

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

Regular Meeting

7:00pm

TUESDAY, October 8, 2019

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-9442. 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.

- 1. Roll Call and Pledge of Allegiance**
- 2. Public Comment (Limit: 3 min/person)**
At this time, members of the public may address the Board on any non-agendized item. 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.
- 3. Approval of Consent Calendar**
 - a. Minutes for Regular Meeting of September 10, 2019
 - b. Minutes for Special Meeting of September 12, 2019
 - c. Directors Report for September 2019
 - d. Monthly Maintenance Report for September 2019
- 4. Financial Business**
 - a. Approval of Claim Summary #732
- 5. Discussion: Approach to the Review and Updates of District Policies**
- 6. Upper Mokelumne River Watershed Authority (UMRWA) – FY 2019/20 Dues**
- 7. California Special Districts Association (CSDA)**
 - a. Gold Country Regional Chapter Workshop – October 23, 2019
- 8. Report: Supervisory Control and Data Acquisition (SCADA) Project**
- 9. Monthly Water Report**
 - a. Monthly Report
 - b. Bulk Water Report
- 10. Managers Comments**
 - a. Monthly Report
- 11. Directors Comments (Save the Date: Board Training – Tuesday, November 12, 2019 at 6:00pm)**
 - a. LAFCO – Meeting Report 9/16/19 – Director Lavaroni
 - b. CAMRA – Meeting Reminder 10/16/19
 - c. UMRWA – Meeting Reminder 10/4/19 at 10:00am – Director Blood (EBMUD Annual BBQ to follow)
- 12. Closed Session**
 - a. Public Employee Negotiators (Government Code Section 54957)
Agency designated representatives: Donna Leatherman and Chris Williams
Title: General Counsel Legal Services
- 13. Adjournment (Next Regular Meeting November 12, 2019)**

AGENDA ITEM 3

Approval of Consent Calendar

- a. Minutes for Regular Meeting of September 10, 2019
- b. Minutes of Special Meeting of September 12, 2019
- c. Directors Report for September 2019
- d. Monthly Maintenance Report for September 2019

Recommended Action: Approval of Consent Calendar

Motion 1st _____, 2nd _____, Carried: _____

Regular Meeting

7:00 P.M.

MEMBERS PRESENT: J.W. Dell'Orto
Clifford Overmier
Richard Blood
John Lavaroni

MEMBERS ABSENT: None

STAFF PRESENT: Donna Leatherman, District Manager
Kate Jesus, Administrative Account Assistant
Tyla Daries, Weber, Ghio & Associates

OTHERS PRESENT: Tammy and Charlie Hebrard

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The regular meeting was called to order by Chairperson Dell'Orto at 7:06pm. Director Dell'Orto, Overmier, Blood, and Lavaroni were present.
2. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
3. APPROVAL OF CONSENT CALENDAR:
 - a. Minutes for Regular Meeting of August 20, 2019: Director Blood suggested that the Board meetings be recorded for better accuracy. He stated that the minutes were missing many material facts and requested that they be amended as follows:
 - Item #3: The request for the availability of the water loss report.
 - Item #4: It was mentioned during an Ad Hoc Committee meeting that the special legal services of Mandell Municipal Counseling were not needed at the public hearing.
 - Item #7: Clarification on the mention of cost of living adjustments (COLA) in the comments on the expense page of the preliminary budget. The request of a detailed description of each capital improvement project prior to funds being spent. A line item showing the details of the Cafeteria Plan be added to the budget.
 - Item #8: Director Overmier inquired about the amount of chemicals used to treat the water.

Tammy Hebrard also requested that item #7 be amended to include the following:

- Recommendation to the Board to consider the Ad Hoc Committee's recommendation of the proposed rates from the March 19, 2019 Special Meeting.
- The public's concerns with the current accounting procedures of the District.

A motion was made by Director Overmier, seconded by Director Lavaroni to approve the minutes of August 20, 2019 with amendments. The Manager and Board discussed the need for review and updates to the District policies and Director Blood suggested the designated Board Committees begin this process. The Manager expressed concerns with the lack of support from the Board and also that the established committees require guidelines and goals which need to be set prior to the meetings. Tammy Hebrard suggested using other small District's policies as templates. The Manager noted the suggestion. Motion carried 4-0.

b. Directors Report for August 2019: A motion was made by Director Lavaroni, seconded by Director Overmier to approve the Directors Report for August 2019 as presented. Motion carried 4-0.

c. Monthly Maintenance Report for August 2019: A motion was made by Director Overmier, seconded by Director Lavaroni to approve the monthly Maintenance Report for August 2019 as presented. Motion carried 4-0.

4. FINANCIAL BUSINESS:

a. Approval of Claim Summary #731: Director Lavaroni and Blood discussed the Cafeteria Plan and the Manager clarified the details. Director Blood suggested a line item showing the Cafeteria Plan be added to the budget. The Manager stated she would discuss the addition of new budget line items and present modifications to the budget to the Board. A motion was made by Director Lavaroni, seconded by Director Overmier to approve the Claim Summary #731 in the amount of \$125,065.96 as presented. Tammy Hebrard expressed concerns with the cost of each project being made available on a monthly basis for transparency purposes. She also stated that the complete Board packet should be made available to the public as stated in the Board of Directors Handbook. Motion carried 4-0.

5. RESOLUTION 2019-10: BUDGET FOR FISCAL YEAR 2019/20: The Board reviewed the Preliminary Budget at the August 20, 2019 meeting and discussed several budget items. The Manager stated that employee cost of living adjustments (COLA) were not included in the 2019/20 budget as discussed prior. Director Blood suggested that the items mentioned in the approval of the Preliminary Budget be included in Resolution 2019-10. Director Overmier made a motion to approve Resolution 2019-10: Budget for Fiscal Year 2019/20 with an amendment to include “the Board of Directors will review and update all District policies on a monthly basis”. The Board discussed the process of updating the District’s policies. Director Blood requested an amendment to Resolution 2019-10 stating “a detailed description of all capital improvement projects will be presented to the Board for approval prior to any funds being spent.” Director Lavaroni, Blood and Dell’Orto discussed the detail needed for the projects. Director Overmier rescinded his motion and made a motion to approve Resolution 2019-10: Budget for Fiscal Year 2019/20 with the following amendments: “the Board of Directors will review and update all District policies on a monthly basis” and “ a detailed description of all capital improvement projects will be presented to the Board for approval prior to any funds being spent”, seconded by Director Lavaroni. A roll call vote was taken. Directors Dell’Orto, Overmier, Blood and Lavaroni voted yes. Motion carried 4-0.

