



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

BOARD OF DIRECTORS REGULAR MEETING: 3:00 PM
January 10, 2023

Richard Blood
President of the Board

Director Brady McCartney
Director Jack Tressler

Director J.W. Dell 'Orto
Director Steve McDermed

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. Due to space limitations in the Board meeting room and in light of the continuing pandemic, we encourage the public 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=azVkSFN3ZmJrU2V0aS85Vk92YThZz09>
- **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 Richard Blood
- b. Director J.W. Dell 'Orto
- c. Director Brady McCartney
- d. Director Jack Tressler
- e. Director Steve McDermed

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. **RESOLUTION NO. 2023-01: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD JANUARY 10, 2023 TO FEBRUARY 10, 2023 PURSUANT TO BROWN ACT PROVISIONS.**

Action Requested: Roll Call Vote

Approval of Resolution No. 2023-01 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors Due to the Covid-19 Emergency.

6. **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. December 13, 2022 Meeting Minutes
- b. Claim Summary

Action: Roll call Vote

Consider motion to approve a-b consent items.

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.

7. **RESERVE POLICY – 2150 UPDATE**

Action Requested: Discussion

- a. Create AD Hoc committee and set date to work with staff on updating policy.

8. **RESOLUTION NO. 2023-02: AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN EQUIPMENT LEASE FOR A JOHN DEERE 310 BACKHOE LOADER**

Action Requested: Roll Call Vote

- a. Review and approve lease/finance agreement with Pape Machinery
 - i. Finance Amount \$156,554.46

- b. Authorize and Direct General Manager to executed lease/finance agreement for \$156,554.46 to acquire John Deere 310 Backhoe Loader with Pape Machinery.

9. WATER MASTER PLAN – REQUEST FOR PROPOSAL (RFP)

Action Requested: Roll Call Vote

- a. Review Water Master Plan Request for Proposal Document Components
 - i. RFP Components include:
 - 1. Distribution System and Model
 - 2. Water Treatment Plant
 - 3. Raw Water Conveyance
 - 4. Raw Water Storage
 - 5. Future System Needs
 - 6. 5 Year Capital Improvement Program
 - 7. 20 Year Asset Management Program
- b. Authorize General Manager to publish the RFP.

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. Director’s 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 a 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 February 14, 2023 at 3:00 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.

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RERATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD JANUARY 10, 2023 TO FEBRUARY 10, 2023 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Calaveras Public Utility District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-10 on September 27, 2021, finding that the requisite conditions exist for the District’s Board of Directors to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, the Board of Directors reconsidered the circumstances of the state of emergency that exists in the District and adopted Resolution No. 2023-01 reaffirming the continued state of

emergency in the District and reauthorizing remote meetings of Board of Directors meetings through January 13, 2023; and

WHEREAS, emergency conditions persist in the District, specifically, the State of Emergency declared by the Governor on March 4, 2020 due to the Covid-19 pandemic; and

WHEREAS, guidance from the State of California, which has been followed by the Calaveras County Department of Public Health, recommends or mandates social distancing and face coverings in certain settings to prevent the spread of Covid-19; and

WHEREAS, the Board of Directors does hereby find that that the rise in SARS-CoV-2 Delta Variant during the Covid-19 pandemic has caused, and will continue to cause, conditions dangerous to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the Board of Directors of the District shall continue to conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District has implemented virtual meeting protocols which comply with the requirements of paragraph (2) of subdivision (e) of section 54953, by providing for public participation through online meeting attendance and the opportunity to provide comment during the Board meeting both verbally or via email.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and Covid-19 has caused, and will continue to cause, an unreasonable risk of harm to the safety of persons within the District that are likely to be beyond the control of the services, personnel, equipment and facilities of the District.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of

this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 10, 2023, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Calaveras Public Utility District this 10th day of January, 2023, by the following vote:

AYES:

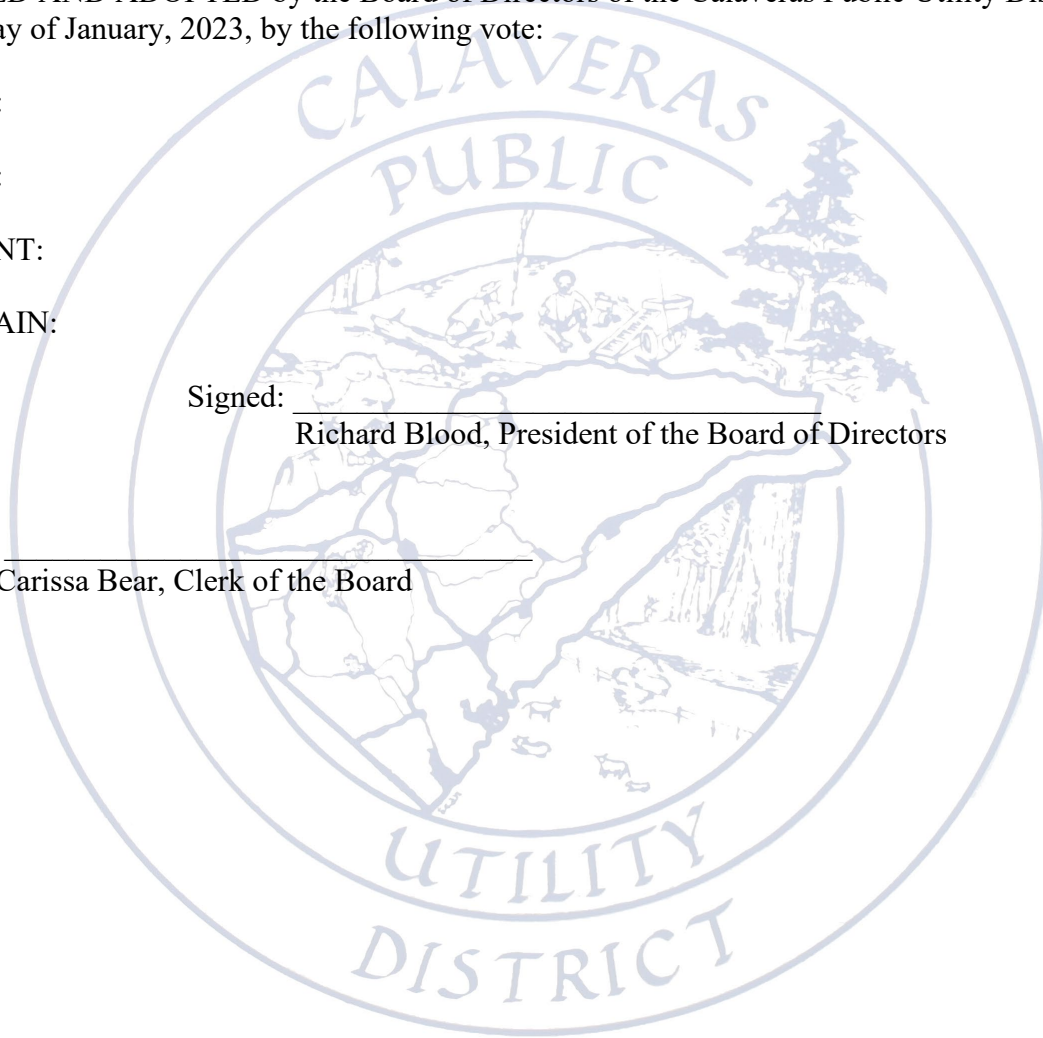
NOES:

ABSENT:

ABSTAIN:

Signed: _____
Richard Blood, President of the Board of Directors

Attest: _____
Carissa Bear, Clerk of the Board



Regular Meeting

3:00 pm

DIRECTORS PRESENT: J.W. Dell'Orto
Richard Blood *
Brady McCartney
Jack Tressler
Steve McDermed

MEMBERS ABSENT: None

STAFF PRESENT: Travis Small, General Manager
Adam Brown, District Legal Counsel
Molly Soulier, Customer Service Representative
Mathew Roberts, Water System Superintendent
Tyla Daries, District Engineering Technician

OTHERS PRESENT: Alison Lechowicz

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:05 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, McCartney, and Tressler were present. Director Blood was absent.

