



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

**BOARD OF DIRECTORS REGULAR MEETING: 3:00 PM
December 14, 2021**

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

Director Richard Blood
Director Jack Tressler

Director Brady McCartney

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

- **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 no talk over the top of any other callers. Conversations must be one at a time.

AGENDA

- 1. CALL THE MEETING TO ORDER**
- 2. ROLL CALL OF DIRECTORS**
 - a. President J.W. Dell 'Orto
 - b. Director Richard Blood
 - c. Director Brady McCartney
 - d. Director Jack Tressler
- 3. PLEDGE OF ALLEGIANCE**
- 4. RESOLUTION NO. 2021-15: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON**

MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD DECEMBER 14, 2021 TO JANUARY 14, 2022 PURSUANT TO BROWN ACT PROVISIONS.

Action Requested: Roll Call Vote

Approval of Resolution No. 2021-15 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors Due to the Covid-19 Emergency.

5. 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.

6. CONSENT ITEMS

Consent items should be considered together as one motion. Any item(s) requested to be removed will be considered after the motion to approve the Consent Items.

- a. Minutes of Regular Board meeting of October 19, 2021
- b. Minutes of Regular Board meeting of November 9, 2021
- c. Claim Summary

Action: Roll call Vote

Consider motion to approve consent items for items 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.

7. CONSIDERATION TO APPROVE PROPOSAL FROM CONDOR EARTH TO PREPARE AN INUNDATION MAP AND TECHNICAL MEMORANDUM FOR THE REDHAWK DAM.

Action Requested: Roll Call Vote

Approve proposal from Condor Earth to prepare an inundation map and technical memorandum for the Redhawk Dam, at a cost not to exceed \$12,846.

8. 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. Board Vacancy Update
- c. Water System Superintendent's Report
- d. District Engineer Report/Clearwell Project Update
- e. General Manager's Report
- f. 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.

9. **ADJOURNMENT**

If there is no other Board business the President will adjourn to its next regular meeting scheduled for January 11, 2022, at 3:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office at (209) 754-9442. Notification in advance of the meeting will enable CPUD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CPUD for review by the public.

RESOLUTION NO. 2021-15

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RERATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD DECEMBER 14, 2021 TO JANUARY 14, 2022 PURSUANT TO BROWN ACT PROVISIONS.

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

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

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

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

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

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

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

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

WHEREAS, the Board of Directors reconsidered the circumstances of the state of emergency that exists in the District and adopted Resolution No. 2021-11 reaffirming the continued state of

emergency in the District and reauthorizing remote meetings of Board of Directors meetings through November 19, 2021; and

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

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

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

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

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

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

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

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

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2021.

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 14, 2022, or such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of the Calaveras Public Utility District this 14th day of December, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

CALAVERAS PUBLIC UTILITY DISTRICT

October 19, 2021

Regular Meeting

3:00 pm

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

MEMBERS ABSENT: None

STAFF PRESENT: John Kingsbury, Interim General Manager
Adam Brown, District Legal Counsel
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent
James Moe, Water Distribution/Treatment Operator
John Cunningham, Water Distribution/Treatment Operator
Michael Dresser, Water Distribution/Treatment Operator
Wyatt Rovera, Chief Water Treatment Plant Operator
Faith Hall, Customer Service Representative
Matt Ospital, District Engineer
Tyla Daries, District Engineering Technician

OTHERS PRESENT: Craig Collins, Collins Accountancy Company
Jason Foster, Control Point
Jeremy Pollet, Control Point
Linda Smith

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:04 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, Blood, Speer, and McCartney were present.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): President Dell'Orto announced that this meeting was Director Speer's last meeting.
5. CONSENT ITEMS
 - a) Minutes of Regular Board meeting on August 10, 2021
 - b) Minutes of Special Board meeting on August 17, 2021
 - c) Minutes of Special Board meeting on August 31, 2021
 - d) Minutes of Special Board meeting on September 10, 2021
 - e) Minutes of Regular Board meeting on September 14, 2021
 - f) Minutes of Special Board meeting on September 27, 2021
 - g) Claim Summary

Director Blood asked questions regarding in the invoice for Campbell Construction. The Clerk of the Board clarified. A motion was made by Director Speer, seconded by Director McCartney, to approve consent items a-g. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

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

The Clerk of the Board administered the oath of office to Jack Tressler. All Staff were on the call to welcome the new Board member and to introduce themselves. Mathew Roberts, Water System Superintendent, informed the Board that a new Water Distribution/Treatment Operator will start on November 1, 2021.

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

The Board went into closed session at 3:20 pm. No action was taken. The Board came out of closed session at 3:30 pm.

8. PUBLIC EMPLOYEE APPOINTMENT

No discussion was had. A motion was made by Director Tressler, seconded by Director Speer, to appoint Travis Small as Calaveras Public Utility District's new General Manager. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney, and Tressler voted yes; none opposed. Motion carried 5-0.

*President Dell'Orto moved item 17c., Interim General Manager's Report, to the end of the meeting with the other staff reports.

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

Mr. Kingsbury provided several presentations to the Board. He asked that the Board approve the task order to continue working with Rich Sanchez for the remaining FERC items. A motion was made by Director Speer, seconded by Director Blood, to approve the task order with Rich Sanchez, GEI Consultant, not to exceed \$24,948. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; none opposed. Motion carried 5-0.

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

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

Mr. Kingsbury informed the Board that the server needs to be upgraded in order to support the new billing software. The current server is old and outdated. Jason Foster introduced himself and explained he provided the quote for the server/network aspect of this agenda item. He explained to the Board how he came to his proposals and went over the features that would be provided. Director Blood has questions regarding what was included and what this would replace that CPUD currently has. Mr. Foster clarified. Jeremy Pollet introduced himself and explained that he worked on the SCADA aspect of this agenda item. The SCADA assessment will be a 1–2-day assessment. Director Blood asked what Mr. Foster would be looking at. Mr. Foster explained that he will be looking at anything and everything related to SCADA. He will submit a report once he has finished his

assessment. A motion was made by Director Speer, seconded by Director Tressler, to approve items a-c. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; none opposed. Motion carried 5-0.

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

Mr. Kingsbury explained that he along with Mathew Roberts and Adam Brown, met with Jeff Meyer, an engineer and water rights consultant. Mr. Meyer produced a proposal with 4 tasks to evaluate shortcomings and summarize/categorize the District's water rights. Mr. Brown expressed how important it is for the District to protect its water rights, and having a comprehensive summary and outline is important in that process. Director Blood inquired as to if this was geared towards Schaads only. Mr. Kingsbury explained that it is the entire District's water rights. Director Blood inquired about the information provided on the table. Mr. Kingsbury clarified. Mr. Roberts explained that CPUD has 4 separate water rights and that each hold different requirements. President Dell'Orto asked for clarification on where this would appear on the budget. Mr. Kingsbury clarified. A motion was made by Director Speer, seconded by Director Tressler, to approve the Western Hydrologics (WHC) proposal for water rights compliance and hydropower generating plant evaluation based on time and materials not to exceed \$9,940. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; none opposed. Motion carried 5-0.

12. CONSIDERATION OF PROFESSIONAL GRANT WRITING SERVICES

Mr. Kingsbury explained to the Board that the District is looking to get a \$10 thousand grant from ACWA/JPIA. He is hoping to be able to use Fawn on her grant writing abilities in the future. Director Tressler inquired if it was normal to use an outside company rather than using someone in house. Mr. Kingsbury explained that there just is not the staff to do it. It is definitely normal practice for districts to outsource jobs like this. A motion was made by Director Speer, seconded by Director Tressler, to approve the professional services agreement with Fawn McLaughlin to complete the ACWA/JPIA Risk Control grant application at \$110 per hour, not to exceed \$2,500. A roll call vote was taken. Directors Speer, McCartney, and Tressler voted yes; Directors Dell'Orto and Blood abstained; non opposed. Motion carries 3-0-2.

