



**CALAVERAS PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS REGULAR MEETING: 3:00 PM
July 13, 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=UWdBT0FOMHIQRlBzQUtZnZVcHdEUT09>
- **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 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 June 8, 2021
- b) Minutes of Regular Board meeting of June 29, 2021
- c) Claim Summary
- d) Billing Software Upgrade

Action: (Roll call Vote)

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

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

Action Requested: Roll Call Vote

Request consideration to appoint to the Board of Directors.

7. BOARD PP WORKSHOP ON BOARD OF DIRECTORS 101

- a. Board/Staff Communication; Policy 1020
- b. Duties of the President; Policy 4110
- c. Board Meetings; 4200-4230

Action Requested: Information Only

District Legal Counsel, Adam Brown will give a brief presentation.

8. GENERAL MANAGER RECRUITMENT

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

Action Requested: Information Only

Consider discussion and take action as necessary.

9. NEW SERVICE CONNECTIONS

Staff is looking for clarification on charges and fees pertaining to new service connections.

Action Requested: Roll Call Vote

Consider discussion and take action as necessary.

10. STATUS REPORT/CLEARWELL PROJECT

- a. Clearwell Tank Project Overview
- b. Authorize Interim General Manager to move forward with MCC Project and Execute Agreement with TSI
- c. Authorize the Interim General Manager to Execute a Construction Agreement for the Clearwell Tank Project, Phase 1

Action Requested: Roll Call Vote

- b. Approve the Interim General Manager to move forward with MCC Project and Execute Agreement with TSI*
- c. Approve the Interim General Manager to Execute a Construction Agreement for the Clearwell Tank Project, Phase 1*

11. 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.

12. ADJOURNMENT

If there is no other Board business the President will adjourn the meeting to its next regular meeting August 10, 2021, at 3:00 p.m.

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

Regular Meeting

3:00 pm

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

MEMBERS ABSENT: None

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

OTHERS PRESENT: Tammy Hebrard
Charlie Hebrard
Scott Ratterman
Brad Arnold
Michael Minkler

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Dell'Orto at 3:07 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

* Brady McCartney entered the meeting at 3:08pm.

5. 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

Interim General Manager Kingsbury asked Carissa Bear, Clerk of the Board, to explain the differences the Board will see on the new claim summary correspondence. Mrs. Bear gave a brief overview. The Board was pleased with the changes. President Dell'Orto inquired about the payment made to Moyle Excavation, Inc. Mrs. Bear clarified that it was the retention payment from the FEMA storm project. Mrs. Hebrard commended Mrs. Bear on the more in-depth meeting minutes as well as the clearer claim summary correspondence. A motion was made by Director Speer,

seconded by Director Blood, to approve the Consent Items as presented. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

*Moved to item # 10 Proposed Water Transfer Agreement Amendment with Calaveras County Water District

6. REVIEW OF DISTRICT COMMITTEE AND ASSIGNMENTS

Mr. Kingsbury believes that it is a great time to change who is on the current committees and to create some new committees now that there is a 4th Board member. He is recommending adding an Engineering/Planning Committee, a Budget/Finance Committee, and a CPUD/CCWD Water Ad Hoc Committee. These committees are geared to streamlining meetings in the future. The CPUD/CCWD Water Ad Hoc Committee is being created to build unity between the two districts. Ground rules will be established to ensure productive meetings. The Directors all agree with the recommendation for the new committees. The Engineering/Planning Committee will be Director Blood and Director McCartney. The Budget/Finance Committee will be President Dell'Orto and Director Speer. President Dell'Orto believes the sitting President should be on the CPUD/CCWD Water Ad Hoc Committee. Director Speer is interested in being on LAFCO. He will attend their next meeting to see if he can. The Directors agreed to remove the Calaveras County Airport Land Use Committee from the list as they all believe that committee has dissolved. Mr. Kingsbury suggested that all Board members be a part of ACWA/JPIA. They only meet a couple times of year.

*Mr. Kingsbury asked for item #12 Status Report/Clearwell Tank Project be moved to item #7a. and for item #7 Clearwell Project Status and Consideration to Approve Change Order to be moved to #7b.

7.

a. STATUS REPORT/CLEARWELL TANK PROJECT

Mr. Kingsbury and Water System Superintendent Mathew Roberts and Chief Water Treatment Plant Operator Wyatt Rovera gave a status report. Mr. Roberts gave a brief overview of where the project is at and where it is heading. Currently the project is in Phase 1. The mandatory pre-bid walk was held, and four contractors attended. The base bid is \$351,000, with an additive cost of \$143,000 to include the storm drain work. Mr. Kingsbury notified the Board that the current storm drain situation poses as a safety issue. The big trucks needed for construction can possibly get stuck with how it is currently. Bids will be open June 17th at WGA. Director Blood asked for clarification on Phase 1 and expressed his concerns with not being notified of the project being split into phases. Mr. Roberts gave more details and discussion was had regarding the timeline of the project. Mr. Roberts reported that construction of the tank is set to take place in early 2022. Director Blood expressed dissatisfaction with that timeline, stating the engineers quoted the fall of 2021. Director Speer asked for clarification the delay. Mr. Roberts will follow up with WGA. Mr. Kingsbury informed the Board of the weekly meetings happening with WGA. Mr. Roberts went over the phase 2 alternatives. WGA and staff have been working together to see if there is a way to capitalize some pending items at the same time work is being done. Option #1 is filter to waste. This is not a high priority at this time. Option #2 is the motor control (MCC). This option is of high importance. This is the heart of the treatment plant. During the SCADA project it was recommended to upgrade due to parts no longer being made. Director Blood asked if the current company, TSI, who is handling our SCADA could do the job. Mr. Roberts believes the quote is coming from them already. Director Blood asked the cost of the filter to waste. Mr. Roberts informed the board the cost is estimated at

\$110,000. Further back and forth discussion took place. It was decided that once bids are received that it will be brought back to the Board.

b. CLEARWELL PROJECT STATUS AND CONSIDERATION TO APPROVE CHANGE ORDER

This was discussed in item #7a. It was decided that both alternatives will be looked at once the bids are received.

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

Mr. Kingsbury would like to change the titles from Water Utility Worker to Water Distribution/Treatment Operator, which he feels matches their duties better. There was some discussion back and forth regarding the requirement for the Water Distribution/Treatment IV. No changes were made. A motion was made by Director Speer, seconded by Director McCartney, to approve the change of the job description and title of the Water Utility Worker I, II, III, IV. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

9. CONSIDERATION OF MODIFICATION TO BOARD POLICY 2160 – INTERNAL CONTROLS

Currently the Interim General Manager and Clerk of the Board are not allowed to sign checks. Mr. Kingsbury is looking for the Board to modify the policy to include the Interim General Manager and the Clerk of the Board. A motion was made by Director Speer, seconded by Director Blood, to approve to modify Policy 2160 - Internal Controls. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

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

Mr. Kingsbury gave a brief overview of the current agreement with Calaveras County Water District (CCWD) which is set to expire on July 11, 2021. The new agreement will be similar to the previous one, with the main difference being the price per acre foot. CCWD is willing to pay \$55 per acre foot now, opposed to the previous agreement of \$40 per acre foot. Mr. Kingsbury wanted to remind the Board that this is not an action item. It is on the agenda for discussion purposes only. Action will be taken at a special meeting to be scheduled before the next regular Board meeting. District Legal Counsel, Adam Brown, clarified that this is a brand-new contract. There are some similarities, but there needed to be a lot of clean up to make the agreement clearer. CCWD General Manager, Michael Minkler, gave some background information to the Board on the use of the water, explaining that this water is the primary source of water for their customers in West Point. West Point's water comes from Bear Creek, which is insufficient to meet their water demands. With the current drought conditions, there is concern that the creek will dry up quickly, leaving CCWD to rely on this agreement with Calaveras Public Utility District (CPUD). Director McCartney inquired as to how the \$55 per acre foot was decided. Mr. Minkler explained how this is a unique agreement, but they did look at the amount other agencies are paying for agricultural water and he feels that this is a fair price. Mr. Kingsbury agrees that it is a fair price. President Dell'Orto questioned the cost CPUD incurs, and whether the \$55 per acre foot will cover that cost. Mr. Kingsbury assured the Board that CPUD's costs would be covered. President Dell'Orto believes it is a fair contract. Director Blood had some questions regarding the water rights. After some discussion, Mr. Minkler said he will gather more information for Director Blood. Tammy Hebrard, member of the public,

went over some concerns she has. President Dell'Orto thanked her for her comments and let her know the Board will take her concerns into consideration. Mr. Kingsbury recommended setting up an ad hoc committee in order to work out these concerns offline. Directors Blood and McCartney volunteered to be on the Ad Hoc Committee. A special meeting was scheduled for June 29, 2021, at 3 p.m. to consider approval of the water transfer agreement.