*Director Blood came in at 3:07 pm (after roll call).

3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
7. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED MEMBER OF THE CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

Item number 7 was moved to agenda item number 1. The oath of office was administered to Directors Richard Blood, Brady McCartney and Steve McDermed.

5. RESOLUTION NO. 2022-32: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD DECEMBER 13, 2022 TO JANUARY 13, 2023 PURSUANT TO BROWN ACT PROVISIONS.

Adam Brown, District Legal counsel, informed the Board that due to the State of Emergency, board members are currently allowed to be remote without needing to post the agenda. Three Board members will need to be present in the future in order for a Board member to join remotely without having to post an agenda at their location. A motion was made by Director McCartney, seconded by Director Blood, to approve Resolution No. 2022-32. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, Tressler, McDermed voted yes; none opposed. Motion carried 5-0.

6. CONSENT ITEMS

- a. November 8, 2022 Meeting Minutes
- b. Claim Summary

Director Blood inquired about Hansford. Travis Small, General Manager, explained that Hansford Economic Consulting LLC is a connection fee study. Director Tressler inquired about Pitney Bowes. Travis Small clarified that it is the District's new bill folding and postage machine in the office. Director Tressler also inquired about the price of tires on a work truck and if prices are being compared to other tire shops. The General Manager and Mathew Roberts, Water System Superintendent, explained that work was done on the truck other than tires. Mr. Roberts also clarified that they have used other shops before. A motion was made by Director Blood, seconded by Director McCartney, to approve Consent Items a-b. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, Tressler, and McDermed voted yes; none opposed. Motion carried 5-0.

8. ELECTION OF BOARD PRESIDENT

Director Blood stated that he would be next in line by succession. Director McCartney agreed that Director Blood would be a great fit and nominated Director Blood for President. Director Blood accepted the nomination. A motion was made by Director Tressler, seconded by Director McCartney, to elect Richard Blood as President. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, Tressler, and McDermed voted yes; none opposed. Motion carried 5-0. President Blood then requested that a Vice President also be elected at that time. Director Dell'Orto nominated Director McCartney as Vice President. Director McCartney accepted. A motion was made by Director Dell'Orto, seconded by Director McDermed, to elect Director McCartney as Vice President. A roll call vote was taken. President Blood, Directors McCartney, Dell'Orto, Tressler, and McDermed voted yes; none opposed. Motion carried 5-0.

9. WATER RATE STUDY DRAFT REPORT

Alison Lechowicz presented a power point about her water rate study draft. She explained that it would be covering a 5-year period and the first year will require a 33% rate increase in order for the District to meet its financial obligations, including operations and maintenance, as well as capital improvements. President Blood questioned how she arrived at the rate increase and how it was designed. Ms. Lechowicz explained that it was the average across other water utilities in the region. The presentation revealed 2 options for the Board to consider in connection with the adoption of new water rates. Mr. Small then discussed that he would like to start researching a

calculator to add to the website so customers have a better understanding of what their monthly bill would look like. The Board was concerned about the amount of the increase.

10. ACWA REGION 3 BOARD CALL FOR CANDIDATES

Mr. Small explained how to qualify for the ACWA Region 3 Board vacancy. He mentioned that he had already been to some conferences and thought that he would be a good fit for the position. President Blood was trying to understand how much time is needed to be on the ACWA board. Mr. Small explained that all the meetings are in the Region 3 area, so it did involve significant travel. Mr. Small also stated that this was just an application. A motion was made by Director Dell'Orto, seconded by Director McCartney, to nominate Travis Small as a candidate for the ACWA Region 3 Board. A roll call vote was taken. President Blood, Directors McCartney, Dell'Orto, Tressler, and McDermed voted yes; none opposed. Motion carried 5-0.

11. REQUEST FOR WATER BILL FORGIVENESS

The Board heard a report from staff regarding a ratepayer's request to have his water bill forgiven due to a leak on his property. It was determined that the leak was entirely on the owner's side and was not a result of any action or inaction by the District. President Blood asked Mr. Roberts to explain the layout of the property. Director Dell'Orto noted that in the past the District had not forgiven bills under such circumstances, but did offer payment plans. District Legal Counsel Adam Brown expressed the concern that absolving the debt owed to the District, without any demonstrated fault of the District and in the absence of a meritorious claim, could be considered a gift of public funds. Upon motion by Director Tressler seconded by Director Dell'Orto the Board denied the ratepayer's request. A roll call vote was taken. President Blood, Directors McCartney, Dell'Orto, Tressler, and McDermed voted yes; none opposed. Motion carried 5-0.

12. REPORTS

a. Legal Counsel's Report

Mr. Brown stated that he did not have a report this month.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, provided a slideshow of photos to the Board. The photos ranged from November to present. Mr. Roberts showed numerous photos of repairs done throughout the system. Jeff Davis reservoir is 15 feet below spill. Schaad's reservoir is 42" below spill.

c. District Engineer Report

Tyla Daries, District Engineering Technician with Weber Ghio, gave an update on the Clearwell Tank Project. She provided a slideshow showing photos of the progress. She clarified the tank is now blue and that there are some finishing touches left. President Blood asked if the old tank will still be in service. Tyla explained that it still will be active at least for one more year, until the inspection on the new Clearwell Tank is complete.

d. General Manager's Report

The General Manager noted that he is wrapping up the Red Hawk EAP report. Mr. Small then reported that the independent consultants have finalized the FERC Part 12D report and the report has been submitted to FERC.

e. Director's Comments:

None

* The Board went into closed session at 5:12 pm.*

13. CLOSED SESSION

The Board met in closed session to discuss performance and compensation for the General Manager. No action was taken.

* The Board resumed open session at 5:54 pm.*

8. ADJOURMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 5:56 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 771

DATE: December 2022

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	\$ 175,221.86
Payroll Submitted	\$ 51,178.38
Employee Reimbursement	\$ 1,378.49
P/R Tax Deposits	\$ 22,820.30
Sub-total	\$ 250,599.03

Claim Summary Approved for	\$ 250,599.03
-------------------------------	----------------------