6. ACCEPT: SPECIALIZED UTILITY SERVICES PROGRAM (SUSP) MEDIAN HOUSEHOLD INCOME (MHI) SURVEY: The District Manager contacted SUSP for clarification regarding confidentiality concerns in the report. SUSP replied and assured the District that the privacy of the results is uncompromised and would provide a redacted version of Exhibit E. However, he stated that the final MHI Report complies with State MHI guidelines which contain required information for applications for grants and/or funding. The Manager recommends accepting the original August 2, 2019 report as presented at the August 20, 2019 meeting. Tammy Hebrard expressed her concerns from the public with the income and address information included in the report. A motion was made by Director Lavaroni, seconded by Director Blood to accept the Specialized Utility Services Program (SUSP) Median Household Income (MHI) Survey. Motion carried 4-0.

7. ASSOCIATION OF CALIFORNIA WATER (ACWA) REGION 3 BOARD BALLOT: The Board was presented with a ballot from ACWA Region 3 for the 2020/21 term which are due by September 30, 2019. Director Lavaroni recommended concurring with the Region 3 Nominating Committee as shown on the ballot; the Board agreed. The Manager would submit the ballot on behalf of the District.

8. MOUNTIAN COUNTIES WATER RESOURCES ASSOCIATION (MRWRA) WATER SYMPOSIUM (11/8/19) AND RECEPTION AT THE MURPHYS HISTORIC HOTEL (11/14/19): The

Manager presented two announcements for upcoming events hosted by MCWRA were included in the Board packet for review. Directors can contact the Board Secretary if interested in attending.

9. CALAVERAS PUBLIC POWER AGENCY (CPPA) ENERGY EFFICIENT AUDIT AND GRANT APPLICATION FOR WAREHOUSE IMPROEMENTS: The District requested CPPA to conduct an energy efficient audit for the warehouse/shop for possible upgrades which showed 5 areas of recommendation. The District submitted a grant application for 3 of the 5 recommendations including insulation, windows and lighting upgrades. The application will be presented for approval at the October 16, 2019 CPPA meeting. The Manager will provide more information at the next Board meeting. Chairperson Dell'Orto inquired as to why the District only chose 3 of the 5 recommendations; the Manager stated these were not energy or cost effective at this time.

10. MONTHLY WATER USAGE REPORT:

a. Monthly Report: The water usage for the month of August 2019 was presented for review and discussion.

b. Water Treatment Portable Meter Data Report: A memorandum including a change order prepared by the Weber, Ghio and Associates was presented to the Board. The memo presents findings on water audit investigations at the Treatment Plant and recommends approving change order 7827-01 in the amount of \$17,779.14 which includes the meter replacement with a new ultra sonic flow meter and integration with the current SCADA project. Director Blood inquired about the cost difference between the two quotes mentioned in the memo; the Manager stated that the quote from TSI was selected as the vendor familiarity with the District's system. Director Blood requested more detailed information regarding the meter; Director Lavaroni clarified by reading the details listed on the change order. Tammy Hebrard again stated that the complete Board packet should be made available to the public as stated in the Board of Directors Handbook. Director Blood inquired on when the complete data regarding the water loss will be available for review. The Manager stated that recent discrepancies were discovered and a memo from the District Engineer would be presented to the Board when complete. Director Lavaroni recommended authorizing the Manager to proceed with change order #7827-01. Chairperson Dell'Orto inquired about the availability of the memo and change order to the Board and if it was prior to the 72-hour requirement; the Secretary stated it was emailed to the Board on September 6, 2019 around 4:30pm which doesn't meet the requirement. Chairperson Dell'Orto called for a Special Meeting on Thursday, September 12, 2019 at 9:00am at the District office to discuss and take possible action on the authorization to approve change order #7827-01.

11. MANAGERS COMMENTS:

a. Monthly Report: A report of ongoing projects was provided to the Board for review and discussion. The Manager also reported on possible grant funding for leak detection program, meter upgrades and water tank maintenance. The District has submitted comments to LAFCO on the Municipal Services Review (MSR) and the Manager will attend the September 16, 2019 meeting. The District is currently working with FEMA for the 2019 Storm Damage recovery. The Manager reminded the Board of her attendance to the Annual CSDA Conference from September 25-27, 2019. An invitation to the annual BBQ hosted by Weber, Ghio & Associates on Friday, September 13, 2019 was given to the Board.

12. DIRECTORS COMMENTS:

a. LAFCO – Meeting Report 9/16/19 – Director Lavaroni: Director Lavaroni will attend.

b. CAMRA – Meeting Report 8/21/19 – The Manager stated that the future of CAMRA would be discussed.

c. UMRWA – Meeting Reminder 10/4/19 – Director Blood: Director Blood will attend. The Manager reminded Director Blood that the meeting would start at 10am and the Annual Pardee BBQ would be at 1:00pm.

Chairperson Dell'Orto expressed concerns regarding the recording of future meetings. The Manager will follow up to ensure that proper procedures are followed prior to initiation of the recordings. She also recommends a policy amendment to ensure the recording guidelines are followed.

13. CLOSED SESSION:

a. Notice of Board Vacancy: At 9:15pm the Board convened to a closed session. The Board reconvened at 9:23pm. Chairperson Dell'Orto reported that the Manager had received a letter of resignation from Director Claudino effective September 10, 2019. The Manager reviewed the timeline for filling the Board vacancy. The notice of vacancy will be posted starting September 11, 2019 on the District website, Calaveras Enterprise and the marquee board at the office. Applications will be accepted until October 31, 2019 at 4:00pm. The Board will review applications for appointment at a Special Board meeting on November 5, 2019. Tammy Hebrard suggested posting the Director's terms on the website; the Manager would look into website updates.

14. ADJOURNMENT (Next Regular Meeting October 8, 2019): As there was no further business to come before the Board, the meeting was adjourned at 9.30 p.m.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

Special Meeting

9:00 A.M.