13. STATUS REPORT/CLEARWELL PROJECT

Tyla Daries, District Engineering Technician, gave a brief introduction and an overview of the background on the Clearwell Tank project to Director Tressler. Mrs. Daries provided a timelapse of work being done by Campbell Construction in phase I. She updated the Board that the contractors will be breaking ground on phase II on November 15, 2021. She will provide a schedule at the next Board meeting. Director Blood asked if the State has been notified. Tyla explained that the state is fully informed. President Dell'Orto asked if rain being in the forecast could cause delays. Mrs. Daries explained the contractors are still within their two hundred working days as provided in the contract.

14. FINANCIAL REVIEW – CRAIG COLLINS

Mr. Kingsbury introduced Craig Collins, an accountant. Mr. Collins has worked with CPUD in the past. Mr. Kingsbury asked Mr. Collins to present a high-level overview of mid-year budget adjustment proposal. Discussions and decisions will need to be made during this meeting on some items, but the rest will be brought back to the finance committee. The District has been conservative

in the past, but the system is in need of repair. He wants to put everything out in the open for the Board to review. The Board should decide together what needs to be acted on now and what can be postponed until next fiscal year. Mr. Collins presented a draft budget. He explained that all of the information he was working on was based on unaudited data. President Dell'Orto thanked Mr. Collins for the presentation but expressed his concerns. And stated that he would like to review it closer and come back another time. Director Tressler inquired about the needs of equipment for the crew, asking if all of the equipment was needed at this time. Mr. Roberts clarified. Discussion regarding types of equipment followed. Director Blood expressed his concerns with hiring new staff. Director Speer commented that there is more work to be done than staff at this time. A motion was made by Director Speer, seconded by Director Tressler, to obtain bids on all equipment needed, the hiring of two additional office staff, and three additional field staff. Any job description changes will need to be brought back to the Board for approval. A roll call vote was taken. Directors Speer, McCartney and Tressler voted yes; Directors Dell'Orto and Blood voted no. Motion carried 3-2.

15. ANNUAL AUDIT ENGAGEMENT LETTER

Larry Bain has performed CPUD's previous audits. Mr. Kingsbury recommends using him again at this time. The district can look for a new auditor next year. President Dell'Orto inquired if the District has exhausted their number of times allowed to use the same company. Adam Brown, District Legal Counsel, explained that as long as Mr. Bains uses different staff it will be acceptable. A motion was made by Director McCartney, seconded by Director Blood, to approve the professional services agreement with Larry Bain, CPA, An Accounting Firm, to complete the annual financial audit not to exceed \$8,600. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; non opposed. Motion carries 5-0.

16. RESOLUTION NO. 2021-11: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD NOVEMBER 18, 2021 TO NOVEMBER 19, 2021 PURSUANT TO BROWN ACT PROVISIONS.

Mr. Brown explained that the Board has to recertify every 30 days regarding virtual meetings. Meeting remotely is needed due to insufficient social distancing available in the District conference room while the pandemic state of emergency persists. A motion was made by Director Tressler, seconded by Director Speer, to approve Resolution No. 2021-11 Declaring and Re-ratifying the State of Emergency and Authorizing Remote Teleconference Meetings of the Board of Directors Due to the Covid-19 Emergency. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, McCartney and Tressler voted yes; non opposed. Motion carried 5-0.

17. REPORTS

a. Legal Counsel's Report:

Nothing to report.

b. Water System Superintendent's Report:

i. Maintenance Report

Mr. Roberts went over his monthly maintenance report. He reported that Jeff Davis is at 13.25 feet below spill. Schaads raw water customer is currently out of water due to the reservoir level. EAP Risk & Resilience Assessment has been completed.

ii. Curtailment/Water Rights Update

The District is currently able to take fifty-five gallons per person per day out of the river. Mr. Roberts is currently petitioning to take more due to the need to continue to raise Jeff Davis Reservoir. With what is currently in Jeff Davis Reservoir, and if we ask customers to conserve, we have a 2-year supply.

iii. MCV Power Pole/Fuse Update

A lightning event that damaged the SCADA system at Jeff Davis Reservoir has also caused an issue at our Main Control Valve. PG&E came out and inspected. CPUD owns all of the equipment. There is a blown fuse on the transformer. Don Moss tried to obtain a replacement, but the part was discontinued in the 1980s. It is being reported that it will take about 24 weeks before new stock arrives to try and retrofit it. PG&E is requiring CPUD to make the repair.

iv. WTP SCADA Update

ControlPoint will be coming into assess the system. It takes twelve cards to operate the system. It is recommended to have one spare for each card, which would cost roughly \$12,000.

c. Interim General Manager's Report:

Mr. Kingsbury thanked the employees of CPUD. Mr. Kingsbury went over his report in depth. President Dell'Orto thanked Mr. Kingsbury for preparing the report and expressed his interest with Mr. Kingsbury sharing the information with Travis Small, the District's newly appointed General Manager. Director Speer thanked Mr. Kingsbury for his time at CPUD. He stated that the District desperately needed an outsider to come in and assess the District's shortcomings and he feels that is exactly what Mr. Kingsbury did.

d. Director's Comments:

Board and staff thanked Director Speer for his service on the Board, as Director Speer has previously advised that he was resigning effective November 1, 2021. Director Blood announced that UMRWA is taking applications for projects with MAC. CPUD's only project on the list is to run water from Schaads to Jeff Davis, which is a \$19 million project. He would like to work with Mr. Kingsbury to get new projects on the list.

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

Title: General Manager

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

Mr. Kingsbury pulled the closed session from the agenda in the interest of time, which will be moved to the November meeting.

19. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 7:33 P.M.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

Regular Meeting

3:00 pm

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

MEMBERS ABSENT: None

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

OTHERS PRESENT: Scott Ratterman, Calaveras County Water District

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:08 P.M.
2. ROLL CALL OF DIRECTORS: Directors Dell'Orto, Blood, McCartney, and Tressler were present.
3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): President Scott Ratterman with Calaveras County Water District attended the meeting to introduce himself. He would like to set another AD HOC Committee meeting before the end of the year between Calaveras County Water District and Calaveras Public Utility District. President Dell'Orto said agreed and said he would like the new General Manager to attend.

Mathew Roberts, Water System Superintendent introduced CPUD's new employee, Ben Shampain. Mr. Shampain gave the Board a brief background of his experience and certifications.

5. CONSENT ITEMS
 - a) Claim Summary
 - b) Approve California Special District's Association (CSDA) annual membership invoice \$7,615

Director Blood inquired as to why there were no minutes included in the consent items. Mr. Kingsbury, Interim General Manager responded that only one staff member is present in the office, and that shortage has prevented the Clerk of the Board from completing the minutes. A motion was made by Director McCartney, seconded by Director Tressler, to approve Consent Items a-b. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, and Tressler voted yes; none opposed. Motion carried 4-0.

6. RESOLUTION NO. 2021-12 OF THE BOARD OF DIRECTORS OF CALAVERAS PUBLIC UTILITY DISTRICT HONORING SCOTT SPEER FOR HIS SERVICE AS A MEMBER OF THE BOARD

A motion was made by Director Blood, seconded by Director McCartney, to approve Resolution No. 2021-12. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, and Tressler voted yes; non opposed. Motion carried 4-0.

7. DECLARATION OF VACANCY ON THE BOARD OF DIRECTORS AND ESTABLISH PROCEDURE AND SCHEDULE FOR APPOINTMENT OF DIRECTOR TO SERVE THE BALANCE OF THE TERM

Adam Brown, District Legal Counsel, explained that due to Director Speer resigning in the middle of his term that the Board has 60 days from Mr. Speer's resignation date of November 1, 2021, to appoint a new Board member. The Board and Mr. Kingsbury discussed procedures and deadlines. It was decided that the Board will hold a Special Meeting on December 21, 2021, to appoint a new Board Member. Staff will place a notice on the customer bills, post on the District's website, and post it in three conspicuous locations. The Clerk of the Board will email all applicants to the Board on Thursday December 16, 2021. A motion was made by Director Tressler, seconded by Director Blood, to declare vacancy on the Board of Directors. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney and Tressler voted yes; non opposed. Motion carried 4-0.

