



**CALAVERAS PUBLIC UTILITY DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING: 3:00 PM  
May 11, 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.

**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) Claim Summary

Action: (Roll call Vote)

**Consider motion to approve consent items for item a**

**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. RESOLUTION OF APPRECIATION HONORING John Lavaroni**

Action Requested: Roll Call Vote

***Adopt Resolution 2021-06-honoring John Lavaroni***

**7. RESOLUTION OF APPRECIATION HONORING Donna Leatherman**

Action Requested: Roll Call Vote

***Adopt Resolution 2021-07-honoring Donna Leatherman***

**8. CLAIM \$547.20; Janice Carpenter**

Action Requested: Roll Call Vote

***Request consideration to deny claim in the amount of \$547.20 for Janice Carpenter***

**9. APPROVAL LETTER FOR QUICKBOOKS**

Action Requested: Roll Call Vote

***Request Letter of Permission for staff to access QuickBooks.***

**10. FEDERAL ENERGY REGULATORY COMMISSION (FERC) REPORTING UPDATE**

District consultant Richard Sanchez will join the Board to review the District's obligations to the Federal Regulatory Commission (FERC) and status.

Action: Take action as necessary: Roll Call Vote

***Consider discussion and take action as necessary***

**11. GENERAL MANAGER RECRUITMENT**

Gary Phillips, Executive Vice President of Bob Murray and Associates will provide an update on the status of the general manager recruitment.

Action: Take action as necessary: Roll Call Vote  
*Consider discussion and take action as necessary.*

**12. CONSIDERATION TO CHANGE JOB DESCRIPTION, TITLE, AND ADJUST SALARY RANGE OF THE ADMINISTRATIVE ACCOUNT ASSISTANT POSITION**

Action Requested: Roll Call Vote  
*Approve revised job description, title change to Clerk to the Board/Executive Assistant and adjust salary range.*

**13. LOCAL AGENCY INVESTMENT FUND (LAIF) – AUTHORIZATION FORM UPDATE**

Action Requested: Roll Call Vote  
*Request consideration to update the Local Agency Investment Fund (LAIF) Authorization for Transfer of Fund form. Replace the Administrative Account Assistant title with the Clerk to the Board/ Executive Assistant title and adopt Resolution 2021-08*

**14. LOCAL AGENCY INVESTMENT FUND (LAIF) – AUTHORIZATION FOR TRANSFER OF FUNDS**

Action Requested: Roll Call Vote

- a. Authorize Interim General Manager to transfer \$2,000,000 from the District's Wells Fargo account to the Local Agency Investment Fund (LAIF).*
- b. Authorize the Interim General Manager to establish a separate Wells Fargo account by which to transfer funds from LAIF to said account for the purpose of payments specific to the Clearwell Project.*
- c. Authorize Interim General Manager or General Manager to transfer funds from LAIF to the separate Wells Fargo Account within project budget to pay invoices specific to the Clearwell Project.*

**15. PROPOSED LEGISLATION; AB 697, AB 1570 and SB 804**

Action Requested: Roll Call Vote  
Support AB697, AB1570, and SB804, and authorize Director Blood to communicate directly with UMWRA of the Board position on each of the three bills.

## 16. REPORTS

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

- a. Legal Counsel's Report
- b. Water System Superintendent's Report
- c. 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.

## 17. CLOSED SESSION

- a. Pursuant to Government Code Sections 54957 Public Employee Performance Evaluation Interim General Manager

## 18. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting June 8, 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.

**CALAVERAS PUBLIC UTILITY DISTRICT**

**CLAIM SUMMARY # 751**

**DATE: April 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	\$207,083.91
Payroll Submitted	\$ 42,661.69
P/R Tax Deposits	\$17,498.90
<b>Sub-total</b>	<b>267,244.50</b>

Net Additions	
Net Deductions	
Claim Summary Approved for	<b>\$267,244.50</b>

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Board Secretary, Calaveras Public Utility District