MEMBERS PRESENT: Clifford Overmier
Richard Blood
John Lavaroni

MEMBERS ABSENT: J.W. Dell'Orto

STAFF PRESENT: Donna Leatherman, District Manager
Kate Jesus, Administrative Account Assistant

OTHERS PRESENT: Tammy Hebrard

1. ROLL CALL AND PLEDGE OF ALLEGIANCE: The special meeting was called to order by Director Overmier at 9:00pm. Director Overmier, Blood, and Lavaroni were present.
2. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
3. WATER TREATMENT PLANT SCADA PROJECT – AUTHORIZATION TO APPROVE CHANGE ORDER 7827-01: A motion was made by Director Lavaroni, seconded by Director Blood to approve change order 7827-01. Tammy Hebrard inquired about the specifics of the quotes from the vendors and stated they were not included in the Board packet for review. Director Blood also expressed concerns with the bids not included for review. The Manager clarified that the bid information was not necessary as the District is under contract with TSI and requested a change order for additional work.
4. CLOSED SESSION: None
5. ADJOURNMENT (Next Regular Meeting October 8, 2019): As there was no further business to come before the Board, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Kate Jesus, Administrative Account Assistant

Directors Report

Calaveras P.U.D.

Water Sold This Month

35,518,308 Gallons

	Amount (\$)	# Of Accounts
Total Water	191,352.60	1,905
Total Late Charge	1,260.00	42
Total Adjustments	877.33	12
Total New Acct Fee	385.00	11
Total Service Call Out	140.00	4
Total Current Charges	194,014.93	1,905
Amount Past Due 1-30 Days	16,191.59	188
Amount Past Due 31-60 Days	554.06	10
Amount Past Due Over 60 Days	5,325.62	7
Amount Of Overpayments/Prepayments	-21,368.69	266
Total Receivables	194,717.51	1,874
Total Receipts On Account	181,811.31	1,678
Net Change in Memberships	0.00	0
Amount of All Memberships	0.00	
Turned Off Accounts (Amount Owed)	5,741.44	154
Collection Accounts (Amount Owed)	5,741.44	154
Number Of Unread (Turned On) Meters		3
Average Usage For Active Meters	18,577	1,912
Average Water Charge For Active Meters	100.45	1,905

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		93	14,907,896	41.97	26.42
40,001-50,000		47	2,088,899	5.88	4.04
30,001-40,000		102	3,532,553	9.95	6.94
20,001-30,000		172	4,223,920	11.89	9.39
10,001-20,000		420	6,014,540	16.93	18.34
8,001-10,000		153	1,370,074	3.86	5.87
6,001-8,000		183	1,273,082	3.58	6.02
4,001-6,000		230	1,133,982	3.19	7.13
2,001-4,000		252	760,143	2.14	7.92
1-2,000		218	213,223	0.60	6.69
Zero Usage		42	0	0.00	1.23
Total Meters		1,912	35,518,312	100.00	100.00

Monthly Maintenance Report

September 2019

LOCATION	DESCRIPTION OF WORK	Follow-up Req. or Complete
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP in compliance	Complete
	Treated Water 44,533,970 gallons	
	Monthly Emergency Generator check	Complete
	Vegetation clearing and fire clearance(Cal Fire)	Ongoing
	Painting Interior	In Progress
	SCADA project	Ongoing
	Contractor-electrical start-staff factory testing-remodel office	
	Annual generator load test/maintenance	Complete
Warehouse Shop	WR-Quarterly inventory restock	Complete
South Fork Pump Station	Weekly routine operation checks	Complete
	Pumping water to Jeff Davis Reservoir	Ongoing
	FEMA inspections- Feb. 2019 storm damage	In Progress
Schaads Reservoir	Weekly checks - routine operations	Complete
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
	Annual generator load test/maintenance	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	Valve exercise and flushing	In Progress
	305 Toyanza Ct. 1" service line repair	Complete
	Turner Ct. 1" service line repair	Complete
	496 Sunset PVC male adaptor repair on backside of meter	Complete
	Alfreda St. 1 1/2" steel main line repair	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	Clark St. 4" main line repair	Complete
	Persall St. main line repair	Complete
	8776 Church St. pressure station repair	Complete
	Miwok Trail 6" main leak repair (*replacement)	Complete
Glencoe Distribution	Routine operations	Complete
Paloma Distribution	Routine operations, sampling	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
Safety	Cutting Pipe Safely With Power Saws, Vehicle Safety:Check, Inspect, Drive!,	Complete
	Safe Fuel Handling Practices, Keeping Chemical Deliveries Safe,	
	Don't Get in a Bind With a Backhoe	
	Office-Security system upgrade	Complete
	MR-Fall protection inspections	Complete
	JM-Follow ups-generator maintenance	Pending

Monthly Maintenance Report

September 2019

Training	MR-Attend Quarterly Utility meeting	Complete
Spray Program	JC-Fall spray Program	Pending Scheduling
Vehicle Maintenance	JM-BIT truck and trailer-Quarterly	Complete
Other Maintenance	48 USA tags completed	Complete
	44 Customer service/work orders	Ongoing
	Monthly meter reading	Complete
	Lead & Copper Testing (5 year)	In Progress
Information	Develop tank inspection-JHA	In Progress
	District SOP review	Ongoing

Financial Business

a. Approval of Claim Summary #732

Discussion:

The Claim Summary #732 submitted of \$180,237.92 reflects payments with descriptions showing on the Bill Payments for All Vendors report.