8. CONSIDERATION TO ADOPT RESOLUTION NO. 2021-13 TO UPDATE BOARD OF DIRECTOR COMPENSATION

Mr. Kingsbury and Mr. Brown worked together to create a new policy regarding Board compensation. One of those items is changing the daily stipend from \$25 to \$100 per meeting, which is the average among water districts. Mr. Brown believes the new policy is detailed and transparent. The new policy will also allow Board Members to participate in the District's medical, dental and vision insurance plans currently available to employees. There was lengthy discussion between the Board and Legal Counsel. Director Blood expressed his concerns and stated he would feel more comfortable having it brought back to the Board with more detail. President Dell'Orto agreed and requested more details to show the financial impact on the District. A motion was made by Director Tressler, seconded by Director Blood, to adopt Resolution 2021-13, as amended for 4215.1-4215.3(i). A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, and Tressler voted yes; non opposed. Motion carried 4-0.

9. REVIEW OF DISTRICT COMMITTEE AND ASSIGNMENTS

- a. Consider the vacant committee member positions, make assignments.

The Board discussed and President Dell'Orto made ad hoc committee appointments as follows; Engineering/Planning Committee – Blood/McCartney. Budget/Finance – Dell'Orto/Tressler, ACWA/JPIA – All Board Members, CAMRA – Dell'Orto/Blood, CPPA – Tressler/Dell'Orto, UMRWA – Blood/Tressler.

- b. Authorize staff to attend and participate at each of the Committees/Conferences, as applicable (e.g. ACWA, MCWRA, UMRWA, LAFCO).

Mr. Kingsbury expressed the importance of having staff attend these meetings with the Board Members. He would like to see the District more involved as a whole. President Dell'Orto likes the idea of staff attending the meetings. Director Blood would like to see a budgeted line item for conferences before staff attend conferences/trainings that are overnight. Director Tressler agreed. Any local/day trips are fine for staff to attend.

- c. District Ad Hoc – Committee members to first work with staff and develop applicable ground rules and duties and return to the Board for approval.

Mr. Kingsbury asked for the Board to work with staff on setting some ground rules on what's expected out of the Ad Hoc committee meetings. Discussion was had between the Board and Interim General Manager.

- d. Direct Board Committee members to summarize a report after each meeting at the next regularly scheduled Board meeting.

Mr. Kingsbury would like to see the Board Members give a report/summary of each meeting they attend at the next schedule Board meeting. The Board agreed.

10. CONSIDERATION TO PREPARE AND SUBMIT GRANT APPLICATION FOR FUNDING THROUGH THE UPPER MOKELUMNE RIVER WATERSHED AUTHORITY (UMRWA)

Director Blood has been working with staff to get an application in for MAC. Due to the short timeline, Mr. Kingsbury allowed staff to work with Director Blood but is now asking for permission to continue their work to get this application submitted. There is \$500,000 in potential grant money available. Mr. Ospital feels that CPUD has a great chance of getting approved. A motion was made by Director Blood, seconded by Director Tressler, to authorize staff to work with Director Blood to consider conceptual projects for possible grant funding through UMTWA. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney, and Tressler voted yes; non opposed. Motion carried 4-0.

11. STATUS REPORT/CLEARWELL PROJECT

Tyla Daries, District Engineering Technician, gave a status update on phase I of the Clearwell Tank Project. Phase II starts on November 15, 2021.

12. DISTRICTS INTERESTS AND ISSUES BOARD REPORT

Mr. Kingsbury presented his observations at the October 19, 2021, Board meeting. He has come across a document with concerns and projects pending that was put together by the previous Water System Superintendent. Mr. Roberts, Water System Superintendent, and John Cunningham, Water Distribution/Treatment Operator, also put together reports with their concerns. There was discussion among the Board. The Board observed that it is a daunting list but appreciated it being brought to their attention.

13. RESOLUTION NO. 2021-14: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS OF THE CALAVERAS PUBLIC UTILITY DISTRICT FOR THE PERIOD NOVEMBER 9, 2021 TO DECEMBER 10, 2021 PURSUANT TO BROWN ACT PROVISIONS.

Mr. Brown updated the previous resolution with new dates. The Board will have to hold a special meeting right before the regular scheduled meeting to approve another resolution since this one will lapse. The Board discussed and believed that moving forward, they would like the option to attend in person. Mr. Brown advised that the Board can, but the public will still not be able to attend due to the lack of social distancing space in the Board room. A motion was made by Director Tressler,

seconded by Director Blood, to approve Resolution No. 2021-14. A roll call vote was taken. Directors Dell'Orto, Blood, McCartney and Tressler voted yes; non opposed. Motion carried 4-0.

14. REPORTS

a. Legal Counsel's Report:

Nothing to report.

b. Water System Superintendent's Report:

Mr. Roberts went over his monthly maintenance report. He reported that due to the weather change, the Water Treatment Plant produced roughly 1.5 million gallons of water less than the previous month. He updated the Board on the MVC issue that was reported at the October 19, 2021, Board meeting. Don Moss was able to come into possession of the fuses needed to make the repair. Director Tressler asked Mr. Roberts about the leak repair in San Andreas that happened early in the day. Mr. Roberts clarified that the repair was complete and that they were also able to replace a fire hydrant at the same time that has been out of service.

c. Interim General Manager's Report:

Nothing to report.

d. Director's Comments:

President Dell'Orto asked where staff was at with the new connection fees. Mr. Kingsbury explained that with the District being short staffed that project has been delayed. With the new General Manager and new staff coming in, he has high hopes that it can be picked back up again. President Dell'Orto reported that he will be attending the CAMRA meeting next Wednesday, November 17, 2021. He invited the other Board members to attend as well.

15. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Interim General Manager

The Board went into closed session at 6:15pm. The Board came out of closed session at 7:30pm.

16. ADJOURNMENT

There being no further business to come before the Board, President Dell'Orto adjourned the meeting at 7:30pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 758

DATE: November 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	\$144,450.60
Payroll Submitted	\$ 40,244.13
P/R Tax Deposits	\$ 17,648.27
Sub-total	\$ 202,343.00