# Calaveras Public Utility District Bill Payments for All Vendors

April 2021

Name	Num	Date	Amount	GL #	Description
A-1 Sharpening	22951	04/08/2021	18.00	5421	Materials & Supplies
ACWA-Health	23012	05/07/2021	1,818.58	5643	Dental & Vision Insurance
Aire Serv	23013	05/07/2021	1,800.54	5623	Office AC Repair
Alpha Analytical Labs, Inc.	23014	05/07/2021	1,165.00	5323	Lab Fees
American Fidelity Assurance	22977	04/23/2021	237.46	5646	125 Cafeteria Plan
Aqua-Metric Sales, Co	22978	04/23/2021	1,314.89	5421	Meters
AT & T	22952	04/08/2021	670.03	5432	Utilities
AT & T	23015	05/07/2021	503.23	5432	Utilities
AT & T	22979	04/23/2021	69.15	5432	Utilities
AT&T	22980	04/23/2021	180.09	5432	Utilities
Blood, Richard	23038	05/07/2021	150.00	5680	Director Compensation
Bob Murray & Associates	22981	04/23/2021	3,000.00	5623	Recruitment Company
Brawner Automotive Repair	23016	05/07/2021	212.61	5424	Vehicle Maintenance
Calaveras Auto Supply	22954	04/08/2021	2,164.14	5424	Vehicle Maint/Fill Stations
Calaveras Enterprise	22955	04/08/2021	416.00	5683	Board Vacancy
Calaveras Lumber Company	23017	05/07/2021	155.12	5421	Materials & Supplies
Calaveras Public Power Agency	22982	04/23/2021	26,223.98	5322/5432/5621	Utilities
California Rural Water Association	22956	04/08/2021	816.00	5683	Annual Membership
Campbell Construction	22957	04/08/2021	10,882.40	1190/5422	Contract Services
Carbon Copy Inc.	22958	04/08/2021	120.50	5623	Printer/Copy (March)
Carbon Copy Inc.	23018	05/07/2021	97.73	5623	Printer/Copy (April)
Care Free Lawns	22959	04/08/2021	150.00	5623	Landscaping (March)
Cole Tiscornia Construction	23019	05/07/2021	14,960.00	5422	Contract Services
Comcast	22983	04/23/2021	311.92	5621	Utilities
Computer Firemen	22984	04/23/2021	650.00	5623	Contract Services
De Lage Landen Financial Services Inc.	22985	04/23/2021	83.66	5623	Printer/Copy
Dell'Orto, J.W.	23039	05/07/2021	150.00	5680	Director Compensation
Department of Water Resources	22960	04/08/2021	54,296.00	5431	Annual Dam Fee
Design FX	22986	04/23/2021	188.56	5421	New Truck Logo
Diamond Maps	22987	04/23/2021	456.00	5683	Annual Fee
Fischer, Merle	22961	04/08/2021	496.18	5647	Post Retirement Health(April)
Fischer, Merle	23020	05/07/2021	496.18	5647	Post Retirement Health(May)
GEI Consultants, Inc.	22988	04/23/2021	2,970.00	5430	Engineering
Grainger	22989	04/23/2021	114.81	5322	WTP Supplies
Grainger	23021	05/07/2021	137.39	5421	Materials & Supplies
Hansford Economic Consulting, LLC	22962	04/08/2021	840.00	5623	Contract Services
Henwood Associates, Inc.	22990	04/23/2021	3,317.51	5231	Hydro Maintenance
Herd's Machine Shop	22963	04/08/2021	293.36	5424	Trailer Repair
Hill Rivkins Brown & Associates	22991	04/23/2021	14,956.50	5682	Legal Services
Hobgood's Cleaning Service	22992	04/23/2021	160.00	5623	Janitorial Services
Hunt & Sons Inc.	22964	04/08/2021	90.41	5424	Fuel
Hunt & Sons Inc.	22993	04/23/2021	1,281.87	5421	Materials & Supplies
Hunt & Sons Inc.	23022	05/07/2021	603.68	5424	Fuel
Jorgensen Company	23023	05/07/2021	75.00	5422	Annual Fire Extinguisher Maint.
KASL Consulting Engineers	22994	04/23/2021	2,808.75	5430	Engineering Services