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

Mr. Kingsbury explained that under the current resolution, there are 124 meters that are locked off. Those accounts do not accrue a monthly charge. It is critical that the District generate revenue to maintain those connections. At any time, those customers can call in to request their meters to be turned back on. At that time, a \$35 new account fee is charged, and the meter is unlocked within 48 hours. On the District's end, we must make sure that those services are maintained to the standards that allow those meters to be turned on at a moment's notice, therefore we should be charging at least the minimum. Most other water agencies do not allow their customers to ever turn off their water to avoid charges. Back and forth discussion was had and it was decided to write a new resolution that rescinds the current resolution. Mr. Kingsbury and Mr. Brown will work together to prepare a new resolution and present it at the July Board meeting.

12. STATUS REPORT/CLEARWELL PROJECT

This item was moved to 7a.

13. REPORTS

1. Legal Counsel's Report:

Nothing to report at this time. His report will be covered in closed session.

2. Water System Superintendent's Report:

Mr. Roberts went over the monthly maintenance report touching on a few main items, one of those items being that Jeff Davis Reservoir is full. President Dell'Orto inquired about the quality of the water at the pump station and if there are plans to run the pumps again. Mr. Roberts informed him that water quality is good, and he does plan to run the pumps again. Currently the South Fork Pump Station is 2" over spill.

3. Interim General Manager's Report:

Interim General Manager Kingsbury gave a report on all items he is currently working on and some items that are coming up. He is looking to set up some meetings with the local fire chiefs in order to build a relationship with the local fire districts and CPUD. Mr. Kingsbury is working with staff to come with procedures on how to make things run smoother. One item he is working on with Mrs. Bear is a deadline to assist with getting Board packets. Mr. Kingsbury would like for the Board to have access to the packets 7 days prior to the Board meetings. In order to do that Mrs. Bear and Mr. Kingsbury have come up with the deadline of receiving agenda item request to be in by noon the Friday before the Board packet goes out. Mr. Rovera and Mrs. Bear are working together to get this year's Consumer Confidence Reports out. The office staff and crew are working together to find a new billing software that will integrate meter reading and work orders as well. Mr. Kingsbury would like to update the District's mission statement. Director Blood informed Mr. Kingsbury that a new mission statement was done in 2020. Mrs. Bear assured the Board she would find the new mission statement and update the website. Mrs. Hebrard informed the Board that she is very impressed with the direction the District is going. She praised Mr. Kingsbury and Mrs. Bear for their work on the meetings, packets, and minutes. Mentioning that she sees a huge difference from a year ago, she believes the way things are going there will be a decrease in issues.

4. Director's Comments:
Nothing to report.

*The Board went into closed session at 6:20 pm.

14. CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)
Title: Interim General Manager

No closed session was held regarding the Interim General Manager performance evaluation.

- b. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

15. ADJOURNMENT. There being no further business to come before the Board, a motion was made by Director Blood, seconded by Director Speer, to adjourn the meeting. A roll call vote was taken. Directors Dell'Orto, Blood, Speer, and McCartney voted to adjourn the meeting at 7:00p.m. Motion carried 4-0. Next Regular Board Meeting will be held on June 13, 2021 at 3:00pm

Respectfully Submitted,

Carissa Bear, Clerk of the Board

Special 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/Executive Assistant
Mathew Robert, Water System Superintendent

OTHERS PRESENT: S. Thomas

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

Interim General Manager Kingsbury gave a brief overview of the importance of the agreement with Calaveras County Water District and provided his recommendation. There was discussion among the Directors and Mr. Kingsbury. One concern that the Directors had was the length of the contract. Directors Blood and McCartney, who are on the Ad Hoc committee for the proposed CCWD water transfer agreement, proposed a six-month contract in order to work through their concerns. President Dell’Orto and Director Speer expressed their concerns about such a short term. Further discussion was had with input from District Legal Counsel, Adam Brown. The Board came to an agreement. A motion was made by Director Speer, seconded by Director Blood, to approve the Water Transfer Agreement with Calaveras County Water District with the modification of the term being for one year. A roll call vote was taken. Directors Dell’Orto, Blood, Speer, and McCartney voted yes; none opposed. Motion carried 4-0.

6. REPORTS

1. Legal Counsel’s Report:

Mr. Brown let the Board know that he will be giving a presentation on the Brown Act and Board training at the next Board meeting.

2. Interim General Manager’s Report:

Nothing to report at this time.

3. Director's Comments:

Director Speer asked for clarification on speaking with potential managerial candidates. Clarification was provided by District Legal Counsel, Adam Brown. Director Blood asked for the manager vacancy to be posted on the District's website. Carissa Bear, Clerk of the Board/Executive Assistant will update the website.

7. ADJOURNMENT there was no further business to come before the Board. The meeting was adjourned at 3:58p.m. Next Regular Board Meeting will be held June 13, 2021, at 3:00pm

Respectfully Submitted,

Carissa Bear, Clerk of the Board

DRAFT

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 753

DATE: June 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	\$212,928.31
Payroll Submitted	\$ 43,780.44
P/R Tax Deposits	\$ 18,830.96
Sub-total	\$275,539.71

