

# CALAVERAS COUNTY WATER DISTRICT FINANCE COMMITTEE MEETING

## AGENDA

Tuesday, July 20, 2021  
1:00 p.m.

Calaveras County Water District  
120 Toma Court  
San Andreas, California 95249

Based on guidance from the California Governor's Office and Department of Public Health, in order to minimize the potential spread of the COVID-19 virus, the Calaveras County Water District will convene its public meeting of the Finance Committee telephonically until further notice.

The following options are available to members of the public to attend these meetings and provide comments to the Committee before and during the meeting

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 689-206-0281,585628331#](#) United States, Orlando

Phone Conference ID: 585 628 331#

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents related to agenda items that are made available to the Board before or at the meeting shall be available for review by the public at 120 Toma Court, San Andreas, CA 95249.

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **PUBLIC COMMENT:** Comments limited to three minutes per person.
2. **APPROVAL OF MINUTES:** For the meeting of May 18, 2021
3. **NEW BUSINESS**
  - 3a. Report on the Monthly Financial Reports for June 2021  
(Rebecca Callen, Director of Administrative Services)
  - 3b. Report on the FY 2020-21 Fourth Quarter Investment Activities  
(Rebecca Callen, Director of Administrative Services)

- 3c. Discussion and direction regarding the full rewrite of Capital R&R's Article III, including 9 resolutions and 1 ordinance.  
(Rebecca Callen, Director of Administrative Services)
- 3d. Discussion and Direction Regarding Annual Resolution to Submit Delinquencies to County Tax Rolls.  
(Rebecca Callen, Director of Administrative Services)

4. **DIRECTOR OF ADMINISTRATIVE SERVICES COMMENTS**

5. **GENERAL MANAGER COMMENTS**

6. **DIRECTOR COMMENTS**

7. **FUTURE AGENDA ITEMS**

8. **NEXT COMMITTEE MEETING**

9. **ADJOURNMENT**

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Newspapers, For Information Only

\* No Paperwork

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The following Committee Members were present:

Bertha Underhill	Director
Cindy Secada	Director

Staff Present:

Michael Minkler	General Manager
Damon Wycoff	Director of Operations
Rebecca Callen	Director of Administrative Services
Jessica Self	External Affairs Manager
David Powell	Engineer
Patti Christensen	Accountant II
Zachary Thompson	Accountant II

Public Present:

Julio Morales	United Futures, Inc.
Scott Ratterman	Board of Directors

**ORDER OF BUSINESS**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE**

**Meeting called to order at 1:10 pm, Director Underhill led the Pledge of Allegiance**

1. Public Comment: None.
2. Approval of Minutes: Approval of the minutes for the Finance Committee Meeting held on April 20, 2021.
3. New Business:
- 3a. Report on the Monthly Financial Reports for April 2021:

Mrs. Callen opens the meeting with the standard monthly reports, Capital Improvement Projects, Capital Renovation and Replacement and the Budget Status Report. The District's revenue outlook is positive.

*Audio lost for remote attendees.*

Director Secada had questions regarding meter installations and audio was lost for those attending remotely. Director Secada also had concerns about miscellaneous operating expenses. Mrs. Callen provides examples of what types of transactions are assigned to this account. Director Secada asks for a further breakdown of the of miscellaneous items when budgeting. Director Underhill questions account type coding.

- 3b. Report on 2021-22 Operating and CIP Budget:

Mrs. Callen opens with a brief overview of the collaborative process and alignment with operational needs. Managers continue efforts to identify a need for resources. Director Secada questions, what if, no other income besides known variables. Mr. Minkler and Mrs. Callen explains the budgeting process and theory behind the decisions being

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made. Mrs. Callen discusses the "fund balance" reallocation project that she has been working on for 18 months. Mrs. Callen provides historical need to provide these numbers going forward and similar analysis on wastewater/sewer which both offer a very positive outlook. Mrs. Callen continued with the presentation by defining revenue and how expenditures are budgeted, primarily payroll which accounts for a large portion of our budget. Director Secada requests revisions to format, having actuals for prior year, along with year to date and projected year end balances and Mrs. Callen confirms her plan to include these numbers going forward. Phones, and computer equipment budgets discussed including useful life of this hardware etc.

*Recessed called at 2:27 PM*

*Meeting reconvenes at 2:35 PM*

Mrs. Callen continues to discuss budget process. Discussion turns to IT services and the move made away from Rackspace to Microsoft Office for hosting. Outsourcing the work and not backfilling the position was discussed however it the need for a District IT person was apparent. Mrs. Callen highlights one-time expenditures and how these increased to overall expenditures. Director Secada questioned some of the end dates for the District's loans and/or notes payable.

Meeting then transitions to CIP budgets and the District's defined needs. Julio Morales from Urban Futures is in attendance to give a presentation to the committee members regarding the CIP projects. Mrs. Callen gives a brief introduction and history of the CIP. Mr. Minkler comments gives an overview, illustrates the District's critical needs and what to expect from the presentation that follows. Director Underhill comments about prioritizations and critical needs, then requests some detail on these items and how the decisions are being made. Mr. Wycoff supports the current practice management uses to determine critical need for district projects and provides some additional back up. Director Underhill questions the total needs for the CIP projects that have been identified, \$92M. Mr. Minkler provides additional detail into the types of projects that make up the total defined need. The group sees a need for additional discussion to be had.

*Audio issues 3:09pm*

Mr. Morales begins presentation and demonstrates the ever-increasing costs associated with these projects. Julio explains how our fees charged to rate payers are fixed and how those funds are being used and what is left over. Mr. Minkler discussed the \$4.5M in R&R revenue projected for the upcoming year and how that number remains the same given the fixed nature of the fees. Director Secada recommends moving Julio's presentation to the board. Lots of questions continue regarding the fees, shortfalls and revenue projections. Mr. Minkler discussed FERC fees, licensing, funding etc.

Mr. Morales comments briefly on the future of the District's flat rate and reassures the committee members of his continued effort to work with district and will give full presentation at the next Board meeting. Director Secada asks for questions from committee and public.

3c. Review and Direction of the Annual Standby Assessments – Indian Rock Vineyards, West Point, Ebbetts Pass, Jenny Lind, Copper Cove and Saddle Creek Service Areas:

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Director Secada inquires about cost related changing these fees. Director Underhill has concerns about lack of effort on the item and/or rate review. However, it is suggested the change would require a vote of the public. Directors agree to bring to consent item for the full board. Director Secada asks for comments from the public.

4. Director of Administrative Services Comments:

Mrs. Callen reassures the committee members of her intentions to fulfill the requests and suggestions made earlier in this meeting.

5. General Manager Comments:

Mr. Minkler praises the work done by our Finance team, Mr. Wycoff, and his team and lastly support being provided by Mr. Powell in Engineering.

6. Director Comments:

Director Underhill asks about changes in staff and funding associated with increases. Director Secada praises the staff for preparedness and attention to detail.

7. Future Agenda Items:

Standard Reporting

8. Next Committee Meeting:

June 15, 2021 at 1 p.m.

9. Adjournment:

Meeting adjourned at 3:40 p.m.

Respectfully Submitted,

*Zachary Thompson*  
\_\_\_\_\_  
Zachary Thompson, Accountant II

Approved:

*Rebecca Callen*

\_\_\_\_\_  
Rebecca Callen, Director of Administrative Services

# Agenda Item

DATE: July 20, 2021

TO: Finance Committee

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the Monthly Financial Reports for June 2021 (**PRE-AUDIT**)

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## **RECOMMENDED ACTION:**

Receive Report on June 2021(**PRE-AUDIT**) Monthly Financial Reports.

## **SUMMARY:**

The following financial reports are for the month ending June 30, 2021 (**PRE-AUDIT**):

Budget Status Report – This is a high-level summary of operating revenues and expenditures with analysis points based on historical trends for the same period of reporting (period being the reporting months to date), budget to actual, and overall District and Departmental status.

Capital Renovation and Replacement (Capital R&R) Report – A summary of Capital R&R revenues and expenditures for the water and wastewater funds. Additionally, some expenditures are paid in arrears and this report may not adequately account for all costs incurred during the reporting period.

Capital Improvement Program Cash Flow/Expenditure Summary – A status report of Capital Improvement Program water and wastewater projects to date.

The Claim Summary was presented and approved by the Board at the July 14, 2021 Board Meeting.

The Monthly Investment Transaction report will be presented to the Board at the second meeting of the month.

## **FINANCIAL CONSIDERATIONS:**

None

*Attachment: Budget Status Report – June 2021*

*Capital R&R Report – June 2021*

*Capital Improvement Program Cash Flow/Expenditure Summary – June 2021*

## June 2021 Budget Status Report (Pre-Audit)

The Budget Status Report represents a standard of analysis to identify material issues with the understanding that line-item variances are normal, and the areas of concern are isolated to **Account Types** that fall short of budget and historical trends or Account Types that are at or significantly over the benchmark.

Analysis has been done to evaluate 4-year trends related to revenues and operating expenses. Most importantly, comparing like periods across multiple fiscal years compares high front cost line items (i.e. memberships, insurance, supply costs, etc. that occur in the first part of the year) and eliminates them as an issue when they trend in line with prior year amounts. Additionally, a comparison of Year-to-Date activity versus budget further identifies if there are any impending issues.

This is the final Budget Status Report for FY 2020-21 and will provide actual details as of 06/30/2021. These amounts are subject to change pending the District's annual audit.

### All District Revenues

This table includes operating, capital, expansion, and reserve funds:

					Benchmark		
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget
⊕ W01-Sales & Charges	16,584,782	16,908,032	17,379,057	18,191,054	13,691,501	(4,499,553)	132.86%
⊕ W02-Water/Sewer Fees	20,910	19,685	26,575	68,197	55,000	(13,197)	124.00%
⊕ W03-Misc. Operating Revenue	298,541	258,590	258,528	321,271	140,108	(181,163)	229.30%
⊕ X01-Property Tax/Assmt Rev	2,738,277	3,044,862	3,121,973	3,454,494	2,783,238	(671,256)	124.12%
⊕ X02-Grant Revenue	373,441	1,911,081	69,172	212,410	43,845	(168,565)	484.46%
⊕ X03-Interest Income	242,216	485,784	498,960	146,407	11,500	(134,907)	1273.10%
⊕ X04-Expansion/Assemt Fees	559,515	1,008,475	1,470,537	2,340,848	-	(2,340,848)	0.00%
⊕ X05-Power Sales	756,361	760,720	748,603	704,146	747,000	42,854	94.26%
⊕ X06-Other Revenue	138,084	885,983	675,694	701,627	1,124,000	422,373	62.42%
⊕ X30-Transfers In	2,886,207	1,696,846	5,825,640	4,199,213	2,899,922	(1,299,291)	144.80%
<b>Grand Total</b>	<b>24,598,334</b>	<b>26,980,058</b>	<b>30,074,737</b>	<b>30,339,667</b>	<b>21,496,114</b>	<b>(8,843,553)</b>	<b>141.14%</b>

The table above includes all funds, including those without budgeted revenues. The table also includes transfers-In account for most of the increase in recent years. As such, this table is not indicative of the District's revenue performance. The District's operating funds contain the majority of the District's budgeted revenue. As a result, budget vs actual analysis is significantly impacted when additional funds are included in the table above. The subsequent table(s) provides a better representation of the District's revenue performance.

## District Operating Revenues

These revenues are isolated to operating funds for water, sewer and general:

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
W01-Sales & Charges	12,135,569	12,464,076	12,932,007	13,618,620	13,691,501	72,881	99.47%	
W02-Water/Sewer Fees	20,910	19,685	26,575	68,197	55,000	(13,197)	124.00%	
W03-Misc. Operating Revenue	298,541	258,590	258,528	312,391	140,108	(172,283)	222.96%	
X01-Property Tax/Assmt Rev	2,448,969	2,588,133	2,653,677	2,936,320	2,783,238	(153,082)	105.50%	
X02-Grant Revenue	61,444	6,626	5,331	-	43,845	43,845	0.00%	
X03-Interest Income	71,682	159,371	167,084	38,209	11,500	(26,709)	332.25%	
X05-Power Sales	756,361	760,720	748,603	704,146	747,000	42,854	94.26%	
X06-Other Revenue	133,823	888,554	685,515	701,627	1,124,000	422,373	62.42%	
X30-Transfers In	1,524,548	1,696,846	5,624,842	1,753,417	2,899,922	1,146,505	60.46%	
<b>Grand Total</b>	<b>17,451,847</b>	<b>18,842,600</b>	<b>23,102,161</b>	<b>20,132,927</b>	<b>21,496,114</b>	<b>1,363,187</b>	<b>93.66%</b>	

Analysis of District Revenues identifies the accounts to note:

- Water/Sewer Fees
- Misc. Operating Revenue
- Backflow Certification Testing
- Interest Income
- Power Sales
- Other Revenue
- Transfers In

### Water/Sewer Fees

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
W02-Water/Sewer Fees	20,910	19,685	26,575	68,197	55,000	(13,197)	124.00%	
44300-Install Water Meter	15,910	18,685	24,575	65,997	55,000	(10,997)	120.00%	
48100-Concept Approval Fees	5,000	1,000	2,000	2,200	-	(2,200)	0.00%	

44300: Revenue generated from the installation of new water meters ended the year on an upswing and the amounts exceeded the budgeted amount.



## Miscellaneous Operating Revenue

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
<b>W03-Misc. Operating Revenue</b>	<b>298,541</b>	<b>258,590</b>	<b>258,528</b>	<b>312,391</b>	140,108	(172,283)	222.96%	
42000-Inspection Fees	1,868	3,436	6,715	11,514	4,000	(7,514)	287.85%	
42000-Water Inspection Fee	305	183			-	-	0.00%	
42100-Plan Check Fees	1,280	1,250	80		2,000	2,000	0.00%	
44200-Backflow Certification Testing	3,800	2,700	3,050	2,465	3,000	535	82.17%	
44500-Repair Labor/Materials	19,991	24,841	51,577	74,220	20,000	(54,220)	371.10%	
44510-Misc Operating Revenue	-	320			-	-	0.00%	
44510-Reimbursable Expense	14,933	26,437	43,716	58,148	10,000	(48,148)	581.48%	
44600-Copies of Documents	19				-	-	0.00%	
44900-Other Water/Sewer Charges		(195)	(225)	(145)	-	145	0.00%	
48130-Rental Revenue	70,277	73,279			73,000	73,000	0.00%	
48190-Miscellaneous Operating Rev	184,088	124,084	153,616	166,189	101,108	(65,081)	164.37%	
48190-Miscellaneous Operating Rev.		20			-	-	0.00%	
48190-Other Operating Revenue	1,980	2,235			-	-	0.00%	

42000: Developer activity increased substantially in FY20-21 resulting in an increase in Inspection Fee revenue, with Copperopolis seeing the most activity.

44200: Backflow certification ended the year below the benchmark and we will continue to monitor in the upcoming fiscal year.

44500: Repair Labor/Materials is made up of construction costs associated with new construction, the majority being in the Copperopolis area.

44510: The Reimbursable Expense is made up of staff time billed on developer projects, and the reimbursement of CPPA electricity charges for meters used by Blue Lake Springs and Gentium Golf.

48190: The Utility Department had a Fuel Reduction Program at the Arnold wastewater facility. Sierra Pacific Industries has pays the District a portion of their lumber sales, and expenditures for this program are then used to offset the revenue. We will continue to monitor this account for future needs.

## Interest Income

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
<b>X03-Interest Income</b>	<b>71,682</b>	<b>159,371</b>	<b>167,084</b>	<b>38,209</b>	11,500	(26,709)	332.25%	
51100-Interest Income/CCWD Invest	71,682	159,371	182,871	38,209	11,500	(26,709)	332.25%	
51700-Net Incr/Decr In Invest FMV			(739,454)		-	-	0.00%	
51700-Net Mark to Market Value			723,666		-	-	0.00%	

51100: Interest rates continue to decline, and investment strategies have shifted from LAIF to Chandler Asset Management.

## Power Sales

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
<input checked="" type="checkbox"/> X05-Power Sales	756,361	760,720	748,603	704,146	747,000	42,854	94.26%	
54300-Power Sales-North Fork	554,013	578,583	586,540	595,540	587,000	(8,540)	101.45%	
54400-Power Sales-New Hogan	202,348	182,137	162,063	108,606	160,000	51,394	67.88%	

54400: The New Hogan power generation system had been shut off from Oct-April and as a result this account came in below the benchmark. However, given the shutdown, the account still managed to perform close to the budgeted benchmark.

## Other Revenue

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
<input checked="" type="checkbox"/> X06-Other Revenue	133,823	888,554	685,515	701,627	1,124,000	422,373	62.42%	
48130-Rental Revenue			75,927	75,006	73,000	(2,006)	102.75%	
52420-Standby Fees	124,320	123,849	124,540	124,669	131,000	6,332	95.17%	
54600-Other Non-Op Revenue			(300)	5,075	-	(5,075)	0.00%	
54600-Other Non-Operating Revenue		744,209	474,823	496,877	920,000	423,123	54.01%	
54605-Misc Developer Reimbursements	9,503	20,496	10,524		-	-	0.00%	

52420: Standby Fees are paid by the County at specific times throughout the year. The District has received the first apportionment which came in as expected.

54600: Revenue is made up of invoicing NCPA/MID for FERC fees and other agency billings for reimbursable expenses. The related expense will appear in Department 60 - Water Resources' budget under account 61435.

## Transfers In

							Benchmark	
Revenue YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
<input checked="" type="checkbox"/> X30-Transfers In	1,524,548	1,696,846	5,624,842	1,753,417	2,899,922	1,146,505	60.46%	
59100-Transfer In From Funds			5,624,842	1,753,417	2,899,922	1,146,505	60.46%	
59100-Transfers In	390,642	415,287			-	-	0.00%	
59100-Transfers In From Funds	1,133,906	1,281,559			-	-	0.00%	

59100: This comprises the transfer of the PG&E Settlement funds from the District's Operating Account to the Interest Reserve Fund, and Debt Service Reclassifications.

## District Operating Expenses

Year end expenses at the end of June are 2% above the benchmark when transfers out are included. High transfer balances are not indicative of operating performance. See the table below:

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	9,014,304	9,321,817	9,118,348	9,136,453	9,675,951	539,498	94.42%	
Y02-Utility Service	1,121,842	1,092,161	1,069,508	1,040,766	1,059,506	18,740	98.23%	
Y03-Materials/Supplies	1,511,509	1,353,259	1,272,781	1,264,298	1,335,526	71,228	94.67%	
Y04-Outside Services	703,735	731,712	797,971	821,695	1,049,645	227,950	78.28%	
Y05-Professional Services	558,203	407,938	307,472	586,821	686,238	99,417	85.51%	
Y06-Vehicle/Equipement	385,073	502,442	597,092	460,703	418,720	(41,983)	110.03%	
Y07-Office Expenses	118,595	153,446	165,534	150,715	164,909	14,194	91.39%	
Y08-Travel/Training	52,582	65,709	56,163	38,298	72,087	33,789	53.13%	
Y10-Purchased Water	294,589	295,612	294,751	469,448	298,263	(171,185)	157.39%	
Y11-Retired Employee	534,668	570,620	608,291	598,270	595,000	(3,270)	100.55%	
Y12-Bad Debts	44,306	48,433	32,578	61,924	52,000	(9,924)	119.08%	
Y13-Misc Op Expenses	533,792	1,236,920	1,095,990	1,228,539	1,533,990	305,451	80.09%	
Y15-Director Costs	123,759	128,321	115,926	113,124	117,794	4,670	96.04%	
Y16-Legal	299,996	315,317	388,935	314,248	275,000	(39,248)	114.27%	
Z02-Debt Repayment	2,135,477	2,010,680	2,204,927	2,344,024	3,084,802	740,778	75.99%	
Z03-Capital Equipment	653,687	354,176	409,531	670,654	804,199	133,545	83.39%	
Z04-Misc Non Operating	9,957	7,800	21,889	16,104	48,462	32,358	33.23%	
Z30-Transfers Out	263		3,331,493	2,494,605	35,361	(2,459,244)	7054.68%	
<b>Grand Total</b>	<b>18,096,335</b>	<b>18,596,362</b>	<b>21,889,179</b>	<b>21,810,689</b>	<b>21,307,453</b>	<b>(503,236)</b>	<b>102.36%</b>	

The Account Types to note are:

- Vehicle/Equipment
- Purchased Water
- Bad Debts
- Legal

## Vehicle/Equipment

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y06-Vehicle/Equipement	385,073	502,442	597,092	460,703	418,720	(41,983)	110.03%	
60610-Operating Exp Gas and Oil	180,402	218,275	285,372	265,536	231,000	(34,536)	114.95%	
60620-Repair Exp/Parts and Repairs	130,515	164,347	125,742	131,638	75,000	(56,638)	175.52%	
60625-Fuel/Repair - Generators	35,023	33,245	79,534	27,616	50,000	22,384	55.23%	
60650-Rental Exp Vechicles and Equip	39,132	86,575	20,748		-	-	0.00%	
60660-Vehicle Lease & Maintenance			85,696	13,661	8,246	(5,415)	165.67%	
60650-Rental Exp Vehicles and Equip				22,252	54,474	32,222	40.85%	

60610: Operating expense for gas and oil are up as national prices continue to soar.

60620: Repair Exp/Parts and Repairs for vehicles increased significantly, exceeding this year’s budget.

60660-Vehicle Lease & Maintenance will be monitored closely through year end. The amount is down significantly from prior years but is over the year-to-date benchmark. Vehicles Capital lease was added this year with Enterprise Fleet Management and our capital lease amounts will reside in 75110.

**Purchased Water**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y10-Purchased Water	294,589	295,612	294,751	469,448	298,263	(171,185)	157.39%	
61100-New Hogan OM Payment	294,589	295,612	294,751	469,448	298,263	(171,185)	157.39%	

61100: New Hogan Operations, Maintenance and Repairs ballooned after the USACOE adjusted rates for their teeter gate project at the damn. Amounts should remain consistent for the next 5 years.

**Bad Debts**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y12-Bad Debts	44,306	48,433	32,578	61,924	52,000	(9,924)	119.08%	
61310-Bad Debt Expense	44,306	48,433	32,578	61,924	52,000	(9,924)	119.08%	

61310: Bad Debt expense continues to increase and will be monitored accordingly.

**Legal**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y16-Legal	299,996	315,317	388,935	314,248	275,000	(39,248)	114.27%	
60505-Outside Legal Fees	299,996	315,317	388,935	314,248	275,000	(39,248)	114.27%	

60505: Outside legal fees exceeded budget however it is worth noting the account is down 19% from last year. Most of the overage is in Department 56 – General Management.

*Departmental expenses are continued on the next page.*

DEPARTMENTAL EXPENSE REPORTS

Dept 50 – Non-Departmental

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y02-Utility Service	28,519	26,671	26,231	20,120	25,734	5,614	78.18%	
Y03-Materials/Supplies	44,658	50,080	59,214	38,984	40,500	1,516	96.26%	
Y04-Outside Services	42,583	45,373	49,983	58,283	50,021	(8,262)	116.52%	
Y05-Professional Services		600	80	10	-	(10)	0.00%	
Y10-Purchased Water	293,262	293,262			-	-	0.00%	
Y11-Retired Employee	534,668	570,620	608,291	598,270	595,000	(3,270)	100.55%	
Y13-Misc Op Expenses	176,912	120,579	206,031	228,998	223,000	(5,998)	102.69%	
Z02-Debt Repayment	2,135,477	2,010,680	2,204,927	2,344,024	3,084,802	740,778	75.99%	
Z04-Misc Non Operating	1,782	292	187	12,982	40,962	27,980	31.69%	
<b>Grand Total</b>	<b>3,257,860</b>	<b>3,118,157</b>	<b>3,154,943</b>	<b>3,301,671</b>	<b>4,060,019</b>	<b>758,348</b>	<b>81.32%</b>	

Analysis shows department 50's expenses are below the benchmark. There is one account type to note:

- Outside Services

Outside Services

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y04-Outside Services	42,583	45,373	49,983	58,283	50,021	(8,262)	116.52%	
60400-Outside Services	9,528	16,362	8,884	20,597	9,000	(11,597)	228.86%	
60402-Spraying - Weeds & Insects				2,259	-	(2,259)	0.00%	
60410-Service Maintenance Contracts	5,709	5,627	8,074	5,340	7,800	2,460	68.46%	
60426-Building Repairs	3,977	39	2,894	5,405	5,000	(405)	108.10%	
60430-Claims/Damages	149	125	6,910	9,202	5,000	(4,202)	184.03%	
60440-Janitorial Services	23,220	23,220	23,220	15,480	23,221	7,741	66.66%	

60400: Outside Services at a District level is trending down, well below the benchmark. Additional review is needed completed to ensure charges are being allocated properly.

60426: Building Repairs finished out the year slightly above the benchmark however the overage is not material in nature and thus not too much concern.

60430: Claims/Damages increased significantly for asphalt repair made at Hogan Lake Estates.

Dept. 54 - Utility Services

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	6,420,735	6,407,668	6,460,243	6,534,827	6,932,119	397,292	94.27%	
Y02-Utility Service	1,093,323	1,065,466	1,043,277	1,020,646	1,033,772	13,126	98.73%	
Y03-Materials/Supplies	1,423,054	1,226,687	1,160,453	1,197,368	1,261,975	64,607	94.88%	
Y04-Outside Services	574,412	583,075	651,710	650,451	792,671	142,220	82.06%	
Y05-Professional Services	55,818	83,561	63,974	62,745	84,290	21,545	74.44%	
Y06-Vehicle/Equipement	385,073	502,442	597,092	460,703	418,720	(41,983)	110.03%	
Y07-Office Expenses	23,880	21,333	20,778	24,917	31,500	6,583	79.10%	
Y08-Travel/Training	26,986	35,666	24,356	25,555	35,185	9,630	72.63%	
Y10-Purchased Water	1,326	2,349	1,489	789	5,000	4,211	15.78%	
Y13-Misc Op Expenses	226,292	394,107	223,912	218,382	236,000	17,618	92.53%	
Z03-Capital Equipment	602,037	334,395	409,531	670,654	706,419	35,765	94.94%	
Z04-Misc Non Operating				72	-	(72)	0.00%	
<b>Grand Total</b>	<b>10,832,935</b>	<b>10,656,750</b>	<b>10,656,816</b>	<b>10,867,107</b>	<b>11,537,651</b>	<b>670,544</b>	<b>94.19%</b>	

The accounts to note are:

- Vehicle/Equipment

Vehicle/Equipment

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y06-Vehicle/Equipement	385,073	502,442	597,092	460,703	418,720	(41,983)	110.03%	
60610-Operating Exp Gas and Oil	180,402	218,275	285,372	265,536	231,000	(34,536)	114.95%	
60620-Repair Exp/Parts and Repairs	130,515	164,347	125,742	131,638	75,000	(56,638)	175.52%	
60625-Fuel/Repair - Generators	35,023	33,245	79,534	27,616	50,000	22,384	55.23%	
60650-Rental Exp Vechicles and Equip	39,132	86,575	20,748		-	-	0.00%	
60660-Vehicle Lease & Maintenance			85,696	13,661	8,246	(5,415)	165.67%	
60650-Rental Exp Vehicles and Equip				22,252	54,474	32,222	40.85%	

See explanation on page 6

Dept 56 – General Management

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	735,799	636,312	652,754	659,791	660,813	1,022	99.85%	
Y02-Utility Service		24			-	-	0.00%	
Y03-Materials/Supplies	2,846	1,619	4,749	2,643	10,800	8,157	24.47%	
Y04-Outside Services	7,273	29,727	16,406	17,950	15,051	(2,899)	119.26%	
Y05-Professional Services	87,205	101,774	87,006	147,955	149,300	1,345	99.10%	
Y07-Office Expenses	47,058	60,025	44,031	44,959	47,697	2,739	94.26%	
Y08-Travel/Training	14,070	21,211	18,862	2,624	17,251	14,627	15.21%	
Y13-Misc Op Expenses		1,714	-	-	2,000	2,000	0.00%	
Y16-Legal	156,404	187,483	275,236	177,372	160,000	(17,372)	110.86%	
Z04-Misc Non Operating	675	8	103		-	-	0.00%	
<b>Grand Total</b>	<b>1,051,329</b>	<b>1,039,898</b>	<b>1,099,147</b>	<b>1,053,295</b>	<b>1,062,912</b>	<b>9,617</b>	<b>99.10%</b>	

Although General Management is trending under budget there are a few noteworthy items:

- Outside Services
- Legal

Outside Services

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y04-Outside Services	7,273	29,727	16,406	17,950	15,051	(2,899)	119.26%	
60400-Outside Services	-			4	-	(4)	0.00%	
60410-Service Maintenance Contracts	1				-	-	0.00%	
60420-Drug and Alcohol Testing	1,400	1,820	1,517	2,542	2,200	(342)	115.52%	
60429-Recruiting	5,873	27,907	14,889	15,405	12,851	(2,554)	119.87%	
60430-Claims/Damages			-	-	-	-	0.00%	

60420: Various positions throughout the District required new or additional screening with a minimal increases in the later half of the year.

60429: Advertising for various positions throughout the District continues to happen through year end.

Department 56 expenses are continued on the next page.

**Legal**

						Benchmark		
Expense YTD Totals		Fiscal Year				Current	Remaining	100%
Account Type		2018	2019	2020	2021	Budget	Balance	Of Budget
Y16-Legal		156,404	187,483	275,236	177,372	160,000	(17,372)	110.86%
60505-Outside Legal Fees		156,404	187,483	275,236	177,372	160,000	(17,372)	110.86%

60730: A new labor law publication was purchased and the amount is slightly over expectations.

60732: The majority of membership dues are paid for during the first few months of the year. Minimal change from last month's report.

*End of Department 56 expenses. Report continued on the next page.*



Dept 57 – Board of Directors

						Benchmark		
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	579	1,576			-	-	0.00%	
Y03-Materials/Supplies	350	815			-	-	0.00%	
Y05-Professional Services		8,124			-	-	0.00%	
Y15-Director Costs	123,759	128,321	115,926	113,124	117,794	4,670	96.04%	

Something to note for this department is that all Director expenditures are in Account Type Y15. The breakdown table of Account Type Y15 is as follows:

						Benchmark		
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y15-Director Costs	123,759	128,321	115,926	113,124	117,794	4,670	96.04%	
60000-Salaries/Wages	26,640	28,800	26,408	28,080	28,200	120	99.57%	
60100-Benefits	76,193	79,543	73,759	79,725	78,443	(1,282)	101.63%	
60102-Medical Reimbursements			800	1,361	2,000	639	68.05%	
60310-Materials and Supplies			542	320	751	431	42.57%	
60810-Training Conf and Travel	13,814	11,774	9,710	1,787	5,000	3,213	35.73%	
60811-Meeting Cost/Supplies	58				-	-	0.00%	
60820-Director Other Travel Costs				1,852	3,400	1,548	54.47%	
60820-Other Travel Costs	7,054	8,204	4,707	0	-	(0)	0.00%	

Dept 58 – Engineering

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
⊕ Y01-Sal/Wage/Benefits	418,785	736,835	689,707	583,505	668,865	85,360	87.24%	
⊕ Y03-Materials/Supplies		6,380	3,447	136	1,000	864	13.62%	
⊕ Y04-Outside Services	17,459	8,689	15,047	16,377	13,855	(2,522)	118.20%	
⊕ Y05-Professional Services	19,537	5,765	(5,135)	53,445	57,451	4,006	93.03%	
⊕ Y07-Office Expenses	465	1,002	972	1,799	1,800	1	99.97%	
⊕ Y08-Travel/Training	3,669	2,482	7,331	4,780	8,100	3,320	59.01%	
<b>Grand Total</b>	<b>459,914</b>	<b>761,154</b>	<b>711,369</b>	<b>660,043</b>	<b>751,071</b>	<b>91,028</b>	<b>87.88%</b>	

The accounts to note are:

- Outside Services

**Outside Services**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
⊖ Y04-Outside Services	17,459	8,689	15,047	16,377	13,855	(2,522)	118.20%	
60400-Outside Services				27	-	(27)	0.00%	
60410-Service Maintenance Contracts	17,459	8,639	13,152	16,351	13,855	(2,496)	118.01%	
60431-Computer Lic Maint Contracts			1,895		-	-	0.00%	
60480-Rental (Non Vehicle and Equip)		50			-	-	0.00%	

60410: Two service contracts have been paid for the year, with two remaining to be billed to the District. The amount of these contracts to date has exceeded the overall budget line item by 18% however this no new amounts added in the later part of the year.

Dept 59 – Administrative Services

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	1,122,558	1,219,552	1,173,908	1,167,826	1,198,747	30,921	97.42%	
Y03-Materials/Supplies	30,959	40,516	44,461	24,860	20,751	(4,109)	119.80%	
Y04-Outside Services	62,009	64,848	64,825	78,633	178,047	99,414	44.16%	
Y05-Professional Services	203,862	120,465	100,356	215,358	219,197	3,839	98.25%	
Y07-Office Expenses	15,883	17,344	21,162	15,035	20,468	5,433	73.45%	
Y08-Travel/Training	3,129	1,794	4,091	4,238	6,800	2,562	62.33%	
Y12-Bad Debts	44,306	48,433	32,578	61,924	52,000	(9,924)	119.08%	
Y13-Misc Op Expenses	70,577	94,639	138,015	144,187	146,990	2,803	98.09%	
Z03-Capital Equipment	51,650	19,782			97,780	97,780	0.00%	
Z04-Misc Non Operating	7,500	7,500	21,599	3,050	7,500	4,450	40.67%	
Z30-Transfers Out	263		3,331,493	2,494,605	35,361	(2,459,244)	7054.68%	
<b>Grand Total</b>	<b>1,612,696</b>	<b>1,634,872</b>	<b>4,932,488</b>	<b>4,209,715</b>	<b>1,983,641</b>	<b>(2,226,074)</b>	<b>212.22%</b>	

The large number of transfers out has the Administrative Services department trending above budget. With that considered, there are account(s) we should make note of:

- Materials/Supplies
- Bad Debts

**Materials/Supplies**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y03-Materials/Supplies	30,959	40,516	44,461	24,860	20,751	(4,109)	119.80%	
60310-Materials and Supplies	37	274	302	337	751	414	44.85%	
60353-Computers/peripherals				1,190	-	(1,190)	0.00%	
60356-HVAC			115		-	-	0.00%	
60390-Admin. Technologies/Comm.	30,922	40,242	44,044	23,333	20,000	(3,333)	116.67%	

60390: Purchases of monitors, laptops, docking stations, and keyboards for staff working remotely due to COVID-19, and two Surface Pro computers for the Collections crew.

**Bad Debts**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y12-Bad Debts	44,306	48,433	32,578	61,924	52,000	(9,924)	119.08%	
61310-Bad Debt Expense	44,306	48,433	32,578	61,924	52,000	(9,924)	119.08%	

See explanation on page 7

Dept 60 – Water Resources

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y01-Sal/Wage/Benefits	315,847	319,875	141,736	190,505	215,407	24,902	88.44%	
Y03-Materials/Supplies	9,642	27,163	457	306	500	194	61.29%	
Y05-Professional Services	191,782	87,649	61,190	107,307	176,000	68,693	60.97%	
Y07-Office Expenses	31,310	53,742	78,592	64,006	63,444	(562)	100.89%	
Y08-Travel/Training	4,729	4,554	1,522	1,100	4,751	3,651	23.15%	
Y10-Purchased Water			293,262	468,659	293,263	(175,396)	159.81%	
Y13-Misc Op Expenses	60,011	625,881	528,033	636,973	926,000	289,027	68.79%	
Y16-Legal	143,592	127,833	113,698	136,876	115,000	(21,876)	119.02%	
<b>Grand Total</b>	<b>756,912</b>	<b>1,246,697</b>	<b>1,218,490</b>	<b>1,605,733</b>	<b>1,794,365</b>	<b>188,632</b>	<b>89.49%</b>	

Although Water Resources is trending well under budget there are account(s) we should make note of:

- Purchased Water
- Office Expenses

**Purchased Water**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2020	2021			Budget	Balance	Of Budget	
Y10-Purchased Water	293,262	468,659			293,263	293,263	0.00%	
61100-New Hogan OM Payment	293,262	468,659			293,263	293,263	0.00%	

See explanation on page 6 regarding New Hogan OM&R

**Office Expenses**

							Benchmark	
Expense YTD Totals	Fiscal Year				Current	Remaining	100%	
Account Type	2018	2019	2020	2021	Budget	Balance	Of Budget	
Y07-Office Expenses	31,310	53,742	78,592	64,006	63,444	(562)	100.89%	
60732-Memberships and Dues	31,310	53,742	78,592	64,006	63,444	(562)	100.89%	

60732: All association membership dues have been paid for the year. No change from last month's report.