Net Additions	
Net Deductions	
Claim Summary Approved for	\$ 202,343.00



Clerk of the Board, Calaveras Public Utility District

Calaveras Public Utility District
Expenses by Vendor Detail
November 2021

Name	Date	Memo	Account	Amount
ACWA/JPIA				
	11/22/2021	Invoice #0676837	5643 - Medical Insurance	858.10
Total ACWA/JPIA				858.10
Alpha Analytical Labs, Inc.				
	11/22/2021	Lab Fees for Water Samples	5323 - Lab Fees	415.00
Total Alpha Analytical Labs, Inc.				415.00
American Water Works Association				
	11/29/2021	Annual Dues	5683 - Dues, Subscriptions, Fees	473.00
Total American Water Works Association				473.00
AT & T				
	11/22/2021	Phone Service - San Andreas Tank	5432 - T & D Misc. Maint. Utilities	54.77
	11/22/2021	Phone Service - San Andreas Tank	5432 - T & D Misc. Maint. Utilities	197.43
	11/22/2021	Phone Service - Hydro #3 - Garamendi	5432 - T & D Misc. Maint. Utilities	199.30
	11/29/2021	Phone Service - Hydro #3 Garamendi	5432 - T & D Misc. Maint. Utilities	66.58
Total AT & T				518.08
AT&T				
	11/29/2021	Phone/Internet at Shop	5432 - T & D Misc. Maint. Utilities	80.25
Total AT&T				80.25
Bob Murray & Associates				
	11/29/2021	Background search/Hire Right	5623 - Contract Services	61.14
Total Bob Murray & Associates				61.14
Cal PERS				
	11/02/2021	Rec. ID 100000016622101	5643 - Medical Insurance	15,103.90
	11/04/2021	Unfunded Accrued Liability	5647 - OPEB - Retirement	62.25
	11/04/2021		5647 - OPEB - Retirement	8,539.17
	11/04/2021	Health Insurance	5643 - Medical Insurance	15,103.90
	11/24/2021	Employer Contribution PP for 10/16/21 - 10/31/21 PEPR	5647 - OPEB - Retirement	1,470.95
	11/24/2021	Employer Contribution for PP 11/1/2021 - 11/15/2021 Classic	5647 - OPEB - Retirement	2,193.93
	11/24/2021	Employer Contribution PP 11/1/2021 - 11/15/2021 - PEPR	5647 - OPEB - Retirement	1,689.13
	11/24/2021	Employer Contribution PP 10/16/21 - 10/31/2021 - CLASSIC	5647 - OPEB - Retirement	2,193.93
Total Cal PERS				46,357.16
Calaveras Auto Supply				
	11/22/2021	Supplies for Shop: Armoral & Ventwrap	5421 - T & D Maint. Mat. & Supp.	12.53
Total Calaveras Auto Supply				12.53
Calaveras County Public Works Dept.				
	11/30/2021	Maintenance & Single Service Permit No. 13-BU-22	5426 - T & D Fees & Permits	1,145.33
Total Calaveras County Public Works Dept.				1,145.33
Calaveras Enterprise				
	11/22/2021	Calaveras Enterprise Subscription for 1 year	5683 - Dues, Subscriptions, Fees	42.00
Total Calaveras Enterprise				42.00
Calaveras Public Power Agency				
	11/22/2021	Power - Warehouse	5432 - T & D Misc. Maint. Utilities	34.24
	11/22/2021	Power - Glencoe Booster Pump	5432 - T & D Misc. Maint. Utilities	221.17

Calaveras Public Utility District
Expenses by Vendor Detail
November 2021

Name	Date	Memo	Account	Amount
	11/22/2021	Power - Main Office	5621 - Office Utilities	171.13
	11/22/2021	Power - Water Treatment Plant	5432 - T & D Misc. Maint. Utilities	608.80
	11/22/2021	Power - Licking Fork Pump Station	5230 - Utilites Pumping Power	<u>85.00</u>
Total Calaveras Public Power Agency				1,120.34
California Dept of Tax and Fee Admin				
	11/29/2021	Annual WAtEr Rights Fee	5426 - T & D Fees & Permits	<u>509.88</u>
Total California Dept of Tax and Fee Admin				509.88
Carbon Copy Inc.				
	11/22/2021	Toner for Copier	5623 - Contract Services	345.93
	11/22/2021	Copy Charges	5623 - Contract Services	<u>62.24</u>
Total Carbon Copy Inc.				408.17
Care Free Lawns				
	11/22/2021	Invoice #1296	5623 - Contract Services	<u>150.00</u>
Total Care Free Lawns				150.00
CFM-SF, INC.				
	11/22/2021	ABB TZIDC Pressure Gauge Block, ABB TZIDC Air Filter Exchange Set	5322 - Water Treatment Supplies	<u>255.52</u>
Total CFM-SF, INC.				255.52
Comcast				
	11/22/2021	Office Internet and Phone	5621 - Office Utilities	<u>287.79</u>
Total Comcast				287.79
Computer Firemen				
	11/22/2021	IT Services	5623 - Contract Services	<u>400.00</u>
Total Computer Firemen				400.00
CSDA - Gold Country Chapter				
	11/29/2021	Annual Dues - Regular Member	5683 - Dues, Subscriptions, Fees	<u>7,615.00</u>
Total CSDA - Gold Country Chapter				7,615.00
Datco Billing				
	11/22/2021	Background Report for new Employee	5422 - T & D Contract Services	<u>52.00</u>
Total Datco Billing				52.00
De Lage Landen Financial Services Inc.				
	11/22/2021	Lease for Copier	5623 - Contract Services	<u>87.85</u>
Total De Lage Landen Financial Services Inc.				87.85
Design FX				
	11/29/2021	Window Film for Main Office - CPUD	5620 - Materials & Supplies	<u>447.16</u>
Total Design FX				447.16
Fischer, Merle				
	11/29/2021	PERS Choice - November	5647 - OPEB - Retirement	496.18
	11/29/2021	PERS Choice - December	5647 - OPEB - Retirement	<u>496.18</u>
Total Fischer, Merle				992.36
GEI Consultants, Inc.				
	11/22/2021	Chief Dam Safety Engineering Services	5623 - Contract Services	3,267.00
	11/22/2021	Chief Dam Safety Engineering Services	5623 - Contract Services	<u>1,930.50</u>
Total GEI Consultants, Inc.				5,197.50

Calaveras Public Utility District
Expenses by Vendor Detail
November 2021

Name	Date	Memo	Account	Amount
Grainger				
	11/22/2021	Safety Equipment/Supplies	5429 - T & D Safety & Education	65.52
Total Grainger				65.52
Greve, Garnet				
	11/16/2021	Customer Overpayment Refund Acct #1425	4110 - Water Sales-Residential	344.13
Total Greve, Garnet				344.13
Henwood Associates, Inc.				
	11/22/2021	D. Moss - Schaad's Repairs and related costs	5424 - T & D Equip. Repair & Oper.	2,165.60
Total Henwood Associates, Inc.				2,165.60
Hill Rivkins Brown & Associates				
	11/22/2021	Legal Services	5682 - Audit & Legal	4,513.50
Total Hill Rivkins Brown & Associates				4,513.50
Hobgood's Cleaning Service				
	11/29/2021	Janitorial Service for Main Office	5623 - Contract Services	160.00
Total Hobgood's Cleaning Service				160.00
Hunt & Sons Inc.				
	11/22/2021	Diesel Fuell #2 / Regulatory Compliance Fee	5424 - T & D Equip. Repair & Oper.	1,479.04
	11/22/2021	Fuel for District Vehicles	5424 - T & D Equip. Repair & Oper.	911.48
	11/22/2021	Fuel for District Vehicles	5424 - T & D Equip. Repair & Oper.	1,288.76
	11/29/2021	Fuel for District Vehicles	5424 - T & D Equip. Repair & Oper.	763.90
Total Hunt & Sons Inc.				4,443.18
John Cunningham				
	11/22/2021	Safety Shoe Replacement	5429 - T & D Safety & Education	151.50
Total John Cunningham				151.50
Lowe's				
	11/22/2021	Awning for Main Office	5620 - Materials & Supplies	647.27
Total Lowe's				647.27
Mathew A Roberts				
	11/22/2021	Safety Boots	5429 - T & D Safety & Education	200.00
Total Mathew A Roberts				200.00
Matrix Trust Company				
	11/29/2021	John Cunningham 457 Plan - ID#381396 11/24/2021	5646 - 125 Plan	300.00
	11/29/2021	John Cunningham 457 Plan - ID#381395 10/31/2021	5646 - 125 Plan	300.00
Total Matrix Trust Company				600.00
McMaster-Carr				
	11/29/2021	Invoice #67760497	5421 - T & D Maint. Mat. & Supp.	233.16
	11/29/2021	Invoice #67867759	5421 - T & D Maint. Mat. & Supp.	5.09
Total McMaster-Carr				238.25
Motherlode Answering Service				
	11/22/2021	Answering Service	5623 - Contract Services	329.84
Total Motherlode Answering Service				329.84
NTU Technologies, Inc.				
	11/22/2021	Pro Pac 55-Gallon Drums	5322 - Water Treatment Supplies	6,048.00

