



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

BOARD OF DIRECTORS MEETING: 9:00 AM
October 17, 2023

Richard Blood
President of the Board

Director Brady McCartney
Director Jack Tressler

Director J.W. Dell 'Orto
Director Steve McDermed

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. If you are unable to attend in person, we encourage you to attend remotely as follows:

- **Join the Conference Call meeting**
- **Dial-in number (US): 1(669)900-9128**
- **Join the online ZOOM meeting:**
- **<https://us02web.zoom.us/j/81691372893?pwd=azVkSFN3ZmJrU2V0aS85Vk92YThtZz09>**
- **Meeting ID: 816 9137 2893**
- **Meeting Passcode code: 545381**

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 Richard Blood
- b. Director Brady McCartney
- c. Director J.W. Dell 'Orto
- d. Director Jack Tressler
- e. Director Steve McDermed

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. September 19, 2023 Regular Board Minutes
- b. Claim Summary

Action: Roll call Vote

Consider motion to approve consent item a-b.

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. FISCAL YEAR 2023/2024 BUDGET UPDATE

Action Requested: Discussion

Review current Income and Expenses through September 30, 2023.

7. RESOLUTION 2023-15 UPDATE POLICY 4130 – DIRECTOR COMPENSATION, BENEFITS AND REIMBURSEMENT OF EXPENSES

Action Requested: Roll Call Vote

Approve Resolution 2023-15, which will update the Board Director compensation as per Board Policy 4130 to include dental/vision insurance coverage.

8. CROWN CASTLE CELL TOWER LEASE AGREEMENT

Action Requested: Roll Call Vote

Approval for tenant to add access to Cell Tower at San Andreas Tank in the amount of \$500 per month added to current contract.

9. CONSIDERATION TO MOVE NOVEMBER REGULAR BOARD MEETING

Action Requested: Roll Call Vote

Approve rescheduling the Regularly Scheduled November Board Meeting from Tuesday, November 21, 2023 (Thanksgiving week) to Tuesday, November 14, 2023 at 9am.

10. 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. Engineer's Report
- d. General Manager's Report
 - i. Update on Grant Applications and Grant Funded Projects
 - ii. Update on Water Master Plan
 - iii. Update on CCWD-CPUD Middle Fork Agreement
- e. Directors' 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 the future agenda.

11. **ADJOURNMENT**

If there is no other Board business the President will adjourn to its next regular meeting scheduled for November 21, 2023 at 9:00 a.m.

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

CALAVERAS PUBLIC UTILITY DISTRICT

September 19, 2023

Regular Meeting

9:00 am

DIRECTORS PRESENT: Richard Blood
Jack Tressler
Steve McDermed

MEMBERS ABSENT: Brady McCartney
J.W. Dell'Orto

STAFF PRESENT: Travis Small, General Manager
Adam Brown, District Legal Counsel (Remote)
Carissa Bear, Clerk of the Board
Mathew Roberts, Water System Superintendent

OTHERS PRESENT:

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Blood at 9:02 A.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, Tressler, and McDermed, were present. Director McCartney and Dell'Orto were absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None.
5. CONSENT ITEMS
 - a. August 1, 2023 Special Board Minutes
 - b. August 15, 2023 Regular Board Minutes
 - c. Claim Summary

Director Tressler asked for clarification on the work done for the Ditch Witch as he thought it was under warranty. Travis Small, General Manager, clarified that it was annual maintenance. President Blood inquired about the payment to EDD. Mr. Small informed him that it is for Employment Development Department which is the payroll taxes. A motion was made by Director Tressler, seconded by Director McDermed, to approve consent items a-c. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted yes; none opposed. Motion carried 3-0.

6. ANNUAL AUDIT ENGAGEMENT LETTER

Director Tressler questioned if the District should be looking for another auditor. Mr. Small explained that auditors are hard to find right now and was advised to stay with current auditors as long as they have enough employees at the firm to switch from last year. Our current firm has enough employees to do that. Director Tressler asked if it was required to switch. Mr. Small

explained that the Governmental Accounting Standards Board requires the switch. President Blood asked if the District was satisfied with the current auditors. Mr. Small replied that he is. The audit is tentatively scheduled for early November. A motion was made by Director Tressler, seconded by Director McDermed, to approve the professional services agreement with Larry Bain, CPA, An Accounting Firm. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted yes; none opposed. Motion carried 3-0.

7. NOTICE OF COMPLETION – CLEARWELL TANK PROJECT

Mr. Small informed the Board that the new Clearwell Tank is in operation. Construction is complete and the District has paid the final bill minus the retention. Director Tressler asked the amount of retention. Mr. Small believed it was 5%. Mr. Small explained to the Board what the retention is and the purpose of having a retention in place. A motion was made by Director Tressler, seconded by Director McDermed, to approve Resolution 2023-14 Accepting the Work on the Clearwell Tank Phase II Site Improvement Project. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted yes; none opposed. Motion carried 3-0.

8. RESOLUTION 2023-15 UPDATE POLICY 4130 – DIRECTOR COMPENSATION, BENEFITS AND REIMBURSEMENT OF EXPENSES

Mr. Small gave a background of this policy. This policy was brought to the Board back in the fall of 2021. Part of the policy was adopted which raised the payment of \$25 per Board Meeting to \$100 per Board Meeting. The health benefits proposal was not adopted. This update to the policy was brought to a committee meeting with Directors Blood and McCartney. Through the committee, they have recommended to provide dental and vision for the Board Members. Director Tressler asked if this included dependents and when will the policy be reviewed again. Mr. Small clarified that it does include dependents and that per the policy, it should be reviewed biannually. Director Tressler has expressed his view on this policy but believes this solution is a good compromise and will be a big move for the District. Mr. Small believes that until the District can secure alternative funding that this is the best option. President Blood expressed his reservations with passing the policy. He spoke with members of the public and received negative responses. President Blood asked to move this item to the next meeting that way all Board Members will be present and can vote on it. The other Directors agreed.

9. FISCAL YEAR 2022/2023 FINAL BUDGET UPDATE AND AMENDMENT

Mr. Small informed the Board that these budget amendments will finalize the Budget for Fiscal Year 2022/23. The District stayed under budget for the majority of the categories. This amendment is to just move funds around to make each category within budget. Director Tressler asked what items caused going over budget. Mr. Small replied that most of it was PG&E and rental fees when the District's backhoe was down. Mr. Small explained that this amendment is to move \$33,056 from salaries to equipment rental. Director Tressler asked if Mr. Small eliminated a vacant position. Mr. Small explained that the position is not eliminated, it's just not filled at this time. Once a position is eliminated it is often difficult to get that position back. President Blood inquired if hiring of that position would be brought back for Board approval. Mr. Small explained that hiring staff is within his authority as long as a position is available. If a position needs to be created, that would be brought back to the Board. A motion was made by Director Tressler, seconded by Director McDermed, to approve Budget Amendments for Fiscal Year

2022/23. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted yes; none opposed. Motion carried 3-0.

10. FISCAL YEAR 2023/2024 BUDGET UPDATE

Mr. Small provided an update to the Board where the District currently stands as of August 31, 2023 for the Fiscal Year 2023/24 Budget. Having the Board meetings moved to the third Tuesday of each month has really helped staff to be able to provide the data for monthly updates. The District is within 1/6th of all expenditures. The staff is doing their best to keep everything tight. Mr. Small provided an overview of the current budget status. Director Tressler inquired if John Deer was on a long-term lease. Mr. Small stated that it is with an option to purchase at the end of the lease. Director Tressler inquired about the length of the cell tower contracts. Mr. Small informed him that it is an evergreen lease with the original contract date being around 1984. Mr. Small informed the Board that this actually the topic of the next agenda item and moved onto agenda item #11.

11. CROWN CASTLE CELL TOWER LEASE AGREEMENT

Mr. Small gave an overview of reason for the agreement. Adam Brown, District Legal Counsel, informed the Board that they can vote it down but they wouldn't receive the income. He doesn't see a reason to vote it down as it is adding additional income to the current contract. President Blood asked if the District could renegotiate the contract. Mr. Brown informed him that the Board would need to amend or terminate the contract as part of a renegotiation. Director Tressler believes the District should have a say in how much the contract is. Mr. Small informed the Board that this amendment to the contract will add an additional \$6,000 a year income to the District. Directors Tressler and McDermed thinks the contract needs to be renegotiated. Director Tressler believes the District needs to start pushing back on some of these contracts. President Blood believes this needs to be discussed further. A motion was made by Director Tressler, seconded by Director McDermed, to approve Crown Castle Cell Tower Lease Agreement. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted no; none approved. Motion failed 0-3.

12. CONSIDERATION OF PROPOSALS FOR IT SERVICES

Mr. Small informed the Board that one of the biggest weaknesses that the District currently has is Information Technology (IT) services. The District is currently extremely vulnerable. The District holds a cyber security policy with ACWA/JPIA and Mr. Small does not believe we are currently in compliance with that policy. If the District experienced a cyber-attack, ACWA/JPIA would not cover the damages. President Blood expressed his concern with the cost. Director Tressler was not impressed with either quotes provided. President Blood inquired as to the difference between this and the contract that was approved prior for Control Point. Mr. Small explained that the prior contract was to rebuild the District's outdated server to house the new billing software. That contract was never meant to be for ongoing IT services. The Board and staff discussed the two contracts and the need for IT services. A motion was made by Director Tressler, seconded by Director McDermed, to approve Agreement with Mission IT Solutions for the District IT Services. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted yes; none opposed. Motion carried 3-0.