Water Capital Renovation and Replacement Fund  
 July 1, 2013 through June 30, 2021

	Through Jun 30, 2020	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Y-T-D FY 20-21	Total to Date
<b>Revenues:</b>							
Capital R&R Water Revenues	\$ 20,582,475	\$ 975,474	\$ 832,577	\$ 789,910	\$ 767,602	\$ 3,365,563	\$ 23,948,038
Interest Income	584,368	29	14,748	7,909	(8,677)	14,009	598,378
Capital R&R Loan *	6,622,000	-	-	-	-	-	6,622,000
Grant, Misc and Other Revenues	5,244,297	-	55,882	140,882	31,642	228,406	5,472,703
<b>Total Revenues</b>	<b>\$ 33,033,141</b>	<b>\$ 975,503</b>	<b>\$ 903,207</b>	<b>\$ 938,702</b>	<b>\$ 790,567</b>	<b>\$ 3,607,978</b>	<b>\$ 36,641,119</b>
<b>Expenditures:</b>							
Ebbetts Pass Techite Line	\$ 725,630	\$ 419,557	\$ 1,091,932	\$ 148,454	-	1,659,943	2,385,574
Ebbetts Pass Reach 1	6,256,221	795,681	979,216	90,153	-	1,865,050	8,121,271
Jenny Lind A-B Trans Line	24,489	2,682	2,901	1,238	96	6,917	31,407
Jenny Lind Pretreatment Facility	5,041,174	34,376	19,149	13,798	2,226	69,549	5,110,723
EP Redwood Tanks HMGP	38,416	428	13,097	48,102	775,539	837,166	875,582
AMR/AMI Radio Read Meter Program	191,199	11,350	21,990	38,308	80,979	152,627	343,826
Hunters Raw Water Pump Renov	5,216	-	-	3,236	1,684	4,920	10,136
Meadowmont Pump Station Improv	84,169	-	-	-	-	-	84,169
Wallace SCADA Improvements	-	-	-	-	-	-	-
West Point Backup Water Filter	434	225	1,921	2,499	13,280	17,924	18,358
West Point SCADA Improvements	434	-	-	-	-	-	434
Big Trees Pump Station 1,4,5 Repl	107	-	-	-	96	96	203
Reeds Turnpike P/S Repl	214	873	1,048	3,081	96	5,098	5,311
CC Tank B P/S Renovation	-	-	-	-	-	-	-
Tank Management Plan	69,324	-	-	200	288	488	69,812
Pipeline Replacement	723,765	14,419	74,747	2,862	-	92,028	815,794
White Pines/Blnkt Drain Rehab	-	-	29,082	-	-	29,082	29,082
CC SCADA Improvements	-	-	20,710	6,400	34,322	61,432	61,432
Turbidimeter/Analyzer	-	-	90,772	-	-	90,772	90,772
JL Filters 3/4/5, Rehab/Coating	-	-	-	1,982	406,300	408,282	408,282
Sheep Ranch Clearwell R&R	-	-	-	-	1,484	1,484	1,484
EP Hunters WTP Filter Rehab	-	-	-	-	5,147	5,147	5,147
Avery Pumps/Motor Control Soft Starts	-	-	-	-	35,222	35,222	35,222
Completed Projects	9,220,797	-	-	-	-	-	9,220,797
<b>Total Expenditures</b>	<b>\$ 22,381,589</b>	<b>\$ 1,279,592</b>	<b>\$ 2,346,565</b>	<b>\$ 360,314</b>	<b>\$ 1,356,759</b>	<b>\$ 5,343,229</b>	<b>\$ 27,724,819</b>
<b>Beginning Balance</b>		<b>\$ 8,237,719</b>	<b>\$ 7,340,331</b>	<b>\$ 5,896,973</b>	<b>\$ 5,888,493</b>	<b>\$ 8,237,719</b>	<b>\$ -</b>
Total Revenues	33,033,141	975,503	903,207	938,702	790,567	3,607,978	36,641,119
Less							
Loan Payments	2,413,833	593,300	-	586,868	-	1,180,168	3,594,001
Project Costs	22,381,589	1,279,592	2,346,565	360,314	1,356,759	5,343,229	27,724,818
<b>Ending Balance</b>	<b>\$ 8,237,719</b>	<b>\$ 7,340,331</b>	<b>\$ 5,896,973</b>	<b>\$ 5,888,493</b>	<b>\$ 5,322,300</b>	<b>\$ 5,322,300</b>	<b>\$ 5,322,300</b>

\* USDA Loan - Outstanding P&I Due: \$ 3,531,642

# Water Capital Renovation and Replacement Funding

July 1, 2013 through June 30, 2021

Project Funding	Project Budget	Expenses To Date	Balance	Operating Funds	Expansion Funds	Capital R&R	Grant Revenues
Ebbetts Pass Techite Line	\$ 2,463,000	\$ 2,385,574	\$ 77,426	\$ -	\$ -	\$ 2,463,000	\$ -
Ebbetts Pass Reach 1	8,353,000	8,121,271	231,729	-	1,000,000	7,353,000	-
Jenny Lind A-B Trans Line	5,513,000	31,407	5,481,593	-	-	5,513,000	-
Jenny Lind Pretreatment Facility	5,067,000	5,110,723	(43,723)	-	-	1,655,250	3,411,750
EP Redwood Tanks HMGP	3,038,000	875,582	2,162,418	-	-	938,000	2,100,000
AMR/AMI Radio Read Meter Program	6,112,000	343,826	5,768,174	-	-	4,112,000	2,000,000
Hunters Raw Water Pump Renov	2,015,000	10,136	2,004,864	-	-	2,015,000	-
Meadowmont Pump Station Improv	234,000	84,169	149,831	-	-	234,000	-
Wallace SCADA Improvements	101,000	-	101,000	-	-	101,000	-
West Point Backup Water Filter	2,000,000	18,358	1,981,642	-	-	2,000,000	-
West Point SCADA Improvements	110,000	434	109,566	-	-	110,000	-
Big Trees Pump Station 1,4,5 Repl	860,000	203	859,797	-	-	860,000	-
Reeds Turnpike P/S Repl	350,000	5,311	344,689	-	-	350,000	-
CC Tank B P/S Renovation	910,000	-	910,000	-	-	910,000	-
Tank Management Plan	3,726,000	69,812	3,656,188	-	-	3,726,000	-
Pipeline Replacement	600,000	815,794	(215,794)	-	-	600,000	-
White Pines/Blnkt Drain Rehab	65,000	29,082	35,918	-	-	65,000	-
CC SCADA Improvements	60,000	61,432	(1,432)	-	-	60,000	-
Turbidimeter/Analyzer	100,100	90,772	9,328	-	-	99,690	-
JL Filters 3/4/5, Rehab/Coating	660,000	408,282	251,718	-	-	990,000	-
Sheep Ranch Clearwell R&R	350,000	1,484	348,516	-	-	350,000	-
EP Hunters WTP Filter Rehab	480,000	5,147	474,853	-	-	23,500	-
Avery Pumps/Motor Control Soft Starts	60,000	35,222	24,778	-	-	60,000	-
<b>Total Expenditures</b>	<b>\$ 43,227,100</b>	<b>\$ 18,504,021</b>	<b>\$ 24,723,079</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 34,588,440</b>	<b>\$ 7,511,750</b>

Wastewater Capital Renovation and Replacement Fund  
 July 1, 2013 through June 30, 2021

	Through Jun 30, 2020	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Y-T-D FY 20-21	Total to Date
<b>Revenues:</b>							
Capital R&R Wastewater Revenues	\$ 7,480,038.38	\$ 329,881	\$ 271,635	\$ 332,783	\$ 272,571	\$ 1,206,870	\$ 8,686,909
Interest Income	187,346	15	9,365	6,267	44	15,690	203,035
Capital R&R Loan *	2,300,001	-	-	-	-	-	2,300,001
Grant, Misc and Other Revenues	132,908	-	-	18,338	-	18,338	151,246
<b>Total Revenues</b>	<b>\$ 10,100,292</b>	<b>\$ 329,896</b>	<b>\$ 281,000</b>	<b>\$ 357,388</b>	<b>\$ 272,614</b>	<b>\$ 1,240,898</b>	<b>\$ 11,341,190</b>
<b>Expenditures:</b>							
Copper Cove L/S 6,8; Force Main Bypass	\$ 162,743	\$ -	\$ 43,117	\$ 52,249	\$ 34,136	\$ 129,501	\$ 292,244
Copper Cove LS 15 & 18 Renovation	214,805	109	44,833	56,347	34,816	136,105	350,910
Wallace Renovation/SCADA/PLC	22,334	3,988	7,520	6,070	43,928	61,507	83,840
West Point/Wilseyville Construction	5,315	5,885	8,935	9,113	19,828	43,762	49,077
Arnold Secondary Clarifier	23,841	43,698	15,691	8,290	7,473	75,151	98,992
Arnold Leach Field Improvements	3,655	-	1,277	-	-	1,277	4,931
La Contenta Biolac, Clarifier and UV	635	319	-	-	192	511	1,146
Copper Cove TP/UV Improvements	28,527	-	848	-	192	1,040	29,567
Huckleberry Lift Station Rehab	88,638	-	-	34,259	-	34,259	122,897
Indian Rock East Sand Filter Rehab	658	4,495	-	91,315	5,871	101,681	102,338
Southworth Collection I&I Mitigation	101,885	6,142	-	-	96	6,238	108,123
Vallecito/DF Headworks Screen	107	-	248,188	-	-	248,188	248,295
Non-CIP Capital Projects	-	2,541	40,503	12,358	15,490	70,891	70,891
LaContenta Spray Fields	-	-	10,650	-	2,450	13,100	13,100
Tertiary Filter Rehab	-	-	-	15,253	49,225	64,477	64,477
Sludge Tank & Belt Press Improvement	-	-	-	3,430	22,691	26,120	26,120
VCTO WWTP System Improvements	-	-	-	-	10,800	10,800	10,800
Completed Projects	4,829,191	-	-	-	-	-	4,829,191
<b>Total Expenditures</b>	<b>\$ 5,482,335</b>	<b>\$ 67,176</b>	<b>\$ 421,561</b>	<b>\$ 288,683</b>	<b>\$ 247,187</b>	<b>\$ 1,024,608</b>	<b>\$ 6,506,943</b>
<b>Beginning Balance</b>		<b>\$ 2,433,174</b>	<b>\$ 2,496,345</b>	<b>\$ 2,355,784</b>	<b>\$ 2,227,107</b>	<b>\$ 2,433,174</b>	<b>\$ -</b>
Total Revenues	10,100,292	329,896	281,000	357,388	272,614	1,240,898	11,341,190
Less							
Loan Payments/Expenses	2,184,784	199,548	-	197,382	-	396,930	2,581,714
Project Costs	5,482,335	67,176	421,561	288,683	247,187	1,024,608	6,506,943
<b>Ending Balance</b>	<b>\$ 2,433,174</b>	<b>\$ 2,496,345</b>	<b>\$ 2,355,784</b>	<b>\$ 2,227,107</b>	<b>\$ 2,252,534</b>	<b>\$ 2,252,534</b>	<b>\$ 2,252,534</b>

Wastewater Capital Renovation and Replacement Funding  
 July 1, 2013 through June 30, 2021

Project Funding	Project Budget	Expenses To Date	Balance	Operating Funds	Expansion Funds	Capital R&R	Grant Revenues
Copper Cove L/S 6,8; Force Main Bypass	3,652,000	292,244	3,359,756	-	-	3,652,000	-
Copper Cove LS 15 & 18 Renovation	2,656,000	350,910	2,305,090	-	-	2,656,000	-
Wallace Renovation/SCADA/PLC	124,000	83,840	40,160	-	-	100,000	-
West Point/Wilseyville Construction	4,757,000	49,077	4,707,923	-	-	-	4,750,000
Arnold Secondary Clarifier	2,010,000	98,992	1,911,008	-	402,000	1,608,000	-
Arnold Leach Field Improvements	702,000	4,931	697,069	-	140,400	561,600	-
La Contenta Biolac, Clarifier and UV	4,000,000	1,146	3,998,854	-	2,000,000	2,000,000	-
Copper Cove TP/UV Improvements	13,016,000	29,567	12,986,433	-	6,508,000	6,508,000	-
Huckleberry Lift Station Rehab	480,000	122,897	357,103	-	-	480,000	-
Indian Rock East Sand Filter Rehab	200,000	102,338	97,662	-	-	200,000	-
Southworth Collection I&I Mitigation	150,000	108,123	41,877	-	-	100,000	-
Vallecito/DF Headworks Screen	275,000	248,295	26,705	-	-	275,000	-
La Contenta Spray Fields	200,000	13,100	186,900	-	-	200,000	-
Tertiary Filter Rehab	25,000	64,477	(39,477)	-	-	25,000	-
Sludge Tank & Belt Press Improvement	50,000	26,120	23,880	-	-	50,000	-
VCTO WWTP System Improvements	130,000	10,800	119,200	-	-	130,000	-
Capital Non-CIP Projects	111,000	70,891	40,109	-	-	111,000	-
<b>Total Expenditures</b>	<b>\$ 32,538,000</b>	<b>\$ 1,677,752</b>	<b>\$ 30,860,248</b>	<b>\$ -</b>	<b>\$ 9,050,400</b>	<b>\$ 18,656,600</b>	<b>\$ 4,750,000</b>



**CALAVERAS COUNTY WATER DISTRICT**  
**Capital Improvement Program Cash Flow/Expenditure Summary**  
As of June 30, 2021

Project Description		Estimated Project Cost	FY 20/21 Cash Flow	Prior Years Expenditures	FY 20/21 Expenditures	Encumbrances	Remaining Cash Flow FY 20/21	Remaining Total Proj Cost	
<b>Water Projects</b>									
11101	120	District Corp Yard	600,000	300,000	228,609	64,056	-	235,944	307,335
11100	852	Wallace SCADA System Improvements	101,000	-	-	-	-	-	101,000
11066G	125	Pipeline Replacement Program (JL)	600,000	100,000	308,877	92,028	-	7,972	199,095
11083J	125	Clearwell #2 / Repair & Paint	216,000	-	16,529	96	-	(96)	199,375
11083L	125	Larkspur Tank / Repair & Paint	373,000	50,000	23,278	200	-	49,800	349,522
11083S	125	Sawmill/Hunter's Tanks / Repair & Paint	1,510,000	-	10,655	96	-	(96)	1,499,249
11083W	125	Wallace Tanks / Repair & Paint	456,000	-	6,924	96	-	(96)	448,980
11083C	125	Clearwell & Tank B / Repair & Paint	1,171,000	10,000	11,196	-	-	10,000	1,159,804
11084	125	EP Techite Water Line Replacement	2,463,000	1,950,000	280,172	1,659,943	-	290,057	522,885
11085	125	EP Reach 1 Water Line Replacement	8,353,000	3,499,679	6,256,155	1,865,050	-	1,634,629	231,795
11088	125	Jenny Lind Tank A-B Trans Line	5,513,000	500,000	24,489	6,917	-	493,083	5,481,593
11092	125	Jenny Lind Pre-Treatment	5,067,000	39,940	5,035,095	69,549	-	(29,609)	(37,644)
11095	125	EP Redwood Tanks Replacement	3,038,000	500,000	38,416	837,166	-	(337,166)	2,162,418
11096	125	WP AMR/AMI Meter Program	6,112,000	2,000,000	251,966	299,656	-	1,700,344	5,560,378
11098	125	EP Hunters WTP Filter Rehab*	480,000	23,500	468,762	5,147	-	18,353	6,091
11099	125	Meadowmont P/S Improvement	234,000	149,831	29,879	-	-	149,831	204,121
11103	125	Hunter's Raw Water Pumps Renovation	2,015,000	10,000	5,216	4,920	-	5,080	2,004,864
11104	125	Lake Tulloch Submerged Water Line Cross	3,500,000	-	-	-	-	-	3,500,000
11106	125	West Point Backup Water Filter	2,000,000	500,000	434	17,924	-	482,076	1,981,642
11107	125	WP SCADA Improvements	110,000	10,000	434	-	-	10,000	109,566
11108	125	Big Trees Pump Stations 1, 4 & 5 Repl	860,000	10,000	107	96	-	9,904	859,797
11110	125	Reeds Turnpike Pump Station Repl	350,000	50,000	214	5,098	-	44,902	344,689
11111	125	Copper Cove Tank B Pump Station Renov	910,000	10,000	107	-	-	10,000	909,893
11112	125	White Pines Dam/Blanket Drain Rehab	65,000	65,000	-	29,082	-	35,918	35,918
11113	125	CC SCADA Improvements	60,000	60,000	-	61,432	-	(1,432)	(1,432)
11114	125	Turbidimeter/Analyzer Replacement	100,100	100,100	-	81,695	-	18,405	18,405
10072	125	Bow Drive Waterline Repl	60,000	60,000	-	52,500	-	7,500	7,500
11128	125	Capital Non-CIP Projects	468,000	468,000	-	-	-	468,000	468,000
11115	125	EP Larkspur Pump Station Rehab	300,000	300,000	-	-	-	300,000	300,000
11117	125	Avery Pumps/Motor Control Soft Starts	60,000	60,000	-	35,222	-	24,778	24,778
11118	125	JL Filters 3/4/5 Rehab/Coating	660,000	660,000	-	408,282	-	251,718	251,718
11121	125	JL Tank C Replacement	500,000	10,000	-	-	-	10,000	500,000
11122	125	CC Zone B-C Trans Pipeline & Pump Stn	9,010,000	10,000	-	-	-	10,000	9,010,000
11123	125	West Point Acorn Pump Station/Trans Ppln	2,010,000	10,000	-	-	-	10,000	2,010,000
11124	125	West Point Middle Fork Pump Station	1,610,000	10,000	-	-	-	10,000	1,610,000
11127	125	Sheep Ranch Clearwell Rehab/ Repair and Paint	350,000	-	-	1,484	-	(1,484)	348,516
various	R/G	Misc Road Repairs / CalOES	257,655	257,655	-	241,658	-	15,997	15,997
10029	O	Slurry Line Improvements	80,000	80,000	-	-	-	80,000	80,000
<b>Total Fund 120/125 - Water Projects</b>			<b>61,622,755</b>	<b>11,863,705</b>	<b>12,997,512</b>	<b>5,839,395</b>	<b>-</b>	<b>6,024,310</b>	<b>42,785,848</b>

**CALAVERAS COUNTY WATER DISTRICT**  
**Capital Improvement Program Cash Flow/Expenditure Summary**  
**As of June 30, 2021**

Project Description			Estimated Project Cost	FY 20/21 Cash Flow	Prior Years Expenditures	FY 20/21 Expenditures	Encumbrances	Remaining Cash Flow FY 20/21	Remaining Total Proj Cost
<b>Sewer Projects</b>									
15076	135	CC L/S 8, 12 & 13 Force Main Bypass	3,652,000	500,000	165,743	129,501	-	370,499	3,356,756
15080	135	CC L/S #15 & 18 Renovations	2,656,000	300,000	169,875	136,105	-	163,895	2,350,020
15082	135	Vallecito WWTP Strg Expansion	280,000	-	157,674	-	-	-	122,326
15087	135	Wallace Treatment Plant Renovations (10033)	184,000	160,000	2,934	61,507	-	98,493	119,559
15091	135	West Point/Wilseyville Consol Constr	4,757,000	450,000	10,536	43,762	-	406,238	4,702,703
15092	135	Huckleberry L/S Rehab/Expansion***	480,000	65,000	88,638	34,259	-	30,741	357,103
15093	135	Southworth Collection System/I&I Mitigation	150,000	50,000	101,885	6,238	-	43,762	41,877
15094	135	CC Secondary/Tertiary/UV Improvements	13,016,000	200,000	28,527	1,040	-	198,960	12,986,433
15095	135	Arnold Secondary Clarifier	2,010,000	500,000	17,637	75,151	-	424,849	1,917,212
15096	135	Arnold Leach Field Improvements	702,000	100,000	3,655	1,277	-	98,723	697,069
15097	135	LC Biolac, Clarifier & UV Improvements	4,000,000	-	635	511	-	(511)	3,998,854
15098	135	Indian Rock East Sand Filter Rehab	200,000	200,000	658	101,681	-	98,319	97,662
15099	135	Vallecito/DF Headworks Screen	275,000	275,000	107	248,188	-	26,812	26,705
15100	135	Capital Non-CIP Projects	100,000	100,000	-	70,891	-	29,109	29,109
11114	135	Turbidimeter/Analyzer Repl Project	11,000	11,000	-	9,077	-	1,923	1,923
15101	135	LaContenta Spray Fields	200,000	200,000	-	13,100	-	186,900	186,900
15102	135	Tertiary Filter Rehab	250,000	25,000	-	64,477	-	(39,477)	185,523
15103	135	Effluent Storage Tank Rehab	250,000	25,000	-	-	-	25,000	250,000
15105	135	Reclamation Plant Improvements	100,000	100,000	-	-	-	100,000	100,000
15107	135	Sludge Tank/Belt Press Improvements	50,000	50,000	-	26,120	-	23,880	23,880
15111	135	Vallecito WWTP System Improvements	130,000	130,000	-	10,800	-	119,200	119,200
<b>Total Fund 130/135 - Sewer Projects</b>			<b>33,453,000</b>	<b>3,441,000</b>	<b>743,449</b>	<b>1,033,685</b>	<b>-</b>	<b>1,737,438</b>	<b>25,953,989</b>

# Agenda Item

DATE: July 20, 2021

TO: Finance Committee

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the FY 2020-21 Fourth Quarter Investment Activities

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## RECOMMENDED ACTION:

Receive Report on the FY 2020-21 Fourth Quarter Investment Report

## SUMMARY:

Stated below are cash and investment balances for Q3 and Q4, along with the change in respective balances:

Asset Description	3/31/2021	6/30/2021	Change
Cash, Umpqua Bank (general account)	\$ 2,877,279	\$ 1,508,572	\$ (1,368,707)
Cash on Hand, Petty Cash & Cash Drawer	600	600	-
Local Agency Investment Fund (LAIF)	21,544,207	24,872,841	3,328,634
Chandler Asset Management	10,000,000	9,968,764	(31,236)
Money Market Accounts	819,531	57	(819,474)
Trustee Accounts	33,534	36,448	2,915
Total Cash and Investments	<u>\$ 35,275,151</u>	<u>\$ 36,387,282</u>	<u>\$ 1,112,131</u>
District Funds		\$ 35,648,202	
Advanced Grant Funds		50,000	
Trustee Accounts		36,448	
Assessment District Funds		<u>652,632</u>	
Total Funds		<u>\$ 36,387,282</u>	

This report is pre-audit data for the fourth quarter of FY 2020-21 and covers the months April through June 2021.

The District recognized investment earnings of \$45,820 during the fourth quarter. Please note that LAIF interest revenue for Q4 is \$18,501 and will be received in July. LAIF interest rates continue to decline, with LAIF ending the quarter at 0.22%, down from the first quarter rate of 0.65%. Staff continue to work with Chandler Asset Management on strategic investment planning.

#### **FINANCIAL CONSIDERATIONS:**

We have begun our transition to Chandler Asset Management. The balance in the Wells Fargo account was transferred in Q3 and will not be part of this report or monthly investment activities going forward. The money market account at Umpqua Bank has been closed in Q1 for FY22. An additional \$10M will be transferred from LAIF to Chandler in Q1 of FY2022.

Staff continue to monitor cash flow to ensure operational needs are met and excess funds are invested accordingly.

**CALAVERAS COUNTY WATER DISTRICT**

Quarterly Report on Investments

June 30, 2021

<u>Investment</u> <u>Cost</u>	<u>Market</u> <u>Value</u>	<u>Coupon</u> <u>Rate</u>	<u>Date</u> <u>Invested</u>	<u>Date of</u> <u>Maturity</u>	<u>Days to</u> <u>Maturity</u>	<u>% of</u> <u>Portfolio</u>	<u>Invested with</u>
\$ 24,872,841	\$ 24,872,841	0.220%	Open	Open	291	71.25%	Local Agency Investment Fund
10,000,000	9,968,764	varies	Open	Open	varies	28.65%	Chandler Asset Management
57	57	0.050%	June 14, 2007	Open	1	0.00%	Umpqua Bank Money Market
36,448	36,448	(Trustee funds from page 2)				0.10%	
<u>\$ 34,909,346</u>	<u>\$ 34,878,110</u>					100.00%	

I certify that all of the investments reported herein are substantially in accordance with the District's Financial Management Policy 5, "Investment Policy Guidelines", the law and other contractual agreements. I further certify the investments reported herein provide for the ability of the District to meet cash flow needs as specified in Financial Management Policy 5.

*Rebecca Callen*

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Rebecca Callen, Director of Administrative Services

**CALAVERAS COUNTY WATER DISTRICT**  
**Quarterly Report on Investments**

**June 30, 2021**

Trusteed Funds:

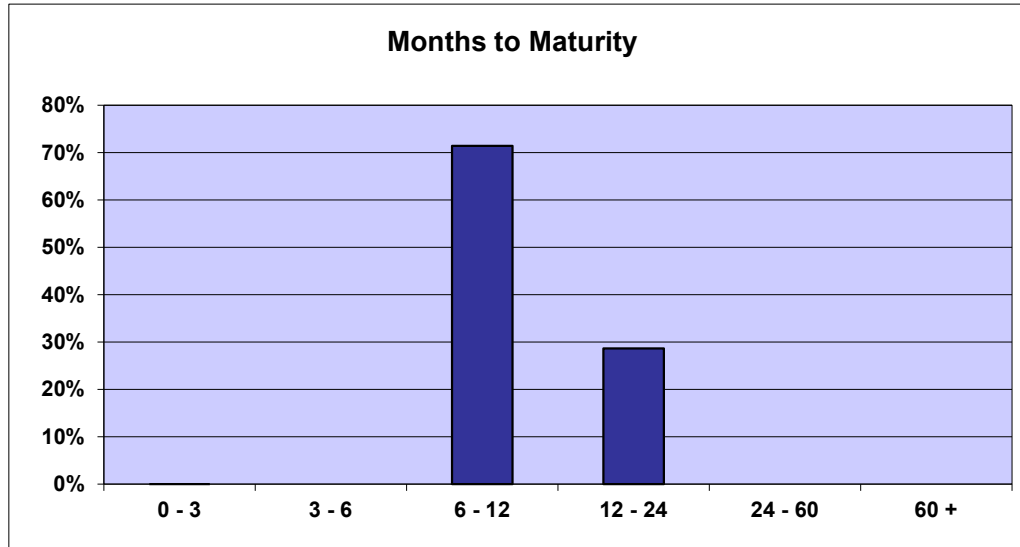
Cost	Market Value	% Yield	Date Invested	Date of Maturity	Days to Maturity	% Portfolio	Trustee	INVESTED FOR
6	6	0.01%	Jul 25, 91	Open	1	0.02%	USBank	New Hogan/La Contenta AD 604
10,896	10,896	0.01%	Oct 15, 13	Open	1	29.89%	USBank	Fly In Acres Reserve Fund
25,546	25,546	0.01%	Sep 09, 10	Open	1	<u>70.09%</u>	USBank	DaLee/Cassidy Reserve Fund
<u>\$ 36,448</u>	<u>\$ 36,448</u>					<u>100.00%</u>		

Maturity Analysis	Maturity Time Frames
\$ 34,841,662	LAIF/Money Market
36,448	Trustees Investments
<b>\$ 34,878,110</b>	<b>Total Investments</b>
\$ 1,508,572	Checking Account Balance
600	Petty Cash + Change Fund
<u><b>\$ 36,387,282</b></u>	<b>Total Cash &amp; Investments</b>

Weighted Average Maturity
(The average life in days following the last day of the month)
<b>Fund Class:</b>
General
In Years =
Trust

No. of Days
146
0.40
1

**Calaveras County Water District  
 Monthly Maturity Distribution (Market Value)  
 As of June 30, 2021**



Months to Maturity	Maturity Distribution	Market Value
0 - 3	0%	\$ 57
3 - 6	0%	-
6 - 12	71%	24,872,841
12 - 24	29%	9,968,764
24 - 60	0%	-
60 +	0%	-
	Total	<u><u>\$ 34,841,662</u></u>

**Calaveras County Water District  
Portfolio Summary  
As of June 30, 2021**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield to Maturity
Local Agency Investment Fund (LAIF)	24,872,841	24,872,841	24,872,841	71.3%	291	0.22%
Chandler Asset Management	10,000,000	9,968,764	10,000,000	28.7%	varies	varies
Money Market Funds (Umpqua)	57	57	57	0.0%	1	0.05%
<b>Total Investments</b>	<b>34,872,898</b>	<b>34,841,662</b>	<b>34,872,898</b>	<b>100%</b>		
Ending Accrued Interest		42,038	42,038			
<b>Total Investments &amp; Accrued Interest:</b>	<b>34,872,898</b>	<b>34,883,699</b>	<b>34,914,935</b>			



**Calaveras County Water District  
Investment Compliance Checklist  
As of June 30, 2021**

California Government Code Section	Investment Category	Maximum Maturity	Authorized Investment Limits (Percent of Portfolio)	Percentage Held in Portfolio	Credit Rating Limits	Compliance
16429.1	Local Agency Investment Fund (LAIF)	None	*	71%	n/a	Yes
varies	Chandler Asset Management	None	20%	29%	(1)	Yes
53601(1)	Money Market Funds (Umpqua)	None	20%	0% 100%	(1)	Yes

(1) Highest ranking by 2 of 3 of the nationally recognized rating agencies

\*LAIF currently allows a maximum of \$80 million per account.

# Calaveras County Water District

*Period Ending June 30, 2021*

CHANDLER ASSET MANAGEMENT, INC. | 800.317.4747 | [www.chandlerasset.com](http://www.chandlerasset.com)



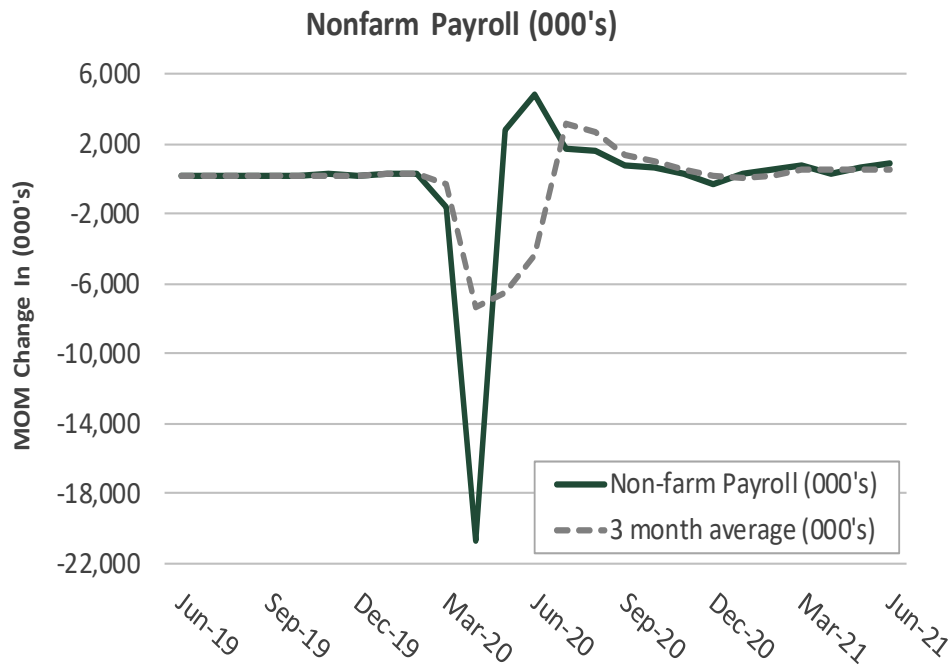
<b>SECTION 1</b>	<b>Economic Update</b>
<b>SECTION 2</b>	<b>Account Profile</b>
<b>SECTION 3</b>	<b>Consolidated Information</b>
<b>SECTION 4</b>	<b>Portfolio Holdings</b>
<b>SECTION 5</b>	<b>Transactions</b>

# Section 1 | Economic Update

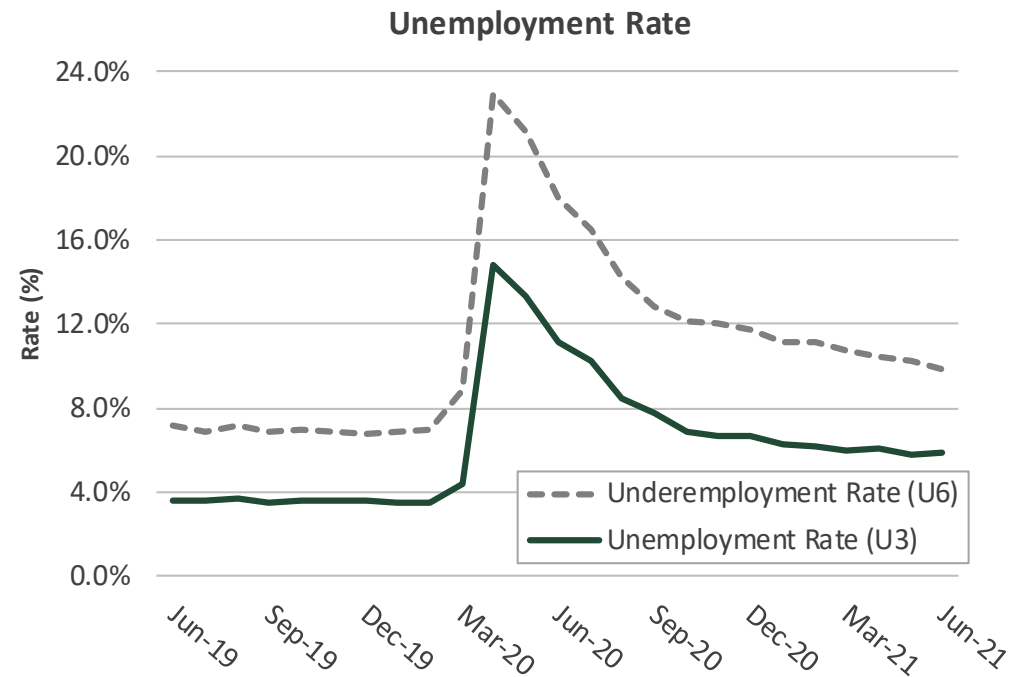
## Economic Update

- The US economy continues to recover and while some pockets of the economy remain dislocated, real gross domestic product (GDP) is approaching pre-pandemic levels. The recovery has been fueled by robust fiscal spending, accommodative monetary policy, and a swift vaccine rollout. These factors are beginning to moderate but should continue to provide tailwinds for the economy in the coming quarters. Vaccinations have slowed down, and infection rates in the US have recently ticked up but remain well below their peak. Some pandemic-related fiscal relief is starting to phase out, but President Biden and a group of bipartisan senators have agreed to an overall framework for a roughly \$1 trillion infrastructure plan (including about \$579 billion in new federal spending above previously approved levels). Though the details still need to be hashed out and a deal would need full congressional approval, the negotiations signal that more fiscal stimulus is likely on the horizon. Meanwhile, the Federal Reserve continues to signal that it will look past any near-term uptick in inflation to facilitate continued improvement in the labor market. Estimates for US GDP growth remain strong. The current Bloomberg consensus estimate for 2021 and 2022 US GDP growth are 6.6% and 4.1%, respectively.
- The Federal Open Market Committee (FOMC) kept monetary policy unchanged at its June meeting. The fed funds target rate remains in the range of 0.0% to 0.25%, and the Fed continues to purchase \$80 billion of Treasuries per month, and \$40 billion of agency mortgage-backed securities per month. The Fed has started to discuss the idea of reducing its asset purchases at some point, but that decision remains uncertain. FOMC members' updated economic projections also suggest that the Fed may start to raise interest rates in 2023, versus the previous estimate of 2024, as the economy may be on track to reach their employment and inflation goals at a faster than expected pace. Overall, monetary policy remains highly accommodative for now, but the Fed seems to be inching toward a path of policy normalization. We anticipate the Fed will remain on the sidelines over the near-term, but we believe the probability that the Fed will begin tapering its asset purchases during the first half of next year has increased.
- The yield curve flattened in June. We believe multiple factors influenced Treasury rates in the month, including market technicals, dollar strengthening, uneven global vaccination rates, and a more modest forecast for U.S. infrastructure spending than initially expected. Nevertheless, we believe longer-term rates have room to move higher this year and we believe the Treasury yield curve is poised to steepen in the second half of the year.

# Employment



Source: US Department of Labor

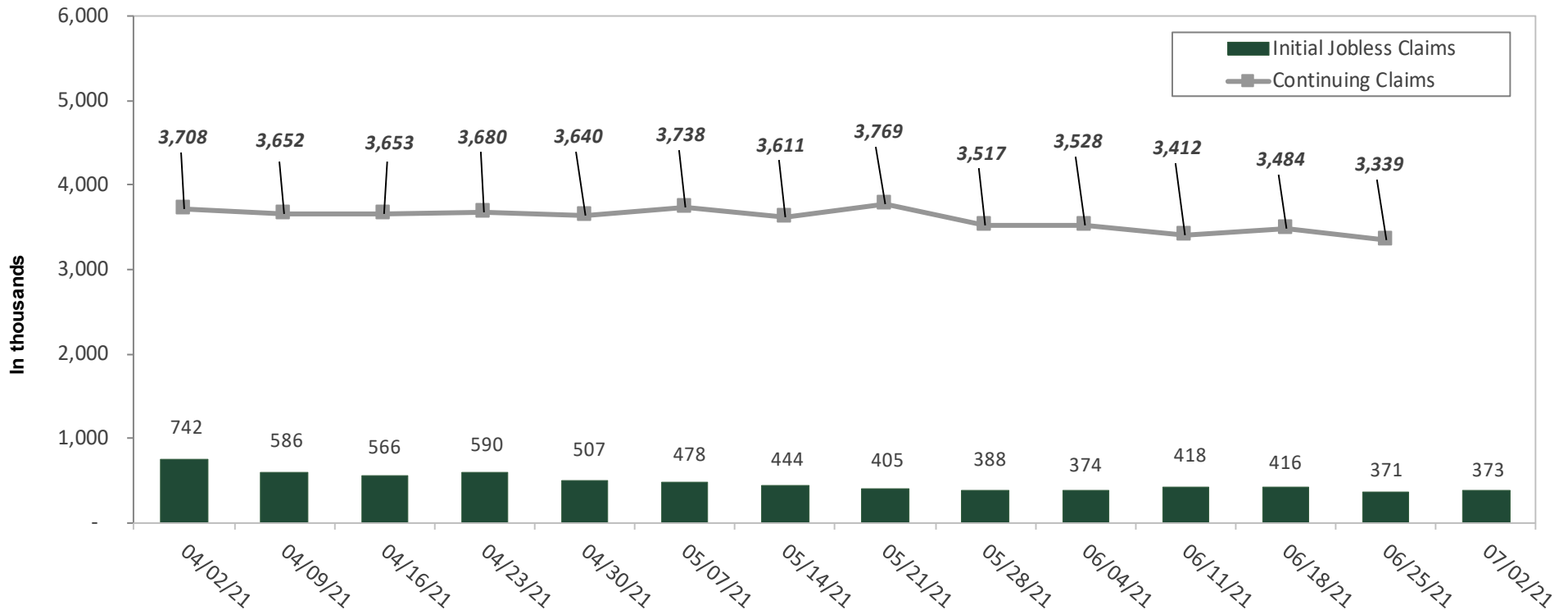


Source: US Department of Labor

Job growth was stronger than expected in June. U.S. nonfarm payrolls increased by 850,000, versus the consensus forecast of 720,000. May payrolls were also revised up by 24,000 to 583,000. On a trailing 3-month and 6-month basis, payrolls increased by an average of 567,000 and 543,000 per month, respectively, which is indicative of a steady recovery in the labor market. The leisure and hospitality sectors continue to drive the job gains in June and increased by 343,000. Government payrolls also posted a solid increase of 188,000 in June. The labor participation rate was unchanged at 61.6% in June and is 1.7% lower than the pre-pandemic level. The employment-population ratio was also unchanged in the month at 58.0% and is 3.1% below the pre-pandemic level. The unemployment rate ticked higher to 5.9% in June from 5.8% in May and remains well above the pre-pandemic low of 3.5% in February 2020. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons, declined to 9.8% in June from 10.2% in May (versus 7.0% in February 2020). The index of aggregate private weekly payrolls was up 2.8% in June from February 2020, suggesting a solid increase in aggregate wages.

