



**CALAVERAS PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS REGULAR MEETING: 3:00 PM
June 8, 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 April 13, 2021
- b) Minutes of Regular Board meeting of April 27, 2021
- c) Minutes of Regular Board meeting of May 11, 2021
- d) Claim Summary

Action: (Roll call Vote)

Consider motion to approve consent items for item a-c

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. REVIEW OF DISTRICT COMMITTEE AND ASSIGNMENTS

Action: Take action as necessary: Roll Call Vote

Consider the existing and proposed committee, make assignments and direct committee members to work with staff to establish the applicable Committee Charter/Ground Rules/Expectations and return to the Board for approval.

7. CLEARWELL PROJECT STATUS AND CONSIDERATION TO APPROVED CHANGE ORDER

Action: Take action as necessary: Roll Call Vote

Approve change order for the Clearwell Project, Phase II.

8. CONSIDERATION TO CHANGE JOB DESCRIPTION AND TITLE OF THE WATER UTILITY WORKER I, II, III, IV

Action Requested: Roll Call Vote

Approve revised job description title from Water Utility Worker I, II, III, IV, to Water Distribution/Treatment Operator I, II, III, IV, and the lead role capacity as reflected in the Water Distribution/Treatment Operator IV.

9. CONSIDERATION TO MODIFY BOARD POLICY 2160 – INTERNAL CONTROLS

Action Requested: Roll Call Vote

Amend Board Policy 2160.1(e) as follows: All Invoices presented for payment must be approved by the General Manager, Board of Directors, or other Board authorized signatory.

10. PROPOSED WATER TRANSFER AGREEMENT AMENDMENT WITH CALAVERAS COUNTY WATER DISTRICT

Action Requested: Roll Call Vote

Information Item for discussion and direction to staff.

11. DISCONTINUED WATER SERVICES AND BILLING PRACTICES RELEVANT TO RESOLUTION NO. 2003-27

Action Requested: Roll Call Vote

1. *Reaffirm Resolution No. 2003-27.*
2. *Direct staff to notify the 10 customers discontinued, but not yet considered abandoned, that a monthly minimum billing charge will commence at the July, 2021 billing cycle and advise them of the conditions of a new service.*
3. *Direct staff notify the 104 customers considered abandoned and advise them that their meter will be removed, advise them of the conditions of a new service connection, but also provide these customers the option to pay the monthly minimum charge going forward starting with the July, 2021 billing cycle, in lieu of a meter removal.*
4. *Add the following to the Water Rate Schedule and place on the CPUD website.*

Overview of Treated Water Billing Components

CPUD sets rates and charges to recover the cost of providing service. CPUD is required to maintain the treatment, transmission, storage, and distribution facilities necessary to serve each property that has paid Water Connection Charges, regardless of how much water is used by a customer. CPUD's treated water rate structure has two charges; Monthly Minimum Fixed Charge and a Water Usage Commodity Charge (water tier rates based on water use). The fixed charge is billed and payable whether or not any water is used and is prorated based on the number of days in the billing period.

The Monthly Minimum Fixed Charge and Water Usage Tiered Rates fund CPUD's operations including personnel, supplies, services, state and federal mandates, insurance, legal and consulting services, utilities, routine capital and other operation expenses.

12. STATUS REPORT/CLEARWELL PROJECT

Action Requested: Roll Call Vote

Staff Information Item for discussion and possible direction.

13. **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.

14. **CLOSED SESSION**

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)
Title: Interim General Manager
- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Whether to initiate litigation pursuant to Government Code Section 54956.9(d)(4)
Number of matters: 1 (Vandalism incident at Schaads Reservoir)

15. **ADJOURNMENT**

If there is no other Board business the President will adjourn the meeting to its next regular meeting July 13, 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

7:00 pm

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

STAFF PRESENT: John Kingsbury, Interim General Manager
Carissa Bear, Administrative Account Assistant
Mathew Roberts, Water System Superintendent
Adam Brown, Legal Counsel
Matt Ospital, District Engineer

OTHERS PRESENT: Brady McCartney
Suzie Coe
Catherine Hansford, Hansford Economic Consulting, LLC

- I. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 7:03 P.M.
- II. ROLL CALL: Directors Dell'Orto, Blood and Speer were present.
- III. PLEDGE OF ALLEGEANCE
- IV. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
- V. APPROVAL OF CONSENT ITEMS:
 - a. Minutes of Regular Meeting of March 2, 2021
 - b. Minutes of Special Meeting March 9, 2021
 - c. Minutes of Special Meeting March 15, 2021
 - d. Minutes of Special Meeting March 23, 2021
 - e. Minutes of Special Meeting March 23, 2021
 - f. Systems Totals Report for March
 - g. Water Report
 - h. Claim Summary
 - i. Resolution 2021-4 Update Authorization for Transfer of Funds Local Agency Investment Fund (LAIF)

Director Speer asked to remove item i. Resolution 2021-4 Update Authorization for Transfer of Funds Local Agency Investment Fund (LAIF) from the vote for further discussion. Director Speer inquired if anything was changed to the Resolution. Interim General Manager John Kingsbury explained the only changes are the ones to remove the previous General Manager and to add new people per their title and not their name. With adding the titles and not the names it allows the changes to be made when staffing changes happen without having to update the resolution each time. Director Speer agreed with the decision to approve by titles. Interim General Manager

Kingsbury reported that the money from the loan received for the Clearwell Tank Project is just sitting in the Wells Fargo account because we do not currently have authorization to make the transfers. Director Blood asked for clarification as to when making the transfers if staff would still be following the policies. District Legal Counsel, Adam Brown explained that that policies regarding transfers are required to be followed. To transfer that large of amount Board action will be required. District Engineer Matt Ospital asked for item d. Minutes of Special Meeting March 23, 2021, to be removed from the vote for a correction to be made. In the minutes it states that WGA believes \$30,000-\$40,000 will be sufficient for the Clearwell Tank Project Budget. He informed the Board Secretary that it should say \$30,000-\$40,000 per month. A motion was made by Director Speer, seconded by Director Blood, to approve the Consent Calendar with changes. A roll call vote was taken. Directors Dell'Orto, Speer and Blood voted yes, none opposed. Motion carried 3-0.

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

Brady McCartney, Mokelumne Hill, CA 95245

President Dell'Orto asked Brady McCartney what brought him to the Board. Mr. McCartney informed the Board that he's interested in the District's water shed. He would like to be a part of the Board for the long haul. Director Speer asked Mr. McCartney about his profession. Mr. McCartney stated that he currently works for Mokelumne Hill Sanitary District as well as the City of Jackson. Some more discussion ensued. A motion was made by Director Speer, seconded by Director Blood, to appoint Brady McCartney as a member of the Board of Directors to fill the vacancy left by the resignation of former Director John Lavaroni. Suzie Coe spoke at this time to let the Board know that she was also interested in being appointed to the Board. District Legal Counsel, Adam Brown informed Suzie Coe that her application was received after the Board Agenda was posted and advised the Board to hold a special meeting to take action to her application. Suzie Coe would like to attend that meeting if she is giving enough notice. President Dell'Orto will schedule with the Interim General Manager and someone will inform Suzie Coe of the date. A roll call vote was taken on the appointment of Brady McCartney. Directors Dell'Orto, Speer and Blood voted yes. Motion carried 3-0. The Oath of Office was administered. Newly appointed Director McCartney will make a visit to the District Office to sign his Oath of Office.

