



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

BOARD OF DIRECTORS MEETING: 3:00 PM
April 11, 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 not talk over the top of any other callers. Conversations must be one at a time.

AGENDA

1. CALL THE MEETING TO ORDER

2. ROLL CALL OF DIRECTORS

- a. President 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. March 14, 2023 Regular Board Meeting Minutes
- b. March 29, 2023 Special Board Meeting Minutes
- c. Claim Summary

Action: Roll call Vote

Consider motion to approve consent item a-c.

ITEMS FOR BOARD DISCUSSION AND/OR ACTION

Board action may occur on any identified agenda item. Any member of the public may directly address the Board on any identified agenda item of interest, either before or during the Board's consideration of that item.

6. **POWER POINT WORKSHOP ON “BOARD OF DIRECTORS 101”**

Action Requested: Discussion

The District General Counsel will provide an overview of the Brown Act, governance issues and selected District policies regarding Board communications and procedures.

7. **WORKSHOP NUMBER 1 ON UPDATING RESERVE POLICY 2150**

Action Requested: Discussion

Board and staff will review and discuss District Policy No. 2150, with updates and amendments to be considered for adoption by the Board at a future meeting.

8. **WATER LOSS FORGIVENESS**

Action Requested: Discussion & Roll Call Vote

Customer requesting water loss forgiveness due to leak on property.

9. **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

- 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.

10. ADJOURNMENT

If there is no other Board business the President will adjourn to its next regular meeting scheduled for May 16, 2023 at 3:00 p.m.

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

CALAVERAS PUBLIC UTILITY DISTRICT

March 14, 2023

Regular Meeting

3:00 pm

DIRECTORS PRESENT: Richard Blood
Brady McCartney
J.W. Dell'Orto
Steve McDermed

MEMBERS ABSENT: Jack Tressler

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

OTHERS PRESENT: Scott Ratterman, Calaveras County Water District

1. CALL THE MEETING TO ORDER: The regular meeting was called to order by President Blood at 3:06 P.M.
2. ROLL CALL OF DIRECTORS: Directors Blood, McCartney, Dell'Orto, and McDermed were present. Director Tressler was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT (Limit 3 minutes per person/15 minutes per subject): None
5. CONSENT ITEMS
 - a. January 10, 2023 Regular Board Meeting Minutes
 - b. February 9, 2023 Special Board Meeting Minutes
 - c. February 14, 2023 Regular Board Meeting Minutes
 - d. Claim Summary

President Blood requested that the February 9, 2023 minutes be corrected to the meeting being adjourned by President Blood instead of President Dell'Orto. President Blood requested that in the January 10, 2023 meeting minutes under agenda item 10d., General Manager comments, for the company Water and Land Solutions be removed from the minutes as he does not recall a company name being mentioned. President Blood requested to add the sentence "The SWRCB representative Robert Lapp completed the sanitary survey inspection of the water system." be added to the February 14, 2023 minutes under the agenda item 15b. Water System Superintendent's Reports. Director Dell'Orto inquired about the invoice for IXOM Watercare, Inc. asking if it was the annual maintenance on the Solar Bee. Travis Small, General Manager clarified that the maintenance is done every 3 years. Director Dell'Orto asked if the storm damage expenses on the claim summary can be submitted to FEMA. Mr. Small informed him that he would be talking about that in the General Manager Comments later in the meeting. He

will go over what has been submitted already. Director McCartney notated the Clearwell Tank Payment #8 to Farr Construction and inquired if that means the job is close to being complete. Mr. Small let the Board know that the project is almost complete and that there will be 1-2 more payments. President Blood asked if the flow meter has been installed at the South Fork Pump Station. Mr. Small responded that it has and he received the report late last week which is why it was not included in this packet. A motion was made by Director Dell’Orto, seconded by Director McCartney, to approve the claim summary. A voice vote was taken. Directors Blood, McCartney, Dell’Orto, and McDermed voted yes; none opposed. Motion carried 4-0. A motion was made by Director Dell’Orto, seconded by Director McDermed, to approve consent items a-c as amended. A voice vote was taken. Directors Blood, McCartney, Dell’Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

6. REVIEW OF DISTRICT TEMPORARY ADVISORY (AD HOC) COMMITTEES AND ASSIGNMENTS

President Blood stated that he would like an agenda item to be added to each Board meeting moving forward to set a committee meeting. He discussed what he thinks each committee should be responsible for. He stated that he would like a couple of committee meetings scheduled before the April Board meeting. President Blood dissolved all existing temporary advisory committees and established temporary advisory committees for Engineering/Planning; Budget/Finance and Negotiations. He assigned Board Members to the Engineering/Planning Committee, the Budget/Finance Committee, and the Negotiations Committee. President Blood assigned Board Members to the Joint Power Authorities. President Blood Assigned one Director to the Local/Regional Organizations of Interest.