# Initial Claims for Unemployment

## Initial Claims For Unemployment April 02, 2021 - July 02, 2021

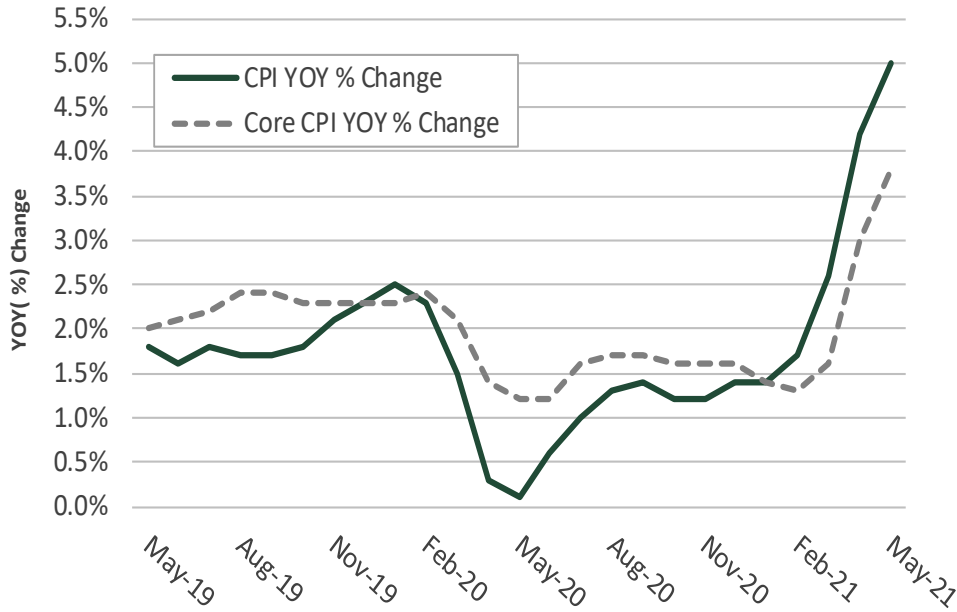


Source: US Department of Labor

In the most recent week, the number of initial jobless claims was 373,000 versus 371,000 in the prior week. The level of continuing unemployment claims (where the data is lagged by one week) declined modestly to 3.339 million versus 3.484 million in the prior week. Although continuing jobless claims have declined significantly from the peak of nearly 25 million last May, they remained above the 2019 (pre-pandemic) average of 1.7 million.

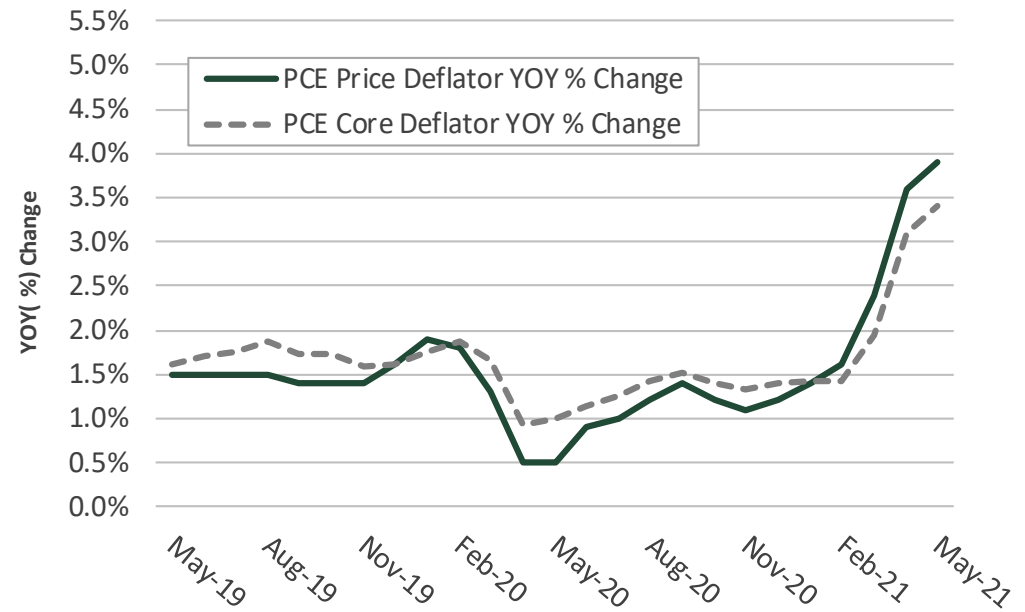
# Inflation

### Consumer Price Index (CPI)



Source: US Department of Labor

### Personal Consumption Expenditures (PCE)



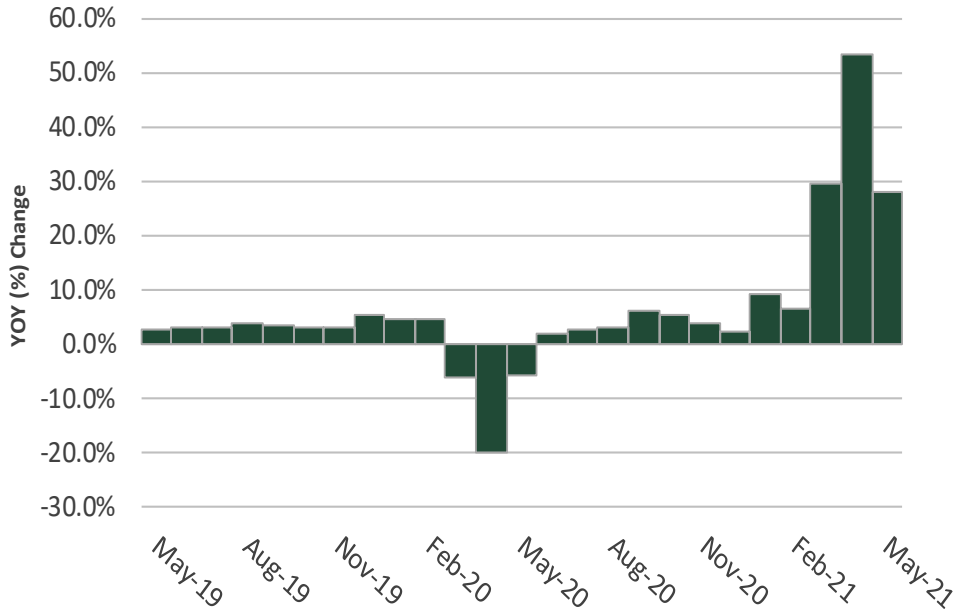
Source: US Department of Commerce

The Consumer Price Index (CPI) was up 5.0% year-over-year in May versus up 4.2% in April. Core CPI (CPI less food and energy) was up 3.8% year-over-year in May, versus up 3.0% in April. The Personal Consumption Expenditures (PCE) index was up 3.9% year-over-year in May, versus up 3.6% year-over-year in April. Core PCE was up 3.4% year-over-year in May, versus up 3.1% year-over-year in April. Current inflation readings are running well above the Fed's longer-run target of around 2.0%. However, the Fed believes that much (if not all) of the recent pricing pressure have been caused by pandemic-related factors (e.g., base effects and supply chain disruptions). Fed policymakers have reiterated that they believe most of those factors will be temporary.



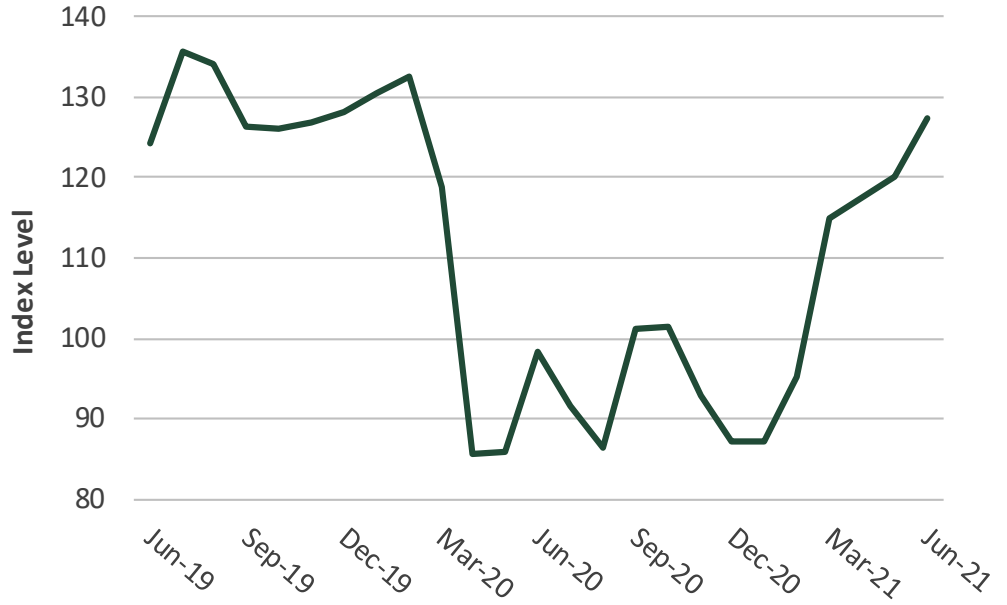
# Consumer

### Retail Sales YOY % Change



Source: US Department of Commerce

### Consumer Confidence



Source: The Conference Board

On a year-over-year basis, retail sales were up 28.1% in May versus up 53.4% in April. The year-over-year gains are distorted by the drop-off in spending and activity at the early stage of the pandemic last year. On a month-over-month basis, retail sales declined 1.3% in May, following a 0.9% increase in April. Retail sales have been somewhat uneven on a monthly basis due to the timing of fiscal stimulus and economic reopening. Overall, we believe consumer spending remains healthy and consistent with an ongoing recovery in economic activity. The Consumer Confidence index jumped to 127.3 in June from 120.0 in May, reflecting a strong view of current conditions and a more upbeat outlook.

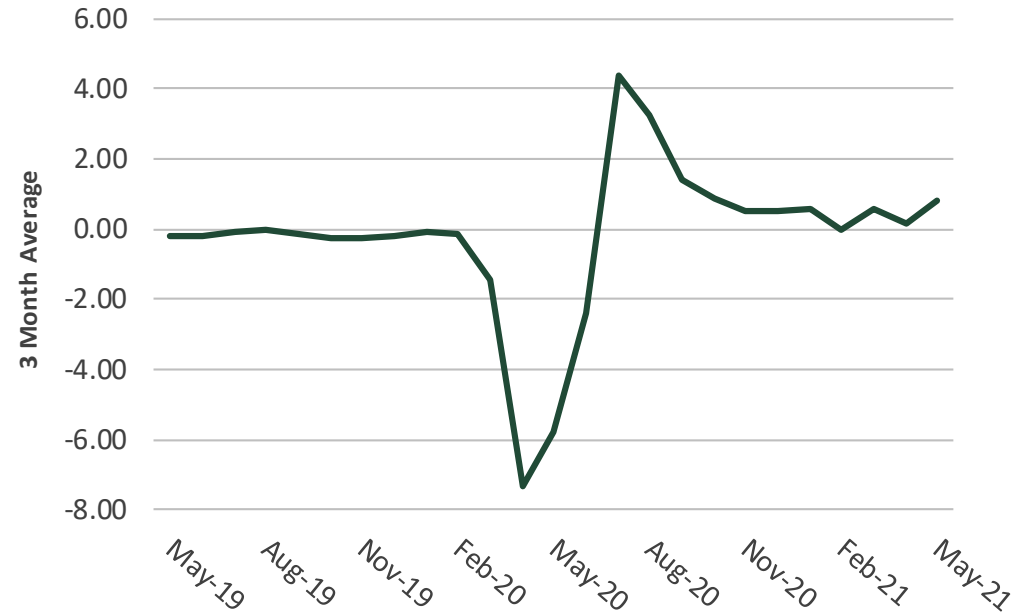
# Economic Activity

Leading Economic Indicators (LEI)



Source: The Conference Board

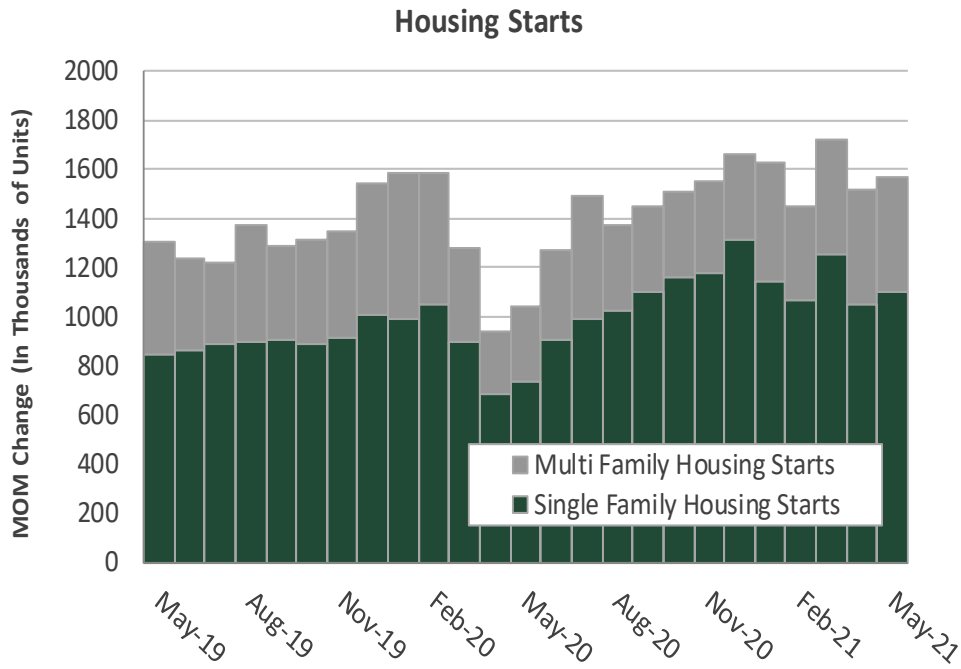
Chicago Fed National Activity Index (CFNAI)



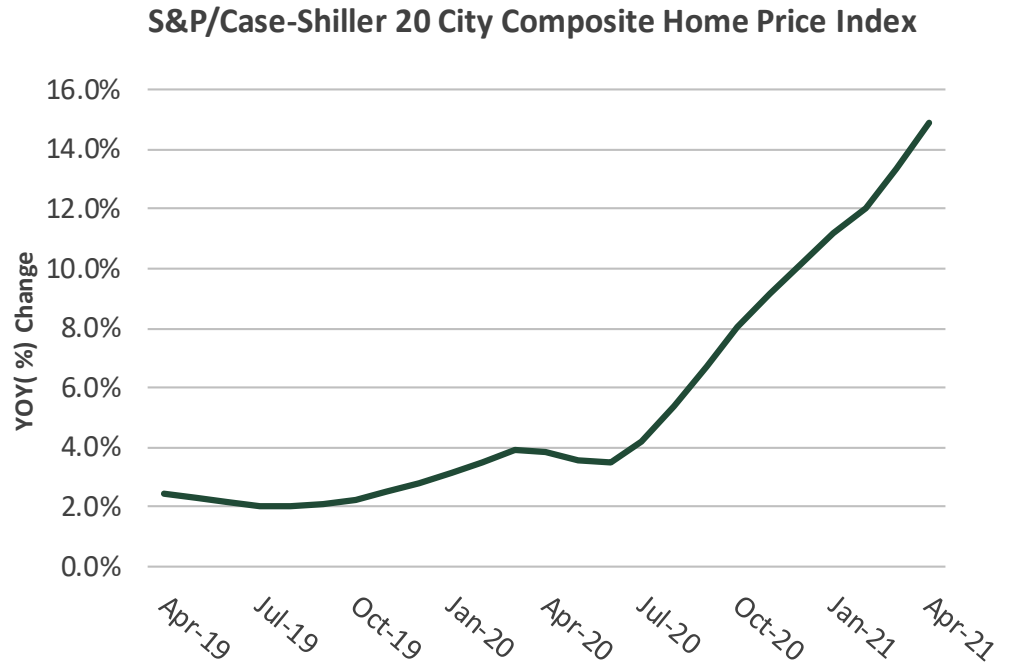
Source: Federal Reserve Bank of Chicago

The Conference Board’s Leading Economic Index (LEI) increased 1.3% month-over-month in May (in line with expectations), following a 1.3% increase in April. On a year-over-year basis, the LEI was up 14.7% in May against a severe decline in the index during the early stage of the pandemic last year. According to the Conference Board, the index suggests that economic growth will remain strong in the near term. Meanwhile, the Chicago Fed National Activity Index (CFNAI) increased to 0.29 in May from -0.09 in April. On a 3-month moving average basis, the CFNAI increased to 0.81 in May from 0.17 in April, and it continues to signal above-trend economic growth.

# Housing



Source: US Department of Commerce

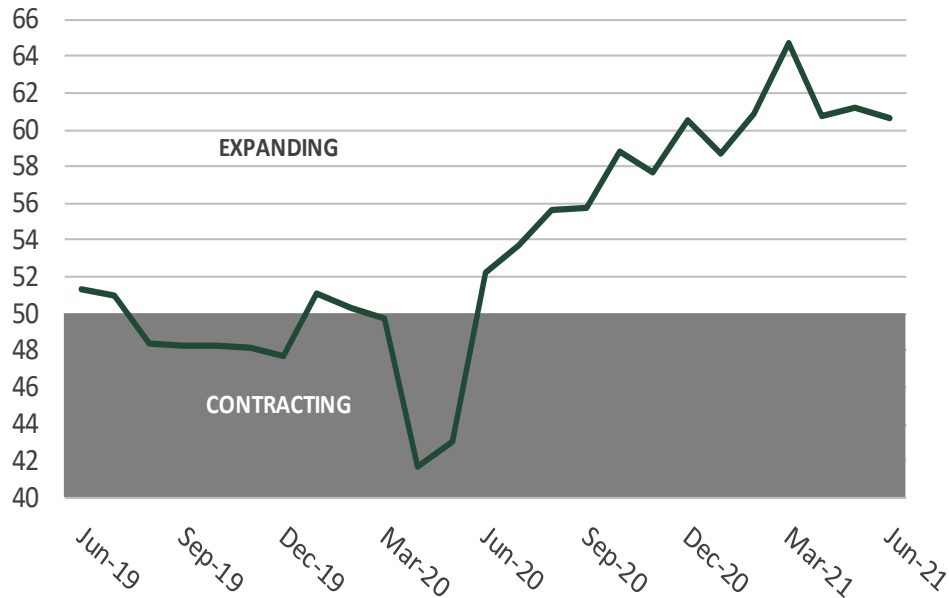


Source: S&P

Total housing starts rose 3.6% in May to an annual pace of 1,572,000. Single-family starts rose 4.2% in May while multi-family starts were up 2.4%. On a year-over-year basis, housing starts were up 50.3% in May, due in part to the steep decline in activity during the early stage of the pandemic last year. According to the Case-Shiller 20-City home price index, home prices were up 14.9% year-over-year in April versus up 13.4% year-over-year in March. Low inventory and strong demand continue to put upward pressure on home prices.

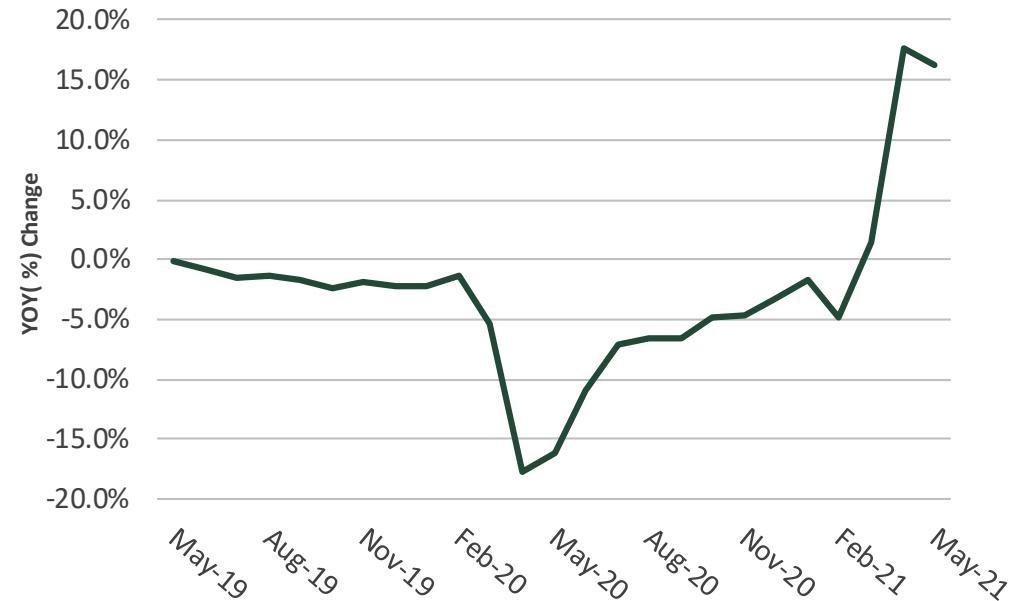
# Manufacturing

Institute of Supply Management Purchasing Manager Index



Source: Institute for Supply Management

Industrial Production



Source: Federal Reserve

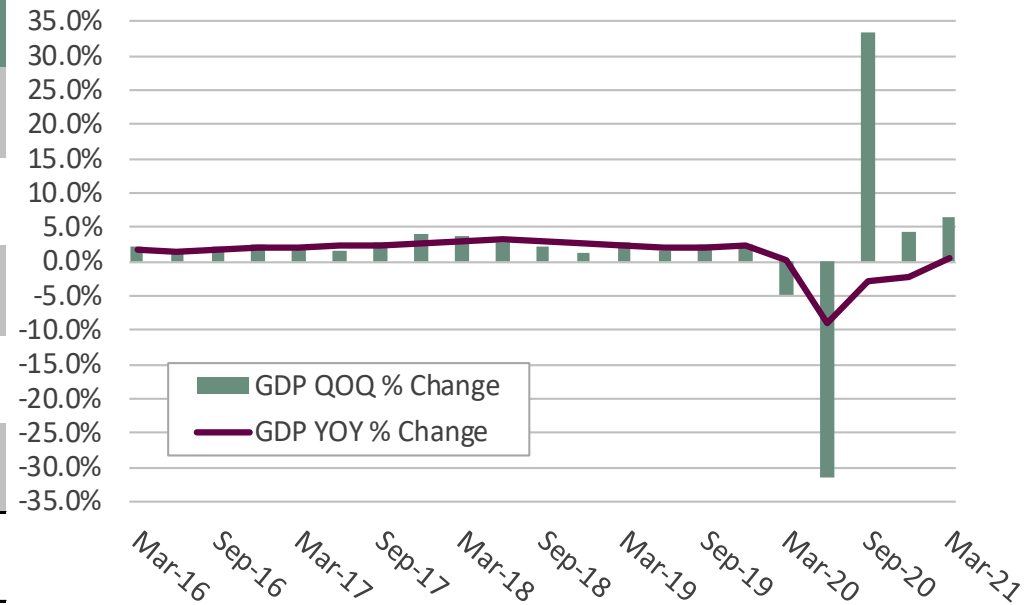
The Institute for Supply Management (ISM) manufacturing index eased slightly to 60.6 in June from 61.2 in May. The index continues to point to strength in manufacturing, as readings above 50.0 are indicative of expansion in the manufacturing sector. We believe a weaker US dollar has been supportive of the US manufacturing sector during the pandemic, though the dollar index has been creeping higher since the end of May. The Industrial Production index was up 16.3% year-over-year in May, versus up 17.6% in April. The year-over-year rates are distorted by the effects of the pandemic last year. On a month-over-month basis, the Industrial Production index increased 0.8% in May, following a 0.1% increase in April. Capacity Utilization increased to 75.2% in May from 74.6% in April but remains well below the long-run average of 79.8%. Chip shortages continue to weigh on activity in the manufacturing sector.

# Gross Domestic Product (GDP)

Components of GDP	6/20	9/20	12/20	3/21
Personal Consumption Expenditures	-24.0%	25.4%	1.6%	7.4%
Gross Private Domestic Investment	-8.8%	12.0%	4.4%	-0.6%
Net Exports and Imports	0.6%	-3.2%	-1.5%	-1.5%
Federal Government Expenditures	1.2%	-0.4%	-0.1%	0.9%
State and Local (Consumption and Gross Investment)	-0.4%	-0.4%	-0.1%	0.1%
<b>Total</b>	<b>-31.4%</b>	<b>33.4%</b>	<b>4.3%</b>	<b>6.4%</b>

Source: US Department of Commerce

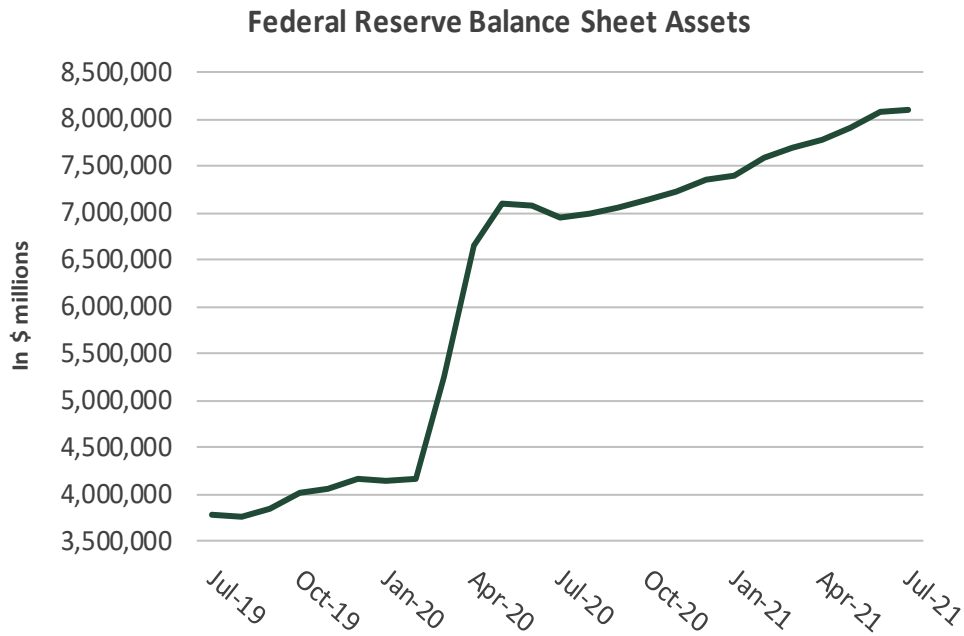
## Gross Domestic Product (GDP)



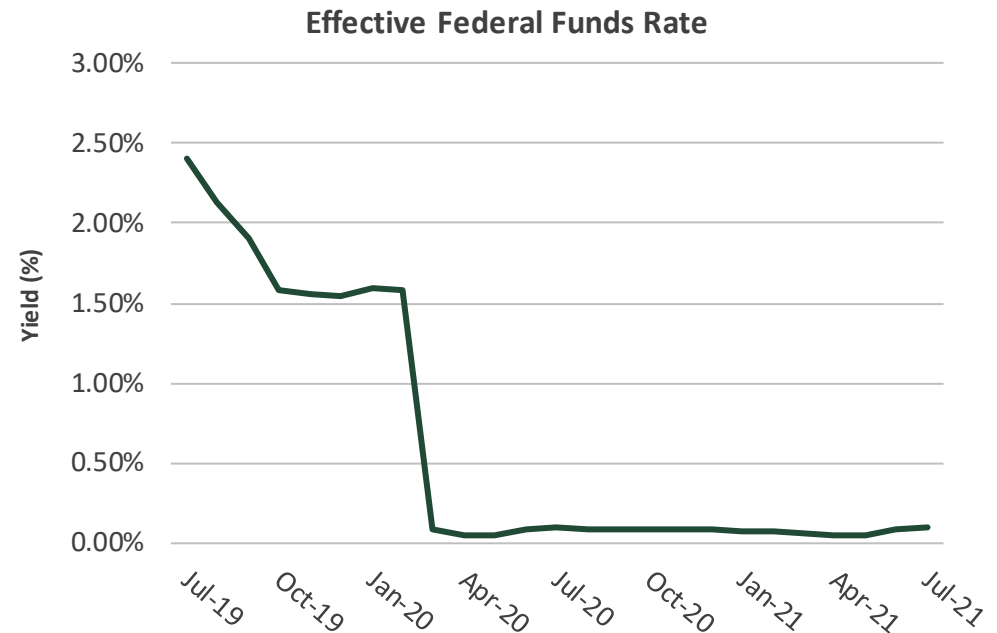
Source: US Department of Commerce

US economic growth accelerated in the first quarter. According to the third estimate, real US gross domestic product (GDP) grew at an annualized rate of 6.4% in the first quarter, following 4.3% growth in the fourth quarter of 2020. Economic growth is believed to have accelerated even further in the second quarter to an annualized rate of 9.2%. The consensus forecast for full year 2021 US gross domestic product growth is 6.6%, following a 3.5% decline in 2020.

# Federal Reserve



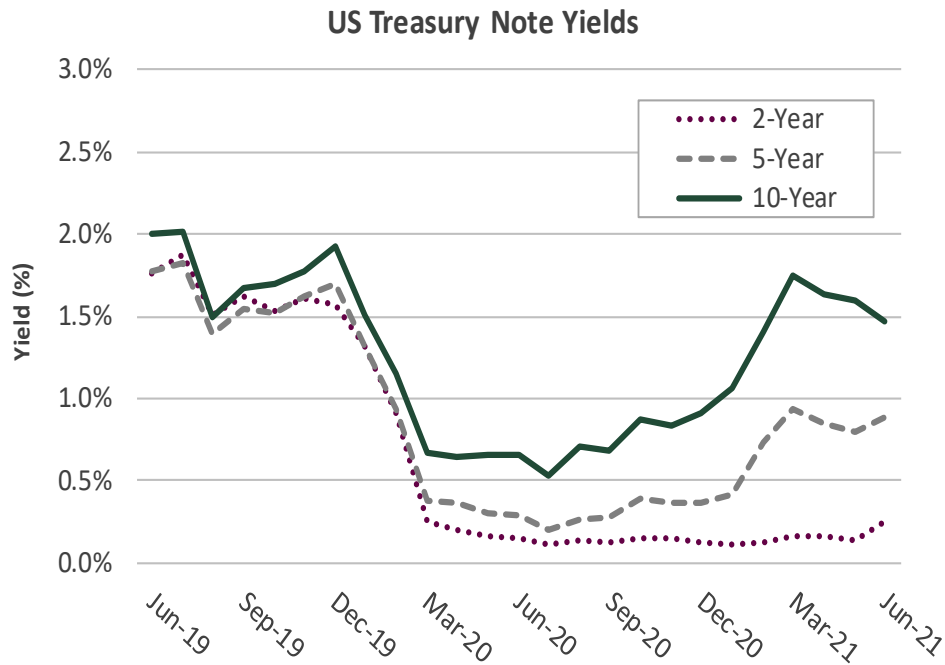
Source: Federal Reserve



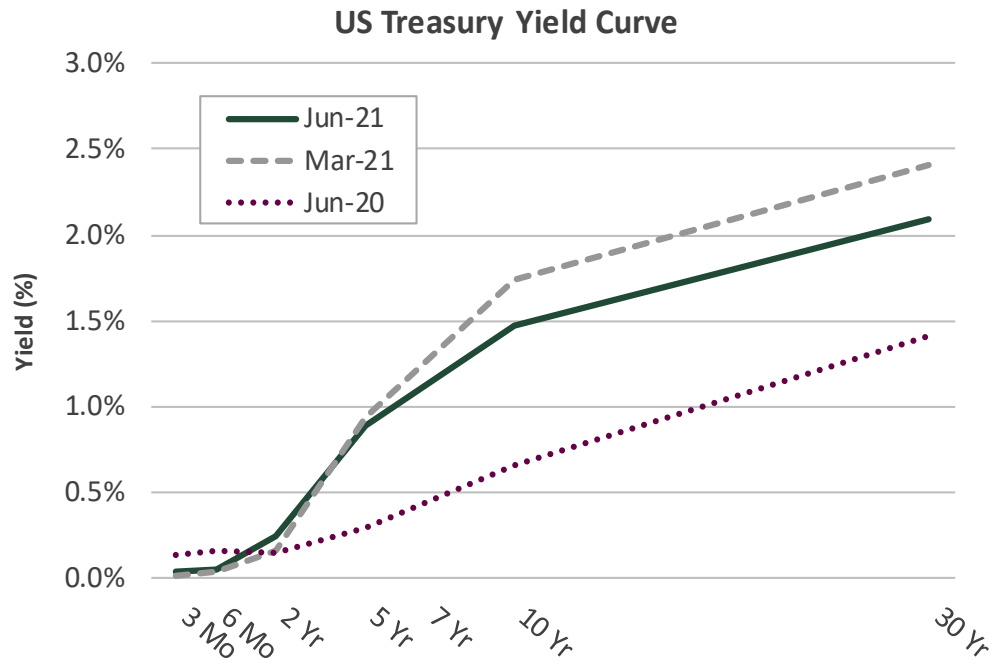
Source: Bloomberg

Last year, the Fed took a wide range of aggressive actions to help stabilize and provide liquidity to the financial markets. The Fed lowered the fed funds target rate to a range of 0.0%-0.25% and continues to purchase Treasury and agency mortgage-backed securities to support smooth market functioning. Last year, policymakers reinstated the Commercial Paper Funding Facility and Money Market Mutual Fund Liquidity Facility. The Fed also established the Primary Market Corporate Credit Facility, Secondary Market Corporate Credit Facility, Term Asset-Backed Securities Loan Facility, Paycheck Protection Program Liquidity Facility, Main Street Lending Facility, and Municipal Liquidity Facility. The Fed has also provided short-term funding through large-scale repo operations and lowered the reserve requirement for depository institutions. Notably, many of the Fed's lending facilities expired at the end of 2020, including the Fed's corporate credit, asset-backed securities, municipal lending, and Main Street Lending programs. In June 2021, the Fed announced plans to gradually unwind its corporate credit facility and expects to sell the full portfolio by year-end.

# Bond Yields



Source: Bloomberg



Source: Bloomberg

The treasury yield curve is steeper on a year-over-year basis. The 3-month T-bill yield was about nine basis points lower, while the 2-year Treasury yield was about ten basis points higher, and the 10-Year Treasury yield was about 81 basis points higher, year-over-year, as of June month-end. The Fed has signaled plans to keep the front end of the Treasury yield curve anchored near zero until 2023. We believe longer-term rates still have room to move higher this year.



## Section 2 | Account Profile



## Investment Objectives

Safety of principal is the foremost objective of the investment program. The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs.

## Chandler Asset Management Performance Objective

The performance objective for the portfolio is to earn a total rate of return through a market cycle that is equal to or above the return on the benchmark index.

## Strategy

In order to achieve this objective, the portfolio invests in high-quality fixed income securities that comply with the investment policy and all regulations governing the funds.