Calaveras Public Utility District
Expenses by Vendor Detail
November 2021

Name	Date	Memo	Account	Amount
Total NTU Technologies, Inc.				6,048.00
Pace Supply				
	11/22/2021	Materials and Supplies	5421 - T & D Maint. Mat. & Supp.	5,401.40
	11/22/2021		5421 - T & D Maint. Mat. & Supp.	<u>0.00</u>
Total Pace Supply				5,401.40
PG&E - ENERGY STATEMENT				
	11/22/2021	Hwy 49 Chili Gulch Site #1	5200 - Pipeline Hydro Cost	195.58
	11/22/2021	Hwy 26 & Ponderosa Way, Site #1	5200 - Pipeline Hydro Cost	149.27
	11/22/2021	Hwy 26 3 mi E/Moke Hill, Site #2	5200 - Pipeline Hydro Cost	84.42
	11/22/2021	2600 Andreas Vista	5432 - T & D Misc. Maint. Utilities	14.66
	11/22/2021	439 Goldstrike Road	5432 - T & D Misc. Maint. Utilities	11.81
	11/22/2021	Hwy 49 & Entrance to GH Sub	5432 - T & D Misc. Maint. Utilities	4.60
	11/22/2021	506 W. St. Charles	5621 - Office Utilities	30.66
	11/22/2021	Gold Strike Road	5432 - T & D Misc. Maint. Utilities	11.81
	11/22/2021	Schaad's Reservoir	5201 - Schaad's Hydro Cost	259.63
	11/29/2021	Moke Hill Tank	5432 - T & D Misc. Maint. Utilities	1.29
	11/29/2021	Hwy 26 & Ponderosa Way Site #1	5200 - Pipeline Hydro Cost	<u>160.93</u>
Total PG&E - ENERGY STATEMENT				924.66
PGE-NON ENERGY INVOICES				
	11/22/2021		5200 - Pipeline Hydro Cost	7.75
	11/22/2021		5200 - Pipeline Hydro Cost	214.01
	11/22/2021		5200 - Pipeline Hydro Cost	7.75
	11/22/2021		5200 - Pipeline Hydro Cost	<u>7.75</u>
Total PGE-NON ENERGY INVOICES				237.26
Postmaster				
	11/24/2021	Bulk Mailing for November	5622 - Postage & Box Rent	<u>700.00</u>
Total Postmaster				700.00
San Andreas Sanitary District				
	11/23/2021		5432 - T & D Misc. Maint. Utilities	97.04
	11/23/2021		5621 - Office Utilities	97.04
	11/29/2021		5432 - T & D Misc. Maint. Utilities	97.04
	11/29/2021		5621 - Office Utilities	<u>97.04</u>
Total San Andreas Sanitary District				388.16
SEIU Local 1021				
	11/29/2021	Union Dues for PP 10/31/2021	2322 - SEIU Union Dues	357.29
	11/29/2021	Union Dues for PP 11/15/2021	2322 - SEIU Union Dues	392.54
Total SEIU Local 1021				749.83
Sender's Market Inc.				
	11/23/2021	Materials and Supplies for Shop	5421 - T & D Maint. Mat. & Supp.	161.40
	11/23/2021	Materials and Supplies for Shop	5421 - T & D Maint. Mat. & Supp.	58.52
	11/23/2021	Materials and Supplies for Shop	5421 - T & D Maint. Mat. & Supp.	151.74
	11/23/2021	Materials and Supplies for Shop	5421 - T & D Maint. Mat. & Supp.	<u>195.98</u>
Total Sender's Market Inc.				567.64

Calaveras Public Utility District
Expenses by Vendor Detail
November 2021

Name	Date	Memo	Account	Amount
Southwest Valve, LLC				
	11/29/2021	Keeper Plate	5421 - T & D Maint. Mat. & Supp.	1,045.69
Total Southwest Valve, LLC				1,045.69
Staples Credit Plan				
	11/23/2021	Paper, Computer supplies etc.	5621 - Office Utilities	167.13
	11/23/2021	Web Camera - Shop	5421 - T & D Maint. Mat. & Supp.	53.04
	11/23/2021	IT Supplies - Shop	5421 - T & D Maint. Mat. & Supp.	96.95
Total Staples Credit Plan				317.12
Streamline				
	11/29/2021	Website maintenance	5623 - Contract Services	2,400.00
Total Streamline				2,400.00
Treat's General Store				
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	116.88
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	25.50
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	14.45
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	13.98
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	18.40
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	28.87
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	26.76
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	42.88
	11/23/2021	Materials & Supplies - Shop	5432 - T & D Misc. Maint. Utilities	31.08
Total Treat's General Store				318.80
Union Democrat				
	11/23/2021	Ad for Open Position	5434 - T & D Fees	47.94
	11/23/2021	Ad for Open Position	5683 - Dues, Subscriptions, Fees	47.00
	11/23/2021	Ad for Open Position	5683 - Dues, Subscriptions, Fees	93.00
	11/23/2021		5434 - T & D Fees	94.86
Total Union Democrat				282.80
USA Blue Book				
	11/29/2021	WTP Supplies - Lamp Assembly for 1720 D&E Turbidity Sensors	5421 - T & D Maint. Mat. & Supp.	650.89
	11/29/2021	WTP Supplies - Lab Apron	5421 - T & D Maint. Mat. & Supp.	26.17
	11/29/2021	WTP Supplies - PPE	5421 - T & D Maint. Mat. & Supp.	138.67
	11/29/2021	WTP Supplies - Chemicals/Aprons etc.	5421 - T & D Maint. Mat. & Supp.	197.31
Total USA Blue Book				1,013.04
Verizon Wireless				
	11/23/2021	Phone charges	5432 - T & D Misc. Maint. Utilities	708.63
Total Verizon Wireless				708.63
Volcano Telephone				
	11/23/2021	Telephone Service	5201 - Schaads Hydro Cost	52.58
	11/23/2021	Telephone Service	5200 - Pipeline Hydro Cost	52.58
	11/23/2021	Telephone Service	5322 - Water Treatment Supplies	50.86
	11/23/2021	Telephone Service	5322 - Water Treatment Supplies	109.53
	11/23/2021	Telephone Service	5230 - Utilites Pumping Power	52.58

Calaveras Public Utility District
Expenses by Vendor Detail
November 2021

Name	Date	Memo	Account	Amount
	11/23/2021	Telephone Service	5200 - Pipeline Hydro Cost	52.58
	11/23/2021	Telephone Service	5322 - Water Treatment Supplies	67.25
Total Volcano Telephone				437.96
Weber, Ghio & Associates				
	11/23/2021	General Engineering - Engineering Meeting	5684 - Engineering-Admin.	1,912.25
	11/23/2021	General Engineering - Finalized Risk & Resilience Report	5684 - Engineering-Admin.	3,790.50
	11/23/2021	Storm Damage - Final Cost Summaries and RFIs	5684 - Engineering-Admin.	684.00
	11/23/2021	SRF Application - Review and respond to RFI	5684 - Engineering-Admin.	1,026.00
	11/23/2021	Clearwell Phase 1 Construction Management	1190 - Construction in Progress	23,896.67
	11/23/2021	Clearwell Phase II - Construction Management	1190 - Construction in Progress	3,940.00
Total Weber, Ghio & Associates				35,249.42
Wells Fargo Bank - C. Bear				
	11/23/2021	Pickle Patch - Staff Meeting	5621 - Office Utilities	83.52
	11/23/2021	Office Supply - Cabinets	5621 - Office Utilities	664.75
	11/23/2021	Office Supply - Cabinets	5621 - Office Utilities	519.97
	11/23/2021	Postage	5622 - Postage & Box Rent	50.00
	11/23/2021	Costco - Office Supplies	5621 - Office Utilities	28.95
	11/23/2021	Costco - Office Supplies	5621 - Office Utilities	56.01
	11/23/2021	Pickle Patch - Staff Meeting (Welcome Lunch)	5621 - Office Utilities	75.64
	11/23/2021	Star Donuts - Staff Meeting	5621 - Office Utilities	17.34
	11/23/2021	Kwik Serve - Fuel for District Vehicle	5614 - Admin. Account Assistant	30.00
	11/23/2021	Uber - Training-Clerk of the Board	5614 - Admin. Account Assistant	67.09
	11/23/2021	Naples Restaurant - Training Clerk of the Board	5614 - Admin. Account Assistant	36.67
	11/23/2021	Cheesecake Factory - Training-Clerk of the Board	5614 - Admin. Account Assistant	41.38
	11/23/2021	Boathouse Long Beach - Training-Clerk of the Board	5614 - Admin. Account Assistant	26.02
	11/23/2021	Parking - SMF - Training - Clerk of the Board	5614 - Admin. Account Assistant	40.00
	11/23/2021	Embassy Suites - Training - Clerk of the Board	5614 - Admin. Account Assistant	499.02
	11/23/2021	Uber - Training-Clerk of the Board	5614 - Admin. Account Assistant	53.45
	11/23/2021	Uber - Training-Clerk of the Board	5614 - Admin. Account Assistant	10.69
	11/23/2021	Accounting Program	5621 - Office Utilities	80.00
	11/23/2021	Pickle Patch - Staff Meeting	5621 - Office Utilities	60.37
	11/23/2021	Go Daddy - Employee Email	5621 - Office Utilities	71.88
	11/23/2021	Go Daddy - Employee Email	5621 - Office Utilities	143.76
	11/23/2021	Amazon - Office Supply	5621 - Office Utilities	57.89
	11/23/2021	Amazon - Office Supply	5621 - Office Utilities	12.18
	11/23/2021	Amazon - Office Supply	5621 - Office Utilities	53.61
	11/23/2021	Zoom for Board Meeting	5621 - Office Utilities	16.42
Total Wells Fargo Bank - C. Bear				2,796.61
Wells Fargo Bank - M Roberts				
	11/23/2021	Pesticide Applicator	5421 - T & D Maint. Mat. & Supp.	90.00
	11/23/2021	Garbage Bins/Service - Main Office	5621 - Office Utilities	302.28
	11/23/2021	Garbage Bins/Service - Shop	5432 - T & D Misc. Maint. Utilities	720.48
	11/23/2021	Advertisement for Crew Position	5434 - T & D Fees	200.00

