



CALAVERAS PUBLIC UTILITY DISTRICT
506 W. St. Charles, Street San Andreas, CA 95249

BOARD OF DIRECTORS MEETING: 5:00 PM
February 20, 2024

Jack Tressler
President of the Board

Director Richard Blood
Director Brady McCartney

Director J.W. Dell 'Orto
Director Kevin Sparks

Calaveras Public Utility District hereby provides notice that it will convene its regularly scheduled public meetings of the Board of Directors at the District Office. If you are unable to attend in person, we encourage you to attend remotely as follows:

- **Join the Conference Call Meeting**
- **Dial-in number (US): 1(669)900-9128**
- **Join the online ZOOM meeting:**
- **<https://us02web.zoom.us/j/81691372893?pwd=azVkSFN3ZmJrU2V0aS85Vk92YThtZz09>**
- **Meeting ID: 816 9137 2893**
- **Meeting Passcode code: 545381**

Please mute your call before joining. This will limit technical difficulties with audio. Only unmute your call if the President has requested public comment on an item. Upon completing your comments, please mute your call again. Do not put the call on hold, as hold music can ruin the call for all other participants. If that occurs, or in the event of disruptive conduct, staff reserves the right to disconnect that caller. Do no talk over the top of any other callers. Conversations must be one at a time.

AGENDA

- 1. CALL THE MEETING TO ORDER**
- 2. ROLL CALL OF DIRECTORS**
 - a. President Jack Tressler
 - b. Director Richard Blood
 - c. Director J.W. Dell 'Orto
 - d. Director Brady McCartney
 - e. Director Kevin Sparks
- 3. PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENT (Limit: 3 min/person)**

At this time, members of the public may address the Board on any matter within its jurisdiction which is not on the agenda. The public is encouraged to work with 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 3 minutes per person.

5. CONSENT ITEMS

Consent items should be considered together as one motion. Any item(s) requested to be removed will be considered after the motion to approve the Consent Items.

- a. January 16, 2024, Regular Board Minutes
- b. February 8, 2024, Special Board Minutes
- c. Claim Summary

Action: Roll call Vote

Consider motion to approve consent item a-b.

ITEMS FOR BOARD DISCUSSION AND/OR ACTION

Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.

6. BOARD POWER POINT WORKSHOP ON BOARD OF DIRECTORS 101

Action Requested: Information Only

District Legal Counsel, Adam Brown will give a brief presentation.

- a. Board/Staff Communication; Policy 1020
- b. Duties of the President; Policy 4110
- c. Board Meetings; 4200-4230

7. CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS SEAT A

Action Requested: Discuss & Possible Roll Call Vote

Board to discuss nominating a potential candidate.

**8. CERBT ACCOUNT UPDATE AND QUARTERLY STATEMENTS
NOTIFICATION AS OF DECEMBER 31, 2023**

Action Requested: Discuss

Review CERBT account update and Quarterly Statements.

9. FISCAL YEAR 2023/2024 BUDGET UPDATE

Action Requested: Discussion

Review current Income and Expenses through November 30, 2023.

10. REPORTS

The purpose of these reports is to provide information on projects, programs, staff actions, and committee meetings that are of general interest to the Board and public. No decisions are to be made on these issues.

- a. Legal Counsel's Report
- b. Water System Superintendent's Report
- c. Engineer's Report
- d. General Manager's Report
- e. Directors' Comments: Directors may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on the future agenda.

11. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: General Manager

12. ADJOURNMENT

If there is no other Board business the President will adjourn to its next regular meeting scheduled for March 19, 2024, at 5:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office at (209) 754-9442. Notification in advance of the meeting will enable CPUD 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 CPUD for review by the public.

Regular Meeting

9:00 am

DIRECTORS PRESENT: Jack Tressler
Richard Blood
J.W. Dell'Orto
Brady McCartney
Kevin Sparks

MEMBERS ABSENT: None

STAFF PRESENT: Travis Small, General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent
Wyatt Rovera, Chief Water Treatment Plant Operator
John Cunningham, Water Distribution/Treatment Operator

OTHERS PRESENT: None

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Tressler at 9:01 A.M.
2. ROLL CALL OF DIRECTORS: Directors Tressler, Blood, Dell'Orto, McCartney, and Sparks were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a. December 19, 2023, Regular Board Minutes
 - b. Claim Summary

Director Blood inquired about the payment to Cole Tiscornia Construction for West Forty Road. Travis Small, General Manager, informed him the work was done to repair the shared road entering the Water Treatment Plant. It was agreed upon with the neighbor that the District would repair the shared road once the Clearwell Tank Project was completed. Director Blood questioned if that would come out of capital improvements. Mr. Small informed it that it would. Director Blood inquired about the payment to Farr Construction. Mr. Small informed him that was the final payment for the Clearwell Tank Project. Director Blood inquired about the payment to Peterson-Brustad, Inc. Mr. Small informed him that is for the Water Master Plan. Director Blood asked if the District has received the money from the state yet. Mr. Small confirmed that the District has received the money. President Tressler asked the need for renting the excavator from Holt of California. Mr. Small informed him the rental was necessary for the work at the

South Fork Pump Station. The crew also used it to clean the drainage ditch at the Water Treatment Plant. President Tressler questioned the need to keep it for a month. Mr. Small explained that the crew needed it for more than two weeks so at that point it was better to keep it for the whole month. Director McCartney would like to see something done to celebrate the completion of the Clearwell Tank Project. Mr. Small would like to do a dedication ceremony in the future. A motion was made by Director Dell'Orto, seconded by Director Blood, to approve consent items a-b. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood and Tressler voted yes; none opposed. Motion carried 5-0.

6. A RESOLUTION COMMEMORATING THE 90TH ANNIVERSARY OF THE ESTABLISHMENT OF THE CALAVERAS PUBLIC UTILITY DISTRICT

Mr. Small informed the board that the District turns ninety this month. Director Blood inquired what one thousand miners' inches is in gallons. Mr. Small answered. Director Blood made a motion to approve Resolution 2024-01 Commemorating The 90th Anniversary Of The Establishment Of The Calaveras Public Utility District. Director Tressler seconded, then withdrew his seconded motion due to concerns of a president seconding a motion. At that time Director Sparks seconded. Adam Brown, District Legal Counsel, confirmed that a president can make a motion, but it is not normal practice. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood and Tressler voted yes; none opposed. Motion carried 5-0.

7. REVIEW OF DISTRICT TEMPORARY ADVISORY (AD HOC) COMMITTEES AND ASSIGNMENTS

President Tressler dissolved the current committee and assignments. Director Blood stated that he would like to stay on the Engineering/Planning Committee. Director Sparks asked for some background on the committees and listings. Mr. Small and the Board explained. The Board questions if Mokelumne River Association is still active. Carissa Bear, Clerk of the Board, will look into it.

8. ESTABLISHING DATE AND TIME OF REGULAR BOARD MEETINGS

Director McCartney explained that he is cutting into a lot of his personal time off at work and that moving forward he will no longer be able to have a seat on the Board if the meeting time cannot change to outside of his working hours. His recommendation is for 5pm. Director Sparks agreed that having a meeting later in the day will help him. President Tressler expressed his concern with staff in attendance earning a guaranteed four hours of overtime to attend these meetings. Director McCartney explained that is not new and has always been budgeted in. President Tressler expressed his frustration with the Board continuing to change the time of the meetings. If a member of the public is interested in attending, they are not going to know what time it is with the Board changing the time multiple times. Director Blood stated that a 9am meeting is not convenient for a working member of the public. He also said that morning meetings take up half of his day which makes it hard to get things done during business hours/daylight. His recommendation would be to hold the meeting no earlier than 3:30pm. President Tressler said evening meetings take him and staff away from their families which he does not believe is a fair thing to ask of them. He asked the staff present if they had a preference. Ms. Bear explained that morning meetings are harder on her with trying to get her other job

duties done such as payroll. In the past when it was later, she still was able to get her tasks done before attending the meeting. There are times that payroll lands on a Board meeting day, such as today, which makes it a tighter time constraint. Also, when she started as the Clerk of the Board, the meetings were at 7pm so her mindset going into it was that she would be away from her family once a month for a few hours. Director Sparks recommends that whatever decision is made today that it does not change again. Director Dell'Orto believes a middle-of-the-day meeting would work better for members of the public. A 5pm meeting will cost the district more money in overtime and he does not think an increase of public attendance will happen. Director Blood recommended having staff look into the cost of having the meetings at 5pm. President Tressler stated that he does not have an issue with 5pm meetings as long as it is not costing the District money. Mr. Small informed the Board that the overtime will only impact the budget by roughly \$500 a month. Directors Sparks and Dell'Orto felt that that was doable, with Director Dell'Orto stating that it would allow staff more time to do their other duties. Mr. Small asked if the Board would like to hold a special meeting to approve the new time. The Board all agreed. Mr. Small stated he would draft a resolution and schedule a special meeting.

9. FISCAL YEAR 2023/2024 BUDGET UPDATE

Mr. Small informed the Board of a typo on the agenda item description. The Income and Expense report is through December 2023, not November 2023. Mr. Small went over the current status of the budget. Quarters one and two are pending grant reimbursements. He added in percentages for easier viewing. Director Dell'Orto thanked him for that. The District is at the halfway mark for the fiscal year. All categories should be around the 50% mark. Looking at the budget, Mr. Small believes the \$6,000 estimated for overtime during a Board meeting would not make or break the district. The District has a few vacancies for employees which are reflected in the District being under budget for salaries. He would like to bring the office position back to the Board with the possibility of changing the position to better serve the District. Director Blood and Mr. Small discussed a formatting issue on page 7. President Tressler noticed that the District is over budget in automotive. Mr. Small reported that a budget amendment will be made at the end of the fiscal year to take that into account. Director Dell'Orto inquired about the consultants and planning category being so low. Mr. Small informed him that it is due to the District being reimbursed by grants as well as some being categorized incorrectly. Some items may need to be moved around. Overall Mr. Small is happy where the District is sitting, stating that the District's bonding capacity has improved tremendously.

10. WATER MASTER PLAN WORKSHOP

Mr. Small went over the Draft Water Master Plan with markups done by staff and himself. He touched on comments made by staff. The purpose of the Master Plan update is to identify and complete the necessary updates to the plan. President Tressler expressed his interest in a District tour to help him better understand. Mr. Small let the Board know to contact the off to schedule a tour. Mr. Small will submit all comments to Peterson-Brustad, Inc. Once the changes have been made, he will redistribute the Draft Water Master Plan to the Board. The Board and GM discussed the timeframe.

11. LETTERS OF SUPPORT

President Tressler had a brief discussion with Mr. Small regarding these letters and gave him direction to write them. There was no time to bring it to the Board beforehand. A motion was made by Director Blood, seconded by Director Sparks, to approve the General Manager to submit the Letter of Support for San Andreas East Fuel Break and the Letter of Support for UMRWA. A roll call vote was taken. Directors Dell'Orto, McCartney, Sparks, Blood and Tressler voted yes; none opposed. Motion carried 5-0.

12. REPORTS

a. Legal Counsel's Report

No report this month. Brown Act seminar will be in February.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, presented his monthly maintenance report for the month of February. The annual On-Site Chlorine Generation (OSG) maintenance has been completed. Both hydros at Schaads are running. There was a ten-inch steel main line leak repair done in San Andreas. The crew completed 57 USA tags. The valve turning/flushing program is underway. President Tressler inquired about the oil change for the Ford F-550 being completed at Brawner Automotive. He is concerned of maintenance being completed outside of Ford as the District has a warranty with Ford. He wants the staff to make sure there not having work done that could possibly void the warranty. Mr. Small stated that the staff does have an in-house tracking system of the work being completed. President Tressler is concerned with the District being over budget on automotive and would like Mr. Small to look into that further.

c. District Engineer Report

No report this month.

d. General Manager's Report

Mr. Small reported the Calaveras Public Power Authority (CPPA) will be held tomorrow. The power rates will be discussed. The primary and secondary rates have decreased. Mr. Small and the Board discussed the process of rates being lowered. During the last Board meeting, Director Blood inquired about the three thousand sections of the policies. Mr. Small investigated it and determined that section did not get voted on in 2020 with the rest of the policies. Ms. Bear gave a presentation on the Board Compensation Survey. Director Sparks complimented Ms. Bear on the report provided. The Board discussed the cost of health benefits for the Board. President Tressler reminded the Board that Mr. Small stated there is a way for the District to pay these costs without effecting the current budget. Mr. Small explained that the District currently pays into a trust (Other post-employment benefits (OPEB)) for retiree health. The District is above the limit needed to fund that and could opt out of contributions and start paying for health benefits for the Board. Director Blood stated that another option would be to take it from the capital budget. Director Dell'Orto brought up to the Board that with more benefits that will bring more candidates, but it may also bring more costs to elections. Director Dell'Orto stated that after reviewing the report, the District is currently in line with other Districts. President Tressler was surprised that there are not more districts providing a full health package. The staff and Board discussed multiple options and decided to bring it back to a committee meeting. President Tressler asked Ms. Bear to check into the cost of dental and vision and provide it to the committee.

e. Director's Comments:

No comments this month.

**The Board entered closed session at 12:51 pm.

13. CLOSED SESSION

The Board met in closed session to conduct the General Manager's evaluation. No action was taken.

**The Board Reconvened in open session at 1:05 pm.

President Tressler directed staff to create a policy that will outline the participation of staff's input on the General Manager's annual evaluation. He would like staff to be able to submit their reviews anonymously. Director Dell'Orto asked for the policy to state that the start of the employee participation will start in November in order to be completed by the current manager's anniversary date. Mr. Brown will draft a policy to bring back at the next meeting.

14. ADJOURNMENT

There being no further business to come before the Board, President Tressler adjourned the meeting at 1:09pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

February 8, 2024

Special Meeting

5:00 pm

DIRECTORS PRESENT: Jack Tressler
Richard Blood
J.W. Dell'Orto
Kevin Sparks

MEMBERS ABSENT: Brady McCartney

STAFF PRESENT: Travis Small, General Manager
Adam Brown, District Legal Counsel (Remote)
Carissa Bear, Clerk of the Board

OTHERS PRESENT: None

1. CALL THE MEETING TO ORDER: The special meeting was called to order by President Tressler at 5:03 P.M.
2. ROLL CALL OF DIRECTORS: Directors Tressler, Blood, Dell'Orto, McCartney, and Sparks were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. ESTABLISHING DATE AND TIME OF REGULAR BOARD MEETINGS

Director Dell'Orto inquired if staff were to bring back a report detailing the proposed cost of overtime expenses with the meeting being moved to 5pm. Travis Small, General Manager, believed the discussion at the last meeting covered it. Carissa Bear, Clerk of the Board stated that the January Board Meeting Minutes do reference a rough estimate. Ms. Bear went back and did the actual calculation and Mr. Small was really close with his estimates of \$500-\$600 a month. A motion was made by Director Blood, seconded by Director Sparks, to approve Resolution 2024-02 Establishing Date and Time of Regular Board Meetings. A roll call vote was taken. Directors Dell'Orto, Sparks, and Blood voted yes; President Tressler votes no. Motion carried 3-1

6. ADJOURNMENT

Mr. Small informed the Board that the next scheduled meeting time has now changed to February 20, 2024, at 5:00 pm instead of 9:00 am. There being no further business to come before the Board, President Tressler adjourned the meeting at 5:08pm.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 1-2024

DATE: January 2024

The claims listed on the schedules attached to this summary have been examined and found to be correct and proper demands against the Calaveras Public Utility District.