District AD Hoc Committees

Engineering/Planning Committee
 Budget/Finance Committee
 Negotiations Committee

Director Assignments

Richard Blood	Brady McCartney
J.W. Dell’Orto	Jack Tressler
Brady McCartney	Richard Blood

Joint Power Authorities

ACWA/JPIA
 Calaveras – Amador Mokelumne River Authority (CAMRA)
 Calaveras Public Power Agency (CPPA)
 Upper Mokelumne River Watershed Authority (UMRWA)

Primary

Steve McDermed
 Richard Blood
 J.W. Dell’Orto
 Brady McCartney
 Richard Blood

Alternate

Jack Tressler
 Travis Small
 J.W. Dell’Orto
 Steve McDermed

Local/Regional Organizations of Interest

Association of California Water Agencies (ACWA)
 Calaveras LAFCO
 Mokelumne River Association (MRA)

Director Assignments

Steve McDermed
 VACANT
 All Board Members

*Mr. Small asked to move to agenda item #11. President Blood agreed.

7. BOARD MEMBER REMOTE ATTENDANCE AT BOARD MEETINGS
(TELECONFERENCING POLICY)

Adam Brown, District Legal Counsel mentioned in the February meeting that the state laws have changed regarding remote meetings. This policy is to help outline the law. Unless there is an emergency such as COVID, at least three Board Members will need to attend in person. If the Board finds good cause, they can vote to allow a Board Member to attend remotely. The exception can only happen two times in a calendar year for each Board member. A motion was made by Director Dell'Orto, seconded by Director McCartney, to approve Resolution 2023-04 Adopting Calaveras Public Utility District Policy No.4240 – Board Member Remote Attendance At Meetings (Teleconferencing Policy). A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

8. CONSIDERATION TO MOVE MAY REGULAR BOARD MEETING

Director Dell'Orto informed the Board and General Manager that the original proposed Public Hearing is the same time as the County Fair and many families will be attending the fair for their children's 4-H/FFA (Future Farmers of America). The District may want to consider moving the Public Hearing. Mr. Small said they will discuss the Public Hearing date during the Directors' Comments. Director Dell'Orto may also have difficulty attending the regularly scheduled meeting if moved to May 16th as he may be out at the fairground with his family's animals. A motion was made by Director Dell'Orto, seconded by Director McDermed, to rescheduling the Regular Scheduled May Board Meeting to Tuesday May 16, 2023 at 3pm. A voice vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

9. BOARD CONSIDERATION TO APPROVE QUOTATION WITH ERS INDUSTRIAL SERVICE, INC.

President Blood gave an overview of what the replacement will involve. Director McCartney commented on the large cost. Director McDermed inquired as to when the last time the replacement was done. Mr. Small clarified. Director McDermed inquired if it was possible for the work to be done in house? Mr. Small stated that the crew was not equipped or trained to do it. A motion was made by Director Dell'Orto, seconded by Director McCartney, to approve the quotation with ERS Industrial Service, Inc. to provide, install, and top-off anthracite filler media for the six Jeff Davis Water Treatment Plant filters in an amount to not exceed \$32,000. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

10. DECLARING SURPLUS PROPERTY

Carissa Bear, Clerk of the Board, informed the Board that an error was made on Resolution 2023-05. In the last sentence following the recitals, the word "truck" needs to state "backhoe." Ms. Bear has since corrected the error in the resolution. Mr. Small stated that a minimum reserve of \$12,000 has been set. Director McCartney asked for information on the condition of the backhoe. Mr. Small elaborated. A motion was made by Director McCartney, seconded by Director Dell'Orto, to approve Resolution 2023-05 Declaring Surplus Property. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

11. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)-JOINT POWERS INSURANCE AUTHORITY(JPIA) EXECUTIVE COMMITTEE CONCURRING NOMINATION FOR CCWD DIRECTOR SCOTT RATTERMAN

Mr. Small asked Scott Ratterman, Director of the Calaveras County Water District, to review with the Board the purpose of the agenda item. Mr. Ratterman introduced himself and explained that he has been nominated to be on the Executive Committee of ACWA/JPIA and he is hoping Calaveras Public Utility District will adopt a resolution concurring with his nomination. He gave a brief overview of his time on multiple committees. A motion was made by Director McCartney, seconded by Director McDermed, to approve Resolution 2023-06 Concurring in the Nomination Resolution for Scott Ratterman. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

12. AMENDMENT TO EMPLOYMENT AGREEMENT FOR GENERAL MANAGER

Director McCartney asked for clarification on the amendment. President Blood clarified that it was due to adding an additional week of vacation to be used this calendar year. A motion was made by Director Dell'Orto, seconded by Director McDermed, to Resolution 2023-07 to Amend the General Manager's Employment Agreement. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

13. REPORTS

a. Legal Counsel's Report

Mr. Brown stated that his report was covered in agenda item #7.