Action: Approval of Claim Summary #732: \$180,237.92

Motion 1st _____, 2nd _____, Carried: _____

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 732

DATE: September 2019

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	\$115,254.99
Payroll Submitted	\$43,698.13
P/R Tax Deposits	\$21,284.80
Sub-total	\$180,237.92

Net Additions	
Net Deductions	
Claim Summary Approved for	\$180,237.92



Admin Acct Assistant, Calaveras Public Utility District

Calaveras Public Utility District
Summary Balance Sheet
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	124,649.09
Other Current Assets	4,367,658.57
Total Current Assets	4,492,307.66
Fixed Assets	7,862,581.27
Other Assets	654,723.74
TOTAL ASSETS	<u>13009612.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	85,109.45
Other Current Liabiliti...	1,722,528.40
Total Current Liabilities	1,807,637.85
Long Term Liabilities	82,098.31
Total Liabilities	1,889,736.16
Equity	11119876.51
TOTAL LIABILITIES & EQU...	<u>13009612.67</u>

Calaveras Public Utility District
Bill Payments for All Vendors
June 2019

Name	Num	Date	Amount	GL #	Amount
AI's Tire Service	21862	09/30/2019	1,035.50	5424	Truck 007 tires
Alpha Analytical Labs, Inc.	21835	09/13/2019	490.00	5323	Lab fees
American Fidelity Assurance	21853	09/30/2019	256.90	5646	125 Caferia Plan
American Fidelity Assurance Co.(Flex)	21854	09/30/2019	282.50	5646	125 Caferia Plan
AT & T	21863	09/30/2019	641.33	5432	Utilities
AT & T	21864	09/30/2019	75.86	5432/5621	Utilities
Blood, Richard	21889	09/30/2019	69.00	5680/5681	Director compensation
Brawner Automotive Repair	21865	09/30/2019	135.19	5424	Truck 005 maintenance
Calaveras Auto Supply	21836	09/13/2019	146.83	5424/5231	Vehicle maintenace/Glencoe PS repairs
Calaveras County Tax Collectors	21866	09/30/2019	988.26	5427	T&D Taxes (property)
Calaveras Enterprise	21867	09/30/2019	840.00	5620	Materials & supplies (Board Vacancy ad)
Calaveras Grange #715	21855	09/30/2019	8.96	1372	Overpayment reimbursement
Calaveras Public Power Agency	21837	09/13/2019	22,405.10	5432/5621/5230	Utilities
Carbon Copy Inc.	21868	09/30/2019	253.88	5623	Printer/copier contact
Care Free Lawns	21838	09/13/2019	150.00	5623	Landscaping contract (August)
CD & Power	21869	09/30/2019	4,160.00	5424	Treatment Plant & Glencoe PS generator maintenance
Comcast	21856	09/30/2019	302.28	5621	Office utilities
Country Feed and More	21839	09/13/2019	21.45	5421	Materials & supplies
De Lage Landen Financial Services Inc.	21857	09/30/2019	83.66	5623	Printer/copier contact
Dell'Orto, J.W.	21890	09/30/2019	34.00	5680/5681	Director compensation
Fischer, Merle	21858	09/30/2019	466.07	5647	Post retirement health reimbursement (October)
George Reed, Inc.	21870	09/30/2019	665.53	5421	Materials & supplies
Grainger	21871	09/30/2019	99.14	5421	Materials & supplies
Henwood Associates, Inc.	21840	09/13/2019	3,067.96	5200	Hydro maintenance/repair
Hobgood's Cleaning Service	21872	09/30/2019	160.00	5623	Janitorial services (September)
Hunt & Sons Inc.	21841	09/13/2019	1,532.87	5424	Fuel
Hunt & Sons Inc.	21873	09/30/2019	1,518.36	5424	Fuel
Lavaroni, John	21891	09/30/2019	50.00	5680	Director compensation
Lehigh Hanson	21874	09/30/2019	117.18	5421	Materials & supplies
Mandell Municipal Counseling	21875	09/30/2019	189.00	5682	Legal counsel for rate study (September)
Motherlode Answering Service	21842	09/13/2019	211.00	5623	Answering service contract (August)
Northern Tool & Equipment	21876	09/30/2019	31.65	5421	Materials & Supplies
Overmier, Clifford	21892	09/30/2019	50.00	5680	Director compensation
Pace Supply	21877	09/30/2019	4,773.20	5421	Materials & supplies (1st quarter inventory)
Pacific Gas & Electric	21843	09/13/2019	478.73	5200/5201/5432/5621	Utilities
Pacific Gas & Electric	21878	09/30/2019	522.78	5201/5432/5200	Utilities
Pando Public Relations	21844	09/13/2019	1,435.75	5623	Public relations contract (rate study)
Postmaster	21879	09/30/2019	700.00	5622	Postage
Progressive Print Solutions	21845	09/13/2019	2,259.48	5620	2nd Prop 218 Notice
R.F. MacDonald Co.	21861	09/30/2019	22,257.57	1115	Pump Station repair
Safe T Lite	21846	09/13/2019	45.37	5421	Materials & supplies
San Andreas Sanitary District	21880	09/30/2019	377.04	5432/5621	Utilities
Sender's Market Inc.	21847	09/13/2019	325.87	5421	Materials & supplies
Signal Service	21881	09/30/2019	410.87	5623	Office alarm contract & system update
Specialized Utility Service Program	21882	09/30/2019	11,750.00	5623	MHI Survey
Staples Credit Plan	21848	09/13/2019	444.42	5620	Office materials & supplies
SWRCB-DWOC Accounting Office	21883	09/30/2019	360.00	5426	Water system enforcement fee
TD Ameritrade Trust Company	21849	09/13/2019	500.00	2317	457 Plan
TD Ameritrade Trust Company	21859	09/30/2019	500.00	2317	457 Plan
Treat's General Store	21884	09/30/2019	313.74	5322/5620/5424/5421	Materials & supplies
Upper Mokelumne River Watershed Auth	21885	09/30/2019	12,980.00	5683	2019/20 Dues
VALIC	21850	09/13/2019	75.00	2317	457 Plan
VALIC	21860	09/30/2019	75.00	2317	457 Plan
Verizon Wireless	21886	09/30/2019	171.36	5432	Utilities

Calaveras Public Utility District
Bill Payments for All Vendors
June 2019

Name	Num	Date	Amount	GL #	Amount
Volcano Telephone	21887	09/30/2019	524.62	5230/5322/5200/5201	Utilities
Weber, Ghio & Associates	21888	09/30/2019	12,608.65	5684/1117/1190	Engineering (Rate Study, Court St, SCADA, storm damage, SRLF application
Wells Fargo Bank	21851	09/13/2019	768.96	5421/5424/5623/5429	Materials & supplies, fuel, contract services, CSDA conf
Wells Fargo Bank (KJ)	21852	09/13/2019	57.12	5620	Materials & supplies
			<u>115,254.99</u>		

PAYROLL JOURNAL

Payrolls by Paychex, Inc.

