



RESOLUTION NO. 2023-21  
RESOLUTION NO. PFA-01  
ORDINANCE NO. 2023-01

## AGENDA

### OUR MISSION

Protect, enhance, and develop Calaveras County's water resources and watersheds to provide safe, reliable, and cost-effective services to our communities.

2021-2026 Strategic Plan, Adopted April 28, 2021, and can be viewed at this [link](#)

Regular Board Meeting  
Wednesday, April 26, 2023  
1:00 p.m.

[Calaveras County Water District](#)  
120 Toma Court  
San Andreas, California 95249

**Board Chambers are open to the public and the following alternative is available to members of the public who wish to participate in the meeting virtually:**

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 323-647-8603,,605388082# United States,

Phone Conference ID: 605 388 082#

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 that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. PUBLIC COMMENT

At this time, members of the public may address the Board on any non-agendized item. The public is encouraged to work through staff to place items on the agenda for Board consideration. No action can be taken on matters not listed on the agenda. Comments are limited to three minutes per person.

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### BOARD OF DIRECTORS

Scott Ratterman, President  
Cindy Secada, Director

Russ Thomas, Vice President  
Bertha Underhill, Director

Jeff Davidson, Director

**3. CONSENT AGENDA**

The following items are expected to be routine / non-controversial. Items will be acted upon by the Board at one time without discussion. Any Board member may request that any item be removed for later discussion.

3a Report on the Monthly Investment Transactions for March 2023  
(Jeffrey Meyer, Director of Administrative Services)

3b Approval of Credit Adjustment for APN 073-036-005  
(Kelly Richards, Customer Service Supervisor)

**RES 2023-\_\_\_\_\_**

3c Cancellation of the Regular Board Meeting of May 10, 2023  
(Rebecca Hitchcock, Clerk to the Board)

**4. NEW BUSINESS**

4a Discussion/Action Regarding Amending District Policy No. 12 – Records Retention Policy  
(Rebecca Hitchcock, Clerk to the Board)

**RES 2023-\_\_\_\_\_**

4b Discussion/Action regarding Approval of a Sole Source Construction and Installation Contract for a UV Trough and Installation of the UV Disinfection System  
(Damon Wyckoff, Director of Operations)

**5. REPORTS**

5a\* General Manager’s Report  
(Michael Minkler)

**6.\* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

**7. NEXT BOARD MEETINGS**

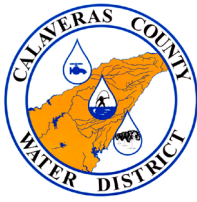
- Wednesday, May 10, 2023, 1:00 p.m., Regular Board Meeting (Cancellation Request)
- Wednesday May 3, 2023, 1:00 p.m., Special Board Workshop
- Wednesday, April 26, 1:00 p.m., Regular Board Meeting

**8. CLOSED SESSION**

8a Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9. 2 potential cases

**9. REPORTABLE ACTION FROM CLOSED SESSION**

**10. ADJOURNMENT**



# CALAVERAS COUNTY WATER DISTRICT

## Board of Directors

District 1      Scott Ratterman  
District 2      Cindy Secada  
District 3      Bertha Underhill  
District 4      Russ Thomas  
District 5      Jeff Davidson

## Financial Services

Umpqua Bank  
US Bank  
Wells Fargo Bank

## CCWD Committees

\*Engineering Committee  
\*Finance Committee  
\*Legal Affairs Committee  
\*External Relations Committee

## Joint Power Authorities

ACWA / JPIA  
CCWD Public Financing Authority  
Calaveras-Amador Mokelumne River Authority (CAMRA)  
Calaveras Public Power Agency (CPPA)  
Eastern San Joaquin Groundwater Authority  
Tuolumne-Stanislaus Integrated Regional Water  
Management Joint Powers Authority (T-Stan JPA)  
Upper Mokelumne River Watershed Authority (UMRWA)

## Other Regional Organizations of Note

Calaveras County Parks and Recreation  
Committee  
Mountain Counties Water Resources  
Association (MCWRA)  
Mokelumne River Association (MRA)  
Tuolumne-Stanislaus Integrated Regional Water  
Mgt. JPA Watershed Advisory Committee (WAC)  
Eastern San Joaquin Groundwater Authority-Technical  
Advisory Committee

## Legal Counsel

Matthew Weber, Esq.  
Downey Brand, LLP

## Auditor

Richardson & Company, LLP

## Membership\*\*

Davidson / Thomas (alt. Secada)  
Secada / Ratterman (alt. Underhill)  
Ratterman / Davidson (alt. Thomas)  
Underhill / Thomas (alt. Secada)

Ratterman (alt. Michael Minkler)  
All Board Members  
Ratterman / Secada (alt. Underhill)  
Michael Minkler (alt. Brad Arnold)  
Thomas (alt. Brad Arnold)  
Secada (alt. Thomas)  
Davidson (alt. Ratterman)

Thomas (alt. Ratterman)

All Board Members

All Board Members  
Brad Arnold (alt. Jessica Self)

Brad Arnold (alt. Kelly Gerkenmeyer)

\* Standing committees, meetings of which require agendas & public notice 72 hours in advance of meeting.

\*\* The 1<sup>st</sup> name listed is the committee chairperson.

# Item 3a

# Agenda Item

DATE: April 26, 2023

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for March 31, 2023

## RECOMMENDED ACTION:

For information only.

