICE AREA**

This item includes all materials and equipment required for installation of a complete AMI Fixed Network including all data collectors, repeaters, signal boosters, antennas, hardware, and software to automatically collect and transmit real time water meter data from all water meters within the West Point Service Area to the Host Software for analysis and water meter billing. **The bidder shall include with the bid a detailed cost breakdown of this lump sum item. The detailed cost breakdown shall include an equipment list and a unit cost per piece of equipment furnished. The cost breakdown total shall match the lump sum total for Bid Item 7A.**

**BID ITEM NO.7B – INSTALL AMI FIXED NETWORK – WEST POINT SERVICE AREA**

This item includes installation of a complete AMI Fixed Network of data collection equipment to automatically collect and transmit real time water meter data to Host Software from all water meters within the Copper Cove Service Area. The completed system shall provide 100% RF coverage of installed meter modules in the service area and have a minimum of 50% redundancy between the meters and the collectors.

**BID ITEM NO.8 – MOBILE READ DATA COLLECTOR UNIT**

This item includes furnishing the District with equipment including all hardware and software to collect and store real time meter readings while driving by in a vehicle. The mobile data collector shall be configured to be installed in any vehicle and allow the user to easily download the meter information to the host software for analysis and water usage billing. Mobile read data collectors shall be available for the Districts use at the beginning of the project to allow the District to transition to radio meter reading as meters are installed.

**BID ITEM NO.9 – SOFTWARE AND TRAINING**

This item includes furnishing the District all software required for a complete automatic water metering system. The provided host software must be web based and accessible from any computer with an internet connection. The software shall provide easy management of meter reading data from both the fixed network and the drive by data collection units. The software must be able to upload metering information from both the fixed network system and mobile read data collection devices to the District existing billing software. The host software shall be able to provide Districts operations staff with all standard reports including reverse flow warnings, leak warnings, and water usage information by zones or routes. The software shall have customer portal where individual water users can view water usage information. This item includes providing a minimum of 40 Hours of training for District Operations, Engineering, Accounting and IT departments. This item shall include all subscription and system monitoring cost through final project completion.

**BID ITEM NO.10A – INSTALL NEW METER BOX LIDS (modified addendum #2)**

This item includes all labor, and equipment to remove and replace the existing meter box lids with new lids with a recessed hole for AMR/AMI network antenna. The existing meter boxes and lids are from CIP 11096 00410-5 Bid Form  
Advanced Metering June 18, 2020  
Infrastructure Project Revised Addendum #2

various manufactures and multiple standard sizes, the new lids will be universal type to allow for installation on boxes from various manufactures. The new meter box lids shall be one-piece construction and rated for incidental heavy traffic. The Contractor will be responsible for disposal of the existing meter box lids.

**BID ITEM NO.10B – FURNISH NEW METER BOX LID (ALLOWANCE), (modified addendum #2)**

This item includes furnishing District New Meter Box Lids Materials that contain recessed hole for AMR/AMI network antenna. The Contractor will be reimbursed the actual cost to purchase the new meter box lids, no markup will be allowed on this item. The existing boxes are various styles and sizes and cannot accurately determine quantity of each of the various sizes. The new meter box lids shall be one-piece construction and rated for incidental heavy traffic. After award the Contractor shall provide CCWD with new meter box lid pricing from various manufactures to assist in selection of lids for the project. This is a “cash allowance” made in accordance with Section 00700, Article 13.02, Paragraph B.1.

**ARTICLE 4 – TIME OF COMPLETION**

- 4.1 Bidder agrees that the Work will be substantially complete and will be completed and ready for payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar or working days indicated in the Agreement.
- 4.2 Bidder agrees that the Work will be substantially complete within **730 calendar days** after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within **780 calendar days** after the date when the Contract Times commence to run. The Bidder agrees that 50% of all work will be furnished and installed within the first 365 calendar days.

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

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

| <u>Addendum No.</u> | <u>Addendum Date</u> |
|---------------------|----------------------|
| <u>1</u>            | <u>5/28/2020</u>     |
| <u>2</u>            | <u>6/18/2020</u>     |
|                     | 00410-6              |

## ARTICLE 6 – BIDDERS REPRESENTATIONS AND CERTIFICATIONS

### 6.1 Bidder's Representations

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

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

Documents.

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

#### 6.02 Bidder's Certifications

A. The Bidder certifies the following:

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

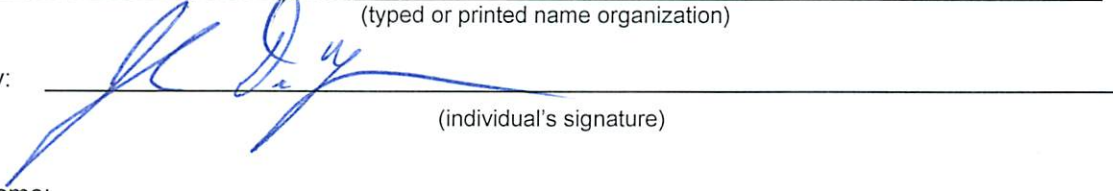
BIDDER hereby submits this Bid as set forth above:

Bidder:

Mueller Systems, LLC

(typed or printed name organization)

By:



(individual's signature)

Name:

John DeYarman

(typed or printed)

Title:

Vice President & General Manager

(typed or printed)

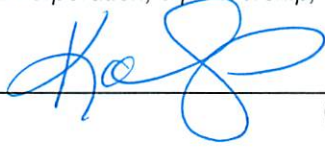
Date:

6/24/2020

(typed or printed)

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

Attest:



(individual's signature)

Name:

Katherine Gallup

(typed or printed)

Title:

Legal Operations Assistant

(typed or printed)

Date:

6/24/2020

(typed or printed)

Address for giving notices:

marketing@muellersystems.com

PO Box 128

Cleveland NC 27013

Bidder's Contact:

CIP 11096  
Advanced Metering  
Infrastructure Project

00410-9

*Bid Form*  
June 18, 2020  
Revised Addendum #2

Name: Kevin Cornejo  
(typed or printed)

Title: Territory Manager  
(typed or printed)

Phone: 858-731-6274

-  
Email: KCornejo@muellerwp.com; marketing@muellersystems.com  
—

Address:  
10210 Statesville Blvd  
PO Box 128  
Cleveland NC 27013

Bidder's Contractor License No.: 1010049

Employer's Tax ID Number: 37-1388051

## IRAN CONTRACTING ACT CERTIFICATION

Pursuant to Public Contract Code (PCC) section 2204, the following Iran Contracting Act certification is required if your bid totals \$1,000,000 or more.

If your bid totals \$1,000,000 or more, you must complete only one of the following two paragraphs. To complete paragraph 1, check the corresponding box and complete the certification. To complete paragraph 2, simply check the corresponding box.