## Calaveras County Water District Consolidated Account

This portfolio is a consolidation of assets managed by Chandler Asset Management and assets managed internally by Client. Chandler relies on Client to provide accurate information for reporting assets and

Category	Standard	Comment
U.S. Treasuries	No limitations; Full faith and credit of the U.S. are pledged for the payment of principal and interest	Complies
Federal Agencies	25% max per Agency/GSE issuer; 20% max callable agency securities; Federal agencies or U.S. government-sponsored enterprise obligations, participations, or other instruments, including those issued or fully guaranteed as to principal and interest by federal agencies or U.S. government sponsored enterprises.	Complies
Supranational Obligations	"AA" rating category or higher by a Nationally Recognized Statistical Rating Organization ("NRSRO"); 30% max; 10% max per issuer; USD denominated senior unsecured unsubordinated obligations; Issued or unconditionally guaranteed by International Bank for Reconstruction & Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB)	Complies
Municipal Securities (CA, Local Agency)	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; Include bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by a California local District, or by a department, board, District or authority of the state or such a local District	Complies
Municipal Securities (CA, Other States)	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; Include bonds including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state, or by a department, board, agency, or authority of any of the other 49 states, in addition to California.	Complies
Corporate Medium Term Notes	"A" rating category or better by a NRSRO; 30% max; 5% max per issuer; Obligations of corporations organized and operating within the U.S. or by depository institutions licensed by the U.S. or any state and operating within the U.S	Complies *
Non-Agency Asset-Backed Securities (ABS), Mortgage-Backed (MBS), Mortgage Pass Through, Collateralized Mortgage Obligation (CMO)	"AA" rating category or better by a NRSRO; 20% max (combined ABS/MBS/CMO); 5% max per Asset-Backed or Commercial Mortgage issuer; Asset-Backed Securities, Mortgage-Backed, Mortgage Pass Through Securities, Collateralized Mortgage Obligation not defined in Sections 5.01.19.02 (US Treasuries) and 5.01.19.03 (Federal Agencies) of the authorized investments section of the policy	Complies
Negotiable Certificates of Deposit (NCD)	The amount of NCD insured up to the FDIC limit does not require any credit ratings; Any amount above FDIC insured limit must be issued by institutions with "A-1" short-term debt rating or better by a NRSRO; or "A" long-term rating category or better by a NRSRO; 30% max; 5% max per issuer; Issued by a nationally or state-chartered bank, or a savings association or federal association, a state or federal credit union, or by a federally-licensed or state-licensed branch of a foreign bank; Any deposit shall not exceed the total paid-up capital and surplus of any depository bank, nor shall the deposit exceed the total net worth of any institution	Complies
FDIC Insured Time Deposits (Non-negotiable CD/TD)	Deposits of up to \$250,000 are allowable in any institution that insures its deposits with the Federal Deposit Insurance Corporation, regardless of Moody's or S&P ratings; 2 years max maturity	Complies
Collateralized Time Deposits (Non-negotiable CD/TD)	"A" rating category or better by a NRSRO in commercial banks and savings and loans; In the event a bank does not meet the minimum ratings, a tri-party collateral arrangement may be substituted in lieu of a rating lower than "A"; The third-party institution must be acceptable to the District and have account in the name of the Calaveras County Water District; The market value of the collateral in the account must not fall below 110% of the value of the deposit(s) at any time; The securities in the account must conform to Government Code 53651 with the exception that real estate mortgages are not acceptable collateral; The District will maintain a first perfected security interest in the securities pledged against the deposit and shall have a contractual right to liquidation of pledged securities upon the bankruptcy, insolvency, or other default of the counter party; Collateralized certificates of deposits issued by a state or nationally chartered bank, a state or federal association or a state or federal credit union; 2 years max maturity	Complies
Passbook Deposits	As authorized by Government Code 53637	Complies
Banker's Acceptances	"A-1" short-term debt rated or better by a NRSRO; or "A" long-term debt rating category or better by a NRSRO; 40% max; 5% max per issuer; 180 days max maturity	Complies

# Compliance- Continued

As of June 30, 2021

Commercial Paper	"A-1" rated or higher by a NRSRO; "A" rated issuer or higher by a NRSRO, if any long-term debt; 25% max; 5% max per issuer; 270 days max maturity; 10% max outstanding commercial paper of any single issuer; The entity that issues the commercial paper shall meet all conditions in either (A) or (B): (A) 1. Organized and operating in the U.S. as a general corporation; 2. Has total assets >\$500 million; 3. Has debt other than commercial paper, if any, that is "A" rating category or higher by a NRSRO; (B) 1. Organized within the U.S. as a special purpose corporation, trust, or LLC; 2. Has program wide credit enhancements including, but not limited to, overcollateralization, letters of credit or surety bond; and 3. "A-1" rated or higher by a NRSRO	Complies
Money Market Mutual Funds	20% max; Registered with SEC under Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria: (i) Highest rating by two NRSROs; or (ii) Retained an investment adviser registered or exempt from SEC registration with > 5 years experience managing money market mutual funds with AUM >\$500 million	Complies
Local Agency Investment Fund (LAIF)	Fees charged by LAIF as well as investment limits are limited by the Statute; Not used by investment adviser	Complies
Local Government Investment Pool (LGIP)	Share of beneficial interest in a Joint Powers Authority as authorized by Government Code section 53601(p)	Complies
Repurchase Agreements	20% max; 102% Collateralized; 1 year max maturity; Not used by investment adviser	Complies
Mitigating Credit Risk; Security Downgrade	If securities owned by the District are downgraded to a level below the quality required by the investment policy, it will be the District's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio; If a security is downgraded, the General Manager or designee will use discretion in determining whether to sell or hold the security based on its current maturity, economic outlook for the issue, and other relevant factors; If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Board of Directors.	Complies
Max Per Issuer	5% max per issuer, unless otherwise specified in the policy	Complies
Maximum Maturity	5 years maximum maturity, unless matched to a specific requirement and approved by the Board of Directors	Complies

\* Security inherited from previous manager: Lehman Brothers (525ESC6J3); Defaulted; NR

## Calaveras County Water District

	6/30/2021		3/31/2021
	Benchmark*	Portfolio	Portfolio
<b>Average Maturity (yrs)</b>	2.66	3.19	2.78
<b>Average Modified Duration</b>	2.59	3.06	2.71
<b>Average Purchase Yield</b>	n/a	0.45%	0.37%
<b>Average Market Yield</b>	0.41%	0.56%	0.50%
<b>Average Quality**</b>	AAA	AA+/Aa1	AA+/Aa1
<b>Total Market Value</b>		9,968,764	9,942,365

\*ICE BAML 1-5 Year US Treasury/Agency Index

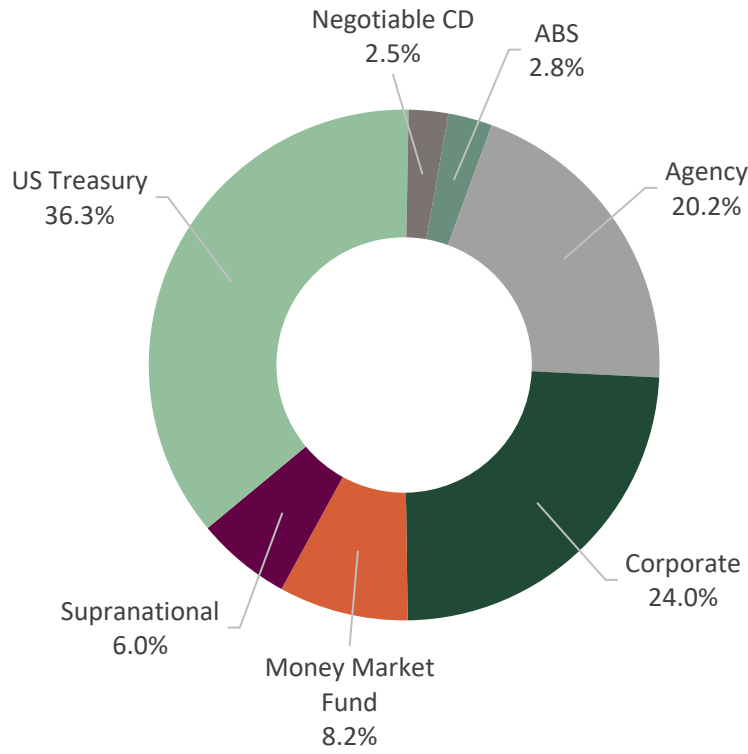
\*\*Benchmark is a blended rating of S&P, Moody's, and Fitch. Portfolio is S&P and Moody's respectively.

# Sector Distribution

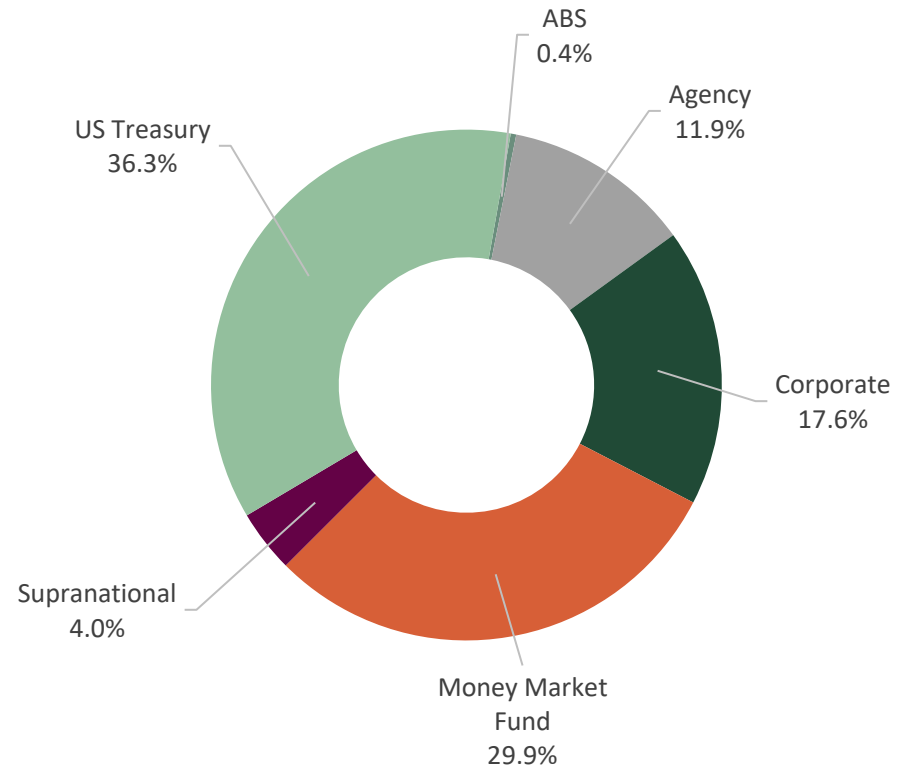
As of June 30, 2021

## Calaveras County Water District

June 30, 2021



March 31, 2021



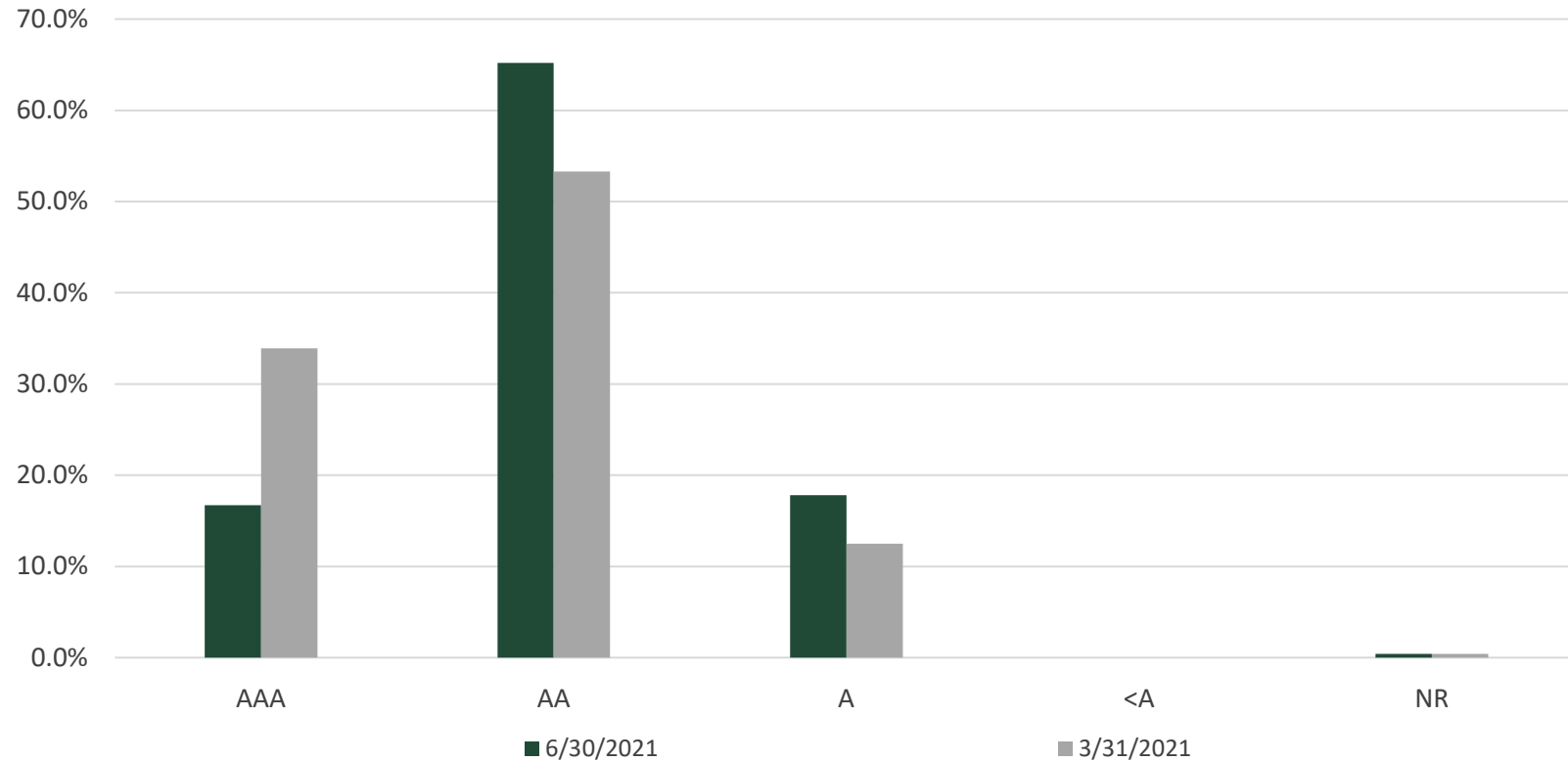
## Calaveras County Water District – Account #10767

Issue Name	Investment Type	% Portfolio
Government of United States	US Treasury	36.30%
Federal National Mortgage Association	Agency	16.24%
First American Govt Oblig Fund	Money Market Fund	8.25%
Intl Bank Recon and Development	Supranational	3.97%
Federal Home Loan Mortgage Corp	Agency	3.96%
Royal Bank of Canada	Corporate	2.64%
Berkshire Hathaway	Corporate	2.62%
Bank of Nova Scotia Houston	Negotiable CD	2.51%
Apple Inc	Corporate	2.49%
JP Morgan Chase & Co	Corporate	2.19%
US Bancorp	Corporate	2.13%
Toronto Dominion Holdings	Corporate	2.13%
Bank of New York	Corporate	2.09%
Inter-American Dev Bank	Supranational	2.06%
Charles Schwab Corp/The	Corporate	2.02%
Caterpillar Inc	Corporate	1.65%
Toyota ABS	ABS	1.45%
Deere & Company	Corporate	1.35%
Toyota Motor Corp	Corporate	1.35%
Amazon.com Inc	Corporate	1.05%
Mercedes-Benz Auto Lease Trust	ABS	0.50%
Hyundai Auot Receivables	ABS	0.45%
John Deere ABS	ABS	0.35%
United Health Group Inc	Corporate	0.25%
<b>TOTAL</b>		<b>100.00%</b>

# Quality Distribution

As of June 30, 2021

**Calaveras County Water District**  
June 30, 2021 vs. March 31, 2021



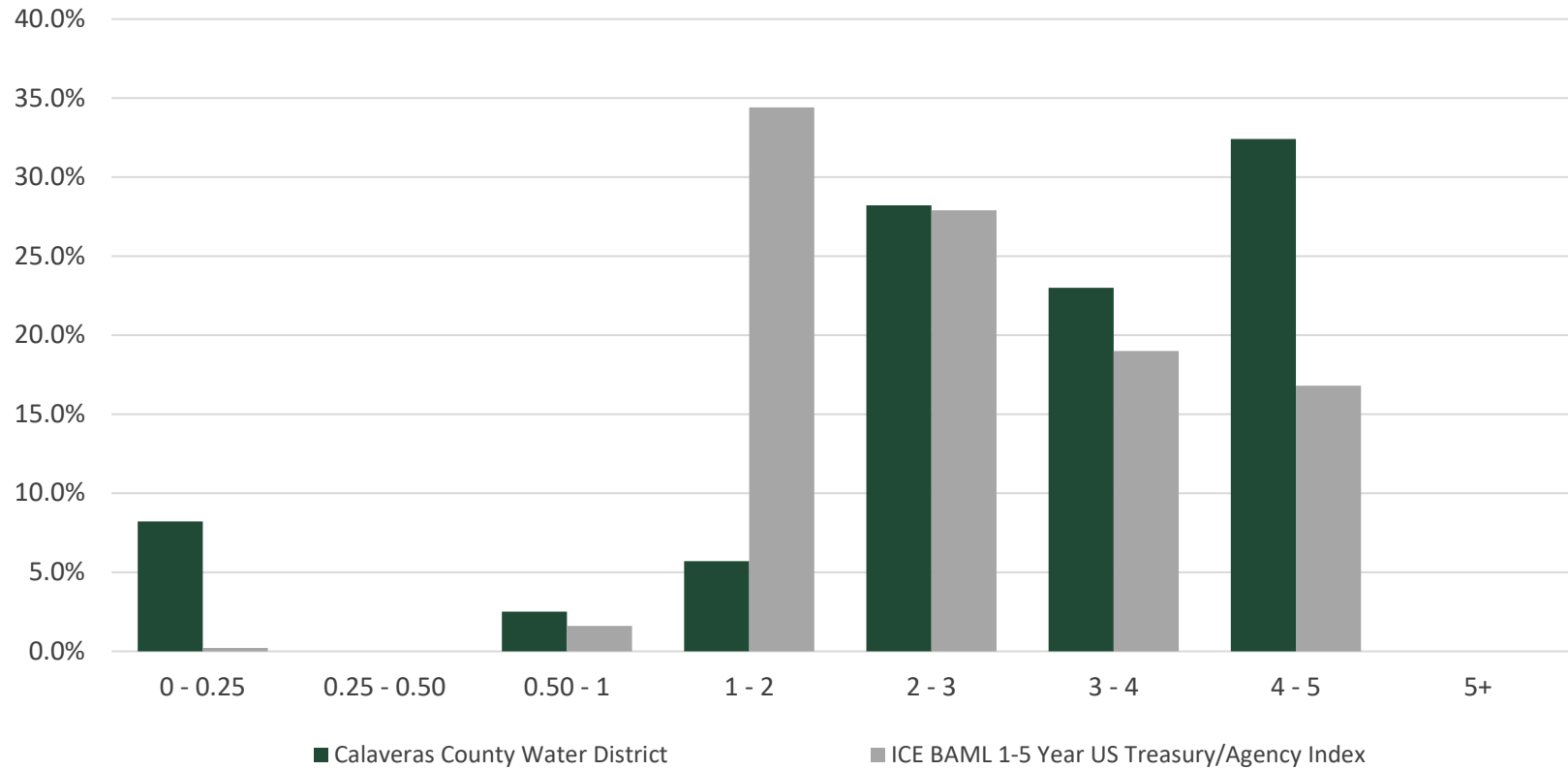
	AAA	AA	A	<A	NR
06/30/21	16.7%	65.2%	17.8%	0.0%	0.4%
03/31/21	33.9%	53.3%	12.5%	0.0%	0.4%

Source: S&P Ratings

# Duration Distribution

As of June 30, 2021

**Calaveras County Water District  
Portfolio Compared to the Benchmark as of June 30, 2021**

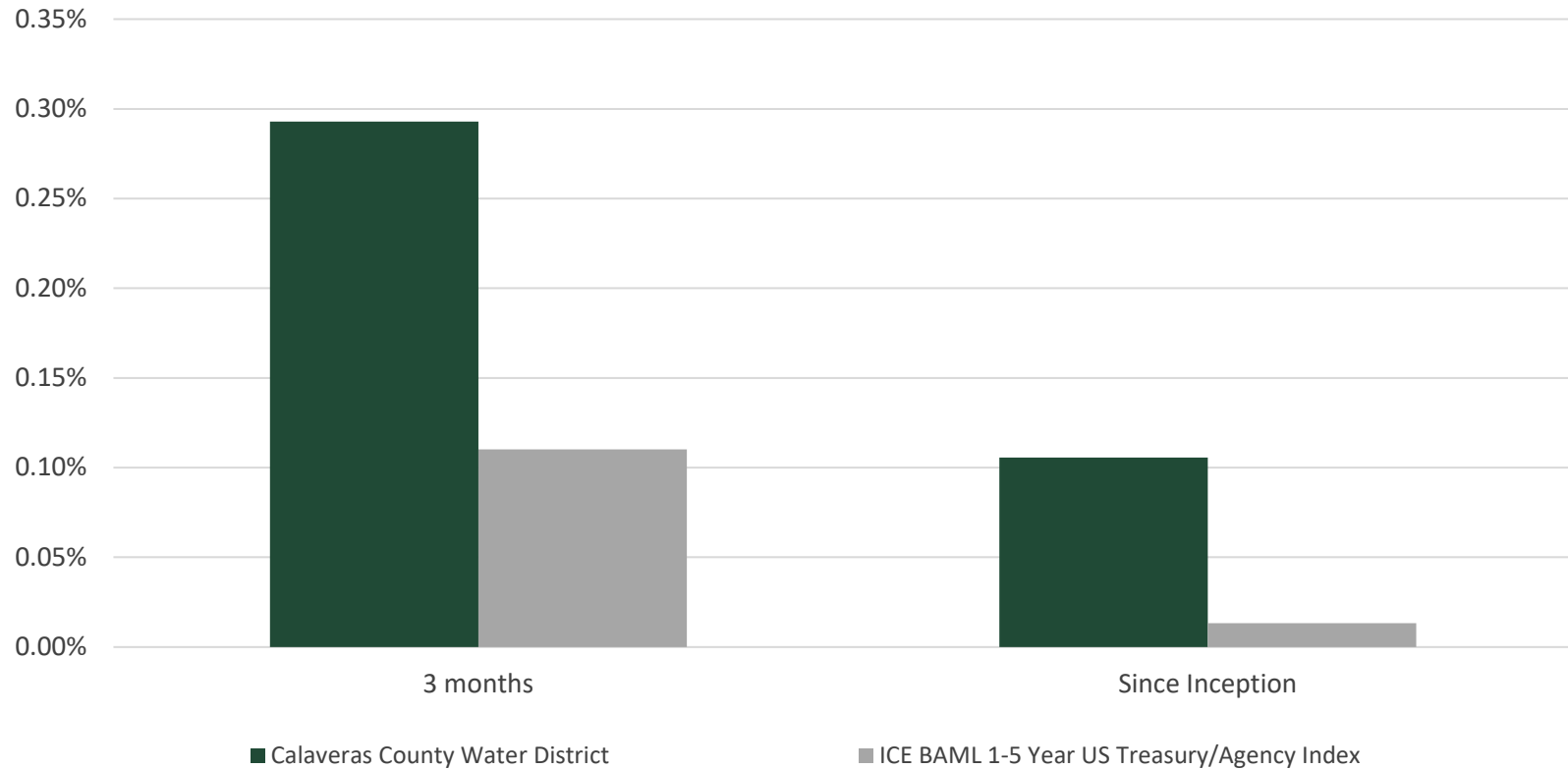


	0 - 0.25	0.25 - 0.50	0.50 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5+
Portfolio	8.2%	0.0%	2.5%	5.7%	28.2%	23.0%	32.4%	0.0%
Benchmark*	0.2%	0.0%	1.6%	34.4%	27.9%	19.0%	16.8%	0.0%

\*ICE BAML 1-5 Year US Treasury/Agency Index



## Calaveras County Water District Total Rate of Return Since Inception 02/28/2021



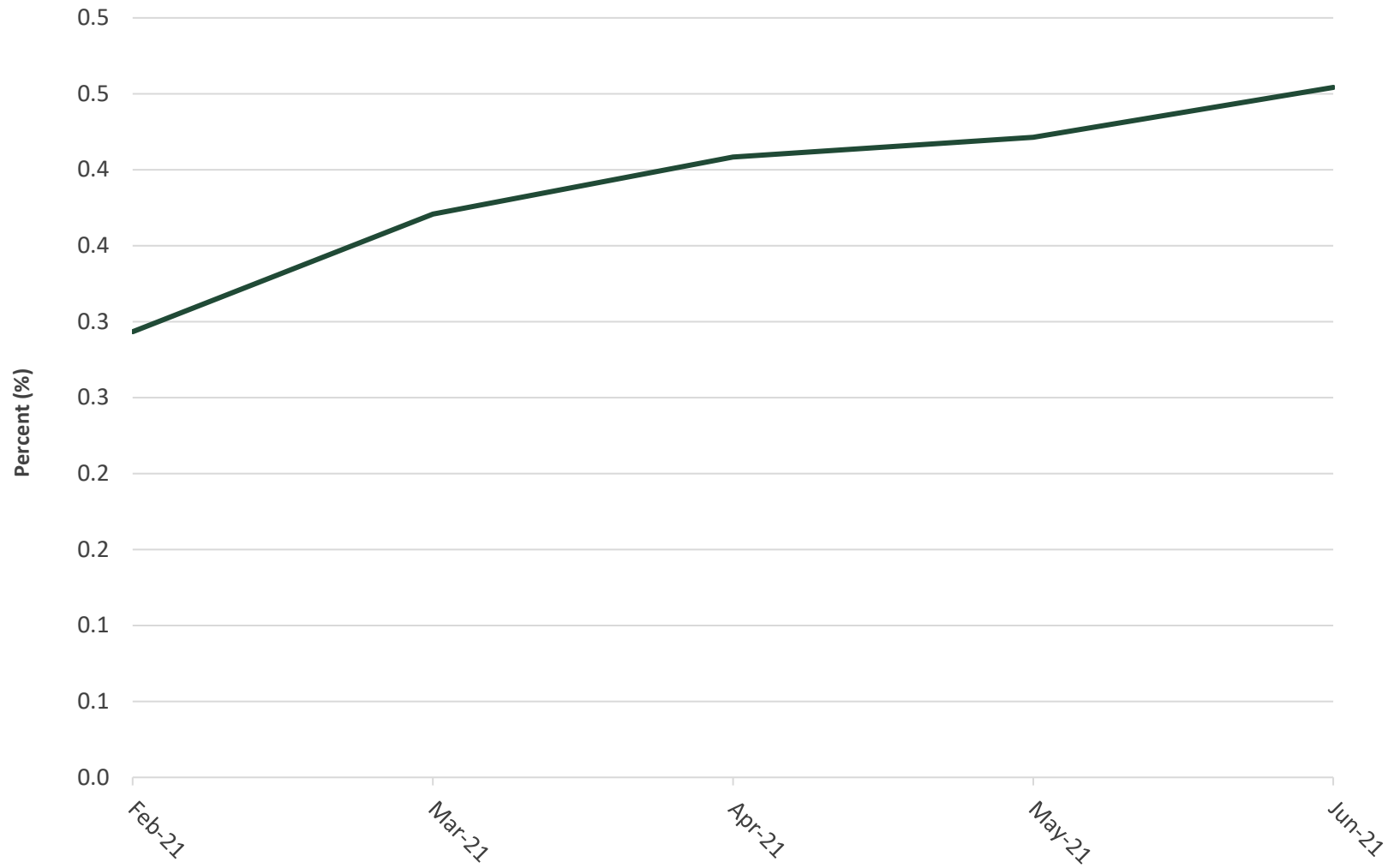
<b>TOTAL RATE OF RETURN</b>	<b>Latest 3 months</b>	<b>Since Inception</b>
Calaveras County Water District	0.29%	0.11%
ICE BAML 1-5 Year US Treasury/Agency Index	0.11%	0.01%

Total rate of return: A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains and losses in the portfolio.

# Historical Average Purchase Yield

As of June 30, 2021

Calaveras County Water District  
Purchase Yield as of 6/30/2021 = 0.45%



# Portfolio Characteristics

As of June 30, 2021

## Calaveras County Water District Reporting Account

	6/30/2021 Portfolio	3/31/2021 Portfolio
<b>Average Maturity (yrs)</b>	0.00	0.00
<b>Modified Duration</b>	0.00	0.00
<b>Average Purchase Yield</b>	0.22%	0.28%
<b>Average Market Yield</b>	0.23%	0.30%
<b>Average Quality*</b>	NR/NR	NR/NR
<b>Total Market Value</b>	26,945,438	25,323,197

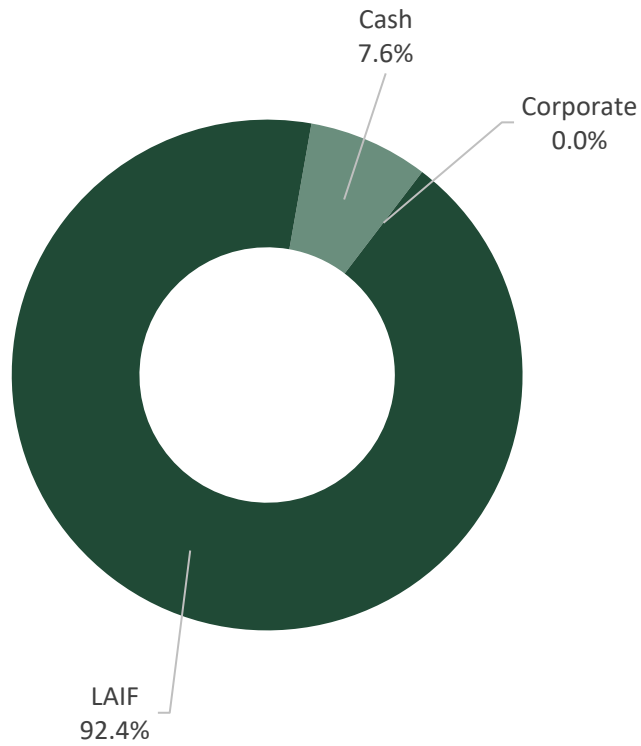
*\*Portfolio is S&P and Moody's, respectively.*

# Sector Distribution

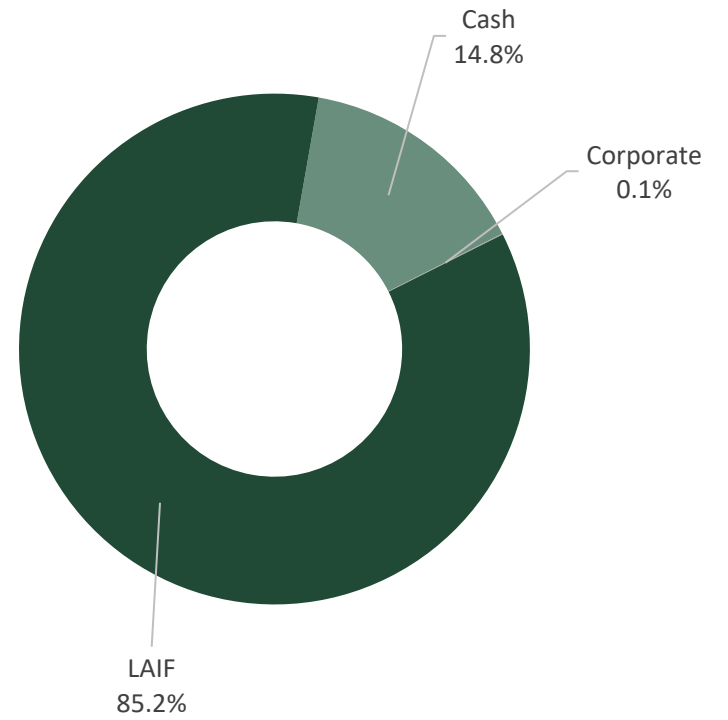
As of June 30, 2021

## Calaveras County Water District Reporting Account

June 30, 2021



March 31, 2021



## Calaveras County Water District Reporting Account – Account #10792

Issue Name	Investment Type	% Portfolio
Local Agency Investment Fund	LAIF	92.37%
Umbqua Bank	Cash	7.59%
Lehman Brothers Holdings	Corporate	0.04%
<b>TOTAL</b>		<b>100.00%</b>



## Section 3 | Consolidated Information

# Portfolio Characteristics

As of June 30, 2021

## Calaveras County Water District Consolidated

	6/30/2021 Portfolio	3/31/2021 Portfolio
<b>Average Maturity (yrs)</b>	0.86	0.78
<b>Modified Duration</b>	0.83	0.76
<b>Average Purchase Yield</b>	0.28%	0.31%
<b>Average Market Yield</b>	0.32%	0.36%
<b>Average Quality*</b>	AA+/Aa1	AA+/Aa1
<b>Total Market Value</b>	36,914,203	35,265,562

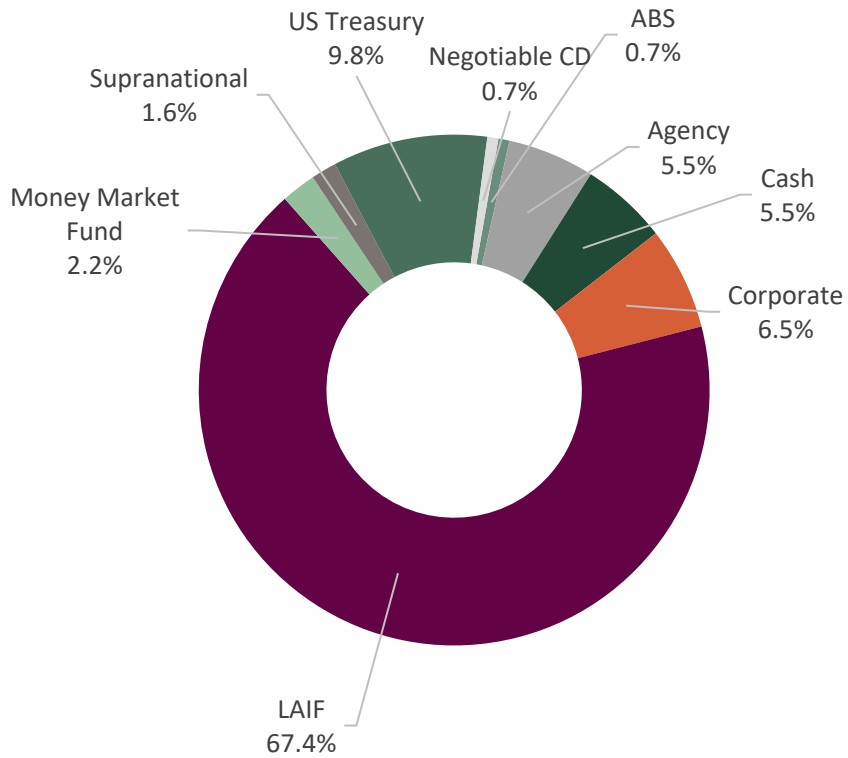
*\*Portfolio is S&P and Moody's, respectively.*

# Sector Distribution

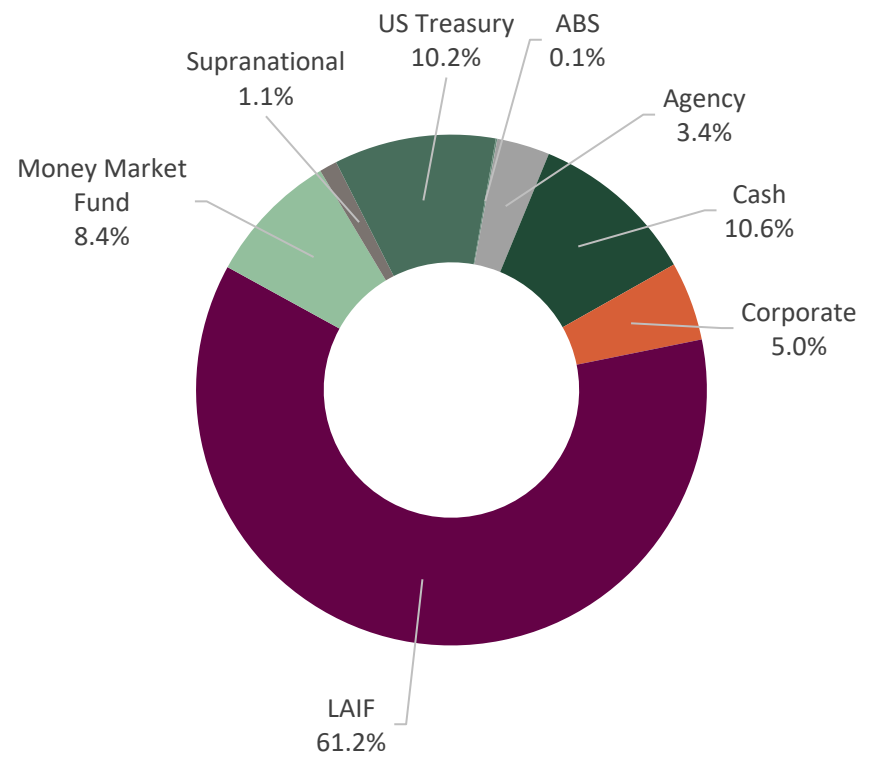
As of June 30, 2021

## Calaveras County Water District Consolidated

June 30, 2021



March 31, 2021

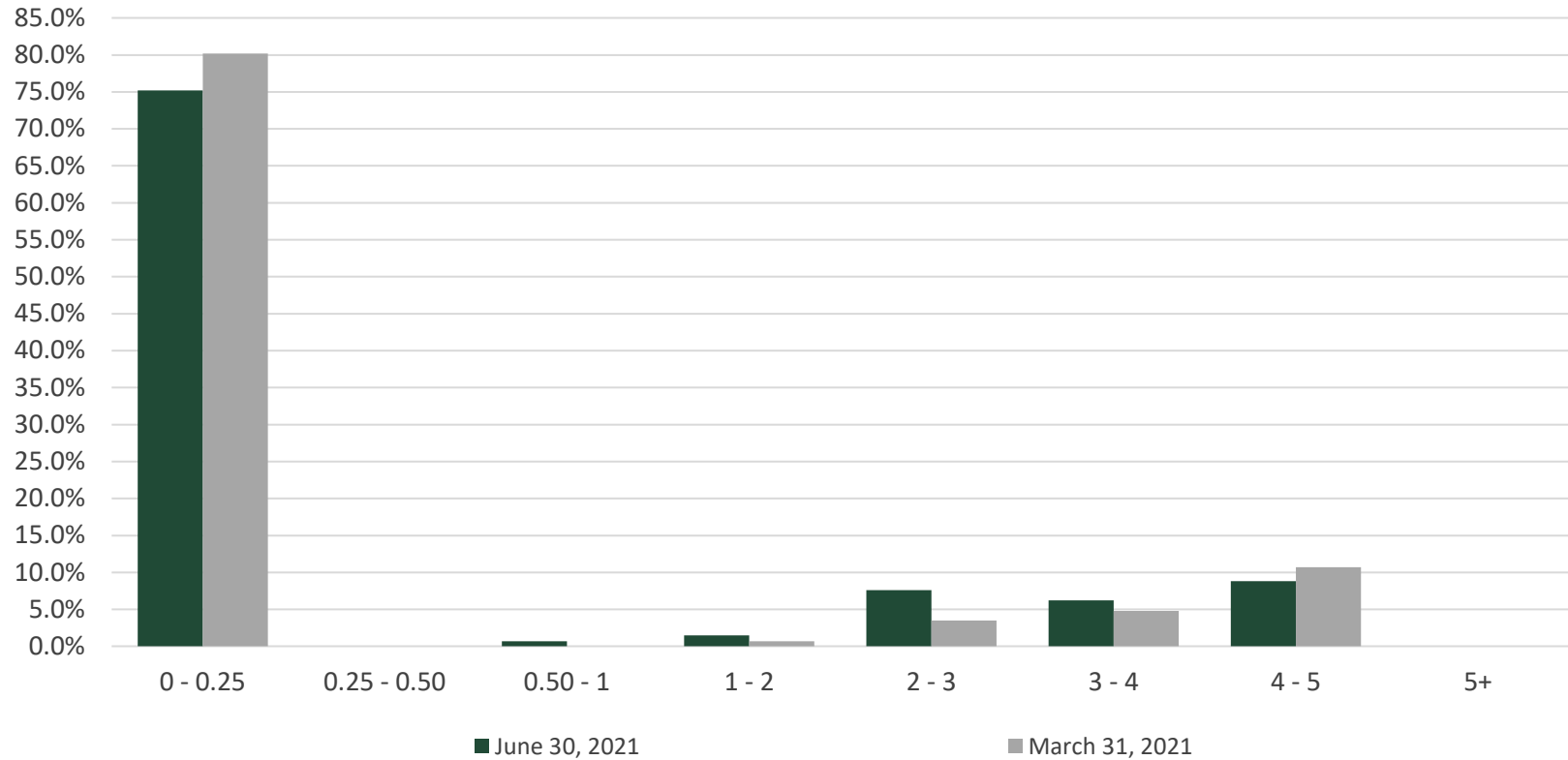




# Duration Distribution

As of June 30, 2021

**Calaveras County Water District Consolidated**  
June 30, 2021 vs. March 31, 2021



	0 - 0.25	0.25 - 0.50	0.50 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5+
06/30/21	75.2%	0.0%	0.7%	1.5%	7.6%	6.2%	8.8%	0.0%
03/31/21	80.2%	0.0%	0.0%	0.7%	3.5%	4.8%	10.7%	0.0%



