



**RESOLUTION NO. 2020-22  
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, April 8, 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 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.**

**Members of the public are encouraged to participate in the below noticed meeting by following these guidelines:**

- 1. Join the WebEx meeting at the link in the email**
- 2. Please do not talk over the top of any other callers. Conversations must be one at a time to allow the Board and other participants to hear comments.**
- 3. Please follow all other instructions from the person running the meeting.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

## **ORDER OF BUSINESS**

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

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

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### **BOARD OF DIRECTORS**

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

**2. PUBLIC COMMENT**

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

**3. CONSENT AGENDA**

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

- 3a Approval of Minutes for the Board Meeting of March 11, 2020
- 3b Review Board of Directors Monthly Time Sheets for March, 2020
- 3c Ratify Claim Summary #577 Secretarial Fund in the Amount of \$1,169,477.49 for March, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**
- 3d Action regarding Calling the General District Election  
(Michael Minkler, General Manager) **RES 2020-\_\_\_\_\_**
- 3e Report on the Monthly Investment Transactions for March 2020  
(Rebecca Callen, Director of Administrative Services)

**4. NEW BUSINESS**

- 4a\* Discussion regarding the District's COVID-19 Response
  - Reclaimed Water Spray Field Operations at Local Golf Courses
  - White Pines Park Closure
  - Financial Impact
  - District Operations Update(Michael Minkler, General Manager)
- 4b Discussion/Action Regarding Amending District Policy No. 22 - Exceptions to Standards, Rules and Policies  
(Joel Metzger, External Affairs Manager) **RES 2020-\_\_\_\_\_**
- 4c Discussion/Action Regarding Amending District Policy No. 21 – Customer Assistance Program  
(Joel Metzger, External Affairs Manager) **RES 2020-\_\_\_\_\_**

**5. REPORTS**

- 5a\* Report Out from the Ad Hoc Strategic Planning Consultant Selection Committee  
(Michael Minkler, General Manager)
- 5b Report on the March 2020 Operations Department  
(Damon Wyckoff, Director of Operations)
- 5c\* General Manager Report

\*No information included in packet

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

**7. NEXT BOARD MEETINGS**

- Wednesday, April 22, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, May 13, 2020, 1:00 p.m., Regular Board Meeting

**8. CLOSED SESSION**

8a Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, HR Manager, Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

8b Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD (Calaveras County Superior Court #11CV37713)

8c 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)

**9. REPORTABLE ACTION FROM CLOSED SESSION**

**10. 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  
Joel Metzger

Michael Minkler

\* 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. 2020-16  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2020-01**

**MINUTES**

**CALAVERAS COUNTY WATER DISTRICT  
REGULAR BOARD MEETING**

**MARCH 11, 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  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Charles Palmer, District Engineer  
Stacey Lollar, Human Resources Manager  
Damon Wyckoff, Director of Operations

Others Present: Vickey Mills  
Jean Bray  
Caprice Butzler  
Vikki Fikes  
Matt House  
Duane & Marilynn Hillabush  
Milan Kubeck

**ORDER OF BUSINESS**

**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.**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**1. ROLL CALL**

President Underhill and Director Thomas joined the meeting via teleconference.

Vice-President Davidson called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance. Director Secada was absent.

Director Secada arrived to the meeting at 1:03

**2. PUBLIC COMMENT**

Duane Hillabush addressed the Board regarding an issue about his personal residence which he has on the market. There were additions done to his property with all necessary permits granted from Calaveras County. He was never informed of the need to contact the Calaveras County Water District regarding his sewer and water connection. He received a letter from the District after listing his home stating his system was not in compliance with District standards. He has since removed his listing to sell his home until a resolution is found. He would like the Board and staff to review this issue as soon as possible.

Milan Kubec addressed the Board stating that he was not aware that the Calaveras County Water District (CCWD) was not a part of Calaveras County. He stated that CCWD should be in better communication with Calaveras County. In addition, he mentioned that the bills are a great place for direct communication with customers.

**3. CONSENT AGENDA**

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

3a Approval of Minutes for the Board Meeting of February 12, 2020

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

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

3c Ratify Claim Summary #576 Secretarial Fund in the Amount of \$3,814,989.79 for February, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

3d Report on the Monthly Investment Transactions for February, 2020  
(Rebecca Callen, Director of Administrative Services)

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

**OFF CONSENT AGENDA**

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

3c Ratify Claim Summary #576 Secretarial Fund in the Amount of \$3,814,989.79 for February, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-16**

**MOTION: Directors Ratterman/Secada – Approved Consent Agenda Item:  
3c as presented**

**DISCUSSION:** Director Secada asked staff about the following items: 1) the soundproofing of the training room in the District office; 2) if there is a policy regarding the General Manager using the corporate card to take people to lunch; 3) payments made to Condor and Nolte for groundwater

monitoring; the Enterprise Lease payment; 4) employee business cards; 5) reimbursement from Enterprise Leasing for a charge to Froggy's for vehicle maintenance; and 6) customer refunds. Director Ratterman asked about a claim settlement payment. Ms. Callen responded to the questions presented.

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

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**4. NEW BUSINESS**

4a Discussion/Action regarding Increasing the Per Hydrant Payment for Fire Department Operation and Maintenance (Damon Wyckoff, Director of Operations) **RES 2020-17**

**MOTION:** Directors Secada/Ratterman–Adopted Resolution 2020-17 Increasing the per Hydrant Payment for Fire Department Operations and Maintenance

**DISCUSSION:** Mr. Wyckoff addressed the Board regarding the request from local fire departments to raise the reimbursement for fire hydrant inspections from \$20.00 to \$25.00 per hydrant. The cost per hydrant has been \$20.00 per hydrant since 2005. The increase would help the fire departments cover their fuel cost. Staff recommends raising the payment to \$23.00 per hydrant in fiscal year 2020/21, \$24.00 per hydrant in fiscal year 2021/22, and \$25.00 per hydrant in fiscal year 2022/23.

**PUBLIC COMMENT:** Vickey Mills stated this program is a win-win for both agencies.

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

4b Discussion/Action regarding Support for The Calaveras Amador Forestry Team and Calaveras Healthy Impact Products Solution Implementation of the West Arnold Thin Shaded Fuel Break on District Property (Damon Wyckoff, Director of Operations) **RES 2020-18**

**MOTION:** Directors Ratterman/Davidson–Adopted Resolution 2020-18 Supporting for The Calaveras Amador Forestry Team and Calaveras Healthy Impact Solutions Implementation of the West Arnold Thin Shaded Fuel Break on District Property

**DISCUSSION:** Mr. Wyckoff presented the proposal from The Calaveras Amador Forestry Team (CalAm Team) and Calaveras Healthy Impact Products Solution (CHIPS) implementation of the West Arnold Thin Shaded Fuel Break on District property. The Board stated that this item could have been on the Consent Agenda since they all fully support the idea.

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

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

- 4c Discussion/Direction regarding Financial Contributions to the Calaveras-Amador Mokelumne River Authority (CAMRA).  
(Michael Minkler, General Manager)

**DISCUSSION:** Mr. Minkler reported that at the last Calaveras-Amador Mokelumne River Authority (CAMRA) meeting, there was discussion regarding additional funding from the member agencies in the form of annual dues. Complications are CAMRA doesn't typically contract directly with attorneys or lobbyists. Director Ratterman described the reason CAMRA is considering annual dues at this time. There was discussion and the Board was in agreement that they did not feel an annual due is needed at this time.

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

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

**5. OLD BUSINESS**

There was no old business.

**6. REPORTS**

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

**DISCUSSION:** Mr. Wyckoff presented the February 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 District hosted the Stanislaus River Association (SRA) meeting on March 5 with a focus on Forest Management; 2) Tuolumne Utility District is in negotiations with PG&E for procurement of a small hydro facility and water rights; and 3) he was happy to announce the District has hired a Water Resources Manager to begin work in May.

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

Director Ratterman is attending the Association of California Water Agencies Legislative Symposium on Thursday.

Director Thomas is excited about the new hire for the Water Resources Manager.



Director Davidson had nothing to report.

Director Secada reported the Tuolumne-Stanislaus Integrated Regional Water Management Joint Powers Authority meeting is next week.

Director Underhill had nothing to report.

**8. NEXT BOARD MEETINGS**

- Wednesday, March 25, 2020, 1:00 p.m., Regular Board Meeting
- Wednesday, April 8, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 1:48 p.m. Those present were Board Members: Russ Thomas and Bertha Underhill (by teleconference); Board Members: Cindy Secada, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Joel Metzger, External Affairs Manager (for item 9a); and Matt Weber, General Counsel.

**9. CLOSED SESSION**

- 9a Conference with Legal Counsel – Threatened Litigation  
Government Code § 54956.9(b)(3) – 1 case
- 9b Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a)  
La Contenta Investors, LTD vs. CCWD (Calaveras County Superior Court #11CV37713)
- 9c Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, Regarding Negotiations with Employee Organization SEIU Local 1021 and Management and Confidential Unit

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 2:20 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 2:20 p.m.

By:

ATTEST:

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

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

# Agenda Item

DATE: April 8,, 2020

TO: Michael Minkler, General Manager

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Review Board of Directors Time Sheets for March, 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 March, 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 March 2020*



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

For Admin Use	Payroll Expense	<input checked="" type="radio"/>
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Month/Yr Mar-20  
 Name Cindy

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
11-Mar	03/11/20 CCWD Regular Meeting							\$120.00		38.7
12-Mar	ACWA Symposium-Parking								\$19.99	198
25-Mar	03/25/20 CCWD Regular Meeting							\$120.00		38.7
<b>Total</b>	<i>For Totals line, multiply miles by the IRS rate:</i>	1/1/2020	\$0.575						19.99	275.4
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>				<b>Totals</b> (use IRS mileage rate)				\$240.00	\$19.99	\$158.36

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

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

Administrative Review: *[Signature]*

Date: 3/25/2020 Orig to Finance Dept.