Clerk of the Board, Calaveras Public Utility District

**Calaveras Public Utility District
Expenses by Vendor Detail
December 2022**

Name	Date	Memo	Account	Amount
711 Materials				
	12/12/2022	Cement Delivery	5548 · Materials & Supplies-T&D	683.72
Total 711 Materials				<u>683.72</u>
ACWA-Health				
	12/12/2022	Dental/Vision/Life January 2023	5220 · Dental/Vision/Life Insurance	1,695.75
Total ACWA-Health				<u>1,695.75</u>
ACWA/JPIA- Property				
	12/01/2022	Auto & Gen Liability 10/1/2022 - 09/30/2023	5425 · Insurance	25,617.72
Total ACWA/JPIA- Property				<u>25,617.72</u>
AT & T				
	12/12/2022	SA Tank Circuit	5480 · Telephone	55.81
	12/12/2022	Hydro #3	5480 · Telephone	247.88
	12/12/2022	SA Tank	5480 · Telephone	245.98
Total AT & T				<u>549.67</u>
AT&T				
	12/20/2022	Shop Phone & Internet	5480 · Telephone	90.28
Total AT&T				<u>90.28</u>
Blood, Richard				
	12/20/2022	12/7/2022 Special Meeting 12/13/2022 Board Meeting	5310 · Board Meetings-Director Fees	200.00
Total Blood, Richard				<u>200.00</u>
Brady McCartney				
	12/20/2022	12/13/2022	5310 · Board Meetings-Director Fees	100.00
Total Brady McCartney				<u>100.00</u>
Cal-Waste				
	12/12/2022	CPUD Office	5760 · Sewer & Garbage	160.94
	12/12/2022	CPUD Shop	5760 · Sewer & Garbage	383.62
Total Cal-Waste				<u>544.56</u>
Cal PERS				
	12/09/2022	Employer Contribution, Classic, 1017, CalPERS, 11/20/2022 - 12/03/2022	5230 · Retirement Benefits-CalPERS	3,287.16
	12/09/2022	Employer Contribution, PEPRA, 26507, CalPERS, 11/20/2022 - 12/03/2022	5230 · Retirement Benefits-CalPERS	2,528.26
	12/21/2022	Health PA Billing - PERS - January	5200 · Medical Benefits	34,734.18
	12/21/2022	Employer Contribution, Classic, 1017, CalPERS, 12/04/2022 - 12/17/2022	5230 · Retirement Benefits-CalPERS	3,282.66
	12/31/2022	Employer Contribution, PEPRA, 26507, CalPERS, 12/04/2022 - 12/17/2022	5230 · Retirement Benefits-CalPERS	2,605.33
	12/31/2022	Employer Contribution, Classic, 1017, CalPERS, 12/18/2022 - 12/31/2022	5230 · Retirement Benefits-CalPERS	3,282.66
	12/31/2022	Employer Contribution, PEPRA, 26507, CalPERS, 12/18/2022 - 12/31/2022	5230 · Retirement Benefits-CalPERS	2,326.05
Total Cal PERS				<u>52,046.30</u>

**Calaveras Public Utility District
Expenses by Vendor Detail
December 2022**

Name	Date	Memo	Account	Amount
Calaveras Auto Supply				
	12/12/2022	Repairs & Maintenance - Auto	5532 · Repairs & Maintenance-Auto	<u>310.93</u>
Total Calaveras Auto Supply				310.93
Calaveras County Water District				
	12/12/2022	INV00799 - Peabody Communications Class Reimb.	5335 · Training	233.00
	12/20/2022	Peabody Class Carissa & Travis	5335 · Training	<u>233.00</u>
Total Calaveras County Water District				466.00
Calaveras Public Power Agency				
	12/12/2022	CPUD Warehouse	5743 · Electricity-Office	203.87
	12/12/2022	Glencoe Booster Pump	5741 · Electricity-Hydros	436.60
	12/12/2022	CPUD Office	5743 · Electricity-Office	186.96
	12/12/2022	Jeff Davis WTP	5742 · Electricity-Treatment	1,236.40
	12/12/2022	Licking Fork Pumping Station	5740 · Electricity-T & D	<u>1,426.00</u>
Total Calaveras Public Power Agency				3,489.83
Carbon Copy Inc.				
	12/12/2022	Printing	5464 · Printing	<u>206.70</u>
Total Carbon Copy Inc.				206.70
Care Free Lawns				
	12/12/2022	November Monthly Service	5670 · Janitorial	<u>150.00</u>
Total Care Free Lawns				150.00
Comcast				
	12/20/2022	Cable & Telephone	5480 · Telephone	<u>316.64</u>
Total Comcast				316.64
Comcast Business (VE)				
	12/20/2022	Business Voice Edge	5480 · Telephone	<u>292.41</u>
Total Comcast Business (VE)				292.41
Condor Earth Technologies, Inc.				
	12/12/2022	Red Hawk Dam Consulting	5695 · Consultants-Dam	<u>597.00</u>
Total Condor Earth Technologies, Inc.				597.00
De Lage Landen Financial Services Inc.				
	12/20/2022	Kyocera Printer	5464 · Printing	<u>87.85</u>
Total De Lage Landen Financial Services Inc.				87.85
Dell'Orto, J.W.				
	12/20/2022	12/7/2022 & 12/13/2022	5310 · Board Meetings-Director Fees	<u>200.00</u>
Total Dell'Orto, J.W.				200.00
Fischer, Merle				

Calaveras Public Utility District
Expenses by Vendor Detail
December 2022

Name	Date	Memo	Account	Amount
	12/01/2022	December 2022	5210 · Medical Benefits-Retiree	765.23
Total Fischer, Merle				765.23
Foothill-Sierra Pest Control Inc.				
	12/12/2022	Quarterly Pest Control Services	5670 · Janitorial	125.00
Total Foothill-Sierra Pest Control Inc.				125.00
Grainger				
	12/12/2022	Repairs & Maintenance T&D	5536 · Repairs & Maintenance-T&D	33.09
	12/12/2022	Repairs & Maintenance Auto	5532 · Repairs & Maintenance-Auto	124.29
	12/20/2022	Repairs & Maintenance Schaad's Inv# 9534772216	5535 · Repairs & Maintenance-Treatment	913.19
Total Grainger				1,070.57
Hansford Economic Consulting, LLC				
	12/12/2022	CPUD Capacity & Connection Consulting	5699 · Other Contracted Services	697.50
Total Hansford Economic Consulting, LLC				697.50
Hill Rivkins Brown & Associates				
	12/20/2022	November Legal Services	5645 · Legal Services	1,445.50
Total Hill Rivkins Brown & Associates				1,445.50
Hobgood's Cleaning Service				
	12/20/2022	December Janitorial Services	5670 · Janitorial	160.00
Total Hobgood's Cleaning Service				160.00
Holt of California				
	12/12/2022	Equipment Rental	5720 · Equipment Rental	8,483.67
	12/12/2022	Backhoe Inspection	5532 · Repairs & Maintenance-Auto	2,974.22
Total Holt of California				11,457.89
Hunt & Sons Inc.				
	12/12/2022	District Vehicle Fuel	5540 · Fuel	1,990.94
Total Hunt & Sons Inc.				1,990.94
Lechowicz & Tseng				
	12/12/2022	Water Rate Study - November 1-30	5650 · Financial Consultants	5,420.00
Total Lechowicz & Tseng				5,420.00
Lowe's				
	12/13/2022	Replacement Tools (Break-In)	5548 · Materials & Supplies-T&D	182.59
	12/13/2022	Office Supplies	5475 · Office Supplies	27.20
Total Lowe's				209.79
Martin Marietta				
	12/13/2022	Aggregate	5548 · Materials & Supplies-T&D	478.44
Total Martin Marietta				478.44