13. LETTER OF SUPPORT FOR UPPER MOKELUMNE RIVER WATERSHED

AUTHORITY'S (UMRWA) SIERRA NEVADA CONSERVANCY (SNC) GRANT

Upper Mokelumne River Watershed Authority (UMRWA) has a number of forestry projects ongoing. They are trying to be proactive in securing grants. They are asking for support from other agencies to help obtain grants. A motion was made by Director Tressler, seconded by Director McDermed, to authorize the General Manager to draft a letter of support for application for SNC project 1636 – Forest Projects Plan (FPP, Phase 1b) and SNC project 1646 – forest projects plan. A roll call vote was taken. Directors Tressler, McDermed, and Blood voted yes; none opposed. Motion carried 3-0.

14. REPORTS

a. Legal Counsel's Report

Mr. Brown stated that his report was covered.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, provided an overview of his monthly maintenance report. Jeff Davis reservoir is 3.5' below spill. The cooler weather is starting to cause water consumption to drop. The South Fork Pump Station pumped 153-acre feet. There is a mechanical issue at Schaads right now so the pumps are off. There is also a penstock pressure issue at Schaads as well. The annual Federal Energy Regulatory Commission (FERC) inspection has been completed. There were four leaks on the 4" main on Pope St. There were four leaks on the 6' main in Paloma. Fall application is underway for the spray program. The crew completed 50 USAs and 21 customer service orders. President Blood asked how the water consumption was doing for this time of year. Mr. Roberts replied that the water consumption is consistent for this time of year.

c. District Engineer Report

The Engineer report was covered by the Clearwell Tank Project memorandum.

d. General Manager's Report

Mr. Small informed the Board that the District is in the holding stage for the State Revolving Funds (SRF) grant process. The District's projects are currently being graded. Grades A, B, and C are driven by regulatory compliance. Grades D, E, and F are non-regulatory. The District is currently working on a FEMA application as a sub-applicant with Calaveras County. The Water Master Plan has been completed. A draft Master Plan should be available soon. Mr. Small will forward the draft once available. The cabinets in the Board room have been installed. Once the cabinets are secured to the wall the staff will transfer the documents from storage to the cabinets.

e. Director's Comments:

Director Tressler apologized for his absence at the last meeting. Director McDermed was up at Redhawk and was speaking with the owner who was saying that the District owns the water and he owns the land. Mr. Small clarified that the District owns the water rights and the dam. Director McDermed inquired as to why the District keeps Redhawk. He thinks the District should think about selling it since the District does not have a way to get to that water source. Mr. Small replied that it's definitely an option that the Board could look into.

8. ADJOURNMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 11:24 am.

Respectfully Submitted,



Carissa Bear, Secretary/Clerk of the Board

DRAFT

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 9-2023

DATE: September 2023

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	\$ 311,277.49
Payroll Submitted	\$ 50,844.68
Employee Reimbursement	\$ 611.81
P/R Tax Deposits	\$ 21,944.46
Sub-total	\$ 384,678.44

Claim Summary Approved for	\$ 384,678.44
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Clerk of the Board, Calaveras Public Utility District

**Calaveras Public Utility District
 Expenses by Vendor Detail
 September 2023**

Name	Date	Memo	Account	Amount
ACWA				
	09/01/2023	CPUD Cyber Liability 7/1/23 - 6/30/24	5460 · Permits	1,286.00
Total ACWA				<u>1,286.00</u>
ACWA-Health				
	09/06/2023	October Dental, Vision, Life	5200 · Medical Benefits	1,767.53
Total ACWA-Health				<u>1,767.53</u>
ACWA/JPIA- Property				
	09/06/2023	Property Program Renewal Inv# 0010645	5425 · Insurance	37,975.43
Total ACWA/JPIA- Property				<u>37,975.43</u>
American Fidelity Assurance Co.(Flex)				
	09/06/2023	Inv# 2136857B	5275 · Employee Section 125 Plan	168.75
	09/06/2023	Inv# 2136854B	5275 · Employee Section 125 Plan	337.50
	09/06/2023	Inv# 2136849B	5275 · Employee Section 125 Plan	168.75
	09/19/2023	Pay Period 9/1/2023 Inv# 2136861B	5275 · Employee Section 125 Plan	168.75
	09/19/2023	Pay Period 9/15/2023 Inv# 2136863B	5275 · Employee Section 125 Plan	168.75
Total American Fidelity Assurance Co.(Flex)				1,012.50
AT & T				
	09/06/2023	San Andreas Tank	5480 · Telephone	307.13
	09/06/2023	Hydro #3	5480 · Telephone	308.89
	09/06/2023	San Andreas Tank Circuit	5480 · Telephone	51.64
Total AT & T				<u>667.66</u>
AT & T				
	09/28/2023	030 378 3224 001 9/15/2023	5480 · Telephone	125.96
Total AT & T				<u>125.96</u>
AT&T				
	09/19/2023	Shop Internet & Phone	5480 · Telephone	80.70
Total AT&T				<u>80.70</u>
Brawner Automotive Repair				
	09/18/2023	2002 Ford F-350 Repairs Inv# 29188	5532 · Repairs & Maintenance-Auto	1,914.65
Total Brawner Automotive Repair				<u>1,914.65</u>
Cal-Waste				
	09/18/2023	Office	5760 · Sewer & Garbage	174.15
	09/18/2023	Shop	5760 · Sewer & Garbage	415.11
Total Cal-Waste				<u>589.26</u>
Cal PERS				
	09/12/2023	Employer Contributions - Unfunded Accrued Liability, Classic, 1017, CalPERS, 2023/2024	5230 · Retirement Benefits-CalPERS	9,388.00
	09/12/2023	Employer Contribution, Classic, 1017, CalPERS, 08/27/2023 - 09/09/2023	5230 · Retirement Benefits-CalPERS	3,640.57
	09/12/2023	Employer Contribution, PEPRA, 26507, CalPERS, 08/27/2023 - 09/09/2023	5230 · Retirement Benefits-CalPERS	2,678.74
	09/26/2023	Health PA Billing - PERS - October	5200 · Medical Benefits	34,730.58

**Calaveras Public Utility District
 Expenses by Vendor Detail
 September 2023**

Name	Date	Memo	Account	Amount
	09/26/2023	Employer Contribution, Classic, 1017, CalPERS, 09/10/2023 - 09/23/2023	5230 · Retirement Benefits-CalPERS	3,640.57
	09/26/2023	Employer Contribution, PEPRA, 26507, CalPERS, 09/10/2023 - 09/23/2023	5230 · Retirement Benefits-CalPERS	2,678.74
Total Cal PERS				56,757.20
Calaveras Auto Supply				
	09/06/2023	Dump Truck Parts	5532 · Repairs & Maintenance-Auto	19.69
Total Calaveras Auto Supply				19.69
Calaveras Public Power Agency				
	09/06/2023	CPUD Warehouse	5743 · Electricity-Office	172.00
	09/06/2023	Glencoe Booster Pump	5741 · Electricity-Hydros	819.40
	09/06/2023	CPUD Office	5743 · Electricity-Office	423.80
	09/06/2023	Jeff Davis Wtr Treatment Plant	5742 · Electricity-Treatment	1,724.00
	09/06/2023	Licking Fork Pumping Station	5740 · Electricity-T & D	46,624.00
Total Calaveras Public Power Agency				49,763.20
Carbon Copy Inc.				
	09/01/2023	Copies	5464 · Printing	73.86
Total Carbon Copy Inc.				73.86
Care Free Lawns				
	09/06/2023	August Monthly Service	5670 · Facility Maintenance	150.00
Total Care Free Lawns				150.00
Comcast				
	09/06/2023	September Broadband	5480 · Telephone	325.32
Total Comcast				325.32
Comcast Business (VE)				
	09/18/2023	Business Voice Edge	5480 · Telephone	292.50
Total Comcast Business (VE)				292.50
CUSI				
	09/01/2023	Annual Maintenance & Technical Support 10/31/23 - 10/31/24	5470 · Software Programs & Updates	3,338.00
	09/01/2023	CUSI Mobile Meter Reading Annual 9/30/23 - 9/30/24	5470 · Software Programs & Updates	2,880.00
Total CUSI				6,218.00
De Lage Landen Financial Services Inc.				
	09/01/2023	Kyocera Printer	5464 · Printing	18.24
	09/18/2023	Kyocero	5464 · Printing	83.66
Total De Lage Landen Financial Services Inc.				101.90
Diesel Master, Inc.				
	09/18/2023	2005 International Repairs	5532 · Repairs & Maintenance-Auto	10,231.94
Total Diesel Master, Inc.				10,231.94
First Foundation Bank				
	09/18/2023	Loan Principle	5910 · Debt Service-Principal	40,662.41
	09/18/2023	Loan Interest	5920 · Debt Service-Interest	25,819.63