**Calaveras County Water District  
Claim Summary # 577**

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. March 2020 payroll checks issued on 3/13/2020	156,428.75
2. March 2020 payroll checks issued on 3/31/2020	163,485.27
3. March 2020 compensation to Directors	1,241.71
4. Vendor payments for March 1 through 31, 2020	557,155.40
5. Other payroll related costs	<u>291,166.36</u>

**Claim Summary Total                    \$1,169,477.49**



Calaveras County Water District  
 AP Disbursement Summary  
 March 1-31, 2020 -vs- February 1-29, 2020

		FEBRUARY 2020	MARCH 2020
CCWD Operating Expenditures		\$ 398,184.61	\$ 283,835.89
Expenditures to be reimbursed from other agencies	(A)	-	85,151.80
Expenditures to be reimbursed from grant agreements	(B)	-	-
Fiduciary Payments (funds collected prior to expenditure)	(C)	5,739.74	8,862.94
Partial Reimbursement	(D)	175,837.00	172,031.30
Capital R&R Projects	(E)	144,748.39	1,395.47
Capital Outlay	(F)	2,965.70	5,878.00
Debt Service-Umpqua Bank Capital R&R Loan	(G)	1,011,196.82	-
PARS-Other Post Employment Benefits Annual Contribution	(H)	846,133.00	-
Placer Title-LaContenta Wastewater Facility Land Purchase	(I)	605,691.70	-
Total Payments		\$ 3,190,496.96	\$ 557,155.40

CCWD  
AP DISBURSEMENTS  
MARCH 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135038	A T & T	Leased Lines 03/20	03/12/2020	66.08
135039	A T & T	Internet Service 03/20 - LCWWTP	03/12/2020	62.75
134944	A T & T CALNET 3	Phone 02/20 - Camp Connell Radio Tower	03/05/2020	271.20
134945	A T & T MOBILITY	Internet Service 02/20 - Sheep Ranch	03/05/2020	145.24
135040	A TEEM ELECTRICAL ENG INC	Electrical Service - Wallace WWTP SCADA Project	03/12/2020	1,310.00 (E)
134947	ACWA/JPIA	Dental Insurance, Employees (68) 04/20	03/05/2020	5,953.48 (D)
134947	ACWA/JPIA	Vision Insurance, Employees 04/20	03/05/2020	1,243.52
134947	ACWA/JPIA	EAP	03/05/2020	159.34
134947	ACWA/JPIA	Dental Insurance, Retirees (44) 04/20	03/05/2020	2,884.52
134947	ACWA/JPIA	Vision Insurance, Retirees 04/20	03/05/2020	816.64
134948	AFLAC	Aflac Insurance 02/20	03/05/2020	2,215.38 (C)
134949	AL'S TIRE SERVICE	Tires (2) - Vehicle #143	03/05/2020	483.78
134949	AL'S TIRE SERVICE	Tires (2)/Tire Repair - DF/VCTO WWTP Kubota	03/05/2020	539.68
134950	AMERIPRIDE SERVICES,INC	Uniform Laundry Service 02/20 - District Wide	03/05/2020	2,096.46
135041	ARNOLD AUTO SUPPLY	Blower Motor Resistor - Vehicle #529	03/12/2020	27.87
135041	ARNOLD AUTO SUPPLY	Oil/Filter - Vehicle #719	03/12/2020	26.41
135041	ARNOLD AUTO SUPPLY	Bolts/Drill Bits - Ebbetts Pass L/S #2	03/12/2020	47.19
135041	ARNOLD AUTO SUPPLY	Caliper - SA Shop	03/12/2020	28.95
134951	ARNOLD TIRE AND AUTO CARE	Winter Tires (4)/Mounted/Balanced - Vehicle #529	03/05/2020	859.48
134953	AUERBACH INTERNATIONAL INC	Translation Services SB998	03/05/2020	2,811.99
135042	BLUE TARP CREDIT SERVICES	Fuel Tank Vents - District Wide	03/12/2020	784.16 (F)
135092	BNN, LLC	Rent 04/20 - SA Shop	03/24/2020	3,000.00
134956	BRANOM INSTRUMENT CO	Heater Element - CCWTP Ozone	03/05/2020	2,083.71
135093	BROWN, JOHN	CEI Course Meal Reimbursement	03/24/2020	53.77
134957	BURKE, WILLIAMS, & SORENSON, LLP	Assessment District 604 Legal Services 01/20	03/05/2020	118.20 (C)
135043	CALAVERAS AUTO SUPPLY	Oil/Filters/Ignition Switch/Relay - Vehicle #126	03/12/2020	481.34
135043	CALAVERAS AUTO SUPPLY	Alternator - Vehicle #143	03/12/2020	343.89
135043	CALAVERAS AUTO SUPPLY	Brake Rotor - Vehicle #519	03/12/2020	(117.52)
135043	CALAVERAS AUTO SUPPLY	Beacon Lights (3) - Vehicle #621	03/12/2020	265.41
135043	CALAVERAS AUTO SUPPLY	Fuses/Epoxy/Diesel Exhaust Fluid - Vehicle #723	03/12/2020	39.32
135043	CALAVERAS AUTO SUPPLY	Fuse Panels - Vehicle #731	03/12/2020	229.78
135043	CALAVERAS AUTO SUPPLY	Gasket Material/Bearings/Brake Pump - Ebbetts Pass L/S #3	03/12/2020	198.53
135043	CALAVERAS AUTO SUPPLY	Battery Charger - CC L/S #2 Generator	03/12/2020	186.59
135043	CALAVERAS AUTO SUPPLY	Paint/Sand Paper/Filler/Spreader/Fuse Holder - SA Shop	03/12/2020	183.22
135043	CALAVERAS AUTO SUPPLY	Battery - DF/VCTO WWTP Kubota	03/12/2020	137.08
134960	CALAVERAS FIRST COMPANY INC	Notice Inviting Bids Publication - OP HQ Corp Yard	03/05/2020	768.00
135044	CALAVERAS LUMBER CO INC	Caulk Gun/Utility Knife/Bits/Screwdriver/Pry Bar - Construction Crew	03/12/2020	107.43
135044	CALAVERAS LUMBER CO INC	Bldg Materials/Tape/Trash Bags/Paper - OP HQ Training Room Soundproofing	03/12/2020	2,459.19
135044	CALAVERAS LUMBER CO INC	Hammer Drive - Ebbetts Pass L/S #3	03/12/2020	72.18
135044	CALAVERAS LUMBER CO INC	Tie-Down Straps/Rope/Hooks/Latch - JLWTP Pre-Treatment Facility	03/12/2020	85.47 (E)
135044	CALAVERAS LUMBER CO INC	Impact Set/Hardware/Lube/Drill Bit/Organizer/Screws - DF/VCTO WWTP	03/12/2020	293.29

CCWD  
AP DISBURSEMENTS  
MARCH 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135044	CALAVERAS LUMBER CO INC	Vinyl - AWWTP	03/12/2020	8.53
135044	CALAVERAS LUMBER CO INC	Clevis Hooks/Magnet/Eye Bolts/Locknuts - AWWTP Clarifier	03/12/2020	30.09
135044	CALAVERAS LUMBER CO INC	PVC Fittings - CCWWTP	03/12/2020	14.36
135044	CALAVERAS LUMBER CO INC	Fittings/Primer/Glue/Inserts/Adapters/Pipe - CC Connors Eye Wash Station	03/12/2020	55.12
135044	CALAVERAS LUMBER CO INC	Phoneset/Batteries/Drill Bits - Hunters WTP	03/12/2020	135.72
135045	CALIFORNIA WASTE RECOVERY SYSTEMS	Refuse Disposal 03/20 - District Wide	03/12/2020	1,192.15
135094	CALLEN, REBECCA	LCW Labor Costing Seminar Toll/Parking/Mileage Reimbursement	03/24/2020	185.75
EFT	CALPERS	Health Ins, Employees (61) 03/20	03/04/2020	104,644.59 (D)
EFT	CALPERS	Health Ins, Retirees (56) 03/20	03/04/2020	42,451.41
135046	CALTEL	Phone Lines 02/20	03/12/2020	1,447.20
135047	CAMPORA	Propane - Wallace	03/12/2020	6.44
134961	CARBON COPY INC	Copies/Copier Maintenance 02/20	03/05/2020	171.41
EFT	CARD SERVICES	ACWA Spring Conference Registration - Underhill	03/11/2020	725.00
EFT	CARD SERVICES	ACWA Spring Conference Registration - Ratterman	03/11/2020	725.00
EFT	CARD SERVICES	ACWA Spring Conference Registration - Secada	03/11/2020	725.00
EFT	CARD SERVICES	ACWA Spring Conference Registration - Thomas	03/11/2020	725.00
EFT	CARD SERVICES	ACWA Legislative Symposium Conference Registration - Secada	03/11/2020	290.00
EFT	CARD SERVICES	Federal Affairs Committee Meeting Meal/Parking - Minkler	03/11/2020	11.59
EFT	CARD SERVICES	Water Supply & Demand Assessment Meeting Meal/Parking - Minkler	03/11/2020	45.70
EFT	CARD SERVICES	PSPS Assembly Meeting Parking - Minkler	03/11/2020	9.00
EFT	CARD SERVICES	ACWA Washington, D.C. Conference Registration Cancellation - Minkler	03/11/2020	(365.00)
EFT	CARD SERVICES	ACWA Legislative Symposium Conference Registration - Minkler	03/11/2020	290.00
EFT	CARD SERVICES	Dept of Water Resources Workshop Lunch Meeting - Minkler	03/11/2020	16.00
EFT	CARD SERVICES	Dept of Water Resources Workshop Lunch Meeting - Metzger	03/11/2020	16.00
EFT	CARD SERVICES	CAD Training - Singh	03/11/2020	1,125.00
EFT	CARD SERVICES	CWEA Conference Registration - Utility Staff (4)	03/11/2020	2,100.00
EFT	CARD SERVICES	CWEA Conference Lodging - Utility Staff (4)	03/11/2020	2,454.72
EFT	CARD SERVICES	Cross Connection Control Specialist Course/Exam/Lodging - Hampton	03/11/2020	2,217.20
EFT	CARD SERVICES	Using Statistics in Compensation Webinar - Lollar	03/11/2020	289.00
EFT	CARD SERVICES	Compensation Survey - HR	03/11/2020	338.00
EFT	CARD SERVICES	Internet Service - Hunters WTP Cancellation	03/11/2020	(44.84)
EFT	CARD SERVICES	Rackspace Hosted E-Mail - OP HQ	03/11/2020	724.86
EFT	CARD SERVICES	Mailchimp Services 02/20 - Metzger	03/11/2020	17.99
EFT	CARD SERVICES	E-Mail Back Up Service 03/20 - OP HQ	03/11/2020	29.90
EFT	CARD SERVICES	Pump Fan - CCWTP	03/11/2020	53.60
EFT	CARD SERVICES	Building Materials - OP HQ Training Room Soundproofing Project	03/11/2020	1,970.00
EFT	CARD SERVICES	Ebbetts Pass Techite Leak Overtime Meal - Utility Staff (6)	03/11/2020	62.17
EFT	CARD SERVICES	Hydrant Reflector Epoxy - CC	03/11/2020	107.97
EFT	CARD SERVICES	Office Supplies	03/11/2020	550.25
134962	CARSON HILL ROCK PRODUCTS	3/4 Class II AB - CCWHSE Stock	03/05/2020	2,789.07
134962	CARSON HILL ROCK PRODUCTS	3/4 Class II AB - DF/VCTO WWTP	03/05/2020	647.31