# Calaveras Public Utility District Bill Payments for All Vendors

April 2021

Name	Num	Date	Amount	GL #	Description
Lehigh Hanson	23024	05/07/2021	569.60	5421	Materials & Supplies
Lowe's	22995	04/23/2021	1,814.41	5322	WTP Supplies
Mario's Tree Service	22996	04/23/2021	2,900.00	5201	Tree Removal-Schaads
McCartney, Brady	23040	05/07/2021	75.00	5680	Director Compensation
Motherlode Answering Service	22965	04/08/2021	264.56	5623	Answering Service
Pace Supply	22966	04/08/2021	1,481.59	5421	Materials & Supplies
Pace Supply	23025	05/07/2021	4,557.58	5421	Materials & Supplies
Pacific Gas & Electric	22967	04/08/2021	473.51	5201/5200//5432/5621	Utilities
Pacific Gas & Electric	22997	04/23/2021	423.59	5200	Utilities
Pacific Gas & Electric	23026	05/07/2021	23.60	5432	Utilities
Parcel Quest	23027	05/07/2021	1,799.00	5683	Contract Services
Postmaster	22998	04/23/2021	700.00	5621	Postage
Postmaster	23028	05/07/2021	122.00	5622	Box Rent
PR Diamond Products, Inc.	22968	04/08/2021	510.00	5421	Materials & Supplies
Progressive Print Solutions	22999	04/23/2021	52.90	5620	Office Materials & Supplies
R.F. MacDonald Co.	22969	04/08/2021	583.50	5422	Contract Services
Rutledge Security Systems, LLC	22970	04/08/2021	330.00	5623	Alarm System
Ryan G Churchill	23000	04/23/2021	200.00	5429	Boot Reimb.
Safety Center, Inc	23029	05/07/2021	850.00	5429	Training
San Andreas Sanitary District	23030	05/07/2021	191.30	5432/5621	Utilities
SEIU Local 1021	23031	05/07/2021	656.96	2322	Union Dues
Signal Service	23001	04/23/2021	183.00	5623	Contract Services
Signal Service	23032	05/07/2021	854.00	5623	Contract Services
Sonora Ford	22971	04/08/2021	115.81	5424	Vehicle Maintenance
Speer, Scott	23041	05/07/2021	150.00	5680	Director Compensation
SPMR, LLC	23002	04/23/2021	735.00	5421	Meter Reading Software
Staples Credit Plan	23033	05/07/2021	869.96	5620	Materials & Supplies
Sysco Central California, Inc.	23011	05/05/2021	467.78	5421	Cal Fire Reimbursement
Treat's General Store	22972	04/08/2021	108.63	5421	Materials & Supplies
Treat's General Store	23034	05/07/2021	108.39	5200/5424/5421	Materials & Supplies
USA Blue Book	22973	04/08/2021	73.76	5322	WTP Supplies
USA Blue Book	23003	04/23/2021	5,397.50	5322	WTP Supplies
USA Blue Book	23035	05/07/2021	64.75	5322	WTP Supplies
Verizon Wireless	23036	05/07/2021	487.76	5432	Utilities
Volcano Telephone	22974	04/08/2021	477.23	5200/5201/5322	Utilities
Volcano Telephone	23004	04/23/2021	53.10	5230	Utilities
Volcano Telephone	23037	05/07/2021	530.12	5230/5201/5200/5322	Utilities
Water Education Foundation	22975	04/08/2021	879.75	5683	Annual Membership
Weber, Ghio & Associates	23005	04/23/2021	21,654.25	5684	Engineering Services
Wells Fargo Bank (CB)	23007	04/30/2021	320.99	5623/5421	Costco Mmbrshp/Mat. & Supp
Wells Fargo Bank (DL)	23008	04/30/2021	2,280.49	5620/5421/5623/5614	Cont. Servs/Emails/Stamps/Supp.
Wilbur-Ellis	22976	04/08/2021	789.31	5421	Materials & Supplies
			<b><u>207,083.91</u></b>		

**RESOLUTION 2021-06**  
**RESOLUTION OF APPRECIATION HONORING**  
*John Lavaroni*

**WHEREAS**, the Calaveras Public Utility District is an unincorporated Special District formed in 1934 as a result of a general election of Calaveras county voters, and