Calaveras Public Utility District
Expenses by Vendor Detail
 November 2021

Name	Date	Memo	Account	Amount
	11/23/2021	Relish Burger - Water Rights Meeting	5421 - T & D Maint. Mat. & Supp.	67.98
	11/23/2021	Southwest Valve - Kinitrol Actuator seal kit	5421 - T & D Maint. Mat. & Supp.	<u>1,727.89</u>
Total Wells Fargo Bank - M Roberts				3,108.63
Western Hydrologics, LLP				
	11/29/2021	Kick off meeting, Water Rights and Flow	5623 - Contract Services	<u>410.00</u>
Total Western Hydrologics, LLP				<u>410.00</u>
				<u><u>144,450.60</u></u>

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

DECEMBER 14, 2021

TO: BOARD OF DIRECTORS

FROM: MAT` ROBERTS, WATER SYSTEMS SUPERINTENDENT

SUBJECT: CONSIDERATION TO APPROVE PROPOSAL FROM CONDOR EARTH TO
PREPARE AN INUNDATION MAP AND TECHNICAL MEMORANDUM FOR
THE REDHAWK DAM, NOT TO EXCEED \$12,846.

This is to consider a proposal from Condor Earth (Condor) to prepare an Inundation Map and corresponding Technical Memorandum (Dam Break Analysis) for the Redhawk Lake Dam as required by the California Division of Safety of Dams (DSOD). As the Board is aware, DSOD has classified the Redhawk Lake Dam No. 82.000 as a "Significant Hazard" facility and dams in this category have the potential to impact downstream property should they fail or undergo an uncontrolled release.

Once approved, the inundation maps included in this technical study are to be included in the District's Emergency Action Plan (EAP), which needs completion and is over one year delinquent to DSOD. Condor can provide a proposal for completion of the EAP once the inundation map and dam break analysis has been approved by DSOD.

In coordination with Condor, Staff consulted with Rich Sanchez, Chief Dam Safety Engineer, GEI Consultants to review the scope and desired outcome (DSOD approval) of the proposal. Staff and Rich Sanchez find it acceptable and recommend the Board approve the proposal.

Staff Recommendation:

Approve proposal from Condor Earth to prepare an inundation map and technical memorandum for the Redhawk Dam, not to exceed \$12,846.



CONDOR EARTH
21663 Brian Lane, P.O. Box 3905
Sonora, CA 95370
209.532.0361
Fax 209.532.0773
www.condorearth.com

Condor Proposal No. 8492

November 22, 2021

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

**Subject: Proposal for a Dam Break Analysis and Inundation Map
Redhawk Lake Dam No. 82.000
Calaveras County, California**

Dear Mr. Kingsbury:

Condor Earth (Condor) is pleased to provide the following Proposal and fee estimate to prepare an Inundation Map and corresponding Technical Memorandum (Dam Break Analysis) for the Redhawk Lake Dam No. 82.000 in Calaveras County, California. We understand that the California Division of Safety of Dams (DSOD) has classified the Redhawk Lake Dam No. 82.000 as a "Significant Hazard" facility and dams in this category have the potential to impact downstream property should they fail or undergo an uncontrolled release.

Our analysis will be performed using the computer program Hydrologic Engineering Center River Analysis System (HEC-RAS). A 2D flow model will be created using a digital terrain model created from available United States Geological Survey (USGS) Elevation Sets. The dam will be connected to the 2D flow model as a storage area using stage-storage information provided by the owner. Inundation areas, peak water surface elevations, and arrival times at locations of interest will be generated from the results of the 2D analysis. A sunny day failure scenario will be analyzed for the dam and any appurtenant structure.

Following our analysis, Condor will prepare an inundation map and technical study for the dam that meets the criteria as set forth in the California Water Code, Title 23, Division 2, Chapter 1, Article 6. The inundation maps submitted in that technical study are to be included in your Emergency Action Plan (EAP). Condor can complete the inundation map and technical study within 3 weeks following execution of a contract. Condor can provide a proposal for the EAP once the inundation map and dam break analysis has been approved by DSOD.

If you find our Proposal and enclosed Terms for Civil Engineering Services acceptable, please sign and date where indicated and return one copy to Condor. Our attached fee estimate includes responding to one round of review comments from DSOD.

Condor appreciates the opportunity to present this Proposal and fee estimate. Please feel free to contact us with any questions.

Respectfully submitted,

CONDOR EARTH



Brad Peterson
Project Director



Ronald L. Skaggs, PE No. 44588
Vice President, Engineering Services

Attachments:

- Fee Estimate Summary
- Terms for Civil Engineering Services
- Condor Schedule of Fees

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**Fee Estimate Summary
Condor Earth**

Project Task and Name: Dam Break Analysis and Inundation Map
 Redhawk Lake Dam No. 82.000
 Calaveras Public Utility District

Condor Project Number: 8492

Prepared by: B. Peterson

Date: 11/22/2021

Description	Quantity	Rate Type	Rate	Cost Estimate
Personnel				
Principal Engineer	4	hr.	\$219	\$876
Project Director	14	hr.	\$209	\$2,926
Senior Hydrologist	28	hr.	\$189	\$5,292
GIS Technician	26	hr.	\$128	\$3,328
Technical Editor	6	hr.	\$79	\$474
Total Fee Estimate				\$12,896



TERMS FOR CIVIL ENGINEERING SERVICES

THE AGREEMENT

This AGREEMENT is made by and between: CONDOR EARTH TECHNOLOGIES, INC., hereinafter referred to as **CONDOR**, and **CALAVERAS PUBLIC UTILITY DISTRICT**, hereinafter referred to as CLIENT.

The AGREEMENT between the parties consists of these TERMS, the attached Proposal, Contract or Work Order identified as Project Number **8492** dated **November 22, 2021** and any exhibits or attachments noted in the Proposal, Contract or Work Order. Together, these elements will constitute the entire AGREEMENT superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this AGREEMENT must be mutually agreed to in writing.

STANDARD OF CARE

Data, interpretations, and recommendations by CONDOR will be based solely on information available to CONDOR. CONDOR is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.