**Calaveras Public Utility District
Expenses by Vendor Detail
December 2022**

Name	Date	Memo	Account	Amount
Matrix Trust Company				
	12/01/2022	Payroll Date 11/19/2022	2317 - 457 Plan	854.00
	12/01/2022	Payroll Date 11/5/2022	2317 - 457 Plan	941.52
	12/01/2022	Payroll Date 10/22/2022	2317 - 457 Plan	824.28
	12/20/2022	Payroll Dates 12/3/2022 & 12/17/2022	2317 - 457 Plan	<u>1,634.61</u>
Total Matrix Trust Company				4,254.41
McMaster-Carr				
	12/13/2022	WTP Supplies	5547 - Materials & Supplies-Treatment	<u>260.76</u>
Motherlode Answering Service				
	12/13/2022	December Answering Services	5606 - Answering Service	<u>279.48</u>
Total Motherlode Answering Service				279.48
Pace Supply				
	12/01/2022	Materials & Supplies Pumping	5545 - Materials & Supplies-Pumping	274.74
	12/01/2022	Materials & Supplies - Treatment	5547 - Materials & Supplies-Treatment	1,213.92
	12/01/2022	Materials & Supplies - T&D	5548 - Materials & Supplies-T&D	<u>304.34</u>
Total Pace Supply				1,793.00
PG&E - ENERGY STATEMENT				
	12/13/2022	439 Gold Strike Rd	5740 - Electricity-T & D	9.77
	12/13/2022	Gold Strike Rd	5740 - Electricity-T & D	9.77
	12/13/2022	CPUD Office	5743 - Electricity-Office	232.51
	12/13/2022	Schaad's Res	5741 - Electricity-Hydros	256.47
	12/13/2022	Hydro #1	5741 - Electricity-Hydros	178.02
	12/20/2022	Hydro #2	5741 - Electricity-Hydros	87.31
	12/20/2022	Hydro #1	5741 - Electricity-Hydros	<u>207.80</u>
Total PG&E - ENERGY STATEMENT				981.65
PGE-NON ENERGY INVOICES				
	12/13/2022	Schaad's Res	5741 - Electricity-Hydros	197.86
	12/13/2022	Hydro #1	5741 - Electricity-Hydros	7.75
	12/13/2022	Hydro #2	5741 - Electricity-Hydros	7.75
	12/13/2022	Hydro #3	5741 - Electricity-Hydros	<u>7.75</u>
Total PGE-NON ENERGY INVOICES				221.11
Pitney Bowes				
	12/20/2022	Postage	5462 - Postage	<u>1,347.95</u>
Total Pitney Bowes				1,347.95
Process Solutions, Inc.				

**Calaveras Public Utility District
Expenses by Vendor Detail
December 2022**

Name	Date	Memo	Account	Amount
	12/01/2022	Materials & Supplies - Treatment	5547 · Materials & Supplies-Treatment	355.51
Total Process Solutions, Inc.				<u>355.51</u>
San Andreas Sanitary District				
	12/13/2022	Office	5760 · Sewer & Garbage	99.81
	12/13/2022	Shop	5760 · Sewer & Garbage	99.81
Total San Andreas Sanitary District				<u>199.62</u>
SEIU Local 1021				
	12/01/2022	Pay Period Ending 10/22/2022	2322 · SEIU Union Dues	481.92
	12/01/2022	Pay Period Ending 11/5/2022	2322 · SEIU Union Dues	487.01
	12/01/2022	Pay Period Ending 11/19/2022	2322 · SEIU Union Dues	487.01
	12/13/2022	Pay Period Ending 12/3/2022	2322 · SEIU Union Dues	492.00
	12/20/2022	PP Ending 12/17/2022	2322 · SEIU Union Dues	495.98
Total SEIU Local 1021				<u>2,443.92</u>
Sender's Market Inc.				
	12/13/2022	Treatment Repairs & Maintenance	5535 · Repairs & Maintenance-Treatment	581.77
	12/13/2022	T&D Repairs & Maintenance	5536 · Repairs & Maintenance-T&D	215.63
	12/13/2022	T&D Materials & Supplies	5548 · Materials & Supplies-T&D	58.89
Total Sender's Market Inc.				<u>856.29</u>
Staples Credit Plan				
	12/13/2022	Office Supplies	5475 · Office Supplies	337.95
Total Staples Credit Plan				<u>337.95</u>
SWRCB-DWOCP				
	12/07/2022	T2 Exam T. Woden	5430 · License, Cerifications, Fees	65.00
Total SWRCB-DWOCP				<u>65.00</u>
SWRCB ACCOUNTING OFFICE				
	12/13/2022	Annual Permit Fee	5460 · Permits	794.00
Total SWRCB ACCOUNTING OFFICE				<u>794.00</u>
Treat's General Store				
	12/01/2022	Materials & Supplies Shop	5548 · Materials & Supplies-T&D	119.55
Total Treat's General Store				<u>119.55</u>
Tressler, Jack				
	12/20/2022	12/13/2022 - Zoom	5310 · Board Meetings-Director Fees	100.00
Total Tressler, Jack				<u>100.00</u>
USA Blue Book				
	12/01/2022	Materials & Supplies - Treatment	5547 · Materials & Supplies-Treatment	537.81
	12/13/2022	WTP Supplies Inv# 196008, 197361, 197520	5547 · Materials & Supplies-Treatment	1,024.61

**Calaveras Public Utility District
Expenses by Vendor Detail
December 2022**

Name	Date	Memo	Account	Amount
Total USA Blue Book				1,562.42
Verizon Wireless				
	12/01/2022	Employee Cell Phones	5480 · Telephone	1,311.31
	12/13/2022	Special Circuits	5480 · Telephone	61.55
Total Verizon Wireless				<u>1,372.86</u>
Volcano Telephone				
	12/01/2022	13900 Hwy 26	5480 · Telephone	52.77
	12/01/2022	1601 West Forty	5480 · Telephone	52.77
	12/01/2022	10727 Ponderosa Way	5480 · Telephone	52.77
	12/01/2022	3089 Ridge Rd	5480 · Telephone	49.29
	12/01/2022	Treatment Plant	5480 · Telephone	52.77
	12/01/2022	Schaad's Hydro	5480 · Telephone	66.67
	12/01/2022	Special Circuit	5480 · Telephone	94.19
	12/01/2022	Treatment Plant Broadband	5480 · Telephone	52.77
	12/01/2022	Treatment Plant Long Distance	5480 · Telephone	126.90
Total Volcano Telephone				<u>600.90</u>
Weber, Ghio & Associates				
	12/20/2022	General Engineering Services	5860 · Construction-Capital	370.00
	12/20/2022	SRF Application	5860 · Construction-Capital	570.00
	12/20/2022	Clearwell Tank Project Phase II	5860 · Construction-Capital	28,217.55
	12/20/2022	Coating Inspection Service (Outside Consultant)	5860 · Construction-Capital	9,811.80
	12/20/2022	Rich Gulch Project	5860 · Construction-Capital	570.00
Total Weber, Ghio & Associates				<u>39,539.35</u>
Wells Fargo Bank - C. Bear				
	12/20/2022	Calaveras Mini Storage	5710 · Occupancy	400.00
	12/20/2022	Office Supplies	5475 · Office Supplies	1,094.42
	12/20/2022	Zoom, Quickbooks, BackBlaze, etc	5470 · Software Programs & Updates	827.80
	12/20/2022	Postage	5462 · Postage	1,286.68
	12/20/2022	Employee Recognition	5290 · Employee Recognition	8.54
	12/20/2022	Fees (To be reimbursed next billing cycle)	5610 · Bank Charges	68.65
Total Wells Fargo Bank - C. Bear				<u>3,686.09</u>
Wells Fargo Bank - M Roberts				
	12/20/2022	Employee Recognition	5290 · Employee Recognition	894.10
	12/20/2022	Fees (To be reimbursed next billing cycle)	5610 · Bank Charges	44.65
Total Wells Fargo Bank - M Roberts				<u>938.75</u>
Wells Fargo Bank - T Small				
	12/20/2022	Clearwell Tank Project	5870 · Materials for Capital Projects	228.35

**Calaveras Public Utility District
 Expenses by Vendor Detail
 December 2022**

Name	Date	Memo	Account	Amount
	12/20/2022	Quickbooks	5470 - Software Programs & Updates	65.00
	12/20/2022	Training	5335 - Training	40.00
	12/20/2022	Fees (To be reimbursed next billing cycle)	5610 - Bank Charges	180.34
Total Wells Fargo Bank - T Small				<u>513.69</u>
Western Hydrologics, LLP				
	12/13/2022	CPUD Stream Gaging/Monitoring	5699 - Other Contracted Services	1,131.38
Total Western Hydrologics, LLP				<u>1,131.38</u>
				<u><u>175,221.86</u></u>

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

January 5, 2023

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: RESERVE POLICY - 2150

Summary:

The District's reserve policy was adopted on 10/13/2020 with resolution 2020-14. The reserve policy needs to be periodically reviewed and revised to reflect changes within the district and to account for reserves as required by GASB 54.