40004 (R-9)

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS			
**** 10 MAINTENANCE Cunningham, John L 1	Salary			2,365.76		
	CPUD Ins			77.38		
						100.00
					457 EE Pretax	Direct Deposit # 20727
						Check Amt 0.00 Chkg 0017 1,936.51
	EMPLOYEE TOTAL			2,443.14		100.00
Moe, James G 8	Salary			2,381.80		
	CPUD Ins			24.63		
						149.19
						Check Amt 0.00 Chkg 5056 1,891.57
	EMPLOYEE TOTAL			2,406.23		100.00
Roberts, Mathew A 10	Salary		18.00	2,283.82		
	Overtime	37.6350		677.43		
						50.00
						Direct Deposit # 20729
	EMPLOYEE TOTAL		18.00	2,961.05		169.09
Rovera, Wyatt N 13	Salary		20.00	2,072.20		
	Overtime	34.1250		682.50		
	CPUD Ins			446.12		
						219.09
	EMPLOYEE TOTAL		20.00	3,200.82		125.35
**** 20 MANAGER Leatherman, Donna M 7	Salary			4,708.21		
	CPUD Ins			328.86		
	Sick		M7:50			
						250.00
	EMPLOYEE TOTAL		7.50	5,037.07		125.35
**** 30 METERS Duke, Kelly 9	Hourly	26.4000	16.00	422.40		
						250.00
	EMPLOYEE TOTAL		16.00	422.40		125.35

PAYROLL JOURNAL

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS			
**** 40 SECRETARY Bear, Carissa C 12	Salary			1,404.08			
	CPUD Ins			793.25			
	Sick		M3:00				
	EMPLOYEE TOTAL		3.00	2,197.33			
**** 50 WATER TREATMENT Estrada, Andrew 2	Salary			2,720.41			
	Overtime	47.0850	19:50	918.16			
	CPUD Ins			433.90			
	Vacation		M8:00				
EMPLOYEE TOTAL		27.50	4,072.47				
**** 60 EXTRA CLERICAL Jesus, Kate E 5	Salary			1,724.77			
	Overtime	29.8500	4:00	119.40			
	CPUD Ins			50.81			
	EMPLOYEE TOTAL		4.00	1,894.98			
**** 70 SUPERINTENDENT Beaudreau, Bret A 11	Salary			4,502.53			
	CPUD Ins			814.28			
	Sick		M1:00				
	EMPLOYEE TOTAL		1.00	5,316.81			
COMPANY TOTALS 10 Person(s) 10 Transaction(s)	Hourly		18.00	422.40			
	Salary			24,163.18			
	Overtime		6:50	2,397.49			
	CPUD Ins		1:50	2,969.23			
Sick		8:00					
Vacation		9:00	29,952.30				
COMPANY TOTAL							

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS				WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	HOURS	EARNINGS			
**** 10 MAINTENANCE Cunningham, John L 1	Salary	40.9500	22:00	2,365.76		207.33	100.00
	Overtime			900.90		48.48	
	CPUD Ins		M8:00	77.38		272.12	
	Vacation					75.51	
	EMPLOYEE TOTAL		30.00	3,344.04		636.88	100.00
Moe, James G 8	Retro Pay			180.47		162.93	
	Salary	41.2200	1:00	2,381.60		38.10	
	Overtime			41.22		260.18	
	CPUD Ins		M10:50	24.63		82.59	
	EMPLOYEE TOTAL		27.50	2,627.92		570.08	
Roberts, Mathew A 10	Retro Pay			177.66		220.38	
	Salary	39.5100	9:00	2,283.62		51.54	
	Overtime			355.59		156.36	
	Doubletime	52.6800	14:00	737.52		165.18	
	EMPLOYEE TOTAL		26.00	3,554.39		629.00	
Rovera, Wyatt N 13	Retro Pay	23.9100		265.35		221.51	
	Salary			2,072.20		51.81	
	Overtime	35.8650	22:00	789.03		512.52	
	CPUD Ins			446.12		203.76	
	EMPLOYEE TOTAL		22.00	3,572.70		1,025.33	
**** 20 MANAGER Leatherman, Donna M 7	Salary			4,708.21		312.30	250.00
	CPUD Ins			328.86		73.04	
	Sick		M2:00			876.17	
	Vacation		M8:00			364.66	
	EMPLOYEE TOTAL		10.00	5,037.07		1,676.54	250.00
**** 30 METERS Duke, Kelly 9	Hourly	26.4000	64:00	1,689.60		104.75	
						24.49	
	EMPLOYEE TOTAL					225.67	
						97.62	
						16.90	
							2,607.16
							2,057.84
							2,057.84
							2,706.30
							2,706.30
							2,422.02
							2,422.02
							3,110.53
							1,220.17

PAYROLL JOURNAL

0085 A850-4915 Calaveras Public Utility District

EMPLOYEE NAME ID	HOURS, EARNINGS, REIMBURSEMENTS & OTHER PAYMENTS			WITHHOLDINGS	DEDUCTIONS	NET PAY ALLOCATIONS
	DESCRIPTION	RATE	REIMB & OTHER PAYMENTS			
**** 30 METERS (cont.) Duke, Kelly (cont.) 9	EMPLOYEE TOTAL		1,689:60	469:43		1,220:17
	Retro Pay	24:3000	10:93		Retirement	
	Salary		1,404:08	138:04		Direct Deposit # 20741
	Overtime	36:4500	18:23	32:29		Check Amt 0:00
	CPUD Ins		793:25	181:98		Chkg 6990 1,488:36
Sick				22:26		Savg 3547 200:00
EMPLOYEE TOTAL		2,226:49		454:54		Net Pay 1,688:36
**** 50 WATER TREATMENT Estrada, Andrew 2	EMPLOYEE TOTAL		3,201:40	948:62		2,227:78
	Salary	47:0850	2,720:41	198:48	457 EE Pretax	Direct Deposit # 20742
	Overtime		47:09	46:42		Check Amt 0:00
	CPUD Ins		433:90	491:41		Chkg 4990 2,227:78
	Sick			180:30	32:01	
EMPLOYEE TOTAL		3,201:40		948:62		Net Pay 2,227:78
**** 60 EXTRA CLERICAL Jesus, Kate E 5	EMPLOYEE TOTAL		1,724:77	111:93		2,074:33
	Salary	29:8500	29:85	26:18	457 EE Pretax	Direct Deposit # 20743
	Overtime		50:81	123:05	Retirement	Check Amt 0:00
	CPUD Ins			24:47		Chkg 0650 1,348:12
	Sick			18:05		
EMPLOYEE TOTAL		1,805:43		303:68		Net Pay 1,348:12
**** 70 SUPERINTENDENT Beaudreau, Bref A 11	EMPLOYEE TOTAL		4,502:53	329:64		4,173:89
	Salary		814:28	77:10	457 EE Pretax	Direct Deposit # 20744
	CPUD Ins			971:31		Check Amt 0:00
				389:04		Chkg 0608 3,396:55
				53:17		
EMPLOYEE TOTAL		5,316:81		1,820:26		Net Pay 3,396:55
COMPANY TOTALS 10 Person(s) 10 Transaction(s)	Hourly		1,689:60	2,007:29	457 EE Pretax	1,220:17
	Retro Pay		634:41	469:45	Health Ins Pst ta	21,564:66
	Salary		24,163:18	4,070:77	Retirement	
	Doubletime		737:52	1,663:10		
	Overtime		2,181:91	323:75		
CPUD Ins		2,969:23				
EMPLOYEE TOTAL		5,316:81		1,820:26		Net Pay 3,396:55