Claims Submitted	\$ 158,707.87
Payroll Submitted	\$ 49,508.79
Employee Reimbursement	\$ 495.39
P/R Tax Deposits	\$ 24,815.09
Sub-total	\$ 233,527.14

Claim Summary Approved for	\$ 233,527.14
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Clerk of the Board, Calaveras Public Utility District

Calaveras Public Utility District
Expenses by Vendor Detail
January 2024

Name	Date	Memo	Account	Amount
A-1 Sharpening				
	01/25/2024	Chainsaw Chains	5548 · Materials & Supplies-T&D	36.47
Total A-1 Sharpening				36.47
ACWA-Health				
	01/16/2024	Dental/Vision/Life	5220 · Dental/Vision/Life Insurance	1,652.65
Total ACWA-Health				1,652.65
ACWA/JPIA-WC				
	01/30/2024	Quarter 2	5425 · Insurance	4,980.82
Total ACWA/JPIA-WC				4,980.82
Amazon Capital Services				
	01/02/2024	MS Surface and Cell Phone Charger	5475 · Office Supplies	52.28
Total Amazon Capital Services				52.28
American Fidelity Assurance				
	01/03/2024	12/1/2023 - 12/31/2023 125 Plan	2316 · 125 Plans	484.06
	01/24/2024	125 Plan	2316 · 125 Plans	638.88
Total American Fidelity Assurance				1,122.94
American Fidelity Assurance Co.(Flex)				
	01/16/2024	12/29/2023 Inv# 2136910	2316 · 125 Plans	168.75
Total American Fidelity Assurance Co.(Flex)				168.75
Aqua-Metric Sales, Co				
	01/03/2024	Sensus Drive Socket III	5555 · Meters-Meter Repairs	167.49
Total Aqua-Metric Sales, Co				167.49
AT & T				
	01/10/2024	S.A. Tank Circuit	5480 · Telephone	51.64
	01/10/2024	Hydro #3	5480 · Telephone	309.50
	01/10/2024	S.A. Tank	5480 · Telephone	307.74
Total AT & T				668.88
AT & T				
	01/03/2024	Hydro #3	5480 · Telephone	66.07
Total AT & T				66.07
AT&T				
	01/22/2024	Shop Phone & Internet	5480 · Telephone	113.85
Total AT&T				113.85
Brawner Automotive Repair				
	01/11/2024	2007 Tacoma Lube, Oil & Filter Service & A/C Repair Inv# 29425	5532 · Repairs & Maintenance-Auto	345.20
	01/11/2024	2022 Ford F550 Lub, Oil & Filter Service & Brake Inspection Inv# 29444	5532 · Repairs & Maintenance-Auto	310.89
	01/11/2024	Credit from previous statement	5532 · Repairs & Maintenance-Auto	-0.02
Total Brawner Automotive Repair				656.07
Cal-Waste				
	01/16/2024	Office	5760 · Sewer & Garbage	174.15
	01/16/2024	Shop	5760 · Sewer & Garbage	415.11

**Calaveras Public Utility District
Expenses by Vendor Detail
January 2024**

Name	Date	Memo	Account	Amount
Total Cal-Waste				589.26
Cal PERS				
	01/03/2024	Employer Contributions - Unfunded Accrued Liability, Classic, 1017, CalPERS, 2023/2024	5230 · Retirement Benefits-CalPERS	9,388.00
	01/03/2024	Employer Contribution, Classic, 1017, CalPERS, 12/17/2023 - 12/30/2023	5230 · Retirement Benefits-CalPERS	3,640.57
	01/03/2024	Employer Contribution, PEPRA, 26507, CalPERS, 12/17/2023 - 12/30/2023	5230 · Retirement Benefits-CalPERS	2,701.06
	01/17/2024	Employer Contribution, Classic, 1017, CalPERS, 12/31/2023 - 01/13/2024	5230 · Retirement Benefits-CalPERS	3,640.57
	01/17/2024	Employer Contribution, PEPRA, 26507, CalPERS, 12/31/2023 - 01/13/2024	5230 · Retirement Benefits-CalPERS	2,701.06
	01/30/2024	February Health PA Billing - PERS	5200 · Medical Benefits	38,065.13
	01/30/2024	Employer Contribution, Classic, 1017, CalPERS, 01/14/2024 - 01/27/2024	5230 · Retirement Benefits-CalPERS	3,757.33
	01/30/2024	Employer Contribution, PEPRA, 26507, CalPERS, 01/14/2024 - 01/27/2024	5230 · Retirement Benefits-CalPERS	2,701.06
Total Cal PERS				<u>66,594.78</u>
Calaveras County Env. Mgmt. Agency				
	01/18/2024	Burn Permit	5460 · Permits	12.00
Total Calaveras County Env. Mgmt. Agency				<u>12.00</u>
Calaveras County Public Works Dept.				
	01/16/2024	Blanket Utility Encroachment Deposit	5699 · Other Contracted Services	1,073.24
Total Calaveras County Public Works Dept.				<u>1,073.24</u>
Calaveras Public Power Agency				
	01/11/2024	CPUD Warehouse	5743 · Electricity-Office	341.20
	01/11/2024	Glencoe Booster Pump	5741 · Electricity-Hydros	540.40
	01/11/2024	CPUD Office	5743 · Electricity-Office	202.40
	01/11/2024	JD WTP	5742 · Electricity-Treatment	1,508.00
	01/11/2024	Licking Fork Pumping Station	5740 · Electricity-T & D	844.00
Total Calaveras Public Power Agency				<u>3,436.00</u>
California Steam Specialties				
	01/25/2024	Inv# 96925	5547 · Materials & Supplies-Treatment	1,376.03
Total California Steam Specialties				<u>1,376.03</u>
Carbon Copy Inc.				
	01/03/2024	Printing	5464 · Printing	63.65
	01/30/2024	Printing	5464 · Printing	98.65
Total Carbon Copy Inc.				<u>162.30</u>
Care Free Lawns				
	01/11/2024	December Monthly Service	5670 · Facility Maintenance	150.00
Total Care Free Lawns				<u>150.00</u>
Cole Tiscornia Construction				
	01/16/2024	Leak Repair Wendell's	5699 · Other Contracted Services	350.00
	01/16/2024	Highway 26 Prindle Rd Leak Repair	5699 · Other Contracted Services	2,160.00
Total Cole Tiscornia Construction				<u>2,510.00</u>
Comcast				
	01/03/2024	District Office Internet/Fax	5480 · Telephone	705.54
Total Comcast				<u>705.54</u>

Calaveras Public Utility District
Expenses by Vendor Detail
January 2024

Name	Date	Memo	Account	Amount
Comcast Business (VE)				
	01/16/2024	Business Voice Edge Inv# 191519740	5480 · Telephone	294.78
Total Comcast Business (VE)				294.78
Datco Billing				
	01/16/2024	Pre-Employment Services	5665 · Pre-Employment	76.50
Total Datco Billing				76.50
De Lage Landen Financial Services Inc.				
	01/30/2024	Kyocera Lease & Printing 11/23 - 2/24	5464 · Printing	770.36
Total De Lage Landen Financial Services Inc.				770.36
Fischer, Merle				
	01/03/2024	January 2024	5210 · Medical Benefits-Retiree	1,051.10
Total Fischer, Merle				1,051.10
Foothill Materials				
	01/24/2024	Aggregate - Moke Hill Tank	5536 · Repairs & Maintenance-T&D	123.98
Total Foothill Materials				123.98
Grainger				
	01/04/2024	Loggers Helmet x 6	5566 · Safety Equipment	432.24
	01/04/2024	Gloves	5566 · Safety Equipment	103.83
	01/04/2024	Vise Truck #10	5585 · Tools	85.28
	01/16/2024	Line Interactive Inv# 9949700653	5547 · Materials & Supplies-Treatment	281.87
	01/16/2024	Wrenches Inv# 823779699	5585 · Tools	370.38
Total Grainger				1,273.60
Henwood Associates, Inc.				
	01/10/2024	Install batteries @ Garamendi & Ponderosa Projects 12/08/2023. Install batteries @ MCV Project 1...	5533 · Repairs & Maint-Dams & Hydros	1,271.72
Total Henwood Associates, Inc.				1,271.72
Herd's Machine Shop				
	01/16/2024	Portable Welding Mokolumne Hill	5699 · Other Contracted Services	500.00
	01/24/2024	Welding Helmet	5566 · Safety Equipment	166.24
Total Herd's Machine Shop				666.24
Hill Rivkins Brown & Associates				
	01/16/2024	December Legal Services	5645 · Legal Services	3,156.50
Total Hill Rivkins Brown & Associates				3,156.50
Hobgood's Cleaning Service				
	01/17/2024	Janitorial Service January 2024	5670 · Facility Maintenance	160.00
Total Hobgood's Cleaning Service				160.00
Hunt & Sons Inc.				
	01/03/2024	Fuel	5540 · Fuel	1,478.37
	01/17/2024	Fuel	5540 · Fuel	903.39
	01/24/2024	Fuel for District Vehicles	5540 · Fuel	1,544.55
	01/24/2024	UN1203 Gasoline	5540 · Fuel	97.00
Total Hunt & Sons Inc.				4,023.31

**Calaveras Public Utility District
Expenses by Vendor Detail
January 2024**

Name	Date	Memo	Account	Amount
Interstate Truck Center				
	01/16/2024	EDI Transmitter Inv# 01P487939 Dump Truck	5532 · Repairs & Maintenance-Auto	47.57
Total Interstate Truck Center				<u>47.57</u>
Martin Marietta				
	01/03/2024	Paloma	5534 · Repairs & Maintenance-Pumping	159.38
Total Martin Marietta				<u>159.38</u>
Matrix Trust Company				
	01/03/2024	Employee 457 Plan	2317 · 457 Plan	959.78
	01/17/2024	Pay Period 1/13/2024	2317 · 457 Plan	1,005.23
	01/30/2024	457 Plan Payroll Date 1/27/24	2317 · 457 Plan	984.59
Total Matrix Trust Company				<u>2,949.60</u>
McMaster-Carr				
	01/04/2024	TW Saw Maintenance Inv# 19450536	5536 · Repairs & Maintenance-T&D	52.71
	01/16/2024	Tubing, Fittings & Valves	5547 · Materials & Supplies-Treatment	387.37
Total McMaster-Carr				<u>440.08</u>
Mission IT Solutions				
	01/03/2024	Carissa/Mat New Computer installation & Set up	5632 · IT & Computer Support	4,574.39
	01/03/2024	Monthly System Maintenance	5632 · IT & Computer Support	1,905.50
Total Mission IT Solutions				<u>6,479.89</u>
Motherlode Answering Service				
	01/16/2024	Answering Services Inv# 22799	5606 · Answering Service	372.20
Total Motherlode Answering Service				<u>372.20</u>
North Bay Pensions				
	01/16/2024	Calculation of GASB 75 FY Ending 6/30/2023	5630 · Accounting Services	1,000.00
Total North Bay Pensions				<u>1,000.00</u>
Pace Supply				
	01/03/2024	Water Parts	5534 · Repairs & Maintenance-Pumping	846.57
Total Pace Supply				<u>846.57</u>
Peterson-Brustad, Inc.				
	01/24/2024	Master Plan & Tank Dives	5635 · Engineering-Non-Capital	20,529.86
Total Peterson-Brustad, Inc.				<u>20,529.86</u>
PG&E - ENERGY STATEMENT				
	01/03/2024	Schaad's	5741 · Electricity-Hydros	98.50
	01/03/2024	Shop Light	5743 · Electricity-Office	10.28
	01/03/2024	shop Light	5743 · Electricity-Office	10.28
	01/10/2024	CPUD Office	5743 · Electricity-Office	225.74
	01/10/2024	San Andreas Tank	5740 · Electricity-T & D	7.71
	01/10/2024	Hydro #2	5741 · Electricity-Hydros	97.27
	01/10/2024	Hydro #1	5741 · Electricity-Hydros	244.75
	01/25/2024	MH Tank Prindle Rd	5740 · Electricity-T & D	7.04
	01/25/2024	Hydro #1	5741 · Electricity-Hydros	207.44

Calaveras Public Utility District
Expenses by Vendor Detail
January 2024

Name	Date	Memo	Account	Amount
Total PG&E - ENERGY STATEMENT				909.01
PGE-NON ENERGY INVOICES				
	01/17/2024	Hydro# 1	5741 · Electricity-Hydros	7.75
	01/17/2024	Hydro #2	5741 · Electricity-Hydros	7.75
	01/17/2024	Hydro #3	5741 · Electricity-Hydros	7.75
	01/17/2024	Schaad's Hydro	5741 · Electricity-Hydros	197.86
Total PGE-NON ENERGY INVOICES				221.11
Pitney Bowes				
	01/17/2024	Postage	5699 · Other Contracted Services	168.58
Total Pitney Bowes				168.58
Pitney Bowes (Lease)				
	01/11/2024	Postage & Folding Machine Lease	5699 · Other Contracted Services	1,446.74
Total Pitney Bowes (Lease)				1,446.74
Pitney Bowes (Reserve Acct)				
	01/04/2024	Reserve Account Postage	5462 · Postage	1,500.00
	01/30/2024	Acct# 52941168 Postage Re-Fill	5462 · Postage	1,500.00
Total Pitney Bowes (Reserve Acct)				3,000.00
Pollard Water				
	01/03/2024	TW Tools	5585 · Tools	642.10
Total Pollard Water				642.10
San Andreas Sanitary District				
	01/03/2024	Shop	5760 · Sewer & Garbage	120.16
	01/03/2024	Office	5760 · Sewer & Garbage	102.58
	01/30/2024	Office	5760 · Sewer & Garbage	102.58
	01/30/2024	Shop	5760 · Sewer & Garbage	120.16
Total San Andreas Sanitary District				445.48
Sender's Market Inc.				
	01/17/2024	Schaad's Erosion Control	5533 · Repairs & Maint-Dams & Hydros	99.72
	01/17/2024	Pliers	5585 · Tools	23.58
	01/17/2024	Schaad's Erosion Control	5533 · Repairs & Maint-Dams & Hydros	32.16
	01/17/2024	Schaad's Erosion Control & Landscaping	5533 · Repairs & Maint-Dams & Hydros	155.65
	01/17/2024	Schaad's Erosion Control & Landscaping	5533 · Repairs & Maint-Dams & Hydros	168.52
	01/17/2024	Schaad's Erosion Control	5533 · Repairs & Maint-Dams & Hydros	404.62
	01/17/2024	Tools for owl boxes	5533 · Repairs & Maint-Dams & Hydros	151.12
	01/17/2024	Shop GFI Replacement	5536 · Repairs & Maintenance-T&D	43.96
	01/17/2024	Chainsaw Maintenance	5536 · Repairs & Maintenance-T&D	232.66
	01/17/2024	SFPS Erosion Control	5534 · Repairs & Maintenance-Pumping	193.02
	01/17/2024	Supplies for WTP	5547 · Materials & Supplies-Treatment	53.60
	01/17/2024	Signs for SFPS	5534 · Repairs & Maintenance-Pumping	48.61
	01/17/2024	Tools for Truck #1	5585 · Tools	61.12
	01/17/2024	Repairs & Maintenance Office - Paint	5437 · Repairs & Maintenance-Office	91.30