1. We are not on the current list of persons engaged in investment activities in Iran created by the California Department of General Services (DGS) pursuant to PCC 2203(b), and we are not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on

6/24/2020 (date),

at Atlanta (city), Georgia (state).

 (signature)

John DeYarman (printed name)

OR

2. We have received written permission from the Agency to submit a bid pursuant to PCC 2203(c) or (d). A copy of the written permission from the Agency is included with our bid.



**NON COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER  
AND SUBMITTED WITH BID**

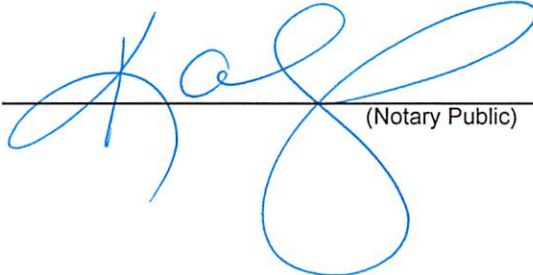
(Public Contract Code Section 7106)

Georgia  
State of ~~California~~  
County of Fulton

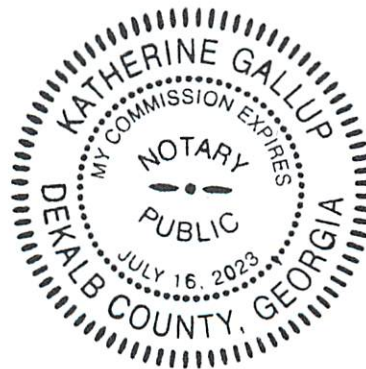
John DeYarman, being first duly sworn, deposes and says that he or she is Vice President/General Manager of Mueller Systems, LLC, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization,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

By Katherine Gallup

Subscribed and sworn to before me on 6/24/2020  
(date)

  
\_\_\_\_\_  
(Notary Public)

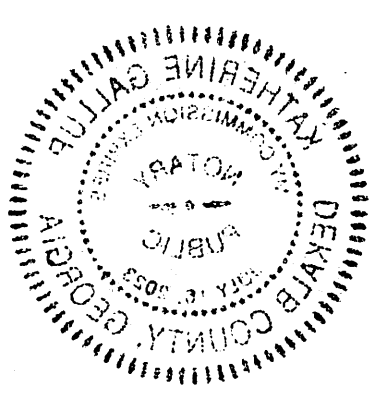
(SEAL)



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**COMPLIANCE STATEMENT**

This statement relates to a proposed contract with Calaveras County Water District

*(Name of borrower or grantee)*

who expects to finance the contract with assistance from either the Rural Housing Service (RHS), Rural Business-Cooperative Service (RBS), or the Rural Utilities Service (RUS) or their successor agencies, United States Department of Agriculture (whether by a loan, grant, loan insurance, guarantee, or other form of financial assistance). I am the undersigned bidder or prospective contractor. I represent that:

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

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

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

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

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

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

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

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

Date: 6/24/2020

  
Signature of Bidder or Prospective Contractor  
John DeYarman, Vice President & General Manager

Mueller Systems, LLC 10210 Statesville Blvd PO Box 128 Cleveland NC 27013  
Address (including Zip Code)





## **Instructions for Certification**

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

Form AD-1048 (1/92)



**CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS**

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

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.
- 3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

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

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

---

(Name) John DeYarman (Date)

Vice President & General Manager  
(Title)



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CONTRACTOR'S CERTIFICATION REGARDING WORKERS'  
COMPENSATION INSURANCE

Georgia  
State of ~~California~~  
County of Fulton

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

Mueller Systems  
(Name of Contractor)

by: 

John DeYarman, Vice President & General Manager  
(Signature of Contractor)

Date: 6/24/2020

**RESOLUTION NO. 2020-**

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

**AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS  
FOR THE PURPOSE OF PROVIDING THE COSTS OF ACQUIRING AND  
INSTALLING RADIO READ METERS, CIP #11096**

**WHEREAS**, in August 2019 the United States Department of Agriculture (USDA) Rural Development issued a Letter of Conditions to fund the District's \$6,000,000 Radio Read Project, funding that includes a not-to-exceed \$5,000,000 loan, and a \$1,000,000 grant component; and

**WHEREAS**, as part of the Letter of Conditions, the USDA requires the CALAVERAS COUNTY WATER DISTRICT (CCWD) Board of Director to adopt a Loan Resolution Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing the Cost of Acquiring and Installing Radio Read Meters, CIP \$11096; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby adopts and authorizes the General Manager to sign the USDA Loan Resolution, attached hereto and made a part hereof, on behalf of the Calaveras County Water District for the Radio Read Meter Replacement Project, CIP #11096.

**PASSED AND ADOPTED** this 22nd day of July, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**Water and Waste System Grant Agreement**

**United States Department of Agriculture**

**Rural Utilities Service**

THIS AGREEMENT dated \_\_\_\_\_, between

\_\_\_\_\_

a public corporation organized and operating under

\_\_\_\_\_

(Authorizing Statute)

herein called "Grantee," and the United States of America acting through the Rural Utilities Service, Department of Agriculture, herein called "Grantor," WITNESSETH:

**WHEREAS**

Grantee has determined to undertake a project of acquisition, construction, enlargement, or capital improvement of a (water) (waste) system to serve the area under its jurisdiction at an estimated cost of \$ \_\_\_\_\_ and has duly authorized the undertaking of such project.

Grantee is able to finance not more than \$ \_\_\_\_\_ of the development costs through revenues, charges, taxes or assessments, or funds otherwise available to Grantee resulting in a reasonable user charge.

Said sum of \$ \_\_\_\_\_ has been committed to and by Grantee for such project development costs.

Grantor has agreed to grant the Grantee a sum not to exceed \$ \_\_\_\_\_ or \_\_\_\_\_ percent of said project development costs, whichever is the lesser, subject to the terms and conditions established by the Grantor. Provided, however, that the proportionate share of any grant funds actually advanced and not needed for grant purposes shall be returned immediately to the Grantor. The Grantor may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the Conditions of the grant.

As a condition of this grant agreement, the Grantee assures and certifies that it is in compliance with and will comply in the course of the agreement with all applicable laws, regulations, Executive orders and other generally applicable requirements, including those set out in 7 CFR 3015.205(b), which hereby are incorporated into this agreement by reference, and such other statutory provisions as are specifically set forth herein.

NOW, THEREFORE, In consideration of said grant by Grantor to Grantee, to be made pursuant to Section 306(a) of The Consolidated Farm and Rural Development Act for the purpose only of defraying a part not to exceed \_\_\_\_\_ percent of the project development costs, as defined by applicable Rural Utilities Service instructions.