Net Additions	
Net Deductions	
Claim Summary Approved for	\$275,539.71



Clerk of the Board, Calaveras Public Utility District

Calaveras Public Utility District
Expenses by Vendor Detail
June 2021

Name	Date	Memo	Account	Amount
711 Materials				
	06/24/2021	Materials -247 Market St.	5421 · T & D Maint. Mat. & Supp.	482.62
Total 711 Materials				<u>482.62</u>
ACRT Inc.				
	06/30/2021	Redhawk Arborist Data Collection, Software setup & Data Reporting	5623 · Contract Services	1,100.00
Total ACRT Inc.				<u>1,100.00</u>
ACWA/JPIA-WC				
	06/17/2021	First Qtr	5428 · T & D Insurance	3,357.13
Total ACWA/JPIA-WC				<u>3,357.13</u>
AT & T				
	06/10/2021	San Andreas Tank - Phone Bill- May	5432 · T & D Misc. Maint. Utilities	33.34
	06/10/2021	San Andreas Tank - Phone Bill - May	5432 · T & D Misc. Maint. Utilities	198.58
	06/10/2021	Hydro #3 Garamendi- Phone Bill- May	5432 · T & D Misc. Maint. Utilities	200.45
	06/10/2021	Moke Hill Tank - Phone Bill - May	5432 · T & D Misc. Maint. Utilities	54.77
	06/17/2021	Internet & Phone for Shop	5432 · T & D Misc. Maint. Utilities	91.08
	06/30/2021	Moke Hill Tank - Phone Bill - June	5432 · T & D Misc. Maint. Utilities	54.77
	06/30/2021	San Andreas Tank - Phone Bill - June	5432 · T & D Misc. Maint. Utilities	33.34
	06/30/2021	Hydro #3 Garamendi - Phone Bill - June	5432 · T & D Misc. Maint. Utilities	200.45
	06/30/2021	San Andreas Tank - Phone Bill - June	5432 · T & D Misc. Maint. Utilities	198.58
	06/24/2021	Hydro #3 Garamendi	5432 · T & D Misc. Maint. Utilities	69.81
Total AT &T				<u>1,135.17</u>
Blood, Richard				
	06/17/2021	June 8, 2021 Meeting	5680 · Director's Fees	25.00
	06/30/2021	Board Meeting - June 29, 2021	5680 · Director's Fees	25.00
Total Blood, Richard				50.00
Bob Murray & Associates				
	06/24/2021	GM Recruiter	5623 · Contract Services	6,786.25
Total Bob Murray & Associates				<u>6,786.25</u>
Brady McCartney				
	06/30/2021	June 29, 2021 Board Meeting	5680 · Director's Fees	25.00
Total Brady McCartney				<u>25.00</u>
Cal PERS				
	06/11/2021	Classic	5647 · OPEB - Retirement	2,023.86
	06/11/2021	Classic	5647 · OPEB - Retirement	1,579.74
	06/11/2021	PEPRA	5647 · OPEB - Retirement	1,023.77
	06/11/2021	PEPRA	5647 · OPEB - Retirement	1,656.58
	06/15/2021	Classic	5647 · OPEB - Retirement	2,023.86
	06/15/2021	PEPRA	5647 · OPEB - Retirement	1,656.58
	06/15/2021	PEPRA	5647 · OPEB - Retirement	1,692.09
	06/15/2021	Classic	5647 · OPEB - Retirement	2,023.86
	06/16/2021	PEPRA	5647 · OPEB - Retirement	1,708.54
	06/16/2021	Classic	5647 · OPEB - Retirement	2,023.86
Total Cal PERS				<u>17,412.74</u>
Calaveras Auto Supply				
	06/10/2021	Parts	5421 · T & D Maint. Mat. & Supp.	162.94

Calaveras Public Utility District
Expenses by Vendor Detail
June 2021

Name	Date	Memo	Account	Amount
	06/10/2021	Parts	5421 · T & D Maint. Mat. & Supp.	-18.00
	06/10/2021	Parts	5421 · T & D Maint. Mat. & Supp.	70.86
	06/10/2021	Parts	5421 · T & D Maint. Mat. & Supp.	79.89
Total Calaveras Auto Supply				295.69
Calaveras Enterprise				
	06/17/2021	Board Vacancy Ad	5683 · Dues, Subscriptions, Fees	65.64
	06/17/2021	Clearwell Tank Project	1190 - Construction in Progress	414.00
Total Calaveras Enterprise				479.64
Calaveras Lumber Company				
	06/10/2021	Paint	5421 · T & D Maint. Mat. & Supp.	498.99
Total Calaveras Lumber Company				498.99
Calaveras Public Power Agency				
	06/10/2021	CPUD Warehouse	5432 · T & D Misc. Maint. Utilities	49.05
	06/10/2021	Glenco Booster Pump	5432 · T & D Misc. Maint. Utilities	242.17
	06/10/2021	CPUD Main Office	5621 · Office Utilities	123.60
	06/10/2021	Water Treatment Plant	5432 · T & D Misc. Maint. Utilities	524.20
	06/10/2021	Licking Fork Pumping Station	5230 · Utilitites Pumping Power	37,744.00
Total Calaveras Public Power Agency				38,683.02
Capitol One Trade Credit				
	06/10/2021	JM TRUCK 10	5421 · T & D Maint. Mat. & Supp.	1,363.24
Total Capitol One Trade Credit				1,363.24
Carbon Copy Inc.				
	06/10/2021	Copy Charges - May	5623 · Contract Services	58.02
	06/29/2021	Copy Charges - June	5623 · Contract Services	52.74
Total Carbon Copy Inc.				110.76
Comcast				
	06/17/2021	Internet/Phones for Office	5621 · Office Utilities	311.92
Total Comcast				311.92
Computer Firemen				
	06/10/2021	Computer/Network Services at the Main Office	5623 · Contract Services	700.00
	06/30/2021	Computer/Network Services at the Main Office	5623 · Contract Services	1,570.00
Total Computer Firemen				2,270.00
Cunningham, John				
	06/10/2021	T-3 Renewal, Operator #33644	5429 · T & D Safety & Education	90.00
Total Cunningham, John				90.00
De Lage Landen Financial Services Inc.				
	06/17/2021	Copier	5623 · Contract Services	87.85
Total De Lage Landen Financial Services Inc.				87.85
Dell'Orto, J.W.				
	06/17/2021		5680 · Director's Fees	25.00
	06/30/2021	June 29, 2021 Board Meeting	5680 · Director's Fees	25.00
Total Dell'Orto, J.W.				50.00
Fischer, Merle				
	06/17/2021	Retirement	5647 · OPEB - Retirement	496.18
Total Fischer, Merle				496.18

Calaveras Public Utility District
Expenses by Vendor Detail
June 2021

Name	Date	Memo	Account	Amount
Foothill-Sierra Pest Control Inc.				
	06/17/2021	Pest Control for Office	5623 · Contract Services	125.00
Total Foothill-Sierra Pest Control Inc.				<u>125.00</u>
George Reed, Inc.				
	06/29/2021	Cutback for shop - Inventory Supply	5421 · T & D Maint. Mat. & Supp.	630.96
Total George Reed, Inc.				<u>630.96</u>
Grainger				
	06/17/2021	Red Pass Plus	5683 · Dues, Subscriptions, Fees	138.35
	06/17/2021	Equipment	5421 · T & D Maint. Mat. & Supp.	64.60
Total Grainger				<u>202.95</u>
Hansford Economic Consulting, LLC				
	06/10/2021	Invoice #278 Capacity & Connection Fee Hours	5623 · Contract Services	410.00
Total Hansford Economic Consulting, LLC				<u>410.00</u>
Henwood Associates, Inc.				
	06/10/2021	Ponderosa Hyro - Don Moss	5424 · T & D Equip. Repair & Oper.	609.01
	06/10/2021	Pump Station - Don Moss	5424 · T & D Equip. Repair & Oper.	5,372.49
Total Henwood Associates, Inc.				<u>5,981.50</u>
Hill Rivkins Brown & Associates				
	06/24/2021	Legal Services	5682 · Audit & Legal	9,322.00
Total Hill Rivkins Brown & Associates				<u>9,322.00</u>
Hobgood's Cleaning Service				
	06/17/2021	Janitorial Services	5623 · Contract Services	160.00
Total Hobgood's Cleaning Service				<u>160.00</u>
Hunt & Sons Inc.				
	06/10/2021	Fuel for District Vehicle	5424 · T & D Equip. Repair & Oper.	1,014.20
	06/10/2021	Fuel for District Vehicle	5424 · T & D Equip. Repair & Oper.	657.38
	06/29/2021	Fuel for District Vehicle	5424 · T & D Equip. Repair & Oper.	1,017.72
Total Hunt & Sons Inc.				<u>2,689.30</u>
Iron Mountain				
	06/10/2021	Shredding - Inv. #DNRS081	5623 · Contract Services	98.73
Total Iron Mountain				<u>98.73</u>
Jackson Tire				
	06/10/2021	Tires for #007	5424 · T & D Equip. Repair & Oper.	1,039.97
Total Jackson Tire				<u>1,039.97</u>
KASL Consulting Engineers				
	06/17/2021	Water Model Project	5430 · T & D Engineering	297.00
Total KASL Consulting Engineers				<u>297.00</u>
McMaster-Carr				
	06/30/2021	Plastic Tubing - WTP Maintenance	5421 · T & D Maint. Mat. & Supp.	361.75
Total McMaster-Carr				<u>361.75</u>
Mead and Hunt, Inc.				
	06/29/2021	As Needed Tech Support and CPUD Middle Fork Dam EAP Revisions	5430 · T & D Engineering	1,812.75
Total Mead and Hunt, Inc.				<u>1,812.75</u>
Motherlode Answering Service				
	06/10/2021	Answering Service Inv. #17100	5623 · Contract Services	523.98