VII. WATER CAPACITY AND CONNECTION FEES STUDY: Presentation by Hansford Economic Consulting, LLC to update the Board on the status of the Water Capacity and Connection Fees Study

Catherine Hansford was contacted by the previous General Manager and the two were working together to prepare options to present to the Board. Ms. Hansford gave a presentation to the Board. Discussion ensued. Questions were asked regarding the reason for 5/8" meters to longer be offered. Ms. Hansford informed the Board that most agencies no longer offer 5/8" meters. Director Blood questioned Ms. Hansford on the "2012 Master Plan" as he was unaware that there was one. Ms. Hansford informed the Board that she used a memo from Forsgren Engineering and agreed to correct the verbiage in her presentation. Interim General Manager John Kingsbury informed the Board that his goal at this meeting was to bring this to the Board to give them time to ask questions before action was needed. The Interim General Manager would like to make sure that enough public outreach is done as well. Director Blood inquired whether the funds received by connections fees would need to be put into a separate fund for their proper use. Ms. Hansford informed the Board that the funds would need to be separated. Director Blood also verified with District's Legal Counsel that the Policies and Procedures would be updated accordingly. District's Legal Counsel, Adam Brown advised that the Board policies would be updated at the appropriate time. Director

Speer expressed his agreement that the District's fees need to be updated. He advised the Board that he was surprised when he heard how low CPUD's connection fees were compared to other districts. President Dell'Orto thanked Ms. Hansford for her presentation and her time. Water System Superintendent Mathew Roberts informed the Board that currently staff is providing estimates with a break down that is higher than originally quoted which he would like to get away from in the future. Director Blood asked if Superintendent Roberts could pull up past quotes and statements for the Board to compare. Director Speer asked District's Legal Counsel if the lack of a CIP could create a legal issue. Mr. Brown explained that it could be. Updating the CIP should be a priority. Ms. Hansford clarified that master plans do take time and if needed the study can be broken into two parts in order to move forward. District Legal Counsel recommended exploring the option of the buy in until the CIP has been updated. Director Speer agrees that action needs to be taking as soon as possible. President Dell'Orto asked that Interim General Manager and the Water System Superintendent work together to better determine actual costs on new connections. President Dell'Orto also expressed his interest in an automatic index for the future. No action was taken.

VIII. CLEARWELL TANK PROJECT: Presentation by Weber, Ghio, and Associates, Inc. to update the Board on the Status of the Clearwell Tank Project.

Matt Ospital of Weber Ghio gave a brief recap of the Clearwell Tank Project. He reported that the project is moving along. He has been in contact with Mathew Roberts Water System Superintendent and Chief Water Treatment Plant Operator, Wyatt Rovera throughout the process. Some discussion ensued regarding the environmental procedures. Director McCartney inquired if grant money was sought out for this project. Mr. Ospital informed him that it was considered, but due to the emergency status of the project, a private loan was acquired. Director McCartney informed the Board that he believes for future projects that he can be of assistance in obtaining grants. Director Blood expressed his concerns with the decision to move forward with such a large tank. He fears that the District will be back in the same predicament in 20 years. Interim General Manager Kingsbury recommended discussing the matter with him separately after the meeting, and Director Blood agreed. Interim General Manager Kingsbury thanked Mr. Ospital for his time and for the presentation.

IX. REPORTS

1. Legal Counsel Report:

Nothing to report at this time.

2. Water System Superintendent's Report:

Interim General Manager Kingsbury informed the Board that he has asked Mathew Roberts to join the meetings from here on out so the Board can freely ask questions regarding the operations of the District. Superintendent Roberts gave a full report on the monthly maintenance done at the district. Director Speer asked whether the pumps were just recently repaired at the South Fork Pump Station. Superintendent Roberts explained that they did in fact just get repaired but this was a separate issue. President Dell'Orto asked if there was a schedule for maintaining the PRVs throughout the District. Unfortunately, with a 3-man crew it is difficult to schedule the maintenance. At this time Superintendent Roberts informed the Board that the District is in a reactive stage rather than a proactive stage. He let the Board know that he has recently found out about a new CLA-Val program that can help. He just enrolled the District. Clarification was provided to the Board regarding a 4" transit line repair. The Board thanked Superintendent Roberts for taking the time to attend these meetings.

3. Interim General Manager's Report:

Interim General Manager Kingsbury has been meeting with staff, Board members and engineers to get caught up to speed on the workings of the District. He sees a lot of good things to come. He has nothing but compliments for the staff. He has enjoyed the open communication. The staff has been working on a list of pending items which has about 25 items on it. He is currently working on his own list as well in preparation for a new, permanent General Manager. He has met with the District's Legal Counsel. He has also hosted a meet and greet for some of the Board and staff. President Dell'Orto let John know that he enjoyed the meet and greet.

4. DIRECTOR'S COMMENTS:

Director Blood announced that he would be attending the UMRWA meeting on April 22, 2021. President Dell'Orto informed staff that he was notified by a member of the public that there are some tree issues up at Red Hawk. Director Blood asked for clarification on the type of tree. President Dell'Orto believes it is a ponderosa pine. Director McCartney recommended staff to take pictures and videos if possible. President Dell'Orto thanked Administrative Account Assistant/Board Secretary Bear for her efforts during this transition period. He understands the difficulties and appreciates her efforts. Director Speer expressed his appreciation to Superintendent Roberts for joining the meeting. He appreciated the dialog it brought and looks forward to future reports. He thanked Interim General Manager Kingsbury for the direction he is taking the Board meetings.

X. BOARD OF DIRECTORS MEETINGS

Interim General Manager proposed changing the Board meetings to daytime hours. He understands that the meetings are for the Board, but he believes changing the hours will provide a better opportunity for others to join, for example outside vendors needing to give presentations. Discussion between the Board, the Interim General Manager, and District Legal Counsel followed. District Legal Counsel, Adam Brown informed the Board that action would not be taken tonight. He will need to do some research as to how the meeting schedule was established (by resolution or ordinance) and would follow up with the Interim General Manager to bring a proposal to the next meeting. It was decided that the time of the meetings would be added to the special meeting agenda for next week. At this time Suzie Coe informed the Board that she currently serves on the board of directors of two other public agencies.. District's Legal Counsel, Adam Brown let Suzie Coe know that he would have to investigate further to see whether she could serve on the CPUD Board or if it would be prevented by the doctrine of incompatible offices.

XI. CLOSED SESSION

The Board went into closed session to discuss the performance evaluation of the Interim General Manager. Following the closed session, it was reported that no action was taken.

XII. ADJOURNMENT

As there was no further business to come from the Board, a motion was made by Director Speer, seconded by Director Blood, to adjourn the meeting. A roll call vote was taken. Directors Dell'Orto, Speer and Blood voted to adjourn the meeting at 10:30pm. Motion carried 3-0.

Respectfully Submitted,

Carissa Bear, Board Secretary

Special Meeting

3:00 pm

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

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

OTHERS PRESENT:

- I. CALL THE MEETING TO ORDER: The special meeting was called to order by President Dell'Orto at 3:05 P.M.
- II. ROLL CALL: Directors Dell'Orto, Blood Speer, and McCartney were present.
- III. PLEDGE OF ALLEGIANCE
- IV. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
- V. RESOLUTION 2021-5: ESTABLISHING DATE AND TIME OF REGULAR BOARD MEETINGS

Interim General Manager John Kingsbury requested the regular Board meeting times be changed to 3:00pm. He feels it will benefit staff and outside companies who are required to attend the meetings. President Dell'Orto agreed. A motion was made by Director Speer, seconded by Director Blood, to approve Resolution 2021-5: Establishing Date and Time of Regular Board Meetings. A roll call vote was taken. Directors Dell'Orto, Speer, Blood, and McCartney voted yes. None opposed. Motion carried 4-0.

- VI. APPLICATION FOR CITIZEN APPOINTMENT TO CALAVERAS PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS:

Suzie Coe, Mokelumne Hill, CA 95245

Ms. Coe withdrew her application for appointment to fill the existing Board vacancy. No action was taken.

- VII. REPORTS

1. Interim General Manager's Report:

Interim General Manager Kingsbury provided an overview of his meeting with Calaveras County Water District (CCWD) regarding the water sales agreement that is due to expire in July. He and the General Manager at CCWD, Michael Minkler, are discussing the Mokelumne Hill Voluntary Agreement and possible ways the two districts can collaborate in the future. Interim General Manager Kingsbury is also interested in starting the conversation with other neighboring agencies on exploring mutual interests. Mr. Kingsbury reported that he has been in discussion with Catherine Hansford regarding the Water Capacity and Connection Fees Study. He has found out that the staff

had not been involved with the process at all. He plans on looping in the staff to get a better idea on the current costs associated with a new connection.

Interim General Manager Kingsbury has been speaking with Rich Sanchez from GEI Consultants, who is Calaveras Public Utility District's Chief Dam Safety Engineer. They are discussing CPUD's options moving forward with the requirements from the Federal Energy Regulatory Commission (FERC). Mr. Kingsbury has asked Rich Sanchez to give a presentation at the Board meeting in May.