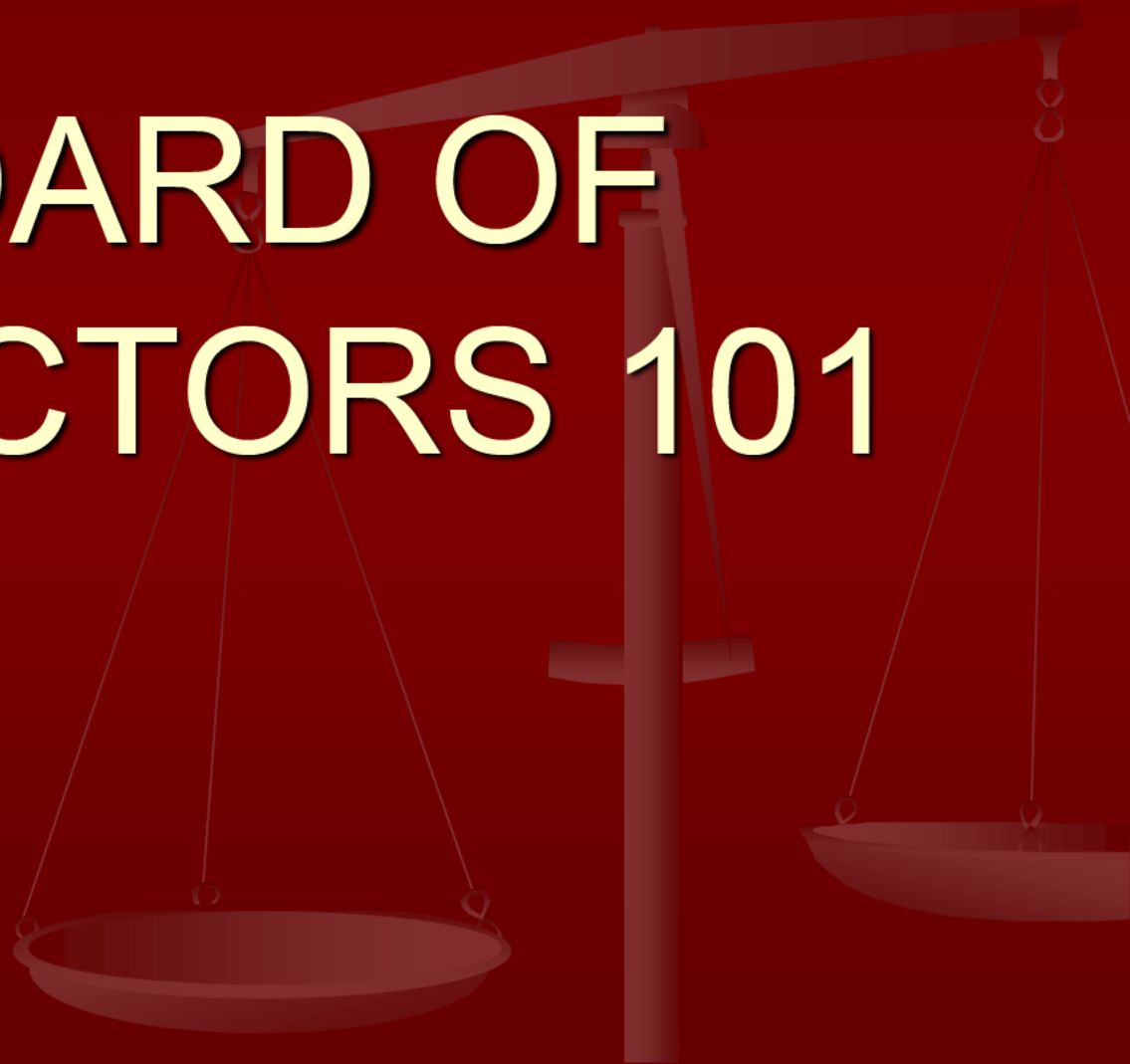
Calaveras Public Utility District
Expenses by Vendor Detail
January 2024

Name	Date	Memo	Account	Amount
Total Sender's Market Inc.				1,759.64
SEIU Local 1021				
	01/03/2024	PPE 12/30/2023	2322 · SEIU Union Dues	488.75
	01/17/2024	Union Dues Pay Period 1/13/2024	2322 · SEIU Union Dues	488.75
	01/30/2024	Payroll Date 1/27/24	2322 · SEIU Union Dues	497.15
Total SEIU Local 1021				1,474.65
Texas Life Insurance Company				
	01/16/2024	T. Small Life Ins.	5275 · Employee Section 125 Plan	35.00
Total Texas Life Insurance Company				35.00
Treat's General Store				
	01/04/2024	Water for WTP	5547 · Materials & Supplies-Treatment	34.62
	01/04/2024	Office Refreshments	5475 · Office Supplies	32.95
	01/04/2024	Batteries, Tape, etc	5548 · Materials & Supplies-T&D	31.18
	01/04/2024	Adapter, Bush Solder	5548 · Materials & Supplies-T&D	19.38
Total Treat's General Store				118.13
USA Blue Book				
	01/04/2024	Insulated Rubber Boots	5566 · Safety Equipment	91.11
	01/04/2024	Insulated Overalls & Bomber Jacket	5566 · Safety Equipment	313.84
	01/10/2024	Hatch Turbidimeter Inv# 00232114	5547 · Materials & Supplies-Treatment	4,031.86
	01/10/2024	Sodium Cartridge Inv# 00232353	5547 · Materials & Supplies-Treatment	33.89
	01/10/2024	Lamp Assembly, Turbidity Sensor Inv# 00232353	5535 · Repairs & Maintenance-Treatment	316.90
	01/10/2024	Blue-White Tube Assembly M4, M3	5547 · Materials & Supplies-Treatment	538.92
	01/10/2024	1 in MNPT No Lead Brass Corp Stop	5547 · Materials & Supplies-Treatment	647.37
	01/10/2024	Beakers	5547 · Materials & Supplies-Treatment	41.46
	01/10/2024	Pipet, Sample Cells for Colorimeter, Beakers	5547 · Materials & Supplies-Treatment	308.87
Total USA Blue Book				6,324.22
Verizon Wireless				
	01/04/2024	District Cell Phones	5480 · Telephone	1,207.90
	01/16/2024	Special Circuits Inv# 9953188500	5480 · Telephone	59.66
Total Verizon Wireless				1,267.56
Volcano Telephone				
	01/04/2024	13900 Hwy 26	5480 · Telephone	56.95
	01/04/2024	1601 West Forty	5480 · Telephone	56.95
	01/04/2024	10727 Ponderosa Way	5480 · Telephone	56.95
	01/04/2024	3089 Ridge Rd	5480 · Telephone	53.32
	01/04/2024	Treatment Plant	5480 · Telephone	62.14
	01/04/2024	Schaad's Hydro	5480 · Telephone	87.55
	01/04/2024	Special Circuit	5480 · Telephone	56.95
	01/04/2024	Special Circuit	5480 · Telephone	56.95
	01/04/2024	Treatment Plant Broadband	5480 · Telephone	56.95
	01/04/2024	Treatment Plant Long Distance	5480 · Telephone	69.95

Calaveras Public Utility District
Expenses by Vendor Detail
January 2024

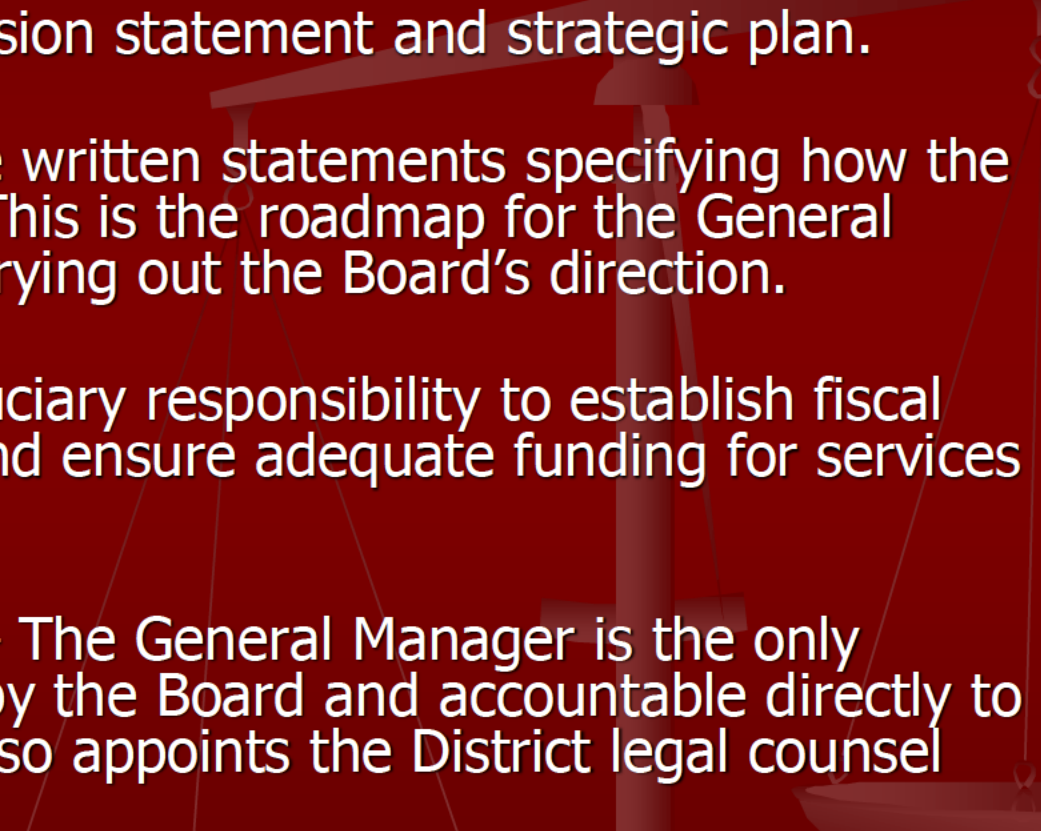
Name	Date	Memo	Account	Amount
Total Volcano Telephone				614.66
W L Construction Supply, Inc.				
	01/16/2024	Blades for Tools - Shop	5548 · Materials & Supplies-T&D	292.94
Total W L Construction Supply, Inc.				292.94
Weber, Ghio & Associates				
	01/16/2024	Clearwell Phase II Construction Management	5850 · Engineering-Capital	256.50
	01/16/2024	SRF Administration & Project Management	5635 · Engineering-Non-Capital	2,147.00
	01/16/2024	FEMA -4683-DR-CA Category A Debris Removal	5635 · Engineering-Non-Capital	1,145.69
Total Weber, Ghio & Associates				3,549.19
Wells Fargo Bank - C. Bear				
	01/17/2024	Quickbooks	5470 · Software Programs & Updates	90.00
	01/17/2024	Backblaze	5470 · Software Programs & Updates	35.38
	01/17/2024	Zoom	5470 · Software Programs & Updates	16.36
Total Wells Fargo Bank - C. Bear				141.74
Wells Fargo Bank - M Roberts				
	01/17/2024	Employee Christmas Party	5290 · Employee Recognition	759.86
	01/17/2024	Basic Generator Operator Training. J. Moe, H. Pedro	5335 · Training	500.00
Total Wells Fargo Bank - M Roberts				1,259.86
Wells Fargo Bank - T Small				
	01/17/2024	Quickbooks Payroll	5470 · Software Programs & Updates	96.00
	01/17/2024	Quikbooks W-2, 1099	5470 · Software Programs & Updates	169.43
	01/17/2024	Dog Repellent	5545 · Materials & Supplies-Pumping	40.92
	01/17/2024	Office Supplies	5475 · Office Supplies	341.28
	01/17/2024	AED Unit	5566 · Safety Equipment	979.00
	01/17/2024	Recognition Plaque	5290 · Employee Recognition	71.82
	01/17/2024	Office Supplies	5475 · Office Supplies	5.86
Total Wells Fargo Bank - T Small				1,704.31
Western Hydrologics, LLP				
	01/16/2024	CPUD SF Mokelumne River Annual Data Trans. Fee	5635 · Engineering-Non-Capital	1,104.29
	01/16/2024	CPUD Gaging Services	5635 · Engineering-Non-Capital	240.00
Total Western Hydrologics, LLP				1,344.29
				<u>158,707.87</u>