**WHEREAS**, the Board of Directors of the District consists of five members who are elected from the registered voters that reside in the District, and

**WHEREAS**, Directors of the Board are required to give considerable personal time to perform the duties of Director, and

**WHEREAS**, John Lavaroni dedicated himself to service to the District for many years, starting as a ditch tender from 1971 to 1977, and in 1991 joined the Board of Directors, where he served for thirty years, and

**WHEREAS**, improvements made to District facilities during Director Lavaroni's service will benefit the community for many decades to come, and

**WHEREAS**, the Board of Directors wishes to commend John Lavaroni for his many years of dedicated service to the Calaveras Public Utility District and his dedication to the community in which he has served.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of Calaveras Public Utility District that this Resolution is entered in full upon the permanent Minutes of the Calaveras Public Utility District and that a copy bearing the seal of the District is presented to John Lavaroni.

The foregoing Resolution was duly passed and adopted by the Board of Directors of the Calaveras Public Utility District at a Regular Meeting on May 11, 2021, by the following vote:

AYES:           Directors:

NOES:           Directors:

ABSENT:        Directors:

ABSTAIN:       Directors:

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PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT

ATTEST:

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Carissa Bear, Board Secretary



# RESOLUTION 2021-07

## RESOLUTION OF APPRECIATION HONORING

*Donna Leatherman*

**WHEREAS**, Donna Leatherman faithfully served the Calaveras Public Utility District from 1999 until 2021, and;

**WHEREAS**, Donna Leatherman performed the duties of District Secretary and General Manager to Calaveras Public Utility District with the highest degree of loyalty, integrity, and trustworthiness, and rendered services beyond that required of her positions, for which the District and its customers are permanently indebted and grateful; and

**WHEREAS**, the improvements made to the Calaveras Public Utility District during Donna Leatherman's service will serve the District and community it serves for many decades to come; and

**WHEREAS**, the Board of Directors of Calaveras Public Utility District acknowledges in honor of Donna Leatherman this Resolution be passed and adopted, and further, that this Resolution serve to publicly recognize, and express the appreciation of the District for services rendered to Calaveras Public Utility District by Donna Leatherman; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of Calaveras Public Utility District that this Resolution is entered in full upon the permanent Minutes of the Calaveras Public Utility District and that a copy bearing the seal of the District is presented to Donna Leatherman.

The foregoing Resolution was duly passed and adopted by the Board of Directors of the Calaveras Public Utility District at a Regular Meeting on May 11, 2021 by the following vote:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAIN: Directors:

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PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT

ATTEST:

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Carissa Bear, Board Secretary

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

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TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: CLAIM - \$547.20; Janice Carpenter

DATE: MAY 11, 2021

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This is to consider a claim for reimbursement for a new water heater for Janice Carpenter, 4566 Independence Rd., Mokelumne Hill, CA 95245. (See attached claim).

District Policy 1025-Claims Against The District

The Board of Directors may, in its sole and exclusive discretion, accept or reject, in whole or in part any claim presented to the District.

Staff reviewed the claim and concluded that the District had no issues in the distribution area that would have affected her residential water service. Based on staff's review, staff recommends the Board deny the claim.

**Recommendation:** Deny claim in the amount of \$547.20 for Janice Carpenter

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

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**TO:** BOARD OF DIRECTORS

**FROM:** JOHN KINGSBURY, INTERIM GENERAL MANAGER

**SUBJECT:** CONSIDERATION TO CHANGE JOB DESCRIPTION, TITLE, AND ADJUST SALARY RANGE OF THE ADMINISTRATIVE ACCOUNT ASSISTANT POSITION

**DATE:** MAY 11, 2021

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This is request Board consideration to change the job description, title, and adjust the salary range of the Administrative Account Assistant position.

On February 1, 2021, Carissa Bear was promoted to the Administrative Account Assistant position to assume additional office responsibilities, which included attending Board meetings and performing all the duties of the Secretary to the Board. Ms. Bear would also be compensated for four (4) hours per Board meeting or the actual length of the meeting, whichever is greater.