CCWD  
AP DISBURSEMENTS  
MARCH 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
134963	CED CREDIT	Circuit Breaker - DF/VCTO WWTP	03/05/2020	90.56
134963	CED CREDIT	Starter - Ebbetts Pass L/S #3	03/05/2020	563.22
134964	CENTRAL CALIFORNIA GENERATOR	Pump Diagnosis/Voltage Regulator/Potentiometer/Coolant - CC L/S #1	03/05/2020	2,479.31
135048	CENTRAL CALIFORNIA GENERATOR	Voltage Regulator/SCR Photo Board - CC L/S #16	03/12/2020	2,561.65
134965	CITY OF ANGELS	Sewer 02/20 - Six Mile Village	03/05/2020	3,465.75
134966	CLARK PEST CONTROL	Pest Control Services 01/20 - JLWTP	03/05/2020	62.00
135049	CLARK PEST CONTROL	Pest Control Services 03/20 - WPWTP	03/12/2020	108.00
135049	CLARK PEST CONTROL	Pest Control Services 03/20 - AWWTP	03/12/2020	89.00
135095	CLARK PEST CONTROL	Pest Control Services 03/20 - WPWWTP	03/24/2020	132.00
135095	CLARK PEST CONTROL	Pest Control Services 03/20 - FMWWTP	03/24/2020	89.00
135050	COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 03/20	03/12/2020	840.00
134968	COMCAST	Internet Service 03/20 - JLWTP	03/05/2020	109.69
135051	COMCAST	Internet Service 03/20 - DF/VCTO WWTP	03/12/2020	114.69
135052	CPPA	Power 02/20 - District Wide	03/12/2020	61,433.23 (D)
134971	CPUD	Water Service 02/20 - OP HQ	03/05/2020	307.68
EFT	CPUD	Water Service 03/20 - OP HQ	03/30/2020	308.47
135096	CRUMPACKER, BRIAN	Safety Boot Reimbursement	03/24/2020	200.00
135053	CWEA	Membership Renewal - Kirschman	03/12/2020	192.00
135054	DATAPROSE	UB Statement Processing 02/20	03/12/2020	3,995.05
134972	DAVIDSON, JEFF	Travel 02/20	03/05/2020	32.20
134973	DC FROST ASSOCIATES, INC	UV Receptacle Assy (12)/Power Cord - CCRCPC	03/05/2020	1,203.52
134976	DOWNEY BRAND ATTORNEYS LLP	Legal Services 01/20	03/05/2020	5,890.00
135055	EBBETTS PASS GAS SERVICE	Fuel 02/20	03/12/2020	1,615.71
135091	EBBETTS PASS GAS SERVICE	Tanker Truck - District Use	03/19/2020	5,000.00 (F)
135056	EBBETTS PASS LUMBER	Supplies/Filter/Tape/Roller/Paint/Lights/Shelf/Receptacles - Hunters WTP	03/12/2020	535.93
135056	EBBETTS PASS LUMBER	Hardware - Ebbetts Pass L/S #3 Generator	03/12/2020	6.71
135056	EBBETTS PASS LUMBER	Bushing - FMWWTP	03/12/2020	6.10
135057	EDGES ELECTRICAL GROUP, LLC	Motion Sensor/Power Supply - OP HQ Supply Room	03/12/2020	170.75
135097	ENTERPRISE FM TRUST	Vehicle Lease (10) 03/20	03/24/2020	7,360.98
134978	EUROFINS EATON ANALYTICAL, INC	Water Testing 11/19	03/05/2020	700.00
135098	EUROFINS EATON ANALYTICAL, INC	Raw Water Testing - McKay's Reservoir	03/24/2020	1,620.00
135098	EUROFINS EATON ANALYTICAL, INC	Water Testing - Raw Water Tap Intake	03/24/2020	790.00
134979	FASTENAL	Flashlight/Grinder - Vehicle #522	03/05/2020	582.94
134979	FASTENAL	Straps - Copper	03/05/2020	21.49
134979	FASTENAL	Gloves - Collections Crew	03/05/2020	387.21
134979	FASTENAL	Zip Ties/Hand Cleaner/Gloves/Ear Plugs/Towels - JL	03/05/2020	891.83
134979	FASTENAL	Pipe Thread/Gloves/Primer - EP Barn	03/05/2020	171.80
134979	FASTENAL	Gloves/Saw Blades/Tape/Paint/Supplies/Shovels - EP	03/05/2020	686.00
134979	FASTENAL	Gloves/Ear Plugs - CCWHSE	03/05/2020	52.06
135058	FEDERAL ENERGY REGULATORY COMM	Government Land Use 10/01/19-09/30/20	03/12/2020	85,151.80 (A)
134980	FGL ENVIRONMENTAL	Waste Water Testing 02/20	03/05/2020	2,774.00

CCWD  
AP DISBURSEMENTS  
MARCH 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
134980	FGL ENVIRONMENTAL	Water Testing 02/20	03/05/2020	4,932.00
135099	FGL ENVIRONMENTAL	Waste Water Testing 03/20	03/24/2020	983.00
135099	FGL ENVIRONMENTAL	Water Testing 03/20	03/24/2020	1,747.00
135100	FILIPPINI, ROC	Adapter/Reducer Sleeve/Starter Kit Autozone Purchase Reimbursement	03/24/2020	71.50
135059	FLO-LINE TECHNOLOGY, INC	Pump - CC L/S #1	03/12/2020	3,594.33
134981	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental 02/20 - Sheep Ranch	03/05/2020	93.50
134981	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental 02/20 - Wallace	03/05/2020	93.50
134982	FOOTHILL PRINTING & GRAPHICS	Door Tag Policy Attachments - SB998	03/05/2020	2,439.19
134983	FOOTHILL SIERRA PEST CONTROL	Annual Pest/Weed Control Service - District Wide	03/05/2020	4,392.00
135101	FROGGY'S AUTO WASH & LUBE	Oil/Lube/Wash - Vehicle #139	03/24/2020	62.81
135061	GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	03/12/2020	735.00
135061	GAMBI DISPOSAL INC.	Bio-Solids Removal - FMWWTP	03/12/2020	1,338.75
134985	GENERAL PLUMBING SUPPLY CO INC	Barnes Pump - CC L/S #4	03/05/2020	4,485.56
134985	GENERAL PLUMBING SUPPLY CO INC	Studs/Nuts - JLWTP	03/05/2020	174.60
135062	GENERAL PLUMBING SUPPLY CO INC	Electrical Wire Lug - CCWWTP	03/12/2020	116.08
135062	GENERAL PLUMBING SUPPLY CO INC	Check Valve Replacement - Ebbetts Pass L/S #3	03/12/2020	479.38
134986	GOVCONNECTION, INC	UPS Batteries/DVD Drives/USB Hubs/Hard Drives - OP HQ	03/05/2020	535.17
135063	GOVCONNECTION, INC	Wireless Mouse (3) - SA Shop	03/12/2020	62.17
134987	GRAINGER	Couplings - CC C Tank	03/05/2020	4.29
134987	GRAINGER	Fuel Tank Caps - District Wide	03/05/2020	93.84 (F)
134987	GRAINGER	UV Safety Glasses - District Wide	03/05/2020	295.76
135064	HACH COMPANY	Ice Pic Annual Maintenance/pH Probe/Benchtop Meter- JLWTP	03/12/2020	1,675.02
135102	HOBGOODS CLEANING	Janitorial Service 03/20	03/24/2020	1,985.00
134991	HUNT & SONS, INC	Fuel - WP	03/05/2020	291.10
134992	INKS, KEVIN	Crane Service - CC C Tank Install	03/05/2020	640.00
135103	IRON MOUNTAIN	Document Destruction 02/20	03/24/2020	79.53
135065	KOBOLD INSTRUMENTS INC	Flow Meter - CCWTP	03/12/2020	231.86
134994	LIEBERT CASSIDY WHITMORE	Legal Services 01/20	03/05/2020	1,479.00
135066	LOLLAR, STACEY	Office Supplies Reimbursement	03/12/2020	250.88
135067	LOWE'S	Drinking Water - WPWTP	03/12/2020	41.94
135067	LOWE'S	Ratchet Set/Measuring Tape/Electrical Tape - Vehicle #150	03/12/2020	91.57
134996	MEAD & HUNT INC	La Contenta Dam EAP Services	03/05/2020	1,756.00
135070	METZGER, JOEL	Arnold Town Hall Meeting Supplies and Mileage Reimbursement	03/12/2020	127.60
135071	MINKLER, MICHAEL	Energy Committee Meeting Airfare Reimbursement	03/12/2020	243.96
135072	MODESTO AIRCO GAS & GEAR	Cylinder Rental 03/20	03/12/2020	91.00
135104	MOORE, ROBERT	Drywall Installation - OP HQ Training Room Soundproofing Project	03/24/2020	4,704.00
135073	MOTHER LODGE ANSWERING SERVICE	Answering Service 03/20	03/12/2020	578.53
135074	MOTION INDUSTRIES INC	Motor/Gear Reducer - LCWWTP	03/12/2020	9,118.38
135000	MOUNTAIN OASIS PURIFIED WATER	Water Cooler Service/Supplies 02/20 - District Wide	03/05/2020	160.10
135001	MUNICIPAL MAINTENANCE EQUIP	Hydraulic Pump/Strobe Lights - Vehicle #126	03/05/2020	1,346.34
135075	MUNICIPAL MAINTENANCE EQUIP	Pump - Vehicle #126	03/12/2020	1,424.54