Financial Impact:

No Financial Impact

Recommendation:

Have finance committee meet with staff to update the reserve policy and bring updated policy to a future board meeting to be revised with resolution.

Respectfully Submitted,



Travis Small

General Manager

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2150 – RESERVE POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

2150.1 Purpose: The Calaveras Public Utility District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District’s Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District’s physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support (including regulatory requirements, responding to natural disasters, States of Emergency as declared by State, Federal or Local agencies);
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed “assigned” reserves.

2150.2 Policy: Use of District Reserves is limited to available “Unrestricted” Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors. The District will maintain the following reserve funds:

- a) Operating Reserves:
The minimum amount of operating reserves will equal six (6) months of operating expenses or the maximum amount of operating reserves will equal one (1) year of operating expenses.
- b) Capital Reserves:
Capital reserves will be accumulated to fund infrastructure projects and will be an integral part of the District’s Capital Improvement Plan forecast. A key objective for accumulating capital reserves is to minimize external borrowing and interest expense. The minimum amount of capital reserves will equal one (1) year’s capital spending. The maximum amount of capital reserves will equal three (3) times the accumulated depreciation balance of \$1,500,000.
- c) Self-Insurance Reserves:
 - 1. The minimum self-insurance reserve for health care will be equal to \$200,000 and shall not exceed the OPEB obligation for three (3) years as established in the most recent actuarial evaluation report. The maximum self-insurance reserve will equal the current annual health insurance expenses budget.
- d) Rate Stabilization Fund:

The General fund will establish a rate stabilization fund a minimum amount equaling one (1) year's water consumption revenue and a maximum amount equaling two (2) year's water consumption revenue.

e) Vehicle Fleet Reserve:

Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate of \$10,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$50,000. When the annual accumulation would increase the Reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.

f) Equipment Reserve:

Equipment Reserves will accumulate from existing unrestricted funds, at a rate of \$10,000 annually. The maximum amount of Equipment Reserves will be \$100,000. When the annual accumulation would increase the Equipment Reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

g) Technology Reserve:

Technology Reserves will accumulate from existing unrestricted funds at a rate of \$4,000 annually. The maximum amount of Technology Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000], only the amount required to reach the maximum will be reserved.

h) Designated Project/Special Use Reserve:

Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate of \$20,000 annually. The maximum amount of Designated Project/Special Use Reserves will be \$100,000. When the annual accumulation would increase the Reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

2150.3 Using Reserve Funds:

a) Operating and Self-Insurance Reserves:

Operating and self-insurance reserves can be used at any time to meet cash flow requirements of District operations. Authority to use the funds will be consistent with the District Accounting Policy.

b) Capital Reserves:

The Board of Directors will authorize the use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital replacement. Authorization for the use of capital reserves for unplanned capital replacement will be consistent with the District Accounting Policy.

c) Rate Stabilization Fund:

The General Manager is authorized to use the rate stabilization funds to supplement operating revenue when the General Fund is projected to be five (5) percent or more below the annual budgeted revenue. The Rate Stabilization Fund is also used to assure that minimum debt service coverage ratios required by the District and its bond holders and will be met throughout the term of the District debt obligation, if any. The Funds will be applied to any year when other District revenues are not sufficient to meet the required debt service coverage. The balance in the Rate Stabilization Fund shall be reviewed by the Board of Directors on an annual basis after the close of each fiscal year. If the balance exceeds two (2) year's operating expenses, the difference can be transferred to the Capital Reserve or as approved by the Board of Directors.

d) Vehicle Fleet Reserve:

Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.

- e) Equipment Reserve:
Equipment Reserves will be used exclusively for the purchase of new equipment to support District operations, or to make major repairs to existing equipment.
- f) Technology Reserve:
Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining modern technology for employees.
- g) Designated Project/Special Use Reserve:
Projects, programs or special uses will be identified by the General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to the value to the District and the people it serves.

2150.4 Monitoring Reserve Levels: The General Manager, in collaboration with the Administrative Account Assistant, shall perform a reserve status analysis annually, to be provided to the Board of Directors' prior to approval of the annual Budget.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy; or
- b) At the request of the General Manager and/or Board of Directors.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

January 5, 2023

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: BACKHOE LEASE PURCHASE

Summary:

The District's current Backhoe is no longer safe to use for District Operations. Staff sent the Backhoe to the regional Cat dealer and an assessment was completed on the equipment to get it back to being safe and functional to operate. The evaluation identified over 10 major findings and CAT could not provide a detailed estimate due to having to peel more layers to identify more problems. The estimate on what was visible was north of \$35,000 in repairs. Currently the District is renting a backhoe to maintain District Operations.

Financial Impact:

The District budgeted \$23,400 for Equipment Capital in the Fiscal Year 2022-2023. The lease payments for this fiscal year would be close to \$22,000 and next year the budget would need to be an estimated \$43,200.

Recommendation:

Please review and approve resolution.

Respectfully Submitted,



Travis Small

General Manager



MACHINERY

Quote Id: 27915277

Prepared For:
CALAVERAS PUBLIC UTILITY DISTRICT



Prepared By: **BRIAN HEAVEY**

Pape Machinery, Inc.
8621 S El Dorado Street
French Camp, CA 95231

Tel: 209-983-8122
Mobile Phone: 209-247-5317
Fax: 209-983-1105
Email: bheavey@papemachinery.com

Offer Expires: 30 December 2022

Confidential

**MACHINERY****Quote Summary****Prepared For:**

CALAVERAS PUBLIC UTILITY DISTRICT
506 W. ST. CHARLES ST.
SAN ANDREAS, CA 95249
Business: 209-754-9442

Prepared By:

BRIAN HEAVEY
Pape Machinery, Inc.
8621 S El Dorado Street
French Camp, CA 95231
Phone: 209-983-8122
Mobile: 209-247-5317
bheavey@papemachinery.com

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms, and will also be sent by mail or e-mail to the purchaser upon request.

Quote Id: 27915277**Expiration Date:** 30 December 2022**Sourcewell contract # 032119-JDC**

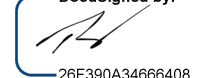
Equipment Summary	Selling Price	Qty	Extended
2023 JOHN DEERE 310SL HL BACKHOE LOADER - 17063640 Extended Warranty Extended Warranty, 310SL HL, Power Train And Hydraulics, 3000 Total Hours or 60 Total Months, \$0 Deductible	\$ 145,965.00 X	1 =	\$ 145,965.00
Sub Total			\$ 145,965.00
Equipment Total			\$ 145,965.00

Quote Summary

Equipment Total	\$ 145,965.00
CA Tire Fee	\$ 7.00
SubTotal	\$ 145,972.00
Sales Tax - (7.25%)	\$ 10,582.46
Total	\$ 156,554.46
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 156,554.46

Pending approval of CPUD Board
of Directors on Jan 10, 2023

DocuSigned by:



26F390A34666408...