## Section 4 | Portfolio Holdings

# Holdings Report

As of June 30, 2021

## Calaveras County Water District - Account #10767

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
58769KAD6	Mercedes-Benz Auto Lease Trust 2021-B A3 0.400% Due 11/15/2024	50,000.00	06/22/2021 0.40%	49,996.23 49,996.24	99.95 0.42%	49,975.30 1.11	0.50% (20.94)	NR / AAA AAA	3.38 2.06
47788UAC6	John Deere Owner Trust 2021-A A3 0.360% Due 09/15/2025	35,000.00	03/02/2021 0.37%	34,993.27 34,993.85	99.87 0.43%	34,954.68 5.60	0.35% (39.17)	Aaa / NR AAA	4.21 1.92
44933LAC7	Hyundai Auto Receivables Trust 2021-A A3 0.380% Due 09/15/2025	45,000.00	04/20/2021 0.38%	44,995.27 44,995.54	99.97 0.40%	44,985.92 7.60	0.45% (9.62)	NR / AAA AAA	4.21 2.11
89190GAC1	Toyota Auto Receivables Trust 2021-B A3 0.260% Due 11/17/2025	145,000.00	06/08/2021 0.26%	144,984.38 144,984.61	99.78 0.36%	144,681.44 17.80	1.45% (303.17)	NR / AAA AAA	4.39 2.17
<b>TOTAL ABS</b>		<b>275,000.00</b>	<b>0.32%</b>	<b>274,969.15</b> <b>274,970.24</b>	<b>0.39%</b>	<b>274,597.34</b> <b>32.11</b>	<b>2.75%</b> <b>(372.90)</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>4.15</b> <b>2.11</b>
<b>Agency</b>									
3135G05G4	FNMA Note 0.250% Due 07/10/2023	400,000.00	06/03/2021 0.18%	400,564.00 400,544.12	99.99 0.26%	399,954.40 475.00	4.02% (589.72)	Aaa / AA+ AAA	2.03 2.02
3135G0U43	FNMA Note 2.875% Due 09/12/2023	400,000.00	06/01/2021 0.21%	424,252.00 423,406.68	105.69 0.28%	422,746.00 3,481.94	4.28% (660.68)	Aaa / AA+ AAA	2.20 2.13
3135G04Z3	FNMA Note 0.500% Due 06/17/2025	400,000.00	02/18/2021 0.53%	399,506.80 399,548.03	99.41 0.65%	397,644.80 77.78	3.99% (1,903.23)	Aaa / AA+ AAA	3.97 3.92
3135G05X7	FNMA Note 0.375% Due 08/25/2025	400,000.00	02/18/2021 0.53%	397,185.20 397,410.66	98.56 0.73%	394,230.40 525.00	3.96% (3,180.26)	Aaa / AA+ AAA	4.16 4.10
3137EAEX3	FHLMC Note 0.375% Due 09/23/2025	400,000.00	02/18/2021 0.55%	396,810.40 397,061.46	98.47 0.74%	393,897.60 408.33	3.96% (3,163.86)	Aaa / AA+ AAA	4.24 4.18
<b>TOTAL Agency</b>		<b>2,000,000.00</b>	<b>0.40%</b>	<b>2,018,318.40</b> <b>2,017,970.95</b>	<b>0.53%</b>	<b>2,008,473.20</b> <b>4,968.05</b>	<b>20.20%</b> <b>(9,497.75)</b>	<b>Aaa / AA+</b> <b>Aaa</b>	<b>3.30</b> <b>3.25</b>
<b>Corporate</b>									
084670BR8	Berkshire Hathaway Callable Note Cont 1/15/2023 2.750% Due 03/15/2023	250,000.00	03/10/2021 0.58%	260,840.00 259,198.47	103.77 0.30%	259,422.25 2,024.31	2.62% 223.78	Aa2 / AA A+	1.71 1.51
89236TJD8	Toyota Motor Credit Corp Note 0.400% Due 04/06/2023	60,000.00	04/06/2021 0.44%	59,951.40 59,956.95	100.03 0.39%	60,015.06 54.67	0.60% 58.11	A1 / A+ A+	1.77 1.76
06406FAD5	Bank of NY Mellon Corp Callable Note Cont 6/16/2023 2.200% Due 08/16/2023	200,000.00	03/10/2021 0.56%	207,916.00 206,925.38	103.55 0.38%	207,093.40 1,650.00	2.09% 168.02	A1 / A AA-	2.13 1.91
24422EVN6	John Deere Capital Corp Note 0.450% Due 01/17/2024	135,000.00	03/01/2021 0.47%	134,904.15 134,915.02	99.90 0.49%	134,861.49 197.44	1.35% (53.53)	A2 / A A	2.55 2.53

# Holdings Report

As of June 30, 2021

## Calaveras County Water District - Account #10767

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
808513BN4	Charles Schwab Corp Callable Note Cont 2/18/2024 0.750% Due 03/18/2024	200,000.00	Various 0.67%	200,459.70 200,417.67	100.57 0.53%	201,145.41 429.17	2.02% 727.74	A2 / A A	2.72 2.60
023135BW5	Amazon.com Inc Callable Note Cont 11/12/2021 0.450% Due 05/12/2024	105,000.00	05/10/2021 0.50%	104,846.70 104,853.69	99.81 0.52%	104,803.65 64.31	1.05% (50.04)	A1 / AA AA-	2.87 2.84
46625HJX9	JP Morgan Chase Note 3.625% Due 05/13/2024	200,000.00	02/22/2021 0.54%	219,678.00 217,549.29	108.43 0.65%	216,866.60 966.67	2.19% (682.69)	A2 / A- AA-	2.87 2.74
14913R2L0	Caterpillar Financial Service Note 0.450% Due 05/17/2024	165,000.00	05/10/2021 0.50%	164,778.90 164,787.98	99.70 0.56%	164,502.03 90.75	1.65% (285.95)	A2 / A A	2.88 2.86
89114QCA4	Toronto Dominion Bank Note 2.650% Due 06/12/2024	200,000.00	04/23/2021 0.65%	212,354.00 211,650.84	105.86 0.64%	211,710.80 279.72	2.13% 59.96	Aa3 / A AA-	2.95 2.85
89236TJH9	Toyota Motor Credit Corp Note 0.500% Due 06/18/2024	75,000.00	06/15/2021 0.54%	74,910.75 74,911.81	99.57 0.65%	74,679.53 13.54	0.75% (232.28)	A1 / A+ A+	2.97 2.94
91159HHX1	US Bancorp Callable Note Cont 6/28/2024 2.400% Due 07/30/2024	200,000.00	02/18/2021 0.50%	212,960.00 211,626.79	105.20 0.64%	210,404.40 2,013.33	2.13% (1,222.39)	A1 / A+ A+	3.08 2.87
78015K7C2	Royal Bank of Canada Note 2.250% Due 11/01/2024	250,000.00	02/18/2021 0.56%	265,435.00 263,957.91	104.76 0.80%	261,905.00 937.50	2.64% (2,052.91)	A2 / A AA	3.34 3.21
037833EB2	Apple Inc Callable Note Cont 1/8/2026 0.700% Due 02/08/2026	250,000.00	02/18/2021 0.79%	248,882.50 248,962.06	98.90 0.95%	247,240.50 695.14	2.49% (1,721.56)	Aa1 / AA+ NR	4.61 4.51
91324PEC2	United Health Group Inc Callable Note Cont 4/15/2026 1.150% Due 05/15/2026	25,000.00	Various 1.08%	25,080.45 25,079.79	100.05 1.14%	25,012.88 33.55	0.25% (66.91)	A3 / A+ A	4.88 4.64
<b>TOTAL Corporate</b>		<b>2,315,000.00</b>	<b>0.59%</b>	<b>2,392,997.55</b> <b>2,384,793.65</b>	<b>0.60%</b>	<b>2,379,663.00</b> <b>9,450.10</b>	<b>23.97%</b> <b>(5,130.65)</b>	<b>A1 / A+</b> <b>A+</b>	<b>2.90</b> <b>2.78</b>
<b>Money Market Fund</b>									
31846V203	First American Govt Obligation Fund Class Y	822,044.33	Various 0.01%	822,044.33 822,044.33	1.00 0.01%	822,044.33 0.00	8.25% 0.00	Aaa / AAA AAA	0.00 0.00
<b>TOTAL Money Market Fund</b>		<b>822,044.33</b>	<b>0.01%</b>	<b>822,044.33</b>	<b>0.01%</b>	<b>822,044.33</b> <b>0.00</b>	<b>8.25%</b> <b>0.00</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>0.00</b> <b>0.00</b>

# Holdings Report

As of June 30, 2021

## Calaveras County Water District - Account #10767

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Negotiable CD</b>									
06417MQL2	Bank of Nova Scotia Houston Yankee CD 0.200% Due 06/23/2022	250,000.00	06/29/2021 0.20%	249,999.98 249,999.98	99.99 0.21%	249,982.50 11.11	2.51% (17.48)	P-1 / A-1 F-1+	0.98 0.98
<b>TOTAL Negotiable CD</b>		<b>250,000.00</b>	<b>0.20%</b>	<b>249,999.98</b>	<b>0.21%</b>	<b>249,982.50</b>	<b>2.51%</b> <b>(17.48)</b>	<b>Aaa / AA</b> <b>Aaa</b>	<b>0.98</b> <b>0.98</b>
<b>Supranational</b>									
459058JL8	Intl. Bank Recon & Development Note 0.500% Due 10/28/2025	400,000.00	02/18/2021 0.63%	397,548.00 397,733.08	98.81 0.78%	395,238.00 350.00	3.97% (2,495.08)	Aaa / AAA AAA	4.33 4.27
4581X0DV7	Inter-American Dev Bank Note 0.875% Due 04/20/2026	205,000.00	04/13/2021 0.97%	204,061.10 204,098.12	100.04 0.87%	205,074.01 353.77	2.06% 975.89	Aaa / AAA AAA	4.81 4.69
<b>TOTAL Supranational</b>		<b>605,000.00</b>	<b>0.75%</b>	<b>601,609.10</b> <b>601,831.20</b>	<b>0.81%</b>	<b>600,312.01</b> <b>703.77</b>	<b>6.03%</b> <b>(1,519.19)</b>	<b>Aaa / AAA</b> <b>Aaa</b>	<b>4.49</b> <b>4.41</b>
<b>US Treasury</b>									
912828X70	US Treasury Note 2.000% Due 04/30/2024	400,000.00	02/25/2021 0.38%	420,453.13 418,247.23	104.45 0.42%	417,796.80 1,347.83	4.20% (450.43)	Aaa / AA+ AAA	2.84 2.76
9128282U3	US Treasury Note 1.875% Due 08/31/2024	400,000.00	02/22/2021 0.31%	421,828.13 419,653.81	104.33 0.50%	417,312.40 2,506.79	4.21% (2,341.41)	Aaa / AA+ AAA	3.17 3.07
912828Z52	US Treasury Note 1.375% Due 01/31/2025	400,000.00	02/18/2021 0.38%	415,593.75 414,166.31	102.76 0.60%	411,046.80 2,294.20	4.15% (3,119.51)	Aaa / AA+ AAA	3.59 3.48
912828ZF0	US Treasury Note 0.500% Due 03/31/2025	400,000.00	02/24/2021 0.44%	401,046.88 400,958.65	99.53 0.63%	398,109.20 502.73	4.00% (2,849.45)	Aaa / AA+ AAA	3.75 3.70
912828ZL7	US Treasury Note 0.375% Due 04/30/2025	400,000.00	02/18/2021 0.43%	399,125.00 399,200.44	98.96 0.65%	395,828.00 252.72	3.97% (3,372.44)	Aaa / AA+ AAA	3.84 3.80
91282CAT8	US Treasury Note 0.250% Due 10/31/2025	400,000.00	02/18/2021 0.52%	394,953.13 395,341.58	97.81 0.76%	391,234.40 168.48	3.93% (4,107.18)	Aaa / AA+ AAA	4.34 4.29
91282CBC4	US Treasury Note 0.375% Due 12/31/2025	400,000.00	02/18/2021 0.55%	396,640.63 396,890.31	98.14 0.80%	392,578.00 4.08	3.94% (4,312.31)	Aaa / AA+ AAA	4.51 4.45
91282CBH3	US Treasury Note 0.375% Due 01/31/2026	400,000.00	02/18/2021 0.57%	396,234.38 396,509.46	98.04 0.81%	392,140.80 625.69	3.94% (4,368.66)	Aaa / AA+ AAA	4.59 4.52
91282CBQ3	US Treasury Note 0.500% Due 02/28/2026	400,000.00	03/04/2021 0.77%	394,734.38 395,075.59	98.53 0.82%	394,109.20 668.48	3.96% (966.39)	Aaa / AA+ AAA	4.67 4.59
<b>TOTAL US Treasury</b>		<b>3,600,000.00</b>	<b>0.48%</b>	<b>3,640,609.41</b> <b>3,636,043.38</b>	<b>0.66%</b>	<b>3,610,155.60</b> <b>8,371.00</b>	<b>36.30%</b> <b>(25,887.78)</b>	<b>Aaa / AA+</b> <b>Aaa</b>	<b>3.91</b> <b>3.84</b>
<b>TOTAL PORTFOLIO</b>		<b>9,867,044.33</b>	<b>0.45%</b>	<b>10,000,547.92</b> <b>9,987,653.73</b>	<b>0.56%</b>	<b>9,945,227.98</b> <b>23,536.14</b>	<b>100.00%</b> <b>(42,425.75)</b>	<b>Aa1 / AA+</b> <b>Aaa</b>	<b>3.19</b> <b>3.06</b>
<b>TOTAL MARKET VALUE PLUS ACCRUALS</b>						<b>9,968,764.12</b>			

# Holdings Report

As of June 30, 2021

## Calaveras County Water District Reporting Account - Account #10792

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>Cash</b>									
90UMPQ\$00	Umpqua Bank Deposit Account	2,045,407.54	Various 0.00%	2,045,407.54 2,045,407.54	1.00 0.00%	2,045,407.54 0.00	7.59% 0.00	NR / NR NR	0.00 0.00
<b>TOTAL Cash</b>		<b>2,045,407.54</b>	<b>0.00%</b>	<b>2,045,407.54</b>	<b>0.00%</b>	<b>2,045,407.54</b> <b>0.00</b>	<b>7.59%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>Corporate</b>									
525ESC6J3	Lehman Brothers Escrow CUSIP- Defaulted 0.001% Due 11/10/2021	1,425,000.00	05/08/2008 0.00%	1,190,626.00 1,190,626.00	0.70 0.00%	9,975.00 0.00	0.04% (1,180,651.00)	NR / NR NR	0.36 0.00
<b>TOTAL Corporate</b>		<b>1,425,000.00</b>	<b>0.00%</b>	<b>1,190,626.00</b>	<b>0.00%</b>	<b>9,975.00</b> <b>0.00</b>	<b>0.04%</b> <b>(1,180,651.00)</b>	<b>NR / NR</b> <b>NR</b>	<b>0.36</b> <b>0.00</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	24,872,840.96	Various 0.25%	24,872,840.96 24,872,840.96	1.00 0.25%	24,872,840.96 17,214.90	92.37% 0.00	NR / NR NR	0.00 0.00
<b>TOTAL LAIF</b>		<b>24,872,840.96</b>	<b>0.25%</b>	<b>24,872,840.96</b>	<b>0.25%</b>	<b>24,872,840.96</b> <b>17,214.90</b>	<b>92.37%</b> <b>0.00</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>TOTAL PORTFOLIO</b>		<b>28,343,248.50</b>	<b>0.22%</b>	<b>28,108,874.50</b>	<b>0.23%</b>	<b>26,928,223.50</b> <b>17,214.90</b>	<b>100.00%</b> <b>(1,180,651.00)</b>	<b>NR / NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>TOTAL MARKET VALUE PLUS ACCRUALS</b>						<b>26,945,438.40</b>			



## Section 5 | Transactions

# Transaction Ledger

As of June 30, 2021

## Calaveras County Water District - Account #10767

March 31, 2021 through June 30, 2021

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	04/09/2021	89236TJD8	60,000.00	Toyota Motor Credit Corp Note 0.4% Due: 04/06/2023	99.919	0.44%	59,951.40	0.00	59,951.40	0.00
Purchase	04/20/2021	4581X0DV7	205,000.00	Inter-American Dev Bank Note 0.875% Due: 04/20/2026	99.542	0.97%	204,061.10	0.00	204,061.10	0.00
Purchase	04/27/2021	89114QCA4	200,000.00	Toronto Dominion Bank Note 2.65% Due: 06/12/2024	106.177	0.65%	212,354.00	1,987.50	214,341.50	0.00
Purchase	04/28/2021	44933LAC7	45,000.00	Hyundai Auto Receivables Trust 2021-A A3 0.38% Due: 09/15/2025	99.989	0.38%	44,995.27	0.00	44,995.27	0.00
Purchase	05/12/2021	023135BW5	105,000.00	Amazon.com Inc Callable Note Cont 11/12/2021 0.45% Due: 05/12/2024	99.854	0.50%	104,846.70	0.00	104,846.70	0.00
Purchase	05/17/2021	14913R2L0	165,000.00	Caterpillar Financial Service Note 0.45% Due: 05/17/2024	99.866	0.50%	164,778.90	0.00	164,778.90	0.00
Purchase	06/02/2021	3135G0U43	400,000.00	FNMA Note 2.875% Due: 09/12/2023	106.063	0.21%	424,252.00	2,555.56	426,807.56	0.00
Purchase	06/04/2021	3135G05G4	400,000.00	FNMA Note 0.25% Due: 07/10/2023	100.141	0.18%	400,564.00	400.00	400,964.00	0.00
Purchase	06/14/2021	89190GAC1	145,000.00	Toyota Auto Receivables Trust 2021-B A3 0.26% Due: 11/17/2025	99.989	0.26%	144,984.38	0.00	144,984.38	0.00
Purchase	06/16/2021	91324PEC2	15,000.00	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due: 05/15/2026	100.333	1.08%	15,049.95	12.94	15,062.89	0.00
Purchase	06/17/2021	91324PEC2	10,000.00	United Health Group Inc Callable Note Cont 4/15/2026 1.15% Due: 05/15/2026	100.305	1.08%	10,030.50	8.94	10,039.44	0.00
Purchase	06/18/2021	89236TJH9	75,000.00	Toyota Motor Credit Corp Note 0.5% Due: 06/18/2024	99.881	0.54%	74,910.75	0.00	74,910.75	0.00
Purchase	06/29/2021	58769KAD6	50,000.00	Mercedes-Benz Auto Lease Trust 2021-B A3 0.4% Due: 11/15/2024	99.992	0.40%	49,996.23	0.00	49,996.23	0.00



# Transaction Ledger

As of June 30, 2021

## Calaveras County Water District - Account #10767

March 31, 2021 through June 30, 2021

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Purchase	06/30/2021	06417MQL2	250,000.00	Bank of Nova Scotia Houston Yankee CD 0.2% Due: 06/23/2022	100.000	0.20%	249,999.98	9.72	250,009.70	0.00
<b>Subtotal</b>			<b>2,125,000.00</b>				<b>2,160,775.16</b>	<b>4,974.66</b>	<b>2,165,749.82</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>2,125,000.00</b>				<b>2,160,775.16</b>	<b>4,974.66</b>	<b>2,165,749.82</b>	<b>0.00</b>

# Transaction Ledger

As of June 30, 2021

## Calaveras County Water District Reporting Account - Account #10792

March 31, 2021 through June 30, 2021

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	04/15/2021	90LAIF\$00	28,633.51	Local Agency Investment Fund State Pool	1.000	0.35%	28,633.51	0.00	28,633.51	0.00
<b>Subtotal</b>			<b>28,633.51</b>				<b>28,633.51</b>	<b>0.00</b>	<b>28,633.51</b>	<b>0.00</b>
Security Contribution	06/01/2021	90LAIF\$00	3,300,000.00	Local Agency Investment Fund State Pool	1.000		3,300,000.00	0.00	3,300,000.00	0.00
<b>Subtotal</b>			<b>3,300,000.00</b>				<b>3,300,000.00</b>	<b>0.00</b>	<b>3,300,000.00</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>3,328,633.51</b>				<b>3,328,633.51</b>	<b>0.00</b>	<b>3,328,633.51</b>	<b>0.00</b>

# Important Disclosures

*As of June 30, 2021*

2021 Chandler Asset Management, Inc, An Independent Registered Investment Adviser.

Information contained herein is confidential. Prices are provided by IDC, an independent pricing source. In the event IDC does not provide a price or if the price provided is not reflective of fair market value, Chandler will obtain pricing from an alternative approved third party pricing source in accordance with our written valuation policy and procedures. Our valuation procedures are also disclosed in Item 5 of our Form ADV Part 2A.

Performance results are presented gross-of-advisory fees and represent the client's Total Return. The deduction of advisory fees lowers performance results. These results include the reinvestment of dividends and other earnings. Past performance may not be indicative of future results. Therefore, clients should not assume that future performance of any specific investment or investment strategy will be profitable or equal to past performance levels. All investment strategies have the potential for profit or loss. Economic factors, market conditions or changes in investment strategies, contributions or withdrawals may materially alter the performance and results of your portfolio.

Index returns assume reinvestment of all distributions. Historical performance results for investment indexes generally do not reflect the deduction of transaction and/or custodial charges or the deduction of an investment management fee, the incurrence of which would have the effect of decreasing historical performance results. It is not possible to invest directly in an index.

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This report is provided for informational purposes only and should not be construed as a specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of publication, but may become outdated or superseded at any time without notice. Any opinions or views expressed are based on current market conditions and are subject to change. This report may contain forecasts and forward-looking statements which are inherently limited and should not be relied upon as indicator of future results. Past performance is not indicative of future results. This report is not intended to constitute an offer, solicitation, recommendation or advice regarding any securities or investment strategy and should not be regarded by recipients as a substitute for the exercise of their own judgment.

Fixed income investments are subject to interest, credit and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

Ratings information have been provided by Moody's, S&P and Fitch through data feeds we believe to be reliable as of the date of this statement, however we cannot guarantee its accuracy.

Security level ratings for U.S. Agency issued mortgage-backed securities ("MBS") reflect the issuer rating because the securities themselves are not rated. The issuing U.S. Agency guarantees the full and timely payment of both principal and interest and carries a AA+/Aaa/AAA by S&P, Moody's and Fitch respectively.

## **ICE BAML 1-5 Year US Treasury/Agency Index**

*The ICE BAML 1-5 Year US Treasury & Agency Index tracks the performance of US dollar denominated US Treasury and nonsubordinated US agency debt issued in the US domestic market. Qualifying securities must have an investment grade rating (based on an average of Moody's, S&P and Fitch). Qualifying securities must have at least one year remaining term to final maturity and less than five years remaining term to final maturity, at least 18 months to maturity at time of issuance, a fixed coupon schedule and a minimum amount outstanding of \$1 billion for sovereigns and \$250 million for agencies. (Index: GVAO. Please visit [www.mlindex.ml.com](http://www.mlindex.ml.com) for more information)*

# Agenda Item

DATE: July 20, 2021

TO: Finance Committee

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Discussion and Recommendations on Rewrite of Article III of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services

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## **RECOMMENDED ACTION:**

Approve the recommended changes be brought before the full Board for the July 28, 2021, meeting for adoption.

## **SUMMARY:**

Article III of the Rules and Regulations covers most of what Customer Service and Finance address daily. This policy section includes Sections 21-30 and was created under several resolutions and ordinances from 1954 through 2020.

A working group made up of staff from Engineering, Customer Service, Finance, and Operations have spent months going over the document and working through various questions and comments to ensure that conflicting language, missing language, fee adjustments were all contemplated to allow for the most comprehensive amendments of Article III since its inception.

### Section 21 Discussion

#### A1 – Application for the Responsibility for Payment of Service

2014 was the last time this section was amended. At that time, the District was mainly concerned with ensuring that billed services were being appropriately charged to the Owner of record. However, owners had requested the service of providing secondary bills to tenants and the District obliged if an application was submitted and a fee was paid annually. Since that time, SB998 and mandated notification requirements when services will be disrupted has changed “who” the District is responsible to notify and does not limit that notification only to the recipient of the bill. The requirement of the additional \$15 annual administrative fee was a hindrance on some owners from wanting to allow the additional billing to go to tenants and having two accounts on record for a single service address was proving to be difficult to ensure who was receiving the past due bills.

To ensure that the District has BOTH the occupant and the owner, the elimination of the additional \$15 annual administrative fee is being requested. However, the application will still be required to ensure that the owner is aware that they are still educated that they will receive delinquent bills and are still liable for past due accounts regardless of what agreement they may have with a tenant. Tyler allows contacts to be established that will allow staff to readily identify who is a tenant and who is a landlord/owner to ensure occupant notification versus delinquent notifications occur correctly.

## A2 – Temporary Water Service

This policy was adopted in 1999. There is confusing language that was preventing an applicant from applying for temporary water. The intent was to allow for the temporary water for 90 days on an unimproved lot while initial grading, construction, agricultural or irrigation was occurring. However, the language stated that if the applicant had a building permit that they would be required to apply for permanent service.

The addition of “final inspection on a valid building permit has not been issued” clarifies the intent for why temporary water is permitted and also clarifies that upon getting “a final inspection” is what prompts the requirement to apply for permanent service and pay all connection and equivalent assessment fees.

Additionally, the fee to install the temporary meter and remove it was set at \$30 per visit and has increased to \$50 per visit due to higher costs for staff in the last 22 years.

## A2 – Hydrant Meters

This policy was adopted in 1998. The policy did not specify what “temporary” meant. To clarify this, the addition of “90 days” was added to conform to the intent of temporary water. It is also critical that water pulled from a hydrant meter be used ONLY for construction on the parcel of the applicant and the meter being pulled from is in the same service area as the parcel requiring the water. Based on complaints received, the need to better clarify what the water cannot be used for and adding the requirement for chain of custody of the water is necessary as many applicants are using water haulers who are not the applicant. To ensure that there is no diversion, this chain of custody form will document pulls from hydrants and force applicants to understand they are responsible for the actions of the water haulers. To deter theft and diversion, it is also recommended to increase the water loss fee and to add Business and Professions Code to allow the District Attorney to prosecute these violations that can be as much as \$2,500 per day for violations. Specifically, sale of hydrant or fill station water.

The fee schedule is being updated to a deposit of \$500 per hydrant meter, and install charge to match a temporary meter install, not giving a five-day grace period before charges are incurred and increasing the removal to match the temporary meter removal.

Due to the number of customers that have had hydrant meters for extensively longer than 90 days, are using the water for more than its intended use and beyond the parcel for construction, and we have also permitted some to use their own hydrant meters, this

policy will apply to ALL customers that are using the Hydrant Meter service currently or that are pending approval.

## B – Deposits

This section was added in 2019 in response to SB998. It addressed a non-owner customer but did not address a current account that has been disconnected. Deposits can be an effective way to ensure that a customer does not habitually go to disconnection. Prior to COVID-19 we had accounts that would be disconnected regularly which creates a burden on staff. The deposit provides for a credit balance to apply to past due accounts to prevent disconnection.

## D – Suspension of Services

This policy was adopted in 2019. When it was adopted, it failed to require the customer to disconnect the water. This caused issues where the District identified water consumption while a suspension was in place which may be construction use or was an undetected leak. This addition eliminates these issues and prevent water loss.

## D – Termination of Services

This policy was adopted in 2019 along with Suspension of Services. It neglected to clarify “when” the termination would occur. When work is required to physically terminate a service, the customer is required to pay the final billing and at that point the District can process the termination of billed services.

## G – Domestic Well Assistance Program

This program was adopted in 2017. Since that time, we have identified that many customers are using Water Haulers who we do not have an agreement with. In addition, we needed to add language that if a parcel can receive water through permanent service, they will be required to come off DWAP, clarifying that the water pulled from a fill station can ONLY be used on the parcel for the customer we have on file, and adding deterrent language to mitigate theft and diversion of water. In addition, it is recommended to change billing from monthly to quarterly and disclosing that these policy changes go into effect for all current customer of DWAP and pending applications.

## Section 22 Discussion

This policy was last updated in 2020 with SB998 changes. Since that time, several lessons have been learned and COVID-19 occurred.

### 22.00.02 – Late Fees

The initial past due process creates anywhere from 600 to 1600 past due notices, depending on cycle. Pre-COVID, the vast majority would pay upon receiving that late notice, many would call complaining about receiving the \$10 late fee, several would qualify for the removal of the late fee. It is recommended to send out a reminder two (2)

days prior to due date via IVR. This would eliminate those that group that always pay on time and end up calling staff to complain about the late fee and requesting removal of it.

It is also recommended to remove the secondary late fee within this section, moving it to section 22.01.02 with Service Disconnection Notification.

Lastly, to eliminate small balances from prompting the \$10 late fee, it is recommended to allow small balance of \$20 or less to carry over, to be added to the next billing period.

#### 22.00.03 Alternative Payment Plans

This was added in 2020 and given the change with COVID-19 and the nature of those balances, it does not address the current climate. It is recommended to extend the six (6) month payment period to twelve (12) from the date of the payment plan agreement.

#### 22.01.01 Service Discontinuation Fee

The fee represents the fee from many years ago, specifically 2006. In those 15 years, costs have increased, and the \$36 fee does not cover Field staff and equipment to disconnect a service. The recommendation is to increase to \$50.

#### 22.01.02 Service Disconnection Notifications

It was recommended to move the secondary late fee to this section from 22.00.02 (Late Fees). This is due to the intent to use this as notification of disconnection per SB998. Additionally, it is recommended to increase the cost from \$18 to \$20 to account for the likelihood that some will require door hanger notifications.

Staff also needed to add the language that a tenant has the right to become a customer (per SB998).

#### 22.02 Service Reconnection

The fees to disconnect does not sufficiently cover field operations staff costs. As such, the proposal is to increase the fee from \$36 to \$50.

#### 22.03 Returned Checks.

Customers have questioned the District's fee when the customer merely made an error that caused the bank overdraft charges. Adding that customers errors will cause the fee is important to clarify. Additionally, the policy did not allow for credit cards to be used as a payment method. Lastly, some customers are paying more than a year of charges in advance. This creates a liability to the District. The policy will include limiting credit balances to no more than one year of billed charges.

#### 22.06 Tampering



The existing tampering policy does not deter some from cutting locks, selling water, or stealing water. Adding the Business & Professions Code adds a layer of protection and penalties that the District Attorney can use to better deter these practices.

#### Section 25 B

Currently, unread meters will be billed for base rate only and no winter averaging. While the AMI project will mitigate this issue going forward, there is always a possibility that a non-read issue could occur in the future. Rather than bill zero, a best practice, that is common at other agencies, is to bill an average and then bill the undercharges or credit the overcharges on the next bill once read.

#### Section 27 Meter Testing

Rarely a customer will request a meter to be tested for overreading. To send a meter out, the charge is \$85, not including staff time. Currently we bill \$15. To meet the hard costs of the testing, the recommendation is to change the charge to \$85.

#### Section 30

##### 1. Application for service, Fee Quotes

Currently quote for a new service connection is set at \$15 for residential and \$45 for commercial. These fees were ONLY for properties that currently have laterals to connect to. To cover actual costs for Customer Service and Engineering Staff, the process should be increased to \$30 and \$75.

For new connection quote requests where NO laterals exist, additional work is required and costs should be reflective of the charges included in Ordinance 2006-03, \$195 currently and adjusted per CPI annually.

Continued work on the other Rules & Regulations will continue to update according to updated laws, customer, and District needs and brought forward accordingly.

#### **FINANCIAL CONSIDERATIONS:**

None at this time.

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Section 21 Distribution of Service Revenues. The District will from time to time establish, impose upon and collect from an Applicant for water and/or sewer service such charges as will provide and pay the operating expenses of the water and/or sewer system serving the Improvement District, provide for its repair and replacement and so far as possible pay the interest on the bonded indebtedness incurred for it, provide a sinking fund for the payment of the principal of said bonded indebtedness as it may become due.

Resolution 1883, July 30, 1975

A1. Application for the Responsibility for Payment of Service. Water and/or sewer service shall be furnished only upon written application therefore signed by the owner of the property, along with a copy of an approved building permit, and full payment of all required fees, for new connections. The application for water and/or sewer service shall show the date of application, location of service, name, address, date service is to start, payment of any required deposit (refer to Deposit Fee Schedule), new connection fee, and such other information as may be requested in the application. The bill for such water and/or sewer service shall be sent to the owner of the property at the address designated by the owner on the application. If approved by the legal deeded owner, a tenant can receive the bill instead of the owner. Should the owner want the tenant to receive the regular bills, the District will provide this service. The owner will receive delinquent bills. The owner shall be responsible for any delinquent and unpaid charges and related costs pursuant to Water Code Section 31701.5. The applicant for service used herein shall mean the owner, as holder to title to the property (land) to which service is requested.

Amended by Resolution 2021-XX, July 28, 2021

Resolution 2014-58, Sept. 17, 2014

Resolution 92-57, May 14, 1992

Resolution 84-5, January 12, 1984

A2. Temporary Water Service.

**General Provisions:** This temporary service provision is intended to allow the sale of water, not sewer services, to unimproved properties (i.e., properties for which a final inspection on a valid building permit has not been issued). Owners/contractors may apply for these services to provide construction, agricultural or irrigation water. In the event that

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restrictions are placed on water usage, priority for service will be given to those who have permanent service connections. Permanent service is defined as a final inspection on a building permit subsequently issued for the property and payment of all applicable connection and equivalent assessment fees due within the service area.

Use of a temporary water service to establish a sewer service connection is strictly prohibited. Violations will result in the owner being charged the following:

- Incremental water connection fees and equivalent assessment fees between the date the temporary water service was established and the date the District provided the owner with notification of the violation.

Sewer connection fees and equivalent assessment fees as of the date the District provided the owner with notification of the violation.

- Monthly sewer service and consumption charges from the date the temporary water service was established.

The General Manager or designated representative can provide written authorization for exceptions to this policy.

**Temporary Agricultural/Irrigation Service:** Temporary water service will be allowed for agricultural or irrigation purposes on property that does not already have a permanent service. All fees applicable in the service area are required to be paid prior to installation, including connection fees, equivalent assessment fees, line extension charges, account establishment fees, meter fees and costs associated with the extension of and connection to District water lines. Any such service will not be allowed a suspension of service and will be required to pay all monthly base and consumption charges from inception of water service.

In the event that a F final inspection on a building permit is subsequently issued for property serviced by a temporary agricultural/irrigation meter, the owner must contact the District and apply for permanent service. Absence of notification by the owner in these events will result in the immediate disconnection of the temporary service.

At the time a permanent service application is received by the District, the District will recalculate any connection and equivalent assessment fees as of the

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date of the new application; and the owner will be charged any incremental portion over similar fees previously paid. Additional charges may also be charged to the owner, including those related to additional construction costs, change of meter size or change in ownership (i.e., account establishment fee) pursuant to other District provisions. All fees and charges will be due and payable to the District subject to the standard billing policies. Non-payment of these fees and charges by the owner may result in disconnection of the service and other collection/delinquency procedures established by the District.

**Temporary Construction Water Service:** Temporary construction water services will be allowed for owners and/or contractors who have a one-time short-term need for construction-related water on unimproved lots. The period of the temporary service under this provision shall run until final inspection on a building permit is subsequently issued for a property serviced by a temporary agricultural/irrigation meter, and a not to exceed ninety (90) days.

Owners or contractors must submit a signed application at least forty-eight (48) hours prior to the requested service installation date. The District will charge the owner or contractor a \$50 installation fee. Additionally, if the service is to be in the contractor's name, the contractor must remit a deposit for three (3) times the base monthly charge in the service area prior to the service being installed. The owner or contractor must remit all fees and deposits to the District prior to installation of the service.

The owner or contractor must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) in advance for a request for termination of service. The owner or contractor is responsible for all charges related to the service through the date of termination in addition to a \$50 removal fee. Deposit monies will be applied to the final balance, if applicable, and a refund of deposit monies due or a request for additional payment will be made to the responsible party.

If the owner or contractor fails to pay District charges in accordance with District policy, the temporary meter will be removed, if applicable. No further services will be granted to an owner or contractor until payment is received by the District for all past due amounts, including applicable penalties.

Amended by Resolution 2021-XX, July 28, 2021  
Resolution 99-55, October 13, 1999

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**Hydrant Meter Service:** The fill station and hydrant meters are available only to provide temporary construction water for construction use, for a period not to exceed 90 days. The customer is required to fill out and sign an application for service which includes a description of intended water use, address of where the construction is to occur, and an estimate of anticipated usage. The application includes a service agreement establishing liability for any accrued costs for water consumption/base daily charges, District staff and administration, damage to District infrastructure, and unscheduled maintenance to the District water system, including flushing, due to improper use of hydrant meter equipment/facilities. Use of this water for irrigation, landscaping, or resale is strictly prohibited. Only District provided hydrant meters are permitted and all water pulled from a hydrant can only be used on the parcel specified on the application.

Should an applicant require the services of a Water Hauler, the Water Hauler must complete a Chain of Custody form each time water is pulled from a hydrant station verifying that the approved applicant received the water, and the form must be returned to the District within 48 Hours of fill. Failure to return the form with the recipient's signature will result in disqualification of the Water Hauler from pulling any additional water from the hydrant, removal of the hydrant meter, and may result in fines. If at any time the District declares mandatory conservation measures are in effect, the District may limit the use by which hydrant meter pulls may be used for.

Installation fees and deposits are required in accordance with the Hydrant Meter/Fill Station Service Fees chart below. Once an application has been authorized by the District, service will be provided, subject to availability of staff, equipment and facilities. Any unauthorized use of the water or District equipment will be subject to immediate termination of the service and could face being billed a water loss fee of two hundred (\$200) dollars, and can be held liable for up to \$2,500 per day for violating the Business & Professional Code Section 17200, in addition to any additional fees due to damage caused to the District's property due to unlawful diversion.