b. Water System Superintendent's Report

Mathew Roberts, Water System Superintendent, presented a slideshow of photos taken in February to early March. Some of the photos showed the recent storms. President Blood inquired if the storm caused turbidity issues. Mr. Roberts clarified that there were no issues. Mr. Roberts reported that the pumps were shut off at the South Fork Pump Station (S.F.P.S.) due to the murky water. Treated Water was 16,033,233. Jeff Davis Reservoir is 11' below spill. S.F.P.S. is 2" over spill. Both units are running at Schaads. Mar-Tech did the large unit belt replacement at Schaads. The dead-end line flushing was complete in San Andreas. A fire hydrant replacement was done on Pope St. in San Andreas. The 2020 F250 had tires done at A-1. The annual fire extinguisher testing is complete. The crew completed 41 USA tags. The crew completed 37 customer service/work orders. The quarterly water tank inspections are complete. President Blood inquired about a blow off for the line near Wendall's. Mr. Roberts clarified.

c. District Engineer Report

Mr. Small reported that there was no update on the Clearwell Tank Project due to weather delay.

d. General Manager's Report

Mr. Small reported that the Request for Public Assistance (RPA) has been submitted to assist with the damages that occurred during the 2023 storms. President Blood asked who submitted application. Mr. Small responded that it was a joint effort between the staff and the District Engineers. Mr. Small informed the Board that the presentations for the Public Workshops are being revamped. Mr. Roberts will be added to the presenters. More photos will be added to the presentations. Director McCartney stated that he believes that a good amount of people will attend the Mokelumne Hill Public Workshop. President Blood asked for clarification as to when the study will no longer be a draft. Mr. Small stated that a final draft will be presented to the Board for consideration after the workshops are complete and final changes are done. President

Blood asked the staff to add an easy link on front page of website to the draft study. Ms. Bear will make that change.

e. Director's Comments:

Director Dell'Orto gave an overview of the CAMRA meeting he attended in February. He also thanked the crew for their hard work on the leak in Mokelumne Hill. Director Dell'Orto reiterated that he believes the Public Hearing date should be changed to allow all of the families who attend the Calaveras County Fair to be able to attend the hearing. The Board and the General Manager discussed possible dates. Mr. Small informed the Board that the Fiscal Year 2021/2022 Audit has been completed and he believes one change that will need to be made will be that the Board will now need to be issued IRS form 1099 for compensation received as Directors. The auditors did mention the possibility of adding the Board to payroll instead of cutting checks through the normal accounts payable. Some of the Board members discussed the possibility of declining their stipend with the District's legal counsel. Ms. Bear reminded the Board to complete their Form 700s.

14. ADJOURNMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 5:05 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

Special Meeting

5:00 pm

DIRECTORS PRESENT: Richard Blood
Brady McCartney
J.W. Dell'Orto
Steve McDermed

DIRECTORS ABSENT: Jack Tressler

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: Alison Lechowicz, Lechowicz & Tseng Municipal Consultants

1. CALL THE MEETING TO ORDER: President Blood called the meeting to order at 5:06 p.m.
2. ROLL CALL OF DIRECTORS: Directors Blood, McCartney, Dell'Orto, and McDermed were present. Director Tressler was absent.
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT: None
5. CONSENT ITEMS
 - a. March 8, 2023 Special Board Meeting Minutes
 - b. March 16, 2023 Special Board Meeting Minutes

A motion was made by Director Dell'Orto, seconded by Director McCartney, to approve consent items a-b. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

6. APPROVE FINAL DRAFT OF RATE STUDY

The Board considered approval of the final draft of the rate study. President Blood said he did not see in the report how much the rate increase will affect the over consumption of water use. He asked for clarification on the basis of the revenue data. Alison Lechowicz, Lechowicz & Tseng Municipal Consultants, clarified that the past 3 year average was used to determine the average water use and it is assumed that customers will continue to use the same amount of water. Ms. Lechowicz explained that the usage charge on page 12 and the total consumption on page 13 explain the revenue data. Travis Small, General Manager, explained that it is expected for customers to continue to use the same amount of water and if they do not, that will bring down the cost of treatment. President Blood mentioned the amount of water sold in 2012 seemed to be significantly

more than now. Mr. Small clarified that many customers implemented drought measures that they have continued to keep even after the drought was lifted. President Blood reported that he found an error on Page 28 which referenced "Error! Reference source not found." Mr. Small will work with staff to get that corrected before posting the final rate study to the website. President Blood asked for additional information on Table 13, Mr. Small clarified. President Blood asked for Ms. Lechowicz to explain the changes that were made to the Draft Water Rate Study, and Ms. Lechowicz gave a brief overview of the changes. The track changes Water Rate Study was included in the Board packet for comparison. A motion was made by Director Dell'Orto, seconded by Director McDermed, to approve the Final Draft of the Rate Study. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

7. APPROVAL OF THE PROPOSITION 218 NOTICES

Director McDermed asked if the Proposition 218 notice would be mailed with the regular bills. Mr. Small clarified that Proposition 218 notices will be mailed separately from normal customer bills. President Blood asked for clarification if both property owners and renters can protest. Mr. Small clarified that either could protest, but only one vote per parcel will count. Director McDermed was pleased with the clarity of the notice. A motion was made by Director McDermed, seconded by Director McCartney, to approve the form of notice of Public Hearing on Proposed Water Rate Increase under Proposition 2018 and authorize staff to mail the notices to District customers. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0.

