



**CALAVERAS PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS REGULAR MEETING: 3:00 PM
October 19, 2021**

President J.W. Dell 'Orto
President of the Board

Director Richard Blood
Director Scott Speer

Director Brady McCartney

Calaveras Public Utility District hereby provides notice that it will convene its regularly scheduled public meetings of the Board of Directors exclusively by telephone conference until further notice. No attendance will be permitted by the public at the District office until further notice.

Based on guidance from the California Governor's Office and the Department of Public Health, to minimize the potential spread of the COVID-19 virus, please do the following:

- **Join the Conference Call meeting**
- **Dial-in number (US): 1(669)900-9128**
- **Join the online ZOOM meeting:**
<https://us02web.zoom.us/j/81514083058?pwd=UWdBT0FOMHIQRIBzQUNtZnZVcHdEUT09>
- **Meeting ID: 815 1408 3058**
- **Meeting Passcode code: 075725**

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 not 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 J.W. Dell 'Orto
- b. Director Richard Blood
- c. Director Scott Speer
- d. Director Brady McCartney

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. Minutes of Regular Board meeting of August 10, 2021
- b. Minutes of Special Board meeting of August 17, 2021
- c. Minutes of Special Board meeting of August 31, 2021
- d. Minutes of Special Board meeting of September 10, 2021
- e. Minutes of Regular Board meeting of September 14, 2021
- f. Minutes of Special Board meeting of September 27, 2021
- g. Claim Summary

Action: Roll call Vote

Consider motion to approve consent items for items a-g.

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. ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED MEMBER OF THE CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

Action Requested:

Administer Oath of Office to Jack Tressler, who was appointed to the District Board of Directors by the Calaveras County Board of Supervisors.

7. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)
Title: General Manager

8. PUBLIC EMPLOYEE APPOINTMENT

Title: General Manager

Consideration of appointment of Travis Small as General Manager and approval of employment agreement.

9. FERC – CONSIDERATION OF PROPOSAL FOR WATER RIGHTS COMPLIANCE AND HYDROPOWER GENERATING PLANT EVALUATION

Action Requested: Roll Call Vote

Approve the task order with Rich Sanchez, GEI Consultants in the amount, not to exceed, of \$24,948 to assist with and facilitate completion the remaining outstanding dam safety issues.

10. CONSIDERATION OF THREE PROPOSALS WITH CONTROLPOINT ENGINEERING, INC.

- a. Business Server Improvements Proposal
- b. Business Network Upgrade Proposal
- c. High-Level SCADA Assessment Proposal

Action Requested: Roll Call Vote

- a. Approve the ControlPoint, Inc. proposal to upgrade the District's business server in the amount of \$12,948.
- b. Approve the ControlPoint, Inc. proposal to upgrade the District's network in the amount of \$11,579.
- c. Approve the ControlPoint, Inc. proposal for a High-level SCADA Assessment in the amount of \$4,760.

11. CONSIDERATION OF PROPOSAL FOR WATER RIGHTS COMPLIANCE AND HYDROPOWER GENERATING PLANT EVALUATION

Action Requested:

Approve the Western Hydrologics (WHC) proposal for water rights compliance and hydropower generating plant evaluation based on time and materials not to exceed \$9,940.

12. CONSIDERATION OF PROFESSIONAL GRANT WRITING SERVICES

Action Requested: Roll Call Vote

Approve the professional services agreement with Fawn McLaughlin to complete the ACWA/JPIA Risk Control grant application at \$110 per hour, not to exceed \$1,500.

13. STATUS REPORT/CLEARWELL PROJECT

Clearwell Tank Project Status Report

14. FINANCIAL REVIEW- CRAIG COLLINS

- a. Overview
- b. Mid-Year Budget Adjustment Proposal

Action Requested: Roll Call Vote

Approve proposed budget adjustments

15. ANNUAL AUDIT ENGAGEMENT LETTER

Action Requested: Roll Call Vote

Approve the professional services agreement with Larry Bain, CPA, An Accounting Firm, to complete the annual financial audit at a not to exceed \$8,600.

16. RESOLUTION NO. 2021-11: 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 NOVEMBER 18, 2021 TO NOVEMBER 19, 2021 PURSUANT TO BROWN ACT PROVISIONS.

Action Requested: Roll Call Vote

Approval of Resolution No. 2021-11 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors Due to the Covid-19 Emergency.

17. 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
 - i. Maintenance Report
 - ii. Curtailment Water Rights Update
 - iii. MCV Power Pole/Fuse Update
 - iv. WTP SCADA Update
- c. Interim General Manager's Report
- d. 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.

18. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Interim General Manager

19. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting November 9th, 2021, 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.

Regular Meeting

3:00 pm

DIRECTORS PRESENT: J.W. Dell'Orto
Richard Blood
Scott Speer
Brady McCartney

MEMBERS ABSENT: None

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent
Matt Ospital, District Engineer
Tyla Daries, District Engineering Technician

OTHERS PRESENT: Tammy Hebrard
Jeff Farr, Farr Construction

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:03 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, Speer and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a) Minutes of Regular Board meeting of July 13, 2021
 - b) Minutes of Regular Board meeting of June 29, 2021
 - c) Claim Summary

Director Blood asked for clarification on a payment from the claim summary. Mathew Roberts, Water System Superintendent clarified. A motion was made by Director Speer, seconded by Director McCartney, to approve consent items a-c. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

6. APPLICATION FOR CITIZEN APPOINTMENT TO CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS

President Dell'Orto gave Director McCartney a recap of the last meeting, explaining that the Board held off making a recommendation until he could be present. Adam Brown, District Legal Counsel, explained to Director McCartney that due to the vacant position not being filled at election time that the Calaveras County Board of Supervisors will have to make the appointment. Mr. Brown explained the process to the Board. Director McCartney reviewed the applicants. He made note that

the Calaveras Public Utility District already has a majority of Mokelumne Hill residents as Board members. Director McCartney stated that he would like to see another Board member from the San Andreas area. Director Speers agreed. Discussion was had between the Directors with Director Blood requesting that in the future he'd like the candidates' applications to be placed in the Board packet so the public can review and make comments. A motion was made by Director Blood, seconded by Director McCartney, to recommend that the Calaveras County Board of Supervisors appoint either Jack Tressler or Tammy Hebrard to the District Board of Directors. A roll call vote was taken. Directors Dell'Orto, Blood, Speer and McCartney voted yes; none opposed. Motion carried 4-0.

7. REQUEST TO PURCHASE WATER, RED HAWK (MCCARTY) RESERVOIR

- a) Consider Walter Valente's request to purchase water from Redhawk Reservoir.

John Kingsbury, Interim General Manager, explained that Mr. Valente contacted staff with a request to purchase water from Redhawk Reservoir. The District has sold water to Mr. Valente in the past. Looking to approve this one-time sale and to create a policy for future requests, Mr. Roberts explained with the upcoming drought that he would like clarity for this year and the years ahead. Discussion was had regarding the process of the water releases. President Dell'Orto recommended setting the price at the same amount as the District's recent raw water sale to Calaveras County Water District (CCWD). A motion was made by Director Speer, seconded by Director Blood, to approve Walter Valente's onetime request to purchase water from Redhawk Reservoir at \$55 per acre foot. A roll call vote was taken. Directors Dell'Orto, Blood, Speer and McCartney voted yes; none opposed. Motion carried 4-0

- b) Clarify procedure of future requests to purchase water from Redhawk Reservoir.

The Board asked the staff to come up with a procedure and to bring it back to the Board.

8. STATUS REPORT/CLEARWELL PROJECT

- a) Clearwell Tank Project Overview

Matt Ospital of Weber Ghio Associates (WGA), District Engineer, gave a presentation showing the plans and informing the Board of what has been happening with the project. Due to the storms and COVID, contractors are having difficulty obtaining parts. There were four bidders for Phase II, and Farr Construction was the lowest bidder. Mr. Ospital introduced Jeff Farr. Mr. Farr introduced himself to the Board and stated that his company is very interested in working on this project. Mr. Ospital explained that due to the pricing changes, prices are coming higher than originally anticipated. The new cost of the project is now estimated to be \$3.4 million. WGA has reached out to USDA and SRF to seek financial assistance, but has received no response yet. President Dell'Orto stated that was disheartening news to hear. Director Blood expressed displeasure with the price being so far off the original estimate. He asked for clarification about the existing tank operation in the future. Tyla Daries of WGA clarified. Director Blood inquired about the tracer study. Ms. Daries explained that they have reached out to the state. Tammy Hebrard, member of the public, expressed her frustration with the overall project and what she believes to be a lack of transparency regarding the estimated costs from the beginning.

- b) Authorize the Interim General Manager to execute a construction agreement for the Clearwell Tank Project, Phase II

Director Blood asked for clarification if a motion was needed for executing the agreement or was this just a review. President Dell'Orto explained that a motion was needed, and the staff reviews and executes contracts. President Dell'Orto expressed his concern with not moving forward, fearing that weather will become an issue. Director McCartney indicated that he would like the District to look into other options for funding in the future. Ms. Daries explained that the District did look into

SRF in the beginning, but unfortunately the District's need was not classified as high importance for SRF. The District would not have been guaranteed reimbursement. Mr. Ospital clarified that the base bid for alternate 2 is recommended for approval by the Board. Director Blood expressed his dissatisfaction with the price. He inquired about the possibility of delaying the project to see if the prices of materials would come down. Mr. Roberts explained to Director Blood that a delay could cause the District to be out of compliance with state regulations to run the Water Treatment Plant.. Director McCartney volunteered to assist staff with reaching out to the state to express the situation the District is in with the hopes of getting a higher urgency rating. President Dell'Orto asked staff and Director McCartney to work together. Additional back and forth discussion commenced. A motion was made by Director Speer, seconded by Director McCartney, to authorize the Interim General Manager to execute a construction agreement with Farr Construction for the Clearwell Tank Project, Phase II. A roll call vote was taken. Directors Dell'Orto, Speer and McCartney voted yes; Director Blood voted no. Motion carried 3-1.

9. REPORTS

a) Legal Counsel's Report:

Adam Brown informed the Board that the Brown Act modifications authorized by the Governor's Executive Order in response to the Covid pandemic are due to expire at the end of September. ACWA/JPIA asked for the Governor to provide notice once the Brown Act waivers are lifted. Once modifications are lifted, Board meetings will need to be in person again absent legislation permitting continued virtual meetings.

b) Water System Superintendent's Report:

Mathew Roberts gave an overview of the July maintenance report. He reported that the San Andreas Tank SCADA has been completed by TSI. This allows the crew to view the San Andreas tank remotely. The crew repaired another leak on Pool Station Rd. This is the third time the crew has been to that area for repairs. Director McCartney asked Mr. Roberts what the most common reason for leaks that he sees. Mr. Roberts responded that the majority of the leaks are pin holes, and some are old welds that are failing. Mr. Roberts received a letter from the State Water Board informing the District that its Pre-1914 water is at risk for curtailment. He reported that CPUD has partnered with CCWD again for the Upper Mokelumne River Watershed Sanitary Survey, which is done every 5 years..

c) Interim General Manager's Report:

John Kingsbury informed the Directors that staff has been working on Director Blood's request for information regarding the water rights. It has been passed along to Legal Counsel. Once reviewed it will be passed around accordingly. Mr. Kingsbury informed the Board the General Manager interviews that will take place on August 17th. Carissa Bear, Clerk of the Board, will send an agenda out later this week. August 31st will be the second round of interviews. The staff will be included in the August 31 round.

d) Director's Comments:

Director Blood reported that he attended the UMRAW meeting. They discussed the second round of Prop 1 funding which would be used for infrastructure. Director Blood asked for direction on looking into adding existing tank, President Dell'Orto provided direction. Director Speer attended the LAFCO meeting nothing to report at this time.

10. ADJOURMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 5:17 P.M.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

DRAFT

CALAVERAS PUBLIC UTILITY DISTRICT

August 17, 2021

Special Meeting

8:00 am

DIRECTORS PRESENT: J.W. Dell'Orto
Richard Blood
Scott Speer
Brady McCartney

MEMBERS ABSENT: None

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board

OTHERS PRESENT:

1. CALL THE MEETING TO ORDER: The special meeting was called to order by President Dell'Orto at 8:03 A.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, Blood, Speer, and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None

* The Board went into closed session at 8:06 am.

5. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)
Title: General Manager
Meeting with Gary Phillips of Bob Murray & Associates, District negotiator/recruiter for General Manager position. Conduct General Manager interviews.

6. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 4:30pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

Special Meeting

1:00 pm

DIRECTORS PRESENT: J.W. Dell'Orto
Richard Blood
Scott Speer
Brady McCartney

MEMBERS ABSENT: None

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board

OTHERS PRESENT:

1. CALL THE MEETING TO ORDER: The special meeting was called to order by President Dell'Orto at 1:10 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, Blood, Speer, and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): No public comment but President Dell'Orto wanted to inform staff that a customer was interested in pulling from Redhawk Reservoir and that he would be calling. Carissa Bear, Clerk of the Board let President Dell'Orto know that staff has been in contact with the customer, and they were working on a resolution to his request.

* The Board went into closed session at 1:12 P.M.

5. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)
Title: General Manager
Meeting with Gary Phillips of Bob Murray & Associates, District negotiator/recruiter for General Manager position.

The Board met in closed session and discussed candidates for the General Manager position. No action was taken. Mr. Philips and the ad hoc finance committee will commence contract negotiations with a candidate and report back to the Board.

6. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 5:34 P.M.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

DRAFT

Special Meeting

3:00 pm

DIRECTORS PRESENT: Richard Blood
Scott Speer
Brady McCartney

MEMBERS ABSENT: J.W. Dell'Orto

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent

OTHERS PRESENT: Gary Phillips, Bob Murray and Associates

1. CALL THE MEETING TO ORDER: The special meeting was called to order by Director Blood at 3:07 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, Speer, and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): No public was present, but Interim General Manager John Kingsbury did ask Water System Superintendent Mathew Roberts to give the board a briefing on an issue that was occurring at the water treatment plant. Mathew explained that when a crew member arrived onsite at the treatment plant first thing in the morning today, he noticed that the plant was not functioning properly. The crew believes the lightning storm the night before had something to do with the issue. It was reported that multiple cards in the SCADA system were damaged. The crew was working hard to keep the plant running manually and a TSI contractor was en route to the plant with new cards to replace the damaged ones. Mr. Roberts notified Robert Lapp at the State Water Resource Control Board of the situation. Director Blood expressed his concerns with the plant shutting down when the SCADA program went down. Mr. Roberts assured Director Blood that they were looking into it. The Directors and Interim General Manager complimented the crew on their diligence and hard work in responding to the emergency and in finding solutions to correct the problem.

* The Board went into closed session at 3:16 P.M.

5. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)
Title: General Manager
Meeting with Gary Phillips of Bob Murray & Associates, District negotiator/recruiter for General Manager position.

The Board heard a report in closed session from the recruiter for the General Manager position. No action was taken.

6. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 3:51 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

DRAFT

Regular Meeting

3:00 pm

DIRECTORS PRESENT: J.W. Dell'Orto
Richard Blood
Scott Speer
Brady McCartney

MEMBERS ABSENT: None

STAFF PRESENT: John Kingsbury, Interim 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
Matt Ospital, District Engineer
Tyla Daries, District Engineering Technician

OTHERS PRESENT: Rich Sanchez, GEI Consultants
Tammy Hebrard
Dane Wadle
Amy Gedney

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:03 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, Speer, and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None

*John Kingsbury, Interim General Manager asked to remove item #6 from the agenda. Mr. Kingsbury asked for the crew to be present during the meeting to allow Mathew Roberts, Water System Superintendent, to thank the crew for their efforts, as well as give an update on the incident at the Water Treatment Plant that happened on September 10, 2021. Mr. Roberts gave an overview of the incident and thanked his crew as well as TSI for their work on the incident. Director Blood asked for clarification on how the incident happened and expressed his concerns with the way the Treatment Plant went into failure mode. Mr. Roberts assured Director Blood that the crew was investigating the issue. Mr. Kingsbury asked for all further questions to be held until later in the meeting, explaining that he wanted to use this time to thank the crew for their efforts. The Directors thanked the crew.

5. CONSENT ITEMS
 - a) Claim Summary

President Dell'Orto asked for clarification on CTC's bill. Carissa Bear, Clerk of the Board clarified. Director Blood questioned as to why no minutes were being presented. Mrs. Bear explained. A motion was made by Director Speer, seconded by Director McCartney, to approve consent item a. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

6. PUBLIC EMPLOYEE APPOINTMENT

Pulled from the agenda at the Interim General Manager's request.

7. STATUS REPORT/CLEARWELL PROJECT

Mr. Kingsbury thanked Matt Ospital and Tyla Daries for attending. Mrs. Daries shared a time lapse of the progress with the Clearwell Tank Project. Construction by Campbell Construction for Phase I started on August 23, 2021. Phase II's pre-construction meeting is scheduled for September 15, 2021, with Farr Construction. Director Blood asked if an inspection of the existing piping will be done once removed. Mrs. Daries confirmed.

8. SCHAADS – FERC – ANNUAL INSPECTION AND PART 12D SAFETY INSPECTION AND REVIEW FOR THE SUBJECT DAM IN THE MIDDLE FORK HYDROELECTRIC PROJECT

Mr. Kingsbury went over the contract that is currently in place from the previous General Manager. A number of tasks need to be approved. He turned it over Rich Sanchez, GEI Consultants. Mr. Sanchez reminded that some of the items he will be discussing were presented to the Board back in May. He has a meeting with FERC on September 30, 2021. He's hoping to get some questions answered at that time. Mr. Sanchez presented a slide show that went over the pending items for FERC. He has been in contact with Slate Geotechnical Consultants, Inc. (SLATE) to put together a contract to perform the FERC Part 12D. Director Blood inquired as to how long it would take to wrap up the Part 12D. Mr. Sanchez believes it will be completed by the end of the first quarter of 2022. A motion was made by Director Speer, seconded by Director McCartney, to authorize staff to execute contract with Slate Geotechnical Consultants, Inc. in the amount of \$57,080. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

9. MOTHERLODE JOB TRAINING (MLJT) WORKSITE

Mr. Kingsbury discussed the opportunity to partner with Motherlode Job Training. This opportunity will give the District a no cost partnership. Motherlode Job Training provides temporary employees up to 29 hours a week allowing for these temporary employees get on the job training. Director Blood inquired as to how it worked out in the past for the District. Mr. Kingsbury informed Director Blood that we would follow up with staff. Discussion ensued between the Directors and Mr. Kingsbury. A motion was made by Director Speer, seconded by Director McCartney, to authorize staff to partner with Motherlode Job Training and to execute the Worksite Agreement. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

10. LIABILITY, PROPERTY, AND WORKERS' COMPENSATION PROGRAMS RISK ASSESSMENT

Mr. Kingsbury asked all of the Board Members to review the Certificate of Excellence provided by ACWA/JPIA and to coordinate with staff to sign it. Mr. Kingsbury would like to display the completed certificate in the office. Mr. Kingsbury informed the Board that there is a \$10,000 Risk

Control Grant available from ACWA/JPIA. ACWA/JPIA visited the office recently and held a discussion about safety. Director McCartney recommend getting in contact with Fawn McLaughlin for assistance with applying for the grant. Director Blood informed the Board that he would have to abstain as there is a conflict of interest with him and Ms. McLaughlin. President Dell'Orto expressed that he may have a conflict of interest with her as well. Mr. Brown, District Legal Counsel informed the Board that since they're not voting on a contract at this time that it should not be an issue. He did request to speak with Director Blood and President Dell'Orto outside the meeting to determine if there will be conflicts of interest. A motion was made by Director Speer, seconded by Director McCartney, to authorize staff to partner with Fawn McLaughlin on the Risk Control Grant application and to return in October with a proposed contract. A roll call vote was taken. Directors Dell'Orto, Speer, and McCartney voted yes; Director Blood abstained due to conflict of interest; none opposed. Motion carried 3-0-1.

11. REDHAWK DAM – TREE ASSESMENT

Mr. Kingsbury stated that there has been some concern with the health/status of some of the trees at Redhawk. It is important that the District assess the integrity of the dam. He suggested that the Board discuss the possibility of transferring the existing water rights and possibly selling Redhawk. He informed the Board that the property is currently for sale. President Dell'Orto expressed his interest in seeing a bid for the removal of the at-risk trees. Director Speer would like to entertain the idea of selling Redhawk as he believes it will cost more to retain than the District gains by having it. Mr. Kingsbury reminded the Board that he is only looking for direction at this time. Discussion between Mr. Kingsbury and the Board took place.

12. DISCONTINUED WATER SERVICES AND BILLING PRACTICES RELEVANT TO RESOLUTION NO. 2003-7

Mr. Kingsbury reminded the Board that it was previously decided that the District would start billing for locked off accounts. At the Board's request, Mr. Kingsbury has worked with Mr. Brown, District Legal Counsel, to create a new resolution. Mr. Brown informed the Board that this new resolution will rescind the previous resolution. President Dell'Orto inquired as to how the locked off accounts would be notified, he also inquired about agreements with landowners for taps that have not been fulfilled yet. Mr. Kingsbury stated that he would notify the accounts with meters that are currently in the ground by letter. Unused taps will not be affected at this time. He will work with Mr. Brown on the unused taps. A motion was made by Director Speer, seconded by Director McCartney, to Adopt Resolution 2021-9 (Modifying Resolution 2003-27). A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

13. REPORTS

a) Legal Counsel's Report:

Mr. Brown stated that his report will be covered in closed session.

b) Water System Superintendent's Report:

- i. Mr. Roberts went over the Monthly Maintenance Report. He stated that Jeff Davis is 10 feet below spill. For the last few years at this time Jeff Davis was about 12-13 feet below spill. President Dell'Orto inquired as to why the District provides water to Schaads customer and why is there a meter on it. Mr. Roberts explained that apparently CPUD and the landowner had an arrangement, but staff is looking into the specifics and whether an actual

agreement exists. President Dell'Orto inquired as to how much they can take. Mr. Roberts informed him that according to the customer they can take as much as they would like (which is not likely), but staff would investigate. President Dell'Orto would like staff to look into the water rights, stating that there's a lot of water being used. Mr. Roberts informed the Board that at this time the Schaads customer is out of water due to the low water levels.