District Legal Counsel, Adam Brown and Mr. Kingsbury are working together on a template for a strategic plan. Once it is complete, they will present it to the Board.

Mr. Kingsbury reported to the Board that he is finding out that a lot of policies are outdated or non-existent. He is working with the staff to update/create policies.

He is thinking that a workshop/field visit would benefit the Board. Director McCartney expressed his interest in a field visit. Director Speer agreed that a field visit is helpful. He gave a brief overview of his previous field visit to the Water Treatment Plant and explained that it has helped him make decisions regarding the Water Treatment Plant. Mr. Kingsbury let the Board know that he will follow up with District Legal Counsel, Adam Brown on scheduling a field visit and will make sure they are following the Brown Act.

The Interim General Manager is working with the staff on creating a list of issues/points of interest. Currently it is a laundry list of items. Some of the items will need to be presented to the Board while other items can be handled at the staff level. Mr. Kingsbury complimented staff on their close involvement through this process. He is pleased to work with each of them.

Director Blood asked Mr. Kingsbury where they were in the process with the General Manager recruitment. Mr. Kingsbury informed the Board that he has asked Gary Phillips with Bob Murray and Associates to give an update at the May Board Meeting. Mr. Kingsbury reported that staff are currently working on getting photos sent over to Mr. Phillips for the brochure. Mr. Kingsbury is working on the job description. Once the brochure is put together, it will be presented to the Board for approval.

2. Legal Counsel's Report:

District Legal Counsel, Adam Brown reported that he and the Interim General Manager are working closely together on a variety of items. One of the large items they are working on is the water transfer agreement between Calaveras Public Utility District and Calaveras County Water District (CCWD). DMr. Brown believes that the meetings have been going well and that CCWD has been very cooperative.

Mr. Brown agrees that some Brown Act training would be appropriate in the next few months given the addition of a new Director and likely appointment of a fifth in the future. There are some changes happening and he would like the Board to be fully informed. Director Blood inquired whether one of those changes would possibly be recordings of the meetings. Mr. Brown informed Director Blood that the recordings of the Board meetings are an option and he will report back to the Board at a future meeting.

3. Director's Comments:

Director Blood attended the UMRWA meeting. Not too much to report. The budget was discussed. Director Blood will prepare a full report for the May Board meeting.

President Dell'Orto inquired if there was an option to provide health benefits to Board members. He believes it will help gain interest for new Board Members. Discussion ensued between legal counsel and the Board. District Legal Counsel, Adam Brown informed the Board that he would do some

more research and present some options to the Board. Mr. Brown would also like to revisit the monthly stipend provided to the Board. He believes that will encourage the public interest in serving on the Board.

VIII. BOARD OF DIRECTOR MEETINGS

Next Regular Board Meeting will be held May 11, 2021, at 3:00pm.

13. ADJOURNMENT. As there was no further business to come before the Board, a motion was made by Director Blood , seconded by Director Speer, to adjourn the meeting. A roll call vote was taken. Directors Dell’Orto, Speer, Blood, McCartney voted to adjourn the meeting at 3:50 pm. Motion carried 4-0.

Respectfully Submitted,

Carissa Bear, Board Secretary

DRAFT

Special Meeting

3:00 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, Board Secretary
Mathew Robert, Water System Superintendent

OTHERS PRESENT: Dane Wadle
Gary Phillips, Bob Murray and Associates
Isabel Moncada, WGA
Rich Sanchez
Tyla Daries, WGA

1. CALL THE MEETING TO ORDER: The special meeting was called to order by President Dell’Orto at 3:04 P.M.
2. ROLL CALL: Directors Dell’Orto, Blood and Speer were present. Director McCartney was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a) Claim Summary

Interim General Manager John Kingsbury apologized for the April minutes not being ready. Due to the transition period and being short staffed they were not completed in time to be posted. They will be ready for the June meeting.

President Dell’Orto commented on the higher balance of the claim summary. He did see that some higher quarterly bills did come through.

Director Speer inquired as to if the District was still within budget. Administrative Account Assistant/Board Secretary Carissa Bear said she would look into it and report it at the next meeting. Director Blood inquired about the Lowe’s purchase. Ms. Bear clarified that it was the salt purchase for the Water Treatment Plant.

President Dell’Orto inquired about the invoice for Campbell Construction. Ms. Bear informed him that it was an old invoice that finally came through. A motion was made by Director Speer, seconded by Director Blood, to approve the Claim Summary as presented. A roll call vote was taken. Directors Dell’Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

6. RESOLUTION OF APPRECIATION HONORING Former Director John Lavaroni:

President Dell'Orto read the resolution into the record. A motion was made by Director Speer, seconded by Director Blood, to approve Resolution of Appreciation Honoring John Lavaroni. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

7. RESOLUTION OF APPRECIATION HONORING Former General Manager Donna Leatherman:

President Dell'Orto read the resolution into the record. A motion was made by Director Speer, seconded by Director Blood, to approve Resolution of Appreciation Honoring Donna Leatherman. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

* Interim General Manager, John Kingsbury requested to move to #11 General Manager Recruitment.

8. CLAIM \$547.20; Janice Carpenter

Interim General Manager Kingsbury recommended denying the claim. President Dell'Orto asked if there was any fault of the District. Water System Superintendent Mathew Roberts replied that he and the crew investigated, and they could not find any fault on the part of the District. President Dell'Orto feels confident to move forward to deny the claim if there is no fault of the District. Director Speer mentioned that the District policy does state that everything beyond the meter is the responsibility of the customer. District Legal Counsel Adam Brown did remind the Board that it is required of the customer to provide proof of damage allegedly caused by the District. Director Blood asked for the amount of pressure in that area. Superintendent Roberts explained that the pressure in the area is below 80 PSI, which is low compared to other areas of the District. A motion was made by Director Speer, seconded by Director Blood, to deny the claim. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

9. APPROVAL LETTER FOR QUICKBOOKS

QuickBooks is requiring a letter from the Board to remove the former General Manager as the point of contact for the account. Director Blood asked for clarification regarding QuickBooks, and Administrative Account Assistant/Board Secretary Carissa Bear explained that it is the District's accounting software that is backed up manually on her desktop. A motion was made by Director Speer, seconded by Director Blood, to approve the letter to be sent to QuickBooks. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

10. FEDERAL ENERGY REGULATORY COMMISSION (FERC) REPORTING UPDATE

Rich Sanchez with GEI Consultants gave a brief overview of his career. He explained that the previous General Manager engaged his services for the District about one year ago to assist with the FERC reporting. He recommends getting in contact with Mead & Hunt to assist in some of the outstanding items, as the District has worked with them in the past. The District has asked for an extension on a few items. Mr. Sanchez is not sure if FERC will approve the extensions or not. President Dell'Orto expressed his concerns regarding the possibility of being denied the extension requests. Mr. Sanchez recommended the Board view the inundation maps. Director Blood asked where he could find the map along with the report. MR. Sanchez believes it is on the state's website. Interim General Manager Kingsbury thanked Rich Sanchez for his presentation. President Dell'Orto appreciated the presentation and being able to see everything on paper.

11. GENERAL MANAGER RECRUITMENT

Gary Phillips of Bob Murray and Associates asked the Board if they had a chance to review the brochure for the draft language. Unfortunately, there was a misunderstanding, and the Interim General Manager did not forward that on to the Board. Mr. Phillips gave a brief overview of the brochure. He said that there should not be too many edits needed. He would like to advertise the listing for about 5-6 weeks and hopes to have the listing closed in June. Interim General Manager Kingsbury is working on the benefits portion and hopes to get that out soon. He recommends getting an Ad Hoc Committee together to review the brochure and get it back to Gary Phillips as quickly as possible. President Dell'Orto thinks an Ad Hoc Committee would be good. Director Blood volunteered to be on the committee. Mr. Phillips reported that once the verbiage for the brochure is approved that photos will be added, and a proof will be provided.