Services performed by CONDOR under this AGREEMENT are expected by CLIENT to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the civil engineering profession practicing contemporaneously under similar conditions in the locality of the project. Under no circumstance is any warranty, expressed or implied, made in connection with the providing of civil engineering services.

INDEPENDENT CONSULTANT STATUS

Except as may otherwise be noted herein, CONDOR shall serve as an independent consultant to CLIENT and shall have control over and be responsible for the means and methods for providing services under this AGREEMENT. It is specifically understood that, irrespective of any assignability provisions, CONDOR may retain subcontractors to perform services usually performed by subcontractors and, should CONDOR determine it appropriate or necessary to rely on a subcontractor where it is not customary to do so, CONDOR shall obtain prior written approval or subsequent written confirmation from CLIENT.

MAINTENANCE OF PROFESSIONAL STANDARDS AND ETHICS

CLIENT recognizes that CONDOR's services in all cases must be rendered in accordance with prevailing professional standards and ethics, as well as certain laws or regulations that apply specifically to CONDOR.

OWNERSHIP OF INSTRUMENTS OF SERVICE

Reports, calculations, other documents prepared by CONDOR are instruments of service and shall remain the property of CONDOR. CONDOR shall retain these records for a period of one (1) year following submission of reports related to the scope of work under this AGREEMENT, during which period they will be made available to CLIENT at all reasonable times.

INFORMATION PROVIDED BY OTHERS

CONDOR shall indicate to CLIENT the information needed for rendering of service, and CLIENT shall provide to CONDOR such information as is available to CLIENT. CLIENT recognizes that it is impossible for CONDOR to assure sufficiency of such information, either because it is impossible to do so, or because of errors or omissions that may have occurred in assembling the information. Accordingly, CLIENT waives any claim against CONDOR, and agrees to defend, indemnify and hold CONDOR harmless from any claim or liability for injury or loss allegedly arising from errors, omissions or inaccuracies in documents or other information provided to CONDOR by CLIENT. Further, CLIENT agrees to compensate CONDOR for any time spent or expense incurred by CONDOR in defense of any claim, with such compensation to be based upon CONDOR's fee schedule and expense reimbursement policy.



CHANGED CONDITIONS

CLIENT has relied on CONDOR's judgment in establishing the engineering work scope and fee for this project, given the project's nature and risks. CLIENT shall therefore rely on CONDOR's judgment as to the continued adequacy of this AGREEMENT in light of occurrences or discoveries that were not originally contemplated by or known to CONDOR. Should CONDOR call for contract renegotiation, CONDOR shall identify the changed conditions which in CONDOR's professional judgment make such renegotiation necessary, and CONDOR and CLIENT shall promptly and in good faith enter into renegotiation of this AGREEMENT to permit CONDOR to continue to meet CLIENT's needs. If renegotiated terms cannot be agreed to, CLIENT agrees that CONDOR has an absolute right to terminate this Agreement.

RISK ALLOCATION

Many risks potentially affect CONDOR by virtue of entering into this AGREEMENT to perform professional civil engineering services on behalf of CLIENT. The principal risk is the potential for human error by CONDOR. For CLIENT to obtain the benefit of a fee which includes a nominal allowance for dealing with CONDOR's liability, CLIENT agrees to limit CONDOR's liability to CLIENT and to all other parties, including third parties, for claims arising out of CONDOR's performance of the services described in this AGREEMENT. The aggregate liability of CONDOR will not exceed \$5,000 for negligent professional acts, errors, or omissions, and CLIENT agrees to indemnify and hold harmless CONDOR from and against all liabilities in excess of the monetary limit established above. Under no circumstances, however, shall CONDOR have any obligation to defend independently or collectively CLIENT or other Indemnified Parties from and against liability for damages that may arise or be attributed to work performed by CONDOR under this Agreement. Nor shall CONDOR have any obligation to pay for or compensate any party for their defense costs or fees.

Limitations on liability and indemnities in this AGREEMENT are business understandings between the parties voluntarily and knowingly entered into, and shall apply to all theories of recovery including, but not limited to, breach of contract, warranty, tort (including negligence), strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence. The parties also agree that CLIENT will not seek damages in excess of the limitations indirectly through suits with other parties who may join CONDOR as a third-party defendant. Parties mean CLIENT and CONDOR and their officers, employees, agents, affiliates, and subcontractors.

Both CLIENT and CONDOR agree that they will not be liable to each other, under any circumstances, for special, indirect, consequential, or punitive damages arising out of or related to this AGREEMENT.

BILLING AND PAYMENT

CLIENT shall pay compensation for CONDOR's services and shall pay for CONDOR's reasonable costs incurred in performing the services required by this Agreement as set forth in approved Proposal, Contract or Work Order. CLIENT agrees that CONDOR's current fee schedule will be the basis for all time-and-materials charges. CLIENT agrees that CONDOR may revise the fee schedule annually. CLIENT will be notified in writing of fee schedule changes.

CLIENT will pay CONDOR in accordance with the procedures indicated in the Proposal, Contract or Work Order and its attachments. Invoices will be submitted to CLIENT by CONDOR, and will be due and payable upon presentation. If CLIENT objects to all or any portion of any invoice, CLIENT will so notify CONDOR in writing within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.

Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. CLIENT will pay an additional charge of one-and-one-half (1.5) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of CLIENT. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount. If CLIENT fails to pay invoiced amounts within thirty (30) calendar days of the date of the invoice, CONDOR may at any time, without waiving any other claim against CLIENT and without thereby incurring any liability to CLIENT, suspend this Agreement or terminate this Agreement (as provided for in Termination). In the event legal action is initiated to enforce payment of any invoiced amounts under this Agreement, CLIENT agrees to pay reasonable expenses to collect payment, including court costs and attorney fees. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by CLIENT to



CONDOR per CONDOR's current fee schedules. In the event CLIENT fails to pay CONDOR within sixty (60) days after invoices are rendered, CLIENT agrees that CONDOR will have the right to consider the failure to pay the CONDOR's invoice as a breach of this AGREEMENT.

TERMINATION

This AGREEMENT may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this AGREEMENT or in the event of substantial failure of performance by the other party, or if CLIENT suspends the work for more than three (3) months. In the event of termination, CONDOR will be paid for services performed prior to the date of termination plus reasonable termination expenses, including, but not limited to the cost of completing analyses, records, and reports necessary to document job status at the time of termination.

DISPUTES RESOLUTION

All claims, disputes, and other matters in controversy between CONDOR and CLIENT arising out of or in any way related to this AGREEMENT will be submitted to "alternative dispute resolution" (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent CLIENT and CONDOR have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this AGREEMENT. If no specific ADR procedures are set forth in this AGREEMENT, then it shall be understood that the parties shall submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this AGREEMENT and that dispute requires litigation instead of ADR as provided above, then:

- (1) The claim will be brought and tried in judicial jurisdiction of the court of the county where CONDOR's principal place of business is located and CLIENT waives the right to remove the action to any other county or judicial jurisdiction, and
- (2) The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, and other claim related expenses.

CURING A BREACH

In the event either party believes that the other has committed a material breach of this AGREEMENT, the party maintaining such a belief shall issue a termination notice to the other identifying the facts as perceived, and both parties shall bargain in good faith to cure the causes for termination as stated in the termination notice. If such a cure can be effected prior to the date by which termination otherwise would be effective, both parties shall commit their understanding to writing, and termination shall not become effective. If in curing an actual or alleged breach either party shall waive any rights otherwise inuring to them by virtue of this AGREEMENT, such waiver shall not be construed to in any way affect future application of the provision involved or any other provision. The parties agree that a waiver of breach of one term, covenant, or condition of this AGREEMENT is not a waiver of breach of others, nor of subsequent breach of the one waived.

GOVERNING LAW AND SURVIVAL

The law of the State of CALIFORNIA will govern the validity of these TERMS, their interpretation and performance.

CLIENT and CONDOR have entered into this AGREEMENT of their own free will, to communicate to one another mutual understandings and responsibilities. If any of the provisions contained in this AGREEMENT are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this AGREEMENT for any cause.