CCWD  
AP DISBURSEMENTS  
MARCH 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135002	MUTUAL OF OMAHA	Life/AD&D/STD/LTD Insurance, Employees 03/20	03/05/2020	5,795.20
135076	NEW FRONTIER AUTO SUPPLY INC	Filters/Shop Towels - Vehicle #128	03/12/2020	138.97
135105	NEW YORK LIFE	Life Insurance 02/20	03/24/2020	1,124.36 (C)
135003	NHU DESIGN	Website Programming Services	03/05/2020	63.75
135004	NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	03/05/2020	2,297.93
135077	NORTHSTAR CHEMICAL	Sodium Hypochlorite - AWWTP	03/12/2020	1,627.69
135077	NORTHSTAR CHEMICAL	Sodium Hypochlorite - Hunters WTP	03/12/2020	3,159.64
135005	O'CONNELL & DEMPSEY, LLC	Legislative Advocacy Consulting Services 01/20	03/05/2020	5,000.00
EFT	P G & E	Power 02/20 - SA Shop	03/30/2020	1,027.88
EFT	P G & E	Power 03/20 - District Wide	03/30/2020	3,433.61
135006	P G & E	Power 02/20 - JLTC	03/05/2020	156.64
135007	P G & E	Power 02/20 - Wallace Spray Fields	03/05/2020	27.08
135008	P G & E	Power 02/20 - Warmwood L/S	03/05/2020	17.40
135009	P G & E	Power 02/20 - Woodgate L/S	03/05/2020	23.84
135010	P G & E	Gas 02/20 - OP HQ	03/05/2020	202.50
135011	P G & E	Power 02/20 - VS Home	03/05/2020	15.29
135012	PACE SUPPLY CORP	Couplings/Meter Valves/Adapters - CCWHSE	03/05/2020	5,611.95
135013	PK SAFETY SUPPLY	Oxygen Sensor - Collections Crew	03/05/2020	176.96
135079	POTRERO HILLS LANDFILL	Bio-Solids Disposal - FMWWTP	03/12/2020	465.00
135106	POTRERO HILLS LANDFILL	Bio-Solids Disposal - DF/VCTO WWTP	03/24/2020	229.80
135078	POWERPLAN PAPE KENWORTH	Air Filters - DF/VCTO WWTP	03/12/2020	193.56
135078	POWERPLAN PAPE KENWORTH	Air Filter/Oil Filter/Fuel Filter - FMWWTP	03/12/2020	119.08
135080	QUESTYS SOLUTIONS	Questys Training - OP HQ	03/12/2020	400.00
135015	R & B COMPANY	Ductil/Adapter/Flange/Gasket/Brass - CC Sawmill PRV	03/05/2020	1,289.15
135016	RATTERMAN, SCOTT	Travel 02/20	03/05/2020	12.08
135081	REXEL	VFD/Labels/Cable Ties - CCWTP	03/12/2020	1,294.49
135017	ROBERTS, MATHEW	Class A Permit Reimbursement	03/05/2020	82.00
135082	RON COOPER GENERAL ENGINEERING INC	Patch Paving - Ebbetts Pass	03/12/2020	6,704.00
135019	SECADA, CINDY	Travel 02/20	03/05/2020	89.01
135020	SEIU LOCAL 1021	Union Dues 02/20	03/05/2020	5,405.00 (C)
135083	SENDERS MARKET INC	Hardware/Pipe Wrap/Pipe/Thread Oil/Hose Bibb/Ball Valve - JL D Tank	03/12/2020	288.24
135083	SENDERS MARKET INC	Tape/Lube/Supplies/Saw Blades/Rope/Snap - LCWHSE	03/12/2020	166.66
135083	SENDERS MARKET INC	Pliers - Vehicle #723	03/12/2020	22.19
135083	SENDERS MARKET INC	Batteries - Wallace WTP	03/12/2020	15.00
135083	SENDERS MARKET INC	Cable Ties/Grounding Connecters/Cord - JLWTP	03/12/2020	76.25
135083	SENDERS MARKET INC	Batteries/Splices - Vehicle #150	03/12/2020	53.89
135084	SIGNAL SERVICE	Fobs (20) - District Wide	03/12/2020	219.50
135022	SLAKEY BROS - JACKSON	Temperature Tank - Connors Main L/S Eye Wash Station	03/05/2020	189.60
135085	SLAKEY BROS - JACKSON	Pipe/Union - LCWHSE	03/12/2020	450.63
135108	SULLIVAN, RYAN	DMV DOT Exam Reimbursement	03/24/2020	178.00
135027	SWRCB	Water Distribution Operator, Grade 2 Exam Application - Broglio	03/05/2020	65.00

CCWD  
AP DISBURSEMENTS  
MARCH 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135028	THOMAS, RUSS	Travel 02/20	03/05/2020	177.10
135086	TIFCO INDUSTRIES	Push-To-Connect Fittings - Hunters WTP	03/12/2020	167.66
135030	TREATS GENERAL STORE INC	Meeting Supplies 02/20	03/05/2020	21.77
135031	UNDERHILL, BERTHA	Travel 02/20	03/05/2020	165.60
135087	UNION PUBLIC UTILITY DISTRICT	Water Service 02/20 - Vallecito	03/12/2020	168.00
135032	UNITED PARCEL SERVICE	Shipping 02/20	03/05/2020	93.96
135110	UNITED PARCEL SERVICE	Shipping 03/20	03/24/2020	117.58
135033	USA BLUE BOOK	Floats (10) - Electricians Stock	03/05/2020	803.68
135033	USA BLUE BOOK	Hydrant Grease - CC Fire Dept.	03/05/2020	145.00
135033	USA BLUE BOOK	Reflective Hydrant Paint/Caps/Hydrant Grease - LCWHSE	03/05/2020	912.72
135033	USA BLUE BOOK	Solution/Chlorine SwifTest/Reagent/Absorbic Acid - JLWTP	03/05/2020	589.61
135033	USA BLUE BOOK	Heat Tape/Glass Filters/Chemical Hose - AWWTP	03/05/2020	851.70
135033	USA BLUE BOOK	SwifTest Dispenser/Refill - Hunters WTP	03/05/2020	215.29
EFT	USDA RURAL DEVELOPMENT	Ebbetts Pass Reach 3A Loan Payment	03/02/2020	28,022.62
135088	VEOLIA WATER TECHNOLOGIES, INC.	Hydrex Polymer - JLWTP Pre-Treatment Facility	03/12/2020	1,554.05
135034	VERIFIED FIRST, LLC	Background Investigation - Utility Staff	03/05/2020	48.50
135035	VOLCANO TELEPHONE COMPANY	Phone 03/20 - WPWTP	03/05/2020	391.75
135035	VOLCANO TELEPHONE COMPANY	Phone 03/20 - WPWWTP	03/05/2020	162.81
135111	WEST POINT LUMBER INC	Pipe Wrap/Insulation/Water/Gloves - WPWHSE	03/24/2020	37.49
135111	WEST POINT LUMBER INC	Automatic Transmission Fluid - Vehicle #719	03/24/2020	10.70
135089	WESTERN HYDROLOGICS	Gage Maintenance 02/20 - White Pines/Bear Creek Diversion	03/12/2020	3,146.54
EFT	WEX BANK	Fuel 02/20	03/11/2020	11,271.97
135090	YOUNG'S COPPER ACE HARDWARE	Adhesive/Batteries/Broom/Adapters/Hose Clamps/Keys - CCWHSE	03/12/2020	129.94
135090	YOUNG'S COPPER ACE HARDWARE	Regal Blue Tool/Cable Booster/Tool Box/Floor Mat - Vehicle #733	03/12/2020	206.86
	Employee Medical Reimbursements (1)			395.91
	Retiree Health Reimbursements (26)			3,141.18
	Customer Refunds (4)			7,647.22
Total March 2020 AP Disbursements				<u>557,155.40</u>

**RESOLUTION NO. 2020-**

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

**RATIFYING CLAIM SUMMARY NO. 577**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 577 at the Regular Meeting held on April 8, 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 577 in the amount of \$1,169, 477.47 for the month of March, 2020.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of April, 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: April 8, 2020  
TO: Board of Directors  
FROM: Michael Minkler, General Manager  
SUBJECT: November 3, 2020 Election Consolidation

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ adopt Resolution No. 2020-\_\_\_\_ approving to consolidate the District election with the General District Election to be held on November 3, 2020.

## SUMMARY:

The Election Code §10403 requires jurisdictions to file with the Board of Supervisors, and the County Clerk, a resolution requesting consolidation with the General Election to be held on November 3, 2020. Due to the consolidation of elections, there are two (2) CCWD Board of Director seats open for election:

District 1 (seat currently held by Director Ratterman)  
District 5 (seat currently held by Director Davidson)

The candidate filing period for the November 3, 2020 election is July 13 through August 7, 2020, if the incumbent does not file for re-election the filing date will extend to August 12, 2020 for everyone other than incumbents.

## FINANCIAL IMPACT:

Estimated election costs will be included in the FY 2020/21 budget.

*Attachment: Resolution No. 2020-\_\_-Calling General District Election*

**RESOLUTION NO. 2020-**

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

**RESOLUTION CALLING GENERAL DISTRICT ELECTION**

**WHEREAS**, an election will be held within the Calaveras County Water District within Calaveras County on November 3, 2020, for the purpose of electing Governing Board Members; and

**WHEREAS**, Election Code §10403 requires jurisdictions to file with the Board of Supervisors, and the County Clerk, a resolution requesting consolidation with said election.

**THEREFORE, BE IT RESOLVED** that the Board of Directors of the Calaveras County Water District requests the Board of Supervisors of Calaveras County to consolidate the District Election with the election to be held on November 3, 2020.

**BE IT FURTHER RESOLVED** that the Calaveras County Water District agrees to reimburse the County Elections Department for actual costs accrued as a result of this consolidation. The Calaveras County Water District acknowledges that the consolidated election will be held and conducted in the manner prescribed in Election Code §10418.

**PASSED AND ADOPTED** this 8th day of April, 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: April 8, 2020

TO: Michael Minkler, General Manager

*Rebecca Callen*

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for March 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 March 2020, the following investment transactions occurred.

TRANSACTION DESCRIPTION	FEBRUARY	MARCH	DATE
Interest received on the Wells Fargo Money Market Investment Account	5.87	17.05	3/2/2020
Transfer funds from Wells Fargo Money Market Account to the Districts Operating Account	---	17,500.00	3/18/2020
Transfer funds from LAIF to the Districts Operating Account (2/20/20)	2,400,000.00	---	---
Interest Received on the Umpqua Bank Money Market Investment Account	505.59	331.34	3/31/2020

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

*Attachment: Investment Activity Report for March 2020*

**CALAVERAS COUNTY WATER DISTRICT  
INVESTMENT ACTIVITY ENTRY  
FOR THE MONTH ENDING MARCH 31, 2020**

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			CPN RATE	INVESTMENT DATE	MATURITY DATE	CM INTEREST RECD
		COST	Prem/(Disc)	PAR (PRINC)				
Lehman Bros Hldgs Inc 11/10/09 <b>(IN DEFAULT)</b>	14,962.50	740,413.38	(684,586.62)	1,425,000.00	3.950%	05/05/08	---	-
Wells Fargo Bank Certificate of Deposit	2,000,820.00	2,000,000.00	-	2,000,000.00	1.300%	07/22/16	07/22/21	-
Wells Fargo Money Market	315.95	315.95	-	315.95	0.010%	ongoing	n/a	<b>17.05</b>
<b>Sub-totals Wells Fargo Bank</b>	<b>2,016,098.45</b>	<b>2,740,729.33</b>	<b>(684,586.62)</b>	<b>3,425,315.95</b>				<b>17.05</b>
Umpqua Bank Money Market	1,818,955.60	1,818,955.60	-	1,818,955.60	0.220%	06/14/07	n/a	<b>331.34</b>
Local Agency Investment Fund	28,717,021.09	28,717,021.09	-	28,717,021.09	1.730% *	ongoing	n/a	-
<b>Totals</b>	<b>32,552,075.14</b>	<b>33,276,706.02</b>	<b>(684,586.62)</b>	<b>33,961,292.64</b>				<b>\$348.39</b>

<b>Current Month Transactions:</b>	<b>Date</b>	<b>Amount</b>
Interest received on the Wells Fargo Money Market Investment Account	3/2/2020	17.05
Transfer Funds from Wells Fargo Money Market Account to the Districts Operating Account	3/18/2020	17,500.00
Interest received on the Umpqua Bank Money Market Investment Account	3/31/2020	331.34

\*as of 3/30/20

# Agenda Item

DATE: April 8, 2020

TO: Michael Minkler, General Manager

FROM: Joel Metzger, External Affairs Manager

RE: Discussion/Action Regarding Amending the District's Exceptions to Standards, Rules and Policies Policy #22

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ approving Resolution 2020-\_\_\_\_\_ to amend District Policy Regarding Exceptions to Standards, Rules and Policies.