*Moved to item # 10 Federal Energy Regulatory Commission (FERC) Reporting Update

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

Interim General Manager Kingsbury would like to change the current Administrative Account Assistant's position to be more geared to assisting the new General Manager. The previous General Manager held onto a lot of tasks that most General Managers would not have wanted to do. He would like this position to take over those tasks as well as be more of a resource for the Board. Mr. Kingsbury spoke with the SEIU 1021 representative, Dennis Mallory. Dennis Mallory is comfortable with the change as long as the Administrative Account Assistant is. Mr. Kingsbury took the previous job description and added things he believed needed to be updated. This will act as a lead role. The new General Manager will be out of the office more and this new position will be the point of contact. Director Blood asked for clarification on the term 'work plan'. Mr. Kingsbury clarified that the work plan starts with the Board and trickles down from there. It stems from the mission statement. Director Blood commented on the amount of workload this seems to be for one person. Director Speer agrees but believes the current Administrative Account Assistant is already doing these tasks. She is overseeing the office now. Director Blood asked if the Water System Superintendent would be reporting to the Executive Assistant. John Kingsbury explained that those two positions will be working alongside each other. He clarified that this is a lead role, not a manager role. This new position will not be able to handle personnel issues. District Legal Counsel, Adam Brown has been working closely with Administrative Account Assistant, Carissa Bear and has witnessed the amount of workload she has taken on and believes she is doing it well. Director Blood inquired as to why it is not a requirement for this position to be a notary. John Kingsbury explained that it is a negotiable item with the SEIU Union, so he left it out. Director Blood asked to be provided with a copy of the flow chart once it has been updated. A motion was made by Director Speer, seconded by Director Blood, to approve Consideration to Change Job Description, Title, and Adjust Salary Range of the Administrative Account Assistant Position. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

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

Interim General Manager Kingsbury informed the Board that with the approval of the new job title that the previous resolution needs to be updated. A motion was made by Director Speer, seconded by Director Blood, to update Local Agency Investment Fund (LAIF) Authorization for Transfer of Funds form and replace the Administrative Account Assistant title with the Clerk to the

Board/Executive Assistant title and adopt Resolution 2021-8. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

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

- 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.*

President Dell'Orto believes that the Interim General Manager should be able to do these things and has no issue moving forward. Director Blood asked that all transactions/invoices be recorded into QuickBooks as a separate general ledger account including engineering fees. Administrative Account Assistant Bear confirmed that they are being reported to another general ledger account and that when the new account is created, she can create a new general ledger account specifically for that. A motion was made by Director Speer, seconded by Director Blood, to approve Local Agency Investment Fund (LAIF) – Authorization for transfer of funds a-c. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

15. PROPOSED LEGISLATION; AB 697, AB 1570 AND SB 804

Mr. Kingsbury reported that Calaveras Public Utility District (CPUD) is looking into these. As a district alone he believes we will not be able to get far but working with Upper Mokelumne River Watershed Authority (UMRWA) will give CPUD an advantage. It would benefit the District to move forward with supporting these bills. Director Blood gave a brief overview of the last UMRWA meeting and what was discussed. Director Speer read through the summary and stated he had no objections. A motion was made by Director Speer, seconded by Director Blood, to support AB697, AB1570, and SB804 and to authorize Director Blood to communicate directly with UMRWA of the Board's position on each of the three bills. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted yes, none opposed. Motion carried 3-0.

16. REPORTS

1. Legal Counsel's Report:

Nothing to report at this time.

2. Water System Superintendent's Report:

Water System Superintendent Mathew Roberts gave an overview of maintenance and repairs done throughout the month. He reported that Jeff Davis Reservoir is 2 inches below spill level. The Board was pleased to hear that. Superintendent Roberts reported the raw/untreated water from the South Fork Pump Station. This is something that has never been on the report before, but he believes it is good information for the Board to know. He also added the water provided to the Schaads customer. President Dell'Orto and Director Blood both inquired about the agreement for the Schaads customer. Superintendent Roberts reported that it was an agreement with the Schaads family. Director Blood asked how many acre feet the Schaads family were allotted. Mr. Roberts did not have that information at that time. Mr. Roberts reported that there has been an influx of new

connection inquiries. Some are just inquiries while others are ready to pay and move forward with the process. The possibility of a moratorium was brought up regarding new service connections. District Legal Counsel Adam Brown believes that if the customer has already paid that they will still be able to have the service installed.

Mr. Roberts gave an overview report on the status of the Clearwell Tank Project. He believes that there are some items that can be capitalized on during this project and will be presenting it to the Board at a later date. Director Blood asked where they were on the process with the California Environmental Quality Act (CEQA). Mr. Roberts did not have the answer and said he would follow up with WGA.

3. Interim General Manager's Report:

Interim General Manager Kingsbury reported that the Governor has issued a proclamation for 39 counties, including Calaveras County, declaring a drought emergency. He did an overview on what that means for the District. He will keep the Board informed if anything comes down from the State regarding conservation requirements.

4. Director's Comments:

President Dell'Orto has a CAMRWA meeting coming up that he will be attending. Director Blood will be attending the UMRWA meeting. He reported that the share of cost is projected at \$12,660 compared to last year's \$9,000.

*The Board went into closed session at 5:23 pm.

17. CLOSED SESSION

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

18. ADJOURNMENT there was no further business to come before the Board, a motion was made by Director Speer, seconded by Director Blood, to adjourn the meeting. A roll call vote was taken. Directors Dell'Orto, Blood, and Speer voted to adjourn the meeting at 6:25 pm. Motion carried 3-0. Next Regular Board Meeting will be held June 8, 2021, at 3:00pm

Respectfully Submitted,

Carissa Bear, Board Secretary

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 752

DATE: May 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	\$182,315.60
Payroll Submitted	\$ 41,732.39
P/R Tax Deposits	\$16,874.88
Sub-total	240,922.87

Net Additions	
Net Deductions	
Claim Summary Approved for	\$240,922.87



Board Secretary, Calaveras Public Utility District

**Calaveras Public Utility District
Bill Payments for All Vendors
May 2021**

Name	Date	Description	Account	Amount
711 Materials				
	05/25/2021	Materials	5421 · T & D Maint. Mat. & Supp.	442.41
Total 711 Materials				<u>442.41</u>
American Fidelity Assurance				
	05/24/2021	125 Plan	5646 · 125 Plan	213.60
Total American Fidelity Assurance				<u>213.60</u>
AT &T				
	05/25/2021	Facilities Telephone	5432 · T & D Misc. Maint. Utilities	70.47
Total AT &T				<u>70.47</u>
AT&T				
	05/25/2021	Shop Telephone	5621 · Office Utilities	81.09
Total AT&T				<u>81.09</u>
Calaveras Public Power Agency				
	05/25/2021	CPUD warehouse - Mar	5432 · T & D Misc. Maint. Utilities	91.81
	05/25/2021	Glencoe Booster Pump - Mar	5432 · T & D Misc. Maint. Utilities	163.80
	05/25/2021	CPUD Office - Mar	5621 · Office Utilities	114.16
	05/25/2021	Jeff Davis Water Treatment Plant - Mar	5322 · Water Treatment Supplies	592.20
	05/25/2021	Licking Fork Pump Station - Mar	5432 · T & D Misc. Maint. Utilities	10,204.00
	05/25/2021	CPUD warehouse - May	5432 · T & D Misc. Maint. Utilities	61.55
	05/25/2021	Glencoe Booster Pump - May	5432 · T & D Misc. Maint. Utilities	227.30
	05/25/2021	CPUD Office - May	5621 · Office Utilities	154.79
	05/25/2021	Jeff Davis Water Treatment Plant - May	5322 · Water Treatment Supplies	531.00
	05/25/2021	Licking Fork Pumping Station	5432 · T & D Misc. Maint. Utilities	33,077.50
Total Calaveras Public Power Agency				<u>45,218.11</u>
Carbon Copy Inc.				
	05/25/2021	Toner	5623 · Contract Services	179.21
Total Carbon Copy Inc.				<u>179.21</u>
Care Free Lawns				
	05/25/2021	Maintenance Services - Main Office	5623 · Contract Services	150.00
Total Care Free Lawns				<u>150.00</u>
Comcast				
	05/25/2021	Internet/Phone for Office	5621 · Office Utilities	311.92
Total Comcast				<u>311.92</u>