Calaveras Public Utility District
 Expenses by Vendor Detail
 September 2023

Name	Date	Memo	Account	Amount
Total First Foundation Bank				66,482.04
Fischer, Merle				
	09/06/2023	September 2023	5210 · Medical Benefits-Retiree	996.31
Total Fischer, Merle				996.31
Foothill-Sierra Pest Control Inc.				
	09/18/2023	Quarterly Pest Control	5670 · Facility Maintenance	137.00
Total Foothill-Sierra Pest Control Inc.				137.00
Grainger				
	09/18/2023	Materials & Supplies Treatment	5547 · Materials & Supplies-Treatment	178.22
	09/18/2023	Safety Equipment	5566 · Safety Equipment	193.37
	09/18/2023	Tools	5585 · Tools	82.69
	09/18/2023	Tools	5585 · Tools	125.66
	09/18/2023	Safety Equipment	5566 · Safety Equipment	491.36
Total Grainger				1,071.30
Hill Rivkins Brown & Associates				
	09/18/2023	August Services - Inv# 00309	5645 · Legal Services	2,861.50
Total Hill Rivkins Brown & Associates				2,861.50
Hobgood's Cleaning Service				
	09/18/2023	September Janitorial Services	5670 · Facility Maintenance	160.00
Total Hobgood's Cleaning Service				160.00
Holt of California				
	09/27/2023	Ref X0711001 - Stormy	5720 · Equipment Rental	
	09/27/2023	Excavator Rental	5720 · Equipment Rental	2,583.92
Total Holt of California				2,583.92
Martin Marietta				
	09/18/2023	T&D Materials & Supplies	5548 · Materials & Supplies-T&D	719.88
Total Martin Marietta				719.88
Matrix Trust Company				
		Payroll Date 8/26/2023	2317 · 457 Plan	967.98
		Payroll Date 9/9/20123	2317 · 457 Plan	973.54
Total Matrix Trust Company				1,941.52
McMaster-Carr				
	09/18/2023	T&D Materials & Supplies	5548 · Materials & Supplies-T&D	188.36
Total McMaster-Carr				188.36
Motherlode Answering Service				
	09/06/2023	Answering Service	5606 · Answering Service	537.60
Total Motherlode Answering Service				537.60
Murphy's Hotel				
	09/19/2023	Employee Christmas Dinner Deposit	5290 · Employee Recognition	250.00

Calaveras Public Utility District
 Expenses by Vendor Detail
 September 2023

Name	Date	Memo	Account	Amount
Total Murphy's Hotel				250.00
NTU Technologies, Inc.				
	09/19/2023	Materials & Supplies - Treatment	5547 · Materials & Supplies-Treatment	10,222.80
Total NTU Technologies, Inc.				10,222.80
Paul Enderlein				
	09/18/2023	Refund for Overpayment Acct# 1930	1371 · A/R Utility Service	793.42
Total Paul Enderlein				793.42
Peterson-Brustad, Inc.				
	09/28/2023	Engineering Services 8/1/2023 - 8/31/2023	5850 · Engineering-Capital	23,352.00
Total Peterson-Brustad, Inc.				23,352.00
PG&E - ENERGY STATEMENT				
	09/06/2023	Electricity T&D	5740 · Electricity-T & D	34.68
	09/06/2023	Electricity Hydros	5741 · Electricity-Hydros	58.35
	09/06/2023	Electricity Office/Shop	5743 · Electricity-Office	49.10
	09/18/2023	Hydro #2	5741 · Electricity-Hydros	97.67
	09/18/2023	Hydro #3	5741 · Electricity-Hydros	202.92
	09/18/2023	Hydro #1	5741 · Electricity-Hydros	218.68
Total PG&E - ENERGY STATEMENT				661.40
PGE-NON ENERGY INVOICES				
	09/18/2023	Schaad's Reservoir	5741 · Electricity-Hydros	197.86
	09/18/2023	Hydro #1	5741 · Electricity-Hydros	7.75
	09/18/2023	Hydro #2	5741 · Electricity-Hydros	7.75
	09/18/2023	Hydro #3	5741 · Electricity-Hydros	7.75
Total PGE-NON ENERGY INVOICES				221.11
Pitney Bowes (Reserve Acct)				
	09/01/2023	Postage	5462 · Postage	1,500.00
	09/19/2023	Postage - Res Acct# 52941168	5462 · Postage	1,500.00
Total Pitney Bowes (Reserve Acct)				3,000.00
Rutledge Security Systems, LLC				
	09/01/2023	Inv# 000471 Annual Intrusion Alarm Monitoring	5548 · Materials & Supplies-T&D	330.00
	09/01/2023	Inv# 000478 CCTV Install and Security System Upgrade	5475 · Office Supplies	1,925.00
Total Rutledge Security Systems, LLC				2,255.00
San Andreas Sanitary District				
	09/06/2023	Office	5760 · Sewer & Garbage	102.58
	09/06/2023	Shop	5760 · Sewer & Garbage	120.16
Total San Andreas Sanitary District				222.74
SEIU Local 1021				
	09/01/2023	Pay Period Ending 8/26/2023	2322 · SEIU Union Dues	477.56
	09/18/2023	Pay Period Ending 9/9/2023	2322 · SEIU Union Dues	486.24

Calaveras Public Utility District
 Expenses by Vendor Detail
 September 2023

Name	Date	Memo	Account	Amount
Total SEIU Local 1021				963.80
Sender's Market Inc.				
	09/06/2023	Tools	5585 · Tools	133.55
	09/06/2023	Materials & Supplies Treatment	5547 · Materials & Supplies-Treatment	13.94
	09/06/2023	Materials & Supplies T&D	5548 · Materials & Supplies-T&D	164.03
Total Sender's Market Inc.				311.52
Texas Life Insurance Company				
	09/19/2023	T. Small - SMOF2J20230917001	5275 · Employee Section 125 Plan	35.00
Total Texas Life Insurance Company				35.00
Treat's General Store				
	09/06/2023	Materials & Supplies Treatment	5547 · Materials & Supplies-Treatment	38.88
	09/06/2023	Materials & Supplies T&D	5548 · Materials & Supplies-T&D	579.99
Total Treat's General Store				618.87
USA Blue Book				
	09/06/2023	Treatment Materials & Supplies Inv# 00114126	5547 · Materials & Supplies-Treatment	79.69
Total USA Blue Book				79.69
Verizon Wireless				
	09/06/2023	Employee Cell Phones	5480 · Telephone	1,097.78
	09/18/2023	Special Circuits	5480 · Telephone	58.58
Total Verizon Wireless				1,156.36
Volcano Telephone				
	09/06/2023	13900 Hwy 26	5480 · Telephone	56.11
	09/06/2023	1601 West Forty	5480 · Telephone	56.11
	09/06/2023	10727 Ponderosa Way	5480 · Telephone	56.11
	09/06/2023	3089 Ridge Rd	5480 · Telephone	52.62
	09/06/2023	Treatment Plant	5480 · Telephone	62.09
	09/06/2023	Schaad's Hydro	5480 · Telephone	87.16
	09/06/2023	Special Circuit	5480 · Telephone	56.11
	09/06/2023	Schaad's Hydro	5480 · Telephone	56.11
	09/06/2023	Treatment Plant Broadband	5480 · Telephone	56.95
	09/06/2023	Treatment Plant Long Distance	5480 · Telephone	69.95
Total Volcano Telephone				609.32
Weber, Ghio & Associates				
	09/18/2023	Cal Trans Highway Project coordination, prep & meeting	5850 · Engineering-Capital	1,403.50
	09/18/2023	SRF Administration & Project Management	5850 · Engineering-Capital	114.00
	09/18/2023	Clearwell Tank Project - Phase II closeout documentation	5850 · Engineering-Capital	997.50
	09/18/2023	4783 HMGP Application	5850 · Engineering-Capital	3,676.50
Total Weber, Ghio & Associates				6,191.50
Wells Fargo Bank - C. Bear				

**Calaveras Public Utility District
 Expenses by Vendor Detail
 September 2023**

Name	Date	Memo	Account	Amount
	09/19/2023	Calaveras Mini Storage	5710 · Occupancy	400.00
	09/19/2023	Software Programs	5470 · Software Programs & Updates	237.72
	09/19/2023	Office Supplies	5475 · Office Supplies	797.91
	09/19/2023	Auto Maintenance & Repairs	5532 · Repairs & Maintenance-Auto	18.22
	09/19/2023	T&D Materials & Supplies	5548 · Materials & Supplies-T&D	95.99
Total Wells Fargo Bank - C. Bear				<u>1,549.84</u>
Wells Fargo Bank - M Roberts				
	09/19/2023	T&D Materials & Supplies	5548 · Materials & Supplies-T&D	4,598.87
	09/19/2023	Seminars & Conferences - M. Roberts	5320 · Seminars & Conferences-Staff	100.57
	09/19/2023	Clothing & Boot allowance	5590 · Clothing & Boot Allowance	220.83
	09/19/2023	EAP Training	5335 · Training	205.43
Total Wells Fargo Bank - M Roberts				<u>5,125.70</u>
Wells Fargo Bank - T Small				
	09/19/2023	District Cell Phones	5480 · Telephone	1,014.56
	09/19/2023	Intuit Software	5470 · Software Programs & Updates	60.00
	09/19/2023	Office Supplies - Boardroom Cabinets	5475 · Office Supplies	4,115.88
	09/19/2023	Conference - T. Small	5320 · Seminars & Conferences-Staff	329.96
Total Wells Fargo Bank - T Small				<u>5,520.40</u>
Western Hydrologics, LLP				
	09/18/2023	SF Pump Station Gaging	5699 · Other Contracted Services	1,104.29
Total Western Hydrologics, LLP				<u>1,104.29</u>
				<u><u>311,277.49</u></u>