8. FINAL HEARING JUNE 8TH 2023 AT 7:00 PM AT THE SAN ANDREAS TOWNHALL

The Board June 8, 2023 for the final hearing on the rate increase. A motion was made by Director McCartney, seconded by Director Dell'Orto, to schedule the final hearing on the Proposed Water Rate Increase on June 8th 2023 at 7:00pm at the San Andreas Town Hall. A roll call vote was taken. Directors Blood, McCartney, Dell'Orto, and McDermed voted yes; none opposed. Motion carried 4-0. Director Dell'Orto thanked Ms. Lechowicz and the staff, especially Mr. Roberts, for participating in the last public outreach. He felt like it went well. President Blood agreed that the product produced by Ms. Lechowicz was far superior to the study prepared for the last rate increase.

9. ADJOURNMENT

There being no further business to come before the Board, President Blood adjourned the meeting at 5:35 pm.

Respectfully Submitted,



Carissa Bear, Clerk of the Board

CALAVERAS PUBLIC UTILITY DISTRICT

CLAIM SUMMARY # 3-2023

DATE: March 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	\$ 217,413.35
Payroll Submitted	\$ 73,435.58
Employee Reimbursement	\$ 919.62
P/R Tax Deposits	\$ 31,789.11
Sub-total	\$ 323,557.66

Claim Summary Approved for	\$ 323,557.66
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Clerk of the Board, Calaveras Public Utility District

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

Name	Date	Memo	Account	Amount
A-1 Sharpening				
	03/08/2023	Tires for Truck #10	5532 · Repairs & Maintenance-Auto	1,196.04
Total A-1 Sharpening				<u>1,196.04</u>
ACWA				
	03/17/2023	2023 ACWA Legislative Symposium	5320 · Seminars & Conferences-Staff	325.00
Total ACWA				<u>325.00</u>
ACWA-Health				
	03/08/2023	April 2023 Dental/Vision/Life	5220 · Dental/Vision/Life Insurance	1,603.76
Total ACWA-Health				<u>1,603.76</u>
American Fidelity Assurance				
	03/08/2023	February 2023	5275 · Employee Section 125 Plan	540.68
	03/20/2023	March 2023	5275 · Employee Section 125 Plan	540.68
Total American Fidelity Assurance				<u>1,081.36</u>
American Fidelity Assurance Co.(Flex)				
	03/08/2023	Inv# 2136820A Flex	5275 · Employee Section 125 Plan	337.50
	03/20/2023	Pay Period 3/15/2023	5275 · Employee Section 125 Plan	168.75
Total American Fidelity Assurance Co.(Flex)				<u>506.25</u>
AT & T				
	03/08/2023	Hydro #3 Garamendi	5480 · Telephone	248.80
	03/08/2023	San Andreas Tank Circuit	5480 · Telephone	55.92
	03/08/2023	San Andreas Tank	5480 · Telephone	246.90
Total AT & T				<u>551.62</u>
AT & T				
	03/08/2023	SA Tank Long Distance	5480 · Telephone	64.50
	03/20/2023	San Andreas Tank Long Distance	5480 · Telephone	64.30
Total AT & T				<u>128.80</u>
AT&T				
	03/20/2023	Shop Phone & Internet	5480 · Telephone	81.09
Total AT&T				<u>81.09</u>
Cal-Waste				
	03/09/2023	Office	5760 · Sewer & Garbage	160.94
	03/09/2023	Shop	5760 · Sewer & Garbage	383.62
Total Cal-Waste				<u>544.56</u>
Cal PERS				
	03/03/2023		5200 · Medical Benefits	0.00
	03/03/2023	Employer Contribution, Classic, 1017, CalPERS, 02/12/2023 - 02/25/2023	5230 · Retirement Benefits-CalPERS	3,282.66