Calaveras Public Utility District
Expenses by Vendor Detail
June 2021

Name	Date	Memo	Account	Amount
	06/24/2021	2 Pagers for Crew	5623 · Contract Services	127.04
Total Motherlode Answering Service				651.02
Northern Tool & Equipment				
	06/24/2021	Transfer Tank & Pump	5421 · T & D Maint. Mat. & Supp.	808.53
Total Northern Tool & Equipment				808.53
NTU Technologies, Inc.				
	06/17/2021	4 Protek Drums (30 Gal)	5322 · Water Treatment Supplies	2,666.16
	06/24/2021	Pro Pac Drums	5322 · Water Treatment Supplies	5,824.00
Total NTU Technologies, Inc.				8,490.16
Pace Supply				
	06/30/2021	Maintenance Supplies - fittings, couplings, gauges etc.	5421 · T & D Maint. Mat. & Supp.	1,108.09
	06/30/2021	Fire Hydrants	5421 · T & D Maint. Mat. & Supp.	4,184.54
Total Pace Supply				5,292.63
Petty Cash				
	06/10/2021	Replensih Petty Cash	5620 · Materials & Supplies	55.97
	06/10/2021	Postage Petty Cash	5622 · Postage & Box Rent	28.85
Total Petty Cash				84.82
PG&E				
	06/10/2021	Warehouse	5432 · T & D Misc. Maint. Utilities	11.80
	06/10/2021	Warehouse	5432 · T & D Misc. Maint. Utilities	11.80
	06/10/2021	Main Office	5432 · T & D Misc. Maint. Utilities	39.05
	06/10/2021	San Andreas Tank	5432 · T & D Misc. Maint. Utilities	30.47
	06/10/2021	Golden Hills Tank-CREDIT	5433 · T & D Misc. Maint. Utilities	-48.50
	06/10/2021	FERC Cost of Ownership Hydro #1	5432 · T & D Misc. Maint. Utilities	7.75
	06/10/2021	FERC Cost of Ownership Schaads	5432 · T & D Misc. Maint. Utilities	214.01
	06/10/2021	FERC Cost of Ownership Hydro #3	5432 · T & D Misc. Maint. Utilities	7.75
	06/10/2021	FERC Cost of Ownership Hydro #2	5432 · T & D Misc. Maint. Utilities	7.75
	06/17/2021	Hydro #2	5200 · Pipeline Hydro Cost	67.76
	06/17/2021	Hydro #1	5200 · Pipeline Hydro Cost	116.18
	06/17/2021	Hydro #3	5200 · Pipeline Hydro Cost	78.56
	06/30/2021	Main Office	5621 · Office Utilities	16.49
	06/30/2021	Warehouse	5432 · T & D Misc. Maint. Utilities	23.61
	06/30/2021	Schaad's Hydro	5201 · Schaad's Hydro Cost	167.59
	06/30/2021	Warehouse	5432 · T & D Misc. Maint. Utilities	23.61
Total PG&E				775.68
Pollard Water				
	06/10/2021	Tools & Materials	5421 · T & D Maint. Mat. & Supp.	352.78
	06/10/2021	Tools & Materials	5421 · T & D Maint. Mat. & Supp.	164.79
	06/10/2021	Tools & Materials	5421 · T & D Maint. Mat. & Supp.	591.70
Total Pollard Water				1,109.27
Postmaster				
	06/25/2021	Postage for Billing	5622 · Postage & Box Rent	700.00
Total Postmaster				700.00
RVS Software				
	06/10/2021	Printing of new bills for MHSD	5620 · Materials & Supplies	602.24

Calaveras Public Utility District
Expenses by Vendor Detail
June 2021

Name	Date	Memo	Account	Amount
Total RVS Software				602.24
Safe T Lite				
	06/30/2021	USA Paint	5432 · T & D Misc. Maint. Utilities	548.51
Total Safe T Lite				548.51
San Andreas Print Shop				
	06/17/2021	UPS Shipping (2 parcels)	5622 · Postage & Box Rent	68.80
Total San Andreas Print Shop				68.80
San Andreas Sanitary District				
	06/10/2021	Sewer Service for the Shop and Office Account #0947 - May	5432 · T & D Misc. Maint. Utilities	95.65
	06/10/2021	Sewer Service for the Shop and Office Account #1027 - May	5621 · Office Utilities	95.65
	06/29/2021	Sewer Service for the Shop and Office Account #0947 - June	5432 · T & D Misc. Maint. Utilities	95.65
	06/29/2021	Sewer Service for the Shop and Office Account #1027 - June	5621 · Office Utilities	95.65
Total San Andreas Sanitary District				382.60
Scott Speer				
	06/17/2021	June 8, 2021 Meeting	5680 · Director's Fees	25.00
	06/30/2021	June 29, 2021 Board Meeting	5680 · Director's Fees	25.00
Total Scott Speer				50.00
SEIU Local 1021				
	06/30/2021	Union Dues 6/15/21		368.96
	06/30/2021	Union Dues 6/30/21		376.90
Total SEIU Local 1021				745.86
Sender's Market Inc.				
	06/10/2021	Materials	5421 · T & D Maint. Mat. & Supp.	135.04
	06/30/2021	Shop - Flare Nut	5421 · T & D Maint. Mat. & Supp.	20.51
	06/30/2021	Shop - Paint Supplies, Joint Tape, Buckets, etc.	5421 · T & D Maint. Mat. & Supp.	92.31
	06/30/2021	Shop - 5 Gal C+K Int P&P Fit UWB	5421 · T & D Maint. Mat. & Supp.	171.59
	06/30/2021	Shop - Fittings, Couplers, Cement, Glue, etc.	5421 · T & D Maint. Mat. & Supp.	88.86
Total Sender's Market Inc.				508.31
Sonora Ford				
	06/24/2021	Truck #006 Repair	5424 · T & D Equip. Repair & Oper.	609.22
Total Sonora Ford				609.22
Staples Credit Plan				
	06/10/2021	Office Supplies	5620 · Materials & Supplies	135.59
Total Staples Credit Plan				135.59
Technical Systems Inc.				
	06/24/2021	San Andreas Tank (Final)	5422 · T & D Contract Services	12,500.00
Total Technical Systems Inc.				12,500.00
Treat's General Store				
	06/10/2021	Materials	5421 · T & D Maint. Mat. & Supp.	447.49
	06/30/2021	Supplies for Staff Meeting	5620 · Materials & Supplies	38.48
	06/30/2021	Supplies for Shop/WTP	5421 · T & D Maint. Mat. & Supp.	349.88
Total Treat's General Store				835.85
USA Blue Book				
	06/10/2021	Supplies	5421 · T & D Maint. Mat. & Supp.	927.62
	06/10/2021	Supplies	5421 · T & D Maint. Mat. & Supp.	228.39