- ii. The SAFER Program is a funding source for Districts with current violations. Funds are intended for technical assistance. In April, the Rural Water Association came out to do a leak detection program. By having them come out and do that it put CPUD on the short list for the funding program. They felt CPUD was in line with their guidelines. Mr. Roberts has asked for the tanks to be included. Director Blood asked if they will be evaluating the whole system. From Mr. Roberts' understanding they will be evaluating the whole system. Director McCartney was excited to hear this news.
 - iii. WGA and CPUD had an informational meeting in 2020 about projects for which the District will seek funding. Tyla at WGA has been following up on the SRF application monthly. This month Tyla has discovered that the District has been approved for funding for planning. The District will be able to ask for funding on already completed projects, such as the filter to waste project.
 - iv. All CPUD water has been curtailed. The District can only use the water that has been previously stored. Mr. Roberts has petitioned for an exemption for the District, as pulling from the river is the District's only means to serve its customers.
- c) Interim General Manager's Report:
- i. Mr. Kingsbury asked Carissa Bear, Executive Assistant/Clerk of the Board, to give an update on the survey she submitted. Mrs. Bear submitted the Arrearages Survey to the State Water Resources Control Board on September 10th. This will hopefully allow the District to collect some of the lost income from being impacted by COVID (past due accounts/late fees). Mrs. Bear also informed the Board that the Calaveras County Board of Supervisors will be appointing the District's next Board member at their September 28, 2021 meeting.
 - ii. The Governor has asked for everyone to voluntarily reduce 15% of water consumption. Mr. Kingsbury believes that CPUD's customers are using water wisely at this time. He believes a mandatory conservation will be in the near future. The District currently has a conservation plan in place that we will go into effect at the appropriate time. He has met with Calaveras County Water District and Tuolumne Utility District to see if they can work together to push back on water restrictions that are unreasonably restrictive in this region.
 - iii. Due to scheduling, Mr. Kingsbury asked to move the October Board meeting to October 19th. All Board members agreed.
 - iv. Mr. Kingsbury informed the Board that he has been in contact with a company that Director McCartney recommended to assess the District's SCADA system. He has also spoken with a water engineering consultant to assess the District's water rights and infrastructure. He hopes to bring contracts to the October meeting for approval. He has also been in contact with Tuolumne Utility District regarding their asbestos program. CPUD has

recently been approached by our insurance company regarding an old asbestos pipe. Tuolumne Utility District has offered to assist. Director Blood stated that CPUD went with TSI to do the upgrades to the water treatment plant because they were the best. He expressed his dissatisfaction that the treatment plant failed without the staff being aware of it. Mr. Kingsbury is looking to get the whole system assessed, and some safeguards need to be put in place. Director Blood and Mr. Kingsbury had some discussion regarding the failure. Director Blood requested before the District goes with another company that he would like to have further discussion of the failure.

d) Director's Comments:

Director McCartney reported that he and Mr. Kingsbury met with Scott Ratterman and Michael Minkler with Calaveras County. It was more of a meet and greet type of meeting. It was very informational.

President Dell'Orto thanked Director McCartney for passing on his contacts. He also reported that the CAMRA meeting was cancelled.

Director Blood did not have anything to report for UMRWA, but stated that he will start forwarding their agenda to Mr. Kingsbury and Mrs. Bear to distribute to the Board.

* The Board went into closed session at 5:32 pm.

14. CLOSED SESSION – PUBLIC EMPLOYEE APPOINTMENT (Gov. Code § 54957)

Title: General Manager

Meeting with Gary Phillips of Bob Murray & Associates, District negotiator/recruiter for General Manager position.

The Board heard a report from the Interim General Manager and Legal Counsel. No action was taken.

15. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 5:57 P.M.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

Special Meeting

7:00 pm

DIRECTORS PRESENT: J.W. Dell'Orto
Richard Blood
Scott Speer

MEMBERS ABSENT: Brady McCartney

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board

OTHERS PRESENT:

1. CALL THE MEETING TO ORDER: The special meeting was called to order by Director Dell'Orto at 7:00 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, Speer, and Dell'Orto were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. RESOLUTION AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS

Adam Brown, District Legal Counsel informed the Board that Governor Newsom lifted the Executive Order waiving certain provisions of the Brown Act to enable remote Board meetings during the Covid-19 pandemic. The Executive Order is set to expire on September 30. With the waiver no longer in place, Board meetings will need to take place in person again unless the Board adopts a resolution in compliance with AB 361 to enable remote Board meetings. Resolution 2021-10 reaffirms the Governor's emergency proclamation related to the pandemic, which is still in effect, and allows the Board to continue to meet remotely in compliance with AB 361. This resolution is only good for 30 days. Each month the Board will need to pass a subsequent resolution in order to continue meeting remotely. A motion was made by Director Blood, seconded by Director Speer, to adopt Resolution 2021 Authorizing Remote Teleconference Meetings of the Board of Directors. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes; none opposed. Motion carried 3-0.

6. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 7:14 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 756

DATE: September 2021

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	\$ 239,022.47
Payroll Submitted	\$ 44,021.04
P/R Tax Deposits	\$19,283.71
Sub-total	\$ 302,327.22

Net Additions	
Net Deductions	
Claim Summary Approved for	\$ 302,327.22



Clerk of the Board, Calaveras Public Utility District

**Calaveras Public Utility District
Expenses by Vendor Detail
September 2021**

Name	Date	Memo	Account	Amount
ACWA-Health				
	09/14/2021	Dental, Vision, and Life for September	5643 - Medical Insurance	926.59
	09/29/2021	Dental, Vision, and Life for October	5643 - Medical Insurance	721.12
Total ACWA-Health				1,647.71
Alpha Analytical Labs, Inc.				
	09/29/2021	Lab Testing Costs for the month of August	5323 - Lab Fees	340.00
Total Alpha Analytical Labs, Inc.				340.00
American Fidelity Assurance				
	09/29/2021	Flex Accounts for Participating Employees	5646 - 125 Plan	213.60
Total American Fidelity Assurance				213.60
AT & T				
	09/14/2021	San Andreas Tank	5432 - T & D Misc. Maint. Utilities	54.77
	09/14/2021	San Andreas Tank to Shop	5432 - T & D Misc. Maint. Utilities	33.34
	09/14/2021	Hydro #3 Garamendi	5432 - T & D Misc. Maint. Utilities	200.18
	09/14/2021	San Andreas Tank	5432 - T & D Misc. Maint. Utilities	198.31
Total AT & T				486.60
AT & T				
	09/29/2021	Phone Service for Garamendi Hydro	5432 - T & D Misc. Maint. Utilities	69.35
Total AT & T				69.35
AT&T				
	09/29/2021	Phone & Internet for Shop	5432 - T & D Misc. Maint. Utilities	129.59
Total AT&T				129.59
Blood, Richard				
	09/02/2021	Board Meetings 7/13/, 7/26/, 8/10/21, 8/17 and 8/31/2021	5680 - Director's Fees	125.00
Total Blood, Richard				125.00
Bob Murray & Associates				
	09/29/2021	Professional Services - GM Recruitment	5623 - Contract Services	4,907.87
Total Bob Murray & Associates				4,907.87
Brady McCartney				
	09/02/2021	Board Meetings 7/26/, 8/10/21, 8/17 and 8/31/2021	5680 - Director's Fees	100.00
Total Brady McCartney				100.00
Cal PERS				
	09/01/2021	Employer's Contribution - Classic	5647 - OPEB - Retirement	2,193.93
	09/01/2021	Employer's Contribution - Unfunded Accrued Liability	5647 - OPEB - Retirement	8,539.17
	09/01/2021	Employer's Contribution - PEPRA	5647 - OPEB - Retirement	1,169.86
	09/01/2021	Employer Contribution - Unfunded Accrued Liability	5647 - OPEB - Retirement	62.25
	09/15/2021	Health Insurance for Employees	5643 - Medical Insurance	14,165.72
	09/30/2021	Pay Period 9/15/21 PEPRA	5647 - OPEB - Retirement	1,451.97
	09/30/2021	Pay Period 9/30/21 PEPRA	5647 - OPEB - Retirement	1,451.97
	09/30/2021	Pay Period 9/15/21 Classic	5647 - OPEB - Retirement	2,193.93
	09/30/2021	Pay Period 9/30/21 Classic	5647 - OPEB - Retirement	2,193.93
Total Cal PERS				33,422.73
Calaveras County Tax Collectors				
	09/29/2021	Property Tax for all District Properties	5427 - T & D Taxes	1,497.86
Total Calaveras County Tax Collectors				1,497.86
Calaveras Public Power Agency				

Calaveras Public Utility District
Expenses by Vendor Detail
September 2021

Name	Date	Memo	Account	Amount
	09/14/2021	CPUD Warehouse	5432 - T & D Misc. Maint. Utilities	55.93
	09/14/2021	Glencoe Booster Pump	5432 - T & D Misc. Maint. Utilities	280.30
	09/14/2021	CPUD Office	5621 - Office Utilities	245.38
	09/14/2021	Jeff Davis Water Treatment Plant	5432 - T & D Misc. Maint. Utilities	756.40
	09/14/2021	Licking Fork Pumping Station	5230 - Utilities Pumping Power	31.00
Total Calaveras Public Power Agency				1,369.01
Campbell Construction				
	09/13/2021	Progress Pay Estimate No. 1 - Clearwell Tank Project	1191 - Construction in Progress	101,317.50
Total Campbell Construction				101,317.40
Carbon Copy Inc.				
	09/29/2021	Copy Charges	5623 - Contract Services	59.29
Total Carbon Copy Inc.				59.29
Care Free Lawns				
	09/14/2021	Yard Maintenance - Main Office	5623 - Contract Services	150.00
Total Care Free Lawns				150.00
Comcast				
	09/29/2021	Phone/Internet Services from 9/12 - 10/11 2021	5621 - Office Utilities	462.22
Total Comcast				462.22
Computer Firemen				
	09/14/2021	Printer troubleshooting, research on upgrades for staff, set up of VPN routers, installation, etc.	5623 - Contract Services	550.00
Total Computer Firemen				550.00
De Lage Landen Financial Services Inc.				
	09/29/2021	Copy Machine Lease Charge	5623 - Contract Services	83.66
Total De Lage Landen Financial Services Inc.				83.66
Debt and Investment Advisory Commission				
	09/14/2021	Participation certificates / leases	5683 - Dues, Subscriptions, Fees	508.75
Total Debt and Investment Advisory Commission				508.75
Dell'Orto, J.W.				
	09/01/2021	Board Meetings 7/13/, 7/26/, 8/10/21, 8/17 and 8/31/2021	5680 - Director's Fees	125.00
Total Dell'Orto, J.W.				125.00
Fischer, Merle				
	09/07/2021	September Reimbursement	5647 - OPEB - Retirement	496.18
Total Fischer, Merle				496.18
GEI Consultants, Inc.				
	09/29/2021	May Invoice	5430 - T & D Engineering	1,485.00
	09/29/2021	June Invoice	5430 - T & D Engineering	2,821.50
	09/29/2021	August Invoice	5430 - T & D Engineering	445.50
Total GEI Consultants, Inc.				4,752.00
Grainger				
	09/14/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	173.96
	09/14/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	119.47
	09/14/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	73.45
Total Grainger				366.88
Herd's Machine Shop				
	09/14/2021	Off Site Welding Labor	5421 - T & D Maint. Mat. & Supp.	437.50