**Calaveras Public Utility District
Bill Payments for All Vendors
May 2021**

Name	Date	Description	Account	Amount
Computer Firemen				
	05/25/2021	Information Technology Services	5623 · Contract Services	500.00
Total Computer Firemen				<u>500.00</u>
Country Feed and More				
	05/25/2021	Straw	5421 · T & D Maint. Mat. & Supp.	25.74
Total Country Feed and More				<u>25.74</u>
De Lage Landen Financial Services Inc.				
	05/25/2021	Printer/Copier	5623 · Contract Services	83.66
Total De Lage Landen Financial Services Inc.				<u>83.66</u>
GEI Consultants, Inc.				
	05/25/2021	Chief Dam Safety Engineer Services	5430 · T & D Engineering	2,524.50
Total GEI Consultants, Inc.				<u>2,524.50</u>
Grainger				
	05/25/2021	WTP Supplies	5421 · T & D Maint. Mat. & Supp.	27.76
Total Grainger				<u>27.76</u>
Hansford Economic Consulting, LLC				
	05/25/2021	Capacity & Connection Fees	5623 · Contract Services	470.00
Total Hansford Economic Consulting, LLC				<u>470.00</u>
Herd's Machine Shop				
	05/25/2021	Materials	5421 · T & D Maint. Mat. & Supp.	101.24
Total Herd's Machine Shop				<u>101.24</u>
Hobgood's Cleaning Service				
	05/25/2021	Janitorial Services for Office	5623 · Contract Services	160.00
Total Hobgood's Cleaning Service				<u>160.00</u>
Hunt & Sons Inc.				
	05/25/2021	Fuel	5424 · T & D Equip. Repair & Oper.	1,316.08
	05/25/2021	Materials	5424 · T & D Equip. Repair & Oper.	974.47
	05/25/2021	Diesel	5421 · T & D Maint. Mat. & Supp.	74.00
Total Hunt & Sons Inc.				<u>2,364.55</u>
JB'S Awards and Engraving				
	05/25/2021	Apparel	5620 · Materials & Supplies	2,692.17
Total JB'S Awards and Engraving				<u>2,692.17</u>
Lehigh Hanson				

**Calaveras Public Utility District
Bill Payments for All Vendors
May 2021**

Name	Date	Description	Account	Amount
	05/25/2021	Materials	5421 · T & D Maint. Mat. & Supp.	154.40
	05/25/2021	Materials	5421 · T & D Maint. Mat. & Supp.	292.02
Total Lehigh Hanson				<u>446.42</u>
McMaster-Carr				
	05/25/2021	Materials	5421 · T & D Maint. Mat. & Supp.	49.16
Total McMaster-Carr				<u>49.16</u>
Motherlode Answering Service				
	05/25/2021	Office Answering Service	5623 · Contract Services	663.04
Total Motherlode Answering Service				<u>663.04</u>
Moyle Excavation, Inc.				
	05/25/2021	FEMA Storm - Final Progress Pay	1190 - Construction in Progress	56,728.30
Total Moyle Excavation, Inc.				<u>56,728.30</u>
Pace Supply				
	05/25/2021	Inventory	5421 · T & D Maint. Mat. & Supp.	174.89
	05/25/2021	Inventory	5421 · T & D Maint. Mat. & Supp.	4,314.60
	05/25/2021	Inventory	5421 · T & D Maint. Mat. & Supp.	5,114.76
Total Pace Supply				<u>9,604.25</u>
Pacific Gas & Electric				
	05/25/2021	Utilities	5201 · Schaads Hydro Cost	237.26
	05/25/2021	Utilities	5432 · T & D Misc. Maint. Utilities	15.66
	05/25/2021	Utilities	5432 · T & D Misc. Maint. Utilities	31.21
Total Pacific Gas & Electric				<u>284.13</u>
Pickle Patch Garden & Deli				
	05/20/2021	Safety Center Training 2/2021	5429 · T & D Safety & Education	92.24
Total Pickle Patch Garden & Deli				<u>92.24</u>
Postmaster				
	05/25/2021	Postage	5622 · Postage & Box Rent	700.00
Total Postmaster				<u>700.00</u>
Progressive Print Solutions				
	05/25/2021	Door Tags	5620 · Materials & Supplies	240.66
Total Progressive Print Solutions				<u>240.66</u>
SEIU Local 1021				
	05/25/2021	Union Dues	2322 - Union Dues	366.98

**Calaveras Public Utility District
Bill Payments for All Vendors
May 2021**

Name	Date	Description	Account	Amount
Total SEIU				366.98
USA Blue Book				
	05/25/2021	WTP Supplies	5322 · Water Treatment Supplies	281.54
Total USA Blue Book				<u>281.54</u>
Weber, Ghio & Associates				
	05/25/2021	General Engineering Services	5684 · Engineering-Admin.	185.00
	05/25/2021	Clearwell Tank Project/Environmental	1190 · Engineering-Admin.	16,557.42
	05/25/2021	Clearwell Tank Project/Design	1190 · Engineering-Admin.	39,539.30
Total Weber, Ghio & Associates				<u>56,281.72</u>
Wells Fargo Bank				
	05/25/2021	Costco Order No. 361002030 Batteries	5620 · Materials & Supplies	148.99
	05/25/2021	Amazon Order No. 111-3198290-5472: Go Daddy - New email address for	5620 · Materials & Supplies	185.52
	05/25/2021	Board member - Dell 'Orto Go Daddy - New email address for	5620 · Materials & Supplies	71.88
	05/25/2021	Board member - Blood Go Daddy - New email address for	5620 · Materials & Supplies	71.88
	05/25/2021	Board member - Speer Go Daddy - New email address for	5620 · Materials & Supplies	71.88
	05/25/2021	Board member - McCartney	5620 · Materials & Supplies	71.88
	05/25/2021	Zoom - Inv. INV84045778	5620 · Materials & Supplies	16.63
	05/25/2021	Northern Tool - New Hire PPE	5421 · T & D Maint. Mat. & Supp.	252.58
	05/25/2021	Northern Tool - New Hire PPE	5421 · T & D Maint. Mat. & Supp.	49.11
	05/25/2021	Amazon Order # 111-1744445-745062	5421 · T & D Maint. Mat. & Supp.	20.38
Total Wells Fargo Bank				<u>960.73</u>
				<u>182,315.60</u>

System Totals Report

Calaveras P.U.D.

Water Sold This Month

27,971,635 Gallons

	Amount (\$)	# Of Accounts
Total Water	182,275.04	1,916
Total Late Charge	3,030.00	101
Total Adjustments	-2,901.98	110
Total New Acct Fee	245.00	7
Total Current Charges	182,648.06	1,916
<hr/>		
Amount Past Due 1-30 Days	16,860.50	199
Amount Past Due 31-60 Days	4,539.69	70
Amount Past Due Over 60 Days	11,828.28	29
Amount Of Overpayments/Prepayments	-27,860.01	276
Total Receivables	188,016.52	1,876

Total Receipts On Account	160,093.31	1,592
Net Change in Deposits	0.00	0
Amount of All Deposits	0.00	

Turned Off Accounts (Amount Owed)	5,197.77	143
Collection Accounts (Amount Owed)	5,197.77	143
Number Of Unread (Turned On) Meters		1
Average Usage For Active Meters	14,538	1,924
Average Water Charge For Active Meters	95.13	1,916

Usage Groups	Gallons	# Of Accounts	Usage Gallons	% Of Usage	% Of Sales
Over 50,000		72	10,625,152	37.99	21.31
40,001-50,000		31	1,357,915	4.85	3.15
30,001-40,000		58	1,971,656	7.05	4.61
20,001-30,000		119	2,883,265	10.31	7.14
10,001-20,000		410	5,730,675	20.49	19.83
8,001-10,000		165	1,478,666	5.29	6.68
6,001-8,000		196	1,373,104	4.91	7.37
4,001-6,000		261	1,290,009	4.61	8.96
2,001-4,000		340	1,034,519	3.70	11.82
1-2,000		242	226,680	0.81	8.16
Zero Usage		30	0	0.00	0.98
<hr/>					
Total Meters		1,924	27,971,641	100.00	100.00

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

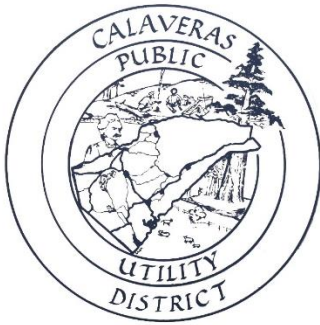
SUBJECT: Review of District Committees and Assignments

DATE: June 8, 2021

This is to consider review of existing district committees and assignments, potentially add other committees highlighted in **blue**, and the President also adding assignments.