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

Name	Date	Memo	Account	Amount
	03/03/2023	Employer Contribution, PEPRA, 26507, CalPERS, 02/12/2023 - 02/25/2023	5230 · Retirement Benefits-CalPERS	2,059.96
	03/20/2023	Health PA Billing - PERS	5200 · Medical Benefits	33,530.10
	03/20/2023	Employer Contribution, Classic, 1017, CalPERS, 02/26/2023 - 03/11/2023	5230 · Retirement Benefits-CalPERS	3,282.66
	03/20/2023	Employer Contribution, PEPRA, 26507, CalPERS, 02/26/2023 - 03/11/2023	5230 · Retirement Benefits-CalPERS	2,088.86
	03/20/2023	Admin Fee - Late Payroll Reporting, CalPERS - MS & KD	5230 · Retirement Benefits-CalPERS	200.00
Total Cal PERS				<u>44,444.24</u>
Calaveras Auto Supply				
	03/08/2023	Truck 10 & 2 Tools	5532 · Repairs & Maintenance-Auto	65.69
Total Calaveras Auto Supply				<u>65.69</u>
Calaveras County Environmental Health				
	03/08/2023	Haz Mat Release Response /CUPA Oversight Surcharg	5460 · Permits	262.00
Total Calaveras County Environmental Health				<u>262.00</u>
Calaveras Lumber Company				
	03/08/2023	Saw accessories	5548 · Materials & Supplies-T&D	143.75
Total Calaveras Lumber Company				<u>143.75</u>
Calaveras Public Power Agency				
	03/09/2023	CPUD Warehouse	5743 · Electricity-Office	367.80
	03/09/2023	Glencoe Booster Pump	5741 · Electricity-Hydros	345.80
	03/09/2023	CPUD Office	5743 · Electricity-Office	165.00
	03/09/2023	Jeff Davis Water Treatment Plant	5742 · Electricity-Treatment	1,540.00
	03/09/2023	Licking Fork Pumping Station	5740 · Electricity-T & D	25,144.00
Total Calaveras Public Power Agency				<u>27,562.60</u>
Carbon Copy Inc.				
	03/08/2023	Printing February 2023	5464 · Printing	168.15
Total Carbon Copy Inc.				<u>168.15</u>
Care Free Lawns				
	03/08/2023	February Monthly Services	5670 · Janitorial	150.00
Total Care Free Lawns				<u>150.00</u>
Comcast				
	03/20/2023	District Office Internet & Phone	5480 · Telephone	327.83
Total Comcast				<u>327.83</u>
Comcast Business (VE)				
	03/20/2023	Business Voice Edge	5480 · Telephone	299.82
Total Comcast Business (VE)				<u>299.82</u>
De Lage Landen Financial Services Inc.				
	03/17/2023	Kyocera Printer	5464 · Printing	83.66

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

Name	Date	Memo	Account	Amount
Total De Lage Landen Financial Services Inc.				83.66
Diamond Maps				
	03/20/2023	Annual Subscription 4/7/2023 to 4/7/2024	5470 - Software Programs & Updates	<u>456.00</u>
Total Diamond Maps				456.00
Employment Development Department				
	03/17/2023	Employment Tax Liability Period Ending 3/31/2023	5250 - Medicare Tax, Social Sec, & SUI	<u>924.81</u>
Total Employment Development Department				924.81
Ferguson (Neptune)				
	03/20/2023	Neptune Set Up Fee & Annual Subscription	5470 - Software Programs & Updates	<u>1,894.00</u>
Total Ferguson (Neptune)				1,894.00
First Foundation Bank				
	03/20/2023	Clearwell Loan Principle	5910 - Debt Service-Principal	40,110.89
	03/20/2023	Clearwell Loan Interest	5920 - Debt Service-Interest	<u>26,371.16</u>
Total First Foundation Bank				66,482.05
Fischer, Merle				
	03/09/2023	March 2023	5210 - Medical Benefits-Retiree	<u>996.31</u>
Total Fischer, Merle				996.31
Foothill-Sierra Pest Control Inc.				
	03/08/2023	Quarterly Pest Control	5670 - Janitorial	<u>125.00</u>
Total Foothill-Sierra Pest Control Inc.				125.00
GEI Consultants, Inc.				
	03/08/2023	Chief Dam Safety Engineer Services	5695 - Consultants-Dam	<u>1,908.00</u>
Total GEI Consultants, Inc.				1,908.00
Grainger				
	03/20/2023	WTP Materials & Supplies	5547 - Materials & Supplies-Treatment	140.37
	03/20/2023	Crew Safety Equipment	5566 - Safety Equipment	<u>222.85</u>
Total Grainger				363.22
Hill Rivkins Brown & Associates				
	03/17/2023	February Legal Services	5645 - Legal Services	<u>6,047.50</u>
Total Hill Rivkins Brown & Associates				6,047.50
Hobgood's Cleaning Service				
	03/20/2023	Janitorial Services March 2023	5670 - Janitorial	<u>160.00</u>
Total Hobgood's Cleaning Service				160.00
Holt of California				
	03/09/2023	Backhoe Rental	5720 - Equipment Rental	<u>5,378.46</u>
Total Holt of California				5,378.46