Salesperson : X _____

Accepted By : X _____

12/16/2022



Selling Equipment



MACHINERY

Quote Id: 27915277

Customer: CALAVERAS PUBLIC UTILITY DISTRICT

2023 JOHN DEERE 310SL HL BACKHOE LOADER - 17063640

Hours: 0
Stock Number: 17063640

Code	Description	Qty
0A81T	JOHN DEERE EROPS,AC,4X,E-STK, MP,PILOT,RC,AUX,UQC,24	1

Standard Options - Per Unit

170K	JDLINK	1
1065	ENGINE FT4	1
2035	CAB STANDARD	1
2401	DECAL & PACKET ENGLISH	1
3095	AXLE MFWD W/LIM SLIP & AUTO	1
4464	TIRE GAL 19.5L24 12.5/80-18	1
5285	CONTROL PILOT	1
5440	COUPLER QUICK UNIVERSAL	1
5656	BUCKET 24" HD 7.5 CU FT (REMOVE)	1
6020	DIPPER EXTENDABLE	1
6220	HYD REAR AUX 1WAY FLOW	1
7080	LDR 1 LEVER HYD W/INT AUX	1
7685	LDR BKT 1.3CY MULTI P BKT92"	1
8475	COUNTERWEIGHT 1000LB.	1
8685	BATTERY DUAL W/JUMP POST	1
9045	CHROME EXHAUST	1
9115	RIDE CONTROL	1
9120	HEAVY DUTY GRILL	1
9210	CONSOLE W/CUP HOLDER - LEFT	1
9505	GUARD FULL MFWD	1
9515	FLUID SAMPLING	1
9916	RADIO PREMIUM PACKAGE	1
9919	SUN VISOR	1
9965	SEAT CLOTH AIR SUSPENSION	1

Dealer Attachments

JD	12" backhoe bucket	1
PM	Install weld on fork brackets (no forks)	1
PM	First PM service at 500 hours	1
JD	18" backhoe bucket	1
JD	S&I beacon	1
JD	S&I external rear view mirrors	1
JD	S&I backhoe boom protection plate	1



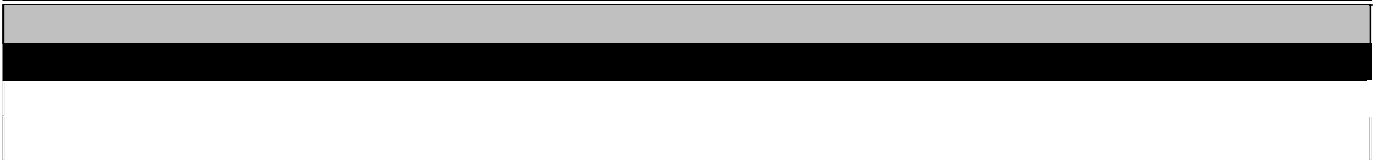
Selling Equipment



MACHINERY

Quote Id: 27915277

Customer: CALAVERAS PUBLIC UTILITY DISTRICT





JOHN DEERE

Extended Warranty

Extended Warranty Proposal**PowerGard™ Protection Plan****CONSTRUCTION**

Date : December 16, 2022

Machine/Use Information		Plan Description		Price	
Manufacturer	JOHN DEERE	Plan Type:	Extended Warranty	Deductible:	\$ 0
Equipment Type	CONSTRUCTION	Coverage:	Power Train And Hydraulics	Quoted Price	\$ 0.00
Model	310SL HL	Total Months:	60		
Country	US	Total Hours:	3000		
MFWD/Tracks	N				

Scraper Use

Extended Warranty is available only through authorized John Deere Dealers for John Deere Products, and may be purchased at any time before the product's Standard Warranty, or Extended Warranty expires.

Extended Warranty Proposal Prepared for:

I have been offered this extended warranty and

Customer Name - Please Print

 I ACCEPT the Extended Warranty I DECLINE the Extended Warranty

Customer Signature

If declined, I fully understand that any equipment listed above is not covered for customer expenses due to component failures beyond the original basic warranty period provided by John Deere.

Note : This is **not** a contract. For specific Extended Warranty coverage terms and conditions, please refer to the actual Extended Warranty contract for more information and the terms, conditions and limitations of the agreement.

What Extended Warranty is :

The Extended Warranty Program is for the reimbursement on parts and labor for covered components that fail due to faulty material or original workmanship that occur beyond the John Deere Basic Warranty coverage period. The agreement is between Deere & Company and the owners of select John Deere Construction and Forestry equipment, who purchase the Extended Warranty Plans for the desired coverage as indicated in this proposal.

What Extended Warranty is not :

Extended Warranty is not insurance. It also does not cover routine maintenance or high wear items, or insurance-related risks/perils such as collision, overturn, vandalism, wind, fire, hail, etc. It does not cover loss of income during or after an equipment failure. See the actual product-specific Extended Warranty agreement for a complete listing of covered components, and limitations and conditions under the program.

Features/Benefits:

- Extended Warranty includes the following features and benefits under the program :
- Pays for parts and labor costs incurred on failed covered components (less any applicable deductibles),
- Does not require pre-approval before repairs are made by the authorized John Deere dealership,
- Payments are reimbursed directly to the dealership with no prepayment required by the contract holder.

**JOHN DEERE
FINANCIAL**

Finance Options

Valid through December 30, 2022

New 2023 JOHN DEERE 310SL HL BACKHOE LOADER

Serial # 17063640

	Installment	Installment	Installment	Installment
Term in Months	36	48	60	72
Fixed Rate	6.35%	6.45%	6.55%	6.70%
Payment	\$ 4,787.86 Monthly	\$ 3,709.37 Monthly	\$ 3,067.12 Monthly	\$ 2,646.93 Monthly
Selling Price	\$ 145,965.00	\$ 145,965.00	\$ 145,965.00	\$ 145,965.00
Down Payment	---	---	---	---
Trade-Ins	---	---	---	---
Net Selling Price	\$ 145,965.00	\$ 145,965.00	\$ 145,965.00	\$ 145,965.00
Physical Damage Insurance	---	---	---	---
Preventive Maintenance	---	---	---	---
Extended Warranty	---	---	---	---
Service/Support Package	---	---	---	---
Filing / Origination Fees	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Sales Tax	\$ 10,582.46	\$ 10,582.46	\$ 10,582.46	\$ 10,582.46
Total Financed Amount	\$ 156,554.46	\$ 156,554.46	\$ 156,554.46	\$ 156,554.46
Principal	\$ 156,554.46	\$ 156,554.46	\$ 156,554.46	\$ 156,554.46
Total Interest	\$ 15,808.50	\$ 21,495.30	\$ 27,472.74	\$ 34,024.50
Total Payments	\$ 172,362.96	\$ 178,049.76	\$ 184,027.20	\$ 190,578.96

Subject to approval by John Deere Financial. Taxes, freight, setup and delivery charges may or may not be included and could change the payment. Available only at participating dealers.