**Grantee Agrees That Grantee Will:**

A. Cause said project to be constructed within the total sums available to it, including said grant, in accordance with the project plans and specifications and any modifications thereof prepared by Grantee and approved by Grantor.

B. Permit periodic inspection of the construction by a representative of Grantor during construction.

C. Manage, operate and maintain the system, including this project if less than the whole of said system, continuously in an efficient and economical manner.

D. Make the services of said system available within its capacity to all persons in Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status, or physical or mental handicap (possess capacity to enter into legal contract for services) at reasonable charges, including assessments, taxes, or fees in accordance with a schedule of such charges, whether for one or more classes of service, adopted by resolution dated \_\_\_\_\_, as may be modified from time to time by Grantee. The initial rate schedule must be approved by Grantor. Thereafter, Grantee may make such modifications to the rate system as long as the rate schedule remains reasonable and nondiscriminatory.

E. Adjust its operating costs and service charges from time to time to provide for adequate operation and maintenance, emergency repair reserves, obsolescence reserves, debt service and debt service reserves.

F. Expand its system from time to time to meet reasonably anticipated growth or service requirements in the area within its jurisdiction.

G. Provide Grantor with such periodic reports as it may require and permit periodic inspection of its operations by a representative of the Grantor.

H. To execute any agreements required by Grantor which Grantee is legally authorized to execute. If any such agreement has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, another agreement of the same type need not be executed in connection with this grant.

I. Upon any default under its representations or agreements set forth in this instrument, Grantee, at the option and demand of Grantor, will repay to Grantor forthwith the original principal amount of the grant stated herein above with the interest at the rate of 5 percentum per annum from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Grant Agreement may be enforced by Grantor, at its option and without regard to prior waivers by it previous defaults of Grantee, by judicial proceedings to require specific performance of the terms of this Grant Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Grant Agreement and the laws and regulations under which this grant is made.

J. Return immediately to Grantor, as required by the regulations of Grantor, any grant funds actually advanced and not needed by Grantee for approved purposes.

K. Use the real property including land, land improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed.

1. Title to real property shall vest in the recipient subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain approval by the Grantor agency for the use of the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed as provided in 1 and 2 above, the Grantee shall request disposition instructions from the Grantor agency or its successor Federal agency. The Grantor agency shall observe the following rules in the disposition instructions:

(a) The Grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original project to the fair market value of the property.

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor agency. When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

**[Revision 1, 04/17/1998]**

(c) The Grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or project to the current fair market value of the property.

**This Grant Agreement covers the following described real property (use continuation sheets as necessary).**

L. Abide by the following conditions pertaining to equipment which is furnished by the Grantor or acquired wholly or in part with grant funds. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

**[Revision 1, 04/17/1998]**

1. Use of equipment.

(a) The Grantee shall use the equipment in the project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other Federally sponsored activities, if any, in the following order of priority:

1) Activities sponsored by the Grantor.

(2) Activities sponsored by other Federal agencies.

(b) During the time that equipment is held for use on the property for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the equipment was originally acquired. First preference for such other use shall be given to Grantor sponsored projects. Second preference will be given to other Federally sponsored projects.

2. Disposition of equipment. When the Grantee no longer needs the equipment as provided in paragraph (a) above, the equipment may be used for other activities in accordance with the following standards:

(a) Equipment with a current per unit fair market value of less than \$5,000. The Grantee may use the equipment for other activities without reimbursement to the Federal Government or sell the equipment and retain the proceeds.

(b) Equipment with a current per unit fair market value of \$5,000 or more. The Grantee may retain the equipment for other uses provided that compensation is made to the original Grantor agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value or proceeds from sale of the equipment. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the original Grantor agency.

The Grantor agency shall determine whether the equipment can be used to meet the agency's requirements. If no requirement exists within that agency, the availability of the equipment shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor agency to determine whether a requirement for the equipment exists in other Federal agencies. The Grantor agency shall issue instructions to the Grantee no later than 120 days after the Grantee requests and the following procedures shall govern:

(1) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Grantor agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share ten percent of the proceeds for Grantee's selling and handling expenses.

(2) If the Grantee is instructed to ship the equipment elsewhere the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant project or program to the current fair market value of the equipment, plus any reasonable shipping or interim storage costs incurred.

(3) If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Grantor agency for such costs incurred in its disposition.

3. The Grantee's property management standards for equipment shall also include:

(a) Records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the project for which the equipment was acquired; location, use and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.

(c) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(e) Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return.

**This Grant Agreement covers the following described equipment(use continuation sheets as necessary).**

M. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.
2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
3. Effective control over and accountability for all funds, property and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
4. Accounting records supported by source documentation.

N. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings have not been resolved. Microfilm or photo copies or similar methods may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's government which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts and transcripts.

O. Provide information as requested by the Grantor to determine the need for and complete any necessary Environmental Impact Statements.

P. Provide an audit report prepared in accordance with Grantor regulations to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations and this Agreement.

Q. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or instrumentality's of states shall not be held accountable for interest earned on grant funds pending their disbursement.



R. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item K above.

S. To include in all contracts for construction or repair a provision for compliance with the Copeland ``Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). The Grantee shall report all suspected or reported violations to the Grantor.

T. To include in all contracts in excess of \$100,000 a provision that the contractor agrees to comply with all the requirements of the Clean Air Act (42 U.S.C. §7414 ) and Section 308 of the Water Pollution Control Act (33 U.S.C. §1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 of the Clean Air Act and Section 308 of the Water Pollution Control Act and all regulations and guidelines issued thereunder after the award of the contract. In so doing the Contractor further agrees:

**[Revision 1, 11/20/1997]**

1. As a condition for the award of contract, to notify the Owner of the receipt of any communication from the Environmental Protection Agency (EPA) indicating that a facility to be utilized in the performance of the contract is under consideration to be listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

2. To certify that any facility to be utilized in the performance of any nonexempt contractor subcontract is not listed on the EPA list of Violating Facilities pursuant to 40 CFR Part 32 as of the date of contract award.

**[Revision 1, 11/20/1997]**

3. To include or cause to be included the above criteria and the requirements in every nonexempt subcontract and that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

As used in these paragraphs the term ``facility" means any building, plan, installation, structure, mine, vessel or other floating craft, location, or site of operations, owned, leased, or supervised by a Grantee, cooperator, contractor, or subcontractor, to be utilized in the performance of a grant, agreement, contract, subgrant, or subcontract. Where a location or site of operation contains or includes more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.

Grantor Agrees That It:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$\_\_\_\_\_ which it will advance to Grantee to meet not to exceed \_\_\_\_\_ percent of the project development costs of the project in accordance with the actual needs of Grantee as determined by Grantor.