## SUMMARY:

On December 10, 2002, the CCWD Board of Directors adopted a policy regarding exceptions to standards, rules and policies (Variance Policy). Over the years, there has been some confusion on whether the District Board has a variance policy, and the language in the policy has become outdated.

## RECOMMENDED CHANGES

Within the past year, the District has experienced an increasing number of variance requests. Having a clear, updated variance policy is crucial to give staff and the Board guidelines to ensure that all applicants are treated fairly and equally. Additionally, the process of reviewing, processing and implementing variance requests is quite costly, and these additional work efforts and costs need to be addressed.

Staff reviewed and updated the variance policy, in coordination with legal counsel, and is recommending a series of changes to the guidelines and a deposit to cover the costs of processing a variance request.

## NEXT STEPS

If the Board approves these changes, the new policy would go into effect immediately. All new variance requests would be processed per the new policy. All existing variance requests will be processed under the old policy, and those applicants will not be charged a deposit.

## **FINANCIAL CONSIDERATIONS:**

The cost of the time and effort necessary to review and implement variances often exceeds several thousand dollars. To ensure ratepayers are not unfairly burdened with these costs, staff proposes the implementation of a \$3,500.00 deposit that is paid when a variance application is submitted.

*Attachments: Resolution No. 2020-\_\_\_, Amending the District's Exceptions or Variance Policy #22  
CCWD Variance Policy #22 Amended (redline)  
CCWD Variance Policy #22 Amended (clean)  
Current CCWD Variance Policy #22 Adopted 12/10/2002*

**RESOLUTION NO. 2020-**

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

**AMENDING THE DISTRICT'S EXCEPTIONS TO STANDARDS, RULES AND  
POLICIES POLICY #22**

**WHEREAS**, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2002-86 on December 10, 2002, implementing a new Policy Regarding Exceptions to Standards, Rules and Policies; and

**WHEREAS**, the language in the Policy Regarding Exceptions to Standards, Rules and Policies is outdated and needs to be revised to address current customer needs; and

**WHEREAS**, the existing Policy does not provide a mechanism to recover the administrative and operations costs associated with processing and implementing exceptions or variances; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby amend the Policy #22 Regarding Exceptions to Standards, Rules and Policies, that was adopted on December 10, 2002, by Resolution 2002-86; and

**BE IT FURTHER RESOLVED**, that the amended Policy #22 Regarding Exceptions to Standards, Rules and Procedures, attached hereto and made a part hereof, and will be effective immediately.

**PASSED AND ADOPTED** this 8th day of April 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  
POLICY REGARDING EXCEPTIONS TO  
STANDARDS, RULES AND POLICES

~~It is the express policy of the Calaveras County Water District that all of its~~All standards, rules, and policies ~~(collectively, "Regulations") of the Calaveras County Water District ("District") (collectively, "Regulations") be are~~ equally and fairly applied to every affected person or entity ~~affected thereby~~. Because of the potential for disparity of treatment, exceptions to the ~~standards, rules, and policies~~District's Regulations are generally disfavored. ~~In some unusual cases, however, an exception to or variance from the District's Regulations is needed to achieve a fair result. -Exceptions or variances will only be granted if the following findings can be made: and shall not be granted unless all of the following conditions guidelines are satisfied should be considered when the Board considers an exception:~~

1. Granting of an exception ~~or variance does~~shall not discriminate in favor of, or against, any applicant ~~to the detriment of for the exception or~~ any other District customer; ~~:-~~
- ~~2. An exception shall not be considered solely for purposes of financial benefit or relief.~~
- ~~3. Exceptions may be considered only for purposes of protecting significant environmental or aesthetic natural features, or for allowing reasonable beneficial use of real property for residential purposes.~~
2. Exceptions or variances must~~shall~~ not, in any way, have the effect of establishing sub-standard facilities or services, or result in an unreasonable cost to the ~~increases~~ District ~~costs~~; ~~:-~~
3. The exception or variance is consistent with the District's obligation to only put water to reasonable and beneficial uses; ~~:-and~~
4. Granting the exception or variance is the best way to achieve a fair result for the applicant without imposing undue costs on other customers.

All applicants must pay a \$3,500.00 deposit and submit an applications for an exception or variance to the District's ~~Regulations standards, rules and policies~~ that will ~~shall~~ be reviewed by the General Manager in accordance with administrative guidelines promulgated by the General Manager. If the administrative review and implementation of the exception or variance is less than the deposit amount, the applicant will be refunded the difference. However, if the amount exceeds the deposit amount, the applicant is responsible to pay all additional costs. Exceptions or variances to Regulations may only be granted by the District's Board of Directors unless the Board has expressly delegated that authority to the General Manager.

End of Document



Policy Title: Exceptions to Standards, Rules and Policies

Policy Number: CCWD Board Policy 22

CALAVERAS COUNTY WATER DISTRICT  
POLICY REGARDING EXCEPTIONS TO  
STANDARDS, RULES AND POLICES

All standards, rules, and policies (collectively, "Regulations") of the Calaveras County Water District ("District") are equally and fairly applied to every affected person or entity. Because of the potential for disparity of treatment, exceptions to the District's Regulations are generally disfavored. In some unusual cases, however, an exception to or variance from the District's Regulations is needed to achieve a fair result. Exceptions or variances will only be granted if the following findings can be made:

1. Granting of an exception or variance does not discriminate in favor of, or against, any applicant to the detriment of any other District customer;
2. Exceptions or variances must not, in any way, have the effect of establishing sub-standard facilities or services, or result in an unreasonable cost to the District;
3. The exception or variance is consistent with the District's obligation to only put water to reasonable and beneficial uses; and
4. Granting the exception or variance is the best way to achieve a fair result for the applicant without imposing undue costs on other customers.

All applicants must pay a \$3,500.00 deposit and submit an application for an exception or variance to the District's Regulations that will be reviewed by the General Manager. If the administrative review and implementation of the exception or variance is less than the deposit amount, the applicant will be refunded the difference. However, if the amount exceeds the deposit amount, the applicant is responsible to pay all additional costs. Exceptions or variances to Regulations may only be granted by the District's Board of Directors unless the Board has delegated that authority to the General Manager.

End of Document

RESOLUTION NO. 2002 - 86

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CALAVERAS COUNTY WATER DISTRICT  
RESCINDING PROCEDURE RELATING TO "VARIANCES"  
AND ESTABLISHING POLICIES RELATING TO "EXCEPTIONS  
TO CONSTRUCTION STANDARDS" AND "FEE WAIVERS"

WHEREAS the Calaveras County Water District has in the past allowed consideration of requests for "variances" in the application of its standards, policies and fees based primarily on the alleged financial impact upon individual applicants; and

WHEREAS the past practice is inconsistent with both the District's business and the applicable law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Calaveras County Water District that the past procedure for consideration of requests for "variances" in standards, policies and fees is hereby rescinded.

BE IT FURTHER RESOLVED that the policies regarding "Exceptions" (Attachment One, incorporated herein by reference) and "Fee Waivers" (Attachment Two, incorporated herein by reference) are hereby adopted and shall be universally applied to all applicants.

BE IT FURTHER RESOLVED that District staff shall develop, and present for Board review, procedures implementing the above-referenced policies.

PASSED AND ADOPTED this 10th day of December, 2002 by the following votes:

AYES: Directors Davidson, Hebrard, and Deem  
NOES: Directors Fonceca and Underhill  
ABSENT: None  
ABSTAIN: None

CALAVERAS COUNTY WATER DISTRICT

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary/General Manager

CALAVERAS COUNTY WATER DISTRICT  
POLICY REGARDING EXCEPTIONS TO  
STANDARDS, RULES AND POLICIES

It is the express policy of the Calaveras County Water District that all of its standards, rules and policies be equally and fairly applied to every person or entity affected thereby. Because of the potential for disparity of treatment, exceptions to the standards, rules, and policies are generally disfavored and shall not be granted unless all of the following conditions are satisfied:

1. Granting of an exception shall not discriminate in favor of, or against, any applicant for the exception or any other District customer.
2. An exception shall not be considered for purposes of financial benefit or relief.
3. Exceptions may be considered only for purposes of protecting significant environmental or aesthetic natural features, or for allowing reasonable beneficial use of real property for residential purposes.
4. Exceptions shall not, in any way, have the effect of establishing sub-standard facilities or services, or result in increased District costs.

All applications for an exception to District standards, rules and policies shall be reviewed in accordance with administrative guidelines promulgated by the General Manager.

End of Document

One of Two Attachments

CALAVERAS COUNTY WATER DISTRICT  
POLICY REGARDING WAIVER OF  
FEES, RATES AND CHARGES

It is the express policy of the Calaveras County Water District that all of its fees, rates and charges be equally and fairly applied to every person or entity affected thereby.

End of Document

Second of Two Attachments

# Agenda Item

DATE: April 8, 2020

TO: Michael Minkler, General Manager

FROM: Joel Metzger, External Affairs Manager

SUBJECT: Discussion/Action Regarding Amending District Policy No. 21 – Customer Assistance Program

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ approving Resolution 2020-\_\_\_\_\_ to amend District Policy No. 21 – Customer Assistance Program.

## SUMMARY:

On November 14, 2018, the CCWD Board of Directors approved the creation of a Customer Assistance Program, which provides low-income water and wastewater customers with a credit on their bimonthly bills. The program provides a \$20 bimonthly credit to 200 water customers and a \$30 bimonthly credit to 200 wastewater customers. Only non-rate revenues can be used to fund this program.