Discussion: Approach to the Review and Updates of District Policies

Discussion:

At the request of the Board, the Manager concurred with the direction to update all District Policies. The development of policies new or existing requires several revisions. Even at infancy several modifications of draft policies are prepared prior to staff reviews and draft being presented to a Board for discussion or consideration.

The continued approach needs to be clear, consistent, and timely and best if sought through transparency and using an independent third-party. Professional experts with the knowledge of current laws, regulations including development and implementation will support the direction and goals to complete this lengthy process.

It is recognized there may be strong desire and consideration to conduct this effort in house and to be more prudent with the District expenses. This process requires extensive research, knowledge and understanding of current language, law, and development which may be best for the Board to consider other method of conducting this effort by seeking professional resources.

Recommendation:

Direct the Manager to seek out means to develop a planned approach for presentation and feedback to Board in development of a District Administrative Manual that will include the following to be revise, updated or establish;

- Board of Directors Handbook
- Accounting Policy
- Employee Handbook
- Construction, Bids, Contracts Policy

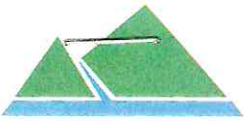
This would also incorporate input from the Board and provide education, involvement and proper implementation through the entire process.

Upper Mokelumne River Watershed Authority (UMRWA) – FY 2019/20 Dues

Discussion:

The District received notification from UMRWA of FY2019/20 Dues - \$12,980

Recommended Action: Discussion only.



Upper Mokelumne River Watershed Authority

15083 Camanche Parkway S., Valley Springs, CA 95252
Telephone: (209) 772-8340 Fax: (209) 772-8264

RECEIVED SEP 23 2019

September 20, 2019

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

Subject: UMRWA Member Agency FY2020 Assessment

Dear Donna,

At its July 26, 2019 meeting, the Upper Mokelumne River Watershed Authority (UMRWA) Board of Directors unanimously adopted the UMRWA budget for fiscal year 2020 (beginning October 1, 2019). The adopted budget is funded in part through Member Agency assessments as determined by the Board and the Member Agencies. Calaveras County Public Utility District's assessment for FY2019 is \$12,980.

Amount payable: \$ 12,980

Please send your FY2020 assessment payment, payable to UMRWA, by November 10, 2019 to the address below. Please note on your remittance the following code: **UMO 969 408511 4686**.

Ms. Lisa Stuart, Secretary
UMRWA
15083 Camanche Pkwy. South
Valley Springs, CA 95252

Please do not hesitate to contact me at rsykes@sbcglobal.net, or call (510) 390-4035, if you have any questions.

Sincerely,

Richard Sykes
Executive Officer

cc: Richard Blood

Members

Alpine County • Alpine County Water Agency • Amador County • Amador Water Agency • Calaveras County • Calaveras County Water District •
Calaveras Public Utility District • East Bay Municipal Utility District • Jackson Valley Irrigation District

California Special Districts Association (CSDA)

a. Gold Country Regional Chapter Workshop – October 23, 2019

Discussion:

The CSDA Gold Country Chapter Workshop – October 23, 2019 will be held at the El Dorado Hills CSD. Speakers will discuss and provide information to help districts “Be Grant Ready” and provide website compliance details for Special Districts, and possible guest speaker Assemblyperson Kevin Kiley.

The workshop is open to Special District’s Board, staff and management within the Gold Country Region. A copy of the workshop flyer and invoice to attend are include in the packet for those interested in attending.

Recommended Action: Discussion only



California Special
Districts Association
Districts Stronger Together

Gold Country Regional Chapter Workshop



Date: Wednesday, October 23, 2019

Time: 9am-12pm

Location: El Dorado Hills CSD
1021 Harvard Way
El Dorado Hills, CA

Fee: \$5/\$15

Workshop

Agenda

- ◆ 9:00am-Check In/Networking
- ◆ 9:15am-Be Grant Ready!
- ◆ 10:45am-Break
- ◆ 11:00am-SB 929 Compliance-*Maia Lara, Streamline*
- ◆ 11:45am-Legislative Updates: *Assemblyman Kevin Kiley (tentative), Dane Wadle, CSDA Public Affairs Field Coordinator*
- ◆ 12:00pm-Gold Country Chapter Board Meeting

Be Grant Ready!

Speaker:

Cristina James
*Park Planner/Landscape Architect
Rancho Cordova RPD*

Sharon Gonsavies
Townsend Public Affairs, Inc.

Cristina and Sharon will team up to present a wealth of information to get you **Grant Ready!** Sharon will focus on Grants and funding that is currently available to Special Districts ranging from Park Grants to Water and Fire Grants. Cristina will walk us through the process to get the Grant and she knows this process well, securing over \$800,000 in grants for her District.