Calaveras Public Utility District
Budgeted Revenue Accounts Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis (1st Quarter)

Revenue	GL CODE	Actual FY 23-24	Budgeted FY 23-24
Water Sales- Res	4110	\$ 667,013	\$ 2,565,119
Water Sales - Comm	4112	\$ 218,829	\$ 470,151
Water Sales - AG	4170	\$ -	\$ 6,776
Water Sales - MISC	4180	\$ 10,068	\$ 60,154
Pipeline Hydro	4200	\$ 12,593	\$ 57,000
Schaads Hydro	4210	\$ 34,954	\$ 45,000
RRF -Surcharge	4211	\$ -	
Install Fees	4230	\$ -	\$ 15,000
Turn On Fees	4231	\$ -	
Connection Fees	4232	\$ -	\$ 35,000
Cell Site Leases	4240	\$ 7,963	\$ 29,000
Investment Interest	4800	\$ 2,920	\$ 2,500
LAIF Interest	4923	\$ 11,564	\$ 4,500
County Taxes	4932	\$ -	\$ 120,000
MHSD Revenue	4975	\$ 1,940	
Grant Revenue	4994	\$ -	\$ 483,000
MISC Revenue	4995	\$ -	
Work Done for Others	4996	\$ -	\$ 5,000
Total Income		\$ 967,843	\$ 3,898,200

Calaveras Public Utility District

Income with Expense Categories

Cash Basis

	<u>Division</u>	<u>Actual 23-24</u>	<u>FY 2023-24</u>
Income		\$ 967,843	\$ 3,282,200
Grants		\$ -	\$ 483,000
Loan Payment Surcharge (\$147737.87/yr)		\$ -	\$ 133,000
Rate Stabilization Reserves (To Balance Budget			
Total Income		<u>\$ 967,843</u>	<u>\$ 3,898,200</u>

Expense Categories	<u>Division</u>		Proposed FY 2023-24
Salaries	100	\$ 186,329	\$ 995,119
Benefits	200	\$ 233,589	\$ 923,591
Conferences, Meetings and Training	300	\$ 5,163	\$ 37,300
Administration Expenses	400	\$ 72,644	\$ 331,837
Operations Expense	500	\$ 60,090	\$ 332,110
Outside Services	600	\$ 23,124	\$ 439,354
Equipment Rent, Taxes, and Utilities	700	\$ 96,725	\$ 314,802
Debt Payments	900	\$ 75,756	\$ 170,064
Total Expenses		<u>\$ 753,419</u>	<u>\$ 3,544,177</u>
Net Income (Minus 800 Expenses)		<u>\$ 214,424</u>	<u>\$ 354,023</u>
 Capital Outlay	800	\$ 70,066	\$ 1,074,000

Calaveras Public Utility District

Loan Covenant Balance Sheet

	<u>Division</u>	Actual FY 23-24	Budget FY 2023-24
Income		\$ 967,843	\$ 3,415,200
Grants			\$ 483,000
Operating - Reserves (For Covenant Ratio)			
Rate Stabilization Reserves (To Balance Budget)			
Total Income		<u>\$ 967,843</u>	<u>\$ 3,898,200</u>
 Expense Categories			
	<u>Division</u>		
Salaries	100	\$ 186,329	\$ 995,119
Benefits	200	\$ 233,589	\$ 923,591
Conferences, Meetings and Training	300	\$ 5,163	\$ 37,300
Administration Expenses	400	\$ 72,644	\$ 331,837
Operations Expense	500	\$ 60,090	\$ 332,110
Outside Services	600	\$ 23,124	\$ 439,354
Equipment Rent, Taxes, and Utilities	700	\$ 96,725	\$ 314,802
Total Operational Expenses		<u>\$ 601,907</u>	<u>\$ 3,241,149</u>
Net Operational Income		\$ 290,180	\$ 524,087
 Debt Payments	 900	 <u>\$ 75,756</u>	 <u>\$ 132,964</u>
 Loan Covenant Ratio must be above 1.20 as required in loan documents		 3.83	 3.94
Ratio = Net Operational Income/Debt Payment			

Calaveras Public Utility District
Salaries and Benefit Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis

Salaries	Division	100	\$ 186,328.73	\$ 995,118.69
Benefits	Division	200	\$ 233,589.06	\$ 923,591.50

Division	GL	Description	Actual FY 23-24	Budget FY 23-24
100	5100	Executive Salary	\$ 30,245.21	\$ 135,000.00
100	5110	Administration Salaries	\$ 43,528.71	\$ 233,035.00
100	5120	Operations Salaries	\$ 127,801.68	\$ 569,525.00
100	5130	Overtime Compensation	\$ 7,405.16	\$ 31,500.00
100	5140	On Call Pay	\$ 7,331.53	\$ 26,058.69
100	5150	Holiday Pay	\$ 7,713.93	\$ 50,566.00
100	5160	Vacation Pay	\$ 12,621.35	\$ 37,040.64
100	5170	Sick Pay	\$ 9,648.28	\$ 44,448.77
200	5200	Medical Benefits	\$ 87,006.93	\$ 345,000.00
200	5205	Executive Car Allowance	\$ 900.00	\$ 3,600.00
200	5210	Medical Benefits - Retiree (Pay as you Go)	\$ 18,266.94	\$ 108,000.00
200	5220	Dental/Vision/ Life Insurance	\$ 3,415.48	\$ 30,899.00
200	5230	Retirement Benefits - Calpers	\$ 98,622.57	\$ 212,347.91
200	5240	Other Post Employment Benefits (OPEB)	\$ -	
200	5250	Medical Tax, Social Security and SUI	\$ 19,652.98	\$ 149,700.84
200	5260	Worker's Compensation Insurance	\$ 5,474.16	\$ 71,843.75
200	5270	Education Assistance	\$ -	
200	5280	Employee Overtime Meals	\$ -	\$ 1,200.00
200	5290	Employee Recognition	\$ 250.00	\$ 1,000.00
		Salaries	\$ 216,312.29	\$ 1,127,174.10
		Salaries (Reduced Sick, Holiday and Vacation)	\$ 186,328.73	\$ 995,118.69
		Benefits	\$ 233,589.06	\$ 923,591.50

**Calaveras Public Utility District
 Conferences, Meetings, and Training
 Expenditure Accounts Detail
 For the Fiscal Year Ending June 30, 2024
 Cash Basis**

Conferences, Meetings and Training Division 300 \$ 5,163.39 \$ 37,300.00

Division	GL	Description	Actual FY 23-24	Budget FY 23-24
300	5310	Board Meetings - Director Fees	\$ 600.00	\$ 9,000.00
300	5315	Seminars & Conferences - Board	\$ 102.91	\$ 5,000.00
300	5320	Seminars & Conferences - Staff	\$ 2,145.53	\$ 6,200.00
		Mileage Reimbursement, Parking, Tolls, Conference or Training Meals	\$ -	\$ 1,500.00
300	5325		\$ -	\$ 1,200.00
300	5330	Auto Rental	\$ -	\$ 1,200.00
300	5335	Training	\$ 2,314.95	\$ 14,400.00

**Calaveras Public Utility District
Administration Expense Accounts Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis**

Administration Expenses	Division	400	\$ 72,644.10	\$ 331,837.20
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Division	GL	Description	Actual FY 23-24	Budget FY23-24
400	5415	Advertising	\$ 240.00	\$ 4,000.00
400	5420	Association Dues	\$ 60.00	\$ 75,000.00
400	5425	Insurance	\$ 39,261.43	\$ 23,500.00
400	5430	License, Certifications, Fees	\$ -	\$ 12,967.55
400	5436	Repairs & Maintenance -Computers	\$ -	\$ 5,000.00
400	5437	Repairs & Maintenance -Office	\$ 131.98	\$ 7,500.00
400	5440	Election Costs	\$ -	\$ -
400	5460	Permits	\$ -	\$ 82,500.00
400	5462	Postage	\$ 3,000.00	\$ 18,500.00
400	5464	Printing	\$ 526.23	\$ 7,822.55
400	5470	Software Programs & Updates	\$ 12,584.51	\$ 31,500.00
400	5475	Office Supplies	\$ 10,040.17	\$ 45,172.05
400	5480	Telephone	\$ 6,799.78	\$ 16,275.05
		Water Conservation/CC Report		
400	5495	Materials	\$ -	\$ 2,100.00