BOARD OF DIRECTORS 101

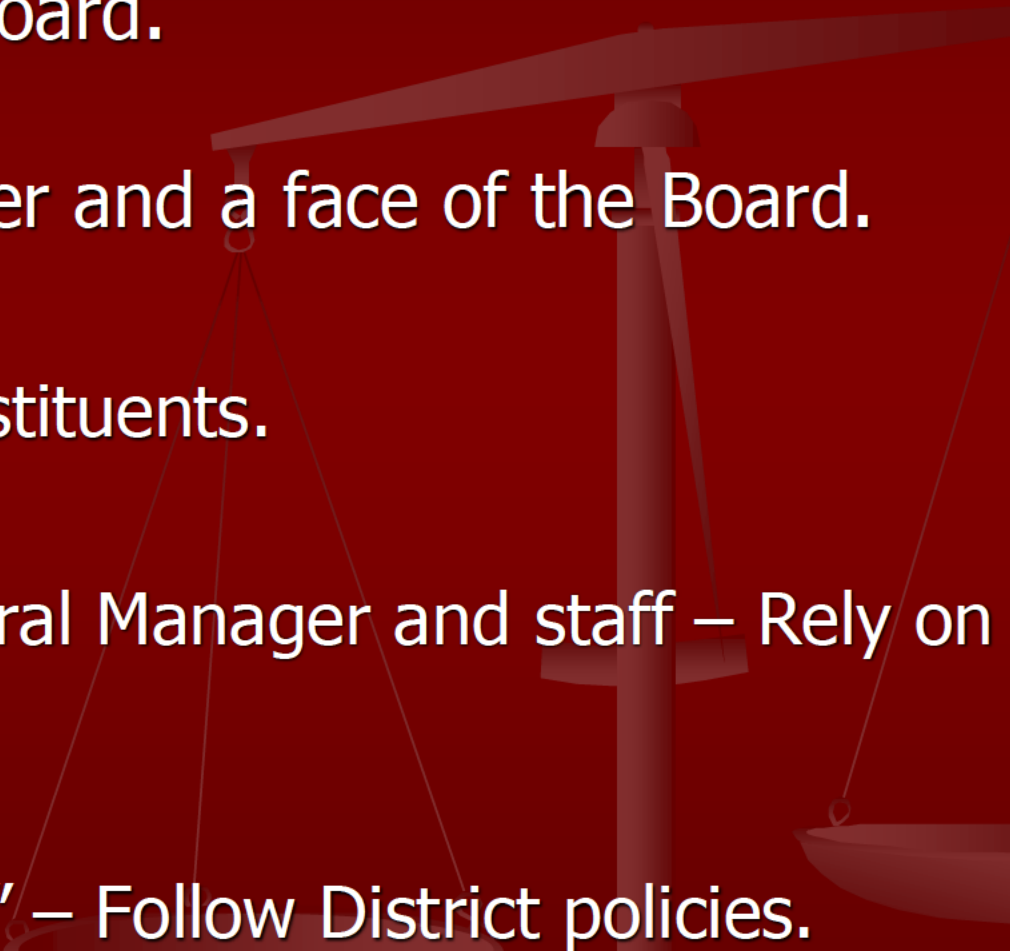


What is the Role of the Board?

The Board of Directors has five main functions in every district:

- Sets Direction – e.g. mission statement and strategic plan.
 - Establishes Policies – the written statements specifying how the District does business. This is the roadmap for the General Manager and staff in carrying out the Board's direction.
 - Oversees Finances – fiduciary responsibility to establish fiscal policies, adopt budget and ensure adequate funding for services and infrastructure.
 - Hires General Manager – The General Manager is the only District employee hired by the Board and accountable directly to the Board. The Board also appoints the District legal counsel and auditor.
- 

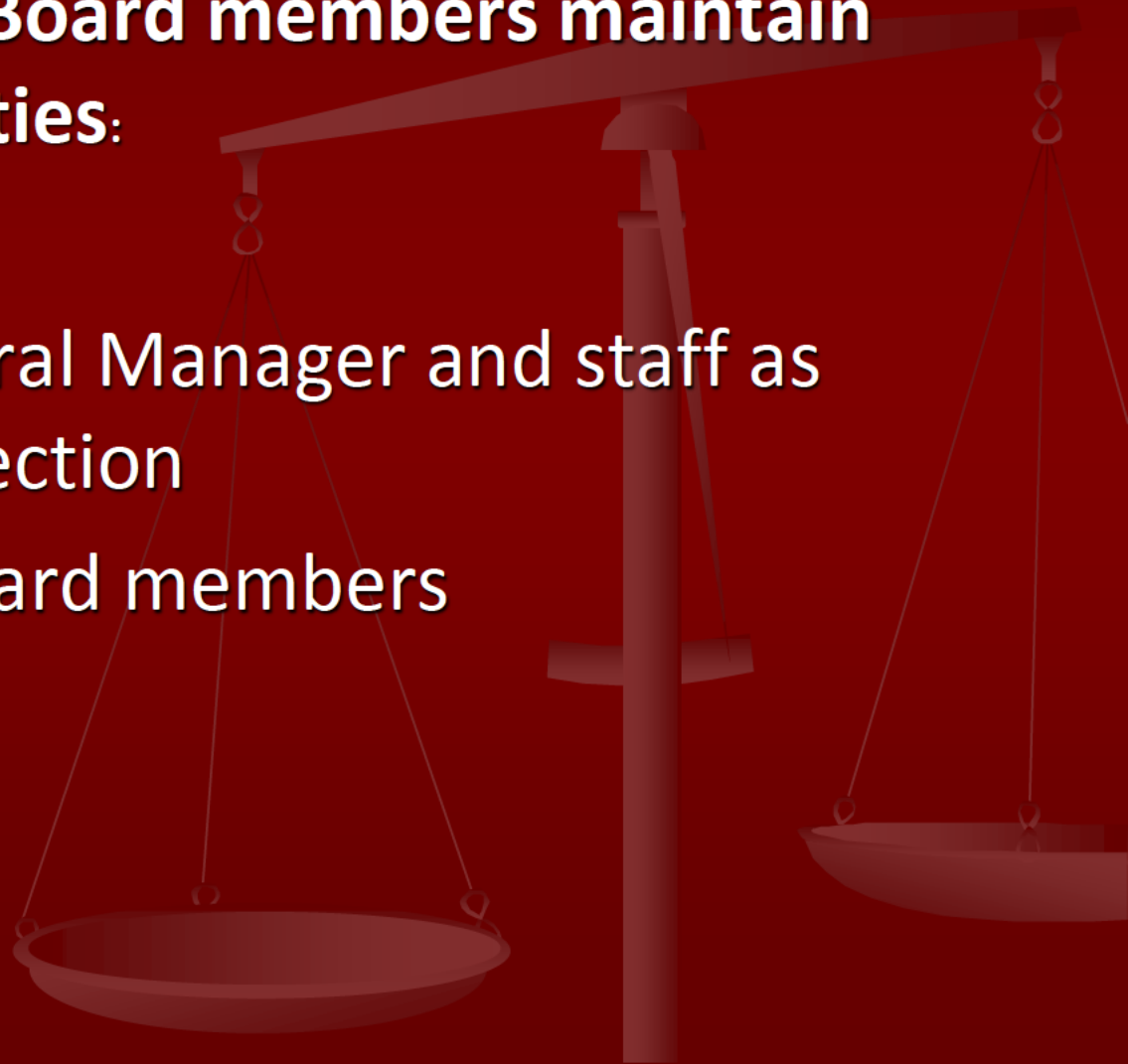
What is the Role of a Director?

- One vote on the Board.
 - A community leader and a face of the Board.
 - Responsive to Constituents.
 - Respectful of General Manager and staff – Rely on your team.
 - “Stay in Your Lane” – Follow District policies.
- 

Effective Directors

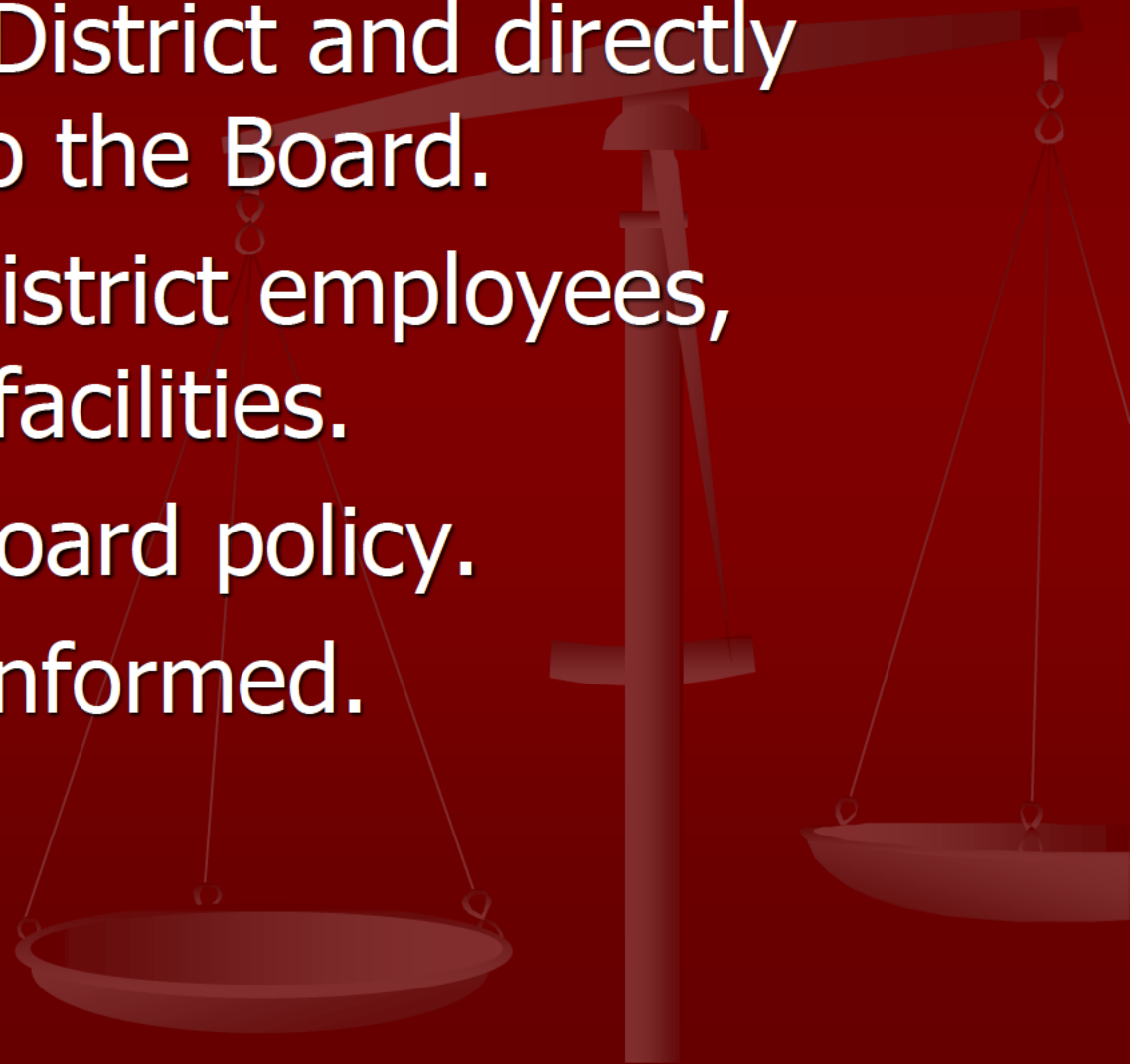
The most effective Board members maintain the following priorities:

- Serve the public
- Support the General Manager and staff as they carry out direction
- Respect fellow Board members
- Seek consensus



What is the Role of the General Manager?

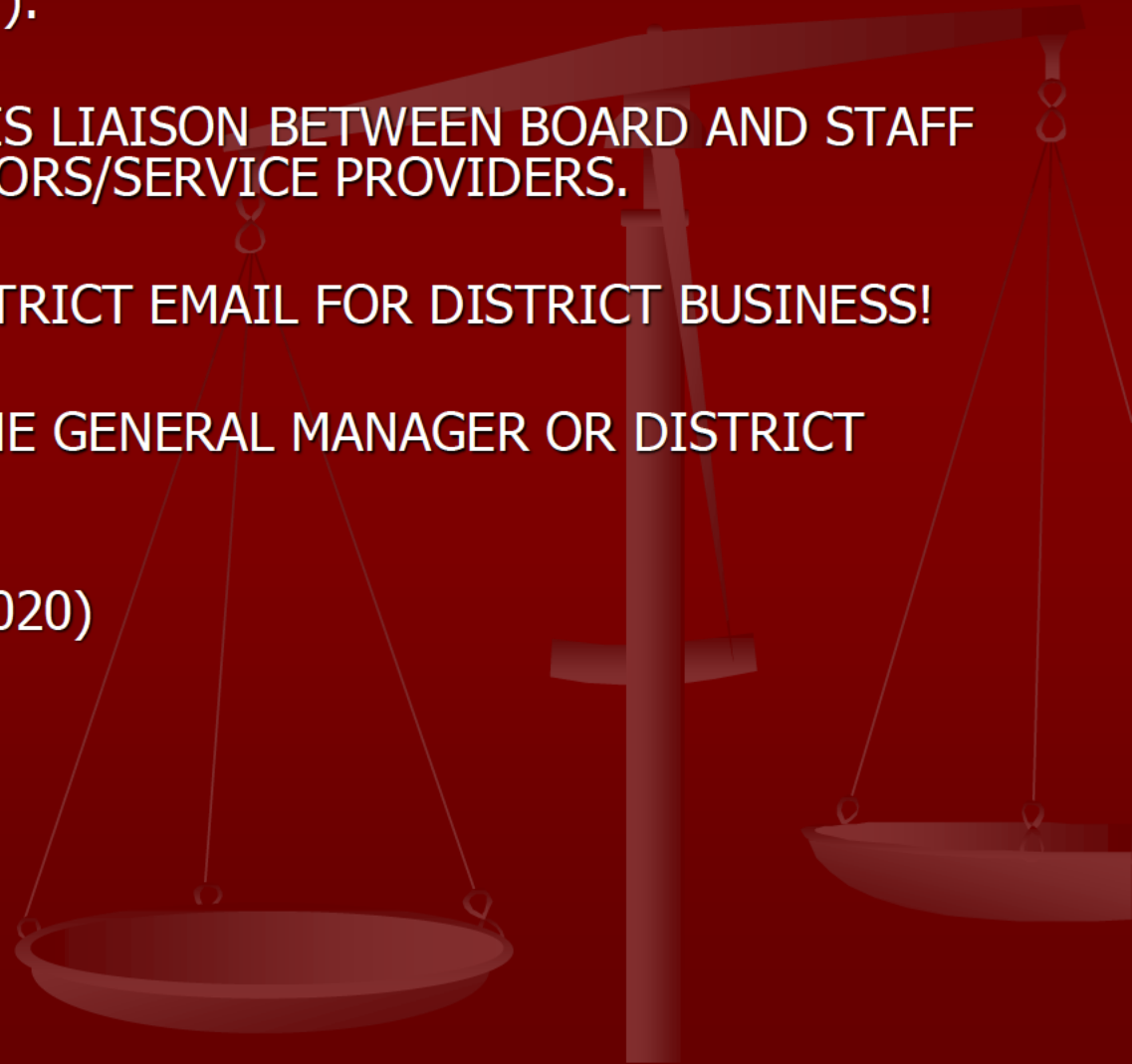
- Operates the District and directly accountable to the Board.
- Manages all District employees, activities and facilities.
- Implements Board policy.
- Keeps Board informed.