Calaveras Public Utility District
Expenses by Vendor Detail
September 2021

Name	Date	Memo	Account	Amount
Total Herd's Machine Shop				437.50
Hill Rivkins Brown & Associates				
	09/14/2021	Professional services	5682 - Audit & Legal	8,053.50
Total Hill Rivkins Brown & Associates				8,053.50
Hobgood's Cleaning Service				
	09/29/2021	Janitorial Services	5623 - Contract Services	160.00
Total Hobgood's Cleaning Service				160.00
Hodge Products, Inc.				
	09/29/2021	New locks for Schaad's	5421 - T & D Maint. Mat. & Supp.	345.60
Total Hodge Products, Inc.				345.60
Hunt & Sons Inc.				
	09/14/2021	Fuel for District vehicles	5424 - T & D Equip. Repair & Oper.	1,201.63
	09/29/2021	Fuel for District Vehicles	5424 - T & D Equip. Repair & Oper.	942.62
Total Hunt & Sons Inc.				2,144.25
Jackson Tire				
	09/14/2021	Tires for District vehicles	5424 - T & D Equip. Repair & Oper.	1,099.97
Total Jackson Tire				1,099.97
Ledger-Dispatch				
	09/14/2021	Advertisement for Water Distribution/Treatment Operator	5620 - Materials & Supplies	50.40
Total Ledger-Dispatch				50.40
Lowe's				
	09/14/2021	Refrigerator for main office	5620 - Materials & Supplies	1,323.52
	09/14/2021	Materials & Supplies	5620 - Materials & Supplies	295.99
	09/14/2021	Materials & Supplies	5620 - Materials & Supplies	544.27
	09/14/2021	Balance due from last statement (Clerical error) Materials/Supplies	5620 - Materials & Supplies	29.70
Total Lowe's				2,193.48
Matrix Trust Company				
	09/14/2021	457 Employee Contribution	2317 - 457 Plan	300.00
Total Matrix Company				300.00
Motherlode Answering Service				
	09/14/2021	Answering Service	5623 - Contract Services	445.44
Total Motherlode Answering Service				445.44
NTU Technologies, Inc.				
	09/29/2021	4 (30-Gallon) PROTEK 301 Drums	5322 - Water Treatment Supplies	2,695.14
Total NTU Technologies, Inc.				2,695.14
Pace Supply				
	09/14/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	10,143.30
	09/29/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	585.32
	09/29/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	185.26
Total Pace Supply				10,913.88
Petty Cash				
	09/14/2021	Replenish petty cash	5620 - Materials & Supplies	113.35
Total Petty Cash				113.35
PG&E - ENERGY STATEMENT				
	09/14/2021	Schaad's Hydro Cost	5201 - Schaads Hydro Cost	419.26

Calaveras Public Utility District
Expenses by Vendor Detail
September 2021

Name	Date	Memo	Account	Amount
	09/14/2021	Main Office	5621 - Office Utilities	8.65
Total PG&E - ENERGY STATEMENT				427.91
PGE-NON ENERGY INVOICES				
	09/14/2021	Schaad's Hydro	5200 - Pipeline Hydro Cost	214.01
	09/14/2021	Hydro #1 at Hwy 26 and Ponderosa	5200 - Pipeline Hydro Cost	7.75
	09/14/2021	Hydro #3 at Hwy 49 and Chili Gulch	5200 - Pipeline Hydro Cost	7.75
	09/14/2021	Hydro #2 at Hwy 26, 3 mi E of Mokelumne Hill	5200 - Pipeline Hydro Cost	7.75
Total PGE-NON ENERGY INVOICES				237.26
Postmaster				
	09/23/2021	September Billing	5622 - Postage & Box Rent	700.00
Total Postmaster				700.00
Richard Kingsmill				
	09/02/2021	Refund the cost of 2 New Connection Fees	4232 - Connection Fees	7,850.00
Total Richard Kingsmill				7,850.00
Scott Speer				
	09/02/2021	Board Meetings 7/13/, 7/26/, 8/10/21, 8/17 and 8/31/2021	5680 - Director's Fees	125.00
Total Scott Speer				125.00
SEIU Local 1021				
	09/14/2021	Union Dues for Pay Period Ending 9/14/2021	2322 - SEIU Union Dues	354.98
	09/29/2021	Union Dues for Pay Period Ending 9/30/2021	2322 - SEIU Union Dues	354.98
Total SEIU Local 1021				709.96
Sender's Market Inc.				
	09/14/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	306.01
Total Sender's Market Inc.				306.01
SPMR, LLC				
	09/14/2021	Meter Reading Program License & Support, Smart Phone Data Hosting	5623 - Contract Services	8,527.20
Total SPMR, LLC				8,527.20
Staples Credit Plan				
	09/14/2021	Materials & Supplies	5620 - Materials & Supplies	21.73
	09/14/2021	Materials & Supplies	5620 - Materials & Supplies	172.46
	09/14/2021	Materials & Supplies	5620 - Materials & Supplies	62.19
Total Staples Credit Plan				256.38
SWRCB-Storm Water Section				
	09/27/2021	App #539540 WTP	1190 - Construction in Progress	200.00
Total SWRCB-Storm Water Section				200.00
Technical Systems Inc.				
	09/29/2021	Troubleshooting & Repair of SCADA Equipment at WTP	5424 - T & D Equip. Repair & Oper.	3,692.00
Total Technical Systems Inc.				3,692.00
Treat's General Store				
	09/14/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	290.99
Total Treat's General Store				290.99
USA Blue Book				
	09/29/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	59.96
	09/29/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	166.25
	09/29/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	4.65

Calaveras Public Utility District
Expenses by Vendor Detail
September 2021

Name	Date	Memo	Account	Amount
	09/29/2021	Materials & Supplies	5421 - T & D Maint. Mat. & Supp.	157.04
Total USA Blue Book				387.90
Verizon Wireless				
	09/29/2021	Cell Phone Charges	5432 - T & D Misc. Maint. Utilities	390.37
Total Verizon Wireless				390.37
Weber, Ghio & Associates				
	09/14/2021	General Engineering - coordination with Staff, drafting Risk and Resilience Assessment	5684 - Engineering-Admin.	2,394.00
	09/14/2021	Clearwell Tank Project - Environmental	1190 - Construction in Progress	9,196.55
	09/14/2021	Clearwell Tank Project - Phase 1, Construction Management	1190 - Construction in Progress	11,452.03
	09/14/2021	Clearwell Tank Project - Phase 2, Construction Management	1190 - Construction in Progress	6,691.30
Total Weber, Ghio & Associates				29,733.88
Wells Fargo Bank - C. Bear				
	09/14/2021	Go Daddy - Renewal of email addresses	5623 - Contract Services	1,043.28
	09/14/2021	Amazon - Office supplies	5620 - Materials & Supplies	33.22
	09/14/2021	Clerk Recorder - Filing fees	5683 - Dues, Subscriptions, Fees	60.00
	09/14/2021	Postage	5622 - Postage & Box Rent	2.00
	09/14/2021	Registration for Conference - Board Clerk	5614 - Admin. Account Assistant	225.00
	09/14/2021	Air Fare to Conference - Board Clerk	5614 - Admin. Account Assistant	167.96
	09/14/2021	Amazon - Office supplies	5620 - Materials & Supplies	41.77
	09/14/2021	Costco - Office supplies	5620 - Materials & Supplies	182.77
	09/14/2021	Target - Office supplies	5620 - Materials & Supplies	30.52
	09/14/2021	Amazon - Office supplies	5620 - Materials & Supplies	60.70
	09/14/2021	Amazon - Office supplies	5620 - Materials & Supplies	69.60
	09/14/2021	Amazon - Office supplies	5620 - Materials & Supplies	23.58
	09/14/2021	QuickBooks	5623 - Contract Services	70.00
	09/14/2021	Pickle Patch - Food for Office Meeting	5620 - Materials & Supplies	160.43
	09/14/2021	Postage	5622 - Postage & Box Rent	2.00
	09/14/2021	Subway - Food for Board of Director's meeting	5620 - Materials & Supplies	39.99
	09/14/2021	Zoom - Board Meetings	5620 - Materials & Supplies	16.55
	09/14/2021	Costco - Office supplies	5620 - Materials & Supplies	62.40
Total Wells Fargo Bank - C. Bear				2,291.77
Wells Fargo Bank - M Roberts				
	09/14/2021	Lunch for Training Clearwell Project	5421 - T & D Maint. Mat. & Supp.	40.00
	09/14/2021	Supplies for Railroad Flat Tank - filters, submergible transmitter, etc.	5421 - T & D Maint. Mat. & Supp.	436.51
	09/14/2021	Slakey Brothers - pipe and fittings	5421 - T & D Maint. Mat. & Supp.	94.46
	09/14/2021	Lunch for - Water Rights meeting	5421 - T & D Maint. Mat. & Supp.	84.46
	09/14/2021	Amazon - Office supplies	5421 - T & D Maint. Mat. & Supp.	107.10
Total Wells Fargo Bank - M Roberts				762.53
				239,022.47

Oath of Office

STATE OF CALIFORNIA,)
) ss.
COUNTY OF CALAVERAS)

I, Jack Tressler do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Subscribed and sworn to before me, this 19th day of October, 2021.

Carissa Bear, Clerk of the Board
Calaveras Public Utility District

**CALAVERAS PUBLIC UTILITY DISTRICT
Employment Agreement for General Manager**

Calaveras Public Utility District (hereinafter referred to as "District"), a California Public Utility District formed and existing under the laws of the State of California pursuant to section 15501 *et seq.* of the California Public Utilities Code, and Travis Small (hereinafter referred to as "Employee" or "General Manager"), in consideration of the mutual promises made herein below, enter into this Employment Agreement for General Manager (the "Agreement") as follows:

Article I. Term of Employment

Section 1.1 The District hereby employs Employee and Employee hereby accepts employment with the District for a period of sixty (60 months), commencing on December 1, 2021 and terminating on November 30, 2026. As used herein, the phrase "employment term" refers to the entire period of employment of Employee by the District hereunder, whether for the periods provided above, or whether terminated earlier as hereinafter provided or extended by mutual Agreement between the District and Employee as provided hereinbelow.

Section 1.2 This Agreement may be extended by mutual consent of the District and Employee for additional periods beyond the termination date of this Agreement provided, however, that any action by the District to extend or modify this Agreement must be in writing and signed by the District and Employee, and shall require the affirmative vote of not less than three members of the Board of Directors of the District, in open session, and such action shall be reflected in the minutes of such meeting.

Section 1.3 The effective date of this Agreement shall be October 19, 2021.

Article II. Duties and Obligations of Employee

Section 2.1 Employee shall serve as General Manager of the District and shall perform such duties and responsibilities specified under §15501 *et seq.* of the Public Utilities Code of the State of California and as specified in Exhibit A hereto ("Scope of Services"), as well as such duties and responsibilities set forth in existing and future resolutions of the Board of Directors of the District describing Employee's management authority and responsibilities, and establishing practices and procedures regarding District personnel, and such other duties as may be required from time to time by the Board of Directors of the District.

Section 2.2 Employee shall perform all services, acts or things necessary or advisable to manage and conduct the business of the District. Employee shall devote his productive time, ability and attention to the business of the District during the term of this Agreement. During the term of this Agreement, Employee shall not engage in any other businesses or pursuits, or accept or perform work of a nature that conflicts or competes in any way with the business or services of the District. Further, during the term of the Agreement, Employee shall not, whether directly or

indirectly, render any services of a commercial or professional nature to any other person or organization, whether for compensation or otherwise, without the prior written consent of the District's Board of Directors. However, the expenditure of reasonable amounts of time for educational, charitable or professional activities shall not be deemed a breach of this Agreement if those activities do not materially interfere with the services required under this Agreement.