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the project and coordinating the plan with local official comprehensive plans for sewer and water and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.

Termination of This Agreement

This Agreement may be terminated for cause in the event of default on the part of the Grantee as provided in paragraph I above or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the project will not produce beneficial results commensurate with the further expenditure of funds.

In witness whereof Grantee on the date first above written has caused these presence to be executed by its duly authorized

\_\_\_\_\_

attested and its corporate seal affixed by its duly authorized

\_\_\_\_\_

Attest:

\_\_\_\_\_

By \_\_\_\_\_

(Title) \_\_\_\_\_

By \_\_\_\_\_

(Title) \_\_\_\_\_

UNITED STATES OF AMERICA

RURAL UTILITIES SERVICE

By \_\_\_\_\_

(Title)

**Water and Waste System Grant Agreement**

**United States Department of Agriculture**

**Rural Utilities Service**

THIS AGREEMENT dated \_\_\_\_\_, between

\_\_\_\_\_

a public corporation organized and operating under

\_\_\_\_\_

(Authorizing Statute)

herein called "Grantee," and the United States of America acting through the Rural Utilities Service, Department of Agriculture, herein called "Grantor," WITNESSETH:

**WHEREAS**

Grantee has determined to undertake a project of acquisition, construction, enlargement, or capital improvement of a (water) (waste) system to serve the area under its jurisdiction at an estimated cost of \$ \_\_\_\_\_ and has duly authorized the undertaking of such project.

Grantee is able to finance not more than \$ \_\_\_\_\_ of the development costs through revenues, charges, taxes or assessments, or funds otherwise available to Grantee resulting in a reasonable user charge.

Said sum of \$ \_\_\_\_\_ has been committed to and by Grantee for such project development costs.

Grantor has agreed to grant the Grantee a sum not to exceed \$ \_\_\_\_\_ or \_\_\_\_\_ percent of said project development costs, whichever is the lesser, subject to the terms and conditions established by the Grantor. Provided, however, that the proportionate share of any grant funds actually advanced and not needed for grant purposes shall be returned immediately to the Grantor. The Grantor may terminate the grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the Conditions of the grant.

As a condition of this grant agreement, the Grantee assures and certifies that it is in compliance with and will comply in the course of the agreement with all applicable laws, regulations, Executive orders and other generally applicable requirements, including those set out in 7 CFR 3015.205(b), which hereby are incorporated into this agreement by reference, and such other statutory provisions as are specifically set forth herein.

NOW, THEREFORE, In consideration of said grant by Grantor to Grantee, to be made pursuant to Section 306(a) of The Consolidated Farm and Rural Development Act for the purpose only of defraying a part not to exceed \_\_\_\_\_ percent of the project development costs, as defined by applicable Rural Utilities Service instructions.

**Grantee Agrees That Grantee Will:**

A. Cause said project to be constructed within the total sums available to it, including said grant, in accordance with the project plans and specifications and any modifications thereof prepared by Grantee and approved by Grantor.

B. Permit periodic inspection of the construction by a representative of Grantor during construction.

C. Manage, operate and maintain the system, including this project if less than the whole of said system, continuously in an efficient and economical manner.

D. Make the services of said system available within its capacity to all persons in Grantee's service area without discrimination as to race, color, religion, sex, national origin, age, marital status, or physical or mental handicap (possess capacity to enter into legal contract for services) at reasonable charges, including assessments, taxes, or fees in accordance with a schedule of such charges, whether for one or more classes of service, adopted by resolution dated \_\_\_\_\_, as may be modified from time to time by Grantee. The initial rate schedule must be approved by Grantor. Thereafter, Grantee may make such modifications to the rate system as long as the rate schedule remains reasonable and nondiscriminatory.

E. Adjust its operating costs and service charges from time to time to provide for adequate operation and maintenance, emergency repair reserves, obsolescence reserves, debt service and debt service reserves.

F. Expand its system from time to time to meet reasonably anticipated growth or service requirements in the area within its jurisdiction.

G. Provide Grantor with such periodic reports as it may require and permit periodic inspection of its operations by a representative of the Grantor.

H. To execute any agreements required by Grantor which Grantee is legally authorized to execute. If any such agreement has been executed by Grantee as a result of a loan being made to Grantee by Grantor contemporaneously with the making of this grant, another agreement of the same type need not be executed in connection with this grant.

I. Upon any default under its representations or agreements set forth in this instrument, Grantee, at the option and demand of Grantor, will repay to Grantor forthwith the original principal amount of the grant stated herein above with the interest at the rate of 5 percentum per annum from the date of the default. Default by the Grantee will constitute termination of the grant thereby causing cancellation of Federal assistance under the grant. The provisions of this Grant Agreement may be enforced by Grantor, at its option and without regard to prior waivers by it previous defaults of Grantee, by judicial proceedings to require specific performance of the terms of this Grant Agreement or by such other proceedings in law or equity, in either Federal or State courts, as may be deemed necessary by Grantor to assure compliance with the provisions of this Grant Agreement and the laws and regulations under which this grant is made.

J. Return immediately to Grantor, as required by the regulations of Grantor, any grant funds actually advanced and not needed by Grantee for approved purposes.

K. Use the real property including land, land improvements, structures, and appurtenances thereto, for authorized purposes of the grant as long as needed.

1. Title to real property shall vest in the recipient subject to the condition that the Grantee shall use the real property for the authorized purpose of the original grant as long as needed.

2. The Grantee shall obtain approval by the Grantor agency for the use of the real property in other projects when the Grantee determines that the property is no longer needed for the original grant purposes. Use in other projects shall be limited to those under other Federal grant programs or programs that have purposes consistent with those authorized for support by the Grantor.

3. When the real property is no longer needed as provided in 1 and 2 above, the Grantee shall request disposition instructions from the Grantor agency or its successor Federal agency. The Grantor agency shall observe the following rules in the disposition instructions:

(a) The Grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original project to the fair market value of the property.

(b) The Grantee may be directed to sell the property under guidelines provided by the Grantor agency. When the Grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

**[Revision 1, 04/17/1998]**

(c) The Grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the Grantee shall be entitled to compensation computed by applying the Grantee's percentage of participation in the cost of the program or project to the current fair market value of the property.

**This Grant Agreement covers the following described real property (use continuation sheets as necessary).**

L. Abide by the following conditions pertaining to equipment which is furnished by the Grantor or acquired wholly or in part with grant funds. Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

**[Revision 1, 04/17/1998]**

1. Use of equipment.

(a) The Grantee shall use the equipment in the project for which it was acquired as long as needed. When no longer needed for the original project, the Grantee shall use the equipment in connection with its other Federally sponsored activities, if any, in the following order of priority:

1) Activities sponsored by the Grantor.