Hydrant meter or fill station services will be billed monthly at the irrigations/Landscape/Other consumptive rate and are subject to the same collection policies and procedures as other water and sewer services in their

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applicable service areas. Rates established for their usage are included in the Hydrant/Fill Station Service Fees chart below.

The customer will also be charged for any other costs as defined in the service agreement above. After payment is received in full for all charges related to this service, the unused portion of the security deposit will be returned to the customer. The General Manager or his designated representatives can provide written authorization for exceptions to this policy not to exceed \$1,000.

Charge Type	Payment Terms	Fill Station	Hydrant Meter
Security Deposit	Before Installation	None	\$500
Installation Charge	Before Installation	\$30	\$50
Consumptive Rates	Monthly and/or Disconnection of Service	Irrigation/Landscape/Other	Irrigation/Landscape/Other
Daily Base Charge	Monthly and/or Disconnection of Service	\$7	\$7
Removal Fee	Disconnection of Service	\$30	\$50

This policy will become effective for all hydrant meters as of its effective date.

Amended by Resolution 2021-XX, July 28, 2021  
 Resolution 98-73 December 23, 1998

B. Deposits. This District, in connection with deposits, as a condition for water and/or sewer service, makes a distinction between the direct billing of the owner of real property within the District as the service address and the bill of the non-owner. Deposits are originally required only when the direct billing is to the non-owner. Deposits are required of all applicants whose service has been disconnected for non-payment of charges.

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Each non-owner customer receiving service who is to be billed directly will be required to pay an account establishment fee and a deposit equal to the current bimonthly base rate for service(s) provided to the parcel.

Accounts that have been disconnected will be required to submit a deposit equal to the current bimonthly base rate for service(s) provided to the parcel.

Upon establishment of one year's credit during which a customer has paid all bills promptly without disconnection for nonpayment, the deposit will be applied to the customer's account or refunded upon final notice of discontinuation of service by the customer.

Amended by Resolution 2021-XX on July 28, 2021  
Resolution 2019-81  
Dec 11, 2019

C. Notice to Owner of Delinquent and Unpaid Charges re Lien on Property.  
The District will notify the holder of title to land whenever delinquent and unpaid charges for water and/or sewer service, which could become a lien on such property pursuant to Section 31701.6 of the Water Code, remain delinquent and unpaid for 60 days.

Resolution 2492, January 25, 1970  
Amended by Resolution 1883, July 30, 1975  
Amended by Resolution 98-38, June 10, 1998

D. Suspension of Services. The District will not allow suspension of monthly water and/or wastewater charges under normal circumstances unless one of the following has occurred to a residential property owner:

- Damage to 75% or more of the structure that renders the structure uninhabitable.
- Issuance by a government agency of a "non-occupancy" order for a structure.
- Other circumstances beyond personal control of an owner that prevents habitation of a structure or use of the District water and/or wastewater systems for at least six (6) months.

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Disconnection of water and wastewater services as a result of non-payment of fees by owner does not cause suspension of monthly service fees covered by this policy. Suspension of services requires disconnection of water on the impacted property and all outstanding fees paid, including a disconnection fee. . The suspension period shall be a minimum of six (6) months but may not exceed two (2) years. Such suspension shall require the approval of the District's General Manager. The Suspension shall cover all services provided by the District, both water and wastewater, for the same duration.

The owner must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) and pay the current restoration fee prior to District staff restoring services. If an owner does not restore services within two (2) years, automatic termination of the suspension will occur, and the restoration fee will be added to the account and monthly service and consumption charges will be reinstated.

If any District facilities are found to be in use during such time as service has been suspended, owner will immediately become liable for the monthly water and wastewater service and consumption charges that would have been billed during the suspension period.

**E. Termination of Services**

**Summary:**

This District policy allows a residential or commercial customer to permanently terminate water and/or wastewater service(s), limited to only certain specific circumstances contained herein, severing the District's obligation to provide service(s) to the parcel. Once a termination occurs, a reinstatement of service(s) depends on the availability of capacity and requires payment of prevailing capacity fee(s).

**Termination:**

The legal-deeded owner of a vacant residential or commercial parcel may apply to terminate their water and/or wastewater service(s) by filing a Termination of Service(s) Request form with the District. This form includes acknowledgment by the customer that after termination, the District is no longer obligated to provide any water and/or wastewater service(s) to the customer's property. Termination of water service is conditioned on the parcel being vacant without any habitable



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structures, and no recorded use of water for the previous 2 (two) years. If the property has water and wastewater service, both must be terminated concurrently.

Legal-deeded property owners are permitted to apply to terminate irrigation/landscape meters that have not been used for the previous 2 (two) years. Owners of commercial properties must acknowledge that terminating an irrigation meter could lead to an increase in wastewater fees.

Upon receipt of the Termination of Service Request form, the District General Manager will determine if the parcel qualifies for termination under this Policy within 60 days. Within the first 6 (six) months of this policy's adoption, the General Manager has the discretion to allow a customer to terminate service, if the customer provides a reasonable explanation for water usage on the account within the previous 2 (two) years.

In order for the termination of service(s) to be approved, the customer must pay a \$300 administrative fee and an Operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped. Upon termination of service(s), the District will not refund any capacity fee(s), as they are attached to the property previously served. However, a credit for the original capacity fee(s) paid when the property first connected to CCWD's water and/or wastewater system will remain attached to the property, and will be credited toward full capacity fee(s) owed at the time the property owner decides to apply to reinstate service. Transfer of capacity fees per Article III, Section 21E.1 of CCWD's Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service is not allowed once service has been terminated.

If the termination of service is approved by CCWD, the applicant is responsible for fees associated with the District recording a Notice of Termination of Water and/or Wastewater Services with the County Clerk Recorder's Office stating the water and/or wastewater service(s) have been terminated to this property.

Termination of service(s) will only occur once the applicant has paid the District all required fees. Once the termination of service work is performed by District staff a final billing for service through the physical termination date will be sent out to the legal deeded owner and all District billing and collection policies will be applied.

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**Reinstatement:**

Once a parcel's residential or commercial water and/or wastewater service has been terminated, the parcel is eligible to be reconnected to the District's water and/or wastewater service no sooner than a period of three (3) years after termination, unless the property is sold, in which case the new legal-deeded property owner can apply for service reinstatement once they meet the District's requirements for a new water and/or wastewater connection. Service reinstatement is not guaranteed and depends on the availability of capacity within the water and/or wastewater system(s). To request reinstatement of water and/or wastewater service(s) for property that previously received treated water or wastewater from the District, the legal-deeded property owner must file a Reinstatement of Service(s) Request form, and this request will be approved or denied by CCWD's General Manager within 60 days of receipt. The applicant must pay a \$300 administrative fee, an Operations fee to reinstate service (this varies by connection) and capacity fee(s). The capacity fee(s) owed will be the amount that would be required for new service(s) to the applicant's property on the date of reinstatement, less any previously paid capacity fee(s) attached to the property.

If the service reinstatement is approved by CCWD, the applicant is responsible for fees associated with the District recording a Notice of Reinstatement of Water and or Wastewater Services with the County Clerk Recorder's Office stating the water and/or wastewater service(s) is being reinstated. Reinstatement of service(s) will only occur once the applicant has paid the District all required fees.

**Appeals:**

The General Manager's determination on termination and reinstatement requests is final, unless a customer appeals the determination to the Board of Directors within 30 days of the District's written denial.

Amended by Resolution 2021-xx July 28, 2021  
Resolution 2019-61  
August 14, 2019

**E.1 Granting and Accepting Capacity Transfers.**

Owners of two parcels within the same CCWD service area as defined below may request the ability to transfer capacity from one lot to another provided:

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- a. Both lots involved must be:
  - i. Owned in fee title per County of Calaveras Recorder's Office by the same owner at the time capacity transference.
  - ii. Located in the same CCWD service area hereby defined as an area served by the same CCWD distribution and/or collection plants.
  - iii. Designated for single family residential construction only. Capacity transfer is not available to multi-unit or commercial properties.
  - iv. Adjacent to existing distribution and/or collection system infrastructure. Capacity transfer is not available where distribution or collection system extensions are required.
  - v. Current on all fees or assessments owed to any other jurisdiction, association or individual, including CCWD.
  - vi. Without recorded water usage.
- b. Lot transferring capacity:
  - i. All original fees are documented as paid.
  - ii. Current CCWD account in good standing.
  - iii. No structures on the property.
  - iv. With transfer forfeits all rights to water and/or sewer capacity to receiving lot.
  - v. May not subsequently receive capacity via this process.
- c. Lot receiving capacity:
  - i. No account established with CCWD.

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- ii. No structures on the property.
- iii. With transfer receives all rights to water and sewer capacity from transferring lot.
- iv. May not subsequently transfer capacity via this process.

E.2 A Capacity Transfer Agreement (**Agreement**) shall be executed by a qualifying Owner and the CCWD General Manager.

a. All costs associated with the **Agreement** including but not limited to recordation of transfer against both lots, meter relocation/connection and administrative fees shall be the complete responsibility of the requesting property owner and paid prior to execution of the Agreement.

b. The **Agreement** shall be recorded at the Calaveras County Recorder Office against both lots involved after execution.

c. The transfer will go into effect after said recordation.

E.3 Implementation of this policy shall be subject to the discretion of the General Manager.

Resolution 2014-17, March 12, 2014

F. Foreclosure Abatement. The District will allow a legally deeded residential property owner, as evidenced through the Calaveras County Recorder's Office, to have their meter locked off at customer request as a result of pending foreclosure. This request must be submitted in writing to the District and would be a one-time courtesy per legally deeded residential property owner. The owner would be required to bring the account current and pay the current lock off fee. Owner will also be responsible for signing a District agreement that would detail the parameters of the Foreclosure Abatement process and consequences of breaching said agreement. The District will require documentation from the owner's lending institution of a default notice or legal notice of foreclosure on customer's property. After the above criteria have been met, all charges (including base rate, fees and all penalties) would immediately stop as of the date the water service is locked off.

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The meter will be locked off for a minimum of two (2) months and a maximum of six (6) months. If, during that period, the property is transferred to a new legally deeded owner that is recorded through the County Recorder's Office, automatic termination of the Foreclosure Abatement agreement will occur and monthly service and consumption charges will be reinstated, making the legally deeded

owner immediately responsible for all normal fees and charges associated with District service, except for those past fees and charges waived by virtue of the Abatement Program. If an owner participates in the Foreclosure Abatement program and still owns the property after six (6) months, service and consumption charges will be reinstated, making the legally deeded owner immediately responsible for all current fees associated with receipt of service from the District, including but not limited to a restoration fee.

If any District facilities are found to be in use by any means (including a cut lock) during such time as service has been in Foreclosure Abatement, owner will immediately become liable for the monthly water and wastewater services and consumption charges that would have been billed during the Foreclosure Abatement agreement period and the agreement with the District for Foreclosure Abatement will be null and void.

If an owner wishes to opt out of the Foreclosure Abatement agreement before the two (2) month minimum period, the owner will immediately become liable for the monthly water and wastewater services and consumption charges that would have been billed during the Foreclosure Abatement period and the agreement with the District for Foreclosure Abatement will be null and void.

The General Manager may provide written authorization for exceptions to this policy where equitable under all of the circumstances, provided that any foregone revenue to the District is at or below \$300.00

Adopted May 21, 2008, Resolution No. 2008-36

G. Domestic Well Assistance Program: On a limited basis, potable water fill stations will be made available for eligible Calaveras County homeowners who do not have access to public water and are experiencing water quality and/or failing well issues. The water at the District fill stations is potable; however, the District is not responsible or liable in any way for the quality of the water or its use once it is taken from the fill station. The Domestic Well Assistance Program is only available

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to owners of property located in Calaveras County and has a residence or structural improvement on the parcel. Should a recipient require the services of a Water Hauler, the Water Hauler must complete a Chain of Custody form each time water is pulled from a fill station verifying that the approved DWAP recipient received the water, and the form must be returned to the District within 48 hours from pulling water. Failure to return the form with the recipient's signature will result in disqualification of the water hauler from pulling any additional water from the station and may result in fines.

Should service become available to the served address, Section A1 will go into effect requiring connection to the applicable water and/or wastewater system.

Water supplied by the Domestic Well Assistance fill stations is for "personal use" only. Use of this water for irrigation, landscaping or resale is strictly prohibited, and may only be used to supply potable water on the parcel included on the application for service. Unauthorized use of Domestic Well Assistance water can result in termination of the customer's access to the program. Additionally, any entity or person connecting to or obtaining water from a fill station without authorization falls under the Tampering and Unlawful Acts regulation. Said person will be billed (a) a water loss fee of one hundred (\$200) dollars, and can be held liable for up to \$2,500 per day for violating Business & Professions Code Section 17200, and (b) any additional fees due to damage caused to the District's property due to the unlawful diversion.

Additionally, any person who, with intent to obtain for himself or herself water without paying the full lawful charge therefore, or with intent to enable another person/business to do so, or with intent to deprive any utility of any part of the full lawful charge for utility services it provides, commits, authorizes, solicits, aids or abets any of the following shall be guilty of a crime (misdemeanor).

- (1) Diverts or causes to be diverted water services, by any means.
- (2) Prevents any utility meter, or other device used in determining the charge for services, from accurately performing its measuring function by tampering or any other means.
- (3) Tampers with any property owned by or used by the District to provide water services.
- (4) Makes or causes to be made any connection with or reconnection with property owned or used by the District to provide water without the authorization or consent of the District.

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(5) Uses or receives the direct benefit of all or a portion of utility services with knowledge or reason to believe that the diversion, tampering, or

unauthorized connection existed at the time of that use, or that the use or receipt was otherwise without the authorization or consent of the utility.

(6) Provides access to District water to any unauthorized user by means of water delivery, sharing of access key, or duplication of access key.

All of the above are prosecutable offenses and the District reserves the right to exercise any and every remedy permitted by law in the event of tampering with the District's lines and/or equipment. The District will cause the prosecution of all violations of Sections 498, 624 or 625 of the State of California Penal Code, Section 17200 under Business & Professions Code, and all Ordinances or Regulations which make the interference with the orderly supply of water to the District's users a crime.

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized/unauthorized tenant in operating or using any or all facilities, appliances or equipment for which water is supplied.

Domestic Well Assistance Program fill station services will be billed quarterly, in advance, and are subject to the same collection policies and procedures as other water services. Rates and fees for the Domestic Well Assistance Program are included in the General Fee Schedule, attached to and made a part hereof.

This policy will become effective for all Domestic Well Assistance Program customers as of its effective date.

Charge Type	Payment Terms	Fee
Application Fee	Before Access	\$35
Deposit	With Application	\$50
Water Service Rate	Quarterly	\$30
Lost Key Charge	As Required	\$50
Removal Fee	Disconnection of Service	None

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Amended by Resolution 2021-XX July 28, 2021  
Resolution 2017-63  
October 11, 2017



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**Section 22. Delinquent Water and/or Wastewater Service Bills and Notification of Discontinuation of Water and/or Wastewater Service.**

**22.00.01 Delinquent Account Definition**

A delinquent account is any account that remains unpaid by the close of business 25 calendar days after the date of issuance of the water or wastewater bill, unless the customer has made alternative payment arrangements.

**22.00.02 Late Fees**

Reminder: The District will make a reasonable effort to notify the customer of an impending late fee 2 days before the due date identified on the bill. The means of notification will be based on the information the District has on file on the customer account (text, phone, email). The District assumes no responsibility for phone or email contact information that has not been kept up to date by the customer.

If a bill is not paid by the due date, the District will apply a ten dollar (\$10), first late fee to the delinquent account and mail a reminder notice to the customer explaining the delinquent amount and providing a due date that is ten (10) days from the date printed on the notice.

Any balance of \$20 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action.

**22.00.03 Alternative Payment Plans**

Residential customers who are unable to pay for water or wastewater service(s) within the standard payment period may request an alternative payment plan to avoid discontinuation of service(s). CCWD will consider the request and make a determination as to whether the alternative payment plan is warranted. Alternative payment plans will only be granted under the following circumstances:

**22.00.03.1 Threat to Health or Safety**

An alternative payment plan may be approved if the discontinuation of water or wastewater service will be life threatening or pose a

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serious threat to the health and safety of any resident. The request for an alternative payment plan must include certification from a primary care provider (per WIC § 14088(b)(1)(A)) that the discontinuation of service will be life-threatening or pose a serious threat to the health and safety of any resident.

**22.00.03.2 Financial Inability to Pay**

The customer or occupant must demonstrate that they are financially unable to pay for residential service(s) within the normal billing cycle. Acceptable forms of income verification are:

- Documentation from The Resource Connection, showing any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants and Children.
- The customer or occupant declares the household's annual income is less than 200 percent of the federal poverty level.

Payment plans that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. Such a plan will amortize the unpaid balance over a period agreed upon by the District and the customer not to exceed 12 (twelve) months from the date of the payment plan agreement. The amortized payments will be combined with and subject to the due date of the customer's regular bills. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an existing amortization plan. Failure to comply with the terms of an amortization plan, or becoming delinquent on the current charges for more than sixty (60) days, will result in the issuance of a written disconnection notice, which will be physically delivered to the premises no fewer than 5 (five) business days in advance of discontinuation of service.

**22.00.04 Appeals**

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A customer may dispute a bill, or request an adjustment of charges through the District's Customer Service Department, within 25 days following the billing date. If the External Affairs Manager denies the request or fails to respond within fifteen (15) days of the District's receipt of the appeal, the customer may submit a written appeal to the Director of Administrative Services within 30 days of the date the account becomes delinquent, or ten (10) days after the receipt of the denial from the External Affairs Manager, whichever is later.

The Director of Administrative Services will issue a written determination within 15 days. If the Director of Administrative Services denies the appeal, the customer may appeal to the General Manager in writing within 15 days of the date the Director of Administrative Service's determination. The General Manager will provide the customer with a final decision on the appeal within 30 days from the date the written request was received. Late appeals will not be considered.

The District will not discontinue water and/or wastewater service to a customer if there is a pending appeal. If the final appeal is denied by the General Manager, a notice will be issued to the occupant at least five days prior to the discontinuation of service.

**22.00.05      Fee Waivers**

"In good standing" is defined as an account that does not have more than one past-due fee during the period of time being reviewed.

Once every two (2) years, District Customer Service Department staff may waive the reminder notice past-due penalty on customers' accounts, if the account is in good standing, no previous late fees have been waived within the past two (2) years and the account balance has been brought current.

Once every five (5) years, District Customer Service staff may waive the second past-due penalty on customers' accounts if the account is in good standing, no previous second past-due fees have been waived within the past five (5) years and the account balance has been brought current.

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Additional adjustments that are requested by the customer will fall under Ordinance 2000-03 Credit Adjustment Policy.

**22.01        Service Discontinuation**

**22.01.01    Service Discontinuation Fee**

A customer will be charged a fifty-dollar (\$50) fee for each occasion that an employee of the District is dispatched to disconnect or shut off a service line pursuant to the provisions of Section 22.

**22.01.02    Service Disconnection Notifications**

The District will not discontinue water service unless payment by the customer has been delinquent for at least 60 days. The District will make a reasonable, good faith effort to contact the customer in writing at least 10 (ten) days before discontinuation of service(s) for nonpayment and a second late fee will be assessed in the amount of \$20 on the account. The written warning of discontinuation of service(s) will be sent to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant". The written disconnection notice will include:

- Customer's name and address
- Amount of the delinquency
- Date by which payment arrangements are required to avoid discontinuation of service
- Description of the process to apply for payment arrangements
- Description of the process to dispute or appeal a bill
- District contact information
- Tenant right to become customer

The District will make a reasonable, good faith effort to notify the customer 48 hours in advance of disconnection of water service for non-payment. The notification will be based upon the preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone.

**22.01.03    Notice to Residential Occupants in Individually Metered Residence**

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A tenant/occupant has the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a signed owner authorization form or a rental agreement. The District will not consider requests from occupants/tenants to become customers, unless the account associated with their place of residence is in arrears and subject to water disconnection.

Occupants who become CCWD customers under the provisions of this policy will be required to pay a new account establishment fee and deposit per Article III, Section 21 B. of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service.

The act of a residential dwelling occupant becoming a CCWD customer, does not alleviate the legal-deeded owner from being ultimately responsible for all fees and charges related to the property. Legal-deeded property owners who enter into landlord-tenant agreements are responsible for all delinquent charges pertaining to the property and will be subject to lien and/or collection through property tax rolls, per California Water Code, Division 12, Part 7, Chapter 2, §31701.5, and California Health and Safety Code, Division 5, Part 3, Chapter 6, §5473.

**22.01.04      Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter**

The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 10 (ten) days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the

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occupants who have met those requirements and paid associated capacity, connection and new account establishment fees.

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a notice of discontinuation of service for non-payment.

**22.02            Service Reconnection**

A disconnected service line will only be reconnected when payment of all charges and indebtedness for water and/or wastewater service(s) has been made. A fifty-dollar (\$50.00) fee will be charged for each such reconnection during normal business hours. A higher fee will be charged if reconnection is requested outside of normal business hours, not to exceed \$150.00 (one hundred and fifty) through 2020. After hours reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning July 1, 2021.

**22.03            Returned Payments, Unpaid Credit Card Charges, Unhonored ACH Bank Payments, Stopped Payments, Disputed Payments, Over and Underpayments.**

For each payment of water and/or wastewater service(s) that is returned unpaid to the District by its financial institution for any reason including customer error, a twenty-five-dollar (\$25) charge will be added to that account:

Once a payment has been returned by a financial institution, the District will require payment by certified funds (no checks accepted) or credit card for that account for the following 12-month period. If payment is denied twice within a 12-month period, regardless of payment method, the District will require payment by certified funds or credit card for the following 24 months.

Payments made to on account in excess of one year of billed charges will be refunded to the customer.

**22.04            Annual Review of Charges.**

All fees and charges outlined in this section may be reviewed annually for possible adjustments relative to actual costs involved with each notification or action.

**22.05            Responsibilities and Authorities.**

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The customer bears full responsibility for contacting the District regarding the status of any account for water and/or wastewater services immediately upon the receipt of any statement, bill, reminder or any other notice from the District.

**22.06        Tampering**

Any person who, with intent to obtain water without paying the full lawful charge, or with intent to enable another person/business to do so, or with intent to deprive the Calaveras County Water District of any part of the full lawful charge for utility services it provides, commits, authorizes, solicits, aids or abets any of the following will be guilty of a misdemeanor crime. All of the actions below are prosecutable offenses, and the District reserves the right to exercise any and every remedy permitted by law in the event of tampering with the District's lines, meters and/or equipment.

- (1) Diverts or causes to be diverted water services, by any means.
- (2) Prevents any utility meter, or other device used in determining the charge for services, from accurately performing its measuring function by tampering or any other means.
- (3) Tampers with any property owned by or used by the District to provide water services.
- (4) Makes or causes to be made any connection with or reconnection with property owned or used by the District to provide water without the authorization or consent of the District.
- (5) Uses or receives the direct benefit of all or a portion of utility services with knowledge or reason to believe that the diversion, tampering, or unauthorized connection existed at the time of that use, or that the use or receipt was otherwise without the authorization or consent of the utility.
- (6) Provides access to District water to any unauthorized user.

The District will cause the prosecution of all violations of Sections 498, 624 or 625 of the State of California Penal Code, Section 17200 under Business & Professions Code, and all Ordinances or Regulations which make the interference with the orderly supply of water to the District's users a crime.

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized/unauthorized tenant

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in operating or using any or all facilities, appliances or equipment for which water is supplied.

Amended by Resolution 2021-xx July 28, 2021  
*Revised by Resolution 2020-12, February 12, 2020*  
*Revised by Resolution 2019-82, December 11, 2019*  
*Revised by Resolution 2017-14, March 22, 2017*

Section 23. Responsibility of Service Account Transfers.

No sale or lease of the premises shall be construed as relieving any applicant for service from the payment of such charges until said payment has been made and the account transferred by application duly made as hereafter provided upon the books of the District to the name of the new owner.

Resolution 84-5, January 12, 1984

Section 24. Service Billing Procedure.

Bills for water and/or sewer service will be rendered bi-monthly or as otherwise provided in Section 25A or 25B of Article III of these Rules and Regulations.

Resolution 1460, September 20, 1972

Section 25.

A. Meter Reading Procedure for Billings. Where service is metered, the meters will be read at specified intervals for the preparation of regular bills as required for the preparation of opening bills, closing bills and special bills.

Combination of Meters: Each meter on a customer's premises will be considered separately and the readings of two or more meters will not be combined except where combination of meter readings is specifically provided for in the rate schedule, or where the District's operating convenience or necessity may require the use of more than one meter, or a battery of meters. In this case, the monthly minimum charge will be computed upon the resultant diameter of the total



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combined discharge areas of such meters, unless otherwise provided in the rate schedules.

B. Meter Reading Schedule. It may not always be possible to read meters on the same day of each month, so a variance of about three (3) days will be allowed from one month to another.

Variance in Meter Reading Schedule Due to Unusual Circumstances: If, because of adverse weather conditions or any condition beyond the control of the District, a meter cannot be read on a bi-monthly schedule, the customer shall be billed for the average use of the prior 3 billing periods. When conditions again allow the reading of the meter, the amount of average water charged for each month shall be subtracted from the total amount of water used. All water used in excess of that average water use charge will be billed in accordance with applicable schedules.

Section 26.

A. Special Billing Computation. Opening and closing bills rendered for a period of less than a full month will be computed in accordance with the applicable schedule prorated on the basis of the ratio of the number of days in the period to the average billing period of 60 days, or on the amount of water and/or sewer service used, whichever is greater. No proration or refund of service charges will be made.

B. Prorating for Special Billings. Should the total period of service be less than one month, the bill shall be computed in accordance with the applicable schedule prorated on the basis of the ratio of the number of days in the period to the average billing period of 60 days, or on the amount of water and/or sewer service used, whichever is greater. No proration or refund of service charges will be made.

Section 27. Meter Testing.

Upon making written application and paying the sum of \$85, any customer may have the accuracy tested of the meter through which water is being furnished to his/her premises by the District. If the meter is found to register more than 2% in excess of the actual quantity of water passing through, correction shall be made, and the sum of \$85 refunded to the customer.

Resolution 1867  
June 18, 1975

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Section 28. Account Establishment Fee Applicability.

An Account Establishment Fee will be applicable to the following service conditions:

1. Establishment of a new account for water only, sewer only, or an account for both water and sewer service.
2. Transference of an existing account to new ownership.
3. Re-establishment (turn-on) of an existing water service account which was suspended due to customer request. This does not apply to accounts that are re-established after being turned off for non-payment.

Resolution 93-07  
February 11, 1993

Section 29. Sewer Service Charge Rebate Policy.

Rebates will be granted to new sewer customers for the monthly sewer charges billed during periods of non-use of the sewer system while constructing a new dwelling/structure. The rebate shall not exceed the equivalent of six months' sewer charges and is contingent upon customer meeting eligibility requirements listed below.

Conditions of Eligibility:

1. All capacity and connection fees for the new service must be paid after the effective date of this resolution.
2. New connections must be for new dwelling/structure where there is no use of the sewer system during the construction period.
3. Customer must notify Customer service at the time of physical connection to the sewer system so that the District may perform an inspection and approve the connection.

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4. Customers desiring rebate must present a copy of the final Certificate of Occupancy issued by the Calaveras County Building Department within 180 days of issuance of the Certificate of Occupancy with an application for the rebate.

5. Customer account must not be in delinquent status.

Rebates will be prorated based on the date indicated on the Certificate of Occupancy and applied as credits to the customer's account subject to approval by the Customer Service Manager or a designated account representative.

The General Manager or designated representative can provide written authorizations for exceptions to this policy. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this resolution shall remain in force and effect.

Resolution 2002-63, July 31, 2002

Section 30.

1. Application for service, Fee Quotes

Requests for general information on fee schedules within an area serviced by a District facility are free of charge. Quotes for new service capacity charges and connection fees will be given to all interested parties requesting them for specific properties wishing to connect to the established facilities. The applicant shall fill out an application that will establish the type of residence/commercial business that is to use the new service(s) prior to a quote being provided.

For Properties with a Service Connection

A \$30.00 (thirty dollar) and a \$75.00 (seventy-five dollar) application fee is required to be paid for residential and commercial quotes, respectively, prior to the issuance of a quote for capacity charges and connection fees for new services.

For Properties without a Service Connection

A fee of \$195, adjusted annually by the CPI per Ordinance 2006-03, application fee is required to be paid for residential and commercial quotes, prior to the issuance of a quote for capacity charges and connection fees for new service. Application fee will be refunded to original applicants who pay all connection charges and capacity fees and submit a County building permit within 90 days of the new service quote.

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Material differences between the information on an application and the subsequent actual use of the CCWD services may render the quote invalid, as determined by the General Manager or any of his authorized designees.

2. Rates, Tolls, Fares and Charges

The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other changes by this Ordinance are for the purposes of meeting operating expenses, including, without limitation, employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, meeting financial reserve requirements, or obtaining funds for capital projects necessary to maintain or expand service to District customers.

Amended by Ordinance 2021-XX July 28, 2021

Replaced by Ordinance 2003-01

Rescinded Resolution No. 2002-80, December 10, 2002

Incorporating Ordinance No. 2002-01, November 13, 2002

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Section 21 Distribution of Service Revenues. The District will from time to time establish, impose upon and collect from an Applicant for water and/or sewer service such charges as will provide and pay the operating expenses of the water and/or sewer system serving the Improvement District, provide for its repair and replacement and so far as possible pay the interest on the bonded indebtedness incurred for it, provide a sinking fund for the payment of the principal of said bonded indebtedness as it may become due.

Resolution 1883, July 30, 1975

A1. Application for the Responsibility for Payment of Service. Water and/or sewer service shall be furnished only upon written application therefore signed by the owner of the property, along with a copy of an approved building ~~permit,~~ and permit, and full payment of all required fees, for new connections. The application for water and/or sewer service shall show the date of application, location of service, name, address, date service is to start, payment of any required deposit (refer to Deposit Fee Schedule), new connection fee, and such other information as may be requested in the application. The bill for such water and/or sewer service shall be sent to the owner of the property ~~ONLY~~ at the address designated by the owner on the application. If the legal deeded owner requests in writing that paper bills are sent to a secondary party, the District will provide this service for a \$15 annual administrative fee that will be charged to the account of the legal deeded owner of the property. If approved by the legal deeded owner, a tenant can receive the bill instead of the owner. Should the owner want the tenant to receive the regular bills, the District will provide this service. The owner will receive delinquent bills. The owner shall be responsible for any delinquent and unpaid charges and related costs pursuant to Water Code Section 31701.5. The applicant for service used herein shall mean the owner, as holder to title to the property (land) to which service is requested.

Amended by Resolution 2021-XX, July 28, 2021  
~~Amended by Resolution 2014-58, Sept. 17, 2014~~  
Resolution 92-57, May 14, 1992

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Resolution 84-5, January 12, 1984

A2. Temporary Water Service.

**General Provisions:** This temporary service provision is intended to allow the sale of water, not sewer services, to unimproved properties (i.e., properties for which a final inspection on a valid building permit has not been issuedobtained). Owners/contractors may apply for these services ~~without a valid building permit~~ to provide construction, agricultural or irrigation water. In the event that

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restrictions are placed on water usage, priority for service will be given to those who have permanent service connections. Permanent service is defined as a final inspection on a building permit subsequently issued for the property service established with evidence of a valid building permit and payment of all applicable connection and equivalent assessment fees due within the service area.

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Use of a temporary water service to establish a sewer service connection is strictly prohibited. Violations will result in the owner being charged the following:

- Incremental water connection fees and equivalent assessment fees between the date the temporary water service was established and the date the District provided the owner with notification of the violation.
- Sewer connection fees and equivalent assessment fees as of the date the District provided the owner with notification of the violation.
- Monthly sewer service and consumption charges from the date the temporary water service was established.

The General Manager or designated representative can provide written authorization for exceptions to this policy.

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**Temporary Agricultural/Irrigation Service:** Temporary water service will be allowed for agricultural or irrigation purposes on property that does not already have a permanent service ~~if a valid building permit does not exist~~. All fees applicable in the service area are required to be paid prior to installation, including connection fees, equivalent assessment fees, line extension charges, account establishment fees, meter fees and costs associated with the extension of and connection to District water lines. Any such service will not be allowed a suspension of service and will be required to pay all monthly base and consumption charges from inception of water service.

In the event that a ~~Valid~~ final inspection on a building permit is subsequently issued for property serviced by a temporary agricultural/irrigation meter, the owner must contact the District and apply for permanent service. Absence of notification by the owner in these events will result in the immediate disconnection of the temporary service.

At the time a permanent service application is received by the District, the District will recalculate any connection and equivalent assessment fees as of the

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date of the new application; and the owner will be charged any incremental portion over similar fees previously paid. Additional charges may also be charged to the owner, including those related to additional construction costs, change of meter size or change in ownership (i.e., account establishment fee) pursuant to other District provisions. All fees and charges will be due and payable to the District subject to the standard billing policies. Non-payment of these fees and charges by the owner may result in disconnection of the service and other collection/delinquency procedures established by the District.

**Temporary Construction Water Service:** Temporary construction water services will be allowed for owners and/or contractors who have a one-time short-term need for construction-related water on unimproved lots ~~where the owner intends to acquire but has not yet obtained a valid building permit~~. The period of the temporary service under this provision shall run until final inspection on

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a building permit is subsequently issued for a property serviced by a temporary agricultural/irrigation meter, and a valid building permit is issued for the property, not to exceed ninety (90) days.

Owners or contractors must submit a signed application at least forty-eight (48) hours prior to the requested service installation date. The District will charge the owner or contractor a ~~\$5030~~ installation fee. Additionally, if the service is to be in the contractor's name, the contractor must remit a deposit for three (3) times the base monthly charge in the service area prior to the service being installed. The owner or contractor must remit all fees and deposits to the District prior to installation of the service.

The owner or contractor must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) in advance for a request for termination of service. The owner or contractor is responsible for all charges related to the service through the date of termination in addition to a ~~\$5030~~ removal fee. Deposit monies will be applied to the final balance, if applicable, and a refund of deposit monies due or a request for additional payment will be made to the responsible party.

If the owner or contractor fails to pay District charges in accordance with District policy, the temporary meter will be removed, if applicable. No further services will be granted to an owner or contractor until payment is received by the District for all past due amounts, including applicable penalties.

Amended by Resolution 2021-XX, July 28, 2021  
~~Amended by Resolution 99-55, October 13, 1999~~

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**Hydrant Meter Service:** The fill station and hydrant meters are available only to provide temporary construction water for construction use, for a period not to exceed 90 days. The customer is required to fill out and sign an application for service which includes a description of intended water use, address of where the construction is to occur, and an estimate of anticipated usage. The application includes a service agreement establishing liability for any accrued costs for water



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consumption/base daily charges, District staff and administration, damage to District infrastructure, and unscheduled maintenance to the District water system, including flushing, due to improper use of hydrant meter equipment/facilities. Use of this water for irrigation, landscaping, or resale is strictly prohibited. Only District provided hydrant meters are permitted and all water pulled from a hydrant can only be used on the parcel specified on the application.

Should an applicant require the services of a Water Hauler, the Water Hauler must complete a Chain of Custody form each time water is pulled from a hydrant station verifying that the approved applicant received the water, and the form must be returned to the District within 48 Hours of fill. Failure to return the form with the recipient's signature will result in disqualification of the Water Hauler from pulling any additional water from the hydrant, removal of the hydrant meter, and may result in fines. If at any time the District declares mandatory conservation measures are in effect, the District may limit the use by which hydrant meter pulls may be used for.

Installation fees and deposits are required in accordance with the Hydrant Meter/Fill Station Service Fees chart below. Once an application has been authorized by the District, service will be provided ~~within one business day~~, subject to availability of staff, equipment and facilities. Any unauthorized use of the water or District equipment will be subject to immediate termination of the service and could face being billed a water loss fee of two hundred (\$200) dollars, and can be held liable for up to \$2,500 per day for violating the Business & Professional Code Section 17200, in addition to any additional fees due to damage caused to the District's property due to unlawful ~~diversion~~-diversion.

Hydrant meter or fill station services will be billed monthly at the irrigations/Landscape/Other consumptive rate and are subject to the same collection policies and procedures as other water and sewer services in their applicable service areas. Rates established for their usage are included in the Hydrant/Fill Station Service Fees chart below.

The customer will also be charged for any other costs as defined in the service agreement above. After payment is received in full for all charges related to this service, the unused portion of the security deposit will be returned to the

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customer. The General Manager or his designated representatives can provide written authorization for exceptions to this policy not to exceed \$1,000.

Charge Type	Payment Terms	Fill Station	Hydrant Meter
Security Deposit	Before Installation	None	<del>\$200</del> <u>500</u>
Installation Charge	Before Installation	\$30	<del>\$30</del> <u>50</u>
Consumptive Rates	Bi-Monthly and/or Disconnection of Service	<del>Consumptive Rate for Area Irrigation/Landscape/ Other</del>	<del>Consumptive Rate for Area Irrigation/Landscape/ Other</del>
Daily Base Charge <del>after Five (5) Days</del>	Bi-Monthly and/or Disconnection of Service	\$7	\$7
Removal Fee	<del>Disconnection of Service</del>	\$30	<del>\$50</del> <u>30</u>

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This policy will become effective for all ~~new and pending~~ hydrant meters as of its effective date. ~~No retroactive application to finalized hydrant accounts will apply.~~

~~Amended by Resolution 2021-XX, July 28, 2021~~

~~Amended by Resolution 98-73~~

~~December 23, 1998~~

~~**Effect on Existing Temporary Service Connections:** Temporary service connections that exist as of the effective date of this Resolution will not be subject~~

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~~to the provisions set forth in this Resolution until the end of the temporary service period then in effect. Owners should re-apply at a later date for temporary irrigation services that had been in existence for consecutive years immediately prior to the re-application date will be charged connection and assessment fees based on the first consecutive year of service. All other provisions of this Resolution will apply in full force and effect at the time [of] renewal for temporary services.~~

~~Amended by Resolution 99-55  
October 13, 1999~~

B. Deposits. This District, in connection with deposits, as a condition for water and/or sewer service, makes a distinction between the direct billing of the owner of real property within the District as the service address and the bill of the non-owner. Deposits are originally required only when the direct billing is to the non-owner. Deposits are required of all applicants whose service has been disconnected for non-payment of charges.