**Calaveras Public Utility District
Operations Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis**

Operations Expense Division 500 \$ 60,089.59 \$ 332,109.82

Division	GL	Description	Actual FY 23-24	Budget FY 23-24
500	5520	Water Supply	\$ -	
500	5532	Repairs & Maintenance - Automotive	\$ 12,772.94	\$ 9,282.42
		Repairs & Maintenance -Dams and		
500	5533	Hydos	\$ -	\$ 11,130.00
500	5534	Repairs & Maintenance -Pumping	\$ 273.38	\$ 4,452.00
500	5535	Repairs & Maintenance -Treatment	\$ -	\$ 12,799.50
500	5536	Repairs & Maintenance -T&D	\$ 2,039.87	\$ 82,944.63
500	5540	Fuel	\$ 2,801.51	\$ 36,570.00
500	5545	Materials and Supplies-Pumping	\$ -	\$ 4,841.55
500	5546	Materials and Supplies-Hydros	\$ 16.07	\$ 3,895.50
500	5547	Materials and Supplies-Treatment	\$ 14,551.17	\$ 50,085.00
500	5548	Materials & Supplies-T&D	\$ 23,932.60	\$ 49,361.55
500	5550	Chemicals	\$ -	\$ 15,025.50
500	5555	Meters - Meter Repairs	\$ -	\$ 33,390.00
500	5566	Safety Equipment	\$ 917.00	\$ 3,172.05
500	5585	Tools	\$ 1,037.93	\$ 5,565.00
500	5590	Clothing & Boot Allowance	\$ 1,747.12	\$ 5,088.00
500	5592	CPUD- Other Clothing	\$ -	\$ 4,507.12

**Calaveras Public Utility District
 Outside Services Expenditure Account Detail
 For the Fiscal Year Ending June 30, 2024
 Cash Basis**

Outside Services Division 600 \$ 23,123.50 \$ 439,353.55

Division	GL	Description	Actual Fy 23-24	Budget 23-24
600	5605	Administration Services	\$ 180.00	\$ -
600	5606	Answering Service	\$ 971.36	\$ 2,623.95
600	5610	Bank Charges	\$ 1,037.93	\$ 1,445.85
600	5615	Billing Services	\$ 555.00	\$ 1,285.20
600	5625	Water Conservation Services	\$ -	\$ -
600	5630	Accounting Services	\$ -	\$ 13,387.50
600	5632	IT & Computer Support	\$ -	\$ 3,150.00
600	5635	Engineering-Non-Capital	\$ 5,527.88	\$ 47,250.00
600	5640	Special Projects	\$ -	\$ -
600	5645	Legal Services	\$ 13,186.50	\$ 51,408.00
600	5647	Human Resources Consultants	\$ -	\$ 1,575.00
600	5650	Financial Consultants	\$ -	\$ 49,801.50
600	5655	Community Relations	\$ -	\$ 12,852.00
600	5660	Misc. Medical	\$ -	\$ -
600	5665	Pre-Employment	\$ 217.83	\$ 1,260.00
600	5670	Janitorial	\$ 917.00	\$ 3,427.20
600	5675	Bond Administration	\$ -	\$ -
600	5680	Security	\$ -	\$ 3,909.15
600	5685	Lab & Sampling	\$ 530.00	\$ 9,853.20
600	5690	Consultants - Planning Grant	\$ -	\$ 223,000.00
600	5695	Consultants-Dam	\$ -	\$ 13,125.00
600	5699	Other Contracted Services		\$ -

Calaveras Public Utility District
Equipment Rent, Taxes and Utilities Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis

Equipment Rent, Taxes, and Utilities	Division	700	\$	96,724.55	\$ 314,802.09
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Division	GL	Description	Actual FY 23-24	FY 23-24
700	5710	Occupancy (rent)	\$ 400.00	\$ 1,200.00
700	5720	Equipment Rental	\$ 2,583.92	\$ 9,056.25
700	5730	Property Taxes	\$ -	
700	5740	Electricity-Pumping	\$ 82,950.84	\$ 260,394.86
700	5741	Electricity-Hydros	\$ 4,025.82	\$ 5,173.88
700	5742	Electricity-Treatment	\$ 3,440.00	\$ 22,136.80
700	5743	Electricity-Office	\$ 1,155.41	\$ 5,424.59
700	5750	Natural Gas	\$ -	\$ -
700	5760	Sewer and Garbage	\$ 2,168.56	\$ 11,415.72

Calaveras Public Utility District
Capital Projects Expenditure Account Detail
For the Fiscal Year Ending June 30, 2024
Cash Basis

Capital Projects	Division		800	\$	70,066	\$	1,074,000
Division	GL	Description			Actual FY 23-24		FY Budget 23-24
800	5810	Land Purchases		\$	-	\$	-
800	5820	Easements and Water Rights		\$	-	\$	-
800	5830	Buildings		\$	-	\$	29,000
800	5840	Equipment-Capital		\$	-	\$	150,000
800	5850	Engineering-Capital		\$	69,705.50	\$	263,293
800	5860	Construction-Capital		\$	360.00	\$	606,707
800	5870	Materials for Capital Projects		\$	-	\$	25,000
800	5880	District Personnel-Capital		\$	-		

**Calaveras Public Utility District
 Nonoperational -Debt Expenditures Account Detail
 For the Fiscal Year Ending June 30, 2024
 Budget - Cash Basis**

Debt	Division		900 \$	75,756	\$ 170,064
Division	GL	Description		Actual FY 23-24	FY 23-24
900	5910	Debt Service-Principal	\$	40,662	\$ 77,001
900	5920	Debt Service-Interest	\$	25,819	\$ 55,963
900	5930	Debt Issuance Costs			
900	5940	Lease Payments -JDF	\$	9,275	\$ 37,100

Long-Term Debt Payments of \$132964.08/ Year for 20 years

Short Term Lease Payments of \$37100/ Year for 5 years with \$1
 buy out after 60th payment to John Deere Financial

RESOLUTION 2023-15

RESOLUTION ADOPTING BOARD POLICY 4130 REGARDING DIRECTOR COMPENSATION, BENEFITS AND EXPENSE REIMBURSEMENT

WHEREAS, the Board of Directors of the Calaveras Public Utility District, a public agency formed and existing under the California Public Utility District Act, Public Utilities Code Section 15501, *et seq.*, is responsible for the governance of the District pursuant to its statutory authorization; and

WHEREAS, the Board of Directors is statutorily authorized to adopt District ordinances, resolutions, policies and procedures to ensure the proper and orderly function of the District, its services and operations in providing a safe and reliable drinking water supply to its residents; and

WHEREAS, the Board of Directors of the Calaveras Public Utility District has determined to update and revise District policies pertaining to the proper governance, function and operation of the District; and

WHEREAS, the Board of Directors finds that it is in the best interests of the District and the public to update District policies from time to time to bring them into compliance with existing law and best practices, and to promote public participation, transparency and consistency; and

WHEREAS, in light of the substantial time commitment required to serve on the Board of Directors, and the legal and fiduciary responsibilities attendant thereto in the performance of their obligations to the District and its ratepayers, the Board of Directors finds that it is in the best interests of the District to adopt the attached Policy 4130 regarding Director Compensation, Benefits and Expense Reimbursement, in order to update Director compensation, provide for Director participation in District employee health benefits and to establish procedures for the reimbursement of expenses incurred in connection with District business in accordance with applicable state law;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Calaveras Public Utility District as follows:

1. That the attached Policy 4130, **Director Compensation, Benefits and Expense Reimbursement Policy**, is hereby adopted by the Board of Directors; and
2. That the aforesaid Policy 4130 hereby amends, restates and supersedes any and all prior and currently existing policies of this District pertaining to the subject matter set forth therein; and
3. That unless otherwise amended, restated or superseded herein, all other District policies and procedures presently in existence shall remain unaltered and shall continue in full force and effect.

The foregoing resolution was duly approved and adopted by the Board of Directors of the Calaveras Public Utility District at a regular meeting on the 19th day of September 2023 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Richard Blood, President, Board of Directors

Attest:

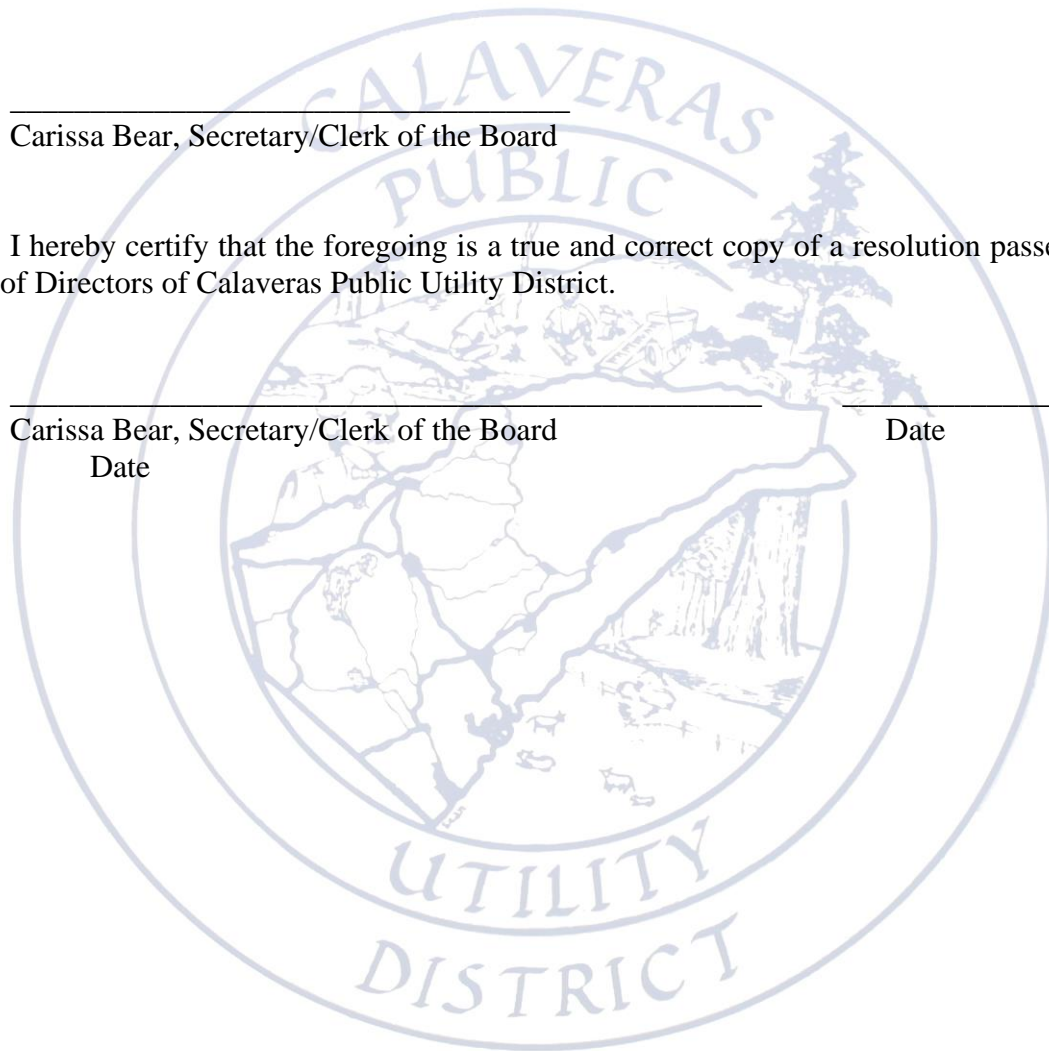
Carissa Bear, Secretary/Clerk of the Board