(2) Activities sponsored by other Federal agencies.

(b) During the time that equipment is held for use on the property for which it was acquired, the Grantee shall make it available for use on other projects if such other use will not interfere with the work on the project for which the equipment was originally acquired. First preference for such other use shall be given to Grantor sponsored projects. Second preference will be given to other Federally sponsored projects.

2. Disposition of equipment. When the Grantee no longer needs the equipment as provided in paragraph (a) above, the equipment may be used for other activities in accordance with the following standards:

(a) Equipment with a current per unit fair market value of less than \$5,000. The Grantee may use the equipment for other activities without reimbursement to the Federal Government or sell the equipment and retain the proceeds.

(b) Equipment with a current per unit fair market value of \$5,000 or more. The Grantee may retain the equipment for other uses provided that compensation is made to the original Grantor agency or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value or proceeds from sale of the equipment. If the Grantee has no need for the equipment and the equipment has further use value, the Grantee shall request disposition instructions from the original Grantor agency.

The Grantor agency shall determine whether the equipment can be used to meet the agency's requirements. If no requirement exists within that agency, the availability of the equipment shall be reported, in accordance with the guidelines of the Federal Property Management Regulations (FPMR), to the General Services Administration by the Grantor agency to determine whether a requirement for the equipment exists in other Federal agencies. The Grantor agency shall issue instructions to the Grantee no later than 120 days after the Grantee requests and the following procedures shall govern:

(1) If so instructed or if disposition instructions are not issued within 120 calendar days after the Grantee's request, the Grantee shall sell the equipment and reimburse the Grantor agency an amount computed by applying to the sales proceeds the percentage of Federal participation in the cost of the original project or program. However, the Grantee shall be permitted to deduct and retain from the Federal share ten percent of the proceeds for Grantee's selling and handling expenses.

(2) If the Grantee is instructed to ship the equipment elsewhere the Grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the Grantee participation in the cost of the original grant project or program to the current fair market value of the equipment, plus any reasonable shipping or interim storage costs incurred.

(3) If the Grantee is instructed to otherwise dispose of the equipment, the Grantee shall be reimbursed by the Grantor agency for such costs incurred in its disposition.

3. The Grantee's property management standards for equipment shall also include:

(a) Records which accurately provide for: a description of the equipment; manufacturer's serial number or other identification number; acquisition date and cost; source of the equipment; percentage (at the end of budget year) of Federal participation in the cost of the project for which the equipment was acquired; location, use and condition of the equipment and the date the information was reported; and ultimate disposition data including sales price or the method used to determine current fair market value if the Grantee reimburses the Grantor for its share.

(b) A physical inventory of equipment shall be taken and the results reconciled with the equipment records at least once every two years to verify the existence, current utilization, and continued need for the equipment.

(c) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the equipment. Any loss, damage, or theft of equipment shall be investigated and fully documented.

(d) Adequate maintenance procedures shall be implemented to keep the equipment in good condition.

(e) Proper sales procedures shall be established for unneeded equipment which would provide for competition to the extent practicable and result in the highest possible return.

**This Grant Agreement covers the following described equipment(use continuation sheets as necessary).**

M. Provide Financial Management Systems which will include:

1. Accurate, current, and complete disclosure of the financial results of each grant. Financial reporting will be on an accrual basis.
2. Records which identify adequately the source and application of funds for grant-supported activities. Those records shall contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays, and income.
3. Effective control over and accountability for all funds, property and other assets. Grantees shall adequately safeguard all such assets and shall assure that they are used solely for authorized purposes.
4. Accounting records supported by source documentation.

N. Retain financial records, supporting documents, statistical records, and all other records pertinent to the grant for a period of at least three years after grant closing except that the records shall be retained beyond the three-year period if audit findings have not been resolved. Microfilm or photo copies or similar methods may be substituted in lieu of original records. The Grantor and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Grantee's government which are pertinent to the specific grant program for the purpose of making audits, examinations, excerpts and transcripts.

O. Provide information as requested by the Grantor to determine the need for and complete any necessary Environmental Impact Statements.

P. Provide an audit report prepared in accordance with Grantor regulations to allow the Grantor to determine that funds have been used in compliance with the proposal, any applicable laws and regulations and this Agreement.

Q. Agree to account for and to return to Grantor interest earned on grant funds pending their disbursement for program purposes when the Grantee is a unit of local government. States and agencies or instrumentality's of states shall not be held accountable for interest earned on grant funds pending their disbursement.

R. Not encumber, transfer or dispose of the property or any part thereof, furnished by the Grantor or acquired wholly or in part with Grantor funds without the written consent of the Grantor except as provided in item K above.

S. To include in all contracts for construction or repair a provision for compliance with the Copeland ``Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). The Grantee shall report all suspected or reported violations to the Grantor.

T. To include in all contracts in excess of \$100,000 a provision that the contractor agrees to comply with all the requirements of the Clean Air Act (42 U.S.C. §7414 ) and Section 308 of the Water Pollution Control Act (33 U.S.C. §1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in Section 114 of the Clean Air Act and Section 308 of the Water Pollution Control Act and all regulations and guidelines issued thereunder after the award of the contract. In so doing the Contractor further agrees:

**[Revision 1, 11/20/1997]**

1. As a condition for the award of contract, to notify the Owner of the receipt of any communication from the Environmental Protection Agency (EPA) indicating that a facility to be utilized in the performance of the contract is under consideration to be listed on the EPA list of Violating Facilities. Prompt notification is required prior to contract award.

2. To certify that any facility to be utilized in the performance of any nonexempt contractor subcontract is not listed on the EPA list of Violating Facilities pursuant to 40 CFR Part 32 as of the date of contract award.

**[Revision 1, 11/20/1997]**

3. To include or cause to be included the above criteria and the requirements in every nonexempt subcontract and that the Contractor will take such action as the Government may direct as a means of enforcing such provisions.

As used in these paragraphs the term ``facility" means any building, plan, installation, structure, mine, vessel or other floating craft, location, or site of operations, owned, leased, or supervised by a Grantee, cooperator, contractor, or subcontractor, to be utilized in the performance of a grant, agreement, contract, subgrant, or subcontract. Where a location or site of operation contains or includes more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.

Grantor Agrees That It:

A. Will make available to Grantee for the purpose of this Agreement not to exceed \$\_\_\_\_\_ which it will advance to Grantee to meet not to exceed \_\_\_\_\_ percent of the project development costs of the project in accordance with the actual needs of Grantee as determined by Grantor.