Calaveras Public Utility District
Expenses by Vendor Detail
June 2021

Name	Date	Memo	Account	Amount
	06/24/2021	WTP Supplies	5421 · T & D Maint. Mat. & Supp.	37.71
	06/24/2021	Tools	5421 · T & D Maint. Mat. & Supp.	336.55
	06/24/2021	Tools	5421 · T & D Maint. Mat. & Supp.	927.62
	06/24/2021	WTP Supplies	5421 · T & D Maint. Mat. & Supp.	457.44
	06/24/2021	WTP Front Door Ass. Kit	5421 · T & D Maint. Mat. & Supp.	2,293.64
	06/30/2021	Hach PosVer 3 Powder Pillows - WTP Lab	5421 · T & D Maint. Mat. & Supp.	72.47
Total USA Blue Book				<u>5,281.44</u>
Verizon Wireless				
	06/29/2021	Phone Charges	5432 · T & D Misc. Maint. Utilities	1,139.60
Total Verizon Wireless				<u>1,139.60</u>
Volcano Telephone				
	06/10/2021	WTP	5432 · T & D Misc. Maint. Utilities	63.01
	06/10/2021	Hydro #3	5432 · T & D Misc. Maint. Utilities	53.10
	06/10/2021	WTP	5432 · T & D Misc. Maint. Utilities	110.05
	06/10/2021	WTP	5432 · T & D Misc. Maint. Utilities	51.38
	06/10/2021	Schaad's Hydro	5432 · T & D Misc. Maint. Utilities	93.38
	06/10/2021	Hydro #2	5432 · T & D Misc. Maint. Utilities	53.10
	06/10/2021	Pump Station	5432 · T & D Misc. Maint. Utilities	53.10
	06/10/2021	Schaad's Hydro	5432 · T & D Misc. Maint. Utilities	53.10
Total Volcano Telephone				<u>530.22</u>
Weber, Ghio & Associates				
	06/09/2021	Clearwell Tank Project	1190 · Engineering-Admin.	65,579.77
	06/09/2021	General Engineering Services - FEMA Storm Damage Engineering	5684 · Engineering-Admin.	114.00
	06/29/2021	General Engineering Services - May	5685 · Engineering-Admin.	271.50
Total Weber, Ghio & Associates				<u>65,965.27</u>
Wells Fargo Bank				
	06/17/2021	Quickbooks - Apr & May	5623 · Contract Services	70.00
	06/17/2021	Pipehorn - Cables	5421 · T & D Maint. Mat. & Supp.	112.00
	06/17/2021	Stamps - Postage	5622 · Postage & Box Rent	156.49
	06/17/2021	Amazon - Surfaces/Accessories	5421 · T & D Maint. Mat. & Supp.	603.45
	06/17/2021	Training/Mtg Lunch	5429 · T & D Safety & Education	153.68
	06/17/2021	Zoom - Board Meeting	5623 · Contract Services	16.63
	06/17/2021	Costco - Office Supplies	5421 · T & D Maint. Mat. & Supp.	242.05
	06/17/2021	Crew Windows Pro Surface x 5	5421 · T & D Maint. Mat. & Supp.	4,772.65
	06/17/2021	Windows Pro Surface Accessories(Mouse, Cover Keyboard) x 5	5421 · T & D Maint. Mat. & Supp.	686.15
	06/17/2021	Lunch Meeting	5429 · T & D Safety & Education	42.48
	06/17/2021	Fee	5426 · T & D Fees & Permits	39.00
Total Wells Fargo Bank				<u>6,894.58</u>
				<u><u>212,928.31</u></u>



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Lane Ricardo

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2239

Quote #: Ir210622075105

Sales Agreement

June 22, 2021



Calaveras PUD
506 W Saint Charles St
San Andreas, CA
95249

Carissa Bear
(209) 754-9442
cbear@cpud.org



Economic Summary

	Up-Front	Monthly	Annual
Utility Billing Solution	\$20,715.00		\$2,365.00
CUSI Mobile Meter Reading Service	\$2,880.00		\$2,880.00
Customer Web Portal	\$0.00		\$0.00
Miscellaneous Services		\$50.00	
Hardware	\$975.00	\$15.00	
Total	\$24,570.00	\$65.00	\$5,245.00

Billing and Payment Terms

100% Upon Contracting. CUSI shall invoice all amounts due per the defined payment terms. Client shall make payment 15 days from date of invoice.



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UMS On-Premise Utility Billing Software

2,000 Service Location Licenses	\$1.50	\$3,000.00
3 Named User Licenses	\$500.00	\$1,500.00
5 Field Service Licenses	\$250.00	\$1,250.00

UMS On-Premise Utility Billing Software Core Modules

1 ACH Bank Draft (First Layout Included)		Included
1 Secure Ebill Module		Included

Add-On Modules

1 Electronic Payment Module	\$1,000.00	\$1,000.00
1 IVR Module	\$1,000.00	\$1,000.00
1 Text Messaging Module	\$1,000.00	\$1,000.00

Add-On Interfaces

1 Credit Card Terminal Interface	\$1,000.00	\$1,000.00
1 Website Interface to CUSI Customer Web Portal	\$1,000.00	\$1,000.00

Technical Support & Maintenance - Annual Service

Annual Technical Support & Maintenance: 800 Line Voice, Online, Email Support, Client Services Website, Application Updates	22%	\$2,365.00
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UMS On-Premise Implementation Services

1	Advanced Data Conversion Package for up to 2,000 locations* Includes 1 year data conversion of customers, locations, usages, readings, deposits, meter information, owner records and backflow data. <small>*Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.</small>	\$2.00	\$4,000.00
1	CUSI Certified Implementation Includes Business Requirements Gathering, Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management	\$1,400.00	\$1,400.00
3	Days of CUSI Certified Training Includes Application Training for All Users as Contracted	\$1,400.00	\$4,200.00

Travel expenses for on-site work will be billed separately.



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Economic Summary

UMS On-Premise Utility Billing Software	\$10,750.00
Technical Support & Maintenance - Annual Service	\$2,365.00
UMS On-Premise Implementation Services	\$9,600.00
CUSI Turnkey Merchant Services Discount	-\$2,000.00
Total	\$20,715.00



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CUSI Mobile Meter Reading Service

CUSI Mobile Meter Reading Service - Annual Fees

3 CUSI Mobile Meter Reading Service - Per MMRS Per Year	\$960.00	\$2,880.00
Includes 1 Field User License per MMRS		



Economic Summary

CUSI Mobile Meter Reading Service - Annual Fees	\$2,880.00
---	------------

Total \$2,880.00



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Customer Web Portal

1 Customer Web Portal Includes Design, Setup, Configuration, and Training Services.	\$1,500.00	\$1,500.00
1 Customer Web Portal - TSM & Hosting Includes Technical Support, Maintenance, and Hosting.	\$1,500.00	\$1,500.00



Economic Summary

Customer Web Portal	\$1,500.00
Customer Web Portal - TSM & Hosting	\$1,500.00
CUSI Turnkey Merchant Services Discount	-\$1,500.00
CUSI Turnkey Merchant Services Annual Discount	-\$1,500.00
Total	\$0.00



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Miscellaneous Services

Turnkey Merchant Services

billed by provider

- | | | |
|---|--------------|-----------------|
| 1 Turnkey Merchant Services Package - Service fee will be the greater of: | \$1.95 or 3% | per transaction |
|---|--------------|-----------------|

Includes Visa, MasterCard, Discover Merchant Services, Payment Gateway Service, and Electronic Check Merchant Services. Figures based on an Average Bill Estimate of \$60 and a High Bill Estimate of \$120. Average bill estimate and service fee subject to annual review. CUSI reserves the right to bill a minimum monthly fee of \$20.00 to recover any losses from inactive merchant accounts or accounts that do not cover fixed processing costs.

In conjunction with the Turnkey Merchant Services, CUSI is providing software licenses at no cost. In the event that client terminates Turnkey Merchant Services, any and all software licenses provided at no cost shall be billable at then current retail price.