Questions: contact Donna at dleatherman@cpud.org

Gold Country Regional Chapter of



California Special Districts Association
Districts Stronger Together



owdico

Date of Workshop:
 October 23, 2019

Payment Method

Cash	<input type="checkbox"/>
Check	<input type="checkbox"/>

Make checks payable to:
 Gold Country Regional Chapter

You may send payment to:
 Donna Leatherman
 Gold Country Regional Chapter
 PO Box 666
 San Andreas, CA 95249
 209-754-9442
dleatherman@cpud.org

S

OCTOBER WORKSHOP- BE GRANT READY!	
Name of District	
Name of Attendee(s)	1. 2. 3. 4. 5.
Number of Attendee(s)	
Member (\$5)/Non-Members(\$15)*	
*Payment includes membership to CSDA's Gold Country Regional Chapter. No Refunds.	
Total Due	

Thank you for coming to our Workshop!

Report: Supervisory Control and Data Acquisition (SCADA) Project

Discussion:

District staff, engineer and TSI, Inc. completed reviews of the screenshot and in-house factory testing during September. The subcontractor began work on conduit installation at the water treatment plant. The Field crew is completing interior modification prior to installation scheduled for mid-October.

TSI is anticipating complete installation final hardware and design submittals to the District for review. Approval and acceptance of the project is anticipated for the November Board meeting.

Recommended Action: Discussion only.

Monthly Water Report

- a. **Monthly Water report:** Water production for September was 44,533,970 gallons from the Water Treatment Plant. With a daily average of 1,484,446 gallons.

September beginning of Rainfall reporting year.

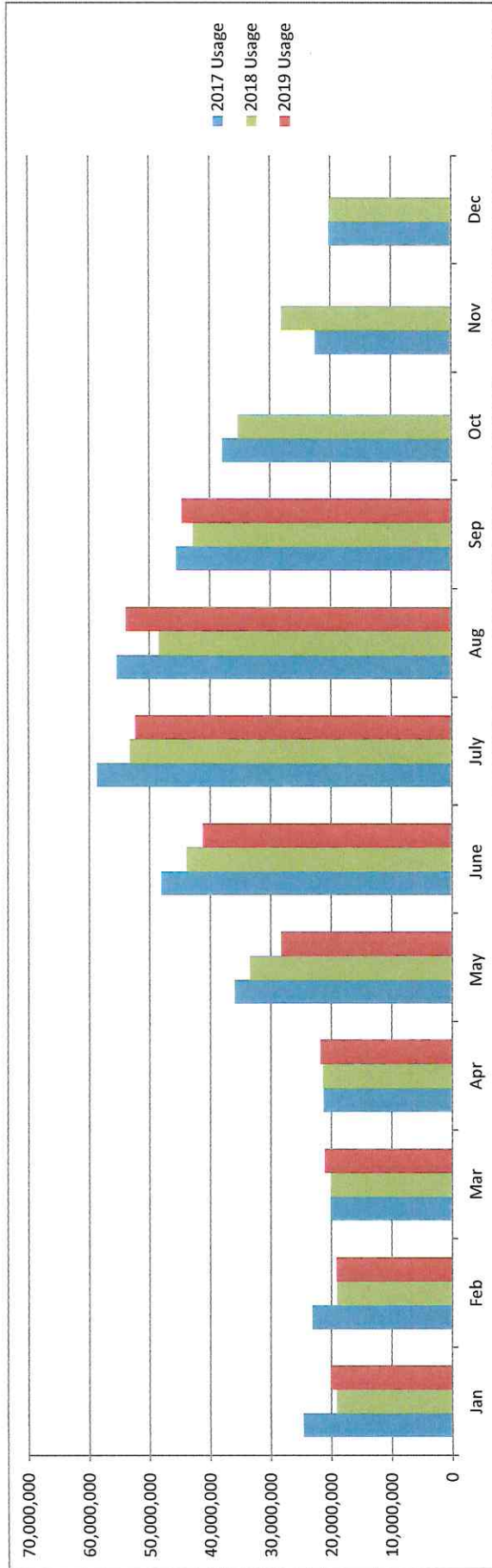
September rainfall total YTD = 0.79”

- b. **Bulk Water Report:** Board packet include bulk water report showing a monthly usage from fill stations or fire hydrant meters through September 2019. Updates to fees for bulk water will need to be revisited and reviewed to be consistent with current water charges. Staff is reviewing and will prepare information to present to the board at the December meeting.

Recommended Action: Discussion only.

Calaveras Public Utility District (Water Treated)

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	TOTAL
2017	24,611,922	23,098,904	20,125,148	21,227,187	35,913,669	48,072,674	58,679,090	55,357,766	45,507,994	37,826,944	22,452,397	20,215,187	413,088,882
2018	19,108,441	19,065,573	20,080,877	21,366,553	33,416,282	43,899,147	53,269,367	48,484,590	42,798,952	35,303,288	28,030,638	20,062,841	384,886,549
2019	20,141,357	19,112,339	21,010,138	21,734,882	28,179,029	41,146,184	52,329,642	53,797,842	44,533,970	0	0	0	301,985,383
% difference	-18.16%	-17.26%	4.40%	2.39%	-21.54%	-14.41%	-10.82%	-2.82%	-2.14%	-100.00%	-100.00%	-100.00%	-26.90%



Bulk Water

2019

Fill Stations	January	February	March	April	May	June	July	August	September	October	November	December	Gallons	Water Income
Pope Street	13,200	8,420	4,470	25,900	17,760	26,060	37,670	57,360	67,490				258,330	\$2,014.97
Rail Road Flat	13,650	7,000	7,040	1,930	16,300	16,080	57,170	77,360	109,560				306,070	\$2,387.35
Mokelumne Hill	0	2,450	0	1,920	8,960	12,980	3,800	3,000	2,800				35,910	\$280.10
Georee Reed	0	22,260	0	0	10,920	210	800	0	440				34,630	\$270.11
Poloma	0	730	0	0	2,300	4,620	48,210	34,930	12,790				103,580	\$807.92
Subtotals	26,850	40,860	11,510	29,750	56,240	59,930	147,650	172,650	193,080				738,520	\$5,760.46
Fixed Hydrant	January	February	March	April	May	June	July	August	September	October	November	December	Gallons	Water Income
Moke Hill Post Office	N/A	N/A	N/A	N/A	31,500	N/A	N/A	N/A	N/A	N/A	N/A	N/A	31,500	\$219.55
Fixed Hydrant	January	February	March	April	May	June	July	August	September	October	November	December	Gallons	Water Income
Georee Reed (S. West)	N/A	N/A	N/A	N/A	3,000	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,000	\$23.40