I hereby certify that the foregoing is a true and correct copy of a resolution passed by the Board of Directors of Calaveras Public Utility District.

Carissa Bear, Secretary/Clerk of the Board

Date

Date



CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	4130 – DIRECTOR COMPENSATION, BENEFITS AND REIMBURSEMENT OF EXPENSES		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	
Resolution No.	Resolution No. 2023-15	Revised:	

4130.1 Purpose of the Policy

This document sets forth the policy of the Calaveras Public Utility District concerning Directors’ compensation, benefits and the payment of actual and necessary expenses incurred in the performance of official duties and is intended to comply with the requirements of Government Code sections 53201 *et seq.*; 53232 through 53232.4; and California Public Utilities Code Section 16002.

4130.2 Directors’ Compensation

Each member of the Board of Directors of the District will be entitled to receive \$100 per day for each day’s attendance at meetings of the Board, or for each day’s service rendered as a member of the Board by request of the Board, in accordance with Public Utilities Code section 16002(b). Internal Revenue Code section 3401(c) requires Directors of the District to be considered employees for income reporting purposes. A Director must complete form W-4 and are encouraged to sign up for direct deposit. A Director may choose to voluntarily serve on the board and receive no compensation for meeting attendance (Directors who voluntarily serve will still be eligible for health and welfare benefits and for expenses eligible for reimbursements).

4130.3 Types of Service for Which Compensation Will Be Provided

Applicable law (Public Utilities Code section 16002 and Government Code section 53232.1) permits the District to compensate Directors for each day’s attendance at meetings of the Board, or for each day’s service rendered as a Director, subject to a written policy adopted in a public meeting. A Director can be compensated for up to 10 days per calendar month of service in accordance with the Board’s adoption of Resolution No. 2021-13 The District encourages Directors to take advantage of opportunities to be informed concerning matters of interest to the District, and to inform others of the activities and interests of the District. The General Manager or his or her designee will provide to the Board monthly a list of meetings attended by each Director for which the Director has been compensated under this policy. Directors will be compensated (for up to 10 days per calendar month, \$4800 per year) for attending the following types of meetings:

(A) A meeting conducted pursuant to the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code).

(B) Representation of the District at a public event, if that representation has been previously approved at a meeting of the Board and the member delivers a written report regarding the member's representation to the Board at the board meeting immediately following the public event.

(C) Representation of the District at a public meeting or a public hearing conducted by another public agency, if that representation has been previously approved at a meeting of the Board and the member delivers a report regarding the member's representation to the Board at the board meeting immediately following the public meeting or public hearing.

(D) Representation of the District at a meeting of a public benefit nonprofit corporation on whose Board the District has membership if that representation has been previously approved at a meeting of the District's Board and the member delivers a written report regarding the member's representation to the Board at the Board meeting immediately following the corporation's meeting.

(E) Participation in a training program on a topic that is directly related to the District if that representation has been previously approved at a meeting of the Board and the member delivers a written report regarding the member's participation to the Board at the Board meeting immediately following the training program.

(F) Committee meetings of the Board, attended as a member of the committee;

(G) Other meetings necessary for the disposition of duties assigned to a Board committee, attended by a member of the committee;

(H) Meetings, water industry events or office visits of a substantial duration concerning substantive District business as requested and approved for payment by the General Manager or the Board President; and

(I) In connection with business, educational and ceremonial meetings, functions, and conferences for which the District has prepaid for a Director's attendance, the Director shall attend such events. If the Director is unable to attend the pre-paid event, the Director shall immediately notify the District. If the District cannot obtain a refund of fees paid, then the District shall bill the Director for reimbursement for all amounts paid, unless the Director's failure to attend the event arises from circumstances beyond the control of the Director.

4130.4 Health and Welfare Benefits

The District is authorized under California Government Code section 53200 *et seq.* to provide health and welfare benefits to its employees, retired employees, and current

Directors of the District. Under this policy, each active Director is entitled to receive Dental and Vision Insurance through the Association of California Water Agencies Joint Power Insurance Authority (ACWA JPIA). The benefit is for the Director plus eligible dependents.

4130.5 Reimbursement of Directors' Expenses

Policy and General Rules

The District encourages Directors to attend conferences, seminars and other meetings that require their participation or provide an opportunity to be informed concerning matters of interest to the District. Each Director is entitled to reimbursement for the reasonable and prudent expenditures (i.e., registration fees, travel, meals, lodging, and other actual and necessary expenses) incurred in the performance of his or her official duties. When a Director pre-pays expenses (e.g., registration, airfare, hotel), the Director may submit such items for expense reimbursement prior to the meeting occurrence.

A Director may use his or her personal funds for meeting registration. The District will reimburse the Director for the actual amount of the registration, if properly reported and documented in accordance with this policy.

The District's annual budget will set an appropriate level of funding for payment of Directors' expenses.

Any exceptions for expenses that do not come within the District's expense reimbursement policy must be approved by the Board in a public meeting in advance of the time when the expense will be incurred. (Government Code, §53232.2, subd. (f).) Any question concerning the propriety of a particular expense should be resolved by the Board before the expense is incurred.

4130.6 Reimbursable Expenses

Directors' direct expenses for attendance at meetings and events authorized by this policy, including registration fees, reasonable travel, lodging, and meal costs, and other actual necessary expenses, will be paid by the District in accordance with the guidelines and per diem rates for an accountable expense reimbursement plan as defined in the United States Internal Revenue Service's Publication 463 ("Travel, Entertainment, Gift and Car Expenses") and Publication 1542 ("Per Diem Rates (For Travel Within the Continental United States)") (collectively, the "IRS Publications"), as such may be amended from time to time.

The following expenses are authorized business-related expenditures:

- a. **Personal Vehicle Mileage.** A Director will be reimbursed for actual vehicle travel miles at the rate authorized under the IRS Publications for all meetings attended and services provided. A Director will be considered to have accounted for personal vehicle expenses by indicating the actual miles traveled, the business purpose of the travel, and the date of travel on the approved District expense reimbursement form and submitted. The District will not reimburse Directors for any other personal vehicle expenses.
- b. **Hotel Expenses.** A Director will be reimbursed for reasonable lodging expenses incurred in accordance with this Policy when a Director attends conferences, seminars, or meetings, if the Director stays at the hotel or other lodging listed in the event's registration materials at the group rate obtained for the event. If a Director travels on District business for which no hotel is designated or is unable to book lodging at a specified conference rate, he or she may either (a) be reimbursed at the per diem hotel rate provided in the IRS Publications for the city in which the hotel is located; or (b) use the Director's personal funds to pay for hotel charges, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem hotel rate provided for in the IRS Publications for the event location.
- c. **Meals.** A Director may be reimbursed for the cost of meals while attending authorized conferences, seminars, or meetings away from the District based on the per meal rate provided for in the IRS Publications. A Director may either (a) report meals at the IRS per diem rate or (b) use the Director's personal funds to pay for meals, in which case the District will reimburse the Director for actual charges, but only up to three times the maximum per diem meal rates provided for in the IRS Publications. If a Director is not traveling for a full day, defined as from 12:01 a.m. to 12:00 Midnight, the per diem meal/incidental allowance will be prorated according to the actual hours of travel unless a Director uses his or her personal funds to pay for meals, in which case the District will reimburse the Director for actual charges for meals incurred while traveling, but only up to three times the maximum meal rate provided for in the IRS Publications. If the District prepays the cost of one or more meals with a meeting, function or conference registration, a Director must attend the prepaid meals. If a Director fails to attend a pre-paid meal, a Director may not submit a claim for reimbursement for an alternative meal taken in lieu of the pre-paid meal.
- d. **Incidental Allowance.** Tips for meals will be reimbursed up to a maximum of 15% of the cost of the reimbursable portion of any meal in accordance with the tip shown on the receipt attached to an expense reporting form. The District will reimburse the Director for tips given to transportation drivers, baggage porters, bellhops and hotel housekeepers that are reasonable and customary for the area. A Director may be reimbursed for toll charges and parking fees up to the actual amount expended.