Section 2.3 Employee shall have a standard 40 hour work week schedule. Notwithstanding the foregoing, and unless on vacation or defined leave, Employee shall be expected to be available to respond to District needs at all reasonable times. Nothing contained herein shall be construed to alter Employee's classification as an exempt employee.

Article III. Obligations of the District

Section 3.1 The District shall provide Employee with the compensation, benefits and expense reimbursements as set forth below in this Agreement. District shall also provide Employee with a private office, staff support, office equipment, supplies and other facilities and services suitable to Employee's position and adequate for the performance of his duties as determined by the Board of Directors in its sole discretion.

Section 3.2 The District shall defend and indemnify Employee for all loss sustained by Employee in direct consequence of the lawful discharge of his duties on the District's behalf to the fullest extent permitted under California law. In addition, the District shall defend at the District's expense and with counsel of District's choosing any action, claim, or proceeding in which Employee is named and which alleges action on the part of Employee, or failures to act, within the scope of the above-referenced indemnity obligations even if such action, claim, or proceeding is ultimately proved groundless.

Section 3.3 The District shall conduct an annual performance evaluation of Employee in December of each year, commencing in December 2022, which shall be conducted by the Board of Directors in closed session. The performance evaluation will involve the District's assessment of the achievement of tasks and goals set forth by the Board of Directors at the commencement of the term of this Agreement.

Article IV. Compensation of Employee

Section 4.1 Annual Salary. As compensation for the services to be performed hereunder, Employee shall receive an annual salary at a rate of \$135,000.00 per year, payable every two weeks, less all applicable deductions.

Employee shall be eligible for consideration for an increase in his annual salary effective January 1 of each year, which the Board may award if the Board determines, in its sole discretion, that Employee's performance during the previous calendar year has met or exceeded the Board's expectations. Said determination shall be made during Employee's annual performance evaluation during the regular Board of Directors meeting in December of the previous calendar year.

Section 4.2 Retirement Plan. Employee shall be entitled to participate in the District's retirement plan with CalPERS, subject to the requirements of the California Public Employees' Pension Reform Act ("PEPRA").

Section 4.3 Cell Phone. District shall provide Employee with a cell phone. Employee understands that by using his own cell phone for District purposes, he may be required to disclose data (such as text messages or emails) pursuant to a Public Records Act request or judicial process, which may include the disclosure of information, communications or data of a personal nature.

Section 4.4 Benefits. Employee shall be entitled to participate in medical and dental insurance on the same basis as offered to other full time District employees.

Section 4.5 Paid Leave. Employee shall be entitled to accrue up to 20 working days of vacation leave annually. Employee shall otherwise accrue vacation and sick leave time as provided in the District's Employee Handbook at an accrual rate of a 15 year District employee, with 2021 being the base year. Employee shall also be entitled to one day of paid time off per month as a "floating holiday" to be used at his discretion.

Section 4.6 Reimbursement. In accordance with adopted District policies, the District shall promptly reimburse Employee for all reasonable expenses incurred by Employee in connection with the business of the District. Each such expenditure shall be reimbursable only if Employee furnishes to the District adequate records and documentary evidence to substantiate the expenditure.

Section 4.7 Professional Education and Training. Subject to the prior approval of the Board of Directors, District shall budget and pay for the professional education, conferences, training, dues and subscriptions that are deemed necessary for Employee's professional growth and advancement or are in the best interests of the District.

Section 4.8 Transportation. Recognizing that Employee will be expected to travel locally in connection with the performance of his duties on behalf of the District, Employee shall be entitled to a vehicle allowance of up to \$300 per month. Employee shall also be entitled to use a vehicle owned by the District to conduct District business if he so chooses.

Article V. Termination of Employment

Section 5.1 Employee shall serve at the pleasure of the Board of Directors of the District. The Board of Directors of the District shall have the right to terminate the employment of Employee with or without cause, at any time and for any reason, with or without notice. If the Board terminates this Agreement without cause, the District shall pay Employee six (6) months' salary as severance, less all applicable withholdings. If the District terminates Employee's employment for "cause" (as defined below), it may do so immediately without notice, and Employee shall not be entitled to any severance. Any decision by the District to terminate Employee's employment prior to the expiration of the term of this Agreement shall require the affirmative

vote of not less than three members of the Board of Directors of the District.

Section 5.2 Termination for Cause. The District reserves the right to terminate this Agreement if Employee willfully breaches or habitually neglects the duties which he is required to perform under the terms of this Agreement; or commits such acts of dishonesty, fraud, misrepresentation, or other acts of moral turpitude as would prevent the effective performance of his duties. As used herein, the term "cause" shall involve any conduct or activity in which Employee:

- (a) Misappropriates any funds or property of District;
- (b) Attempts to obtain any personal profit from any transaction in which Employee has an interest which is adverse to the interests of District. The Board of Directors of District may waive this subparagraph (b) on a case- by-case basis, provided, however, that such waiver shall require the written authorization of the Board following a vote in open session;
- (c) Acts in bad faith and to the detriment of the District;
- (d) Refuses or fails to act in accordance with any legal requirement or specific direction or order of a majority of the Board of Directors, provided such direction is lawful;
- (e) Exhibits in regard to his employment unfitness or unavailability for service, unsatisfactory performance, misconduct, dishonesty, habitual neglect, or incompetence;
- (f) Is involved in a crime involving dishonesty, breach of trust, or public conduct reflecting negatively on the District (no pending criminal prosecution need be in effect for termination due to fraud, embezzlement or public conduct reflecting negatively on the District; rather the Board of Directors must only have a good faith belief based upon a good faith investigation);
- (g) Recklessly creates physical or emotional harm to any person; or
- (h) Breaches any material term or provision of this Agreement.

Section 5.3 In the event the District terminates this Agreement for cause as set forth in this section, the District shall, if demanded by Employee, give a written statement of the reasons alleged for his removal without prejudice to any other remedy to which the District may be entitled either at law, in equity, or under this Agreement.

Section 5.4 In the event the District terminates Employee for cause as set forth herein, the District's obligation under this Agreement to make any further payments to Employee shall cease and terminate on the effective date of Employee's termination.

Section 5.5 Termination Without Cause. In the event the District elects to terminate the employment of Employee without cause as defined herein, in accordance with Government Code Sections 53260 et seq., Employee shall be entitled to severance in an amount equal to six (6) months of Employee's then base monthly salary or an amount equal to Employee's base salary through the unexpired term of this Agreement, whichever is less.

Section 5.6 Termination by Employee. In the event Employee elects to terminate this Agreement prior to the expiration of its term, Employee shall continue to be paid his salary and benefits through the last day of employment. Employee shall provide the District a minimum thirty (30) days' written notice prior to his expected date of termination.

Section 5.7 Exercise of Rights By District. All rights of the District under this Agreement shall be vested in the Board of Directors of District and shall only be exercised by a vote of a majority (but not less than 3) of the entire Board.

Article VI. General Provisions

Section 6.1 Arbitration. Employee and the District agree to arbitrate any and all disputes, claims, or controversies ("claims") they may have against each other, including their current and former agents, officers, directors, or employees, which arise from the employment relationship between Employee and District or the termination thereof. Claims include, but are not limited to: claims for breach of any term of this Agreement, claims of employment discrimination and harassment under Title VII of the Civil Rights Act, as amended; the California Fair Employment & Housing Act; the Age Discrimination in Employment Act, as amended; the Americans with Disabilities Act; 42 U.S.C. section 1981; the Employment Retirement Income Security Act; the California Labor Code, including any claims brought by the Employee related to wages; breach of employment contract or the implied covenant of good faith and fair dealing; wrongful discharge; or tortious conduct (whether intentional or negligent) including defamation, misrepresentation, fraud, infliction of emotional distress, but excluding claims for workers' compensation benefits to remedy work-related injury or illness. Employee and District understand and agree that they are waiving their right to bring such claims to court, including the right to a jury trial.

The arbitration shall be conducted pursuant to California Code of Civil Procedure section 1282 et seq., as may be later amended. The arbitrator shall be appointed pursuant to Code of Civil Procedure section 1281.6, as may later be amended. The arbitration shall take place in Calaveras County, California, unless otherwise agreed to in writing by the District and Employee.

The arbitrator will issue a detailed written decision and award resolving the dispute. The arbitrator's written opinion and award shall decide all issues submitted and set forth the legal principle(s) supporting each part of the opinion.

The decision or award of the arbitrator shall be final and binding upon the parties. The arbitrator shall have the power to award any type of legal or equitable relief that would be available in a court of competent jurisdiction including, but not limited to attorneys' fees and

punitive damages when such damages and fees are available under the applicable statute and/or judicial authority. Any arbitral award may be entered as a judgment or order in any court of competent jurisdiction. Employee and District agree that any relief or recovery to which they are entitled arising out of the employment relationship or cessation thereof shall be limited to that awarded by the arbitrator.

Nothing in this Agreement precludes Employee from filing a charge or from participating in an administrative investigation of a charge before any appropriate government agency. However, Employee understands and agrees that Employee cannot obtain any monetary relief or recovery from such a proceeding.

Employee and District agree to file any petition for arbitration within the time limit established by the applicable statute of limitations for the asserted claims or within one year of the conduct that forms the basis of the claim if no statutory limitation is applicable. Failure to file a petition for arbitration within the prescribed time period shall result in a waiver of said claims.

A court or other entity construing this Agreement should administer, modify, or interpret it to the extent and such manner as to render it enforceable. If, for any reason, this Agreement is declared unenforceable and cannot be administered, interpreted, or modified to be enforceable, Employee and District agree to waive any right they may have to a jury trial with respect to any dispute or claim relating to employment, termination from employment, or any terms and conditions of employment with the District.

BY INITIALING BELOW, EMPLOYEE ACKNOWLEDGES, AGREES AND UNDERSTANDS THAT BY ENTERING INTO THIS AGREEMENT, HE IS WAIVING ANY RIGHT TO A TRIAL BY JURY.

Employee Initials: _____.

Section 6.2 Entire Agreement. This Agreement supersedes and replaces any and all other Agreements, either oral or in writing, between the parties hereto with respect to the employment of Employee by the District, and contains all of the covenants and Agreements between the parties with respect to that employment and in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises or Agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party which are not embodied herein, and that no other Agreement, statement or promise or understanding not contained in this Agreement, shall be valid or binding on either party. Unless specifically addressed by this Agreement, the Employee shall be bound by the terms and conditions of the District's Employee Handbook in all respects, as such may be amended from time to time by the District's Board of Directors in its sole and exclusive discretion. In the event of any conflict between the terms of this Agreement and the District's Employee Handbook, this Agreement shall prevail.

Section 6.3 Modification. Any modification of this Agreement will be effective only if

it is in writing and signed by the party to be charged. No modification to this Agreement shall be valid unless said modification is approved by the affirmative vote of not less than three members of the Board of Directors of District in public session, which action shall be reflected in the minutes of such meeting approving the modification.

Section 6.4 No Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

Section 6.5 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Section 6.6 This Agreement shall be governed by and construed in accordance with the laws of the State of California.

Executed as of this 19th day of October, 2021 in San Andreas, California.