ASSIGNMENT

Neither this AGREEMENT nor any interest therein shall be assigned by either party without the written consent of the other.



BINDING ON HEIRS

This AGREEMENT shall be binding on and shall inure to the benefit of the heirs, executor, administrators, successors and assigns of the parties hereto.

HEADINGS

The headings contained in this AGREEMENT are for convenience of reference only and in no way limit or define the scope of this AGREEMENT.



The parties have read the foregoing, understand completely the terms, and willingly enter into this AGREEMENT which will become effective on the date signed below by CLIENT.

CALAVERAS PUBLIC UTILITY DISTRICT
CLIENT

CONDOR EARTH TECHNOLOGIES, INC.

By


By Ronald L. Skaggs

Position

Principal, GE No. 2295

Position

Date

November 22, 2021

Date

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**CONDOR EARTH
PREVAILING WAGE SCHEDULE OF FEES
2021**

<u>STAFF MEMBER</u>	<u>RATE PER HOUR (\$)</u>
PRINCIPALS/PROJECT MANAGEMENT	
Senior Principal.....	245.00
Principal Tunneling Consultant.....	235.00
Principal Engineer/Geologist.....	219.00
Project Director.....	209.00
Construction Manager.....	204.00
Project/Senior Manager.....	184.00
TECHNICAL	
Senior Geotechnical Engineer.....	209.00
Certified Hydrogeologist/Engineering Geologist.....	199.00
Senior Geologist/Engineer/Environmental Specialist.....	189.00
Unmanned Aerial System (UAS) Specialist.....	153.00
Resident Construction Inspector.....	153.00
Associate Geologist/Engineer/Environmental Specialist.....	153.00
Staff Geologist/Engineer/Environmental Specialist.....	138.00
Field Environmental Specialist (Group 2).....	136.00
Engineering Assistant.....	112.00
Draftsperson.....	102.00
MATERIALS TESTING*	
Material Technician (Group 1).....	143.00
Material Technician (Group 2).....	138.00
Material Technician (Group 3).....	133.00
Material Technician (Group 4).....	128.00
MTSI Project/Laboratory Manager.....	128.00
Senior Materials Technician (non-PW).....	97.00
SUPPORT STAFF	
Senior Project Administrator.....	133.00
Administrative Specialist.....	107.00
Project Coordinator.....	107.00
Technical Editor.....	79.00
Administrative Assistant.....	73.00
MISCELLANEOUS	
Overtime (all Saturday work is overtime).....	(1.3 times rate)
Double-time (all Sundays and Holidays).....	(1.7 times rate)
Shift Pay** (Night Shift).....	(1.3 – 1.7 times rate)
Litigation Support.....	300.00 – 400.00

NON-LABOR CHARGES

Vehicle charge..... \$55 per day plus 50 cents per mile
 Laboratory Charges per Laboratory Fee Schedule. Billable Field Equipment per Billable Field Equipment Schedule.
 *A 2-hour minimum charge will be applied to all field services, and a 4-hour minimum will be applied for the cancellation of work within 24 hours of scheduled field work.

OUT-OF-POCKET EXPENSES

Billed at cost plus 15% and includes such items as travel expenses, equipment rental, laboratory fees, subcontractors, postage and freight, subcontracted printing or reproduction fees, supplies, etc.

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS GROUP CLASSIFICATIONS

<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>
ASNT Level II-III	AWS-CWI	Geotechnical Driller	ACI
DSA Masonry	ICC Certified Structural Inspector	Soils/Asphalt	Drillers Helper
DSA Shotcrete	NICET Level III	Earthwork Grading	ICC Fireproofing
Lead Inspector	Shear Wall/Floor System Inspector	Excavation and Backfill	Proofload Testing
NICET Level IV	Building/Construction Inspector	NICET Level II	Torque Testing
NDT Level Two			NDT Level One

**Shift Pay: A night shift is a shift which commences after 2:00 p.m. or before 4:00 a.m. during any twenty-four (24) hour period commencing at 12:01 a.m.



CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

DECEMBER 8, 2021

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: Board Vacancy

Notice of Board Vacancy was posted to the following:

1. District website on 11/10/2021
2. Posted at Town Hall 11/12/2021
3. Newspaper (Calaveras Enterprise 11/18/2021 – 12/16/2021)
4. Sent with Bills 11/26/2021

To date 0 applications have been received.

Respectfully Submitted,

Travis Small, General Manager

Monthly Maintenance Report

November 2021

LOCATION	DESCRIPTION OF WORK	STATUS
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Treated Water = 17,851,445 (Down 10 Million Gallons)	Complete
	Sold Water = 14,688,455 gallons	Complete
	Below Spill 11'	
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly routine checks	Complete
	Raw Water Pumped = 113 Acre feet (36,959,850 Gallons)	ongoing
	1" over Spill (Running)	ongoing
Schaads Reservoir	Weekly checks	Complete
	Schaads metered customer 139,970 Gallons	Ongoing
	All Units are on	Ongoing
	58" Below Spill	Ongoing
	Schaads maintenance FERC/DSOD items	Ongoing
	Annual EAP with R. Sanchez (DSOS & FERC)	Complete
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
	Transformer/Fuse/Pole rebuild	Ongoing
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
		Complete
San Andreas Distribution	Routine operations, sampling	Complete
	Fire Hydrant leak Pope/Treat	Complete
	Wimbleton Service Leak on PVC	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
Glencoe Distribution	Routine operations	Complete
Paloma Distribution	Routine operations, sampling	Complete
	6" PVC main line leak	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
Red Hawk Res.	Maintenance	Ongoing
Safety/Training	Routine Safety/pre-const. Talks	Ongoing
Spray Program		Ongoing
Vehicle Maintenance		Complete
Other	292 USA tags completed	Complete
	19 Customer service/work orders	Complete
	Monthly meter reading	Complete
	Complaints- Odor/Pressure=0	Complete
	Total Pending service inquiries =2	Ongoing
	Revision of Operations Plan	complete
	Upper Mokelumne River Watershed Sanitary Survey (WSS)	Complete
Water Curtailment Updates (3 lifted) Redhawk Curtailed	Ongoing	

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

DECEMBER 8, 2021

TO: BOARD OF DIRECTORS

FROM: TRAVIS SMALL, GENERAL MANAGER

SUBJECT: GENERAL MANAGER'S REPORT

I started work on December 1st as your new General Manager. I spent time with Mr. John Kingsbury discussing his observations and concerns during his time serving as the Interim General Manager. I appreciate John's efforts in bringing to light his and staffs concerns that impact the Calaveras Public Utility District and I believe we have a path forward to address his/staff concerns.

John had brought to the board the need for a Water Master Plan, a Strategic Plan, and developing a 5-year Capital Improvement Plan (CIP). All three of these items are clear priorities and we will start working on developing or updating these plans. However, first we need to develop and adopt a budget for the current fiscal year.

I am reviewing District finances and plan to have a budget that will be available to the finance committee in the first week of January, then adopted by the board in January 2022. My goal is to bring forward a budget that minimizes reserve offsets to be balanced. This means that we will delay the discussion on some large ticket purchases such as the large dump truck, backhoe, and the overhaul of the 3 water distribution hydropower generators and will include these items into the future 5-year CIP. We will be requesting a HydroVac Trailer and a small 5-yard dump truck in the current FY budget that we hope will be passed in January 2022.

Some notable items from my first week on the job include:

1. Toured the Water Treatment Plant and discussed the Clearwell Project
2. Completed required Emergency Action Plan training (Middle Fork Dam)
3. Finished the updates to the Operations Plan and submitted to the State.
4. Met with WGA Engineers regarding existing/future projects.
5. Identified a need for Asbestos Cement Pipe training, which Mat scheduled.
6. Reviewed current financial positions and past audits.
7. Reviewing and getting an understanding of current contracts for contracted services such as accounting, auditing, and engineering.

Respectfully Submitted,

Travis Small, General Manager