On April 1, 2021, Donna Leatherman retired, and I contracted as Interim General Manager until the Board could hire a permanent general manager. The Board has expressed interest in change and, as such, I have and am delegating duties and responsibilities for this office to become more effective for the District. The role of the Administrative Account Assistant not only has taken on a new role, but tasks assisting the Board and now the General Manager. The job description, title, and salary should be more reflective of the role and responsibly of this position.

In working with Ms. Bear, I propose the Board adopt the revised job description, tile change, and a Range (Range 14 to 16). This action will supersede any previous job classification/action taken.

**Recommendation:** Approve revised job description, title change to Clerk to the Board/Executive Assistant and adjust salary Range from 14 to 16, step A.

**Proposed Job Description/Salary**

Adjusted Salary Range:

Range 14 to Range 16

**CALVERAS PUBLIC UTILITY DISTRICT**

Current Range \$4,785.73 - \$5,817.07

Proposed Range \$5,276.27 - \$6,411.60

**Job Title: CLERK OF THE BOARD / EXECUTIVE ASSISTANT**

**Approved By: Board of Directors**

**Approved Date: May 11, 2021**

**FLSA Status: Non-Exempt – Confidential Status**

*Classification specifications (job descriptions) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.*

**SUMMARY**

Under direction of the General Manager, this confidential position shall perform a variety of highly responsible, confidential, and complex administrative support duties for the General Manager and performs a wide variety of customer service duties and accounting functions, which includes customer service duties related to customer inquiries, and accounts payable and general ledger account duties. This position also serves as the Clerk to the Board and performs all duties as Secretary to the Board of Directors, which includes timely preparation, posting and distribution of Board meeting agendas, minutes and related documents, updates and coordinates scheduling of Board Member records and requirements and election related information.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Assist the Board of Directors in carrying out rules, regulations, and policies of the Agency.
2. Maintains permanent records of the official activities of the Agency.
3. Administers the Records Retention policy and program.
4. Acts as the Custodian of Records for the Agency.
5. Acts as the Agency's Notary Public and maintains active status as such.
6. Takes and transcribes the minutes of the meetings of the Board of Directors.
7. Coordinates committee meetings as necessary; informs the public of the procedures and legal requirements for presentation to the Board.
8. Attends to or directs the execution of various routine details of the Board of Director transactions; maintains confidential files and exercises mature judgment in matters of a confidential nature.
9. Performs other tasks as necessary associated with the Board Secretary duties.
10. Assists General Manager and participate in the development of the Agency's work plan; provides a lead office role and assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures, and assist field operations on public information requests, work orders, and other essential tasks for effective

and efficient district operations.

11. Answer's telephone and greets office visitors, providing a wide range of receptionist duties related to office procedures and meeting preparation.
12. Prepares, processes, and resolves delinquent account issues, including customer notification, verification, and liens.
13. Receives, processes, and maintains accounts payable records.
14. Allocates and maintains proper posting to general ledger accounts.
15. Prepares, calculates and reports annual 1099's and 1096 submittals.
16. Prepares a wide variety of financial reports including, but not limited to, Quarterly Budget, Investment, Workers Compensation, annual Government Compensation Report, and monthly accounts receivable reconciliation.
17. Maintains records related to Board policies, meetings, FPPC filings, compliance requirements and Board vacancies.
18. Attends and participates in meetings as needed, including Board of Directors committees, regular, special, and other public meetings and records all official proceedings; accurately prepares minutes and other documents; and follows up on action items.
19. Maintains employee timecard records, including recordkeeping and payroll related duties as assigned and monthly reconciliation of sick and vacation time.
20. Researches and assists General Manager with document preparation, technical information and research of assignments as directed.
21. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
22. Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Knowledge of:

1. District operations, procedures, policies, precedents, and rules and regulations.
2. Geography of the District and the location of District facilities.
3. Agenda preparation and distribution requirements.
4. Customer Service skills, procedures, and method for communicating effectively.
5. The functions and operating procedures of local governance bodies and committees.
6. Modern office practices, procedures, and computer equipment/software.
7. Principles and practices of effective customer service.
8. Microsoft Office Suite programs for word processing and spreadsheets.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.