CALAVERAS PUBLIC UTILITY DISTRICT

By _____
Name: J.W. DELL'ORTO
Title: PRESIDENT

Attest:

By _____
Name: CARISSA BEAR
Title: CLERK OF THE BOARD/SECRETARY

EMPLOYEE

TRAVIS SMALL

EXHIBIT A

Scope of Services

General Manager shall provide such services to the District as contemplated under the California Public Utilities Code § 15501 *et seq.* General Manager shall manage District operations to provide customers with a safe and reliable water supply; provide professional and technical staff support and assistance to the Board; coordinate all District activities with Federal, State, County, local and private agencies. Such services shall also include such other services as may be authorized or requested by the District's Board of Directors. Examples of the services to be provided by General Manager include the following:

- Plans, directs and coordinates services, activities and operations of all facilities, equipment and projects;
- Manages the selection, training, and supervision of entire staff;
- Coordinates District activities with all regulatory agencies; ensures compliance with all state, local, and federal laws;
 - Prepares, evaluates, and implements District budget; develops short and long term financial strategies; prepares Capital Improvement Program;
 - Provides legislative direction/advice to Board; works with Board in developing District priorities;
- Implements Board policies and directives and communicates them to the public;
 - Serves as the principal spokesperson for the District; represents District at public and professional functions; oversees public information and public education program, and coordinates media relations;
 - Monitors District infrastructure and rehabilitation; ensures District records are maintained;
 - Develops, implements, and monitors programs/projects for District newsletter, customer services surveys, benchmarking studies, and disaster recovery; and
 - Works with staff to resolve customer complaints.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

OCTOBER 19, 2021

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: FERC – CONSIDERATION TO APPROVE TASK ORDER CHANGE FOR DAM SAFETY ENGINEER SERVICES

This is request authorization of a task order for Rich Sanchez, Dam Safety Engineer, GEI Consultants, for Chief Dam Safety Engineer Services as discussed with the Board at its September 14, 2021, meeting.

The Board will recall that on May 11, 2021, and September 14, 2021, Rich Sanchez joined the Board and provided a PowerPoint presentation to discuss the several dam safety delinquencies and on-going inspections and assessments.

The task order covers essential professional services to assist with Federal Energy Regulatory Commission (FERC) and Department of Dam Safety (DSOD) requirements as detailed on TASK ORDER 01-2021 included herein.

Recommendation:

1. Approve the task order with Rich Sanchez, GEI Consultants in the amount, not to exceed, of \$24,948 to assist with and facilitate completion the remaining outstanding dam safety issues.

September 12, 2021

John Kingsbury, District Manager
Calaveras Public Utility District
506 W. St. Charles
San Andreas, CA 95249



**STANDARD PROFESSIONAL SERVICES AGREEMENT
BETWEEN
GEI CONSULTANTS, INC. AND CALAVERAS PUBLIC UTILITY DISTRICT
For
Chief Dam Safety Engineer Services
TASK ORDER NO. 01-2021**

This Task Order dated September 12, 2021 defines Scope of Services, Schedule, and Budget for work to be completed by GEI Consultants, Inc., (GEI) for Calaveras Public Utility District (CPUD) per the terms and conditions of the Standard Professional Services Agreement dated March 31, 2020 and fully executed by CPUD on May 12, 2020, and as amended herein by this Task Order 01-2021.

This Task Order covers Chief Dam Safety Engineer (CDSE) professional services per the contract and outlined below. These services will be periodic in nature (such as reviews, dam safety inspections and or assessments, meetings, assisting CPUD with dam safety regulatory correspondence responses) and other requested dam safety related work as determined by CPUD's District Manager John Kingsbury. Other significant as-requested work items (i.e. Outstanding FERC Security Items) would lead to the establishment of separate task orders and budget authorizations requiring CPUD's advance approval prior to the initiation of any work.

SCOPE OF SERVICES

The specific scope of services covered under this Task Order 01-2021 is as follows. In addition, the noted schedule dates are based on this task order being approved by September 14, 2021 and COVID-19 virus outbreak conditions and orders do not impact planned office and or field activities noted below:

- File review, coordination with CPUD on FERC requested operations records, inspection of Middle Fork Dam (FERC No. P-7506) facilities on September 30, 2021 with FERC Inspector Vincent Virgil and prepare summary inspection report by October 15, 2021. (10-hours estimated).
- Assist CPUD and participate in 5-Year 8th FERC Part 12D Independent Consultant (IC) Inspection and Potential Failure Mode Analysis (PFMA) workshop to be conducted in late 2021 or early 2022. (20 hrs. estimated)
- FERC required Annual Emergency Action Plan (EPA) presentation and exercise in late 2021. (10 hrs. estimated)
- FERC required Security Report (6 hrs. estimated)
- Division of Safety of Dams (DSOD) Annual Inspection, Instrumentation Review, and Report (8 hrs est.)
- Meetings with District Manager (one-hour meeting per month estimated for next 6 months)
- Project management coordination, budget tracking, scheduling. (one-hour per month for next 6 months)
- Miscellaneous related As-Requested Services as determined by CPUD's John Kingsbury (assumed 8-hours allowance for remainder of 2021 and early 2022)
- Coordination of Red Hawk Dam tree removal with DSOD and CPUD (10hrs. estimated)

SCHEDULE

Some of the work activities are periodic as indicated above, while others will be performed within schedules noted above and or as agreed with CPUD’s District Manager John Kingsbury.

BUDGET

The 2021-22 (September 12, 2021 to March 30, 2022 estimated) budget for Task Order 01-2021 is **\$24,948** with sub task-by-sub task allocations set forth in the table below.

<u>Sub-Tasks</u>	<u>Estimated Hours</u>	<u>Amount</u>
FERC Sept 30, 2021 Inspection, File Review, Report.	10	\$2,970
8 th FERC Part 12D IC Inspection and PFMA Workshop	20	\$5,940
FERC Security Review and Report	6	\$1,782
FERC Required EAP 2021 Exercise and Presentation	10	\$2,970
DSOD Inspection, Instrumentation Review, & Report	8	\$2,376
Monthly Meetings (1-hr per month, 6 mos.)	6	\$1,782
Project Management Activities (1-hr per month, 6 mos.)	6	\$1,782
Miscellaneous As-Requested Services Per CPUD	8	\$2,376
Red Hawk Dam Tree Removal Coordination with DSOD	10	<u>\$2,970</u>
Total Budget Authorized by Task Order 01-2021		\$24,948

Billing for all work completed under this Task Order will be in accordance with the terms of the Standard Professional Services Agreement. The total Task Order budget amount shall not be exceeded without written authorization from CPUD.

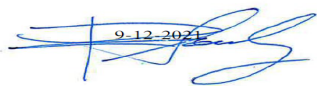
AUTHORIZATION

This Task Order is authorized and made an attachment to the above-identified Professional Services Agreement through the signatures below.

Authorized by:
Calaveras Public Utility District

Accepted by:
GEI Consultants, Inc.

By: _____
District Manager

By:  _____
Vice President

Date: September 14, 2021

Date: September 12, 2021

ACCOUNTING CODES

All work will be billed under GEI's Project No. 2002674 under the following Task Order as listed below:

<u>Task Order Name</u>	<u>GEI Task No.</u>
Chief Dam Safety Engineer	01-2021

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

OCTOBER 19, 2021

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: CONSIDERATION TO APPROVE THREE PROPOSALS WITH
CONTROLPOINT ENGINEERING, INC.

As discussed with the Board at its September 14, 2021, meeting, the District has a great need to upgrade essential technology services, long overdue, and provide an assessment of district SCADA needs moving forward. This is to consider three proposals from ControlPoint Engineering, Inc. to provide those services as detailed below and included herein.

1. Business Server Upgrade

The District's existing business server needs to be upgraded to accommodate the new billing software approved by the Board. The proposal includes installing the District's billing software onto the new system and working with the District onsite for a complete and operational system.

2. Business Network Upgrade

The District's network system is in dire need of an upgrade to meet current staff needs and to improve cybersecurity of critical systems. The network upgrade would include a new server rack, a 24-port managed network switch and a UPS (Uninterruptable Power Supply) sized for 30 minutes of uptime in the event of a power loss. The other UDM Pro router would be placed at the shop. This gives the server and networking equipment time to safely shut down during power outages. The existing battery backup may be moved to the shop to protect the networking infrastructure at that location. The business class network hardware has a built-in cybersecurity interface. In addition, ControlPoint will configure a true business domain and provide the methodology to lockdown network folders by user while laying the groundwork of user management and associated rights.

3. High-level SCADA Assessment

In discussion with office and operations staff and meeting with ControlPoint, the District has a keen interest for as assessment of the District's SCADA infrastructure; critical to providing reliable water supply to our customers. The assessment would include field investigations

with staff, a written description of the District's SCADA architecture and a summary of recommended improvements that would be presented to the Board for its consideration.

Recommendation:

1. Approve the ControlPoint, Inc. proposal to upgrade the District's business server in the amount of \$12,948.
2. Approve the ControlPoint, Inc. proposal to upgrade the District's network in the amount of \$11,579.
3. Approve the ControlPoint, Inc. proposal for a High-level SCADA Assessment in the amount of \$4,760.



September 21, 2021

Mr. John Kingsbury
Interim General Manager
Calaveras Public Utility District
506 W. St. Charles Street
P.O. Box 666
San Andreas, CA 95249
jkingsbury@cpud.org

RE: Proposal for Business Server Upgrade

Mr. Kingsbury:

This document describes our proposed scope of work to upgrade the District's Business Server.

Scope of Work

We recommend a Qnap NAS (Network Attached Storage) hardware solution outfitted with 9 storage bays. This hardware would provide the District with the ability to host any number of virtual servers within its storage space. This is the same system we have installed at several similarly-sized water Districts throughout Northern California.

Our Qnap NAS solution will have five (5) 2TB solid state storage devices and will be expandable to 9 to accommodate potential future needs. The fifth drive will be configured as a hot spare in case one of the other drives fails. Software required on the Qnap will include Microsoft Server 2019 Standard and MSSQL Server 2019. The total cost of our hardware solution with the required software licensing is \$7,333.

The labor involved in procuring, configuring, and installing this solution is 4 working days (32 hours) and carries a cost of \$5,440. This includes installing the District's billing software onto the new system and working with the District onsite for a complete and operational system.

Total Cost

Our total fees for the **Business Server Upgrade** as described above and itemized in the attached Exhibit is **\$12,948**.

ControlPoint Engineering, Inc.

Jeremy Pollet, P.E.
Principal Engineer
3941 Park Drive, Unit 20-652
El Dorado Hills, CA 95762
Phone: 916.337.9697
jeremy.pollet@controlpointeng.com

Calaveras Public Utilities District
Estimated Business Server Upgrade Costs
Prepared by ControlPoint Engineering, Inc.

					Hours	Cost
Business Server Upgrade					32	\$12,948
Item 1	Materials: Hardware & Software	Quantity	Unit Price	Tax		\$7,333
1.1	Qnap TS-h977XU-RP 9-Bay NAS Enclosure	1	\$3,630	\$281		\$3,911
1.2	Microsoft Server 2019 Standard	1	\$813	\$63		\$876
1.3	MSSQL Server 2019	1	\$1,318	\$102		\$1,420
1.4	Samsung 2TB Solid Storage SSD	5	\$209	\$81		\$1,126
Item 2	Labor				32	\$5,440
2.1	Materials Procurement, Setup, and Configuration (Qnap)				12	\$2,040
2.2	Virtual Machine Configuration (Windows Server 2019)				6	\$1,020
2.3	MSSQL Server 2019 Configuration				6	\$1,020
2.4	On-site visit for Installation and Billing Software Deployment				8	\$1,360
Mileage	Mileage					\$175
3.1	Up to two (2) round trips to the plant.					\$175
Total					32	\$12,948



September 21, 2021

Mr. John Kingsbury
Interim General Manager
Calaveras Public Utility District
506 W. St. Charles Street
P.O. Box 666
San Andreas, CA 95249
jkingsbury@cpud.org

RE: Proposal for Business Network Upgrade

Mr. Kingsbury:

This document describes our proposed scope of work to upgrade the District's Business Network.