B. Will assist Grantee, within available appropriations, with such technical assistance as Grantor deems appropriate in planning the project and coordinating the plan with local official comprehensive plans for sewer and water and with any State or area plans for the area in which the project is located.

C. At its sole discretion and at any time may give any consent, deferment, subordination, release, satisfaction, or termination of any or all of Grantee's grant obligations, with or without valuable consideration, upon such terms and conditions as Grantor may determine to be (1) advisable to further the purpose of the grant or to protect Grantor's financial interest therein and (2) consistent with both the statutory purposes of the grant and the limitations of the statutory authority under which it is made.



Termination of This Agreement

This Agreement may be terminated for cause in the event of default on the part of the Grantee as provided in paragraph I above or for convenience of the Grantor and Grantee prior to the date of completion of the grant purpose. Termination for convenience will occur when both the Grantee and Grantor agree that the continuation of the project will not produce beneficial results commensurate with the further expenditure of funds.

In witness whereof Grantee on the date first above written has caused these presence to be executed by its duly authorized

\_\_\_\_\_

attested and its corporate seal affixed by its duly authorized

\_\_\_\_\_

Attest:

\_\_\_\_\_

By \_\_\_\_\_

(Title) \_\_\_\_\_

By \_\_\_\_\_

(Title) \_\_\_\_\_

UNITED STATES OF AMERICA

RURAL UTILITIES SERVICE

By \_\_\_\_\_

(Title)

# Agenda Item

DATE: July 22, 2020, 2020  
TO: Michael Minkler, General Manager  
FROM: Damon Wyckoff, Director of Operations  
RE: Report on the June 2020 Operations Department

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## **RECOMMENDED ACTION:**

Receive Report on the Operations Department Report for Divisions 1 through 5.

## **SUMMARY:**

Attached is the monthly Operations Department Report for June 2020. This report will review the operational status and work completed by departmental administration and each of the five Divisions. The report will cover the following:

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

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

## **FINANCIAL CONSIDERATIONS:**

None.

*Attachment: June 2020 Operations Department Report for Division 1 through 5*

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# Operations Department Report

June 1<sup>st</sup> 2020 through June 30<sup>th</sup> 2020

## Director of Operations:

1. Held the District's Quarterly Utilities Coordination Meeting – multiple utilities participated
2. Provided input as requested to the Calaveras County Department of Public Works Regarding their Proposed Micro-Surface Plan for 2021
3. Participated in interviews for positions in the Collections and Distribution Departments
4. Reviewed the Updated Purchasing Policy with Field Staff in an effort to ensure a smooth transition to the new policy
5. Onsite with District Engineering Staff and the Snowshoe Springs HOA to contemplate the best place for a system meter installation
6. Met with the Calaveras County Public Works Department RE: The County's 2020-2022 Road Micro-surfacing plan to better coordinate both the County's and CCWD's work efforts
7. On-going work associated with reviewing the operation of the Southworth WWTP and associated Collections System
8. Attended Training related to PG&E's newly created PSPS Portal
9. On-going work associated with the upgrade of the filters at the Indian Rock WWTP
10. On-site project review with the District's Water Resources Manager, Plant Operations Manager, and the Calaveras Band of Me-Wuk Native Americans RE the Bear Creek Diversion Debris Removal Project – positive meeting

## Administrative Technician:

1. May Spray Reporting
2. Maintained Field Calendar
3. Received All USA North Line 811 Locates – Handled Associated Calls
4. **423 District Line Locates – 06/01 – 06/29**
5. Facilitate with Employee Reimbursements & Certificate Renewals
6. Field Training Course Ordering/Registrations
7. Process Purchase Order Batches
8. On Call Reminders, Transfers, Logs
9. Electronic Lab Report Filing
10. Organizing and Archiving Operations Department Documents
11. Safety Tailgate Meetings: Create, Track, & Archive
12. Continued Work Efforts of CERS Project
13. Consolidated Emergency Response / Contingency Plans
14. 2020 Backflow Program
15. Letters Mailed to Ebbetts Pass and West Point Backflow Customers
16. Covid-19 Updates
17. Attended Various Meetings
18. Pick Up & Sort District Mail
19. Create Field Holiday Schedule
20. Miscellaneous Administrative Functions

## **Plant Operations Manager:**

1. Completed review of Monthly and annual water reports and submitted them to the State
2. Completed review of Monthly wastewater reports and submitted them to the State
3. Onsite with the On-site project review with the District's Water Resources Manager, Director of Operations, and the Calaveras Band of Me-Wuk Native Americans RE the Bear Creek Diversion Debris Removal Project – positive meeting
4. On-going work to coordinate and implement the replacement of the existing filters at the Indian Rock Village WWTP
5. Worked to complete a final inspection and issue a Notice of Completion to the District's contractor on the Hunters WTP Filter Rehabilitation Project
6. Coordination of Treatment facility coverage to address illnesses and time-off requests
7. Completed volumetric reporting for the District's WWTP's
8. On-going work to facilitate timber harvest operation at the Arnold WWTP
9. On-going work with Consultant to assess wastewater disposal at the Arnold WWTP
10. On-going work associated with the Jenny Lind Pre-Treatment Project – Coordination of Start-up

## **Purchasing Agent:**

1. Completed PO and AP Entry's.
2. Ordered touchless Soap dispensers for office
3. Picked up parts from Grainger and Slakey Bros for Copper Cove C-Tank pump and B-Tank
4. Obtained quotes for safety materials for canopies and water jugs
5. Finalized order for hydroflushing signs with gateway press
6. Obtained quotes for failed pump at Woodgate 2 and ordered replacement pump
7. Worked with Vendors to improve status of delivery for the District's Wilseyville generator and pumps for Arnold waste water.
8. Obtained quotes for 275 kw generator at Hunters WTP.
9. Participated in a meeting for the District's AMI/AMR meter project
10. Participated in a meeting about new purchasing policy
11. Delivered parts to multiple District Facilities
12. Developed an excel spreadsheet on covid-19 purchases.
13. Developed a letter for field supervisors highlighting purchasing policy changes.
14. Developed Monthly Vehicle Inspection Report for implementation into CMMS
15. Obtained price quotes on immediate needs generators from vendors
16. Ordered safety materials for trucks in Copperopolis
17. Participated in an Enterprise e-fleets meeting
18. Purchased solar control systems for smaller tank sites in the District.
19. Worked with the District's Engineer on the purchase of 6" flow meter for EP.
20. Developed new costs worksheet for up to date cost to serve for sewer and water.
21. Obtained quotes to replace a failed blower for Vallecito waste water.
22. Worked on obtaining quotes for a replacement crane for CCWTP.
23. Ordered 2xl Safety vest for district; ordered leak repair parts for EP Barn.
24. Delivered lease vehicle to Sonora ford for door repair – Factory Defect
25. Obtained quotes for pressure vessel in Valley Springs
26. Sprayed West Point water and Waste Water with D7 disinfectant