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

Name	Date	Memo	Account	Amount
Hunt & Sons Inc.				
	03/08/2023	Fuel for District Vehicles	5540 - Fuel	<u>2,672.67</u>
Total Hunt & Sons Inc.				2,672.67
Jorgensen Company				
	03/08/2023	Fire Extinguishers Maintenance	5670 - Janitorial	<u>790.09</u>
Total Jorgensen Company				790.09
Lechowicz & Tseng				
	03/17/2023	Water Rate Study 02/01/2023 - 02/28/2023	5650 - Financial Consultants	<u>4,082.81</u>
Total Lechowicz & Tseng				4,082.81
Lowe's				
	03/20/2023	Salt for WTP	5547 - Materials & Supplies-Treatment	<u>1,978.20</u>
Total Lowe's				1,978.20
MarTech				
	03/08/2023	Inv# 10470 Replace Belt on Hydro Turbine MF PH	1119 - Fixed Assets Hydro	<u>8,757.68</u>
Total MarTech				8,757.68
Martin Marietta				
	03/08/2023	Aggregate - Inv# 38178156	5549 - Emergency Response	<u>532.74</u>
Total Martin Marietta				532.74
Matrix Trust Company				
	03/08/2023	Payroll Date 2/25/2023	2317 - 457 Plan	903.66
	03/20/2023	Payroll Date 3/11/2023	2317 - 457 Plan	<u>930.71</u>
Total Matrix Trust Company				1,834.37
Mokelumne Hill Veteran's Mem. District				
	03/16/2023	Hall Deposit for Town Hall Meeting 3/16/2023	5315 - Seminars & Conferences-Board	<u>150.00</u>
Total Mokelumne Hill Veteran's Mem. District				150.00
Mokelumne Hill Veterans Memorial Distric				
	03/16/2023	Hall Rental for Town Hall Meeting 3/16/2023	5315 - Seminars & Conferences-Board	<u>200.00</u>
Total Mokelumne Hill Veterans Memorial Distric				200.00
Motherlode Answering Service				
	03/08/2023	Answering Service	5606 - Answering Service	<u>509.44</u>
Total Motherlode Answering Service				509.44
Pace Supply				
	03/09/2023	Materials & Supplies T&D	5548 - Materials & Supplies-T&D	321.74
	03/20/2023	Materials & Supplies T&D	5548 - Materials & Supplies-T&D	337.43
	03/20/2023	Materials & Supplies T&D	5548 - Materials & Supplies-T&D	<u>760.36</u>
Total Pace Supply				1,419.53

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

Name	Date	Memo	Account	Amount
PG&E - ENERGY STATEMENT				
	03/09/2023	Schaad's Hydro	5741 · Electricity-Hydros	90.28
	03/09/2023	Warehouse Light	5743 · Electricity-Office	9.91
	03/09/2023	CPUD Office	5743 · Electricity-Office	392.20
	03/09/2023	Warehouse Light	5743 · Electricity-Office	9.91
	03/17/2023	Hydro #1	5741 · Electricity-Hydros	140.28
	03/17/2023	Hydro #2	5741 · Electricity-Hydros	55.19
	03/17/2023	Hydro #3	5741 · Electricity-Hydros	173.68
Total PG&E - ENERGY STATEMENT				871.45
San Andreas Recreation & Park District				
	03/08/2023	Town Hall Rental - Town Hall Meeting 3/8/2023	5315 · Seminars & Conferences-Board	350.00
Total San Andreas Recreation & Park District				350.00
San Andreas Sanitary District				
	03/09/2023	Office	5760 · Sewer & Garbage	99.81
	03/09/2023	Shop	5760 · Sewer & Garbage	99.81
Total San Andreas Sanitary District				199.62
SEIU Local 1021				
	03/09/2023	Pay Period Ending 2/25/2023	2322 · SEIU Union Dues	429.25
	03/17/2023	PPE 3/11/2023	2322 · SEIU Union Dues	432.79
Total SEIU Local 1021				862.04
Sender's Market Inc.				
	03/09/2023	Materials & Supplies - Treatment	5547 · Materials & Supplies-Treatment	59.65
	03/09/2023	Materials & Supplies - T&D	5548 · Materials & Supplies-T&D	36.46
	03/09/2023	Materials & Supplies - Pumping	5545 · Materials & Supplies-Pumping	168.37
Total Sender's Market Inc.				264.48
Staples Credit Plan				
	03/09/2023	Office supplies	5475 · Office Supplies	433.19
Total Staples Credit Plan				433.19
Technical Systems Inc.				
	03/09/2023	Emergency Support January Storms	5549 · Emergency Response	2,140.98
Total Technical Systems Inc.				2,140.98
Texas Life Insurance Company				
	03/20/2023	T. Small	5275 · Employee Section 125 Plan	35.00
Total Texas Life Insurance Company				35.00
Treat's General Store				
	03/09/2023	Materials & Supplies - T&d	5548 · Materials & Supplies-T&D	113.69