Recommendation: Consider the existing and proposed committee, make assignments and direct committee members to work with staff to establish the applicable Committee Charters/Ground Rules/Expectations and return to the Board for approval.

CALAVERAS PUBLIC UTILITY DISTRICT



Board of Directors

J.W. Dell’Orto – President
 Richard Blood – Director
 Scott Speer – Director
 Brady McCartney – Director
 Vacant – Director

Director Assignments

Proposed for Consideration **

District AD HOC Committees

Engineering/Planning Committee **

Budget/Finance Committee **

Primary

Alternate

Joint Power Authorities

ACWA/JPIA

Calaveras-Amador Mokelumne River Authority
 (CAMRA)

J.W. Dell’Orto

Richard Blood

Calaveras Public Power Agency (CPPA)

Scott Speer

J.W. Dell’Orto

Upper Mokelumne River Watershed Authority
 (UMRWA)

Richard Blood

Scott Speer

Local/Regional Organizations of Interest

CPUD/CCWD Water AD HOC Committee **

Association of California Water Agencies (ACWA)

Calaveras County Airport Land Use Committee
 (CCALUC)

Calaveras LAFCO

Mokelumne River Association (MRA)

All Board Members

Mountain Counties Water Resources Association (MCWRA)

All Board Members

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: CONSIDERATION TO CHANGE JOB DESCRIPTION AND TITLE OF THE WATER UTILITY WORKER I, II, III, IV

DATE: JUNE 8, 2021

A long-standing interest of our field staff is to change their job title, which old, outdated, and not reflective of their job. This is to request the Board approve a job title change from Water Utility Worker to Water Distribution/Treatment Operator, as well as, a change to the job description to provide a "lead" role opportunity.

The change in leadership brings change to operations. As such, as Interim General Manager, I have delegated duties and increased responsibilities to the Water Superintendent, making this position more effective for the district. Providing the Superintendent with a lead position in the current IV job description also provides a career path opportunity for employees and recognizes "succession planning" as a critical component in the workforce.

There is an established salary for each range. Staff and the SEIU support this proposal.

Recommendation: Approve revised job description title from Water Utility Worker I, II, III, IV, to Water Distribution/Treatment Operator I, II, III, IV, and the lead role capacity as reflected in the Water Distribution/Treatment Operator IV.

CALVERAS PUBLIC UTILITY DISTRICT

Job Title: ~~Water Utility Worker~~ **WATER DISTRIBUTION/TREATMENT OPERATOR I, II, III, IV**

Approved By: Board of Directors

Approved Date: June 8, 2021

FLSA Status: Non-Exempt

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 general supervision, learns and performs a variety of semi-skilled and skilled work in support of District water distribution and treatment systems. Have the ability to perform preventative and corrective maintenance and repair activities; assists in performing inspections, servicing and repair of valves, pumps and equipment; reads water meters and records consumptions; cleans, inspects, and repairs water meters; and perform other duties as assigned. Should also have experience in water treatment, operating and maintaining equipment used in the water treatment process. May assist water treatment operators with planned and schedule work and maintenance at water treatment plant.

DISTINGUISHING CHARACTERISTICS

~~Water Utility Worker I~~ **Water Distribution/Treatment Operator I** is an entry-level position that requires incumbents to have the equivalent of one (1) years' experience performing maintenance work on water distribution and treatment systems.

~~Water Utility Worker II~~ **Water Distribution/Treatment Operator II** incumbents have additional experience, and have or are in the process of obtaining other required certifications. As experience is gained, assignments become more varied and are performed with greater independence.

~~Water Utility Worker III~~ **Water Distribution/Treatment Operator III** must possess the required certification and is capable of performing a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition.

~~Water Utility Worker IV~~ **Water Distribution/Treatment Operator IV** is capable of performing a wide variety of work **in a lead role capacity** to ensure that District systems and facilities are maintained in a safe and effective working condition. This level is distinguished from the ~~Water Utility Worker III~~ **Water Distribution/Treatment Operator III** by time in service **and in a lead role capacity**.

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

1. Complete work orders initiated by office staff or assigned by supervisor, including disconnecting and reconnecting water service.
2. Respond to customer complaints and emergency calls for service regarding complaints for pressure issues and water quality.
3. Set up traffic control and safety equipment when using vehicles on a street or other roadway; and use safety equipment properly and observe all safety procedures as specified by the District.
4. Notify supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work notes service requirements.
5. Ensure that adequate materials and supplies are available for maintenance and repair work.
6. Assist with contacting the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
7. Mark the location of underground water lines in response to USA requests.
8. Locate, exhume, repair, and/or replace sections of water mains or laterals, or hydrants, regulating valves and connections as necessary.
9. Construct or assist in the construction of District facilities including pump, pressure stations, pipelines, laterals, valves, or other system components as directed.
10. With others, inspect underground water pipes and associated appurtenances to locate leaks, breaks on a scheduled preventative maintenance basis or as needed.
11. With others, performs maintenance activities as directed, including installation and repair of fire hydrants, valves and pumps of various types.
12. With others, preform taps, repair water service lines and other system components as directed.
13. Service and maintain mobile equipment in a clean and orderly condition; and make minor repairs as needed; ensure safe operating capability of rolling stock regularly used in the performance of maintenance duties; conduct periodic safety checks of equipment as required.
14. May individually inspect water tanks, hydros, and pressure stations on a scheduled basis; reads and records data; and performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
15. Maintain maintenance warehouse in a safe and orderly fashion, in accordance with best management practices and safety regulations for storage of equipment, spare parts, chemicals, and the like.
16. Read water meters on assigned routes and records readings.
17. Inspect meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions.
18. Install, replace and repair meters and boxes as needed.
19. Perform leak investigations, informs customers of results, make minor repairs in the field or prepares work orders if needed.
20. May be expected to master computer or control applications related to the work.
21. Maintain accurate records of work performed.
22. May maintain external premises of facilities including weeding, painting, basic carpentry and other tasks as assigned.
23. Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.

24. Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
25. Perform related duties as assigned or required for the ongoing operation of the District's business.
26. Assists in the construction, maintenance, and/or repair of the District's distribution, treatment systems and associated facilities.
27. Performs maintenance activities as directed, including installation and repair of fire hydrants, valves and pumps of various types, identifying and troubleshooting leaks.
28. Operates various hand and power tools, including but not limited to jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines and pumps of various types.
29. Assists with the inspection and plant operational equipment and facilities as required; and reads and records data of pumps, chemical feed and other treatment and pumping equipment.
30. Assists with the maintenance of water treatment facilities, pump stations and hydroelectric stations, as instructed.
31. Learns to properly collect water quality samples for laboratory testing.
32. Assists the Treatment Plant Operator with performance of preventive maintenance on a variety of treatment plant equipment.

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. Principles, practices, tools, equipment and supplies required to maintain and repair water distribution and treatment systems.
2. Basic principles and practices of mobile equipment servicing and repair.
3. Basic safety practices related to the work, including confined space entry.
4. A variety of meters and meter reading equipment and their respective functions.
5. Basic knowledge of materials and equipment used in water service installation, maintenance, and operational practices of electrical motors, pumps, and circuitry.
6. Applicable laws, codes, and regulations, including District policies and regulations.
7. Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
8. Microsoft Office Suite programs for word processing and spreadsheets. Use of a variety of office equipment.
9. Standard business practices such as letter writing, report writing, preparing informational materials in visual formats. English language usage, spelling, grammar, and punctuation.
10. Proper work safety standards.
11. Geography of the District and the location of District facilities.

Ability to:

1. Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground water lines and pump stations.
2. Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
3. Respond effectively to emergency situations and troubleshooting such situations.
4. Safely using hand and power tools related to the work and driving and operation of trucks and equipment including backhoe.
5. Reading meters and gauges efficiently and recording accurate consumption information, and interpret data and/or results.
6. Read maps, manuals and specifications.
7. Perform basic adjustments and troubleshooting for electrical motors and controls as assigned.
8. Prioritizing own work and using independent judgment within procedural guidelines.
9. Maintain accurate records of work performed.
10. Adapt to changing technologies and learn functionality of new equipment and systems.
11. Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
12. Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
13. Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
14. Operate a computer for the effective operations including work processing, spreadsheet, e-mail, and internet.
15. Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

EDUCATION AND EXPERIENCE

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. All levels must have education equivalent to graduation from high school.