## RECOMMENDED PROGRAM CHANGES

The CAP was implemented on January 1, 2019. Within two weeks of launching the program, the 200 water slots were filled, and there is a large wait list. However, even today, the wastewater slots have yet to be fully filled. In light of the weaker demand for wastewater assistance, and the fact that CCWD has 4,800 wastewater customers and 13,000 water customers, staff recommends reducing the number of wastewater slots by 25 and reallocating those credits to the water side. This reallocation would allow the water slots to increase from 200 to 237. The suggested changes are marked in red on the attached policy.

## NEXT STEPS

Per policy, every CAP participant must reapply for the program annually. Participants will be notified via letter, special messages on the bills, website, social media and press release. If a program participant does not reapply, they will lose their spot and customers on the wait list will be given first priority for slots in the order they applied.

If the Board approves the reallocation of 25 wastewater slots to water, an additional 37 slots will be awarded to customers on the water wait list.

Additionally, CCWD is monitoring the ongoing effort to implement a standardized, statewide water rate assistance program. If such a program is put into place, CCWD's CAP will likely have to be modified to meet the new requirements.

### **FINANCIAL CONSIDERATIONS:**

At full capacity, the program costs the District \$60,000 annually. This figure does not include the staff time required to implement and maintain the program.

*Attachments: Resolution No. 2020-\_\_ - Amending Policy 21 Customer Assistance Program for Water and Wastewater  
CAP Policy (redline)  
CAP Application  
CAP Renewal Letter  
CAP Authorization Form*

**RESOLUTION NO. 2020-**

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

**AMENDING POLICY NO. 21 CUSTOMER  
ASSISTANCE PROGRAM FOR WATER AND WASTEWATER**

**WHEREAS**, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT adopted a Wastewater Rate Assistance Program policy, dated August 29, 2002, by Resolution 2002-72 and it was rescinded and replaced on December 5, 2018, by Resolution 2018-64 that put into place a Customer Assistance Program for Water and Wastewater customers; and

**WHEREAS**, the Customer Assistance Program was put into place by the Board in response to feedback from the community regarding financial hardships caused in part by CCWD water and wastewater; and

**WHEREAS**, due to high demand for water rate assistance and lower demand for wastewater rate assistance, it seems appropriate to reallocate a portion of the wastewater assistance funds to increase funding for water rate assistance; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby amend Section 21.1 of Policy No. 21, Customer Assistance Program, that was adopted on December 5, 2018, by Resolution 2018-64; and

**BE IT FURTHER RESOLVED**, that the amended Customer Assistance Program policy, attached hereto and made a part hereof, is approved by the Board of Directors, which will be effective immediately.

**PASSED AND ADOPTED** this 8<sup>th</sup> day of April, 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

Calaveras County Water District's (CCWD) Customer Assistance Program (CAP) provides an opportunity for a limited number of low-income customers who utilize CCWD's water and wastewater services to apply for financial assistance. The Calaveras County Resource Connection Food Bank (The Resource Connection) is partnering with CCWD to help administer this program.

### Policy framework

- 21.1 CAP Credit**
- 21.2 Program Year**
- 21.3 Program Funding**
- 21.4 General Eligibility Requirements**
- 21.5 Income Eligibility Requirements**
- 21.6 Applications**
- 21.7 Participant Eligibility Verification**
- 21.8 Change of Eligibility Status**
- 21.9 Disputes**
- 21.10 Program Modifications**

**21.1 CAP Credit:** The CAP credit is set at \$20 per bill (six bills per year), per qualifying water customer for up to ~~200~~237 customers per fiscal year, and \$30 per bill (six bills per year), per qualifying wastewater customer for up to ~~200~~175 customers per fiscal year. Customers who receive water and wastewater service may apply for both available credits. CCWD will apply credits to qualifying customers' accounts on a bimonthly basis. The CAP credit will be applied to the first billing cycle following application approval.

**21.2 Program Year:** The program will launch on January 2, 2019. In future years, the program will run on the fiscal year, from July 1 through June 30 of the following year. Funds will be distributed to eligible customers on a first-come, first served basis, until program revenues for the fiscal year are depleted or the maximum number of customers has been reached.

**21.3 Program Funding:** The program will be funded using non-rate revenues as allowable by law. The cost of the program is not to exceed \$60,000 per fiscal year. Any unused balance as of June 30 of each program year shall not roll forward to the following fiscal year(s). The CCWD Board of Directors will approve the CAP credit amount and funding source as part of the annual budget process.

## **21.4 General Eligibility Requirements:**

**21.4.1** The applicant may only apply for a CAP credit for their permanent residence.

**21.4.2** The applicant must submit the following items:

- A valid CCWD CAP application filled out and signed.
- A copy of a current PG&E bill showing participation in the PG&E CARE Program, or required documentation verifying a household income at or below 200% of the federal poverty guidelines.
- If not the legal deeded owner of the property, the applicant must provide a copy of their current rental agreement which contains the property address, name of owner and tenant and is signed by both parties. The tenant's name on the rental agreement must match the name on the PG&E bill. If there is no written rental agreement, the CCWD Customer Service manager may accept a CAP tenant authorization form that is signed by the legal deeded property owner.

**21.4.3** When initially applying for the program, the applicant's account must be in good standing with CCWD.

**21.5 Income Eligibility Requirements:** The income eligibility level shall be established at 200% of the United States Department of Health and Human Services (HHS) federal poverty in effect at the beginning of the program year.

**21.6 Applications:** Applications must be fully filled out, signed and submitted to the CCWD Customer Service Department, along with proof of participation in the PG&E CARE Program, such as a copy of a current bill. Applicants who cannot provide proof of PG&E CARE Program participation will be referred to The Resource Connection for income verification and will be asked to provide additional information to verify their income is at or below 200% of the federal poverty guideline.

**21.7 Participant Eligibility Verification:** In order to continue receiving financial assistance for the following program year, existing program participants are required to keep their CCWD accounts in good standing and reapply for the program each year between April 1 and May 31. When reapplying, program participants must submit a new application, proof of participation in the PG&E CARE Program, such as a current bill, and if a tenant, a copy of the current rental agreement. If a PG&E bill is not available, The Resource Connection will ask for additional information from the customer to verify that their income is at or below 200% of the federal poverty guideline. Existing program participants will not lose their place in the program as long as they reapply within the required time frame and still meet eligibility requirements. However, if a program participant does not verify eligibility by May 31 of each year starting in 2020, they will be removed from CCWD's CAP, and any openings in the program will be filled on a first-come first-served basis.

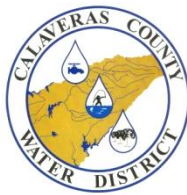
**21.8 Change of Eligibility Status:** Customers who are receiving assistance from this program must notify the CCWD Customer Service Department if their household income no longer qualifies for the CAP, at which time the assistance will be discontinued. Failure to notify CCWD when a household no longer meets the qualifications for the program will result in the customer's permanent removal from the CAP and revocation of any credits received during the current program year, which would become immediately due and payable.

Customers enrolled in the program who provide incorrect information on their application may be permanently removed from the program. All credits previously provided to those customers may be revoked and become immediately due and payable. Failure to make restitution for the amounts prescribed in this section may subject the customer to CCWD collection procedures, as set forth in the CCWD Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service.

After January 2, 2019, if a CCWD customer on the CAP does not pay a second delinquency notice by its due date twice within a 12-month period, they will be removed from the CAP and be ineligible to reapply for the program on any property served by CCWD for 12 months. Once removed from the program, customers may only reapply for the CAP credit if they have no additional unpaid second delinquency notices during the 12-months following their removal.

**21.9 Disputes:** The CCWD General Manager has sole discretion to resolve any disputes or claims that may arise from the administration of this program.

**21.10 Program Modifications:** CCWD's CAP is established at the discretion of the CCWD Board of Directors and subject to the availability of authorized funds. The implementation of an assistance program does not create or confer an entitlement to continued assistance. If the Board determines there are insufficient funds for the program, or changes to the program are desired, it may modify or terminate the program at any time.



# CALAVERAS COUNTY WATER DISTRICT

120 Toma Court • PO Box 608 • San Andreas, CA 95249 • Main line (209) 754-3543

## Application for CCWD Water & Wastewater Customer Assistance Program

Customer information *(please print clearly)*

Application type:  New  Renewal

Name on account: \_\_\_\_\_ Account Number: \_\_\_\_\_ - \_\_\_\_\_

Service address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Requested by:  Owner  Tenant

Credit requested:  \$20 Water  \$30 Wastewater

### Declaration signature

- I agree to notify CCWD if I no longer qualify to receive assistance through the PG&E CARE Program or no longer meet CAP income requirements. Should I fail to do so, I understand that I may be back-billed for the credits I received and will be ineligible to reapply for the program.
- I agree to keep my contact information up to date and in good standing.
- I understand that should I fail to keep my account in good standing, I will be removed from the program and will be ineligible to reapply for 12 months.
- I understand that starting in 2020, I must reapply for the program every year between April 1 and May 31, regardless of when my first application was submitted.
- I understand that the program can be suspended or modified at any time, and I have no entitlement to receive assistance.
- I certify, under penalty of perjury, that the information included in and with this application is true and correct.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this application in person to the Calaveras County Water District at 120 Toma Court, San Andreas, CA 95249 or via email to [customerservice@ccwd.org](mailto:customerservice@ccwd.org)

### For Internal Use Only

Date received: \_\_\_\_\_ Time received: \_\_\_\_\_

Approved:  \$20 Water  \$30 Wastewater

Denied

Placed on waitlist for  W  WW

Denial reason: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date processed: \_\_\_\_\_

## It's Time to Renew Your Water and/or Sewer Customer Assistance Program Credit

We are reaching out to all customers who are currently enrolled in the water or wastewater Customer Assistance Program (CAP) through CCWD. Our records show that you are an active participant in the program, and we are in need of your renewal information in order for you to continue receiving the CAP credits on your bimonthly billings. Please take a moment to complete the attached CAP renewal application and supply us with proof of eligibility. All required documents are due in our office at 120 Toma Court, San Andreas, CA 95249, by May 31, 2020, to avoid cancelation of your CAP credits. Please refer to attached documents for eligibility requirements rules and regulations pertaining to the Program.