Scope of Work

A network upgrade can be accomplished with a half server rack containing a UDM Pro router, a 24-port managed network switch and a UPS (Uninterruptable Power Supply) sized for 30 minutes of uptime in the event of a power loss. The other UDM Pro router would be placed at the shop. This gives the server and networking equipment time to safely shut down during power outages. The existing battery backup may be moved to the shop to protect the networking infrastructure at that location. The business class network hardware we've specified has a built-in cybersecurity interface. By configuring a true business domain, we will provide a methodology to lockdown network folders by user while laying the groundwork of user management and associated rights.

The hardware costs for the Network Upgrade is \$3,837.

The labor involved is 5.5 working days (44 hours) with a cost of \$7,480.

Total Cost

Our total fees for the **Business Network Upgrade** as described above and itemized in the attached Exhibit is **\$11,579**.

ControlPoint Engineering, Inc.

Jeremy Pollet, P.E.
Principal Engineer
3941 Park Drive, Unit 20-652
El Dorado Hills, CA 95762
Phone: 916.337.9697
jeremy.pollet@controlpointeng.com

Calaveras Public Utilities District
Estimated Business Network Upgrade Costs
Prepared by ControlPoint Engineering, Inc.

					Hours	Cost
Business Network Upgrade					44	\$11,579
Materials	Hardware & Software	Quantity	Unit Price	Tax		\$3,837
1.1	Dream Machine Pro (Router, Management, DVR)	2	\$439	\$68		\$946
1.2	Switch Pro 24 Port PoE	1	\$769	\$60		\$828
1.3	APC 1000VA Smart UPS (30 Min Runtime)	1	\$660	\$51		\$711
1.4	Triplite Half Rack	1	\$770	\$60		\$830
1.5	Misc Cables and Parts	1	\$165	\$13		\$178
1.6	Memory 64 GB	1	\$319	\$25		\$344
Labor	Description				44	\$7,480
2.1	Materials Procurement, Data Migration, and Data Folders Security Review / Implementation				10	\$1,700
2.2	Network Configuration and On-site Deployment				20	\$3,400
2.3	Domain Migration and On-site Deployment				10	\$1,700
2.4	Staff Training Including Folder Permissions, Rights Management, and File Restoration				4	\$680
Mileage	Mileage					\$262
3.1	Up to three (3) round trips to the plant.					\$262
Total					44	\$11,579



September 21, 2021

Mr. John Kingsbury
Interim General Manager
Calaveras Public Utility District
506 W. St. Charles Street
P.O. Box 666
San Andreas, CA 95249
jkingsbury@cpud.org

RE: Proposal for High-level SCADA Assessment

Mr. Kingsbury:

This document describes our proposed scope of work to provide the District with a High-level SCADA Assessment.

Scope of Work

Our high-level / initial assessment includes time to meet with District staff and tour the District's facilities. The purpose of the field investigations is to gain an understanding of the present state of the District's SCADA infrastructure. The findings from the field investigations will be compiled into a report along with a written description of the District's SCADA architecture and a summary of recommended improvements.

The labor involved is 3.5 working days (28 hours) and carries a cost of \$4,760.

Total Cost

Our total fees for the **High-level SCADA Assessment** is **\$4,760**.

ControlPoint Engineering, Inc.

Jeremy Pollet, P.E.
Principal Engineer
3941 Park Drive, Unit 20-652
El Dorado Hills, CA 95762
Phone: 916.337.9697
jeremy.pollet@controlpointeng.com

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

OCTOBER 19, 2021

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: CONSIDERATION TO APPROVE THE PROPOSAL FOR WATER RIGHTS COMPLIANCE AND HYDROPOWER GENERATING PLANT EVALUATION

This is to consider approval of a proposal from Western Hydrologics (WHC), in cooperation with Western Hydrologic Systems (WHS), and Don Moss of Henwood Associates to review and document the District's water rights, review the existing gaging program and provide any recommendations for compliance with SB 88 and to evaluate and provide recommendations for upgrades to the hydropower system.

The Board and staff have the desire to document its water rights, points of diversions, stream gaging, and available water supply for raw water, hydropower, and domestic purposes.

The purpose of this effort is to also provide the District with an assessment of its operational limitations and to provide recommendations to improve system capabilities, which would be provided to the Board for future consideration and action. The proposed tasks are included herein.

Recommendation:

Approve the Western Hydrologics (WHC) proposal to for water rights compliance and hydropower generating plant evaluation based on time and materials not to exceed \$9,940.

September 16, 2021

Calaveras Public Utility District
John Kingsbury, General Manager
P.O. Box 666
San Andreas, CA 95249

RE: Proposal for Water Rights Compliance and Hydropower Generating Plant Evaluation

Dear Mr. Kingsbury,

As requested, Western Hydrologics (WHC), in cooperation with Western Hydrologic Systems (WHS), and Don Moss of Henwood Associates is pleased to present this proposal to support the Calaveras Public Utility District's desire to evaluate its water supply, stream gaging program and hydropower system. The purpose of this effort is to provide the District with a better understanding of its operational limitations and to provide recommendations to improve system capabilities. The following are proposed tasks to evaluate the system.

Proposed Tasks

Task 1: Water Rights, Operational Limitations Review, and Documentation

Task 1 includes an evaluation of the District's water rights and associated limitations and operational considerations. WHC will review FERC License conditions, minimum flow requirements, physical characteristics of the District's facilities, senior water rights within the basin, and contracts and agreements. As part of this task, WHC will review the District's annual water usage reports filed with the SWRCB for compliance with the limitations and conditions of each right. WHC will also interview District staff regarding operational practices and measurement techniques to understand the District operations. The deliverable for Task 1 will be a summary of the District's water rights and associated operational limitations.

Task 1 Cost Estimate\$820

Task 2: Gaging Equipment Evaluation

Once the water rights and operational strategies and limitations are understood, we will conduct a site visit to evaluate the existing stream gaging equipment. The purpose of this evaluation is to comply with Senate Bill 88. Senate Bill 88 set expectations for both the accuracy of measurement devices as well as the monitoring frequency for the device. The regulation links both device accuracy

and monitoring frequency to the volume categories. Larger diversions and larger reservoir or ponds have more stringent measurement and monitoring requirements and more stringent requirements for the installation and certification of measurement devices as described in the following table.

Table 1 - Gaging Requirements

Type of Diversion	Installation Deadline	Required Accuracy	Required Monitoring Frequency	Qualification For Installation And Certification
Direct Diversion \geq 1,000 af/year Storage \geq 1,000 af	January 1, 2017	10%	Hourly	Engineer/Contractor/Professional
Direct Diversion \geq 100 af/year Storage \geq 200 af	July 1, 2017	10%	Daily	Engineer/Contractor/Professional
Direct Diversion \geq 10 af/year Storage \geq 50 af	January 1, 2018	15%	Weekly	Individual experienced with measurement and monitoring
Storage > 10 af	January 1, 2018	15%	Monthly	Individual experienced with measurement and monitoring

Task 1 will identify the type of diversion. We'll use the results of Task 1 to determine required accuracy, required monitoring frequency and required qualifications and certifications for each water right per Table 1, above. The deliverable for Task 2 is a gaging plan that when executed would bring the District's gaging stations in compliance with SB 88 and an associated proposal to build or upgrade gaging stations according to the plan.

Task 2 Cost Estimate \$4,250

Task 3: Hydropower Generating Plant Evaluation

CPUD owns and operates the powerhouse below Schaad's Reservoir. It is our understanding that the powerhouse has some deficiencies and does not currently generate positive cash flow. Over time, components of the power operation have fallen into disrepair or are in need of equipment upgrades. WHC has contacted Don Moss of Henwood Associates to provide an evaluation of the power operations and provide a summary of repairs and upgrades to return the power operation to good working condition. Mr. Moss assists the District with its power operations and is familiar with the current needs and limitations.

Task 3 includes a power system evaluation and report to provide District with guidance and recommendations including a proposal and cost estimate to upgrade the power system.

Task 3 Cost Estimate \$2,750

Task 4: Report of Findings

Once Tasks 1 through 3 are completed, WHC will compile all of the information gathered and recommendations developed into a single document that the District can use as a reference. The report will document the District’s water rights and operational constraints and will include proposals with cost estimates to improve the District’s gaging program and hydropower facilities.

Task 4 Cost Estimate \$2,120

Total Estimated Cost \$9,940

WHC appreciates the opportunity to provide this scope and cost estimate. Estimates are based on the Rate Schedule for Professional Services (Attachment A). Total estimated cost for this work is based on time and materials not to exceed \$9,940. If you have any questions, please contact me at (916) 390-5829.

Sincerely,



Jeffrey K. Meyer, P.E.
Principal

Attachment(s)

Rate Schedule for Professional Services

DRAFT

"Attachment A"

RATE SCHEDULE FOR PROFESSIONAL SERVICES¹

Project Principal	\$205.00
Senior Water Resources Engineer	\$180.00

Expense Reimbursement/Other:

1. Computer, facsimile, and telephone are included in the billing rates, and there is no additional charge.
2. Copies (color and black and white), equipment and other direct expenses are reimbursed with a 5% administrative handling charge (excluding per diem).
3. Subcontractor expenses are reimbursed with a 5% administrative handling charge.
4. Mileage is reimbursed at current IRS rate with a 14% administrative handling charge.
5. Per Diem, depending upon location, may be charged where overnight stays are required.
6. Expert Witness Testimony, including Depositions, is billed at time and a half.
7. When non-standard billing is requested, time spent by office administrative personnel in invoice preparation is a cost to the project and charged as technical labor.

Western Hydrologic Systems

Hydrographer	\$65.00-\$100.00
Boat Rental	\$200 per day
Snowmobile Rental	\$200 per day
ATV Rental	\$200 per day

Henwood Associates

Power Systems Operator	\$140.00
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¹ Rates effective January 2021 and are subject to change. Depending on the project requirements, titles may vary.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

OCTOBER 19, 2021

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: CONSIDERATION OF PROFESSIONAL GRANT WRITING SERVICES

This is to consider a professional services agreement with FJMclaughlin & Associates to apply for a \$10,000 Risk Control grant from ACWA/JPIA to improve security and emergency evacuation upgrades at the main office.

At the Board's September 14, 2021, meeting, staff expressed an interest in acquiring the grant writing services of Fawn McLaughlin. This grant application is an opportunity to work with Fawn and develop a relationship to pursue additional grants in the future.

Recommendation:

1. Approve the professional services agreement with FJMclaughlin & Associates to complete the ACWA/JPIA Risk Control grant application at \$110 per hour, not to exceed \$2,500.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

OCTOBER 19, 2021

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: ANNUAL AUDIT ENGAGEMENT LETTER

This is consideration to approve the professional agreement with Larry Bain CPA, An Accounting Organization, to perform the annual financial audit.

The Auditor will conduct the audit in accordance with GAAS and will include tests of the District's accounting records and other procedures necessary to enable the auditor to express opinions. As part of an audit in accordance with GAAS, the auditor will exercise professional judgment and maintain professional skepticism throughout the audit.

The auditor will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. The auditor will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Larry expects to begin the audit on approximately February 7, 2022, and to issue our reports no later than March 31, 2022.