~~Water Utility Worker I~~ **Water Distribution/Treatment Operator I**: One (1) year of experience in the operation and maintenance of a water treatment/distribution system or in the electrical, plumbing or construction related fields.

~~Water Utility Worker II~~ **Water Distribution/Treatment Operator II**: Three (3) years of semi-skilled maintenance experience, including two (2) years in water distribution and treatment at a level equivalent to that of ~~Water Utility Worker I~~ **Water Distribution/Treatment Operator I**.

~~Water Utility Worker III~~ **Water Distribution/Treatment Operator III**: Six (6) years of skilled maintenance experience, including three (3) years in water distribution and treatment at a level equivalent to that of ~~Water Utility Worker II~~ **Water Distribution/Treatment Operator II**.

~~Water Utility Worker IV~~ **Water Distribution/Treatment Operator IV**: Nine (9) years of skilled maintenance experience, including four (4) years in water distribution and treatment at a level equivalent to that of ~~Water Utility Worker III~~ **Water Distribution/Treatment Operator III**.

CERTIFICATES, LICENSES, REGISTRATIONS

All levels must possess a valid California Class C driver's license issued by the California Department of Motor Vehicles with a satisfactory driving record. Possession of a valid California Class A Driver's License is preferred but not required.

~~Water Utility Worker I~~ **Water Distribution/Treatment Operator I**: Possess a State of California Distribution Operator D1 and Treatment Operator T1 certificate, with the ability to obtain a Treatment Grade 2 certificates within 1 year and Distribution Grade 2 within 2 years. Must also possess a backhoe certification within 1 year of employment.

~~Water Utility Worker II~~ **Water Distribution/Treatment Operator II**: Possess a State of California Distribution Operator D2 and Treatment Operator T2 certificate, with the ability to obtain a Treatment Grade 3 certificates within 2 years. May also possess a Class A license with air brake endorsement. Must obtain backhoe certification within one year.

~~Water Utility Worker III~~ **Water Distribution/Treatment Operator III**: Possess a State of California Distribution Operator D3 and Treatment Operator T3 certificate, with the ability to obtain Distribution Grade 4 and possess a Class A driver license and a backhoe certification.

~~Water Utility Worker IV~~ **Water Distribution/Treatment Operator IV**: Possess a State of California Distribution Operator D4 and Treatment Operator T3 certificate, and possess additional certification or endorsement); i.e., Class A Drivers License, Qualified Applicators License for Pesticide Spraying, backhoe certification).

PHYSICAL REQUIREMENTS

1. Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, hydro, pump, motor, and electrical. Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descent ladders, ability to lift, carry, push, pull and reach materials and equipment weighting up to 80 pounds.
2. Mobility to work in a standard water treatment plant, uses specialized test equipment hand and power tools instrumentation; ability to work in confined spaces and around machines; vision to read printed materials, charts and gauges and computer screens; and hearing, speech and English language skills to communicate successfully in person and over the telephone or other electronic devices.
3. May be exposed to inclement weather conditions, including working in sun, water and snow. Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties. Use of standard office equipment such as telephones, computer, copiers, and fax machines.

WORK ENVIRONMENT

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessarily via District vehicle for District related duties and activities.

Hours of Work

~~Generally, 7:00 am to 3:30 pm from Monday-Friday. After introductory evaluation period is complete requires being on a rotating on-call schedule for weekends and holidays.~~

ADDITIONAL REQUIREMENTS

1. 18 years of age.
2. Eligible to work in the United States.
3. Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.

Compensation and Benefits

~~The District offers a comprehensive benefit package including medical, dental, vision and CalPERS retirement system (under AB340 effective 01/01/2013), to all newly hired qualified non-exempt employees of the District. Information regarding these benefits will be available upon offer of employment.~~

ITEM 9

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: Board Policy 2160- INTERNAL CONTROLS

DATE: June 8, 2021

This is to consider a minor revision to Board Policy 2160 – INTERNAL CONTROLS adopted 10/13/20.

Item 2160.1 (e) states “All invoices presented for payment must be approved by the General Manager or Board of Directors.”

At the May 11, 2021, Board meeting, the Board authorized the “Interim General Manager” and the “Clerk to the Board” as bank check signatories. For consistency, the Board should consider the following minor change in Board Policy 2160.1 (e). Under the current language, neither the Interim General Manager nor the Clerk to the Board has the authority to sign invoice payments.

Staff recommends the Board amend Policy 2160.1 (e) to read as follows:

All Invoices presented for payment must be approved by the General Manager, Board of Directors, or other Board authorized signatory.

Recommendation: Amend Board Policy 2160.1(e) as follows: All Invoices presented for payment must be approved by the General Manager, Board of Directors, or other Board authorized signatory.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2160 – INTERNAL CONTROLS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

The Calaveras Public Utility District is a district created pursuant to the California Public Utility District Act, Public Utilities Code Section 15501, *et seq.* The Board of Directors may establish from time to time policies for the conduct of the District's business. The Board of Directors has previously reviewed and approved several policies which reference an established a program of "internal controls". The Board of Directors is cognizant of its duty to ensure that proper controls are established and implemented to ensure the financial integrity of District operations. The Board of Directors desires to formalize a policy to define the internal financial controls that have been developed through various practices and procedures to date.

The following is the policy of the Board of Directors of the District regarding internal controls, until such policy is amended or rescinded by subsequent Board action.

2160.1 The District shall establish procedures for the adequate separation of duties, including at least the following:

- a. A receipt log of all cash/checks received will be prepared daily by the Customer Service Representative and/or Administrative Account Assistant.
- b. The Customer Service Representative and/or Administrative Account Assistant oversees each deposit and ensures it is made using a check scanning machine and software provided by agreement with the District's bank.
- c. The Administrative Account Assistant confirms that the daily deposits agree with the bank statement which he/she maintains.
- d. The bank reconciliation will be prepared promptly after month-end by the Administrative Account Assistant with no authority to prepare or sign checks or authorize other debits against the account.
- e. All invoices presented for payment must be approved by the General Manager or Board of Directors.
- f. Every check above \$50,000 must be signed by two authorized signers.
- g. All paid invoices shall be so marked and filed for reference.
- h. The same employee cannot be responsible for authorizing transactions, collecting or paying bills, and maintaining accounting records.

2160.2 There will be an annual financial audit and any finding(s) shall be reported to the Board of Directors with simultaneous notice to the General Manager.

2160.3 The General Manager shall promptly report Property/Liability and Workers' Compensation Program claims paid by the District to the Board of Directors.

2160.4 With regard to the District's cash reserve account in the Local Agency Investment Fund (LAIF), the District will maintain a balance for all programs, not to exceed the amount as currently authorized by LAIF guidelines, and transfers out of LAIF may only be made to the District's General Account and must have the approval of the General Manager.

The requests for such transfers out of LAIF shall be signed by the General Manager and be supported by detailed information which shall be maintained in the District's records. The General Manager shall promptly notify the Board President of the transfer.

2160.5 Other excess funds shall be deposited in or transferred to such long-term investment accounts as the Board of Directors may from time to time designate by resolution.

2160.6 Funds in the investment account(s) shall only be withdrawn upon approval of the General Manager or Board President. Such withdrawals must then be remitted only to the General Account. The requests for such transfers shall be signed by the General Manager and be supported by detailed information which shall be provided to the Board of Directors with the Quarterly Investment Report. Such information shall be maintained in the District's records.

2160.7 To maximize interest earnings and manage the District's cash flow needs, the General Manager will strive to maintain a reasonable balance in the checking account to off-set monthly bank charges, but at the same time recognizing that surplus funds should be transferred as appropriate to LAIF.

2160.8 Templates for Fed-wire or Automated-Clearing House (ACH) Transfers out of the District's bank accounts may only be established by the General Manager or Board President.

2160.9 The signing of any checks written on the accounts of the District will be in accordance with the District's procurement policy. All ACH transfers that exceed \$50,000 (other than to/from LAIF) shall be considered similar to a "large check" and be disclosed monthly to the Board of Directors.