10. English language usage, spelling, grammar, and punctuation.

Ability to:

1. Under minimal supervision, perform a variety of administrative and analytical support work involving the use of sound independent judgment and personal initiative for the General Manager and Board of Directors and in a lead role to effectively carry out operations of the District.
2. Analyze situations carefully and adopt effective courses of action.
3. Maintain confidential data and information for appropriate personnel.
4. Independently prepare correspondence and memorandums.
5. Successfully adapt to changing workload and task assignments.
6. Adapt to changing technologies and learn functionality of new equipment and systems.
7. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
8. Establish, communicate, and maintain cooperative working relationships with co-workers, members of the public and outside agencies.
9. Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
10. Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
11. Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, email, Internet, and an integrated accounting software package.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. On a continuous basis sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard and mouse to communicate through written means.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California driver's license and a continuing acceptable driving record.

Experience: Minimum of three (3) years of increasingly responsible, customer services and/or administrative support experience that preferably including experience working with a water or wastewater treatment agency within a public agency.

CALAVERAS PUBLIC UTILITY DISTRICT

RESOLUTION 2021-8

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS FROM  
LOCAL AGENCY INVESTMENT FUND (LAIF) FOR THE PURPOSE OF INVESTMENT

**WHEREAS**, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.0 et. Seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, Calaveras Public Utility District hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. Seq. for the purpose of investment as provided therein is in the best interests of Calaveras Public Utility District; and

**NOW, THEREFORE, BE IT RESOLVED**, that Calaveras Public Utility District hereby authorizes the deposit and withdrawal of Calaveras Public Utility district's monies in the Local Agency Investment Fund in the State Treasury in accordance with government code section 16429.1 et. seq. for the purpose of investment as provided therein.

**BE IT FURTHER RESOLVED**, as follows:

Section 1. The following Calaveras Public Utility District authorizes the persons holding the positions/title(s) specified hereinbelow or successors in each position to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

1. General Manager
2. Interim General Manager
3. Clerk of the Board/Executive Assistant
4. Board President
5. Board Director

Section 2. This resolution shall remain in full force and effect until rescinded by Calaveras Public Utility District by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

Section 3. The above resolution hereby rescinds and replaces Resolution No. 2021-4.

On A Motion by Director Speer, seconded by Director Blood, the foregoing Resolution was duly passed and adopted by the Board of Directors of the Calaveras Public Utility District of the County of Calaveras, State of California this 11th day of May 2021, by the following vote:



AYES: Directors:

NOES: Directors:

ABSTAIN: Directors:

ABSENT: Directors:

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J.W. Dell'Orto, President Board of Directors

ATTEST:

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Carissa Bear, Board Secretary



**California State Treasurer's Office  
Local Agency Investment Fund (LAIF)  
Authorization for Transfer of Funds**

Effective Date \_\_\_\_\_

Agency Name \_\_\_\_\_

LAIF Account # \_\_\_\_\_

Agency's LAIF Resolution # \_\_\_\_\_ or Resolution Date \_\_\_\_\_

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

Please provide email address to receive LAIF notifications.

Name	Email

**Please email a scanned copy for review to [laif@treasurer.ca.gov](mailto:laif@treasurer.ca.gov).  
After approval is received, mail the original form to: State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001**

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

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TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: PROPOSED LEGISLATION; AB 697, AB 1570 and SB 804

DATE: MAY 11, 2021

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This is to consider support of three legislative bills discussed at the Upper Mokelumne River Watershed Authority (UMWRA) meeting in April. Director Richard Blood is a member of the Authority and requested this be brought to the Board for consideration.

As described in the letter from UMWRA, information on AB 697, AB 1570 and SB 804 was provided to UMWRA by EBMUD. These bills will have a beneficial impact on forest health efforts in California and the EBMUD board of directors voted to support these bills on April 13, 2021.

UMRWA has requested the various water boards review the legislation and determine if they are in support of various bills. If all the boards are in support of a particular bill UMRWA will issue a letter of support for the legislation.

**Recommendation:** Consider supporting AB697, AB1570, and SB804, and authorize Director Blood to communicate directly with UMWRA of the Board position on each of the three bills.



# Upper Mokelumne River Watershed Authority

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Agenda No: **5**

Meeting Date: April 23, 2021

Title:

Legislative Issues Update

Recommended Action:

For discussion and possible action – legislative matters discussed by the Board.