BOARD/STAFF COMMUNICATIONS

- ALL INQUIRIES MADE VIA THE GENERAL MANAGER AT ALL TIMES (the "FUNNEL").
- GENERAL MANAGER IS LIAISON BETWEEN BOARD AND STAFF AND DISTRICT VENDORS/SERVICE PROVIDERS.
- USE ONLY YOUR DISTRICT EMAIL FOR DISTRICT BUSINESS!
- IF IN DOUBT, ASK THE GENERAL MANAGER OR DISTRICT COUNSEL!

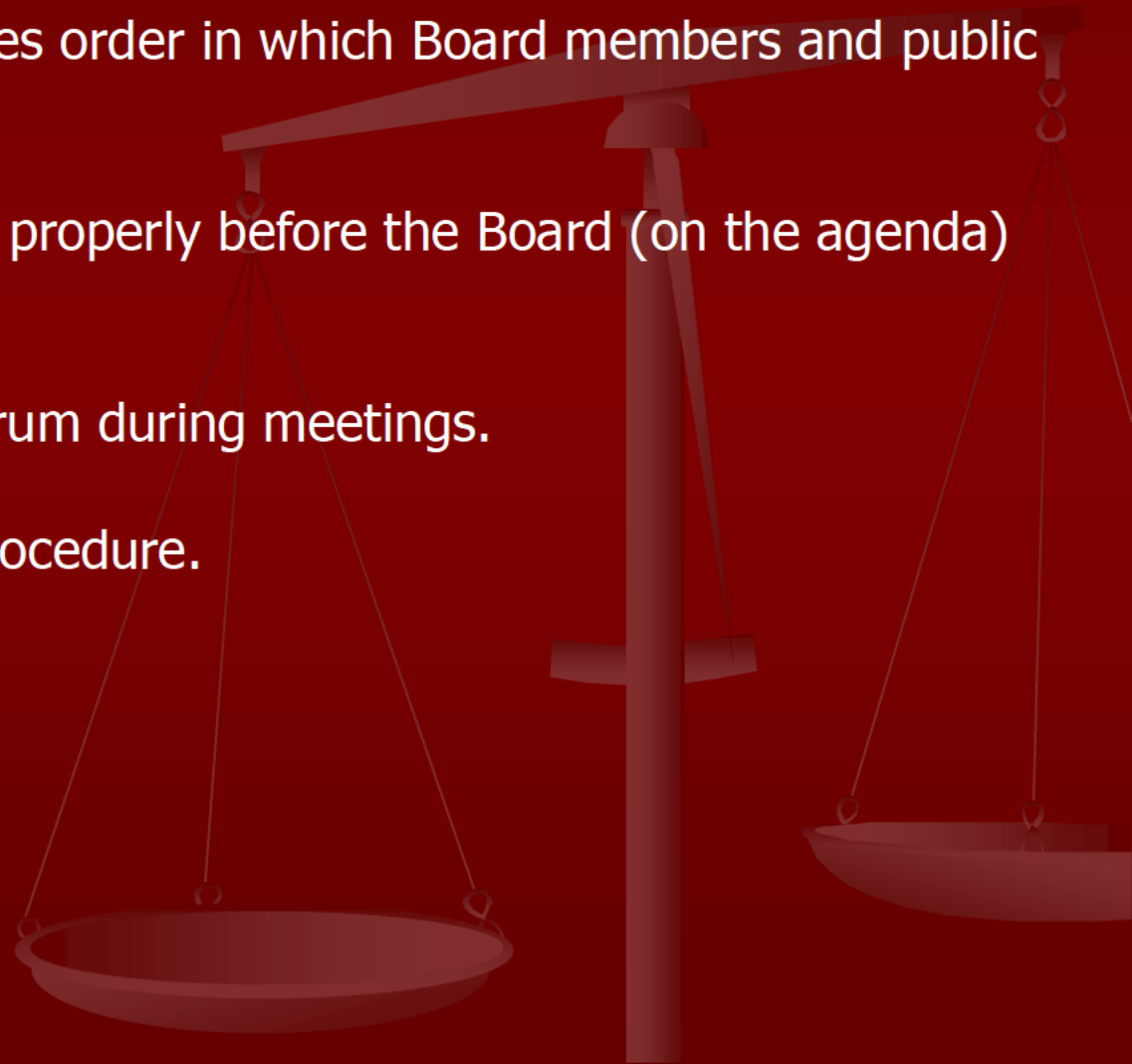
(Ref. CPUD Policy No. 1020)



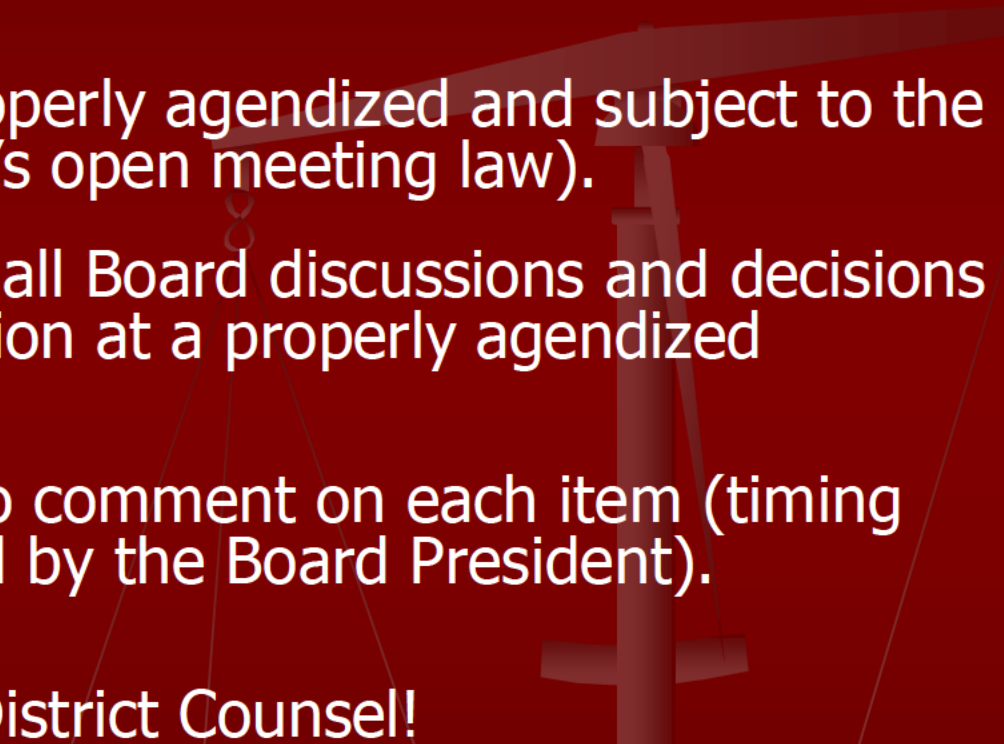
DUTIES OF THE PRESIDENT

- Runs the meeting – decides order in which Board members and public may speak on an item.
- Keeps discussion to items properly before the Board (on the agenda) and within its jurisdiction.
- Maintains order and decorum during meetings.
- Rules on parliamentary procedure.

(Ref. CPUD Policy No. 4110)



BOARD MEETINGS

- Board action may only be taken on items listed on the agenda.
 - Meetings must be properly agendized and subject to the Brown Act (California's open meeting law).
 - With few exceptions, all Board discussions and decisions must be in open session at a properly agendized meeting.
 - Public has the right to comment on each item (timing and order determined by the Board President).
 - When in doubt, ask District Counsel!
- 

A Director's Best Practices

- Do your homework: Read all Board packets and materials in advance of meetings.
- Don't play "gotcha": Share questions with the General Manager in advance of the Board meeting.
- Listen first, speak second: Prioritize understanding the perspectives of others.
- Build an expertise: Find an important issue that other Board members are not already invested in and become a leader, such as on LAFCO, environmental sustainability, etc.
- Stick to principles, not positions: Develop strong and well-considered principles, rather than digging heels into one position without considering other solutions.
- Oppose the action, not the implementation: When necessary, vote "No" on a Board agenda item, but don't undermine or obstruct the successful implementation of Board-approved decisions. Support and respect the actions of the Board as a whole.

(Source: CSDA Special District Board Members Handbook (2019))

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1020 – BOARD/STAFF COMMUNICATIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

Objectives: Effective governance of the District relies on the cooperative efforts of the District’s elected Board, who set policy and priorities, and the District’s staff members, who analyze problems and issues, make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the District, the Board is responsible for approving the District’s budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members, at the direction of the General Manager, are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. All requests shall be routed through the General Manager. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review

by District staff. In addition, there are legal restrictions on the District's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. The General Manager or Legal Counsel, as appropriate, will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by the General Manager to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications,

or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any District department through interaction with staff. Individual Directors should discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a District employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4110 – DUTIES OF THE BOARD PRESIDENT AND OFFICERS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

At the regular Board of Directors meeting in December, the Directors shall elect one of their members as Board President and another member as Vice President. Term of office for each shall be one year. The elected Board President and Vice President may succeed him or herself in office for a maximum of two terms, upon being duly re-elected by the Board each term. Should the Board President or Vice President vacate his/her term, a replacement shall be appointed at the next regular or special meeting by a majority vote of the Board to complete the term of the replaced officer.

4110.1 Presiding Officer:

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

4110.2 Duties Regarding Meetings:

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolutions and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

4110.3 Responsibilities:

Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all temporary (ad hoc) committees;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;
- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4200 – BOARD ACTIONS AND DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4200.1 Actions by the Board of Directors include but are not limited to the following:

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

4200.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4200.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4200.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

4200.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

4200.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

4200.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

4200.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

4200.3 The Board may give directions that are not formal action. Such directions do not require formal process. Such directions include the Board's directives and instructions to the General Manager.

4200.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

4200.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

4200.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

4200.3.4 Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Board member or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4205 – BOARD MEETING AGENDA		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4205.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 3:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager or Board Secretary together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business" and shall respond as soon as possible.

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager’s decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board’s next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the

meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage with a direct link to the current agenda. The agenda shall also be accessible in an open format.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Staff shall, if practicable, endeavor to provide the agenda package at the end of business day Thursday prior to the regular Board meeting, but in no event, less than 72 hours. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board, by posting on the District website in the same manner as the agenda.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending or anticipated litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4210 – BOARD MEETING CONDUCT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4210.1 Rules of order. Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, “Rules of Order for Board and Committee Meetings,” shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 The public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as follows:

4210.4.1 Three minutes may be allotted to each speaker and a maximum of 15 minutes to each subject matter.

4210.4.2 The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

4210.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4215 – BROWN ACT COMPLIANCE – OPEN MEETING REQUIREMENTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4215.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Law” in 1964. The Brown Act is contained in Government Code section 54950 *et seq.* The Brown Act is broadly construed and compliance is constitutionally mandated.

4215.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act, as such may be amended by the Legislature from time to time

4215.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

4215.2.2 “Member of the Board” includes newly elected and appointed officials prior to assuming office.

4215.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

4215.2.4 Meetings through the use of intermediaries, serial communications, text messages or emails are prohibited.

4215.2.5 The Board shall only take action during a properly noticed meeting.

4215.3 Committees. Standing committees created by formal action of the Board shall comply with the Brown Act.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4220 – MINUTES OF BOARD MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4220.1 Duty to keep minutes. The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting’s minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

4220.1.2 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.3 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

4220.1.4 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting’s minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board’s deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;

- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4225 – REVIEW OF ADMINISTRATIVE DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4225.1 Code of Civil Procedure § 1094.6. The provisions of California Code of Civil Procedure §1094.6 shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

4225.1.1 In accordance with §1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board’s decision becomes final.

4225.1.2 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue.

4225.1.3 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.

4225.2 Applicability. This policy affects those administrative decisions rendered by the Board of Directors following a proceeding at which notice and an opportunity to be heard has been provided.

4225.3 Purpose. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

4225.4 Claims. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are being sought.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4230 – RULES OF ORDER FOR CONDUCT OF BOARD AND COMMITTEE MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4230.1 General:

4230.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

4230.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4230.2 Obtaining the Floor:

4230.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

4230.3 Motions:

4230.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

4230.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

4230.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

4230.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

4230.4 Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4230.4.1 Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

4230.4.2 Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

4230.4.3 Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4230.4.4 Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

4230.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion.

4230.4.6 Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

4230.5 Decorum:

4230.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

4230.5.2 The President may also declare a short recess during any meeting.

4230.6 Amendment of Rules of Order:

4230.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



Agenda Item: 4 - Establish 2024 Board Elections Timeline

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

The nomination process for the 2024 CSDA Board of Directors, Seat A election is quickly approaching. CSDA Bylaws direct that the Election & Bylaws Committee shall set the timeline for elections each year. Below is a staff recommended timeline for the nomination and election process that complies with the noticing periods outlined in the CSDA bylaws. The timeline works backwards from the CSDA Annual Conference start date which is September 9, 2024 this year.

February 5 **Nomination applications mailed and emailed out**
125 days to election start on June 9; bylaws requirement = at least 120 days.

April 10 **Nomination application deadline**
61 days to election start; bylaws requirement = at least 60 days prior to election.

April 20 **Nomination application deadline – Coastal Network**
Per CSDA Bylaws, the deadline shall be extended by 10 days in a Network where there is no incumbent re-running.

June 10 **Electronic ballot voting begins – current Regular Members**

July 26 **Deadline to receive electronic ballots - current Regular Members**
45 days until conference; bylaws requirement = at least 45 days.

July 29 or 30 **Count ballots and inform candidates of win/loss**

FISCAL IMPACT:

None at this time.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A regular election timeline as presented.



Agenda Item: 5 – Review & Approve 2024 Election Materials

Item Type: Discussion/Action

Submitted By: Amber Phelen, Management Analyst

Presented By: Neil McCormick, Chief Executive Officer

Strategic Plan Reference: 1. Association Governance;
7. Management/Administration

BACKGROUND:

Attached is a draft of the nomination letter, form, and candidate information sheet which would be sent out to CSDA voting members in good standing for all six Networks as part of the 2024 CSDA Board of Directors, Seat A election.

Additionally, the background information that will be mailed with the ballots is included. A current list of Board Members and their terms are also attached. Seat A Board Members are up for re-election.

FISCAL IMPACT:

The annual CSDA Board election process is a 2024 budgeted item.

STAFF RECOMMENDATION:

Staff recommends a motion to approve the 2024 CSDA Board of Directors, Seat A election nomination letter, nomination form, candidate information sheet, and ballot letter to be sent to all voting Regular CSDA Members in good standing.