### **What you need to do:**

**Step 1:** Complete the attached application for renewal (be sure to check the box renewal).

**Step 2:** Review the list of appropriate documentation for income verification and attach a copy to the application.

**Step 3:** Use the enclosed envelope for submitting your CAP renewal and supporting documents.

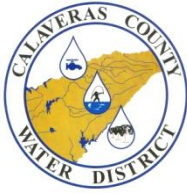
### **Important Information:**

**\*All renewals must be received by 05/31/2020. If we have not received the required materials from you by this date, your account will be automatically removed from the CAP. No exceptions will be made.**

**\*You will ONLY receive a letter if you have missing or incomplete information**

**\*If your renewal and supporting documents are received with no issues, your CAP credits will remain in effect.**

If you have any questions or concerns please do not hesitate to contact CCWD Customer Service at [customerservice@ccwd.org](mailto:customerservice@ccwd.org) (209) 754-3543 Monday through Friday 8 am to 4 pm.



# CALAVERAS COUNTY WATER DISTRICT

120 Toma Court • PO Box 608 • San Andreas, CA 95249 • Main line (209) 754-3543

## Property Owner CAP Authorization Form

If you are not the legal-deeded owner of the property receiving CCWD service, you must have the property owner's written permission to apply for CCWD's Customer Assistance Program (CAP).

**Service address:** \_\_\_\_\_

**Tenant name:** \_\_\_\_\_

### Property owner information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

By signing this form, I am authorizing my tenant to apply for the Calaveras County Water District's Customer Assistance Program.

**Property owner signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Agenda Item

DATE: April 8, 2020  
TO: Michael Minkler, General Manager  
FROM: Damon Wyckoff, Director of Operations  
RE: Report on the March 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 March 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: March 2020 Operations Department Report for Division 1 through 5*

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# Operations Department Report

March 1<sup>st</sup> 2020 through March 31<sup>st</sup> 2020

## **Director of Operations:**

1. Worked with Field Supervisors and Fire Departments to develop additional fire hydrant inspection tasks in conjunction with the hydrant O&M fee increase
2. Attended a meeting with the Plant Operations Manager, Operations Administrative Technician, and a District Consultant to begin research and work associated with developing the Bummerville Reservoir Dam's Emergency Action Plan (EAP) as well as a "script" for the District and the requirement it hold an annual meeting to review the District La Contenta Effluent Pond EAP
3. Worked with District Staff to investigate the viability of purchasing a fuel truck and registering it as a low-use / low-population County vehicle. Made the purchase
4. Worked with the District Purchasing Agent to ensure the purchase of Personal Protective Equipment (PPE) and disinfectants for staff in relation to the Coronavirus Pandemic and COVID-19
5. Extensive work related to the finalization of FEMA Hazard Mitigation Grant Program (HMGP) project applications and submissions
6. Attended the California Cyanobacterial and Harmful Algal Bloom (CCHABS) Network's Meeting
7. Attended the Highway 4 Work Group Meeting
8. On-going work associated with developing a proposed Operations budget for FY 2020/2021
9. Multiple work efforts associated with coordinating field staff and work efforts relative to the Coronavirus Pandemic and COVID-19 illness. A continued focus on Staff and Ratepayer safety and continuity of water and wastewater service

## **Administrative Technician:**

1. On Call Reminders, Transfers, Logs
2. Bi-Weekly Mail Pick-Up & Sorting
3. Electronic Lab Report Filing
4. Organizing and Archiving Operations Department Documents
5. Safety Tailgate Tracking & Archiving
6. Attended Various Meetings – CS/Eng/Ops Coordination Meeting, Quarterly Utility Coordination Meeting, Bummerville Reservoir Information Gathering, La Contenta EAP Script Meeting, CCWD Board Meeting
7. Training on Regulatory Compliance Reporting
8. CERS Project, including: Created a CERS Spreadsheet, Read the Hazardous Materials Business Plan Update, CERS Reporting – 14 Sites, CERS EPA ID Number applications for 26 sites
9. Created La Contenta Dam EPA Stakeholder Contact List
10. Target Solutions – Risk Assessment Analysis, General Office Ergonomics, Water Industry Driving Safety
11. Studying Manual of Cross Connection Control
12. Time Associated with COVID-19
13. Miscellaneous Administrative Functions



## **Plant Operations Manager:**

1. Completed review of Monthly water reports and submitted them to the State
2. Completed review of Monthly wastewater reports and submitted them to the State
3. Attended a week-long Cross-Connection Specialist training course and took the certification exam. Will receive test results in approximately one month.
4. On-going work associated with obtaining quotes for wastewater treatment plant headworks system replacements
5. Worked with staff to complete the Copper Cove Reclaim Plant Pilot Study
6. Time associated with the Startup Operation of the Jenny Lind WTP
7. Attended a meeting with the Director of Operations, Operations Administrative Technician, and a District Consultant to begin research and work associated with developing the Bummerville Reservoir Dam's Emergency Action Plan (EAP) as well as a "script" for the District and the requirement it hold an annual meeting to review the District La Contenta Effluent Pond EAP
8. Worked with the Director of Operations to develop a draft fiscal year 2020/21 budget
9. Worked with Director of Operations to investigate the viability of purchasing a fuel truck and registering it as a low-use / low-population County vehicle. Made the purchase
10. Completed and submitted the District's Water Rights Reporting
11. Held an additional meeting with representatives of Calaveras Healthy Impact Solutions (CHIPS) at the Arnold Wastewater Treatment Plant to discuss completion of a grant funded fire break on District property
12. Worked to facilitate the effective startup of the filter rehab at the Hunters WTP
13. On-going work with District Staff to ensure the effective short-term rehab of the Arnold WWTP Clarifier

## **Purchasing Agent:**

1. On-going time associated with Purchase Order entries in the District's Springbrook financial software
2. Delivered parts to multiple District sites and picked up PO's from field staff
3. Ordered material and PPE equipment to bolster the District's supply relative to COVID-19 protection
4. Obtained quotes for a District Capital generator purchase. Made the purchase of a Stationary Generator to replaced the trailer-mounted generator at the Wilseyville Pump Station
5. Coordinated service for the Skid Steer at the Copper Cove Warehouse
6. Delivered PPE and sanitation material (wipes, hand-sanitizer, etc.) to District Field Staff
7. Obtained quotes for a chemical drum pump for the JLWTP – made the purchase
8. Researched door repair parts for the Jenny Lind WTP
9. Obtained and delivered parts for the repair of an effluent discharge line at the Arnold WWTP
10. Ordered fan motors and lights for the Jenny Lind and Copper Cove Ozone systems respectively
11. Multiple meetings with various vendors to discuss material and equipment viability and availability
12. Participated in a meeting with Operations and Engineering related to AMI/AMR and meter purchases

## **Water Treatment Plants:**

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

1. Operations as usual
2. Soft Start Drive replaced in the effluent pump station
3. On-going routine work efforts conducted under COVID-19 protection directives issued locally and via State and Federal Government

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

1. Operations as usual
2. On-going routine work efforts conducted under COVID-19 protection directives issued locally and via State and Federal Government

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

1. Operations as usual
2. Actiflo valve repaired and "dry run" testing completed

3. Training of two new operators
4. On-going routine work efforts conducted under COVID-19 protection directives issued locally and via State and Federal Government

**Sheep Ranch Water Treatment Plant:**

1. Operations as usual
2. On-going work associated with the installation of a new flow meter to Rite of Passage
3. On-going routine work efforts conducted under COVID-19 protection directives issued locally and via State and Federal Government

**Wallace Lake Estates Well System:**

1. Operations as usual
2. On-going routine work efforts conducted under COVID-19 protection directives issued locally, via the State, and Federal Governments

**West Point Water Treatment Plant:**

1. Operations as usual
2. On-going routine work efforts conducted under COVID-19 protection directives issued locally, via the State, and Federal Governments

**Wastewater Treatment Plants:**

**Arnold Wastewater Treatment Plant:**

1. Operations as usual

**Copper Cove Wastewater Treatment Plant:**

1. Routine operations as required by permit.
2. Operation of a Nitrification / De-Nitrification Pilot Plant Complete– now wrapping up the pilot study report
3. Pond 6 level acceptable. No concerns RE: storage capacity currently

**Copper Cove Wastewater Reclamation Plant:**

1. Plant idle
2. Annual UV maintenance complete
3. Annual maintenance on chemical metering pumps and analyzers complete

**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

**La Contenta Wastewater Treatment Plant:**

1. Operations as usual
2. On-going routine work efforts conducted under COVID-19 protection directives issued locally and via State and Federal Government

**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. On-going routine work efforts conducted under COVID-19 protection directives issued locally and via State and Federal Government

**West Point Wastewater Treatment Plant:**

1. Operations as usual

**Wilseyville Wastewater Facility:**

1. Operations as usual

## **Distribution:**

### **Copperopolis Distribution System:**

#### **SERVICE LINE WORK**

1. Innocent 1" 2gpm
2. Rock Ridge 1" 3gpm
3. Oakhurst 1" 4gpm
4. Copper Cove DR 1" corp 15 gpm
5. Cheyenne 1" 2gpm
6. Brett Heart 1" 4gpm

#### **MAIN LINE WORK**

1. Mineral 4" 12 gpm

#### **Additional Work**

1. USA's
2. Flushed 134,045 gals.
3. PRV Maintenance
4. 53 valves turned
5. Burned a large 50x100 ft. burn pile
6. meter replacements
7. Installed a sample line at B-Tank
8. Cleaned the Shop
9. Cleaned up the land around the warehouse
10. Built a Road to the generator at the B-Tank Site
11. Many of the work efforts described were completed under Local, State, and Federal guidelines relative to COVID-19

### **Ebbett's Pass Distribution System:**

#### **SERVICE LINE WORK**

1. Cheyenne – 5 gpm
2. Pine Drive – 3 gpm
3. Apache – 15 gpm
4. Creekside – 10 gpm

#### **MAIN LINE WORK**

1. None at this time

#### **Additional Work**

1. Customer Service Work Orders
2. USA Line Locates
3. Many EP related construction meetings – Reach 1, Techite
4. On-Going training associated with new Distribution Staff
5. Many of the work efforts described were completed under Local, State, and Federal guidelines relative to COVID-19

### **Jenny Lind Distribution System:**

#### **SERVICE LINE WORK**

1. Dunn Rd, 1" x 3" wraparound, 1 gpm
2. Dunn Rd, cut out and replaced  $\frac{3}{4}$ " x  $\frac{3}{4}$ " x 1" tee between meters and replaced each curb stop, .5 gpm
3. Dunn Rd, Replaced meter gasket, .5 gpm
4. Cane, cut out and replace 12 feet of 1" service line from meters out, 1 gpm
5. Westhill, cut out and replaced  $\frac{3}{4}$ " x  $\frac{3}{4}$ " x 1" tee between meters, .5 gpm
6. Silver Rapids, cut out and replaced 15 feet of 1" service line (old line was very deep and stretched tight over culvert), 4 gpm
7. Silver Rapids, 1" x 3" wraparound, 2 gpm