The fee for services, which includes report reproduction, word processing, postage, travel, copies, telephone, etc. will not exceed \$8,600.

Recommendation:

Approve the professional services agreement with Larry Bain, CPA, An Accounting Firm, to complete the annual financial audit at a not to exceed \$8,600.

LARRY BAIN, CPA

AN ACCOUNTING CORPORATION

2148 Frascati Drive, El Dorado Hills, CA 95762 / (916)601-8894

lpbain@sbcglobal.net

September 26, 2021

Board of Directors
Calaveras Public Utility District
San Andreas, CA

We are pleased to confirm our understanding of the services we are to provide Calaveras Public Utility District for the year ended June 30, 2021.

Audit Scope and Objectives

We will audit the financial statements of the business-type activities, and the disclosures, which collectively comprise the basic financial statements of Calaveras Public Utility District as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Calaveras Public Utility District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Calaveras Public Utility District's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the District's Proportionate Share of the Net Pension Liability
- 3) Schedule of the District Pension Contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Calaveras Public Utility District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of Calaveras Public Utility District in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing

activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Larry Bain, CPA, An Accounting Corporation and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Larry Bain, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to State Controller's Office or its designee. The State Controller or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Larry Bain, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately February 7, 2022 and to issue our reports no later than March 31, 2022.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses,

will not exceed \$8,600. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of Calaveras Public Utility District’s financial statements. Our report will be addressed to management and those charged with governance of Calaveras Public Utility District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Calaveras Public Utility District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Larry Bain, CPA
An Accounting Corporation

RESPONSE:

This letter correctly sets forth the understanding of Calaveras Public Utility District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

RESOLUTION NO. 2021-11

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 OCTOBER 19, 2021 TO NOVEMBER 18, 2021 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, 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, 2021.

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) November 18, 2021, 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 19th day of October, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Signed: _____
J.W. Dell'Orto, President of the Board of Directors

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

Monthly Maintenance Report

SEPTEMBER 2021

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 = 38,603,130 gallons	Complete
	Sold Water-Total 36,479,938 gallons	Complete
	Clearwell Project-Phase 1	Ongoing
	Below Spill -13.25 Below Spill	
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly Routine Checks	Complete
	Raw Water Pumped = 0	ongoing
Schaads Reservoir	Weekly Checks	Complete
	Schaads metered customer 129,820 Gallons (OFF)	Ongoing
	Units are off, High Water Temp	Ongoing
	Ferc Inspection 09/30/21	Complete
	Schaads Maintenance FERC/DSOD items	Ongoing
Glencoe Pump Station	Weekly Checks - Routine Monitoring	Complete
Ponderosa PRV Hydro	Weekly Checks - Routine Monitoring	Complete
	Leak on 2" PRV	complete
	Leak 2" Cla-Valve	Complete
MCV PRV Hydro	Weekly Checks - Routine Monitoring	Complete
	Blown Fuse @ Transformer (OFF)	Ongoing
	Transformer/Fuse/Pole rebuild	Ongoing
Garamendi's PRV Hydro	Weekly Checks - Routine Monitoring	Complete
San Andreas Distribution	Routine Operations, Sampling	Complete
	Leak Near Golden Hills PRV 6"x12" Transition Leak	Complete
	Hydrant Repair 5H-80 (Near storage unit)	Complete
Moke Hill Distribution	Routine Operations, Sampling	Complete
	Leak Near Hydro #1 Ponderosa 2" Steel	Complete
	Leak HWY 26 Near Hydrant.# 16H-170 (4")	Complete
	Milano Rd. Service Install 1" (X2)	Complete
Glencoe Distribution	Routine operations	Complete
Paloma Distribution	Routine Operations, Sampling	Complete
	6" PVC Leak (Tank feed)	Complete
	6" PVC Leak (Tank feed)	Complete
Rail Road Flat Distribution	Routine Operations, Sampling	Complete
Red Hawk Res.	Tree Maintenance	Ongoing
	Drain Valve Broken and Chain Cut	Complete
Safety/Training	Routine Safety/Pre-Const. Talks	Ongoing
Spray Program	Spring Pre-Emergent	Ongoing

Monthly Maintenance Report

SEPTEMBER 2021

Vehicle Maintenance

Other	64 USA Tags Completed	Complete
	EAP Risk and Resilience Assessment.	Complete
	28 Customer Service/Work Orders	Complete
	Monthly Meter Reading	Complete
	Complaints- 1 Odor	Complete
	Complaints - 1 Pressure	Complete
	Total Pending Service Inquiries =4	Ongoing
	Revision of Operations Plan	Pending
	Pre-1914 Water Rights Unavailability "Petition"	Complete
	Upper Mokelumne River Watershed Sanitary Survey (WSS) DRAFT	Pending
	5 Water Fill Station Inspections and Maintenance	Complete

October 5, 2021

INTERIM AUTHORIZATION OF CONTINUED DIVERSIONS FOR MINIMUM HUMAN HEALTH AND SAFETY

Dear Petitioner:

The State Water Resources Control Board (State Water Board), Division of Water Rights (Division) has received your Petition to Increase Human Health and Safety Diversions (petition). Pursuant to California Code of Regulations, title 23, section 878.1, subdivisions (b)(2) and (d), a petition may be submitted to the Deputy Director for the Division of Water Rights (Deputy Director) to request approval of continued diversions of an amount greater than 55 gallons per capita per day (GPCD), or on a basis that is not quantifiable in GPCD, to support minimum human health and safety needs. The State Water Board is working to expeditiously review all pending petitions related to the drought emergency.

Pursuant to California Code of Regulations, title 23, section 878.1, subdivision (e), the Deputy Director or his designee grants you interim authorization to continue diverting under your water right if it is currently curtailed or becomes curtailed in the future while your petition is being reviewed by the Division. Diversions that occur when your water right is curtailed must be in accordance with the terms and conditions of your water right and your petition until your petition is approved or denied.

During the pendency of this interim authorization, the Division will evaluate your petition for completeness and will notify you if additional information is required. Information regarding the status of your petition will be made available on the [Sacramento-San Joaquin Delta \(Delta\) Watershed Drought](#) webpage. Your petition and any additional information you provide at the Division's request will be a part of the public record and available for public review. Public comments and other information relevant to your petition may be considered during the review process or following approval to determine if reconsideration is appropriate.

Please note that your petition may be approved subject to conditions requiring the implementation of additional conservation measures or reporting requirements.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

If you have any questions or need to provide additional information regarding your petition, please contact Division staff at Bay-Delta@waterboards.ca.gov or (916) 319-0960.

Sincerely,

Conny Mitterhofer

Conny Mitterhofer for Erik Ekdahl
Supervising Water Resource Control Engineer
Hearings and Special Projects Section, Division of Water Rights
State Water Resources Control Board

CALAVERAS PUBLIC UTILITY DISTRICT

Interim General Manager Board Report

Observations/Comments/Suggestions

October 19, 2021

During the past six months as Interim General Manager, working with Board members, staff, and others, we have collectively identified significant issues and shortcomings at the District. In addition to responding to daily issues and activities, improvements are changing the fabric of the district moving forward. The support and effort of our truly dedicated and talented staff has helped to change the fabric and build trust and respect here at CPUD. Empowerment, support, and appreciation will achieve impressive results, provided that the Board has the short and long-term vision and provides staff the funding and resources essential to achieve the Board's goals and objectives.

Below is a list of observations, comments, suggestions for the Board and new general manager's consideration:

BOARD OF DIRECTORS

1. Fully understand and follow the role and responsibility of a director; follow the Brown Act, Roberts Rules of Order, and Board adopted policies.
2. Work through the general manager on issues or questions prior to a Board meeting.
3. Support, Trust and Respect staff.
4. Directors are public figures. Encourage directors to build positive relationships and partnerships in the community, and with other public agencies.
5. Be mindful that each member's action reflects the collective Board.
6. See MANAGEMENT #10

MANAGEMENT

1. Keep the Board of Directors informed.
 - i. Meet regularly with President and other Directors
2. Develop hiring and exit interview process to include retrieval of CPUD keys, cards, other information
3. Update Facility Capacity Charge (FCC) and Connection Charge
4. Develop Risk Management Program

- i. Risk assessment of all facilities (risk of failure)
5. Improve Safety and security for employees and at all facilities
6. Cyber security – considerable risk districtwide
7. Outsourcing considerations
 - i. Human resources
 - ii. Payroll
 - iii. Accounting
 - iv. Accounts Payable
8. Establish a Water Loss Control Program (Treated/Sold/Loss - monthly)
9. Implement Records Retention Program
10. Critical to long term viability (staff and directors)
 - i. Establish good relationship with newspaper
 - ii. Active participation in local community and with community groups (community/customer involvement)
 - iii. Memberships and active participation with organizations such as ACWA, MCWRA, UMWRA, CAMRA, MRA
 - iv. Partnerships with local, regional, and water organizations around the state; CCWD, AWA, TUD
 - v. Relationships with state and federal agencies; DWR, SWRCB, OES, USBR, USFW
 - vi. Relationship with state and federal representatives and their staff

FINANCIAL

1. Annual Audit – Feb. 2022
2. Engage all employees from bottom to top (i.e. budgetary process)
 - i. Involve Finance Committee
3. Establish new charge through the Proposition 218 process and line item on bill “Renewal and Replacement” charge. This charge is strictly for line replacement
4. Develop an Asset Management Program
5. Develop Water Loss Control Program with Field Operations to monthly track and report total water treated, delivered, and loss
6. Monthly financial report to Directors
7. Provide funding for staff and equipment

FIELD OPERATIONS

1. FERC and DSOD Compliance
 - i. Funding and Resources to bring into compliance
 - ii. Report to Board of Directors
2. Name top priority waterlines in need of replacement – Update CIP

3. Develop partnership with Cal Fire and local fire chiefs to reduce fuels protecting district assets
 - i. Fire Hydrant monthly usage tracking
 - ii. Establish relationship with Fire Chiefs to report usage
 - iii. Track every drop of water – set up Board reporting
4. Hydro-power generation - maximize generation – peak season
5. Review/Update the “Improvement Standards for Water Systems”
6. Leak Detection Program
7. Meter Replacement Program – District cash register
8. Water System Replacement – end of life cycle
9. Wildfire risk to infrastructure – fire danger high
10. Improve security at water plants – Alarms, Cameras, Fencing
11. Establish a system-wide Preventive Maintenance Program

STAFFING

Grossly understaffed. Unable to sufficiently address all the daily activities. It is essential to add staff in the office and field. Employees ARE the greatest asset to CPUD. The direct line to the customer. The general manager and Board must continue to address and consider their interests moving forward (e.g., health, safety, training, trust, respect, morale, and sufficient office and field staff and equipment).

- i. Establish job/career enhancement opportunities and incentives
- ii. Develop a districtwide succession planning program

STRATEGIC DEVELOPMENT

1. Develop Strategic Plan and review annually
2. Update 5-year Capital Improvement Plan (CIP)
3. Develop Water Master Plan
4. Initiate a thorough “Cost of Service Study”
5. Seek out and identify new funding sources
6. Long-term financial approach to prevent stranded assets
7. Establish an aggressive and robust grant writing program
8. Consider low interest loan to replace aging infrastructure
9. Partner with others and pursue County “Area of Origin” water rights
10. Consider “out of county water transfers”

“Addressing the needs of the district for long-term sustainability, providing safe reliable water service and excellent customer service in a responsible and professional manner”

John Kingsbury, Interim General Manager