2018

Fill Stations	January	February	March	April	May	June	July	August	September	October	November	December	Gallons	Water Income
Pope Street	14,700	7,390	8,470	19,570	47,970	49,080	124,120	26,210	37,580	45,210	23,490	5,610	409,400	\$3,193.32
Rail Road Flat	6,710	10,910	11,830	13,390	12,750	31,700	51,010	60,930	151,510	83,650	14,660	6,980	456,030	\$3,557.03
Mokelumne Hill	100	590	3,700	200	400	19,800	33,200	57,340	75,280	36,230	8,450	210	235,500	\$1,836.90
Georee Reed	7,070	1,570	350	7,370	39,810	49,190	42,170	10,840	15,900	7,140	5,600	17,810	204,820	\$1,597.60
Poloma	2,150	6,100	2,170	9,560	18,860	38,090	40,560	34,360	13,160	0	100	210	165,320	\$1,289.50
Subtotals	30,730	26,560	26,520	50,090	119,790	187,860	291,060	189,680	293,430	172,230	52,300	30,820	1,471,070	\$11,474.35
Fixed Hydrant	January	February	March	April	May	June	July	August	September	October	November	December	Gallons	Water Income
Simpson/Ridge Rd.	N/A	N/A	N/A	N/A	N/A	9,700	20,800	25,510	32,090	16,900	9,300	0	114,300	\$878.20

2017

Fill Stations	January	February	March	April	May	June	July	August	September	October	November	December	Gallons	Water Income
Pope Street	N/A	N/A	N/A	N/A	1,400	81,310	216,630	163,080	212,510	110,000	26,590	5,950	817,470	\$6,376.27
Rail Road Flat	N/A	N/A	N/A	N/A	N/A	102,010	96,140	37,250	306,780	88,940	23,820	23,920	678,860	\$5,295.11
Mokelumne Hill	N/A	N/A	N/A	N/A	N/A	22,290	28,440	16,220	30,940	7,000	0	0	104,890	\$818.14
Georee Reed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5,170	0	0	\$0.00
Poloma	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2,020	2,150	0	\$0.00
Subtotals	0	0	0	0	1,400	205,610	341,210	216,550	550,230	205,940	57,600	32,020	1,601,220	\$12,489.52

Managers Comments

Items listed below are work in progress that are presently not Agenized however open for status reports and or comments and discussion.

a. Monthly Report -

October 2019

1. **Board of Directors Vacancy** – Deadline for application is October 31, if the District receives any applications it will require the Board Chair call for a Special meeting which was tentatively scheduled for November 5, 2019.
2. **Truck replacement** – The District has reached out to 3 dealerships requesting cost quote for replacement of vehicle #4 2000 Toyota Tacoma. Staff will compare quotes base on specs provided to dealer to move forward purchase of replacement vehicle.
3. **District Newsletter - District staff will be working on a New Year’s Newsletter** which will introduce Board members, Capital Improvement Project – Scada, Web updates, Customer Info section.
4. **CSDA – Annual Conference Attendance** – District Manager attended the Conference, networked with vendor for possible support in future CIP projects, financial development, public outreach. CSDA offer a variety of conference opportunities that are available to Board, District and Staff. Discussion w/CSDA Financial Manager Rick Wood regarding new program which offers Professional services to members for a fee.
5. **CRWA - Prop. 1 Funds - October nothing to report.** Manager is working the CRWA and is submitting a TA application to the Station for Prop. 1 funds which will be used for the leak detection program and possible AMR meter reading upgrades.
6. **LAFCO – MSR review** – The Manager attended the Sept. LAFCO meeting to respond to any questions or comments from Committee. Comments from Commissioner Mills and Tofinelli were heard. Manager requested another revision prior to final consideration. Which would add the MHI Survey results, current adopted Budget and updated Rates as of August 2019. LAFCO is next meeting is November 18, 2019.
7. **Update on Legal Counsel Review –Reviews completed. Reported at October meeting.** Manager and Chris Williams will resume the review during the month of September.
8. **Schaads Large unit – Sept.- nothing to report** (Staff is still working on contact with vendors to determine the repair or replacement of the actuator at Schaads.)
9. **2019 February Storms Damages (FEMA 4431-DR-CA) – October** Staff conducted site inspections with ACWA/JPIA adjustors to evaluate damages. Staff continues to work with FEMA representative completed inspections follow ups and submittal of paperwork. Next steps to complete damage repairs.
10. **EAP’s Jeff Davis – October – Nothing to report**
Sept. A draft of the revisions is currently under review prior to resubmitting to CalOES.
11. **EAP - Middle Fork - Annual Seminar gearing up – Save the Date November 20, 2019 -**
The district will conduct the Annual Orientation for Middle Fork Dam with w/EBMUD & JVID on November 20, 2019 at Pardee Center. Updates we be completed and sent to CalOES and FERC once the exercise is completed.
12. **Court Street/Foley Line Extension – October. Nothing to report**
Sewer separation accepted by state. Draft Spec. pending review from Engineer.

AGENDA ITEM 11

Director's comments are comments by Directors concerning District business, which may be of interest to the Board. This is placed on the agenda to enable individual Board members to convey information to the Board and to the public. There is to be no discussion or action taken by the Board of Directors unless the item is noticed as part of the meeting agenda.

Directors Comments (Save the Date: Board Training – Tuesday, November 12, 2019 at 6:00pm)

- a. LAFCO – Meeting Report 9/16/19 – Director Lavaroni
- b. CAMRA – Meeting Reminder 10/16/19
- c. UMRWA – Meeting Reminder 10/4/19 at 10:00am – Director Blood (EBMUD Annual BBQ to follow)

AGENDA ITEM 12

Closed Session

- a. Public Employee Negotiators (Government Code Section 54957)
Agency designated representatives: Donna Leatherman and Chris Williams
Title: General Counsel Legal Services

Convened: _____

Reconvened: _____

Action:

Report to Secretary

AGENDA ITEM 13

Adjournment (Next Regular Meeting November 12, 2019)

Action: Adjourn meeting

Motion 1st _____, **2nd** _____, **Carried:** _____