## **Water Treatment Plants:**

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

1. Operations as usual

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

1. Operations as usual
2. Filter Rehabilitation Project is complete
3. Asco control valve on filter #1 – Replaced

**Jenny Lind Water Treatment Plant:**

1. Operations as usual
2. Continued training of two new operators

**Sheep Ranch Water Treatment Plant:**

1. Operations as usual
2. Replaced Raw Water Sample Valve
3. Painted over graffiti on the White Pines Spillway (CAL-Fire)

**Wallace Lake Estates Well System:**

1. Operations as usual

**West Point Water Treatment Plant:**

1. Operations by committee to accommodate the fact that the District's West Point System Operator is out on leave

**Wastewater Treatment Plants:**

**Arnold Wastewater Treatment Plant:**

1. Operations as usual
2. Logging outfit masticating brush and harvesting timber
3. Received new parts for the Clarifier – working to rebuild
4. Air conditioning units installed

**Copper Cove Wastewater Treatment Plant:**

1. Routine operations as required by permit.

**Copper Cove Wastewater Reclamation Plant:**

1. Plant idle
2. New Air Compressor motor installed

**Country House Wastewater Facility:**

1. Operations as usual

**Forest Meadows Wastewater Treatment Plant:**

1. Operations as usual

**Indian Rock Vineyards Wastewater Facility:**

1. Operations as Usual - Weekly inspection of facility. Switched leach fields, tested pumps, changed chart, weekly reads for state compliance
2. Onsite review of system operation with District consultant
3. Scheduled a survey of the site for anticipated Orenco pod installation

**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. Trees and brush removed in and around Effluent Storage Pond
3. Poured concrete slab in front of the Vallecito Reclaim Pump Station
4. Ordered spare parts for critical plant components
5. Updated Treatment Plant Computer

**West Point Wastewater Treatment Plant:**

1. Operations as usual

**Wilseyville Wastewater Facility:**

1. Operations as usual

## Distribution:

### Copperopolis Distribution System:

#### **SERVICE LINE WORK**

1. Pueblo trail 1" 5gpm
2. foothill 1" 3gpm
3. Sunrise 1" 2gpm
4. Sandy Bar 1" 4gpm
5. Bret Harte 1" 4gpm
6. Poker Flat 1" 4gpm
7. Morado 1" 4gpm

#### **MAIN LINE WORK**

1. Bow dr. 2" 10 gpm
2. Bow 2 " 5 gpm
3. Bow 3" 7 gpm

#### **Additional Work**

1. USA's
2. Flushed 111,757 gals.
3. PRV Maintenance
4. 70 valves turned
5. meter replacements
6. Installed the new Sawmill PRV
7. Worked with the Contractor on the Bow Drive Emergency Water Main replacement

### Ebbett's Pass Distribution System:

#### **SERVICE LINE WORK**

1. Cedar Lane – 5 gpm
2. Pine Drive – 5 gpm
3. Darby Russel Rd – 5 gpm

#### **MAIN LINE WORK**

1. Reach 1 Steel – leak at joint
2. Navajo – Big Trees Village – 50 gpm
3. Navajo – Big Trees Village – 20 gpm

#### **Additional Work**

1. Customer Service Work Orders - 106
2. USA Line Locates - very heavy during this Month – 294 in total
3. Replaced a Fire Hydrant on Cedar Lane
4. Multiple Reach 1 shut-downs to facilitate the Project's implementation

### Jenny Lind Distribution System:

#### **SERVICE LINE WORK**

1. Dunn, 1" x 3" wraparound, .5 gpm
2. Jenny Lind Vista, 1" x 3" wraparound
3. Hautly, cut out and replaced 4 feet of 1" service line, 2 gpm
4. Hartvickson, 1" x 3" wraparound, 1 gpm
5. DaLee, replaced ¾" curb stop, .5 gpm
6. Clements Place, 1" x 3" wraparound, 1 gpm
7. Heney Ct, 1" x 3" wraparound, 1 gpm
8. Pardini, replace ¾" line from main for ARV, Run 4 feet of new ¾" service line, 1.0 gpm, Shutdown main.
9. Spyglass Ct, 1" x 6" wraparound, 3.5 gpm
10. Cane, 1" x 3" wraparound, 1 gpm
11. Bartelink, 1" x 3" wraparound, 1.5 gpm
12. Driver, 1" x 3" wraparound, 1 gpm
13. Crotty, 1" x 3" wraparound, .5 gpm

14. Baldwin, 1" x 3" wraparound, 1 gpm
15. Redman, 1" x 3" wraparound, .5 gpm
16. Huckleberry, 1" x 3" wraparound, 1.5 gpm
17. Baldwin, Complete service line replacement from main to meters, 60 feet of new 1" and also replaced ¾" line and both meter curb stops, Shutdown main, Full traffic control 2.5 gpm
18. Baldwin, replaced 40 feet of new 1" service line from meter to center of roadway, also replaced meter curb stop (9 old repairs and 4 active leaks), Full traffic control, 3.5 gpm
19. O'rielly, 1" x 3" wraparound, 2 gpm
20. Blake, Replaced meter gasket, .5 gpm
21. Dunn, 1" x 3" wraparound, 3 gpm
22. Greer, 1" x 3" wraparound, 1 gpm
23. Goggin, 1" x 3" wraparound, 1.5 gpm
24. Partridge, 1" x 3" wraparound, 1 gpm
25. Honda, 1" x 3" wraparound, 2 gpm

**MAIN LINE WORK**

1. None at this time

**ADDITIONAL WORK**

1. Flushed 118,210 gallons – Multiple flushing efforts as a result of the T&S Service Line Replacement Project, routine flushing efforts completed, and flushing related to leak-repair shutdowns
2. 49 Service Requests for the JL area
3. 52 USA line locates for JL area
4. Adjusted PRV #8 on Garner and Hwy 26 during a shutdown
5. Check pressures at hydrants and PRV's in A and B pressure zones
6. Work with the Mechanics to try and patch pressure tank at B tank pressure system
7. Flushed lower end
8. Weekly tank and pump station checks
9. Set up generator at D tank for PG&E shutdown
10. Multiple days and continuous support for T&S service line replacement project
11. -Hanging door tags
12. -Multiple shutdowns
13. -Multiple days of flushing and sample taking
14. -Multiple meets on job sites
15. Kirby, Gabor and Garner are complete!