8. Hartvickson, 1" x 6" wraparound, Hand dig, 1 gpm
9. Antonovich, 1" x 6" wraparound, 3 gpm
10. Antonovich, 1" x 6" wraparound, 2 gpm
11. McAtee, Replaced meter gasket, .5 gpm
12. Pardini, ¾" x 3" wraparound, 1 gpm
13. McAtee, 1" x 3" wraparound, 1 gpm
14. Holmquist, 1" x 3" wraparound, 1 gpm
15. Baldwin, ¾" x 3" wraparound, 1 gpm
16. Hartvickson, 1" x 6" wraparound, 2 gpm, Full traffic control
17. Mitchell, Cut out a 1-foot section of 1" service line (old pack joint fitting leaking), 2 gpm
18. Gabor, after hours, Cut out 4-foot section of 1" service line, 6 gpm
19. Hackett, 1" x 3" wraparound, 1 gpm
20. Kirby, 1" x 3" wraparound, 1 gpm
21. Hedgepeth, cut out bend in 1" and install an instatite 90-degree elbow and cut out 1 foot of 1" service line, 1.5 gpm
22. Baldwin, 2 leaks, 2 1" x 3" wrap arounds, Full traffic control, 3 gpm
23. Baldwin, 1" x 3" wraparound, Full traffic control, 1 gpm
24. Baldwin, 1" x 3" wraparound, Full traffic control, 2 gpm
25. Baldwin, 1" x 3" wraparound, Full traffic control, 1.5 gpm
26. Baldwin, 1" x 3" wraparound, Full traffic control, 1 gpm
27. Antonovich, 1" x 3" wraparound, 4 gpm, after hours on Saturday
28. Baldwin, 1" x 3" wraparound, 2.5 gpm, Full traffic control
29. Pardini, 1" x 3" wraparound, 1 gpm
30. Sparrowk, 4 leaks on line, 2- 1" x 6" wraparounds and 1- 1" X 3" wraparound, 5 gpm, Full traffic control
31. Sparrowk, 1" x 6" wraparound, 2 gpm, Full traffic control

#### **MAIN LINE WORK**

1. Hanley Drive – Cut out and replaced a 45-degree elbow that was leaking at the O-Ring on the 6" AC main. Installed new ductile iron 45-degree elbow with 3 ft. of C-900 piping on each end, with associated fittings

#### **ADDITIONAL WORK**

1. Flushed 13,676 gallons – flushed the end of Hanley after mainline shut down (2,786 gal), flushed in Wallace Lake Estates (6,310 gal), and flushed the lower end of the Jenny Lind service area (4,580 gal).
2. Installed piping at new D tanks
3. Service Requests in JL area
4. USA line locates in JL area
5. Service Requests in WP area
6. USA line locates in WP area
7. Cost-to-serve requests
8. Repaired blow-off in Gold Creek Estates that was shooting 7ft in the air
9. Organize/Clean parts at the warehouse
10. Finished plumbing D-Tank and took samples associated with providing assurance to put the system online
11. Weekly pump station checks – grease pumps, housekeeping at the sites including trash pick-up and weed control
12. Checked in-coming and out-going pressures at all Pressure Reducing Stations (PRV's), documented, and provided to the Engineering Department.
13. Tank Checks
14. -Continuous work to support Kirby/Gabor/Garner project.
15. Many of the work efforts described were completed under Federal and State guidelines relative to COVID-19

### **West Point Distribution System:**

#### **SERVICE LINE WORK**

1. Barney way, West Point, tighten up 1" x 3" wraparound. .5 gpm

#### **MAIN LINE WORK**

1. No work at this time

#### **ADDITIONAL WORK**

1. USA Line locates
2. 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. No spill report through CIWQS
2. Tailgate safety meetings
3. Weekly lift station checks
4. Line locates district wide
5. Weed eat and spray lift stations in Copper
6. Checked grease traps district wide
7. Pumped thickener tank at JLWTP for John Brown
8. Camera inspected the drain lines at White Pines dam for Condor
9. Changed out pump and plumbing at septic tank at 7001 Elizabeth Ct. in Southworth
10. Installed anti siphon valve on septic tank on Pyshon Ln. in Vallecito that kept low level alarming. Problem has since stopped
11. Repaired approximately 8 ft. of 6" sewer main on Snowberry easement in Forest Meadows that the underground crew hit during the PG&E replacement project that is currently underway
12. Continued hydro flushing and TV'ing inspecting the Arnold collections system
13. Pumped and cleaned wet wells at lift stations 8, 9, 10 and 11 in Copperopolis
14. Pumped and cleaned wet well at lift station 3 in Arnold
15. Installed new pump at lift station 1 in Copperopolis
16. Serviced the dry can lift stations in Copperopolis and Forest Meadows
17. Smoke tested Signal Hill Trail, Bayview and Arrowhead area of unit 7 in Copperopolis. More to come.
18. A few work-related efforts in direct response to the COVID 19 situation
19. Started a review and rewrite of the CCWD construction standards specifically revolving around the collections portion
20. Started measuring inverts of manholes in the Arnold collections system for engineering department. Kicked out due to weather. Will finish after it clears up
21. Created a list of mapping changes for the engineering department based on previous jobs completed and TV inspections of district systems
22. Cleaning and inventorying of district collections facilities
23. Working in coordination with the meter readers and construction crew for a grounds and building maintenance effort on any and all CCWD collection facilities in need

## **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. Assisted the Collections Crew in the pulling of pumps at Lift Station 3 in Arnold
5. Excavated test holes on the District Shop site to better understand the soil composition
6. Installed an eye wash station at the Huckleberry Lift Station in La Contenta
7. Installed an eye wash station at the Connor's Main Lift Station in Copperopolis
8. Completed DSOD recommended dam cleanups (small trees, shrubs, dirt/debris at Pond 6 in Copperopolis, La Contenta Effluent Pond, the Bummerville Reservoir in West Point, and White Pines Dam
9. Continued work associated with the installation of electrical conduit and airline piping in the Bummerville Reservoir Dam
10. Completed soundproofing the training room at the District Administrative Building
11. Stocked all yards with repair material
12. Completed a District-wide assessment of the need for fire -safe cabinets and the condition of District facility buildings
13. Installed touchless soap dispensers in the Administrative Building bathrooms

14. Many of the work efforts described were completed under Local, State, and Federal guidelines relative to COVID-19

## **Electrical:**

1. Reset Float levels to restore proper pump control at Copper Cove sewer lift station #8
2. Demo'd electrical for the pond 4 pilot system at CCWWTP
3. Updated SCADA alarming callout database remotely for LCWWTP
4. Deleted operator remotely for JLWTP SCADA alarming database
5. Removed Watermaster flowmeter transmitter and reinstalled Magmaster transmitter and replaced keyboard to restore proper function at CCWWTP headworks
6. Modified PLC program at CCWWTP to remove false GPM that corrupted totalizer data
7. Reinstalled Magmaster transmitter head at WPWTP
8. Replaced internal and external battery at Wilseyville pond flow meter as well as all battery and transducer wire restoring full function to meter
9. Finished main office sound proof room electrical/data remodel
10. Troubleshoot Copper Cove sewer lift station #19 communications failure
11. Pulled new electrical feeder wire to pump #2 at Copper Cove sewer lift station #1
12. Attended mobile MMS training
13. Troubleshoot tripped breaker for high service pump #1 in the Hunters WTP effluent building
14. Troubleshoot and restored function of all aerators at CCWWTP after PG&E high voltage problem
15. Adjusted speed settings for the new pump #3 and reprogrammed VFD for future on the fly speed changes at Huckleberry sewer lift station
16. Created work orders for the mechanics to install sun shades on flow meters at CCWWTP headworks to prevent sun damage
17. Troubleshoot aerator #1 at Copper Cove headworks, found faulty timer relay, ordered a new one
18. Finished installation/programming of new soft start for effluent pump #2 and tested function CCWTP
19. Adjusted stator saturation on effluent pump #2 at CCWTP
20. Created lift station electrical troubleshooting S.O.P
21. Completed target solutions online training courses
22. Researched prices for motorized solar gate systems
23. Troubleshoot DAF air compressor failure at FMWWTP
24. Adjusted communications timer in PLC program at Hunters WTP after nuisance communications failure alarms due to storm
25. Installed new shelving and ran data lines at the Hunters electrical shop
26. Troubleshoot generator running lights in Hunters WTP SCADA system
27. Troubleshoot UPS and voice radio repeater at Big Trees 4&5 site, contacted AT&T, their T-1 line is down
28. Set up USA locate at huckleberry sewer lift station for phone line relocation dig
29. Troubleshoot/cleared fail alarms for pump #3 at Huckleberry sewer lift station
30. Participated in CWEA education survey
31. Adjusted flow rate in the VFD at well #2 Wallace WTP
32. Troubleshoot lighting circuit at Wallace WTP
33. Added employees to districtwide SCADA remote access system
34. Replaced failed wall heater at the Hunters Electrical shop
35. Installed capacitor board for new pump at Copper Cove sewer lift station #1
36. Climbed 602 tank in Valley Springs, shut and secured side hatch closed
37. Troubleshoot/repared voice radio repeater at A-tank in Valley Springs restoring proper function
38. Many of the work efforts described were completed under Local, State, and Federal guidelines relative to COVID-19

## **Mechanical:**

1. Replaced defective block heater on the generator at the Huckleberry Lift Station in La Contenta
2. Replaced failing mechanical seal in Pump #4 at A Tank in La Contenta

3. Troubleshoot the Saddle Creek supply control valve at the Copper Cove Water Treatment Plant. Disassembled valve and found drift wood caught in between the seat and the valve. Removed and re-sealed – now operating normally
4. Cut and replaced piping to wet well pump #2 at the Arnold Lift Station. Also re-wired the pump to ease future pump removal
5. Completed BIT inspections on various fleet trucks
6. Rebuilt the herbicide spray rig pump
7. Completed Generator checks in Rancho Calaveras, Copperopolis, and Wallace
8. Extensive generator re-fueling of generators at multiple sites in West Point and Ebbetts Pass during and after the snowstorm
9. Re-fueling of generators in Copperopolis after the power outage
10. Replaced ABS control valves, fixed air leaks at the brake line fittings and replaced the right side #2 axle brake chamber on VacCon #123. Also diagnosed and found the key switch defective and as a result it burned up the fuel shut-off solenoid. Replaced the fuel solenoid and key switch. Also repaired the wiring harness.
11. Replaced the Truck #128 7-way light connector and repaired the wiring harness on trailer.
12. Replaced defective beacon light on Truck #621. Replaced a dead battery on Truck #613.
13. Many of the work efforts described were completed under Local, State, and Federal guidelines relative to COVID-19

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