Notice: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at:

<http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

**CALAVERAS PUBLIC UTILITY DISTRICT
RESOLUTION NO. 2023-02**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN
EQUIPMENT LEASE WITH PAPE MACHINERY FOR A JOHN DEERE 310
BACKHOE LOADER**

WHEREAS, the District has a need for a new backhoe loader to replace existing equipment that has outlived its useful life and/or augment the District’s vehicle equipment capabilities to address maintenance and repairs within the District service area; and

WHEREAS, the Board of Directors has approved a line item in the Fiscal Year 2022/2023 budget for vehicle and equipment acquisitions; and

WHEREAS, the District solicited quotes for the lease of a backhoe loader by competitive quotation bids, and Pape Machinery offered the best terms for the District to lease the backhoe loader; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Calaveras Public Utility District that the General Manager be and hereby is granted the authority to enter into a lease agreement on behalf of the District with Pape Machinery for a John Deere 310 backhoe loader in the amount of \$156,554.46. A copy of the lease agreement is attached to this Resolution.

The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 10th day of January, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____
Richard Blood, President of the Board of Directors

Attest: _____
Carissa Bear, Secretary/Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

January 5, 2023

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: RFP for Water Master Plan

Summary:

The District last had a Water Master Plan completed in 2008. The Water Master Plan needs an update. Included in the RFP is development of the 5-year Capital Improvement Program and a 20-year Asset Management Program.

Financial Impact:

The Water Master Plan will be funded through a grant Reimbursement from State Revolving Fund.

Recommendation:

Please review and approve the RFP.

Respectfully Submitted,



Travis Small

General Manager

CALAVERAS PUBLIC UTILITY DISTRICT

REQUEST FOR PROPOSALS

Water Master Plan Update Project

DUE: February 6, 2023

1:00 PM

Deliver to: Calaveras Public Utility District

Attn: Travis Small

506 West Saint Charles Street

San Andreas, CA 95249

Digital Deliver: Info@cpud.org

INTRODUCTION

The Calaveras Public Utility District (hereinafter “District”) is soliciting proposals for the 2023 Water Master Plan Update. This will be a competitive negotiation process. Qualified individuals, firms, contractors, consultants or entities (hereinafter “Consultant(s)”), that meet the requirements set forth in this Request for Proposals (hereinafter “RFP”), and are capable of providing the services requested are encouraged to participate. The primary goals identified for this project are:

- Review the existing Water Master Plan and identify and complete the necessary updates to the plan.
- Review water demands and supply and provide recommendations for meeting existing and ultimate water demands, including during drought and emergency scenarios.
- Evaluate the capacity of the existing water system such as raw water storage, raw water conveyance, water treatment plant, distribution piping, pumping, and storage facilities with respect to meeting existing and ultimate water demands, including current and future fire flow capabilities.
- Update/Calibrate the District’s current hydraulic model.
- Provide detailed recommendations for Water Treatment Plant Improvements that consider capacity, regulations, and maintenance costs.
- Evaluate the materials, ages, and conditions of the existing infrastructure and provide recommendations on anticipated remaining service lives, and recommendations on options or opportunities to increase service life. (Raw Water, Treatment, Storage, Transmission, and Distribution)
- Determine the most cost-effective improvements for the water treatment plant, raw water storage, raw water conveyance, distribution system including the pipelines, storage facilities and pump stations.
- Review the vulnerability of the infrastructure and provide recommendations to assist the district with the any updates to the risk and resilience assessment and emergency response planning.
- Prepare an asset list of recommended capital facilities improvements including estimated costs and implementation schedule for a 5-year CIP and a 20-year Asset Management Program.

BACKGROUND

The District is seeking proposals to update the Water Master Plan. The Water Master Plan was last updated in 2008. Calaveras Public Utility District (CPUD) is dedicated to providing an environmentally sustainable, reliable & cost-effective drinking water supply. The Calaveras Public Utility District (CPUD) was established on January 19, 1934 as a publicly owned utility to provide water to San Andreas, Mokelumne Hill and outlying areas.

In 1970, the voters approved a bond election to replace open canals and reservoirs with: a pump station on the South Fork of the Mokelumne River; a 2000 acre foot reservoir (Jeff-

Davis) near Glencoe; a 1.5 million gallon storage tank in Mokelumne Hill; a 3.0 million gallon storage tank in San Andreas; and 20 miles of connecting pipeline. The system was designed with excess capacity to allow for population growth, which is why CPUD has adequate water to make it through drought years such as we have recently experienced. A system to serve Paloma was added in 1977. In 2004, a USDA grant/loan provided funding for a water system to serve the Railroad Flat/Glencoe area.

Today, CPUD pumps over 450 million gallons of water per year for the nearly 2000 customers in the 35 square mile District serving a population of almost 5000 people.

The Current Water System includes the following infrastructure:

- Distribution and transmission mains (approximately 40 miles)
- Tank Storage (7 total tanks with approximately 6 MG of storage)
- >10 distinct Pressure Zones with >10 pressure regulating stations
- 0 intertie facilities with other local agencies
- The District has 1 Water Treatment Plant
- Various other ancillary infrastructure.

Available Information

The following resources are available to support the water master plan update: (List here)

- Water Distribution System Maps
- Previous Water System Models in H2OMap Water Software.
- Commercial and domestic (non-irrigation) water meter data.
- Land use information including parcel zoning, designated land use, and parcel area.
- GIS based parcel map.

INSTRUCTIONS

This RFP includes a description of the scope of services, proposal requirements, and instructions for submitting your proposal. Failure to follow these instructions may result in rejection of your proposal. No oral representations or interpretations will be made to any proposer as to the meaning of this RFP. Direct all inquiries regarding this RFP in writing to (enter point of contact below):

Calaveras Public Utility District
Attn: _____
506 West Saint Charles Street
San Andreas, CA 95249
Phone:
Email:

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment to this RFP is valid only if it is in writing and issued by the District department issuing the RFP. No oral interpretations or answers shall bind the District unless confirmed by the District in writing.

Proposals must be received by the District via _____ no later than ____ a.m./p.m., local time, on enter day and date here. It is the responsibility of the proposer to assure that the proposal is received prior to the deadline date and time. Proposals received after the submission deadline will not be accepted.

Proposer shall assure that the designated project team, including sub-consultants or sub-contractors (if any), is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team, sub-consultant(s) or sub-contractor(s) shall not be made without the prior written approval of the District.

Consultant shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, disability, or any other reason.

The District's acceptance of proposer's offer shall be limited to the terms herein, including all attachments hereto, unless expressly agreed in writing by the District's authorized representative. Proposals offering terms other than those shown herein may be declared non-responsive and may not be considered. By submission of a signed proposal, proposer consents to be bound by all terms and conditions set forth in the pages of this solicitation and all attachments hereto. Proposal signer represents that he/she is duly authorized to execute and sign documents on behalf of his/her respective entity.

Any changes to this RFP are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document, the District's copy shall prevail

TENTATIVE SCHEDULE

The following represents the tentative schedule for this RFP. Any change in the scheduled dates for the Deadline for Final Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP Released by the District.....	_____
Deadline for Final Questions.....	
District Responses to Written Questions.....	
Proposal Submission Deadline.....	
Consultant Interviews as needed.....	
Contract Negotiations.....	
Contract Approval by District Board.....	
Commencement of Services.....	

SCOPE OF SERVICES

The firm selected for this project will be required to provide the labor, equipment and materials to complete the following services:

Task 1: Project Management

Provide overall project management activities to keep the project on schedule and within budget.

Specific tasks include but are not limited to:

- Task 1.1 General project management of project
- Task 1.2 Project meetings
- Task 1.3 QA/QC
- Task 1.4 Monthly invoicing and progress reporting, schedule updates, and budget management.