Summary:

The information on the following three bills (AB 697, AB 1570 and SB 804) was provided by EBMUD. These bills will have a beneficial impact on forest health efforts in California. The EBMUD board of directors voted to support these bills on April 13, 2021. The EO will summarize any other relevant legislative information that may be obtained prior to the Board meeting. Additionally, Board directors and/or agency staff may have particular legislation of interest and this agenda item is intended to facilitate discussion of it.

**AB 697  
(Chau)**

**FOREST RESOURCES: NATIONAL  
FOREST LANDS: GOOD NEIGHBOR  
AUTHORITY FUND: ECOLOGICAL  
RESTORATION AND FIRE RESILIENCY  
PROJECTS**

Federal law permits the U.S. Department of Agriculture’s Forest Service (Forest Service) to enter into agreements with state forestry agencies to do critical management work to keep forests healthy and productive under the “Good Neighbor Authority” (GNA). In 2018, Congress expanded the authority to permit the Forest Service to also enter into agreements with counties, groups of counties and federally recognized Indian tribes, and to allow states to retain funds from timber sales allowed by the GNA.

Existing law also authorizes the Forest Service to use stewardship agreements to engage any non-federal partner when there is mutual interest and mutual benefit for a proposed project to be implemented on federal land. Although there are differences between GNA agreements and stewardship agreements—such as eligible partners, maximum agreement duration, project goals and match requirements—both types of agreements strengthen coordination and collaboration to increase pace and scale of restoration across national forest land.

At the state level, existing law establishes the Good Neighbor Authority Fund (GNA Fund), administered by the California Department of Forestry and Fire Protection (CAL FIRE). These funds are available, upon appropriation by the legislature, for state departments or agencies to undertake forest health and fuels reduction projects on federal lands. The GNA Fund is the depository for revenues derived from the sale of forest products from federal lands, consistent with federal law. The GNA Fund was established by AB 92 (Committee on Budget, Statutes of 2020). AB 697 (Chau), as introduced February 16, 2021, is the next step in formalizing a GNA program in California.

According to the author, the objective of AB 697 is to “help the state plan, manage and implement forest restoration projects on Forest Service lands...that would accelerate the pace and scale of ecologically based forest management.” The author notes that “the federal government owns and manages 57% of California’s 33 million acres of forestland” and that “many major wildfires start on federal forestlands [and] then spread and damage communities throughout our state.”

Specifically, the bill would require CAL FIRE to establish a program to conduct ecological restoration and fire resiliency projects on national forest lands and would make the planning and implementation of these projects eligible for GNA funding. Priority would be given to forest restoration and fuels reduction projects that are landscape scale, are focused on ecological restoration and based on the best available science, emphasize the use of prescribed fire, and include as important

goals community fire protection and the protection of water infrastructure and other infrastructure. The bill allows CAL FIRE to contract with Native American tribes, local governments, forest collaboratives, resource conservation districts, and qualified nongovernmental organizations for these projects.

**AB 1570**                      **PUBLIC RESOURCES: OMNIBUS BILL**  
**(Committee on**  
**Natural Resources)**

Existing law requires the California Department of Forestry and Fire Protection (CAL FIRE) to assist local governments in preventing future wildland fire and vegetation management problems by making its wildland fire prevention and vegetation management expertise available to local governments to the extent possible within CAL FIRE's budgetary limitations.

AB 1570, an omnibus bill authored by the Assembly Natural Resources Committee, would make minor, non-controversial changes to several unrelated provisions contained in the Public Resources Code, including one of relevance to local governments. The bill clarifies, for purposes of the requirement in existing law that CAL FIRE make its wildland fire prevention and vegetation management expertise available, that the definition of "local governments" includes "cities, counties, and special districts." The bill also expands and modernizes the public resource benefits specified in existing law that may accrue from CAL FIRE's expertise in these areas.

**SB 804**                      **CALIFORNIA CONSERVATION CORPS:**  
**(Glazer)**                      **FORESTRY TRAINING CENTER**

Existing law establishes the California Conservation Corps (Corps) in the Natural Resources

Agency and requires the Corps to implement and administer the various Corps programs. The Director of the Corps may establish the Education and Employment Reentry Program to develop, partner with, and create opportunities for certain forestry corps program objectives.