CSDA

**California Special
Districts Association**

Districts Stronger Together

DATE: February 5, 2024

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent.
(See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member district in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 10, 2024. Nominations and supporting documentation may be mailed or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024. The successful candidates will be notified no later than July 30, 2024. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2024.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network	Seat A – Greg Orsini, Director, McKinleyville Community Services District*
Sierra Network	Seat A – Noelle Mattock, El Dorado Hills Community Services District*
Bay Area Network	Seat A – Chad Davisson, General Manager, Ironhouse Sanitary District*
Central Network	Seat A – Patrick Ostly, General Manager, North of River Sanitary District*
Coastal Network	Seat A – Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network	Seat A – Jo MacKenzie, Director, Vista Irrigation District*

(* = Incumbent is running for re-election)

CSDA will be using a web-based online voting system allowing your district to cast your vote easily and securely. Electronic Ballots will be emailed to the main contact in your district June 10, 2024. All votes must be received through the system no later than 5:00 p.m. July 26, 2024.

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail amberp@csda.net **by April 10, 2024** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 10, 2024 per district request only.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



California Special
Districts Association
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



California Special
Districts Association
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS



CERBT Account Update Summary

Calaveras Public Utility District

as of December 31, 2023

OPEB Valuation Report Summary

OPEB Actuarial Valuation Report by North Bay Pensions	
Valuation Date	6/30/2021
Measurement Date	N/A
Total OPEB Liability (TOL)	\$1,321,464
Valuation Assets	\$1,215,419
Net OPEB Liability (NOL)	\$106,045
Funded Status	92%
Actuarially Determined Contribution (ADC)	--
CERBT Asset Allocation Strategy	Strategy 1
Discount Rate	6.50%

CERBT Account Summary

As of December 31, 2023	Strategy 1
Initial contribution (06/30/2010)	\$71,402
Additional contributions	\$598,893
Disbursements	\$0
CERBT expenses	(\$7,598)
Investment earnings	\$527,649
Total assets	\$1,190,346
Annualized net rate of return (06/30/2010-12/31/2023 = 13.50 years)	6.82%

Cash Flow Summary by Fiscal Year

Fiscal Year	Contributions	Disbursements	Cumulative Investment Gains (Losses)	Cumulative Fees	Cumulative Ending Assets
2006-07	\$0	\$0	\$0	\$0	\$0
2007-08	\$0	\$0	\$0	\$0	\$0
2008-09	\$0	\$0	\$0	\$0	\$0
2009-10	\$71,402	\$0	(\$46)	(\$0)	\$71,356
2010-11	\$64,570	\$0	\$19,355	(\$106)	\$155,221
2011-12	\$56,815	\$0	\$19,585	(\$286)	\$212,086
2012-13	\$54,941	\$0	\$45,989	(\$633)	\$293,084
2013-14	\$41,921	\$0	\$100,295	(\$1,077)	\$388,866
2014-15	\$41,061	\$0	\$99,855	(\$1,469)	\$429,096
2015-16	\$73,166	\$0	\$104,219	(\$1,823)	\$506,272
2016-17	\$73,661	\$0	\$157,440	(\$2,274)	\$632,703
2017-18	\$88,259	\$0	\$208,221	(\$2,844)	\$771,171
2018-19	\$64,500	\$0	\$256,368	(\$3,502)	\$883,161
2019-20	\$40,000	\$0	\$287,934	(\$4,262)	\$953,967
2020-21	\$0	\$0	\$550,517	(\$5,191)	\$1,215,621
2021-22	\$0	\$0	\$388,311	(\$6,214)	\$1,052,392
2022-23	\$0	\$0	\$456,292	(\$7,124)	\$1,119,463
as of 12/31/2023	\$0	\$0	\$527,649	(\$7,598)	\$1,190,346

CERBT/CEPPT Investment Returns Outperform Benchmarks

Periods ended November 30, 2023

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$15,698,785,087	8.26%	0.21%	0.54%	4.93%	1.50%	5.95%	5.44%	4.86%
Benchmark		8.25%	0.16%	0.46%	4.67%	1.30%	5.71%	5.09%	4.47%
CERBT Strategy 2 (Inception October 1, 2011)	\$1,832,069,717	7.79%	-0.08%	-0.28%	3.14%	-0.51%	4.59%	4.40%	5.82%
Benchmark		7.78%	-0.08%	-0.29%	2.99%	-0.64%	4.42%	4.12%	5.57%
CERBT Strategy 3 (Inception January 1, 2012)	\$745,595,400	7.24%	-0.24%	-0.77%	1.91%	-1.50%	3.61%	3.61%	4.30%
Benchmark		7.24%	-0.23%	-0.78%	1.83%	-1.59%	3.49%	3.34%	4.04%
CERBT Total	\$18,276,450,204								
CEPPT Strategy 1 (Inception October 1, 2019)	\$144,299,927	6.99%	0.44%	0.47%	4.38%	0.08%	-	-	3.01%
Benchmark		7.00%	0.40%	0.40%	4.14%	-0.10%	-	-	2.89%
CEPPT Strategy 2 (Inception January 1, 2020)	\$47,109,342	5.88%	0.35%	0.09%	2.79%	-1.96%	-	-	0.33%
Benchmark		5.87%	0.32%	0.02%	2.74%	-2.07%	-	-	0.22%
CEPPT Total	\$191,409,269								

CERBT Portfolios

2022 Capital Market Assumptions	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Expected Return	6.0%	5.5%	5.0%
Risk	12.1%	9.9%	8.4%

CERBT Portfolio Details

Asset Classification	Benchmark	CERBT Strategy 1	CERBT Strategy 2	CERBT Strategy 3
Global Equity	MSCI All Country World Index IMI (Net)	49% ±5%	34% ±5%	23% ±5%
Fixed Income	Bloomberg Long Liability Index	23% ±5%	41% ±5%	51% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Index (Net)	20% ±5%	17% ±5%	14% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	5% ±3%	9% ±3%
Commodities	S&P GSCI Total Return Index	3% ±3%	3% ±3%	3% ±3%
Cash	91-Day Treasury Bill	0% +2%	0% +2%	0% +2%

Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
 - Combines administrative, custodial, and investment fees
 - Separate trust funds
 - Self-funded, fee rate may change in the future
 - Fee is applied daily to assets under management
 - 10 basis points - CERBT
 - 25 basis points - CEPPT

CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2019	10.00 basis points	-
2019-2023	10.00 basis points	25.00 basis points

629 Prefunding Program Employers

604 CERBT and 94 CEPPT

- State of California
- 158 Cities or Towns
- 10 Counties
- 83 School Employers
- 32 Courts
- 345 Special Districts and other Public Agencies
 - (103 Water, 37 Sanitation, 34 Fire, 27 Transportation)

Financial Reporting

- CERBT is the Plan
 - Provides audited and compliant GASB 75 report in a Schedule of Changes in Fiduciary Net Position (FNP)
 - Published in January each year

CERBT FNP Fiscal Year	Availability
2019-20	Available at https://www.calpers.ca.gov/cerbt
2020-21	
2021-22	
2022-23	January 2024

Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Darren Lathrop	Outreach & Support Manager	Darren.Lathrop@calpers.ca.gov	(916) 795-0751	(916) 291-0391
Lee Lo	Outreach & Support Analyst	Lee.Lo@calpers.ca.gov	(916) 795-4034	(916) 612-4128
Therese Luo	Outreach & Support Analyst	Therese.Luo@calpers.ca.gov	(916) 795-2983	(916) 213-2879
Danny Kaufman	Outreach & Support Analyst	Daniel.Kaufman@calpers.ca.gov	(916) 795-8278	(916) 440-3821
Colleen Cain-Herrback	Administration & Reporting Program Manager	Colleen.Cain-Herrback@calpers.ca.gov	(916) 795-2474	(916) 505-2506
Vic Anderson	Administration & Reporting Manager	Victor.Anderson@calpers.ca.gov	(916) 795-3739	(916) 281-8214
Robert Sharp	Assistant Division Chief	Robert.Sharp@calpers.ca.gov	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
CEPPT4U@calpers.ca.gov – Questions & Document Submittal	www.calpers.ca.gov/CEPPT
CERBT4U@calpers.ca.gov – Questions & Document Submittal	www.calpers.ca.gov/CERBT
CERBTACCOUNT@calpers.ca.gov – Online Record Keeping System	www.your-fundaccount.com/calpers

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

February 20, 2024

TO: BOARD OF DIRECTORS

FROM: Travis Small, General Manager

SUBJECT: Budget Summary

I am pleased to provide you with an update on the budget for Fiscal Year ending June 30, 2024.

The budget has been updated to reflect corrective journal entries in our Salaries Expenses due to a split payroll period that had 13 days in June and 1 day in July of 2023.

The district's income from water sales is near expectations, expenses are slightly less than budgeted.

The monthly update on the loan covenant ratio is at 6.49.

Included in this budget update are the checking account balance, the investment account balances and the account receivable balance for water sales. The water sales account receivables balance at the end of the month will always be a high number since the district sends out the bills on or near the 27th of each month.

Respectfully submitted,

Travis Small

General Manager

Calaveras Public Utility District
Fiscal Year Ending June 30, 2024
Income and Expense Summary
Accrual Basis

Total Income	\$ 2,090,389
Operational Expenses	<u>\$ 1,430,785</u>
Income before Debt Payments	\$ 659,603
Debt Payments	<u>\$ 88,123</u>
Income after Debt Payments	\$ 571,480
Capital Expenditures	<u>\$ 218,401</u>
Income after Capital Expenditures (If Positive to Reserves, Negative funded from Reserves)	<u><u>\$ 353,079</u></u>

**Cash, Short-Term Investments and Accounts Receivable
Summary**

Cash Assets as of 1/31/2024:

Checking Account	\$ 199,476.99
LAIF	\$ 1,222,119.37
UBS- Short Term Investment	\$ 799,425.93
El Dorado Savings - 1	\$ 300,761.07
El Dorado Savings - 2	<u>\$ 290,072.68</u>
Cash and Short Term Investment Totals	<u><u>\$ 2,811,856.04</u></u>

Accounts Recievable as of 1/31/2024

Water Sales	<u><u>\$ 247,259.74</u></u>
-------------	-----------------------------

Calaveras Public Utility District

Income with Expense Categories

Accrual Basis

	<u>Division</u>	<u>Actual 23-24</u>	<u>FY 2023-24</u>	
Income		\$ 2,010,962	\$ 3,282,200	
Grants		\$ -	\$ 483,000	
Loan Payment Surcharge (\$133,000/yr)		\$ 79,427	\$ 133,000	
Rate Stabilization Reserves (To Balance Budget)				
Total Income		<u>\$ 2,090,389</u>	<u>\$ 3,898,200</u>	53.6%
Expense Categories			Proposed	
	<u>Division</u>		FY 2023-24	
Salaries	100	\$ 421,006	\$ 995,119	42.3%
Benefits	200	\$ 447,899	\$ 923,591	48.5%
Conferences, Meetings and Training	300	\$ 12,882	\$ 37,300	34.5%
Administration Expenses	400	\$ 195,313	\$ 331,837	58.9%
Operations Expense	500	\$ 155,901	\$ 332,110	46.9%
Outside Services	600	\$ 164,359	\$ 439,354	37.4%
Equipment Rent, Taxes, and Utilities	700	\$ 121,547	\$ 314,802	38.6%
Debt Payments	900	<u>\$ 88,123</u>	<u>\$ 170,064</u>	51.8%
Total Expenses		<u>\$ 1,607,032</u>	<u>\$ 3,544,177</u>	45.3%
Net Income (Minus 800 Expenses)		<u>\$ 483,357</u>	<u>\$ 354,023</u>	
 Capital Outlay	 800	 \$ 218,401	 \$ 1,074,000	

Calaveras Public Utility District Loan Covenant Balance Sheet

	<u>Division</u>	Actual FY 23-24	Budget FY 2023-24	
Income		\$ 2,010,962	\$ 3,415,200	
Grants			\$ 483,000	
Loan Payment Surcharge (\$147737.87/yr) To be Paid over 18 yrs		\$ 79,427	\$ 133,000	
Operating - Reserves (For Covenant Ratio)				
Rate Stabilization Reserves (To Balance Budget)				
Total Income		<u>\$ 2,090,389</u>	<u>\$ 3,898,200</u>	53.6%
 Expense Categories				
	<u>Division</u>			
Salaries	100	\$ 421,006	\$ 995,119	42.3%
Benefits	200	\$ 447,899	\$ 923,591	48.5%
Conferences, Meetings and Training	300	\$ 12,882	\$ 37,300	34.5%
Administration Expenses	400	\$ 195,313	\$ 331,837	58.9%
Operations Expense	500	\$ 155,901	\$ 332,110	46.9%
Outside Services	600	\$ 164,359	\$ 439,354	37.4%
Equipment Rent, Taxes, and Utilities	700	\$ 121,547	\$ 314,802	38.6%
Total Operational Expenses		<u>\$ 1,430,785</u>	<u>\$ 3,241,149</u>	44.1%
Net Operational Income		\$ 571,480	\$ 524,087	109.0%
 Debt Payments	 900	 <u>\$ 88,123</u>	 <u>\$ 132,964</u>	 66.3%
 Loan Covenant Ratio must be above 1.20 as required in loan documents		 6.49	 3.94	
Ratio = Net Operational Income/Debt Payment				

Calaveras Public Utility District
Budgeted Revenue Accounts Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis

Revenue	GL CODE	Actual FY 23-24	Budgeted FY 23-24
Water Sales- Res	4110	\$ 1,336,005	\$ 2,565,119
Water Sales - Comm	4112	\$ 420,060	\$ 470,151
Water Sales - AG	4170	\$ 1,766	\$ 6,776
Water Sales - MISC	4180	\$ 35,090	\$ 60,154
Pipeline Hydro	4200	\$ 20,461	\$ 57,000
Schaads Hydro	4210	\$ 45,797	\$ 45,000
RRF -Surcharge	4211	\$ -	
Install Fees	4230	\$ -	\$ 15,000
Turn On Fees	4231	\$ -	
Connection Fees	4232	\$ -	\$ 35,000
Cell Site Leases	4240	\$ 18,507	\$ 29,000
Investment Interest	4800	\$ 2,920	\$ 2,500
LAIF Interest	4923	\$ 23,840	\$ 4,500
County Taxes	4932	\$ 104,576	\$ 120,000
MHSD Revenue	4975	\$ 1,940	
Grant Revenue	4994	\$ -	\$ 483,000
MISC Revenue	4995	\$ -	
Work Done for Others	4996	\$ -	\$ 5,000
Total Income		\$ 2,010,962	\$ 3,898,200