IVR Service - UMS

- | | | |
|---|--|------------------------|
| 1 CUSI IVR Service - Inbound and Outbound IVR | \$25.00 | per month |
| Rates: | 5% Monthly Regulatory Fees | |
| Inbound | per lookup balance inquiry | \$0.05 per lookup |
| Inbound | per transaction (includes balance inquiry) | \$0.25 per transaction |
| Inbound | per minute (billed in 6 second increments) | \$0.04 per minute |
| Outbound | per minute (billed in 6 second increments) | \$0.07 per minute |

Text Messaging Service

- | | | |
|--|---------|------------|
| 1 CUSI SMS Messaging Service Monthly Fee | \$25.00 | per month |
| 1 CUSI SMS Messaging Service Usage Fee | \$0.05 | per sms |
| 1 CUSI SMS Messaging Service Carrier and Number Format Lookups Fee | \$0.01 | per lookup |



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Comments

Turnkey services for this rate includes the use of electronic checks. Should you opt out of offering electronic check services your rate will be amended to \$2.20 or 3% per transaction.



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Hardware

3 Stripe Terminal/EMV Credit Card Terminal	\$325.00	\$975.00
Monthly Device Fee	\$5.00	per device
P2P Encryption Fee	\$0.05	per trans



Economic Summary

Hardware	\$975.00
Total	\$975.00



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Terms of Sale

Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated. Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreement between Company and CUSI located at www.cusi.com/legal. Any service requiring CUSI or third parties to travel will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 5 hours of travel time will be billed an additional charge equal to 50% of the daily rate. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

Tax Exempt Status

Initial where appropriate:

_____ This entity **IS EXEMPT** from sales tax and will provide or has provided our exemption certificate

_____ This entity **IS NOT EXEMPT** from sales tax

Quotation Terms

This quote is valid until 07/22/2021. Quote was created using Sales Agreement Version: 2021.03.29

Execution Instructions

Execute, date, and email all pages to CUSI sales representative. Include Tax Exempt Certificate and Sign Off page from Pre-Sale Implementation Guide.



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Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Calaveras PUD.

Print Name: _____

Title: _____

Authorized Signature: _____

Date: _____

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	1020 – BOARD/STAFF COMMUNICATIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

Objectives: Effective governance of the District relies on the cooperative efforts of the District’s elected Board, who set policy and priorities, and the District’s staff members, who analyze problems and issues, make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to ensure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the District, the Board is responsible for approving the District’s budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members, at the direction of the General Manager, are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. All requests shall be routed through the General Manager. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review

by District staff. In addition, there are legal restrictions on the District's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager or Legal Counsel, as appropriate and shall include the desired time and date for receiving the information. The General Manager or Legal Counsel, as appropriate, will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by the General Manager to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications,

or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any District department through interaction with staff. Individual Directors should discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a District employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4110 – DUTIES OF THE BOARD PRESIDENT AND OFFICERS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

At the regular Board of Directors meeting in December, the Directors shall elect one of their members as Board President and another member as Vice President. Term of office for each shall be one year. The elected Board President and Vice President may succeed him or herself in office for a maximum of two terms, upon being duly re-elected by the Board each term. Should the Board President or Vice President vacate his/her term, a replacement shall be appointed at the next regular or special meeting by a majority vote of the Board to complete the term of the replaced officer.

4110.1 Presiding Officer:

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

4110.2 Duties Regarding Meetings:

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolutions and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

4110.3 Responsibilities:

Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all temporary (ad hoc) committees;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;
- h) Be the spokesperson for the Board; and
- i) Perform other duties as authorized by the Board.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4205 – BOARD MEETING AGENDA		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4205.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 3:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager or Board Secretary together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business" and shall respond as soon as possible.

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager’s decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board’s next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4200 – BOARD ACTIONS AND DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4200.1 Actions by the Board of Directors include but are not limited to the following:

4200.1.1 Adoption or rejection of regulations or policies;

4200.1.2 Adoption or rejection of a resolution;

4200.1.3 Adoption or rejection of an ordinance;

4200.1.4 Approval or rejection of any contract or expenditure;

4200.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4200.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4200.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

4200.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

4200.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

4200.2.1.2 Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

4200.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

4200.3 The Board may give directions that are not formal action. Such directions do not require formal process. Such directions include the Board's directives and instructions to the General Manager.

4200.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

4200.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

4200.3.3 Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

4200.3.4 Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Board member or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken.

meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. The internet posting shall occur on the District's primary website homepage with a direct link to the current agenda. The agenda shall also be accessible in an open format.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Staff shall, if practicable, endeavor to provide the agenda package at the end of business day Thursday prior to the regular Board meeting, but in no event, less than 72 hours. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board, by posting on the District website in the same manner as the agenda.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending or anticipated litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4210 – BOARD MEETING CONDUCT		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4210.1 Rules of order. Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 4230, “Rules of Order for Board and Committee Meetings,” shall be used as a general guideline for meeting protocol.

4210.2 Agenda timing. All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

4210.3 Conduct of meetings. The following concepts shall be applied to Board meetings:

4210.3.1 The meetings shall be conducted in an open and fair manner.

4210.3.2 The public shall be given ample opportunity to participate in the meetings.

4210.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

4210.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

4210.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

4210.3.7 The Board may weigh and determine the credibility of evidence and public comment.

4210.4 Public comment. Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as follows:

4210.4.1 Three minutes may be allotted to each speaker and a maximum of 15 minutes to each subject matter.

4210.4.2 The Board president may allow additional per speaker and per subject comment time when necessary for a full and fair proceeding.

4210.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

4210.5 Disruption of meetings. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

4210.5.1 Notify the disrupting parties to immediately stop the conduct and that they will be asked to leave the meeting if the behavior continues.

4210.5.2 If the behavior continues after notice, order the disrupting parties out of the room and conduct the Board's business without them present.

4210.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

4210.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4215 – BROWN ACT COMPLIANCE – OPEN MEETING REQUIREMENTS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4215.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California’s “Open Meetings Law” in 1964. The Brown Act is contained in Government Code section 54950 *et seq.* The Brown Act is broadly construed and compliance is constitutionally mandated.

4215.2 Compliance with Brown Act. All meetings of the Board of Directors shall comply with the Brown Act, as such may be amended by the Legislature from time to time

4215.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

4215.2.2 “Member of the Board” includes newly elected and appointed officials prior to assuming office.

4215.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

4215.2.4 Meetings through the use of intermediaries, serial communications, text messages or emails are prohibited.

4215.2.5 The Board shall only take action during a properly noticed meeting.

4215.3 Committees. Standing committees created by formal action of the Board shall comply with the Brown Act.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4220 – MINUTES OF BOARD MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4220.1 Duty to keep minutes. The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

4220.1.1 Copies of a meeting’s minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

4220.1.2 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each member.

4220.1.3 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

4220.1.4 In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting’s minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board’s deliberation;
- Record of the vote of each Director on every action item for which the vote was not unanimous;

- Resolutions and ordinances described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices, rules and/or regulations;
- Approval of all dispositions of District assets;
- Approval of all purchases of District assets; and,
- Time of meeting's adjournment.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4225 – REVIEW OF ADMINISTRATIVE DECISIONS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4225.1 Code of Civil Procedure § 1094.6. The provisions of California Code of Civil Procedure §1094.6 shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

4225.1.1 In accordance with §1094.6, the time to seek judicial relief shall be 90 days following the date in which the Board’s decision becomes final.

4225.1.2 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first raised that issue before the Board and provided the Board with an opportunity to address the issue.

4225.1.3 No person aggrieved by a Board decision shall be allowed to seek judicial relief unless they shall have first exhausted all available administrative remedies made available by the District.