Each non-owner customer receiving service who is to be billed directly will be required to pay an account establishment fee and a deposit equal to the current bimonthly base rate for service(s) provided to the parcel.

Accounts that have been disconnected will be required to submit a deposit equal to the current bimonthly base rate for service(s) provided to the parcel.

Upon establishment of one year's credit during which a customer has paid all bills promptly without disconnection for nonpayment, the deposit will be applied to the customer's account or refunded upon final notice of discontinuation of service by the customer.

~~Amended by Resolution 2021-XX on July 28, 2021  
Amended by Resolution 2019-81  
Dec 11, 2019~~

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C. Notice to Owner of Delinquent and Unpaid Charges re Lien on Property. The District will notify the holder of title to land whenever delinquent and unpaid charges for water and/or sewer service, which could become a lien on such property pursuant to Section 31701.6 of the Water Code, remain delinquent and unpaid for 60 days.

Resolution 2492, January 25, 1970  
Amended by Resolution 1883, July 30, 1975  
Amended by Resolution 98-38, June 10, 1998

D. Suspension of Services. The District will not allow suspension of monthly water and/or wastewater charges under normal circumstances unless one of the following has occurred to a residential property owner:

- o Damage to 75% or more of the structure that renders the structure uninhabitable.
- o Issuance by a government agency of a "non-occupancy" order for a structure.
- o Other circumstances beyond personal control of an owner that prevents habitation of a structure or use of the District water and/or wastewater systems for at least six (6) months.

Disconnection of water and wastewater services as a result of non-payment of fees by owner does not cause suspension of monthly service fees covered by this policy. Suspension of services requires disconnection of water on the impacted property and all outstanding fees paid, including a disconnection fee. The owner would be required to bring the account current through the date suspension begins and pay the current lock off fee. - some sort of blend of these statements. The. The suspension period shall be a minimum of six (6) months but may not exceed two (2) years. Such suspension shall require the approval of the District's General Manager. The Suspension shall cover all services provided by the District, both water and wastewater, for the same duration.

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The owner must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) and pay the current restoration fee prior to District staff ~~the reconnection of the restoring~~ services. If an owner does not ~~establish a reconnection-restore services~~ within two (2) years, automatic termination of the suspension will ~~occur~~ occur, and the restoration fee will be added. ~~District staff will restore service and the restoration fee will be added to the account~~ and monthly service and consumption charges will be reinstated.

If any District facilities are found to be in use during such time as service has been suspended, owner will immediately become liable for the monthly water and wastewater service and consumption charges that would have been billed during the suspension period.

**E. Termination of Services**

**Summary:**

This District policy allows a residential or commercial customer to permanently terminate water and/or wastewater service(s), limited to only certain specific circumstances contained herein, severing the District's obligation to provide service(s) to the parcel. Once a termination occurs, a reinstatement of service(s) depends on the availability of capacity and requires payment of prevailing capacity fee(s).

**Termination:**

The legal-deeded owner of a vacant residential or commercial parcel may apply to terminate their water and/or wastewater service(s) by filing a Termination of Service(s) Request form with the District. This form includes acknowledgment by the customer that after termination, the District is no longer obligated to provide any water and/or wastewater service(s) to the customer's property. Termination of water service is conditioned on the parcel being vacant without any habitable structures, and no recorded use of water for the previous 2 (two) years. If the

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property has water and wastewater service, both must be terminated concurrently.

Legal-deeded property owners are permitted to apply to terminate irrigation/landscape meters that have not been used for the previous 2 (two) years. Owners of commercial properties must acknowledge that terminating an irrigation meter could lead to an increase in wastewater fees.

Upon receipt of the Termination of Service Request form, the District General Manager will determine if the parcel qualifies for termination under this Policy within 60 days. Within the first 6 (six) months of this policy's adoption, the General Manager has the discretion to allow a customer to terminate service, if the customer provides a reasonable explanation for water usage on the account within the previous 2 (two) years.

In order for the termination of service(s) to be approved, the customer must pay a \$300 administrative fee and an Operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped. Upon termination of service(s), the District will not refund any capacity fee(s), as they are attached to the property previously served. However, a credit for the original capacity fee(s) paid when the property first connected to CCWD's water and/or wastewater system will remain attached to the property, and will be credited toward full capacity fee(s) owed at the time the property owner decides to apply to reinstate service. Transfer of capacity fees per Article III, Section 21E.1 of CCWD's Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service is not allowed once service has been terminated.

If the termination of service is approved by CCWD, the applicant is responsible for fees associated with the District recording a Notice of Termination of Water and/or Wastewater Services with the County Clerk Recorder's Office stating the water and/or wastewater service(s) have been terminated to this property.

Termination of service(s) will only occur once the applicant has paid the District all required fees. [Once the termination of service work is performed by District staff a final billing for service through the physical termination date will be sent out to the legal deeded owner and all District billing and collection policies will be applied.](#)

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**Reinstatement:**

Once a parcel's residential or commercial water and/or wastewater service has been terminated, the parcel is eligible to be reconnected to the District's water and/or wastewater service no sooner than a period of three (3) years after termination, unless the property is sold, in which case the new legal-deeded property owner can apply for service reinstatement once they meet the District's requirements for a new water and/or wastewater connection. Service reinstatement is not ~~guaranteed, and~~ guaranteed and depends on the availability of capacity within the water and/or wastewater system(s). To request reinstatement of water and/or wastewater service(s) for property that previously received treated water or wastewater from the District, the legal-deeded property owner must file a Reinstatement of Service(s) Request form, and this request will be approved or denied by CCWD's General Manager within 60 days of receipt. The applicant must pay a \$300 administrative fee, an Operations fee to reinstate service (this varies by connection) and capacity fee(s). The capacity fee(s) owed will be the amount that would be required for new service(s) to the applicant's property on the date of reinstatement, less any previously paid capacity fee(s) attached to the property.

If the service reinstatement is approved by CCWD, the applicant is responsible for fees associated with the District recording a Notice of Reinstatement of Water and or Wastewater Services with the County Clerk Recorder's Office stating the water and/or wastewater service(s) is being reinstated.

Reinstatement of service(s) will only occur once the applicant has paid the District all required fees.

**Appeals:**

The General Manager's determination on termination and reinstatement requests is final, unless a customer appeals the determination to the Board of Directors within 30 days of the District's written denial.

~~Amended by Resolution 2021-xx July 28, 2021~~

~~Amended by Resolution 2019-61~~

~~August 14, 2019~~

**E.1 Granting and Accepting Capacity Transfers.**

Owners of two parcels within the same CCWD service area as defined below may request the ability to transfer capacity from one lot to another provided:

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- a. Both lots involved must be:
  - i. Owned in fee title per County of Calaveras Recorder's Office by the same owner at the time capacity transference.
  - ii. Located in the same CCWD service area hereby defined as an area served by the same CCWD distribution and/or collection plants.
  - iii. Designated for single family residential construction only. Capacity transfer is not available to multi-unit or commercial properties.

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- iv. Adjacent to existing distribution and/or collection system infrastructure. Capacity transfer is not available where distribution or collection system extensions are required.
  - v. Current on all fees or assessments owed to any other jurisdiction, association or individual, including CCWD.
  - vi. Without recorded water usage.
- b. Lot transferring capacity:



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- i. All original fees are documented as paid.
  - ii. Current CCWD account in good standing.
  - iii. No structures on the property.
  - iv. With transfer forfeits all rights to water and/or sewer capacity to receiving lot.
  - v. May not subsequently receive capacity via this process.
- c. Lot receiving capacity:
- i. No account established with CCWD.
  - ii. No structures on the property.
  - iii. With transfer receives all rights to water and sewer capacity from transferring lot.
  - iv. May not subsequently transfer capacity via this process.

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E.2 A Capacity Transfer Agreement (**Agreement**) shall be executed by a qualifying Owner and the CCWD General Manager.

a. All costs associated with the **Agreement** including but not limited to recordation of transfer against both lots, meter relocation/connection and

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administrative fees shall be the complete responsibility of the requesting property owner and paid prior to execution of the Agreement.

b. The **Agreement** shall be recorded at the Calaveras County Recorder Office against both lots involved after execution.

c. The transfer will go into effect after said recordation.

E.3 Implementation of this policy shall be subject to the discretion of the General Manager.

Resolution 2014-17, March 12, 2014

F. Foreclosure Abatement. The District will allow a legally deeded residential property owner, as evidenced through the Calaveras County Recorder's Office, to have their meter locked off at customer request as a result of pending foreclosure. This request must be submitted in writing to the District and would be a one-time courtesy per legally deeded residential property owner. The owner would be required to bring the account current and pay the current lock off fee. Owner will also be responsible for signing a District agreement that would detail the parameters of the Foreclosure Abatement process and consequences of breaching said agreement. The District will require documentation from the owner's lending institution of a default notice or legal notice of foreclosure on customer's property. After the above criteria have been met, all charges (including base rate, fees and all penalties) would immediately stop as of the date the water service is locked off.

The meter will be locked off for a minimum of two (2) months and a maximum of six (6) months. If, during that period, the property is transferred to a new legally deeded owner that is recorded through the County Recorder's Office, automatic termination of the Foreclosure Abatement agreement will occur and monthly service and consumption charges will be reinstated, making the legally deeded

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owner immediately responsible for all normal fees and charges associated with District service, except for those past fees and charges waived by virtue of the Abatement Program. If an owner participates in the Foreclosure Abatement program and still owns the property after six (6) months, service and consumption charges will be reinstated, making the legally deeded owner immediately responsible for all current fees associated with receipt of service from the District, including but not limited to a restoration fee.

If any District facilities are found to be in use by any means (including a cut lock) during such time as service has been in Foreclosure Abatement, owner will immediately become liable for the monthly water and wastewater services and consumption charges that would have been billed during the Foreclosure Abatement agreement period and the agreement with the District for Foreclosure Abatement will be null and void.

If an owner wishes to opt out of the Foreclosure Abatement agreement before the two (2) month minimum period, the owner will immediately become liable for the monthly water and wastewater services and consumption charges that would have been billed during the Foreclosure Abatement period and the agreement with the District for Foreclosure Abatement will be null and void.

The General Manager may provide written authorization for exceptions to this policy where equitable under all of the circumstances, provided that any foregone revenue to the District is at or below \$300.00

Adopted May 21, 2008, Resolution No. 2008-36

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G. Domestic Well Assistance Program: On a limited basis, potable water fill stations will be made available for eligible Calaveras County homeowners who do not have access to public water and are experiencing water quality and/or failing well issues. The water at the District fill stations is potable; however, the District is not responsible or liable in any way for the quality of the water or its use once it is taken from the fill station. The Domestic Well Assistance Program is only available to owners of property located in Calaveras County and has a residence or structural improvement on the parcel. Should a recipient require the services of a Water Hauler, the Water Hauler must complete a Chain of Custody form each time water is pulled from a fill station verifying that the approved DWAP recipient received the water, and the form must be returned to the District within 48 hours from pulling water. Failure to return the form with the recipient's signature will result in disqualification of the water hauler from pulling any additional water from the station and may result in fines.

Should service become available to the served address, Section A1 will go into effect requiring connection to the applicable water and/or wastewater system.

Water supplied by the Domestic Well Assistance fill stations is for “personal use” only. Use of this water for irrigation, landscaping or resale is strictly prohibited, and may only be used to supply potable water on the parcel included on the application for service. Unauthorized use of Domestic Well Assistance water can result in termination of the customer's access to the program. Additionally, any entity or person connecting to or obtaining water from a fill station without authorization falls under the Tampering and Unlawful Acts regulation. Said person will be billed (a) a water loss fee of one hundred (~~\$200~~400) dollars, and can be held liable for up to \$2,500 per day for violating Business & Professions Code Section 17200 since verification of water consumption is unobtainable, and (b) any additional fees due to damage caused to the District's property due to the unlawful diversion.

Additionally, any person who, with intent to obtain for himself or herself water without paying the full lawful charge therefore, or with intent to enable another person/business to do so, or with intent to deprive any utility of any part of the full lawful charge for utility services it provides, commits, authorizes, solicits, aids or abets any of the following shall be guilty of a crime (misdemeanor):

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- (1) Diverts or causes to be diverted water services, by any means.
- (2) Prevents any utility meter, or other device used in determining the charge for services, from accurately performing its measuring function by tampering or any other means.
- (3) Tampers with any property owned by or used by the District to provide water services.
- (4) Makes or causes to be made any connection with or reconnection with property owned or used by the District to provide water without the authorization or consent of the District.
- (5) Uses or receives the direct benefit of all or a portion of utility services with knowledge or reason to believe that the diversion, tampering, or

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unauthorized connection existed at the time of that use, or that the use or receipt was otherwise without the authorization or consent of the utility.

- (6) Provides access to District water to any unauthorized user by means of water delivery, sharing of access key, or duplication of access key.

All of the above are prosecutable offenses and the District reserves the right to exercise any and every remedy permitted by law in the event of tampering with the District's lines and/or equipment. The District will cause the prosecution of all violations of Sections 498, 624 or 625 of the State of California Penal Code, Section 17200 under Business & Professions Code, and all Ordinances or Regulations which make the interference with the orderly supply of water to the District's users a crime.

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized/unauthorized tenant in operating or using any or all facilities, appliances or equipment for which water is supplied.

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Domestic Well Assistance Program fill station services will be billed ~~monthly~~ quarterly, in advance, and are subject to the same collection policies and procedures as other water services. Rates and fees for the Domestic Well Assistance Program are included in the General Fee Schedule, attached to and made a part hereof.

This policy will become effective for all ~~new and pending~~ Domestic Well Assistance Program customers as of its effective date. ~~No retroactive application to finalized Domestic Well Assistance Program accounts will apply.~~

<u>Charge Type</u>	<u>Payment Terms</u>	<u>Fee</u>
<u>Application Fee</u>	<u>Before Access</u>	<u>\$35</u>
<u>Deposit</u>	<u>With Application</u>	<u>\$50</u>
<u>Water Service Rate</u>	<u>Quarterly</u>	<u>\$30</u>
<u>Lost Key Charge</u>	<u>As Required</u>	<u>\$50</u>
<u>Removal Fee</u>	<u>Disconnection of Service</u>	<u>None</u>

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Amended by Resolution 2021-XX July 28, 2021  
~~Amended by Resolution 2017-63~~  
October 11, 2017

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~~Calaveras County Water District~~  
~~General Fee Schedule~~  
~~October 11, 2017~~

~~Domestic Water Assistance Program:~~

Charge Type	Payment Terms	Fee
Application Fee	Before Access	\$35
Deposit	With Application	\$50
Water Service Rate	<del>Monthly</del> <u>Quarterly</u>	<del>\$10</del> <u>\$30</u>
Lost Key Charge	As Required	\$50
Removal Fee	Disconnection of Service	None

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~~Attachment to:~~  
~~CCWD's Rules and Regulations~~

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~~Governing the Furnishing of Water and/or Wastewater Services  
Article III, Section 21, Domestic Well Assistance Program  
Adopted by Resolution No. 2017-63~~



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**Section 22. Delinquent Water and/or Wastewater Service Bills and Notification of Discontinuation of Water and/or Wastewater Service.**

**22.00.01 Delinquent Account Definition**

A delinquent account is any account that remains unpaid by the close of business 25 calendar days after the date of issuance of the water or wastewater bill, unless the customer has made alternative payment arrangements.

**22.00.02 Late Fees**

Reminder: The District will make a reasonable effort to notify the customer of an impending late fee 2 days before the due date identified on the bill. The means of notification will be based on the information the District has on file on the customer account (text, phone, email). The District assumes no responsibility for phone or email contact information that has not been kept up to date by the customer.

If a bill is not paid by the due date, the District will apply a ten dollar (\$10), first late fee to the delinquent account and mail a reminder notice to the customer explaining the delinquent amount and providing a due date that is ten (10) days from the date printed on the notice.

~~If the delinquent account is not paid within the ten (10) calendar day reminder notice period, a second past due penalty of eighteen dollars (\$18) will be applied to the customer's account and a physical tag, providing the date when service will be disconnected if payment has not been received, will be placed in a prominent location at the property. This tag will include the delinquent amount due,~~

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~~information about payment plan and appeal options and the date the service will be discontinued if payment is not received.~~

~~Any balance of \$20 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action.~~

**22.00.03 Alternative Payment Plans**

Residential customers who are unable to pay for water or wastewater service(s) within the standard payment period may request an alternative payment plan to avoid discontinuation of service(s). CCWD will consider the request and make a determination as to whether the alternative payment plan is warranted. Alternative payment plans will only be granted under the following circumstances:

**22.00.03.1 Threat to Health or Safety**

An alternative payment plan may be approved if the discontinuation of water or wastewater service will be life threatening or pose a serious threat to the health and safety of any resident. The request for an alternative payment plan must include certification from a primary care provider (per WIC § 14088(b)(1)(A)) that the discontinuation of service will be life-threatening or pose a serious threat to the health and safety of any resident.

**22.00.03.2 Financial Inability to Pay**

The customer or occupant must demonstrate that they are financially unable to pay for residential service(s) within the normal billing cycle. Acceptable forms of income verification are:

- Documentation from The Resource Connection, showing any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants and Children.

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- The customer or occupant declares the household's annual income is less than 200 percent of the federal poverty level.

Payment plans that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. Such a plan will amortize the unpaid balance over a period agreed upon by the District and the customer not to exceed 126 (twelvesix) months from the date of the ~~account becoming delinquent~~payment plan agreement. The amortized payments will be combined with and subject to the due date of the customer's regular bills. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an existing amortization plan. Failure to comply with the terms of an amortization plan, or becoming delinquent on the current charges for more than sixty (60) days, will result in the issuance of a written disconnection notice, which will be physically delivered to the premises no fewer than 5 (five) business days in advance of discontinuation of service.

**22.00.04    Appeals**

A customer may dispute a bill, or request an adjustment of charges through the District's Customer Service Department ~~Manager~~, within 25 days following the billing date. If the ~~Customer Service~~External Affairs Manager ~~Manager~~ denies the request or fails to respond within fifteen (15) days of the District's receipt of the appeal, the customer may submit a written appeal to the Director of Administrative Services within 30 days of the date the account becomes delinquent, or ten (10) days after the receipt of the denial from the ~~Customer Service~~External Affairs Manager, whichever is later.

The Director of Administrative Services will issue a written determination within 15 days. If the Director of Administrative Services denies the appeal, the customer may appeal to the General Manager in writing within 15 days of the date the Director of Administrative Service's determination. The General Manager will provide the customer with a final decision on the appeal within 30 days from the date the written request was received. Late appeals will not be considered.

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The District will not discontinue water and/or wastewater service to a customer if there is a pending appeal. If the final appeal is denied by the General Manager, a notice will be issued to the occupant at least five days prior to the discontinuation of service.

**22.00.05**     **Fee Waivers**

“In good standing” is defined as an account that does not have more than one past-due fee during the period of time being reviewed.

Once every two (2) years, District Customer Service Department staff may waive the reminder notice past-due penalty on customers’ accounts, if the account is in good standing, no previous late fees have been waived within the past two (2) years and the account balance has been brought current.

Once every five (5) years, District Customer Service staff may waive the second past-due penalty on customers’ accounts if the account is in good standing, no previous second past-due fees have been waived within the past five (5) years and the account balance has been brought current.

Additional adjustments that are requested by the customer will fall under Ordinance 2000-03 Credit Adjustment Policy.

**22.01**            **Service Discontinuation**

**22.01.01**        **Service Discontinuation Fee**

A customer will be charged a ~~thirty-six~~thirty-dollar (~~\$3650~~) fee for each occasion that an employee of the District is dispatched to disconnect or shut off a service line pursuant to the provisions of Section 22.

**22.01.02**        **Service Disconnection Notifications**

The District will not discontinue water service unless payment by the customer has been delinquent for at least 60 days. The District will make a reasonable, good faith effort to contact the customer in writing at least 10 (ten) days before discontinuation of service(s) for nonpayment and a second late fee will be assessed in the amount of \$20 on the account. The written warning of discontinuation of service(s) will be sent to the mailing address designated on the account. If the mailing address and the address of the property to which water

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service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant". The written disconnection notice will include:

- Customer's name and address
- Amount of the delinquency
- Date by which payment arrangements are required to avoid discontinuation of service
- Description of the process to apply for payment arrangements
- Description of the process to dispute or appeal a bill
- District contact information
- Tenant right to become customer

The District will make a reasonable, good faith effort to notify the customer 48 hours in advance of disconnection of water service for non-payment. The notification will be based upon the preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone.

**22.01.03 Notice to Residential Occupants in Individually Metered Residence**

~~The District will make a reasonable, good faith effort to inform the occupants, by means of written notice, when the water service account is in arrears and subject to disconnection at least 7 days before water service is shut off. The written notice will advise the A tenant/tenant/occupant that they havehas the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a signed owner authorization form or a rental agreement. The District will not consider requests from occupants/tenants to become customers, unless the account associated with their place of residence is in arrears and subject to water disconnection.~~

Occupants who become CCWD customers under the provisions of this policy will be required to pay a new account establishment fee and deposit (per Article III, Section 21 B. of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service).

The act of a residential dwelling occupant becoming a CCWD customer, does not alleviate the legal-deeded owner from being ultimately responsible for all fees and

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charges related to the property. Legal-deeded property owners who enter into landlord-tenant agreements are responsible for all delinquent charges pertaining to the property and will be subject to lien and/or collection through property tax rolls, per California Water Code, Division 12, Part 7, Chapter 2, §31701.5, and California Health and Safety Code, Division 5, Part 3, Chapter 6, §5473.

**22.01.04     Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter**

The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 10 (ten) days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met those requirements and paid associated capacity, connection and new account establishment fees.

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a notice of discontinuation of service for non-payment.

**22.02            Service Reconnection**

A disconnected service line will only be reconnected when payment of all charges and indebtedness for water and/or wastewater service(s) has been made. A ~~thirty-six~~thirty-dollar (\$~~50~~36.00) fee will be charged for each such reconnection during normal business hours, ~~not to exceed fifty dollars (\$50.00)~~. A higher fee will be charged if reconnection is requested outside of normal business hours, not to exceed \$150.00 (one hundred and fifty) through 2020. After hours ~~reconnection~~reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning ~~January~~July 1, 2021.

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**22.03**      **Returned Payments, Unpaid Credit Card Charges, Unhonored ACH Bank Payments, Stopped Payments, Disputed Payments, Over and Underpayments.**

For each payment of water and/or wastewater service(s) that is returned unpaid to the District by its financial institution for any reason including customer error, a twenty-five-dollar (\$25) charge will be added to that account:

Once a payment has been returned by a financial institution, the District will require payment by certified funds (no checks accepted) or credit card for that account for the following 12-month period. If payment is denied twice within a 12-month period, regardless of payment method, the District will require payment by certified funds or credit card for the following 24 months.

Payments made to on account in excess of one year of billed charges will be refunded to the customer.

**22.04**      **Annual Review of Charges.**

All fees and charges outlined in this section may be reviewed annually for possible adjustments relative to actual costs involved with each notification or action.

**22.05**      **Responsibilities and Authorities.**

The customer bears full responsibility for contacting the District regarding the status of any account for water and/or wastewater services immediately upon the receipt of any statement, bill, reminder or any other notice from the District.

**22.06**      **Tampering**

Any person who, with intent to obtain water without paying the full lawful charge, or with intent to enable another person/business to do so, or with intent to deprive the Calaveras County Water District of any part of the full lawful charge for utility services it provides, commits, authorizes, solicits, aids or abets any of the following will be guilty of a misdemeanor crime. All of the actions below are prosecutable offenses, and the District reserves the right to exercise any and every remedy permitted by law in the event of tampering with the District's lines, meters and/or equipment.

- (1) Diverts or causes to be diverted water services, by any means.

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- (2) Prevents any utility meter, or other device used in determining the charge for services, from accurately performing its measuring function by tampering or any other means.
- (3) Tampers with any property owned by or used by the District to provide water services.
- (4) Makes or causes to be made any connection with or reconnection with property owned or used by the District to provide water without the authorization or consent of the District.
- (5) Uses or receives the direct benefit of all or a portion of utility services with knowledge or reason to believe that the diversion, tampering, or unauthorized connection existed at the time of that use, or that the use or receipt was otherwise without the authorization or consent of the utility.
- (6) Provides access to District water to any unauthorized user.

The District will cause the prosecution of all violations of Sections 498, 624 or 625 of the State of California Penal Code, [Section 17200 under Business & Professions Code](#), and all Ordinances or Regulations which make the interference with the orderly supply of water to the District's users a crime.

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized/unauthorized tenant in operating or using any or all facilities, appliances or equipment for which water is supplied.

[Amended by Resolution 2021-xx July 28, 2021](#)  
[Revised by Resolution 2017-14, March 22, 2017](#)  
[Revised by Resolution 2019-82, December 11, 2019](#)  
[Revised by Resolution 2020-12, February 12, 2020](#)  
[Revised by Resolution 2019-82, December 11, 2019](#)  
[Revised by Resolution 2017-14, March 22, 2017](#)



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Section 23. Responsibility of Service Account Transfers.

No sale or lease of the premises shall be construed as relieving any applicant for service from the payment of such charges until said payment has been made and the account transferred by application duly made as hereafter provided upon the books of the District to the name of the new owner.

Resolution 84-5, January 12, 1984

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Section 24. Service Billing Procedure.

Bills for water and/or sewer service will be rendered bi-monthly or as otherwise provided in Section 25A or 25B of Article III of these Rules and Regulations.

Resolution 1460, September 20, 1972

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Section 25.

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A. Meter Reading Procedure for Billings. Where service is metered, the meters will be read at specified intervals for the preparation of regular bills as required for the preparation of opening bills, closing bills and special bills.

Combination of Meters: Each meter on a customer's premises will be considered separately and the readings of two or more meters will not be combined except where combination of meter readings is specifically provided for in the rate schedule, or where the District's operating convenience or necessity may require the use of more than one meter, or a battery of meters. In this case, the monthly minimum charge will be computed upon the resultant diameter of the total combined discharge areas of such meters, unless otherwise provided in the rate schedules.

B. Meter Reading Schedule. It may not always be possible to read meters on the same day of each month, so a variance of about three (3) days will be allowed from one month to another.

Variance in Meter Reading Schedule Due to Unusual Circumstances: If, because of adverse weather conditions or any condition beyond the control of the District, a meter cannot be read on a bi-monthly schedule, the customer shall be billed for ~~the minimum charge every other month~~ the average use of the prior 3 billing periods. When conditions again allow the reading of the meter, the amount of average water allowable under the minimum rate charged for each month ~~required~~ shall be subtracted from the total amount of water used. All water used in excess of that ~~allowable under the minimum~~ average water use charge will be billed in accordance with applicable schedules.

Should we say anything here about radio read meters?

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Section 26.

A. Special Billing Computation. Opening and closing bills rendered for a period of less than a full month will be computed in accordance with the applicable schedule prorated on the basis of the ratio of the number of days in the period to the average billing period of 60 days, or on the amount of water and/or sewer service used, whichever is greater. No proration or refund of service charges will be made.

B. Prorating for Special Billings. Should the total period of service be less than one month, the bill shall be computed in accordance with the applicable schedule prorated on the basis of the ratio of the number of days in the period to the average billing period of 60 days, or on the amount of water and/or sewer service used, whichever is greater. No proration or refund of service charges will be made.

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Section 27. Meter Testing.

Upon making written application and paying the sum of \$~~8545~~, any customer may have the accuracy tested of the meter through which water is being furnished to his/her premises by the District. If the meter is found to register more than 2% in excess of the actual quantity of water passing through, correction shall be made, and the sum of \$~~8545~~ refunded to the customer.

Resolution 1867  
June 18, 1975

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Section 28. Account Establishment Fee Applicability.

An Account Establishment Fee will be applicable to the following service conditions:

1. Establishment of a new account for water only, sewer only, or an account for both water and sewer service.
2. Transference of an existing account to new ownership.
3. Re-establishment (turn-on) of an existing water service account which was suspended due to customer request. This does not apply to accounts that are re-established after being turned off for non-payment.

Resolution 93-07  
February 11, 1993

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Section 29. Sewer Service Charge Rebate Policy.

Rebates will be granted to new sewer customers for the monthly sewer charges billed during periods of non-use of the sewer system while constructing a new dwelling/structure. The rebate shall not exceed the equivalent of six months' sewer charges and is contingent upon customer meeting eligibility requirements listed below.

Conditions of Eligibility:

1. All capacity and connection fees for the new service must be paid after the effective date of this resolution.
2. New connections must be for new dwelling/structure where there is no use of the sewer system during the construction period.
3. Customer must notify Customer service at the time of physical connection to the sewer system so that the District may perform an inspection and approve the connection.
4. Customers desiring rebate must present a copy of the final Certificate of Occupancy issued by the Calaveras County Building Department within 180 days of issuance of the Certificate of Occupancy with an application for the rebate.



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5. Customer account must not be in delinquent status.

Rebates will be prorated based on the date indicated on the Certificate of Occupancy and applied as credits to the customer's account subject to approval by the Customer Service Manager or a designated account representative.

The General Manager or designated representative can provide written authorizations for exceptions to this policy. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this resolution shall remain in force and effect.

Resolution 2002-63, July 31, 2002

~~CALAVERAS COUNTY WATER DISTRICT~~  
~~RULES AND REGULATIONS GOVERNING THE FURNISHING OF WATER~~  
~~AND/OR WASTEWATER SERVICES~~  
~~ARTICLE III~~

~~APPLICATION FOR SERVICE RATES AND BILLING~~

Section 30.

1. Application for service, Fee Quotes

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Requests for general information on fee schedules within an area serviced by a District facility are free of charge. Quotes for new service capacity charges and connection fees will be given to all interested parties requesting them for specific properties wishing to connect to the established facilities. The applicant shall fill out an application that will establish the type of residence/commercial business that is to use the new service(s) prior to a quote being provided.

For Properties with a Service Connection

Additionally, a \$3015.00 (fifteen-thirty dollar) and a \$745.00 (fortyseventy-five dollar) application fee is required to be paid for residential and commercial quotes, respectively, prior to the issuance of a quote for capacity charges and connection fees for new services.

For Properties without a Service Connection

CALAVERAS COUNTY WATER DISTRICT  
RULES AND REGULATIONS GOVERNING THE FURNISHING OF WATER  
AND/OR WASTEWATER SERVICES  
ARTICLE III

APPLICATION FOR SERVICE RATES AND BILLING

A fee of \$195, adjusted annually by the CPI per Ordinance 2006-03, application fee is required to be paid for residential and commercial quotes, prior to the issuance of a quote for capacity charges and connection fees for new service.

Application fee will be refunded to original applicants who pay all connection charges and capacity fees and submit a County building permit within 90 days of the new service quote.

Material differences between the information on an application and the subsequent actual use of the CCWD services may render the quote invalid, as determined by the General Manager or any of his authorized designees.

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~~CALAVERAS COUNTY WATER DISTRICT~~  
~~RULES AND REGULATIONS GOVERNING THE FURNISHING OF WATER~~  
~~AND/OR WASTEWATER SERVICES~~  
~~ARTICLE III~~

~~APPLICATION FOR SERVICE RATES AND BILLING~~

2. Rates, Tolls, Fares and Charges

The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other changes by this Ordinance are for the purposes of meeting operating expenses, including, without limitation, employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, meeting financial reserve requirements, or obtaining funds for capital projects necessary to maintain or expand service to District customers.

Amended by Ordinance 2021-XX July 28, 2021

Replaced by Ordinance 2003-01

Rescinded Resolution No. 2002-80, December 10, 2002

Incorporating Ordinance No. 2002-01, November 13, 2002

**ORDINACE NO 2021 - \_\_**

**AN ORDINACE OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT AMENDING ORDINANCE 2003-01  
ESTABLISHING APPLICATION OF SERVICE RATES AND BILLING QUOTES FOR  
NEW SERVICES UNDER THE DISTRICT'S RULES AND REGULATIONS  
GOVERNING WATER AND/OR SEWER SERVICE TO CONSUMERS**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Ordinance 2003-01 clarifying that quotes are not guarantees for service; and

**WHEREAS**, the Board of Directors established fees for quotes with Ordinance 2003-01 for properties that have service; and

**WHEREAS**, the Board of Directors established fees for quotes in Ordinance 2020-01 for properties that do not have service; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that Article III, Section 30 needs to be revised to increase fees for properties that have service and to acknowledge Ordinance 2020-01 for properties that do not have service.

**NOW, THEREFORE BE IT ORDAINED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT Ordinance 2003-01 shall be amended as follows:

Section 1. Application for service, Fee Quotes

Requests for general information on fee schedules within an area serviced by a District facility are free of charge. Quotes for new service capacity charges and connection fees will be given to all interested parties requesting them for specific properties wishing to connect to the established facilities. The applicant shall fill out an application that will establish the type of residence/commercial business that is to use the new service(s) prior to a quote being provided.

**For Properties with a Service Connection**

A \$30.00 (thirty dollar) and a \$75.00 (seventy-five dollar) application fee is required to be paid for residential and commercial quotes, respectively, prior to the issuance of a quote for capacity charges and connection fees for new services.

**For Properties without a Service Connection**

A fee of \$195, adjusted annually by the CPI per Ordinance 2006-03, application fee is required to be paid for residential and commercial quotes, prior to the issuance of a quote for capacity charges and connection fees for new service.

Application fee will be refunded to original applicants who pay all connection charges and capacity fees and submit a County building permit within 90 days of the new service quote.

Material differences between the information on an application and the subsequent actual use of the CCWD services may render the quote invalid, as determined by the General Manager or any of his authorized designees.

**Section 2. Rates, Tolls, Fares and Charges**

The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other changes by this Ordinance are for the purposes of meeting operating expenses, including, without limitation, employee wage rates and fringe benefits, purchasing or leasing supplies, equipment, or materials, meeting financial reserve requirements, or obtaining funds for capital projects necessary to maintain or expand service to District customers.

**Section 3. Effect on prior actions.** All provisions of prior ordinances and resolutions of CCWD no inconsistent with this Ordinance shall remain in full force and effect.

**Section 4. Severability.** This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

**Section 5. Publication/Effective Date.** Within ten (10) days of adoption, the Ordinance shall be published in a newspaper of general circulation within Calaveras County. This Ordinance shall take effect thirtieth (30) days after its adoption.

**PASSED AND ADOPTED** this 28<sup>th</sup> day of July, 2021 by the following vote:

**AYES:  
NOES:  
ABSTAIN:  
ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 21, A1 – APPLICATION FOR THE RESPONSIBILITY FOR PAYMENT OF  
SERVICE**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, on December 11, 2013, the Board of Directors agreed to discontinue the practice of providing courtesy copies of paper bills to secondary parties (e.g. tenants and property managers) at no cost to the recipients; and

**WHEREAS**, on August 12, 2014, the Board of Directors approved staff's recommendation to offer the option of paper billing to secondary parties for an annual administrative fee of \$15; and

**WHEREAS**, on September 17, 2014, the Board of Directors approved Resolution 2014-58 established a process for applying for a secondary bill and clarifying that the owner is still responsible for delinquent accounts; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that this additional fee has become a hurdle to ensuring that the District maintain accurate occupant information to comply with SB998 and other mandated notification requirements.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 21, A1 – Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services, Application for the Responsibility for Payment of Service, Effective Immediately:

Section 21 A1 - Water and/or sewer service shall be furnished only upon written application therefore signed by the owner of the property, along with a copy of an approved building permit, and full payment of all required fees, for new connections. The application for water and/or sewer service shall show the date of application, location of service, name, address, date service is to start, payment of any required deposit (refer to Deposit Fee Schedule), new connection fee, and such other information as may be requested in the application. The bill for such water and/or sewer service shall be sent to the owner of the property at the address designated by the owner on the application. If approved by the legal deeded owner, a tenant can receive the bill instead of the owner. Should the owner want the tenant to receive the

regular bills, the District will provide this service. The owner will receive delinquent bills. The owner shall be responsible for any delinquent and unpaid charges and related costs pursuant to Water Code Section 31701.5. The applicant for service used herein shall mean the owner, as holder to title to the property (land) to which service is requested.

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 21, A2 – TEMPORARY WATER SERVICE**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, per resolution 1857; and

**WHEREAS**, on October 13, 1999, the Board of Directors adopted Resolution 99-55 for Temporary Water Service; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that there are several amendments are needed to the policy to meet consumer and District requirements.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 21, A2 – Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services, Temporary Water Service, Effective Immediately:

Section 21 A2 - **General Provisions**: This temporary service provision is intended to allow the sale of water, not sewer services, to unimproved properties (i.e., properties for which a final inspection on a valid building permit has not been issued). Owners/contractors may apply for these services to provide construction, agricultural or irrigation water. In the event that restrictions are placed on water usage, priority for service will be given to those who have permanent service connections. Permanent service is defined as a final inspection on a building permit subsequently issued for the property and payment of all applicable connection and equivalent assessment fees due within the service area.

Use of a temporary water service to establish a sewer service connection is strictly prohibited. Violations will result in the owner being charged the following:

- Incremental water connection fees and equivalent assessment fees between the date the temporary water service was established and the date the District provided the owner with notification of the violation.
- Sewer connection fees and equivalent assessment fees as of the date the District provided the owner with notification of the violation.

- Monthly sewer service and consumption charges from the date the temporary water service was established.

The General Manager or designated representative can provide written authorization for exceptions to this policy.

**Temporary Agricultural/Irrigation Service:** Temporary water service will be allowed for agricultural or irrigation purposes on property that does not already have a permanent service. All fees applicable in the service area are required to be paid prior to installation, including connection fees, equivalent assessment fees, line extension charges, account establishment fees, meter fees and costs associated with the extension of and connection to District water lines. Any such service will not be allowed a suspension of service and will be required to pay all monthly base and consumption charges from inception of water service.

In the event that final inspection on a building permit is subsequently issued for property serviced by a temporary agricultural/irrigation meter, the owner must contact the District and apply for permanent service. Absence of notification by the owner in these events will result in the immediate disconnection of the temporary service.

At the time a permanent service application is received by the District, the District will recalculate any connection and equivalent assessment fees as of the date of the new application; and the owner will be charged any incremental portion over similar fees previously paid. Additional charges may also be charged to the owner, including those related to additional construction costs, change of meter size, or change in ownership (i.e., account establishment fee) pursuant to other District provisions. All fees and charges will be due and payable to the District subject to the standard billing policies. Non-payment of these fees and charges by the owner may result in disconnection of the service and other collection/delinquency procedures established by the District.