Calaveras Public Utility District
Salaries and Benefit Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Accrual Basis

Salaries	Division	100	\$	421,006	\$	995,119	42.3%
Benefits	Division	200	\$	447,899	\$	923,591	48.5%

Division	GL	Description	Actual FY 23-24	Budget FY 23-24
100	5100	Executive Salary	\$ 58,089	\$ 135,000
100	5110	Administration Salaries	\$ 87,013	\$ 233,035
100	5120	Operations Salaries	\$ 239,688	\$ 569,525
100	5130	Overtime Compensation	\$ 19,874	\$ 31,500
100	5140	On Call Pay	\$ 16,341	\$ 26,059
100	5150	Holiday Pay	\$ 37,229	\$ 50,566
100	5160	Vacation Pay	\$ 34,670	\$ 37,041
100	5170	Sick Pay	\$ 20,683	\$ 44,449
200	5200	Medical Benefits	\$ 216,202	\$ 345,000
200	5205	Executive Car Allowance	\$ 2,100	\$ 3,600
200	5210	Medical Benefits - Retiree (Pay as you Go)	\$ 42,676	\$ 108,000
200	5220	Dental/Vision/ Life Insurance	\$ 6,867	\$ 30,899
200	5230	Retirement Benefits - Calpers	\$ 127,711	\$ 212,348
200	5240	Other Post Employment Benefits (OPEB)	\$ -	
200	5250	Medical Tax, Social Security and SUI	\$ 45,675	\$ 149,701
200	5260	Worker's Compensation Insurance	\$ 5,474	\$ 71,844
200	5270	Education Assistance	\$ -	
200	5280	Employee Overtime Meals	\$ 112	\$ 1,200
200	5290	Employee Recognition	\$ 1,082	\$ 1,000
		Salaries	\$ 421,006	\$ 1,127,174
		Salaries (Reduced Sick, Holiday and Vacation)	\$ 421,006	\$ 995,119
		Benefits	\$ 447,899	\$ 923,591

**Calaveras Public Utility District
 Conferences, Meetings, and Training
 Expenditure Accounts Detail
 For the Fiscal Year Ending June 30, 2024
 Accrual Basis**

Conferences, Meetings and Training	Division	300	\$ 12,882	\$ 37,300	34.5%
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Division	GL	Description	Actual FY 23- 24	Budget FY 23- 24
300	5310	Board Meetings - Director Fees	\$ 4,400	\$ 9,000
300	5315	Seminars & Conferences - Board	\$ 103	\$ 5,000
300	5320	Seminars & Conferences - Staff	\$ 5,062	\$ 6,200
		Mileage Reimbursement, Parking, Tolls, Conference or Training Meals		
300	5325		\$ -	\$ 1,500
300	5330	Auto Rental	\$ -	\$ 1,200
300	5335	Training	\$ 3,317	\$ 14,400

**Calaveras Public Utility District
Administration Expense Accounts Detail
For the Fiscal Year Ending June 30, 2024
Accrual Basis**

Administration Expenses Division 400 \$ 195,313 \$ 331,837 58.9%

Division	GL	Description	Actual FY 23-24	Budget FY23-24
400	5415	Advertising	\$ 287	\$ 4,000
400	5420	Association Dues	\$ 31,033	\$ 75,000
400	5425	Insurance	\$ 79,560	\$ 83,500
400	5430	License, Certifications, Fees	\$ 202	\$ 12,968
400	5436	Repairs & Maintenance -Computers	\$ 5,666	\$ 5,000
400	5437	Repairs & Maintenance -Office	\$ 4,193	\$ 7,500
400	5440	Election Costs	\$ -	\$ -
400	5460	Permits	\$ 2,484	\$ 22,500
400	5461	Regulatory Fees	\$ 823	\$ -
400	5462	Postage	\$ 15,062	\$ 18,500
400	5464	Printing	\$ 4,609	\$ 7,823
400	5470	Software Programs & Updates	\$ 13,906	\$ 31,500
400	5475	Office Supplies	\$ 17,043	\$ 45,172
400	5480	Telephone	\$ 20,445	\$ 16,275
400	5495	Water Conservation/CC Report Materials	\$ -	\$ 2,100

Budget Amendment:			New Budget	
8-Jan-24	5460	Increase - Insurance	\$ 60,000	\$ 83,500
	5425	Decrease - Permits	\$ (60,000)	\$ 22,500

**Calaveras Public Utility District
Operations Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Accrual Basis**

Operations Expense Division 500 \$ 155,901 \$ 332,110 46.9%

Division	GL	Description	Actual FY 23-24	Budget FY 23-24
500	5520	Water Supply	\$ -	
500	5532	Repairs & Maintenance - Automotive	\$ 19,743	\$ 9,282
500	5533	Repairs & Maintenance -Dams and Hydros	\$ 5,289	\$ 11,130
500	5534	Repairs & Maintenance -Pumping	\$ 1,521	\$ 4,452
500	5535	Repairs & Maintenance -Treatment	\$ 8,936	\$ 12,800
500	5536	Repairs & Maintenance -T&D	\$ 13,844	\$ 82,945
500	5540	Fuel	\$ 18,963	\$ 36,570
500	5545	Materials and Supplies-Pumping	\$ 3,404	\$ 4,842
500	5546	Materials and Supplies-Hydros	\$ 91	\$ 3,896
500	5547	Materials and Supplies-Treatment	\$ 28,773	\$ 50,085
500	5548	Materials & Supplies-T&D	\$ 35,250	\$ 49,362
500	5549	Emergency Response	\$ -	\$ -
500	5550	Chemicals	\$ -	\$ 15,026
500	5555	Meters - Meter Repairs	\$ 5,093	\$ 33,390
500	5566	Safety Equipment	\$ 6,114	\$ 3,172
500	5585	Tools	\$ 4,599	\$ 5,565
500	5590	Clothing & Boot Allowance	\$ 2,627	\$ 5,088
500	5592	CPUD- Other Clothing	\$ 1,656	\$ 4,507

**Calaveras Public Utility District
 Outside Services Expenditure Account Detail
 For the Fiscal Year Ending June 30, 2024
 Accrual Basis**

Outside Services	Division	600	\$ 164,359	\$ 439,354	37.4%
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Division	GL	Description	Actual FY 23- 24	Budget 23- 24
600	5605	Administration Services	\$ 300	\$ -
600	5606	Answering Service	\$ 2,448	\$ 2,624
600	5610	Bank Charges	\$ 2,172	\$ 1,446
600	5615	Billing Services	\$ 555	\$ 1,285
600	5625	Water Conservation Services	\$ -	\$ -
600	5630	Accounting Services	\$ 1,000	\$ 13,388
600	5632	IT & Computer Support	\$ 14,141	\$ 3,150
600	5635	Engineering-Non-Capital	\$ 17,535	\$ 47,250
600	5640	Special Projects	\$ -	\$ -
600	5645	Legal Services	\$ 27,819	\$ 51,408
600	5647	Human Resources Consultants	\$ -	\$ 1,575
600	5650	Financial Consultants	\$ -	\$ 49,802
600	5655	Community Relations	\$ -	\$ 12,852
600	5660	Misc. Medical	\$ -	\$ -
600	5665	Pre-Employment	\$ 1,916	\$ 1,260
600	5670	Facility Maintenance	\$ 2,294	\$ 3,427
600	5675	Bond Administration	\$ -	\$ -
600	5680	Security	\$ -	\$ 3,909
600	5685	Lab & Sampling	\$ 2,560	\$ 9,853
600	5690	Consultants - Planning Grant	\$ 84,132	\$ 223,000
600	5695	Consultants-Dam	\$ 7,489	\$ 13,125
600	5699	Other Contracted Services	\$ 3,562	\$ -

Calaveras Public Utility District
Equipment Rent, Taxes and Utilities Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Accrual Basis

Equipment Rent, Taxes, and Utilities	Division	700	\$ 121,547	\$ 314,802	38.6%
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Division	GL	Description	Actual FY 23-24	Budget FY 23-24
700	5710	Occupancy (rent)	\$ 600	\$ 1,200
700	5720	Equipment Rental	\$ 6,276	\$ 9,056
700	5730	Property Taxes	\$ 1,958	
700	5740	Electricity-Pumping	\$ 84,601	\$ 260,395
700	5741	Electricity-Hydros	\$ 10,111	\$ 5,174
700	5742	Electricity-Treatment	\$ 9,000	\$ 22,137
700	5743	Electricity-Office	\$ 3,362	\$ 5,425
700	5750	Natural Gas	\$ -	\$ -
700	5760	Sewer and Garbage	\$ 5,639	\$ 11,416

**Calaveras Public Utility District
 Capital Projects Expenditure Account Detail
 For the Fiscal Year Ending June 30, 2024
 Accrual Basis**

Capital Projects	Division	800	\$ 218,401	\$ 1,074,000	20.3%
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Division	GL	Description	Actual FY 23-24	FY Budget 23-24
800	5810	Land Purchases	\$ -	\$ -
800	5820	Easements and Water Rights	\$ -	\$ -
800	5830	Buildings	\$ -	\$ 29,000
800	5840	Equipment-Capital	\$ -	\$ 150,000
800	5850	Engineering-Capital	\$ 100,439	\$ 263,293
800	5860	Construction-Capital	\$ 117,962	\$ 606,707
800	5870	Materials for Capital Projects	\$ -	\$ 25,000
800	5880	District Personnel-Capital	\$ -	-

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

February 01, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CALAVERAS PUBLIC UTILITY DISTRICT

MANAGER
P.O. BOX 666
SAN ANDREAS, CA 95249

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

December 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	1,222,119.37
Total Withdrawal:	0.00	Ending Balance:	1,222,119.37



UBS Financial Services Inc.
 1780 Hughes Landing Blvd
 3 Hughes Landing, Suite 200
 The Woodlands, TX 77380-4021

ANQ7000175255 0124 EM 0

Business Services Account

January 2024

Account name: CALAVERAS PUBLIC UTILITY DIST.

ATTN TRAVIS SMALL

Account number: [REDACTED]

Your Financial Advisor:

EBERT, RICHARD
 Branch: 281-362-6360/866-215-5651

Questions about your statement?

Call your Financial Advisor or the
 ResourceLine at 800-762-1000,
 account 735016958.

Visit our website:

www.ubs.com/financialservices

Items for your attention

▶ Help protect yourself from fraud and review bank, credit card, and brokerage statements regularly. Also, get your free credit report annually from www.annualcreditreport.com.

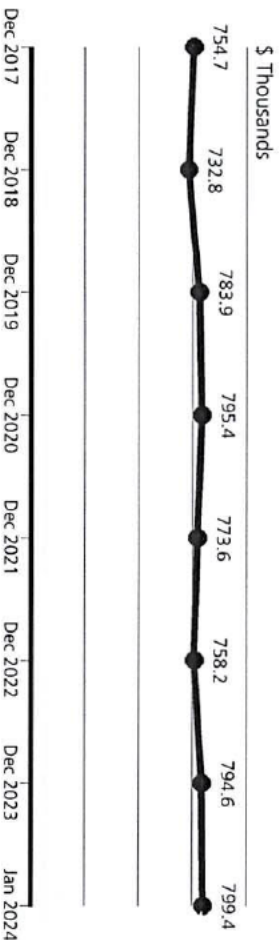
CALAVERAS PUBLIC UTILITY DIST.
 ATTN TRAVIS SMALL
 P O BOX 666
 SAN ANDREAS CA 95249-0666

Value of your account

	on December 29 (\$)	on January 31 (\$)
Your assets	794,619.75	799,425.93
Your liabilities	0.00	0.00
Value of your account	\$794,619.75	\$799,425.93
Accrued interest in value above	\$48.22	\$192.88

As a service to you, your portfolio value of \$799,425.93 includes accrued interest.

Tracking the value of your account



Sources of your account growth during 2024

Value of your account at year end 2023	\$794,619.75
Your investment return:	
Change in value of accrued interest	\$144.66
Change in market value	\$4,661.52
Value of your account on Jan 31, 2024	\$799,425.93



Your account balance sheet

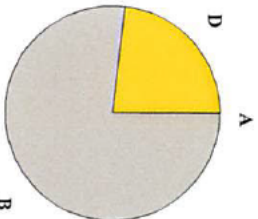
The value of your account includes assets held at UBS and certain assets held away from UBS. See page 1 for more information.

Summary of your assets

	Value on January 31 (\$)	Percentage of your account
A Cash and money balances	1,167.26	0.15%
B Cash alternatives	612,819.79	76.65%
C Equities	0.00	0.00%
D Fixed income	185,438.88	23.20%
E Non-traditional	0.00	0.00%
F Commodities	0.00	0.00%
G Other	0.00	0.00%
Total assets	\$799,425.93	100.00%

Value of your account **\$799,425.93**

Your current asset allocation



† Cash and money balances may include available cash balances, UBS Bank USA deposit account, UBS FDIC Insured Deposit Program Bank accounts, UBS Insured Sweep Program Bank accounts, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances. See the *Important information about your statement* on the last two pages of this statement for details about those balances.

Eye on the markets

Index	Percentage change	
	January 2024	Year to date
S&P 500	1.68%	1.68%
Russell 3000	1.11%	1.11%
MSCI - Europe, Australia & Far East	0.58%	0.58%
Barclays Capital U.S. Aggregate Bond Index	-0.27%	-0.27%

Interest rates on January 31, 2024
 3-month Treasury bills: 5.27%
 One-month SOFR: 5.33%



Business Services Account
January 2024

Account name:
Account number:

CALAVERAS PUBLIC UTILITY DIST.
[REDACTED]

Your Financial Advisor:
EBERT, RICHARD

Change in the value of your account

	January 2024 (\$)	Year to date (\$)
Opening account value	\$794,619.75	\$794,619.75
Change in value of accrued interest	144.66	144.66
Change in market value	4,661.52	4,661.52
Closing account value	\$799,425.93	\$799,425.93

Summary of gains and losses

Values reported below exclude products for which gains and losses are not classified.

	Realized gains and losses	Unrealized
	January 2024 (\$)	Year to date (\$)
Short term	0.00	0.00
Long term	0.00	0.00
Total	\$0.00	-\$5,251.90

UBS Bank USA Business Account APY

Interest period Dec 7 - Jan 7

Opening UBS Bank USA Business balance Dec 7	\$2,287.06
Closing UBS Bank USA Business balance Jan 7	\$1,167.26
Number of days in interest period	32
Average daily balance	\$1,569.06
Interest earned	\$0.00
Annual percentage yield earned	0.00%

Your investment objectives:

You have identified the following investment objectives for this account. If you have questions about these objectives, disagree with them, or wish to change them, please contact your Financial Advisor or Branch Manager. You can find a full description of the alternative investment objectives in *Important Information about your statement* at the end of this document.