- e. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Director may use regularly scheduled commercial carriers for travel. Consistent with scheduling needs and the most-direct route, a Director traveling by plane, train, rental vehicle, bus, or taxi will travel at the least-expensive fare available for the date and time of the travel. When possible, travel should be planned to permit use to use advanced fares. Long-term parking must be used at airports for travel exceeding 24 hours. The District will reimburse the Director for the actual amount of the fare and related, necessary expenses (e.g., baggage fees), if properly reported in accordance with this policy.
- f. Telephone/Fax/Cellular/Internet. A Director will be reimbursed for actual telephone, fax and reasonable internet expenses incurred for District business. Telephone bills should identify which calls were made for District business. For cellular calls when the Director has a particular number of minutes included in the Director's plan, the Director can identify the percentage of calls made for District business.

4130.7 Types of Expenses for Which Reimbursement Will Not be Provided.

Director expenses that are not deemed to be reimbursable business expenses may include, but are not limited to:

- a. Barber and/or beauty shop charges;
- b. Fines for traffic or parking violations;
- c. Expenses of any person accompanying a Director on a District-approved trip or event;
- d. Personal telephone calls;
- e. Fitness/Health Facility or Massages;
- f. Alcoholic beverages;
- g. Entertainment expenses (movies, sporting events, etc.);
- h. Non-Mileage vehicle expenses; and
- i. Charitable contributions

4130.8 Expense Reporting Procedures

To be reimbursed for any expense authorized under this Policy, within 60 days of incurring the expense, a Director must fill out and sign a District-provided expense report form. The expense report form is designed to ensure that Directors' expense reimbursements comply with the requirements of Government Code section 53232.3 and the IRS Publications. Accordingly, the General Manager will review each expense report form, and sign it to indicate compliance with the requirements of this policy. In all cases when a Director seeks reimbursement for expenses incurred while attending a conference, seminar or other meeting, a copy of the conference registration form must either be attached to his or her expense report or on file at the District (e.g. copy attached to check request or purchasing card paperwork). In addition, a Director will

be required to attach the following documentation to his or her expense reimbursement report as a condition of receiving reimbursement for an appropriately-incurred business expense:

- a. **Personal Vehicle Mileage.** To verify mileage, the General Manager or designee will document personal vehicle mileage, using tools such as Google or MapQuest, which will be attached to the Director's expense report.
- b. **Lodging Expenses.** If a Director wishes to be reimbursed for lodging expenses, he or she must attach to the expense report an itemized bill issued by the hotel and a copy of the credit card receipt or other proof of the Director's payment. Except when attending a conference, seminar or other meeting and using the available group rate booked for the event, the District will reimburse a Director only for the actual amount of the hotel expenses incurred up to a maximum amount equal to three times the applicable per diem rate shown in the IRS Publications.
- c. **Meal Expenses.** If a Director wishes to be reimbursed for meal expenses at the IRS per diem rate, he or she may fill out the expense report form and claim the expense without further documentation. If a Director pays for meals with his or her own funds, he or she must attach to the expense report an itemized bill, copy of a credit card receipt or other proof of the Director's payment. In such cases, the District will reimburse a Director only for the actual amount of the meal expense incurred up to a maximum amount of three times the applicable per diem rate shown in the IRS Publications.
- d. **Common Carrier Travel.** A Director must attach to his or her expense report the fare, coupon, or itemized bill from a travel agency, airline, rental vehicle, bus, or train showing the actual amount expended for such travel. A boarding pass, conference badge, business receipt from the destination or other documentation indicating the travel occurred must be attached to the Director's expense report.
- e. **Incidental Expenses.** Whenever possible, a Director should obtain a receipt for incidental expenses such as tolls and parking fees. For incidental expenses where no receipt is available, such as tips and parking meter costs, a reimbursement request for such expenses may be claimed on the District approved expense report. Certification that such expenses were related to District business, reasonable, appropriate, and actually incurred by the Director is made when signing the District approved expense report form.

In all cases, the Director will remain responsible for filing an expense report and attaching the appropriate documentation obtained by the Director in conformance with paragraphs a. through e. above. Flat-rate advances or payments of expenses are prohibited under Government Code section 53232.2, except for per diem payments authorized in accordance with the IRS Publications.

A Director must substantiate all expenses on an expense report with the appropriate documentation attached within 60 days of incurring or paying the expense. An expense report submitted after the 60 days will only be paid if approved by the Board at a regular meeting. Any mis- or late-reported expenses incurred by a Director will not meet the requirements of the IRS Publications and will be considered income to the affected Director. To comply with the applicable tax laws, the District will issue to a Director a Form W-2 including all mis- or late-reported expenses as income.

4130.9 Disclosure

To comply with reporting requirements of Government Code section 53232.3, the District will prepare a list of the meetings attended by each Director for which the District provided compensation, and a list of the amount and purpose of each expense reimbursement paid by the District to each Director. This information will be included with the agenda materials for each regular monthly Board of Directors meeting. At the next regular Board meeting, Directors also must provide either an oral or written report of meetings and other authorized events attended for which they were compensated by the District. If multiple officials attended the same event, a joint report may be made.

All expenses are subject to verification that they comply with this Policy. Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expenditures are public records subject to disclosure under the Public Records Act, except that the District will ensure that no Director personal information, such as credit card numbers and home addresses, is provided to the public in the event of a request for such records.

4130.10 Penalties

Government Code Section 53232.4 defines the penalties for falsifying or misusing public funds. The penalties include: (1) loss of the violator's reimbursement privileges; (2) restitution of misused District funds; (3) civil penalties of up to \$1,000 per day for each day of violation and three times the value of the public resources misused; and (4) criminal prosecution and lifetime bar from holding public office. The Board will report any violation of this Policy to the appropriate authorities.

4130.11 Payment of Compensation and Expenses

All reimbursable expenses as outlined in this policy will be paid within the next payroll cycle upon receipt of a completed expense reporting form approved by the General Manager or designee.

4130.12 Policy Review

This Policy shall be reviewed at least biennially.



6191 N State Hwy 161 1Suite 200
Irving, TX 75038

Phone: (713) 570-3025
Fax: (724) 416-6524
www.crowncastle.com

September 12, 2023

VIA Email

CALAVERAS PUBLIC UTILITY DISTRICT
PO BOX 666
SAN ANDREAS, CA 95249

RE: BU# 845773 – SAN ANDREAS
Site Address: END OF ANDREAS VISTA OFF MURRAY CREEK RAN CH
ROAD, SAN ANDREAS, CA 95249

Dear CALAVERAS PUBLIC UTILITY DISTRICT:

In order to better serve the public and minimize the amount of towers in an area where a Lease is located, DISH Network plans to modify the equipment at the telecommunication facility. The modification will not alter the character or use of the site nor will it change the nature of Crown Castle's occupancy of the site.

The COUNTY OF CALAVERAS, CA requires Landowners Authorization for applications related to Land Use, zoning and/or building permits. Therefore, I respectfully request your notarized signature where indicated on the enclosed Property Owner Letter of Authorization (a notary Acknowledgement form is included, and a notary can be scheduled to meet with you upon request).

Thank you for your continued cooperation with Crown Castle. If you have any questions concerning this request, please feel free contact me at (713) 570-3025 or via email at Christy.McWilliams@crowncastle.com

Yours truly,

Christy McWilliams
Real Estate Specialist
(713) 570-3025
Christy.McWilliams@crowncastle.com

Property Owner Letter of Authorization

**COUNTY OF CALAVERAS, CA
891 MOUNTAIN RANCH ROAD
SAN ANDREAS, CA 95249**

Re: Zoning/ Permitting – Plan / Design Review Process

I hereby represent that I am the legal owner of the property referenced below, and I hereby give my authorization to DISH NETWORK and/or its Agent(s), to act as our Agent(s) in processing and obtaining approval for Building and/or Zoning permits through the COUNTY OF CALAVERAS, CA for the modification of the facility located at the existing wireless communications site described as:

Crown Site ID: **845773/SAN ANDREAS**
DISH NETWORK Site ID: **SCSAC03003A/**
Site Address: **END OF ANDREAS VISTA OFF MURRAY CREEK RA NCH
ROAD, SAN ANDREAS, CA 95249**
APN: **044-009-099-000**

Property Owner: CALAVERAS PUBLIC UTILITY DISTRICT

Signature: _____

Print Name: _____

Date: _____

September 12, 2023

Via EMIAL and Certified Mail, Return Receipt

CALAVERAS PUBLIC UTILITY DISTRICT
PO BOX 666
SAN ANDREAS, CA 95249

Re: CONSENT LETTER (Business Unit # 845773) That certain Option and Site Lease Agreement dated October 10, 1995 , as amended and/or assigned (the “**Lease**”), by and between Lessor and Tenant regarding a portion of that property located at End of Andreas Vista Off Murray Creek Ranch Road (“**Leased Premises**”).