2160.10 Any payment of funds for claims and/or allocated loss adjustment expenses will be made in accordance with District Policy 1025 Claims Against the District.

2160.11 The Board of Directors confirms that the Board will review these internal control policies upon completion of each year's audit with input from its external auditor.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: Draft Water Transfer Agreement Amendment with Calaveras County Water District – Informational Item

DATE: June 8, 2021

This is an informational agenda item to consider a draft water transfer agreement amendment with Calaveras County Water District (CCWD).

Background:

CPUD has long provided water service availability to CCWD, which dates back to 1991. The most recent agreement for 15 years, dated June 11, 2006, is set to expire July 11, 2021.

CPUD has agreed to provide up to 200 acre-feet of pre-1941 water right water from Schadds reservoir for beneficial uses by CCWD within their West Point/Wilseyville when CCWD is unable to divert from their water source on the Mokelumne River. The water diversion fluctuates depending on the flow in the Mokelumne River and is charged based at the rate of \$40 per acre-foot for this in-county beneficial use of water.

Staff and CCWD representatives (Michael Minkler, GM, and Director Scott Ratterman) met with Director Richard Blood to answer several questions on the place of use and other matters of interest. Included in this agenda is the proposed recommended 15-year extension similar to the July 11, 2006 agreement. Staff also developed both a 5-year and a 1-year amendment for Board discussion and consideration.

CCWD representatives will attend the Board meeting to answer Board questions and provide direction to staff.

Recommendation: Consider the draft agreement, provide direction to staff, and consider a “Special” Board meeting to consider execution of the 15-year agreement amendment.

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: JOHN KINGSBURY, INTERIM GENERAL MANAGER

SUBJECT: DISCONTINUED WATER SERVICES AND BILLING PRACTICES
RELEVANT TO RESOLUTION NO. 2003-27

DATE: June 8, 2021

This is to affirm the Board's policy to bill and recover the minimum monthly base charge once a meter has been installed.

Background:

In November 2003, the Board adopted Resolution No 2003-27 establishing rules and regulations governing the operation of the water system. A public hearing was held to receive input regarding policy for removing a discontinued water service. This agenda is not to be confused with discontinuance of water service for non-payment of a bill.

Resolution 2003-27 established three (3) rules:

1. Water service discontinued for more than one year shall be considered an abandoned water service.
2. An abandoned water service may be removed by the District.
3. Where water service has been abandoned, water service shall not be provided until all conditions of a new service are met including payment of current fees and charges for a new service.

Since adoption of Resolution 2003-27, staff currently lists 114 accounts that have been discontinued; 104 over one (1) year and 10 within one (1) year. After one (1) year the service is considered abandoned and water service shall not be provided. In other words, water service availability to the property has been terminated, potentially back to the main.

As the Board is aware, the district sets rates and charges to recover the cost of providing service. CPUD is required to maintain the treatment, transmission, storage, and distribution facilities necessary to serve each property that has paid Water Connection Charges, regardless of how much water is used by a customer. CPUD's treated water rate structure has two charges; Monthly Minimum Fixed Charge and a Water Usage Commodity Charge (water tier rates based on water use). The fixed charge is billed and payable whether or not any water is used and is prorated based on the number of days in the billing period.

The Monthly Minimum Fixed Charge and Water Usage Tiered Rates fund CPUD's operations including personnel, supplies, services, state and federal mandates, insurance, legal and consulting services, utilities, routine capital and other operation expenses.

It is critical that the district generate revenue to maintain a high level of service providing safe and reliable water service to its customers, regardless of usage. Once the meter has been installed, the district obligates itself to operate and maintain the water system. As such, the district bills the applicable monthly minimum charge.

The district needs to apply the monthly minimum billing charge on discontinued services. Services that have been discontinued and abandoned over one (1) year should be removed. Removing the meter will prevent tampering and provide for a new or upgraded technological meter if and when the customer requests a new service.

Recommendation:

1. Reaffirm Resolution No. 2003-27.
2. Direct staff to notify the 10 customers discontinued but not yet considered abandoned, apply the monthly minimum billing charge starting with the July, 2021 billing cycle, and advise them of the conditions of a new service.
3. Direct staff notify the 104 customers considered abandoned and advise them that their meter will be removed, advise them of the conditions of a new service connection, but also provide these customers the **option** to pay the monthly minimum charge going forward starting with the July, 2021 billing cycle, in lieu of a meter removal.
4. Add the following to the Water Rate Schedule and place on the CPUD website.

Overview of Treated Water Billing Components

CPUD sets rates and charges to recover the cost of providing service. CPUD is required to maintain the treatment, transmission, storage, and distribution facilities necessary to serve each property that has paid Water Connection Charges, regardless of how much water is used by a customer. CPUD's treated water rate structure has two charges; Monthly Minimum Fixed Charge and a Water Usage Commodity Charge (water tier rates based on water use). The fixed charge is billed and payable whether or not any water is used and is prorated based on the number of days in the billing period.

The Monthly Minimum Fixed Charge and Water Usage Tiered Rates fund CPUD's operations including personnel, supplies, services, state and federal mandates, insurance, legal and consulting services, utilities, routine capital and other operation expenses.

RESOLUTION 2003-27

WHEREAS, the CALAVERAS PUBLIC UTILITY DISTRICT adopted Ordinance 73-1 on February 13, 1973 establishing rules and regulations governing the operation of the water system; and

WHEREAS, section 5.5 subsection (7) (a) of Ordinance 73-1 states "the District reserves the right to repair, replace and maintain, as well as remove, the whole or any part thereof upon discontinuance of water service or usage."; and

WHEREAS, a public hearing was held to receive input regarding policy for removing a discontinued water service; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Calaveras Public Utility District approves this resolution establishing policy for discontinued water service as follows:

(1) Water service discontinued for more than one year shall be considered an abandoned water service.

(2) An abandoned water service may be removed by the District.

(3) Where water service has been abandoned, water service shall not be provided until all conditions of a new service are met including payment of current fees and charges for a new service.

The foregoing Resolution was duly passed and adopted by the Board of Directors at a regular meeting of the Board on 12th day of November, 2003, by the following vote:

AYES: Directors: Lavaroni, Jaich, Overmier and Ortegel

NOES: Directors: None

ABSENT: Directors: Moore



PRESIDENT, CALAVERAS PUBLIC UTILITY DISTRICT

ATTEST:



Donna Leatherman, Secretary

Monthly Maintenance Report

May 2021

LOCATION	DESCRIPTION OF WORK	STATUS
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Water Sold 27,971,635 Gallons	
	Treated Water - 34,733,598 Gallons	
	Jeff Davis Reservoir is at full capacity	Complete
	Pumps at SFPS OFF,	Complete
	Clear Well Project-phase 1 planning complete, Out for Bid	Ongoing
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly routine checks	Complete
	Raw Water Pumped 108,750,132 (334 Acre Feet)	Complete
Schaads Reservoir	Weekly checks	Complete
	Schaads metered Raw water customer 399,470 Gal.	Complete
	Vandalism repairs	Ongoing
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
	Hydro Phone Line Repair x2	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	San Andreas Tank Controls (TSI)	Pending
	10" steel main line leak (main street)	Complete
	Hydrant flushing	Ongoing
Moke Hill Distribution	Routine operations, sampling	Complete
	Leak Repair- 4" steel (main street)	Complete
	Service line replacement (main street)	Complete
	Meter locations and easements(Diamond maps)	Ongoing
Glencoe Distribution	Routine operations	Complete
		Complete
Paloma Distribution	Routine operations, sampling	Complete
	Leak Repair- Paloma 6" Main leak	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
Safety/Training	Routine Safety/pre-const. Talks	Complete
Spray Program	Spring pre-emergent	Ongoing
Vehicle Maintenance		
Other	113 USA tags completed	Complete
	Customer service/work orders 53	Ongoing
	Monthly meter reading	Complete
	Complaints- 1 Color and 1 Pressure	Complete
	San Andreas Dead-End Flushing 3,000 Gal.	Ongoing

Monthly Maintenance Report

May 2021

Total Pending service inquiries = 17	Ongoing
Revision of Operations Plan	Pending
Red Hawk Tree Inspections	Pending
Employee Anniversary -	
Carissa Bear 5 years,	
John Cunningham 10 year	
Mike dresser 1 year	