Your return objective:

Current income

Your risk profile:

Primary - Conservative

Investment eligibility consideration - None selected

Your account instructions

- Your account cost basis default closing method is FIFO, First In, First Out.



Business Services Account
January 2024

Account name:
Account number:

CALAVERAS PUBLIC UTILITY DIST.
[REDACTED]

Your Financial Advisor:
EBERT, RICHARD

Your assets

Some prices, income and current values shown may be approximate. As a result, gains and losses may not be accurately reflected. See *Important information about your statement* at the end of this document for more information.

Cash

Cash and money balances

Cash and money balances include available cash balances, UBS Bank USA deposit account balances, UBS FDIC Insured Deposit Program Bank deposit account balances, UBS Insured Sweep Program deposit account balances, UBS AG Stamford Branch deposit account balances and money market mutual fund sweep balances.

Deposit account balances at UBS Bank USA and all banks participating in the UBS FDIC-Insured Deposit Program and the UBS Insured Sweep Program are insured by the FDIC up to \$250,000 per depositor per ownership category, but are not protected by SIPC. UBS AG Stamford Branch deposit account balances are not insured by the FDIC and are not protected by SIPC. Money market sweep balances are protected by SIPC but are not insured by the FDIC.

For FDIC insurance purposes, deposit balances include deposit account balances held at UBS Bank USA through the UBS cash sweep programs, Certificates of Deposits and UBS Core Savings. FDIC insurance is calculated by ownership category (e.g., single, joint, retirement, business, trust). As a result, you will need to review your deposit amounts in each ownership category to determine whether your deposit balances are fully insured. For more information, visit www.fdic.gov. Please review this section as well as the "Cash alternatives" and "Fixed income" sections to review the current deposit balances held at UBS Bank USA.

See the *Important information about your statement* at the end of this document for details about those balances.

Holding	Opening balance on Jan 1 (\$)	Closing balance on Jan 31 (\$)	Price per share on Jan 31 (\$)	Average rate	Dividend/Interest	Days in period	Cap amount (\$)
UBS BANK USA BUS ACCT	1,167.26	1,167.26					250,000.00

Cash alternatives

Money market instruments

Holding	Trade date	Quantity	Purchase price (\$)	Cost basis (\$)	Price on Jan 31 (\$)	Value on Jan 31 (\$)	Unrealized gain or loss (\$)	Holding period
U S TREASURY BILL MATURES 02/22/24	Aug 23, 23	345,000,000	97.382	335,968.74	99.693	343,940.85	7,972.11	ST
CUSIP 912796Z28								
U S TREASURY BILL MATURES 06/13/24	Dec 20, 23	274,000,000	97.572	267,348.95	98.131	268,878.94	1,529.99	ST
CUSIP 912797F51								
Total				\$603,317.69		\$612,819.79	\$9,502.10	



YOUR ASSETS (continued)

Fixed income

Certificates of deposit and share certificates

Cost basis has been adjusted for accreted original issue discount (OID) on long-term (more than 1 year) CDs and share certificates. Cost basis has been adjusted automatically for amortization of premium using the constant yield method on long-term (more than 1 year) CDs and share certificates.

CDs are insured by the FDIC up to \$250,000 per depositor per ownership category, but are not protected by SIPC. For FDIC insurance purposes, balances of CDs issued by UBS Bank USA are combined with your other deposit balances held at UBS Bank USA, including deposits through the UBS cash sweep programs and UBS Core Savings.

FDIC insurance is calculated by ownership category (e.g., single, joint, retirement, business, trust). As a result, you will need to review your deposit amounts in each ownership category to determine whether your deposit balances are fully insured. For more information, visit www.fdic.gov. Please review this section as well as the "Cash" and "Cash alternatives" sections to review the current deposit balances held at UBS Bank USA.

Share certificates are NCUA insured up to \$250,000 in principal and accrued and posted dividends per qualifying account and per credit union, in accordance with NCUA rules. Yankee CDs are not insured by FDIC or NCUA.

Holding	Trade date	Total face value at maturity (\$)	Purchase price (\$)	Adjusted cost basis (\$)	Price on Jan 31 (\$)	Value on Jan 31 (\$)	Unrealized gain or loss (\$)	Holding period
BMO HARRIS BK NA IL US								
RATE 00.8000% MAT 03/18/2026								
FIXED RATE CD								
CALLABLE 03/18/2024 @ 100.0000								
ACCRUED INTEREST \$192.88								
CUSIP 05600XCL2								
EAI: \$1,600 Current yield: 0.86%	Feb 26, 21	200,000.000	100.000	200,000.00	92.623	185,246.00	-14,754.00	LT

Your total assets

	Value on Jan 31 (\$)	Percentage of your account	Cost basis (\$)	Estimated annual income (\$)	Unrealized gain or loss (\$)
Cash	1,167.26	0.15%	1,167.26		
Cash alternatives	612,819.79	76.65%	603,317.69		9,502.10
Fixed income	185,246.00		200,000.00	1,600.00	-14,754.00
Certificates of deposits and share certificates	185,246.00		200,000.00	1,600.00	-14,754.00
Total accrued interest	192.88				
Total fixed income	185,438.88	23.20%	200,000.00	1,600.00	-14,754.00
Total	\$799,425.93	100.00%	\$804,484.95	\$1,600.00	-\$5,251.90



CALAVERAS PUBLIC UTILITY DISTRICT
 DONNA H LEATHERMAN
 PO BOX 656
 SAN ANDREAS CA 95249-0666

Last statement: June 30, 2023
 This statement: September 30, 2023
 Total days in statement period: 92

Page 1 of 1
 [REDACTED]
 (0)

Direct Inquiries to:
 1-800-874-8778

El Dorado Savings Bank
 4040 El Dorado Road
 Placerville, CA 95667

THANK YOU FOR BANKING WITH US!

Certificate Of Deposit

Account number [REDACTED]
 Total principal \$293,879.89
 Total current balance \$300,259.05
 Total interest year to date \$2,238.47

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
08-30	Beginning balance			\$288,603.60
07-31	Interest Credit	254.38		289,767.88
08-31	Interest Credit	284.68		300,012.47
09-30	Interest Credit	248.68		300,259.05
09-30	Ending totals	756.65	.00	\$300,259.05

Thank you for banking with El Dorado Savings Bank

Calaveras Public Utility
 [REDACTED] Public Funds - CD (Statement)

Balances ▼			
Ledger balance:	300,761.07	Today's activity:	0.00
Current balance:	300,761.07	Total Holds:	0.00
Account available balance:	300,761.07		
Total accessible balance:	300,761.07		
Closing balance:	300,785.78		
Last statement:	09/30/2023		

Expand all < Prev 1 - 25 Next > All transactions, 11/30/2021 to 11/30/2023

Date	Deposit ID	Debit	Credit	Other	Description	Status	Balance
▶ 11/30/2023	1		247.00		761 - Interest Credit		300,761.07
▶ 10/31/2023	1		255.02		761 - Interest Credit		300,514.07
▶ 09/30/2023	1		246.58		761 - Interest Credit		300,259.05
▶ 08/31/2023	1		254.59		761 - Interest Credit		300,012.47
▶ 07/31/2023	1		254.38		761 - Interest Credit		299,757.88
▶ 06/30/2023	1		245.98		761 - Interest Credit		299,503.50
▶ 05/31/2023	1		263.95		761 - Interest Credit		299,257.54
▶ 04/30/2023	1		245.55		761 - Interest Credit		299,003.59
▶ 03/31/2023	1		263.63		761 - Interest Credit		298,758.04
▶ 02/28/2023	1		228.81		761 - Interest Credit		298,504.51
▶ 01/31/2023	1		253.12		761 - Interest Credit		298,275.70
▶ 12/31/2022	1		252.90		761 - Interest Credit		298,022.58
▶ 11/30/2022	1		244.54		761 - Interest Credit		297,769.68
▶ 10/31/2022	1		252.48		761 - Interest Credit		297,525.14
▶ 09/30/2022	1		244.13		761 - Interest Credit		297,272.65
▶ 08/31/2022	1		262.08		761 - Interest Credit		297,028.53
▶ 07/31/2022	1		251.84		761 - Interest Credit		296,776.47
▶ 06/30/2022	1		243.52		761 - Interest Credit		296,524.63



CALAVERAS PUBLIC UTILITY DISTRICT
 PO BOX 666
 SAN ANDREAS CA 95249-0666

Last statement: June 30, 2023
 This statement: September 30, 2023
 Total days in statement period: 92

Page 1 of 1
 [REDACTED]
 (0)

Direct Inquiries to:
 1-800-874-8778

El Dorado Savings Bank
 4040 El Dorado Road
 Placerville, CA 95667

THANK YOU FOR BANKING WITH US!

Certificate Of Deposit

Account number	[REDACTED]
Total principal	\$288,134.38
Total current balance	\$289,688.61
Total interest year to date	\$2,158.89

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
06-30	Beginning balance			\$288,869.61
07-31	Interest Credit	245.34		289,105.15
08-31	Interest Credit	245.54		289,350.69
09-30	Interest Credit	237.82		289,588.51
09-30	Ending totals	728.70	.00	\$289,588.51

Thank you for banking with El Dorado Savings Bank

View Expanded Deposit Transaction History - [REDACTED] Public Funds - CD (Statement) - ... Page 1 of 2

Calaveras Public Utility
[REDACTED] Public Funds - CD (Statement)

Balances ▼			
Ledger balance:	290,072.68	Today's activity:	0.00
Current balance:	290,072.68	Total Holds:	0.00
Account available balance:	290,072.68		
Total accessible balance:	290,072.68		
Closing balance:	290,086.52		
Last statement:	09/30/2023		

Expand all < Prev 1 - 25 Next > All transactions, 12/31/2021 to 11/30/2023

Date	Deposit ID	Debit	Credit	Other	Description	Status	Balance
▶ 11/30/2023	1		238.22		761 - Interest Credit		290,072.68
▶ 10/31/2023	1		245.95		761 - Interest Credit		289,834.46
▶ 09/30/2023	1		237.82		761 - Interest Credit		289,588.51
▶ 08/31/2023	1		245.54		761 - Interest Credit		289,350.69
▶ 07/31/2023	1		245.34		761 - Interest Credit		289,105.15
▶ 06/30/2023	1		237.22		761 - Interest Credit		288,859.81
▶ 05/31/2023	1		244.82		761 - Interest Credit		288,622.59
▶ 04/30/2023	1		236.83		761 - Interest Credit		288,377.87
▶ 03/31/2023	1		244.52		761 - Interest Credit		288,140.84
▶ 02/28/2023	1		220.68		761 - Interest Credit		287,896.32
▶ 01/31/2023	1		244.12		761 - Interest Credit		287,675.64
▶ 12/31/2022	1		243.91		761 - Interest Credit		287,431.52
▶ 11/30/2022	1		235.86		761 - Interest Credit		287,187.91
▶ 10/31/2022	1		243.50		761 - Interest Credit		286,951.75
▶ 09/30/2022	1		235.46		761 - Interest Credit		286,708.25
▶ 08/31/2022	1		243.10		761 - Interest Credit		286,472.79
▶ 07/31/2022	1		242.89		761 - Interest Credit		286,229.69
▶ 06/30/2022	1		234.67		761 - Interest Credit		285,986.80

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

February 20, 2024

TO: BOARD OF DIRECTORS

FROM: MATHEW ROBERTS, WATER SYSTEM SUPERINTENDENT

SUBJECT: Onsite Chlorine Generator PLC Programming Failure Incident

I want to inform the Board of Directors about a recent incident involving the Programmable Logic Controller (PLC) programming failure on our Onsite Chlorine Generator at Jeff Davis. While this incident did not violate any state requirements, it necessitated immediate action to ensure continued compliance with safe drinking water standards.

On 1/28/24, the Onsite Chlorine Generator at Jeff Davis experienced a PLC programming failure, suspending chlorine production. Our team promptly transitioned to sodium hypochlorite for disinfection, adhering to all state permitting requirements.

It is important to note that throughout the incident, CPUD fully complies with all state requirements. Our immediate shift to sodium hypochlorite was executed by established protocols and within the framework of the state permitting requirements, ensuring the continued delivery of safe drinking water to our community.

I am pleased to report that the PLC programming failure has been resolved, and the Onsite Chlorine Generator is now fully operational. In collaboration with TSI (Technical Systems Inc), our dedicated field staff worked diligently to address the issue and restore normal operations.

I want to express my appreciation for the professionalism and commitment demonstrated by our field staff during this emergency. Their swift response and strict adherence to established protocols played a crucial role in mitigating the incident's impact and maintaining the integrity of our water treatment processes.

Considering this incident, we will thoroughly review our Onsite Chlorine Generator systems to identify potential vulnerabilities and implement additional safeguards to prevent future occurrences. This proactive approach aligns with our commitment to continuous improvement and ensuring the reliability of our water treatment infrastructure.

Thank you for your attention to this matter.

Sincerely,

Mathew Roberts, Water System Superintendent

Maintenance Report

January 2024

LOCATION	DESCRIPTION OF WORK	STATUS
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Treated Water = 16,435,301 Gallons	Complete
	Sold Water = 12,077,505 Gallons	Complete
	Jeff Davis Reservoir 10' Below Spill	Ongoing
	Generator Battery Replacement	Complete
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly routine checks	Complete
	Raw Water Pumped = 0 Acre Feet	Ongoing
	1" over Spill	Ongoing
Schaads Reservoir	Weekly checks	Complete
	Schaads Metered Acc.397,500 gallons	Ongoing
	Both Hydro's running	Ongoing
	0-10' below Spill	Ongoing
	CCWD Pump Data (West Point) = 0 acre Feet	Ongoing
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
	Generator Bat. Replacement	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	10" steel Main Line Leak	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	Prindle road 4" main Break	Complete
	2" main break Hwy 49	Complete
Glencoe Distribution	Routine operations	Complete
Paloma Distribution	Routine operations, sampling	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
Red Hawk Res.	Routine operations	Complete
Safety/Training	Routine Safety Talks / Traffic Control & Flagger Training	Ongoing
Spray Program	Pre-emergent	Ongoing
Vehicle Maintenance	Trucks #7-Ford Recall (#7-Tires) (#6-tires)(#6 Brawner's-brakes)	Complete
Other	31 USA tags completed	Complete
	21 Customer service/work orders	Complete
	Monthly meter reading	Complete
	Complaints- 0 Pressure/ 0 odor/ Color	Complete
	Water diversion and Use Reporting (SWRCB) x4	Complete