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

Name	Date	Memo	Account	Amount
	03/09/2023	Materials & Supplies - Treatment	5547 · Materials & Supplies-Treatment	87.79
Total Treat's General Store				201.48
USA Blue Book				
	03/09/2023	Repairs & Maintenance - Treatment	5535 · Repairs & Maintenance-Treatment	652.82
	03/20/2023	Safety Equipment	5566 · Safety Equipment	80.08
	03/20/2023	WTP Materials & Supplies	5547 · Materials & Supplies-Treatment	696.76
	03/20/2023	WTP Materials & Supplies	5547 · Materials & Supplies-Treatment	78.26
Total USA Blue Book				1,507.92
Verizon Wireless				
	03/09/2023	District Cell Phones	5480 · Telephone	1,127.93
	03/20/2023	Special Circuits	5480 · Telephone	62.19
Total Verizon Wireless				1,190.12
Volcano Telephone				
	03/09/2023	13900 Hwy 26	5480 · Telephone	58.67
	03/09/2023	1601 West Forty	5480 · Telephone	58.67
	03/09/2023	10727 Ponderosa Way	5480 · Telephone	58.67
	03/09/2023	3089 Ridge Rd	5480 · Telephone	55.09
	03/09/2023	Treatment Plant	5480 · Telephone	66.70
	03/09/2023	Schaad's Hydro	5480 · Telephone	94.39
	03/09/2023	Special Circuit	5480 · Telephone	58.67
	03/09/2023	Schaad's Hydro	5480 · Telephone	58.67
	03/09/2023	Treatment Plant Broadband	5480 · Telephone	56.95
	03/09/2023	Treatment Plant Long Distance	5480 · Telephone	71.04
Total Volcano Telephone				637.52
Weber, Ghio & Associates				
	03/20/2023	General Engineering Services	5850 · Engineering-Capital	210.00
	03/20/2023	Clearwell Tank - Phase II Construction Management	5850 · Engineering-Capital	10,498.86
	03/20/2023	San Andreas Water Line Project	5850 · Engineering-Capital	803.25
Total Weber, Ghio & Associates				11,512.11
Wells Fargo Bank - C. Bear				
	03/20/2023	Office Supplies	5475 · Office Supplies	281.97
	03/20/2023	Employee Appreciation	5290 · Employee Recognition	40.37
	03/20/2023	Software	5470 · Software Programs & Updates	118.66
	03/20/2023	Materials & Supplies T&D	5548 · Materials & Supplies-T&D	199.75
	03/20/2023	Mini Storage Unit	5710 · Occupancy	200.00
	03/20/2023	Town Hall Meeting Supplies	5315 · Seminars & Conferences-Board	172.51
Total Wells Fargo Bank - C. Bear				1,013.26

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

Name	Date	Memo	Account	Amount
Wells Fargo Bank - M Roberts				
	03/20/2023	Repairs & Maintenance Auto	5532 · Repairs & Maintenance-Auto	284.29
	03/20/2023	Employee Appreciation	5290 · Employee Recognition	21.56
	03/20/2023	Materials & Supplies - Treatment	5547 · Materials & Supplies-Treatment	1,344.99
Total Wells Fargo Bank - M Roberts				<u>1,650.84</u>
Wells Fargo Bank - T Small				
	03/20/2023	Materials & Supplies T&D	5548 · Materials & Supplies-T&D	2,407.83
	03/20/2023	Employee Recognition	5290 · Employee Recognition	84.52
	03/20/2023	Town Hall Meeting MH	5315 · Seminars & Conferences-Board	71.10
	03/20/2023	Emergency Response	5549 · Emergency Response	3,075.00
	03/20/2023	Software Programs	5470 · Software Programs & Updates	55.00
Total Wells Fargo Bank - T Small				<u>5,693.45</u>
Western Hydrologics, LLP				
	03/09/2023	CPUD Gaging Serv ices (5435)	5699 · Other Contracted Services	1,660.79
Total Western Hydrologics, LLP				<u>1,660.79</u>
				<u><u>217,413.35</u></u>

CALAVERAS PUBLIC UTILITY DISTRICT POLICIES

Policy Name:	2150 – RESERVE POLICY		
Approval Authority:	CPUD BOARD OF DIRECTORS	Adopted:	10/13/2020
Resolution No.	Resolution 2020-14	Revised:	

2150.1 Purpose: The Calaveras Public Utility District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District’s Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District’s physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support (including regulatory requirements, responding to natural disasters, States of Emergency as declared by State, Federal or Local agencies);
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed “assigned” reserves.

2150.2 Policy: Use of District Reserves is limited to available “Unrestricted” Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors. The District will maintain the following reserve funds:

- a) Operating Reserves:
The minimum amount of operating reserves will equal six (6) months of operating expenses or the maximum amount of operating reserves will equal one (1) year of operating expenses.
- b) Capital Reserves:
Capital reserves will be accumulated to fund infrastructure projects and will be an integral part of the District’s Capital Improvement Plan forecast. A key objective for accumulating capital reserves is to minimize external borrowing and interest expense. The minimum amount of capital reserves will equal one (1) year’s capital spending. The maximum amount of capital reserves will equal three (3) times the accumulated depreciation balance of \$1,500,000.
- c) Self-Insurance Reserves:
 1. The minimum self-insurance reserve for health care will be equal to \$200,000 and shall not exceed the OPEB obligation for three (3) years as established in the most recent actuarial evaluation report. The maximum self-insurance reserve will equal the current annual health insurance expenses budget.
- d) Rate Stabilization Fund:

The General fund will establish a rate stabilization fund a minimum amount equaling one (1) year's water consumption revenue and a maximum amount equaling two (2) year's water consumption revenue.

e) Vehicle Fleet Reserve:

Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate of \$10,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$50,000. When the annual accumulation would increase the Reserve beyond \$50,000, only the amount required to reach the maximum will be reserved.

f) Equipment Reserve:

Equipment Reserves will accumulate from existing unrestricted funds, at a rate of \$10,000 annually. The maximum amount of Equipment Reserves will be \$100,000. When the annual accumulation would increase the Equipment Reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

g) Technology Reserve:

Technology Reserves will accumulate from existing unrestricted funds at a rate of \$4,000 annually. The maximum amount of Technology Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000, only the amount required to reach the maximum will be reserved.

h) Designated Project/Special Use Reserve:

Designated Project/Special Use Reserves will accumulate from existing unrestricted funds at a rate of \$20,000 annually. The maximum amount of Designated Project/Special Use Reserves will be \$100,000. When the annual accumulation would increase the Reserve beyond \$100,000, only the amount required to reach the maximum will be reserved.