Task 2: Review prior WMP and Available Information

- Task 2.1 Review most recent WMP.
- Task 2.2 Review and collect available information including but not limited to: maps, water usage data, planning and land use information, and any other pertinent information.
- Task 2.3 Describe study area and existing water system(s).
- Task 2.4 Review current and projected water demands to model the existing system(s).

Task 3: Software Update and Model Development

- Task 3.1 Update software model to ensure that the model reflects the current operation of the system(s).
- Task 3.2 Develop model to determine water system constraints and to evaluate options for system improvements.
- Task 3.3 Calibrate model after existing conditions are updated
- Task 3.4 Model Development Report: A report will be developed to document all the work conducted as part of this project, including but not limited to, the model development and calibration process, as well as all criteria used and the modeling methodology.

Task 4: Water System Analysis

Prepare analysis to identify improvements required to the District's distribution system throughout the planning period.

- Task 4.1 Develop System Evaluation Criteria to provide the basis for identifying problem areas in the water system over the planning period.
- Task 4.2 Analyze Water System(s) and Recommend Improvements. Analysis should include: average day demand, maximum day demand, fire flow, peak hour demand and include both current and build out planning scenarios.
- Task 4.3 Perform Condition Assessment of Water Facilities to assess existing facilities and identify recommended improvements.

Task 5: Prepare 5-Year Capital Improvement Plan and 20-Year Asset Management Plan

Recommend infrastructure improvements identified in Task 4.3 for implementation over the next 5 years. The recommended improvements shall be scheduled annually for implementation based on this priority. The recommended 5-year CIP shall include estimated costs escalated to the year of actual implementation along with a summary of recommended projects and costs for each year of the CIP. The 20-year AMP should be similar to the CIP and give estimated costs that reflect inflation at the year of implementation.

Task 6: Prepare Updated Water Master Plan

- Task 6.1 Develop Administrative Draft Water Master Plan which incorporates all the key outcomes of prior tasks. This report shall include figures, maps, flowcharts, and diagrams to improve the understanding and access to the technical elements of the report.

Task 6.2 Prepare Final Water Master Plan after review of the Draft Water Master Plan by District staff. The Final Water Master Plan shall incorporate District comments and be stamped by a registered Civil Engineer for submission to the District.

PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the information specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Any additional information that a proposing Consultant wishes to include that is not specifically requested should be included in an appendix to the proposal.

Consultants are encouraged to keep the proposals brief and to the point, but sufficiently detailed to allow evaluation of the project approach. Excessive information will not be considered favorably.

The proposal shall contain the following sections in the order below:

Cover Letter with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (include physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting Consultant will perform the services and adhere to the requirements described in this RFP, including any addenda (reference the addenda by date and/or number).
- The cover letter will be signed by an official(s) legally authorized to bind the Consultant and should state that the proposal is valid for ninety (90) days.

Firm's Qualifications – Describe your firm and provide a statement of your firm's qualifications for performing the requested services including the qualifications of any subconsultants that you will be using on this project. Identify the services which would be completed by your firm's staff and those that would be provided by the sub-consultants or sub- contractors.

Experience and References – Provide a summary of your firm's experience in providing these or similar services. Provide a minimum of three (3) references for projects or services similar in nature and scope that your firm's team members have completed. Include brief descriptions of the project, dates, identify team members and roles, and provide client names and contact persons' names, addresses and telephone numbers. Public sector references are preferred.

Qualifications of Team – Provide a project team organizational chart for the project team including any subconsultants. Provide a brief resume for each key team member and the designated project manager. Full resumes may be included in the appendix. Include a statement of assurance regarding the following requirement in the proposal: Non-substitution for the designated key members of the team without prior approval of District staff.

Project Understanding – Based on the available information, supplemental research, field

observations, and experience with similar projects, provide a narrative describing your understanding of the services requested in this RFP, your general approach and any major challenges to achieving the District's stated goals for this project. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches or strengths that your firm may have related to this project. District staff will assess your understanding of all aspects of the project based on the overview.

Scope of Work – Provide a detailed scope of work for the successful implementation of this project. Include any assumptions that are made as well as a listing of deliverables for all aspects of the project.

Project Schedule – Provide a schedule for completion of the project including identification of major milestones.

Insurance Requirements – State your ability to meet the District's insurance requirements in Attachment ___.

Conflicts of Interest – The proposal shall contain a statement to the effect that the Firm is not currently committed to another project or client that would constitute a conflicting interest, either existing or perceived with the project identified in this RFP.

COST **PROPOSAL**

In a sealed envelope as a separate document to your Technical Proposal, provide ___ hard (__) copies and one electronic copy (MS Excel Format) of a cost proposal for all products and services to be delivered, and a breakdown of costs delineated by tasks as described in your project plan. The Cost Proposal shall be provided in a table format that identifies the key project team member(s) proposed for each task and sub-task and the number of management, engineering, technical, drafting and support personnel hours and cost envisioned for each task. The hourly rate, name of team member, and staff classification shall be included in the column headings of the spread sheet. Define any reimbursable expenses requested to be paid by the District. Identify all other costs to be billed to the project including project expenses. Include a copy of the proposed rate schedule(s) to be used throughout the duration of the project including any adjustments which are predicted to occur during the life of the project. In order to facilitate the assessment of cost proposals, all proposals shall be formatted such that the tasks listed in the "Scope of Services" Section (Tasks 1 through 6), shall be utilized. Additional sub-tasks may be created in the cost proposals at the proposing firm's discretion to provide additional definition of major activities to be accomplished.

SUBMITTAL INSTRUCTIONS

Proposals shall be submitted not later than the time and date indicated on the cover page of this RFP. All submittals shall be submitted to:

Calaveras Public Utility District
Attn: _____
506 West Saint Charles Street
San Andreas, CA 95249

The District reserves the right to waive minor defects and/or irregularities in proposals, and shall be the sole judge of the materiality of any such defect or irregularity.

All costs associated with proposal preparation shall be borne by the proposer.

EVALUATION CRITERIA

The following evaluation criteria and rating schedule will be used to determine the most highly qualified firm(s).

Evaluation Criteria	Maximum Points Possible
A. Firm's Qualifications	20
B. Qualifications of the Project Team	20
C. Understanding of the Project	20
D. Proposed Project Plan/Scope of Work	30
E. Cost of Services	10
Total Possible Points:	100

SELECTION PROCESS

Award of the RFP shall be made to the responsible proposer whose proposal is determined, through a formal evaluation panel process, to be the most advantageous to the District after the evaluation panel has taken into consideration the evaluation factors set forth in the RFP.

The District reserves the right to make a selection after review of the proposals without oral interviews; therefore, the proposal should be submitted initially on the most favorable terms that the Consultant might propose.

A contract will be negotiated with the Consultant considered best meeting the District's need for this project. In the event a mutually satisfactory contract cannot be negotiated with the District's first choice, negotiations may be terminated and commenced with the Consultant considered next best

in meeting the District's needs for this particular project.

The selected Consultant will be required to execute a District prepared contract. The contract may further refine the scope of services and will provide for the terms and conditions of employment.

The District reserves the right to reject any or all proposals, or to waive minor irregularities in said proposals, or to negotiate minor deviations with the successful Consultant(s).

Once a decision has been made to award the contract, then a formal notice of the intent to award to the recommended proposer(s) shall be made by the Department.

GENERAL TERMS & CONDITIONS

Standard Contract. Upon completion of the evaluation and recommendation for award, the selected Consultant will be required to execute an agreement prepared by the District, a sample of which is included as **Attachment _**.