To Whom it May Concern:

This binding letter agreement (“**Letter Agreement**”) sets forth the agreement between NCWPCS MPL 26-Year Sites Tower Holdings LLC, a Delaware limited liability company, by CCATT , a Delaware limited liability company, its Attorney in Fact] (“**Tenant**”) and Calaveras Public Utility District (“**Lessor**”) allowing DISH Wireless L.L.C. or its affiliate (“**Customer**”) to collocate on the Leased Premises.

The parties agree as follows:

1. Lessor hereby consents to Tenant subleasing, licensing or otherwise granting a similar right of use and occupancy to a portion of the Leased Premises to Customer and for Customer to install, operate, maintain and remove communication equipment at the Leased Premises. The Lessor’s consent is effective as of the date of Lessor’s signature on this Letter Agreement.

As consideration for Landlord’s consent, Tenant agrees to pay to Lessor a monthly fee of Five Hundred and No/100 Dollars (\$500.00) (“**Collocation Consideration**”) effective on the first day of the month following the date that Customer commences construction at the Leased Premises and each subsequent payment shall be due on the first (1st) day of each month thereafter. The Collocation Consideration will terminate when the use of the Leased Premises by Customer is terminated, expires or ceases for any reason.

2. Lessor understands that Tenant is relying on Lessor’s consent and Lessor’s agreement to the amount of consideration outlined in this Letter Agreement to collocate the Customer on the Leased Premises. Lessor also acknowledges that Tenant would not otherwise sublease or license the Leased Premises to the Customer without Lessor’s agreement. Lessor represents and warrants as of the date of this Letter Agreement that Lessor is duly authorized and has the full power, right and authority to enter

into this Letter Agreement and to give its consent and waiver as provided herein. Tenant reserves all rights to itself.

3. This Letter Agreement may be executed in any number of identical counterparts, each of which when executed and delivered shall be an original, but all such counterparts shall constitute but one and the same instrument. Telecopied, facsimile or other form of electronic signatures may be used in place of original signatures on this Letter Agreement.

If this Letter Agreement accurately reflects the understanding regarding the Customer's use and occupancy of the Leased Premises, please so indicate by signing and returning to the undersigned the enclosed copy of this letter.

LESSOR:
CALAVERAS PUBLIC UTILITY DISTRICT
PO BOX 666
SAN ANDREAS, CA 95249

TENANT:
NCWPCS MPL 26 – Year Sites Tower Holdings
LLC, a Delaware limited liability company
By: CCATT, a Delaware limited liability
company its Attorney in Fact

By: _____ (seal)
Name: _____
Title: _____
Date: _____

By: _____ (seal)
Name: _____
Title: _____
Date: _____

Maintenance Report

September 2023

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 = 32,558,864 Gallons	Complete
	Sold Water = 35,426,929 Gallons	Complete
	Jeff Davis Reservoir 6' Below Spill	Ongoing
	Generator Annual Maint. & Bank Load Test	Complete
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly routine checks	Complete
	Raw Water Pumped = 0 Acre Feet	Ongoing
	1" over Spill	Ongoing
Schaads Reservoir	Weekly checks	Complete
	Schaads Metered Acc. 355,400 gallons	Ongoing
	Small Hydro running	Ongoing
	24" Below Spill	Ongoing
	CCWD Pump Data (West Point) = 0 acre Feet	Ongoing
Glencoe Pump Station	Weekly checks - routine monitoring	Complete
Ponderosa PRV Hydro	Weekly checks - routine monitoring	Complete
MCV PRV Hydro	Weekly checks - routine monitoring	Complete
Garamendi's PRV Hydro	Weekly checks - routine monitoring	Complete
San Andreas Distribution	Routine operations, sampling	Complete
	2" Steel Main Leak (Alfreda)	Complete
Moke Hill Distribution	Routine operations, sampling	Complete
	Service Line Leak (Hwy 26)	Complete
	Main Line Leak (Easy Bird)	Complete
	New Customer 1" Install (Lyle Ct)	Complete
	Service Line Leak (Buckeye)	Complete
Glencoe Distribution	Routine operations	Complete
	Generator Annual Maint. & Bank Load Test	Complete
Paloma Distribution	Routine operations, sampling	Complete
Rail Road Flat Distributio	Routine operations, sampling	Complete
Red Hawk Res.	Routine operations	Complete
Safety/Training	Routine Safety Talks	Ongoing
Spray Program	Fall application	Ongoing
Vehicle Maintenance	Dump Truck Tires-Silver Toyota-006 (Brawners)	Complete
Other	71 USA tags completed	Complete
	29 Customer service/work orders	Complete
	Monthly meter reading	Complete
	Complaints- 0 Pressure/ 0 odor/ 0 Color	Complete
	FERC @ EBMUD (5 year)	Complete



Invoice

Calaveras Public Utility District

Date: August 1, 2023

Customer ID: CCWD Middle Fork

To: Calaveras County Water District
120 Toma Ct.
San Andreas, CA 95249
(209) 754-3543

Month	Div Volume (Acre Feet)	Price Per AF	Monthly Cost
Jul-22	2.4000	\$150.00	\$360.00
Aug-22	20.7000	\$150.00	\$3,105.00
Sep-22	23.0000	\$150.00	\$3,450.00
Oct-22	28.6000	\$150.00	\$4,290.00
Nov-22	1.2000	\$150.00	\$180.00
Dec-22	0.0000	\$150.00	\$0.00
Jan-23	0.0000	\$150.00	\$0.00
Feb-23	0.0000	\$150.00	\$0.00
Mar-23	0.0000	\$150.00	\$0.00
Apr-23	0.0000	\$150.00	\$0.00
May-23	0.0000	\$150.00	\$0.00
Jun-23	0.0000	\$150.00	\$0.00
Total	75.9000	\$150.00	\$11,385.00
Total			\$11,385.00

Price per Acre Foot to increase by 4.9% on July 1st. New Acre Foot Charge \$157.35/af
April 2022 to April 2023 Consumer Price Index - West Increase by 4.9%

Make all checks payable to Calaveras Public Utility District

Thank you for your business!

P. O. Box 666, San Andreas, CA 95249

info@cpud.org



6191 N State Hwy 161 1Suite 200
Irving, TX 75038

Phone: (713) 570-3025
Fax: (724) 416-6524
www.crowncastle.com

September 12, 2023

VIA Email

CALAVERAS PUBLIC UTILITY DISTRICT
PO BOX 666
SAN ANDREAS, CA 95249

RE: BU# 845773 – SAN ANDREAS
Site Address: END OF ANDREAS VISTA OFF MURRAY CREEK RAN CH
ROAD, SAN ANDREAS, CA 95249

Dear CALAVERAS PUBLIC UTILITY DISTRICT:

In order to better serve the public and minimize the amount of towers in an area where a Lease is located, DISH Network plans to modify the equipment at the telecommunication facility. The modification will not alter the character or use of the site nor will it change the nature of Crown Castle's occupancy of the site.

The COUNTY OF CALAVERAS, CA requires Landowners Authorization for applications related to Land Use, zoning and/or building permits. Therefore, I respectfully request your notarized signature where indicated on the enclosed Property Owner Letter of Authorization (a notary Acknowledgement form is included, and a notary can be scheduled to meet with you upon request).

Thank you for your continued cooperation with Crown Castle. If you have any questions concerning this request, please feel free contact me at (713) 570-3025 or via email at Christy.McWilliams@crowncastle.com

Yours truly,

Christy McWilliams
Real Estate Specialist
(713) 570-3025
Christy.McWilliams@crowncastle.com

Property Owner Letter of Authorization

**COUNTY OF CALAVERAS, CA
891 MOUNTAIN RANCH ROAD
SAN ANDREAS, CA 95249**

Re: Zoning/ Permitting – Plan / Design Review Process

I hereby represent that I am the legal owner of the property referenced below, and I hereby give my authorization to DISH NETWORK and/or its Agent(s), to act as our Agent(s) in processing and obtaining approval for Building and/or Zoning permits through the COUNTY OF CALAVERAS, CA for the modification of the facility located at the existing wireless communications site described as:

Crown Site ID: **845773/SAN ANDREAS**
DISH NETWORK Site ID: **SCSAC03003A/**
Site Address: **END OF ANDREAS VISTA OFF MURRAY CREEK RA NCH
ROAD, SAN ANDREAS, CA 95249**
APN: **044-009-099-000**

Property Owner: CALAVERAS PUBLIC UTILITY DISTRICT

Signature: _____

Print Name: _____

Date: _____

September 12, 2023

Via EMIAL and Certified Mail, Return Receipt

CALAVERAS PUBLIC UTILITY DISTRICT
PO BOX 666
SAN ANDREAS, CA 95249

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into this Letter Agreement and to give its consent and waiver as provided herein. Tenant reserves all rights to itself.

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PO BOX 666
SAN ANDREAS, CA 95249

TENANT:
NCWPCS MPL 26 – Year Sites Tower Holdings
LLC, a Delaware limited liability company
By: CCATT, a Delaware limited liability
company its Attorney in Fact

By: _____ (seal)
Name: _____
Title: _____
Date: _____

By: _____ (seal)
Name: _____
Title: _____
Date: _____