**Temporary Construction Water Service:** Temporary construction water services will be allowed for owners and/or contractors who have a one-time short-term need for construction-related water on unimproved lots. The period of the temporary service under this provision shall run until final inspection on a building permit is subsequently issued for a property serviced by a temporary agricultural/irrigation meter, and a not to exceed ninety (90) days.

Owners or contractors must submit a signed application at least forty-eight (48) hours prior to the requested service installation date. The District will charge the owner or contractor a \$50 installation fee. Additionally, if the service is to be in the contractor's name, the contractor must remit a deposit for three (3) times the base monthly charge in the service area prior to the service being installed. The owner or contractor must remit all fees and deposits to the District prior to installation of the service.

The owner or contractor must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) in advance for a request for termination of



service. The owner or contractor is responsible for all charges related to the service through the date of termination in addition to a \$50 removal fee. Deposit monies will be applied to the final balance, if applicable, and a refund of deposit monies due or a request for additional payment will be made to the responsible party.

If the owner or contractor fails to pay District charges in accordance with District policy, the temporary meter will be removed, if applicable. No further services will be granted to an owner or contractor until payment is received by the District for all past due amounts, including applicable penalties.

**BE IT FURTHER RESOLVED** that the the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 61- HYDRANT METER SERVICE**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, on December 23, 1998, the Board of Directors adopted a provision for Hydrant Meters, Resolution 98-73; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that there are several amendments are needed to the policy to limit the timeframe for hydrant meter use and prevent theft.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 21, A2 – Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services, Hydrant Meters, Effective Immediately:

Section 21 A2 - **Hydrant Meter Service**: The fill station and hydrant meters are available only to provide temporary construction water for construction use, for a period not to exceed 90 days. The customer is required to fill out and sign an application for service which includes a description of intended water use, address of where the construction is to occur, and an estimate of anticipated usage. The application includes a service agreement establishing liability for any accrued costs for water consumption/base daily charges, District staff and administration, damage to District infrastructure, and unscheduled maintenance to the District water system, including flushing, due to improper use of hydrant meter equipment/facilities. Use of this water for irrigation, landscaping, or resale is strictly prohibited. Only District provided hydrant meters are permitted and all water pulled from a hydrant can only be used on the parcel specified on the application.

Should an applicant require the services of a Water Hauler, the Water Hauler must complete a Chain of Custody form each time water is pulled from a hydrant station verifying that the approved applicant received the water, and the form must be returned to the District within 48 Hours of fill. Failure to return the form with the recipient's signature will result in disqualification of the Water Hauler from pulling any additional water from the hydrant, removal of the hydrant meter, and may result in fines. If at any time the District declares mandatory conservation measures are in effect, the District may limit the use by which hydrant meter pulls may be used for.

Installation fees and deposits are required in accordance with the Hydrant Meter/Fill Station Service Fees chart below. Once an application has been authorized by the District, service will be provided, subject to availability of staff, equipment and facilities. Any unauthorized use of the water or District equipment will be subject to immediate termination of the service and could face being billed a water loss fee of two hundred (\$200) dollars and can be held liable for up to \$2,500 per day for violating the Business & Professional Code Section 17200, in addition to any additional fees due to damage caused to the District's property due to unlawful diversion.

Hydrant meter or fill station services will be billed monthly at the Irrigations/Landscape/Other consumptive rate and are subject to the same collection policies and procedures as other water and sewer services in their applicable service areas. Rates established for their usage are included in the Hydrant/Fill Station Service Fees chart below.

The customer will also be charged for any other costs as defined in the service agreement above. After payment is received in full for all charges related to this service, the unused portion of the security deposit will be returned to the customer. The General Manager or his designated representatives can provide written authorization for exceptions to this policy not to exceed \$1,000.

Charge Type	Payment Terms	Fill Station	Hydrant Meter
Security Deposit	Before Installation	None	\$500
Installation Charge	Before Installation	\$30	\$50
Consumptive Rates	Monthly and/or Disconnection of Service	Irrigation/ Landscape/ Other	Irrigation/ Landscape/ Other
Daily Base Charge	Monthly and/or Disconnection of Service	\$7	\$7
Removal Fee	Disconnection of Service	\$30	\$50

This policy will become effective for all hydrant meters as of its effective date.

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 21 B – DEPOSITS**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, on January 25, 1979, the Board of Directors passed Resolution 2492, that included Section 21 B, Deposits; and

**WHEREAS**, on December 11, 2019, the Board of Directors passed Resolution 2019-81, that amended Section 21 B, Deposits to comply with SB998; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that the deposit language needs to be amended to establish deposits on disconnected accounts.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 21 B – Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services, Deposits, Effective Immediately:

Section 21 B - **Deposits**: This District, in connection with deposits, as a condition for water and/or sewer service, makes a distinction between the direct billing of the owner of real property within the District as the service address and the bill of the non-owner. Deposits are originally required only when the direct billing is to the non-owner. Deposits are required of all applicants whose service has been disconnected for non-payment of charges.

Each non-owner customer receiving service who is to be billed directly will be required to pay an account establishment fee and a deposit equal to the current bimonthly base rate for service(s) provided to the parcel.

Accounts that have been disconnected will be required to submit a deposit equal to the current bimonthly base rate for service(s) provided to the parcel.

Upon establishment of one year's credit during which a customer has paid all bills promptly without disconnection for nonpayment, the deposit will be applied to the customer's account or refunded upon final notice of discontinuation of service by the customer.

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 21 D AND 21 E**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, on August 14, 2019, the Board of Directors passed Resolution 2019-61, that included rescission of Resolution 2010-78 (Section 21E); and

**WHEREAS**, on December 11, 2019, the Board of Directors passed Resolution 2019-81, that replacing 21E, Deposits to comply with SB998; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that Section 21D, Suspension of Services requires clarification; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that Section 21E, Termination of Services require clarification of completing the process of Termination.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 21 D and E – Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services, Suspension of Services and Termination of Services, Effective Immediately:

Section 21 D - **Suspension of Services**. The District will not allow suspension of monthly water and/or wastewater charges under normal circumstances unless one of the following has occurred to a residential property owner:

- Damage to 75% or more of the structure that renders the structure uninhabitable.
- Issuance by a government agency of a “non-occupancy” order for a structure.
- Other circumstances beyond personal control of an owner that prevents habitation of a structure or use of the District water and/or wastewater systems for at least six (6) months.

Disconnection of water and wastewater services as a result of non-payment of fees by owner does not cause suspension of monthly service fees covered by this policy. Suspension of services requires disconnection of water on the impacted property and all outstanding fees paid, including a disconnection fee. The suspension

period shall be a minimum of six (6) months but may not exceed two (2) years. Such suspension shall require the approval of the District's General Manager. The Suspension shall cover all services provided by the District, both water and wastewater, for the same duration.

The owner must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) and pay the current restoration fee prior to District staff restoring services. If an owner does not restore services within two (2) years, automatic termination of the suspension will occur, and the restoration fee will be added to the account and monthly service and consumption charges will be reinstated.

If any District facilities are found to be in use during such time as service has been suspended, owner will immediately become liable for the monthly water and wastewater service and consumption charges that would have been billed during the suspension period.

#### Section 21 E - **Termination of Services**

##### **Summary:**

This District policy allows a residential or commercial customer to permanently terminate water and/or wastewater service(s), limited to only certain specific circumstances contained herein, severing the District's obligation to provide service(s) to the parcel. Once a termination occurs, a reinstatement of service(s) depends on the availability of capacity and requires payment of prevailing capacity fee(s).

##### **Termination:**

The legal-deeded owner of a vacant residential or commercial parcel may apply to terminate their water and/or wastewater service(s) by filing a Termination of Service(s) Request form with the District. This form includes acknowledgment by the customer that after termination, the District is no longer obligated to provide any water and/or wastewater service(s) to the customer's property. Termination of water service is conditioned on the parcel being vacant without any habitable structures, and no recorded use of water for the previous 2 (two) years. If the property has water and wastewater service, both must be terminated concurrently.

Legal-deeded property owners are permitted to apply to terminate irrigation/landscape meters that have not been used for the previous 2 (two) years. Owners of commercial properties must acknowledge that terminating an irrigation meter could lead to an increase in wastewater fees.

Upon receipt of the Termination of Service Request form, the District General Manager will determine if the parcel qualifies for termination under this Policy within 60 days. Within the first 6 (six) months of this policy's adoption, the General Manager has the discretion to allow a customer to terminate service, if the customer provides a



reasonable explanation for water usage on the account within the previous 2 (two) years.

In order for the termination of service(s) to be approved, the customer must pay a \$300 administrative fee and an Operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped. Upon termination of service(s), the District will not refund any capacity fee(s), as they are attached to the property previously served. However, a credit for the original capacity fee(s) paid when the property first connected to CCWD's water and/or wastewater system will remain attached to the property, and will be credited toward full capacity fee(s) owed at the time the property owner decides to apply to reinstate service. Transfer of capacity fees per Article III, Section 21E.1 of CCWD's Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service is not allowed once service has been terminated.

If the termination of service is approved by CCWD, the applicant is responsible for fees associated with the District recording a Notice of Termination of Water and/or Wastewater Services with the County Clerk Recorder's Office stating the water and/or wastewater service(s) have been terminated to this property.

Termination of service(s) will only occur once the applicant has paid the District all required fees. Once the termination of service work is performed by District staff a final billing for service through the physical termination date will be sent out to the legal deeded owner and all District billing and collection policies will be applied.

**Reinstatement:**

Once a parcel's residential or commercial water and/or wastewater service has been terminated, the parcel is eligible to be reconnected to the District's water and/or wastewater service no sooner than a period of three (3) years after termination, unless the property is sold, in which case the new legal-deeded property owner can apply for service reinstatement once they meet the District's requirements for a new water and/or wastewater connection. Service reinstatement is not guaranteed and depends on the availability of capacity within the water and/or wastewater system(s). To request reinstatement of water and/or wastewater service(s) for property that previously received treated water or wastewater from the District, the legal-deeded property owner must file a Reinstatement of Service(s) Request form, and this request will be approved or denied by CCWD's General Manager within 60 days of receipt. The applicant must pay a \$300 administrative fee, an Operations fee to reinstate service (this varies by connection) and capacity fee(s). The capacity fee(s) owed will be the amount that would be required for new service(s) to the applicant's property on the date of reinstatement, less any previously paid capacity fee(s) attached to the property.

If the service reinstatement is approved by CCWD, the applicant is responsible for fees associated with the District recording a Notice of Reinstatement of Water and or

Wastewater Services with the County Clerk Recorder's Office stating the water and/or wastewater service(s) is being reinstated.

Reinstatement of service(s) will only occur once the applicant has paid the District all required fees.

**Appeals:**

The General Manager's determination on termination and reinstatement requests is final, unless a customer appeals the determination to the Board of Directors within 30 days of the District's written denial.

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 21 G**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, on October 11, 2017, the Board of Directors passed Resolution 2017-63, adding Section G, the Domestic Well Assistance Program policy.

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that Section G, Domestic Well Assistance Policy requires clarification of use, fees, billing, and tampering language.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 21 G – Rules & Regulations Governing the Furnishing of Water and/or Wastewater Services, Domestic Weel Assistance Program, Effective Immediately:

Section 21 G - Domestic Well Assistance Program: On a limited basis, potable water fill stations will be made available for eligible Calaveras County homeowners who do not have access to public water and are experiencing water quality and/or failing well issues. The water at the District fill stations is potable; however, the District is not responsible or liable in any way for the quality of the water or its use once it is taken from the fill station. The Domestic Well Assistance Program is only available to owners of property located in Calaveras County and has a residence or structural improvement on the parcel. Should a recipient require the services of a Water Hauler, the Water Hauler must complete a Chain of Custody form each time water is pulled from a fill station verifying that the approved DWAP recipient received the water, and the form must be returned to the District within 48 hours from pulling water. Failure to return the form with the recipient's signature will result in disqualification of the water hauler from pulling any additional water from the station and may result in fines.

Should service become available to the served address, Section A1 will go into effect requiring connection to the applicable water and/or wastewater system.

Water supplied by the Domestic Well Assistance fill stations is for "personal use" only. Use of this water for irrigation, landscaping or resale is strictly prohibited, and may only be used to supply potable water on the parcel included on the application for service. Unauthorized use of Domestic Well Assistance water can result in termination of the customer's access to the program. Additionally, any entity or person connecting

to or obtaining water from a fill station without authorization falls under the Tampering and Unlawful Acts regulation. Said person will be billed (a) a water loss fee of one hundred (\$200) dollars and can be held liable for up to \$2,500 per day for violating Business & Professions Code Section 17200, and (b) any additional fees due to damage caused to the District's property due to the unlawful diversion.

Additionally, any person who, with intent to obtain for himself or herself water without paying the full lawful charge therefore, or with intent to enable another person/business to do so, or with intent to deprive any utility of any part of the full lawful charge for utility services it provides, commits, authorizes, solicits, aids or abets any of the following shall be guilty of a crime (misdemeanor).

- (1) Diverts or causes to be diverted water services, by any means.
- (2) Prevents any utility meter, or other device used in determining the charge for services, from accurately performing its measuring function by tampering or any other means.
- (3) Tampers with any property owned by or used by the District to provide water services.
- (4) Makes or causes to be made any connection with or reconnection with property owned or used by the District to provide water without the authorization or consent of the District.
- (5) Uses or receives the direct benefit of all or a portion of utility services with knowledge or reason to believe that the diversion, tampering, or unauthorized connection existed at the time of that use, or that the use or receipt was otherwise without the authorization or consent of the utility.
- (6) Provides access to District water to any unauthorized user by means of water delivery, sharing of access key, or duplication of access key.

All of the above are prosecutable offenses, and the District reserves the right to exercise any and every remedy permitted by law in the event of tampering with the District's lines and/or equipment. The District will cause the prosecution of all violations of Sections 498, 624 or 625 of the State of California Penal Code, Section 17200 under Business & Professions Code, and all Ordinances or Regulations which make the interference with the orderly supply of water to the District's users a crime.

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized/unauthorized tenant in operating or using any or all facilities, appliances or equipment for which water is supplied.

Domestic Well Assistance Program fill station services will be billed quarterly, in advance, and are subject to the same collection policies and procedures as other water services. Rates and fees for the Domestic Well Assistance Program are included in the General Fee Schedule, attached to and made a part hereof.

This policy will become effective for all Domestic Well Assistance Program customers as of its effective date.

Charge Type	Payment Terms	Fee
Application Fee	Before Access	\$35
Deposit	With Application	\$50
Water Service Rate	Quarterly	\$30
Lost Key Charge	As Required	\$50
Removal Fee	Disconnection of Service	None

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 22**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, on February 12, 2019, the Board of Directors adopted several amendments to Section 22 due to SB998 with Resolution 2020-12; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that there are several amendments are needed to the policy to clarify language, update fees, and modify processes due to impacts related to COVID-19 and operational impacts that have been identified since SB998 implementation.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 22, Governing the Furnishing of Water and/or Wastewater Services, Delinquent Water and/or Wastewater Service Bills and Notification of Discontinuation of Water and/or Wastewater, Effective Immediately:

Section 22 - **Delinquent Water and/or Wastewater Service Bills and Notification of Discontinuation of Water and/or Wastewater Service.**

**22.00.01 Delinquent Account Definition**

A delinquent account is any account that remains unpaid by the close of business 25 calendar days after the date of issuance of the water or wastewater bill, unless the customer has made alternative payment arrangements.

**22.00.02 Late Fees**

Reminder: The District will make a reasonable effort to notify the customer of an impending late fee 2 days before the due date identified on the bill. The means of notification will be based on the information the District has on file on the customer account (text, phone, email). The District assumes no responsibility for phone or email contact information that has not been kept up to date by the customer.

If a bill is not paid by the due date, the District will apply a ten-dollar (\$10), first late fee to the delinquent account and mail a reminder notice to the customer explaining the

delinquent amount and providing a due date that is ten (10) days from the date printed on the notice.

Any balance of \$20 or less may be carried over, and added to, the next billing period without being assessed a late fee or incurring further collection action.

### **22.00.03 Alternative Payment Plans**

Residential customers who are unable to pay for water or wastewater service(s) within the standard payment period may request an alternative payment plan to avoid discontinuation of service(s). CCWD will consider the request and make a determination as to whether the alternative payment plan is warranted. Alternative payment plans will only be granted under the following circumstances:

#### **22.00.03.1 Threat to Health or Safety**

An alternative payment plan may be approved if the discontinuation of water or wastewater service will be life threatening or pose a serious threat to the health and safety of any resident. The request for an alternative payment plan must include certification from a primary care provider (per WIC § 14088(b)(1)(A)) that the discontinuation of service will be life-threatening or pose a serious threat to the health and safety of any resident.

#### **22.00.03.2 Financial Inability to Pay**

The customer or occupant must demonstrate that they are financially unable to pay for residential service(s) within the normal billing cycle. Acceptable forms of income verification are:

- Documentation from The Resource Connection, showing any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants and Children.
- The customer or occupant declares the household's annual income is less than 200 percent of the federal poverty level.

Payment plans that extend into the next billing period are considered an amortization plan, which must be in writing and signed by the customer. Such a plan will amortize the unpaid balance over a period agreed upon by the District and the customer not to exceed 12 (twelve) months from the date of the payment plan agreement. The amortized payments will be combined with and subject to the due date of the customer's regular bills. The customer must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid

charges while paying delinquent charges pursuant to an existing amortization plan. Failure to comply with the terms of an amortization plan, or becoming delinquent on the current charges for more than sixty (60) days, will result in the issuance of a written disconnection notice, which will be physically delivered to the premises no fewer than 5 (five) business days in advance of discontinuation of service.

#### **22.00.04 Appeals**

A customer may dispute a bill or request an adjustment of charges through the District's Customer Service Department, within 25 days following the billing date. If the External Affairs Manager denies the request or fails to respond within fifteen (15) days of the District's receipt of the appeal, the customer may submit a written appeal to the Director of Administrative Services within 30 days of the date the account becomes delinquent, or ten (10) days after the receipt of the denial from the External Affairs Manager, whichever is later.

The Director of Administrative Services will issue a written determination within 15 days. If the Director of Administrative Services denies the appeal, the customer may appeal to the General Manager in writing within 15 days of the date the Director of Administrative Service's determination. The General Manager will provide the customer with a final decision on the appeal within 30 days from the date the written request was received. Late appeals will not be considered.

The District will not discontinue water and/or wastewater service to a customer if there is a pending appeal. If the final appeal is denied by the General Manager, a notice will be issued to the occupant at least five days prior to the discontinuation of service.

#### **22.00.05 Fee Waivers**

"In good standing" is defined as an account that does not have more than one past-due fee during the period of time being reviewed.

Once every two (2) years, District Customer Service Department staff may waive the reminder notice past-due penalty on customers' accounts, if the account is in good standing, no previous late fees have been waived within the past two (2) years and the account balance has been brought current.

Once every five (5) years, District Customer Service staff may waive the second past-due penalty on customers' accounts if the account is in good standing, no previous second past-due fees have been waived within the past five (5) years and the account balance has been brought current.

Additional adjustments that are requested by the customer will fall under Ordinance 2000-03 Credit Adjustment Policy.

### **22.01 Service Discontinuation**

#### **22.01.01 Service Discontinuation Fee**



A customer will be charged a fifty-dollar (\$50) fee for each occasion that an employee of the District is dispatched to disconnect or shut off a service line pursuant to the provisions of Section 22.

### **22.01.02 Service Disconnection Notifications**

The District will not discontinue water service unless payment by the customer has been delinquent for at least 60 days. The District will make a reasonable, good faith effort to contact the customer in writing at least 10 (ten) days before discontinuation of service(s) for nonpayment and a second late fee will be assessed in the amount of \$20 on the account. The written warning of discontinuation of service(s) will be sent to the mailing address designated on the account. If the mailing address and the address of the property to which water service is provided are different, a second notice will be mailed to the service address and addressed to "Occupant". The written disconnection notice will include:

- Customer's name and address
- Amount of the delinquency
- Date by which payment arrangements are required to avoid discontinuation of service
- Description of the process to apply for payment arrangements
- Description of the process to dispute or appeal a bill
- District contact information
- Tenant right to become customer

The District will make a reasonable, good faith effort to notify the customer 48 hours in advance of disconnection of water service for non-payment. The notification will be based upon the preference (text, phone, or email) selected by the customer. Customers who have not selected a means of notification will be notified by phone.

### **22.01.03 Notice to Residential Occupants in Individually Metered Residence**

A tenant/occupant has the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address. In order for the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a signed owner authorization form or a rental agreement. The District will not consider requests from occupants/tenants to become customers, unless the account associated with their place of residence is in arrears and subject to water disconnection.

Occupants who become CCWD customers under the provisions of this policy will be required to pay a new account establishment fee and deposit per Article III, Section 21 B. of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service.

The act of a residential dwelling occupant becoming a CCWD customer, does not alleviate the legal-deeded owner from being ultimately responsible for all fees and charges related to the property. Legal-deeded property owners who enter into landlord-tenant agreements are responsible for all delinquent charges pertaining to the property and will be subject to lien and/or collection through property tax rolls, per California Water Code, Division 12, Part 7, Chapter 2, §31701.5, and California Health and Safety Code, Division 5, Part 3, Chapter 6, §5473.

#### **22.01.04 Notice to Tenants/Occupants in a Multi-Unit Complex Served through a Master Meter**

The District will make a reasonable, good faith effort to inform the occupants, by means of written notice hung on the door of each residence, when the water service account is in arrears and subject to disconnection at least 10 (ten) days before water service is shut off. The written notice will advise the tenant/occupant that they have the right to become customers of the District without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at the address(es) served by the master meter. If one or more of the occupants are willing and able to assume responsibility for the subsequent charges for water service to the satisfaction of the District, or if there is a physical means, legally available to the District, of selectively terminating service to those occupants who have not met the requirements for service, the District will make service available to the occupants who have met those requirements and paid associated capacity, connection and new account establishment fees.

If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to visit the residence and leave a notice of discontinuation of service for non-payment.

#### **22.02 Service Reconnection**

A disconnected service line will only be reconnected when payment of all charges and indebtedness for water and/or wastewater service(s) has been made. A fifty-dollar (\$50.00) fee will be charged for each such reconnection during normal business hours. A higher fee will be charged if reconnection is requested outside of normal business hours, not to exceed \$150.00 (one hundred and fifty) through 2021. After hours reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning July 1, 2021.

#### **22.03 Returned Payments, Unpaid Credit Card Charges, Unhonored ACH Bank Payments, Stopped Payments, Disputed Payments, Over and Underpayments.**

For each payment of water and/or wastewater service(s) that is returned unpaid to the District by its financial institution for any reason including customer error, a twenty-five-dollar (\$25) charge will be added to that account:

Once a payment has been returned by a financial institution, the District will require payment by certified funds (no checks accepted) or credit card for that account for the

following 12-month period. If payment is denied twice within a 12-month period, regardless of payment method, the District will require payment by certified funds or credit card for the following 24 months.

Payments made to on account in excess of one year of billed charges will be refunded to the customer.

#### **22.04 Annual Review of Charges.**

All fees and charges outlined in this section may be reviewed annually for possible adjustments relative to actual costs involved with each notification or action.

#### **22.05 Responsibilities and Authorities.**

The customer bears full responsibility for contacting the District regarding the status of any account for water and/or wastewater services immediately upon the receipt of any statement, bill, reminder or any other notice from the District.

#### **22.06 Tampering**

Any person who, with intent to obtain water without paying the full lawful charge, or with intent to enable another person/business to do so, or with intent to deprive the Calaveras County Water District of any part of the full lawful charge for utility services it provides, commits, authorizes, solicits, aids or abets any of the following will be guilty of a misdemeanor crime. All of the actions below are prosecutable offenses, and the District reserves the right to exercise any and every remedy permitted by law in the event of tampering with the District's lines, meters and/or equipment.

- (1) Diverts or causes to be diverted water services, by any means.
- (2) Prevents any utility meter, or other device used in determining the charge for services, from accurately performing its measuring function by tampering or any other means.
- (3) Tampers with any property owned by or used by the District to provide water services.
- (4) Makes or causes to be made any connection with or reconnection with property owned or used by the District to provide water without the authorization or consent of the District.
- (5) Uses or receives the direct benefit of all or a portion of utility services with knowledge or reason to believe that the diversion, tampering, or unauthorized connection existed at the time of that use, or that the use or receipt was otherwise without the authorization or consent of the utility.
- (6) Provides access to District water to any unauthorized user.

The District will cause the prosecution of all violations of Sections 498, 624 or 625 of the State of California Penal Code, Section 17200 under Business & Professions Code, and all Ordinances or Regulations which make the interference with the orderly supply of water to the District's users a crime.

The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized/unauthorized tenant in operating or using any or all facilities, appliances or equipment for which water is supplied.

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2021 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT**

**AMENDING THE RULES AND REGULATIONS GOVERNING THE FURNISHING OF  
WATER AND/OR WASTEWATER SERVICES TO CONSUMERS, ARTICLE III,  
SECTION 25 and 27**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service o Consumers on December 7, 1954, with Resolution 1857; and

**WHEREAS**, Resolution 1857 established the procedures, schedule, computation, and testing of meter reading; and

**WHEREAS**, the Board of Directors of the Calaveras County Water District does hereby find that there are ammednments needed to address winter averaging and increase the meter testing fee.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby approves an amendment to Article III, Section 25 and Section 27, Governing the Furnishing of Water and/or Wastewater Services, Meter Reading Schedule and Meter Testing, Effective Immediately:

Section 25

A. Meter Reading Procedure for Billings. Where service is metered, the meters will be read at specified intervals for the preparation of regular bills as required for the preparation of opening bills, closing bills and special bills.

Combination of Meters: Each meter on a customer's premises will be considered separately and the readings of two or more meters will not be combined except where combination of meter readings is specifically provided for in the rate schedule, or where the District's operating convenience or necessity may require the use of more than one meter, or a battery of meters. In this case, the monthly minimum charge will be computed upon the resultant diameter of the total combined discharge areas of such meters, unless otherwise provided in the rate schedules.

B. Meter Reading Schedule. It may not always be possible to read meters on the same day of each month, so a variance of about three (3) days will be allowed from one month to another.

Variance in Meter Reading Schedule Due to Unusual Circumstances: If, because of adverse weather conditions or any condition beyond the control of the District, a meter cannot be read on a bi-monthly schedule, the customer shall be billed for the average use of the prior 3 billing periods. When conditions again allow the

reading of the meter, the amount of average water charged for each month shall be subtracted from the total amount of water used. All water used in excess of that average water use charge will be billed in accordance with applicable schedules.

#### Section 26

A. Special Billing Computation. Opening and closing bills rendered for a period of less than a full month will be computed in accordance with the applicable schedule prorated on the basis of the ratio of the number of days in the period to the average billing period of 60 days, or on the amount of water and/or sewer service used, whichever is greater. No proration or refund of service charges will be made.

B. Prorating for Special Billings. Should the total period of service be less than one month, the bill shall be computed in accordance with the applicable schedule prorated on the basis of the ratio of the number of days in the period to the average billing period of 60 days, or on the amount of water and/or sewer service used, whichever is greater. No proration or refund of service charges will be made.

#### Section 27- Meter Testing

Upon making written application and paying the sum of \$85, any customer may have the accuracy tested of the meter through which water is being furnished to his/her premises by the District. If the meter is found to register more than 2% in excess of the actual quantity of water passing through, correction shall be made, and the sum of \$85 refunded to the customer.

**BE IT FURTHER RESOLVED** that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and therefore amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 28<sup>th</sup> of July 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: July 20, 2021

TO: Finance Committee

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Discussion and Direction Regarding Annual Resolution to Submit Delinquencies to County Tax Rolls

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## **RECOMMENDED ACTION:**

Discussion and direction regarding annual resolution to place delinquent charges on Calaveras County tax rolls.

## **SUMMARY:**

Staff is requesting the Finance Committee review the attached list of delinquent utility service accounts and recommend taking this item to the Board for approval for submission to the Calaveras County Tax Collector to be placed on the tax rolls. This is an annual resolution, which aids the District in the collection of these delinquent accounts when other collection efforts have been unsuccessful.

The account delinquencies increased dramatically given COVID restrictions handed down from the state. Governor Newsom's executive order prevented utility service providers from shutting off or suspending service on delinquent accounts. The number of delinquent accounts rose from 134 to 310 and the total amount owed increased by \$146,765 compared to the prior year.

Customer Service started calling customers in addition to sending reminder notices in conjunction with our standard bi-monthly bills. Wastewater service to these properties has not been cut off for public health reasons. Placing the accounts on the tax rolls is an effective and efficient collection procedure. As the District is on the "Teeter" program, payment for delinquencies placed on the tax rolls is guaranteed by the County.

## **FINANCIAL CONSIDERATIONS:**

Placement of the specified delinquent balances on the County tax rolls ensures collection of approximately \$238,941.51 and avoids the need for subsequent bad-debt write-offs.

*Attachments: Resolution Requesting Delinquent Charges Be Placed on Calaveras County Tax Rolls  
Schedule A – Calaveras County Water District FY 2021-22 County Tax List*



**RESOLUTION NO. 2021 -**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CALAVERAS COUNTY WATER DISTRICT**

**REQUESTING DELINQUENT CHARGES BE PLACED ON  
CALAVERAS COUNTY TAX ROLLS**

**WHEREAS**, there are delinquent and unpaid charges due the Calaveras County Water District; and

**WHEREAS**, Section 31701e of the California Water Code provides for the collection of such delinquencies on the County Tax Rolls.

**NOW, THEREFORE**, the Board of Directors requests the Calaveras County Board of Supervisors and Auditor to include those delinquencies as referenced on Schedule A, attached hereto and made a part hereof, on the 2021-2022 Calaveras County Tax Bills.

**PASSED AND ADOPTED** this 28th day of July, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Jeff Davidson, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock, Clerk to the Board

**CALAVERAS COUNTY WATER DISTRICT  
DELINQUENCIES TO PLACE ON THE COUNTY TAX ROLLS - FY 2021-22  
PRELIMINARY AS OF 7/28/21  
SCHEDULE A**

<b>Customer Account</b>	<b>Submitted Amount</b>
000051-000	1,274.58
000072-000	1,666.22
000167-000	141.80
000840-000	551.43
001370-000	1,511.69
001678-000	608.28
002183-000	151.37
002205-000	463.59
002362-000	409.56
002574-000	742.24
002603-000	185.37
003451-000	385.31
003744-000	948.29
004218-000	119.40
004356-000	563.44
005076-000	452.44
005331-000	643.31
005854-000	405.44
006254-000	911.36
006271-000	296.13
006621-000	1,278.03
006672-000	957.57
006970-000	850.28
007391-000	102.07
008390-000	224.70
008875-000	252.44
009040-000	956.73
009586-000	677.60
009715-000	256.15
009954-000	262.79
010100-000	368.66
010307-000	254.21
013008-000	476.05
013196-000	1,594.08
013512-000	137.89
013755-000	126.22
014928-000	1,796.21
016166-000	133.73
016543-000	145.87
016846-000	578.15
016954-000	3,691.56
017354-000	116.22
017583-000	128.60
017966-000	387.63
018699-000	815.41
019851-000	760.48
020443-000	360.72
020777-000	126.53
020940-000	379.89
021127-000	144.61

<b>Customer Account</b>	<b>Submitted Amount</b>
022373-000	2,019.66
022568-000	124.27
022605-000	703.60
022951-000	326.92
023380-000	715.05
023507-000	381.17
023950-000	126.22
024506-000	128.10
025049-000	2,453.48
026434-000	132.14
026499-000	1,078.20
027058-000	315.19
027295-000	584.41
027364-000	126.48
028937-000	325.66
029045-000	322.51
029169-000	838.44
030128-000	1,419.49
030237-000	954.59
030753-000	130.26
030865-000	311.06
031008-000	1,876.78
031236-000	1,005.98
031239-000	101.01
031506-000	1,010.59
031642-000	757.68
031920-000	120.89
032011-000	126.22
032220-000	1,315.00
032296-000	916.09
033486-000	290.52
033503-000	334.00
033697-000	337.32
033773-000	101.13
033789-000	360.06
033890-000	325.59
033984-000	997.68
034159-000	711.69
034179-000	1,584.84
034700-000	663.94
034830-000	472.26
034873-000	731.82
034893-000	420.48
034939-000	230.13
035123-000	1,903.86
035430-000	779.83
035781-000	321.46
035881-000	864.23
035907-000	343.65
035919-000	125.83

<b>Customer Account</b>	<b>Submitted Amount</b>
036884-000	667.75
036910-000	993.44
036961-000	401.15
036984-000	253.19
037057-000	345.18
037114-000	918.83
037167-000	424.19
037232-000	334.51
037270-000	125.37
037432-000	2,528.45
037554-000	322.34
037728-000	407.40
037730-000	149.70
037809-000	801.69
037837-000	566.78
037842-000	986.61
037863-000	116.23
037870-000	408.42
037911-000	963.00
037951-000	1,340.64
037961-000	814.35
037971-000	347.69
037972-000	280.35
037985-000	1,892.23
037987-000	1,792.23
037993-000	1,046.34
038126-000	752.97
038257-000	178.22
038281-000	313.25
038388-000	325.89
038399-000	1,721.72
038676-000	581.21
038916-000	980.37
038953-000	323.41
038959-000	953.00
038992-000	776.73
039018-000	676.27
039047-000	337.26
039094-000	202.73
039118-000	125.64
039138-000	132.22
039175-000	118.74
039209-000	327.67
039218-000	997.79
039260-000	126.54
039333-000	1,335.89
039343-000	965.44
039469-000	206.26
039486-000	388.83
039536-000	126.28

**CALAVERAS COUNTY WATER DISTRICT  
DELINQUENCIES TO PLACE ON THE COUNTY TAX ROLLS - FY 2021-22  
PRELIMINARY AS OF 7/28/21  
SCHEDULE A**

<b>Customer Account</b>	<b>Submitted Amount</b>
021284-000	697.63
021634-000	889.13
039702-000	950.88
039725-000	261.00
039747-000	494.88
039752-000	1,376.90
039790-000	701.87
039916-000	126.58
039996-000	605.13
040042-000	671.59
040051-000	376.22
040079-000	543.96
040180-000	129.01
040234-000	317.14
040286-000	242.44
040312-000	574.53
040384-000	144.46
040398-000	815.41
040499-000	1,956.99
040521-000	520.30
040558-000	204.61
040566-000	202.58
040660-000	216.59
040669-000	604.34
040699-000	667.55
040748-000	153.94
040818-000	258.44
040921-000	116.22
040990-000	129.40
041050-000	323.97
041070-000	1,435.42
041111-000	399.44
041152-000	401.28
041155-000	3,478.13
041157-000	956.97
041167-000	325.02
041171-000	645.15
041192-000	214.00
041223-000	143.21
041265-000	1,527.41
041341-000	1,346.83
041383-000	1,798.61
041419-000	132.33
041421-000	1,813.85
041425-000	346.50
041498-000	378.66
041511-000	372.80
041561-000	133.73
041566-000	1,361.73
041571-000	118.68

<b>Customer Account</b>	<b>Submitted Amount</b>
036116-000	404.18
036737-000	220.34
041754-000	642.01
041755-000	783.28
041756-000	783.28
041757-000	239.39
041759-000	813.17
041764-000	783.28
041765-000	783.28
041766-000	1,936.31
041770-000	916.32
041772-000	612.03
041773-000	783.28
041775-000	1,936.31
041777-000	1,230.11
041778-000	783.28
041779-000	442.02
041780-000	542.02
041781-000	1,242.03
041782-000	1,242.03
041783-000	1,242.03
041784-000	1,242.03
041785-000	1,242.03
041786-000	621.01
041788-000	1,242.03
041789-000	1,242.03
041790-000	931.03
041791-000	1,242.03
041793-000	1,242.03
041794-000	1,242.03
041795-000	1,242.03
041797-000	1,242.03
041798-000	1,242.03
041800-000	342.02
041801-000	1,242.03
041802-000	1,242.03
041803-000	783.28
041804-000	783.28
041805-000	1,912.48
041806-000	1,936.31
041808-000	783.28
041809-000	1,936.31
041810-000	1,936.31
041812-000	783.28
041815-000	2,237.65
041816-000	2,546.12
041817-000	1,134.57
041818-000	917.04
041819-000	418.96
041820-000	343.15

<b>Customer Account</b>	<b>Submitted Amount</b>
039560-000	2,903.74
039570-000	436.37
041831-000	1,709.80
041833-000	1,204.48
041834-000	902.81
041835-000	1,418.66
041836-000	941.56
041837-000	1,318.70
041838-000	2,237.65
041839-000	919.11
041840-000	690.42
041841-000	1,055.85
041843-000	890.42
041844-000	2,237.65
041846-000	2,237.65
041849-000	890.42
041852-000	2,237.65
041853-000	890.42
041854-000	890.42
041858-000	890.42
041859-000	890.42
041860-000	2,237.65
041861-000	2,237.65
041864-000	2,237.65
041865-000	890.42
041866-000	2,237.65
041867-000	2,327.77
041869-000	2,376.03
041870-000	2,151.88
041874-000	521.18
041909-000	682.95
041910-000	521.11
041985-000	1,086.80
041995-000	126.22
042016-000	346.88
042018-000	123.93
042070-000	116.22
042125-000	363.09
042159-000	699.99
042186-000	281.73
042241-000	276.89
042285-000	258.90
042303-000	329.12
042321-000	288.17
042348-000	316.86
042442-000	297.81
042443-000	140.03
042468-000	365.19
042503-000	325.51
042520-000	182.65

**CALAVERAS COUNTY WATER DISTRICT**  
**DELINQUENCIES TO PLACE ON THE COUNTY TAX ROLLS - FY 2021-22**  
**PRELIMINARY AS OF 7/28/21**  
**SCHEDULE A**

<b>Customer Account</b>	<b>Submitted Amount</b>
041575-000	750.28
041704-000	220.85
041748-000	553.16
041752-000	783.28

<b>Customer Account</b>	<b>Submitted Amount</b>
041824-000	890.45
041826-000	147.58
041827-000	890.42
041829-000	311.18

<b>Customer Account</b>	<b>Submitted Amount</b>
042521-000	256.34
042527-000	159.38
<b>TOTAL</b>	<b>238,941.51</b>