2150.3 Using Reserve Funds:

a) Operating and Self-Insurance Reserves:

Operating and self-insurance reserves can be used at any time to meet cash flow requirements of District operations. Authority to use the funds will be consistent with the District Accounting Policy.

b) Capital Reserves:

The Board of Directors will authorize the use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital replacement. Authorization for the use of capital reserves for unplanned capital replacement will be consistent with the District Accounting Policy.

c) Rate Stabilization Fund:

The General Manager is authorized to use the rate stabilization funds to supplement operating revenue when the General Fund is projected to be five (5) percent or more below the annual budgeted revenue. The Rate Stabilization Fund is also used to assure that minimum debt service coverage ratios required by the District and its bond holders and will be met throughout the term of the District debt obligation, if any. The Funds will be applied to any year when other District revenues are not sufficient to meet the required debt service coverage. The balance in the Rate Stabilization Fund shall be reviewed by the Board of Directors on an annual basis after the close of each fiscal year. If the balance exceeds two (2) year's operating expenses, the difference can be transferred to the Capital Reserve or as approved by the Board of Directors.

d) Vehicle Fleet Reserve:

Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.

e) Equipment Reserve:

Equipment Reserves will be used exclusively for the purchase of new equipment to support District operations, or to make major repairs to existing equipment.

f) Technology Reserve:

Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining modern technology for employees.

g) Designated Project/Special Use Reserve:

Projects, programs or special uses will be identified by the General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to the value to the District and the people it serves.

2150.4 Monitoring Reserve Levels: The General Manager, in collaboration with the Administrative Account Assistant, shall perform a reserve status analysis annually, to be provided to the Board of Directors' prior to approval of the annual Budget.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy; or
- b) At the request of the General Manager and/or Board of Directors.

1128 Ridge Road
Mokelumne Hill, CA 95245

March 24, 2023

Calaveras Public Utility District Board
506 W. St. Charles St.,
San Andreas, CA 95249

RE: Request for a waiver of excess water fees due to water leak

Dear Sirs:

The purpose of this letter is to request a waiver of excess water fees due to a water leak at the property located at 1128 Ridge Road, Mokelumne Hill. Our monthly water bill is usually around \$65.00 per month. The water bill for the past month was \$887.61.

As soon as we were informed by the CPUD of excess water usage, we immediately hired a handyman who went to the property and repaired the leaks that could be found. Since then, we have been informed that there is still a leak, so we have hired a Leak Detection Specialist to identify the problem so that it can be corrected.

We are concerned that because of the billing periods overlapping we will receive another large bill for next month. So, we respectfully request a waiver of excess fees for the last billing period and for the upcoming billing period, should that bill be in excess as well. We are doing everything we can to locate and correct the problem and hope that you will take this into consideration.

We appreciate your attention and understanding.

Sincerely,



António L. Borba



Mary F. Borba

Maintenance Report

March 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 =17,044,980 Gallons	Complete
	Sold Water = 13,235,702 Gallons	Complete
	9' Below Spill	Ongoing
	Tree/Fence repairs and clean-up (storm damage)	Complete
	Post Clearwell annual water sampling	Complete
Warehouse Shop	Routine Operation's	Ongoing
South Fork Pump Station	Weekly routine checks	Complete
	Raw Water Pumped = 21 Acre Feet	Ongoing
	24" over Spill- one pump running	Ongoing
Schaads Reservoir	Weekly checks	Complete
	Schaads Metered Acc. gallons.	Ongoing
	Both Hydro units running	Ongoing
	20" over Spill	Ongoing
	Penstock ARV repair	Complete
	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
	10" Turbine Cla-Val and control valve rebuild	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
	Dead End Line Flushing	Ongoing
	Valve Turning	Ongoing
Moke Hill Distribution	Routine operations, sampling	Complete
	6" Main leak (Center street)	Complete
Glencoe Distribution	Routine operations	Complete
	6" A.C main line leak (Blue Ridge)	Complete
Paloma Distribution	Routine operations, sampling	Complete
Rail Road Flat Distribution	Routine operations, sampling	Complete
Red Hawk Res.	Routine operations	Complete
Safety/Training	Routine Safety Talks	Ongoing
Spray Program	Spring application bare ground/roads Pre-emergent	Ongoing
Vehicle Maintenance	Dump Truck Clutch Safety Switch Repair	Complete
	Water Master Plan (Walk and Site-visit's)	Complete
Other	59 USA tags completed	Complete
	19 Customer service/work orders	Complete
	Monthly meter reading	Complete
	Complaints- 0 Pressure/ 0 odor/ 0 Color	Complete