4225.2 Applicability. This policy affects those administrative decisions rendered by the Board of Directors following a proceeding at which notice and an opportunity to be heard has been provided.

4225.3 Purpose. The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

4225.4 Claims. Nothing in this policy shall be deemed to waive the claims filing requirements of the District when damages are being sought.

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4230 – RULES OF ORDER FOR CONDUCT OF BOARD AND COMMITTEE MEETINGS		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	3/10/2020
Resolution No.	Resolution 2020-3	Revised:	

4230.1 General:

4230.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

4230.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4230.2 Obtaining the Floor:

4230.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

4230.3 Motions:

4230.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

4230.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

4230.3.2 Once the motion has been stated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the President will call for the vote.

4230.3.2.1 If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

4230.4 Secondary Motions: Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

4230.4.1 Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

4230.4.2 Motion to Table: A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

4230.4.3 Motion to Postpone: A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

4230.4.4 Motion to Refer to Committee: A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

4230.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion.

4230.4.6 Motion to Adjourn: A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

4230.5 Decorum:

4230.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

4230.5.2 The President may also declare a short recess during any meeting.

4230.6 Amendment of Rules of Order:

4230.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Calaveras Public Utility District Charges & Fees - Effective January 1, 2021

DESCRIPTION	CHARGES
Turn on Fee	\$35.00
Initiate Service Charge (New Account Fee)	\$35.00
Late Payment Charge	\$30.00
Returned Check	\$25.00
Notary Service	\$15.00*
Meter Test (see schedule)	\$30.00 (5/8")
Backflow Test (by vendor)	\$50.00
Work Done for Others Charge	\$75.00 per hour
Backhoe/Dump Truck Services Charge	\$150.00 per hour
Miscellaneous Equipment Use Fee	\$75.00 per day
After Hours Call-Out Charge	\$75.00 per hour (2-hour minimum)
Shut-Off Valve	Cost
Line Extension	Cost

Charges & Fees (Res. 1989-23 & 2014-1)

*Notary Fee update per Resolution 2016-14 (effective 1/1/2017)

TEMPORARY WATER SERVICE FEES			
Description	Fee	Card Lock	Fixed Meter
Bulk Water Permit Fee	\$50.00	*	*
Bulk Water Commodity Charge	\$11.20/per 1,000 gals.	*	
Bulk Water Card Fee	\$20.00 per card	*	
Hydrant Meter Fee (In Advance) including setting meter/moving	\$150.00		*
Hydrant Meter Fee (After first 30 days)	\$5.00/per day		*
Deposit – Hydrant Meter	\$2,500		*
Damage Repair	Not to exceed deposit		*

Temporary Water Service Fees (Res. 2017-2)

CONNECTION FEES*	
5/8" and 1"	\$2,500
1 ½" and 2"	\$5,000
Over 2"	Determined by Board

INSTALLATION FEES	
5/8" and 1"	\$1,200
Over 1"	Determined by Board

*Railroad Flat connection fee total plus \$2,000 Railroad Flat Surcharge (Res. 2001-20)

Meter Size	Meter Cost	Connection Fee*	Installation Charge*	TOTAL
5/8"	\$145	\$2,500	\$1,200	\$3,845
1"	\$225	\$2,500	\$1,200	\$3,925
1 ½"	\$375	\$5,000	Cost	Cost
2"	\$1,178	\$5,000	Cost	Cost
4"	\$3,960	Determined by Board	Cost	Cost
6"	\$5,900	Determined by Board	Cost	Cost

Line extensions, road crossings, backflow devices, pressure reducers, engineering, site inspection & any additional charges are at cost plus 15%.

Oak Park Estates, Boston Yale, Golden Hills, Toyanza, Gold Hunter, Magers Way, Gold Strike Heights are charged the connection fee and meter cost.

CPUD Clearwell Tank Project Projected Schedule

7/6/2021

	Activity	2021												2022											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Environmental																								
2	Phase 1	Design																							
3		Procurement																							
4		Board Award of Project																							
5		Contract Administration*																							
6		Construction**																							
7	Phase 2	Design																							
8		State Review																							
9		Procurement																							
10		Board Award of Project																							
11		Contract Administration*																							
12	Construction**																								

* Contract execution with contractor and processing of insurance and bonds.

** The project team has identified the following risks that may impact the schedule: supply-chain delays, material scarcity, weather, contractor availability.

Estimated construction schedules are based upon recent local data from similar construction projects.

Scope Letter: 3 Pages

Quote Number: 8053 REV1

No. CA Office
 1431 North Market Blvd.
 Suite 9
 Sacramento, CA 95834
 Tel 707.678.1111
 TSIcontrols.com

6/18/21

To: Bidding Contractors

Attn: Estimating

Project: Calaveras Public Utility District – Control Building MCC Replacement

Bid Date: 6/28/21 Bid Time: 02:00 PM

Technical Systems, Inc. (TSI) is pleased to provide a quote for the above referenced project. Material for this project will be shipped FOB destination, ready for installation and termination by Auburn Constructors, LLC. TSI’s price includes applicable sales tax on taxable items.

It is our recommendation after inspection of the existing MCC that the unit be replaced due to the lack of available parts for the existing MCC. The MCC is approaching its life expectancy of 50 years. If the MCC fails, the District will not be able to run the plant until it is back in service or replaced.

Bid Items

Bid Item #	Bid Item Description	Price
1	MCC and Misc. Material	\$39,200.00
2	MCC Installation	\$18,900.00
3	Services – MCC Modifications, Start up and support services	\$15,300.00
Total Bid*		\$73,400.00
*For supply of items and services as listed under scope of supply only.		

The following **scope proposal** is based on our interpretation of the **applicable portions** of the referenced specifications and drawings for items listed under scope of supply only.

Specification Sections*

- Per MCC Drawings provided by TSI

Referenced Drawings*

- Per MCC Drawings provided by TSI

*TSI supplied equipment, software, and services as listed under scope of supply only

Addenda:

- NA

Notes:

- Quote valid for 90 days from bid date.
- Department of Industrial Relations: TSI Registration Number 1000005441

Scope of Supply:

Electrical Equipment

Bid Item #	Description	DWG / Spec Reference
1	MCC and Misc. Material	See attached TSI MCC01 drawings.

Installation

Bid Item #	Description	DWG / Spec Reference
2	MCC Installation <ul style="list-style-type: none"> Pre-order and installation site investigation. Relocation of Plant Controls to Plant Control Panel. 	See attached TSI MCC01 drawings.

Services

Bid Item #	Description	DWG / Spec Reference
3	MCC Modifications, Start up and support services. (See below for services) <ul style="list-style-type: none"> Functional Testing and Verification. 	See attached TSI MCC01 drawings.

TSI Submittals

- Elementary wiring diagrams, elevation drawings, and BOM for items included in the above scope of supply.
- Operation and Maintenance Manuals
- Connection Diagrams for MCC to existing loads

Programming

As required for assistance with Functional Testing.

Software

NA

Spares

- Installed spare breakers only.

Meetings

- Includes a meeting prior to ordering MCC and a Pre-installation meeting to discuss the cut-over.

Training

- 1 session of 2 hours.

Testing*

- Testing includes energization, verification of proper operation of existing loads.
- Functional Testing and verification of signals back at Plant SCADA.

Warranty

12 Month Warranty.

Exclusions

- Installation of in-line instrumentation, process piping, tubing, fittings, supports, pipe stands, root valves etc. that are not specifically itemized above, and are not customarily furnished by the original equipment manufacturer.
- Fiber optic cable, installation, splicing, termination, and testing.
- All third-party electrical testing, studies, and analyses.
- All testing, commissioning, and training of equipment, controls, programming, and software provided by others.
- All instruments and instrument panels not listed under scope of supply.
- All local control stations, junction boxes, and other control panels not listed under scope of supply.
- All testing other than stated under scope of supply.
- All hardware, software and components not listed under scope of supply.