SB 804 (Glazer), as amended April 5, 2021, would require the Director of the Corps, in partnership with the California Department of Forestry and Fire Protection (CAL FIRE) and the Department of Corrections and Rehabilitation (CDCR), to establish a forestry training center in northern California to provide enhanced training, education, work experience, and job readiness for entry-level forestry jobs.

According to the measure, the focus of the new facility would be on forestry and would be modeled after an existing firefighting training and certification facility located in Ventura, California. In addition to forestry training, the northern California training center could also provide training modules in fire prevention, fire

suppression, emergency incident response, and resource management. Priority for enrollment at the training center would be given to formerly incarcerated individuals who have successfully served on a California Conservation Camp Program crew and were recommended by the Director of CAL FIRE and the Secretary of CDCR. Successful completion of a training program at the training center would constitute qualifying experience for an entry-level forestry position at CAL FIRE.

According to the author, “the state already allows incarcerated individuals to work on firefighting crews...creating a forestry training program for formerly incarcerated individuals will decrease recidivism rates by creating a path to gainful employment while increasing the number of forestry professionals in the state.”

# Monthly Maintenance Report

## April 2021

LOCATION	DESCRIPTION OF WORK	STATUS
<b>Jeff Davis WTP</b>	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Treated Water - 24,775,734 Gallons	Complete
	ClearWell Project- TSI/WGA site visit	Ongoing
<b>Warehouse Shop</b>	Routine Operation's	Ongoing
<b>South Fork Pump Station</b>	Weekly routine checks	Complete
	Raw Water Pumped 140,592,762 Gallons = 431 Acre feet	ongoing
	Allen Brady controller Failed/upgraded PLC on pump 2	Complete
	Access Road Maintenance (Gravel overlay)	Complete
<b>Schaads Reservoir</b>	Weekly checks	Complete
	Schaads metered Raw water customer 604,720 Gal.	Complete
<b>Glencoe Pump Station</b>	Weekly checks - routine monitoring	Complete
<b>Ponderosa PRV Hydro</b>	Weekly checks - routine monitoring	Complete
	2" PRV failed / Rebiuld	complete
<b>MCV PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>Garamendi's PRV Hydro</b>	Weekly checks - routine monitoring	Complete
<b>San Andreas Distribution</b>	Routine operations, sampling	Complete
	C.R.W. Leak Detection 4 Hour N.T.E.	Complete
	San Andreas Tank Controls (TSI)	Pending
	Leak, Hydrant Near Credit Union	Complete
	Leak Repair Kw Emerson building -2"	Complete
<b>Moke Hill Distribution</b>	Routine operations, sampling	Complete
	Leak Repair "Bock Line" 4" PVC	Complete
	Leak Repair Clark/Persall 4" A.C.	Complete
	Leak Repair Ian Ct (Boston Yale) 2" Plastic BlowOff	Complete
	Meter locations and easements(Diamond maps)	Ongoing
<b>Glencoe Distribution</b>	Routine operations	Complete
<b>Paloma Distribution</b>	Routine operations, sampling	Complete
	Leak Repair Gwen Street 8" c900	Complete
<b>Rail Road Flat Distribution</b>	Routine operations, sampling	Complete
<b>Safety/Training</b>	Routine Safety/pre-const. Talks	Complete
<b>Spray Program</b>	Spring pre-emergent	Ongoing
	County Pesticide reporting	Complete
<b>Vehicle Maintenance</b>	2016 White Ford engine replacement	Complete
	Truck # 09 Miantenance	Complete
<b>Other</b>	95 USA tags completed	Complete
	26 Customer service/work orders	Ongoing
	Monthly meter reading	Complete



# Monthly Maintenance Report

## April 2021

1 Complaints- Odor	Complete
2 complaints - Pressure	Complete
Total Pending service inquiries = 17	Ongoing
Revision of Operations Plan	Pending
Quarterly TTHM & HAA5 Sampling	Complete
District Office HVAC Repair-Air serve	Complete