**West Point Distribution System:**

**SERVICE LINE WORK**

1. None at this time

**MAIN LINE WORK**

1. No work at this time

**ADDITIONAL WORK**

1. 33 USA Line locates
2. 3 Service Requests ranging from Read/Leave Ons, Restores, Pressure issues, Re-reads.
3. Assisted Facilities Maintenance Technician with the installation of conduit at the Bummerville Reservoir

**Collections:**

1. Vehicle Inspections
2. No spill report through CIWQS
3. Line locates district wide – A very large amount this month including some very substantial ones in Forest Meadows
4. Weekly lift station checks district wide
5. Cost to serve for second service at 981 Chardonnay Ct. in Indian Rock Vineyards
6. Flushed sewer main hot spot in West Point in front of the Fire Department
7. Hydro flushed unit 8A in Copperopolis
8. Changed activated carbon at lift stations 13 and 16 in Copperopolis for odor control
9. Delivered camera truck #133 to WECO in Vacaville for repairs
10. Excavate and repair sewer service issue, bad plumbing, at Teton Ct. in Copperopolis

11. Work order at Main St. in West Point for road cleanup. While gaining access to fix customer caused septic tank problem
12. Complete rebuild of plumbing on pump 2 side at lift station 3 in Arnold
13. Pumped and cleaned wet well at lift station 3 in Arnold. Pulled and de ragged both pumps at lift station
14. Pumped and cleaned wet wells at lift stations 16, 19 and 20 in Copperopolis
15. Installed new pump at Wood Gate lift station 2 in La Contenta
16. Weed eat, brush and cleanup around Forest Meadows Lakeside lift station
17. Weed eat and clean up around Wood Gate lift station 1 in La Contenta
18. Septic tank problem on Main St. in West Point. Customer had a fixture running full on in a building which over ran the tank
19. Septic tank problem on Cliff Ct in Southworth. Customer flushed a bunch of medication in to tank which resulted in plugging up the pump screen and filter basket. Pumped both sides of tank
20. Septic tank problem on Ospital Rd. in Southworth. Tank needed a bit of an overhaul. New on/off float, low level float, pump and effluent plumbing as well as pumping of both sides of tank
21. Hydro flushed multiple effluent lines leaving La Contenta waste water treatment plant to pond due to blockage
22. Hydro flushed hot spot on Spyglass Ct. in La Contenta as annual preventative maintenance
23. Responded to SCADA call for low level at Lakeside lift station in Forest Meadows
24. Pumped out Wetwells at Lower Cross-Country Lift Station
25. Pumped out Wetwells at Upper Cross-Country Lift Station

## **Construction:**

1. Assisted the Copper Cove Distribution Crew with service line leak repairs
2. Assisted the Ebbett's Pass Distribution Crew with service line leak repairs
3. Assisted the La Contenta Distribution Crew with service line leak repairs
4. Repaired a failed fire hydrant on Cedar Lane in the Ebbetts Pass Service Area
5. Installed the Sawmill PRV
6. Removed willows and brush in and around the Vallecito Effluent Storage Pond
7. Removed a leaky fire hydrant in the Woodgate neighborhood – repaired leak and scheduled re-install of the fire hydrant
8. Provided additional coverage for the Ebbetts Pass Distribution System while the District looks to hire a new operator
9. Provided Engineering Inspection coverage on the District's Kirby, Gabor, Garner Service Lateral Replacement Project (CIP)

## **Electrical:**

1. troubleshoot and replace floats at Indian Rock.
2. Assess and order parts for the addition of transfer switches at lift stations 7, 19, and pressure tanks, b and d
3. Built a solar panel for Copper Tank.
4. Installed a cable from the flow meter to the chart recorder at sheep ranch.
5. Troubleshoot and replace float at the Copper Cove WWTP head works.
6. Troubleshoot and replace UPS battery at Lift Station 2 in Copperopolis
7. Disconnected GenSet at LS-17 in Copperopolis for mechanics to repair.
8. Installed a breaker at Lift Station 7 in Copperopolis for new transfer switch.
9. Installed a new automatic transfer switch at LS-19 in Copperopolis.
10. Troubleshoot comm fail at LS - 3. Replaced antennae and coaxial cable.
11. Imported files and relayed historical data from the Copper Cove WWTP to the Copper Cove WTP SCADA computer.
12. Troubleshoot UV. fail at the Copper Cove WWTP Reclaim Plant. Removed the UV banks 3 and 4 and drained h20 from ballast enclosure.
13. Troubleshoot noisy starter at the Huckleberry LS #2 pump. Disassembled and cleaned.



14. Troubleshoot LS.6 (copper) high level. Helped Collections adjust the float levels and installed a new weight on float.
15. USA Line locate for excavation at the Arnold WWTP.
16. Replaced the air conditioner's breaker in the pretreatment control panel at the Jenny Lind WTP.
17. Troubleshoot spray field #2 operation at Southworth. Cleaned the orifice on solenoid and restored to normal ops.
18. Installed a sub panel and disconnect with conduit and wire for 2 new air conditioners at the Arnold WWTP. Remove old heater.
19. Installed a transfer switch at D tank with pin and sleeve connector for generator. Make up cable for same.
20. On-Going troubleshoot of LS 12 sewer backup issues in Copperopolis
21. Troubleshoot effluent bypass motor operated valve (MOV) operation at the La Contenta WWTP. Failed in open position but no flow – pipe was plugged. Collections cleared the pipe and the Mechanics Restored the MOV's gearbox operation

## **Mechanical:**

1. Fabricated and installed a new lid on the Mountain Retreat Lift Station
2. Welded patches on the Hydropneumatic Tank at the B-Tank pressure system in the Jenny Lind Distribution System
3. Fabricated a basket for the fuel hose on Truck #592. Repaired wiring and replaced differential oil
4. Replaced a failed valve at the Hunters Water Treatment Plant
5. District wide Generator checks. Re-fueled the Generators as needed
6. On-going work on the sludge rake gear box at the La Contenta WWTP – Installed bar grating to replace a temporary wooden platform
7. Installed final vent valves on fuel tanks at the Arnold WWTP and Copper Cove LS 21
8. Troubleshoot the broken weather station at the Arnold WWTP and sent it in for repair
9. Installed Clarifier I-Beams at the Copper Cove WTP – restored the filter to normal operations
10. Repaired vacCon on Ebbetts Pass – Failed Power Steering Pump
11. Repaired vacCon in Copperopolis – Failed pressure tank on wash water apparatus
12. Re-plumbed pump and wetwell at LS 3 in Arnold. Adjusted packing
13. Completed BIT inspection on Truck #123 (VacCon)
14. Received parts for the Arnold Clarifier Repair Project
15. Received new Generator to be installed at the Wilseyville Pressure Station
16. Replaced failed blower at the Vallecito WWTP
17. Replaced fuel and water pumps on G02 – Trailer-Mounted Generator

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