Please feel free to contact me to discuss any questions or comments you may have regarding this quotation.

Sincerely,

Jon Rodgers
Regional Manager
Business Development
(530) 710-3325
jonr@tsicontrols.com

Estimator: JR



Leaders in Integrated Water Solutions Since 1970

CALAVERAS PUBLIC UTILITY DISTRICT

MEMORANDUM

TO: Board of Directors

FROM: Matt Ospital, District Engineer

RE: Clearwell Tank Project – Phase 1
Site Improvements

DATE: July 13, 2021

Discussion:

The bid opening for the Clearwell Tank Project – Phase 1 Site Improvements was conducted on June 17, 2021 at 9:30 a.m. The District received two bids for the project as follows:

<u>Contractor</u>	<u>Base Bid Amount</u>	<u>Additive Alternate #1</u>	<u>Total</u>
Campbell Construction	\$249,366.00	\$156,560.00	\$405,926.00
Cole Tiscornia Construction	\$266,196.70	\$136,197.50	\$402,394.20

Attached is a bid summary for the two bids received.

The Clearwell Tank Project - Phase 2 is currently out to bid. Bids for Phase 2 will be opened on August 3, 2021. Once those bids are received and reviewed, the District can determine whether or not to proceed with the Additive Alternate #1 for the Phase 1 portion of the project. Should the District decide to proceed, a contract change order will be prepared to add the additive alternate to the contract for Phase 1.

Recommendation:

Based upon the attached bid summary, I hereby recommend CPUD award the Base Bid Contract to the low bidder, Campbell Construction, in the amount of \$249,366.

#2873/nlm

Board Award Memo Ph1_2021-07-07.doc

CALAVERAS PUBLIC UTILITY DISTRICT

PHASE I SITE IMPROVEMENT PROJECT
BID SUMMARY
 BID OPENING - JUNE 17, 2021 AT 9:30 A.M.

BASE BID:

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		CAMPBELL CONSTRUCTION GENERAL ENGINEER INC.		COLE TISCORNIA CONTSUCITON	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	MOBILIZATION (10% MAX)	LS	1	\$5,000.00	\$5,000.00	\$24,000.00	\$24,000.00	\$25,300.00	\$25,300.00
2	LOCATE AND PROTECT EXISTING UTILITIES	LS	1	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00	\$575.00	\$575.00
3	CLEARING AND GRUBBING	LS	1	\$20,000.00	\$20,000.00	\$49,000.00	\$49,000.00	\$103,500.00	\$103,500.00
4	EARTHWORK	LS	1	\$300,000.00	\$300,000.00	\$124,000.00	\$124,000.00	\$97,060.00	\$97,060.00
5	EROSION CONTROL	LS	1	\$5,000.00	\$5,000.00	\$17,000.00	\$17,000.00	\$13,800.00	\$13,800.00
6	2" AGGREGATE BASE	TON	120	\$75.00	\$9,000.00	\$100.00	\$12,000.00	\$109.78	\$13,173.60
7	12" DIA. HDPE STORM DRAIN PIPE	LF	22	\$100.00	\$2,200.00	\$280.00	\$6,160.00	\$104.55	\$2,300.10
8	18" DIA. HDPE STORM DRAIN PIPE	LF	26	\$100.00	\$2,600.00	\$281.00	\$7,306.00	\$138.00	\$3,588.00
9	STORM DRAIN JUNCTION BOX (36"x36" ID)	EA	1	\$5,000.00	\$5,000.00	\$5,400.00	\$5,400.00	\$6,900.00	\$6,900.00
TOTALS:					\$351,300.00		\$249,366.00		\$266,196.70

ADDITIVE ALTERNATE #1:

ITEM	DESCRIPTION	UNITS	QTY	ENGINEER'S ESTIMATE		CAMPBELL CONSTRUCTION GENERAL ENGINEER INC.		COLE TISCORNIA CONTSUCITON	
				\$/UNIT	TOTAL	\$/UNIT	TOTAL	\$/UNIT	TOTAL
1	CLEARING AND GRUBBING	LS	1	\$5,000.00	\$5,000.00	\$9,500.00	\$9,500.00	\$2,300.00	\$2,300.00
2	2" AGGREGATE BASE	TON	125	\$75.00	\$9,375.00	\$100.00	\$12,500.00	\$109.78	\$13,722.50
3	EROSION CONTROL	LS	1	\$5,000.00	\$5,000.00	\$8,100.00	\$8,100.00	\$4,600.00	\$4,600.00
4	24" DIA. HDPE STORM DRAIN PIPE	LF	80	\$150.00	\$12,000.00	\$210.00	\$16,800.00	\$138.00	\$11,040.00
5	36" DIA. HDPE STORM DRAIN PIPE	LF	560	\$175.00	\$98,000.00	\$166.00	\$92,960.00	\$161.00	\$90,160.00
6	DROP INLET MODIFICATION	LS	1	\$3,500.00	\$3,500.00	\$4,100.00	\$4,100.00	\$7,475.00	\$7,475.00
7	STORM DRAIN JUNCTION BOX (48"x48" ID)	EA	2	\$5,000.00	\$10,000.00	\$6,300.00	\$12,600.00	\$3,450.00	\$6,900.00
ADDITIVE ALTERNATE #1 TOTALS :					\$142,875.00		\$156,560.00		\$136,197.50

BASE AND ADDITIVE ALTERNATE TOTALS: \$494,175.00 \$405,926.00 \$402,394.20

Monthly Maintenance Report

JUNE 2021

LOCATION	DESCRIPTION OF WORK	STATUS
Jeff Davis WTP	Monthly operation and maintenance	Complete
	Routine water sampling and State reporting, WTP compliance Items	Complete
	Damn and spillway Grubbing/Maintenance	
	Treated Water 40,054,937 Gallons	Complete
	Sold Water 35,642,445 Gallons	Complete
	Clear Well Project	Ongoing
	Consumer Confidence Report (CCR)	Complete
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly routine checks	Complete
	Raw Water Pumped 15 Acre Feet (4,916,250 Gal.)	Ongoing
	level 1" Over spill	
Schaads Reservoir	Weekly checks	Complete
	Schaads metered Raw water customer 1,147,120 Gallons	
	Units are off, High Water Temp	
	Vandalism Repairs	Ongoing
	Reservoir 46" Below spill	
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
		Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	Gold strike/Jasper service Leak	Complete
	Pool Station Road 4" leak	Complete
	Dead End Flushing	Complete
	Pixley service leak	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	Leak follow-up Road Repairs/Paving/Clean-up	Complete
Glencoe Distribution	Routine operations	Complete
Paloma Distribution		Complete
	Routine operations, sampling	Complete
Rail Road Flat Distribution		Complete
	Routine operations, sampling	Complete
Safety/Training	Routine Safety/pre-const. Talks	Complete
Spray Program	Spring pre-emergent	Ongoing
	San Andreas Tank Access road	Complete
Vehicle Maintenance	Truck #006- Clock Spring replacement	Complete
		Complete
Other	USA tags completed 61	Complete
	Customer service/work orders 27	Ongoing
	Monthly meter reading	Complete

Monthly Maintenance Report

JUNE 2021

0 Complaints- Odor	
1 complaints - Pressure	Complete
2 New 1" meter Services San Andreas (Market)	Complete
1" Connection San Andreas (Golden Hills)	Complete
1" New Connection in Paloma	Complete
7 Pending service inquiries	Ongoing
Revision of Operations Plan	Pending
Meter locations and easements (Diamond maps)	Ongoing