## SUMMARY:

Per the District's Investment Policy, staff will report the monthly investment activity for the preceding month. During March 2023, the following investment transactions occurred:

<b>Chandler Asset Management Activity:</b>	<b>General</b>	<b>Water CIP Loan</b>	<b>Sewer CIP Loan</b>
<b>Book Value at 02/28/2023</b>	<b>20,116,284.21</b>	<b>19,612,487.14</b>	<b>9,293,455.25</b>
Security Purchases	313,953.91	-	-
Money Market Fund Purchases	306,326.23	60,688.44	28,757.66
Money Market Contributions		-	-
Security Sales	-		-
Money Market Fund Sales	(314,353.91)		-
Maturities	(250,000.00)	-	-
Principal Paydown	(30,953.50)	-	-
Money Market Fund Withdrawals	(5.45)	(2,679.54)	(1,269.72)
Amortization/Accretion	(3,114.59)	-	-
Gain/Loss on Dispositions	(4,165.70)		-
<b>Book Value at 03/31/2023</b>	<b>20,133,971.20</b>	<b>19,670,496.04</b>	<b>9,320,943.19</b>
<b>Local Agency Investment Fund Activity:</b>			
<b>Balance at 02/28/2023</b>	<b>12,061,891.84</b>		
<b>Withdrawals, Operating Cash</b>	<b>(1,000,000.00)</b>		
<b>Interest</b>	<b>-</b>		
<b>Balance at 03/31/2023</b>	<b>11,061,891.84</b>		

LAIF (Local Agency Investment Fund) daily interest rates are 2.87% as of March 31, 2023. The LAIF rate has remained low compared to other investment options, however the majority of available funds are being invested through Chandler Asset Management.

Attachment: Investment Activity Report for March 2023

**CALAVERAS COUNTY WATER DISTRICT  
INVESTMENT ACTIVITY**

FOR THE MONTH ENDING March 31, 2023

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			DATE INVST	CM INTEREST AND DIVIDEND RECVD
		COST	PAR (PRINC)	CPN RATE		
Local Agency Investment Fund	11,061,891.84	11,061,891.84	11,061,891.84	2.520%	ongoing	-
Chandler Asset Management	19,114,707.87	20,133,971.50	20,157,542.15	1.490%	ongoing	17,442.40
Chandler Asset Management - Water Loan	19,680,220.54	19,680,220.54	19,680,220.54	3.830%	ongoing	58,008.90
Chandler Asset Management - Sewer Loan	9,486,954.66	9,472,144.16	9,493,508.96	4.060%	ongoing	27,487.94
<b>Totals</b>	<b>59,343,774.91</b>	<b>60,348,228.04</b>	<b>60,393,163.49</b>			<b>102,939.24</b>

Chandler Asset Management Activity:	General	Water CIP Loan	Sewer CIP Loan
<b>Book Value at 02/28/2023</b>	<b>20,116,284.21</b>	<b>19,612,487.14</b>	<b>9,293,455.25</b>
Security Purchases	313,953.91	-	-
Money Market Fund Purchases	306,326.23	60,688.44	28,757.66
Money Market Contributions		-	-
Security Sales	-		-
Money Market Fund Sales	(314,353.91)		-
Maturities	(250,000.00)	-	-
Principal Paydown	(30,953.50)	-	-
Money Market Fund Withdrawals	(5.45)	(2,679.54)	(1,269.72)
Amortization/Accretion	(3,114.59)	-	-
Gain/Loss on Dispositions	(4,165.70)		-
<b>Book Value at 03/31/2023</b>	<b>20,133,971.20</b>	<b>19,670,496.04</b>	<b>9,320,943.19</b>
<b>Local Agency Investment Fund Activity:</b>			
<b>Balance at 02/28/2023</b>	<b>12,061,891.84</b>		
Withdrawals, Operating Cash	(1,000,000.00)		
Interest	-		
<b>Balance at 03/31/2023</b>	<b>11,061,891.84</b>		

**CALAVERAS COUNTY WATER DISTRICT  
CHANDLER ASSET MANAGEMENT (General)**

**FOR THE MONTH ENDED March 31, 2023**

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			Dividends Earned	Interest Earned
		BOOK	PAR Value/Units	CPN RATE		
Asset Backed Security	937,361.38	969,700.32	969,743.68	0.85%		15,054.36
Agency Securities	2,299,418.40	2,411,297.03	2,400,000.00	0.95%		6,945.00
CMO	388,385.00	400,386.93	400,000.00	2.71%		
Corporate Securities	4,187,552.45	4,384,749.70	4,360,000.00	1.67%		
Money Market Fund (Cash)	57,798.47	57,798.47	57,798.47	4.32%	123.37	
Negotiable CD	-	-	-			
Supernational Securities	1,042,723.92	1,120,511.36	1,120,000.00	65.00%		
US Treasury	10,201,468.25	10,789,527.69	10,850,000.00	1.33%		3,250.00
<b>Totals</b>	<b>19,114,707.87</b>	<b>20,133,971.50</b>	<b>20,157,542.15</b>	<b>1.30%</b>	<b>123.37</b>	<b>25,249.36</b>

# Item 3b



# Agenda Item

DATE: April 26, 2023  
TO: Michael Minkler, General Manager  
FROM: Kelly Richards, Customer Service Supervisor  
SUBJECT: Approval of Credit Adjustment for APN 073-036-005

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## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ approving Resolution 2023-\_\_\_ approving a Credit Adjustment to Customer Account Number 611-13565-00 for APN 073-036-005 (2689 Danaher Dr.).

## **SUMMARY:**

Per the District's Ordinance No. 2000-03 (attached) any credit adjustment in excess of \$1,000 requires approval from the Board of Directors. The District currently has customer Ms. Gaspard who are requesting a credit adjustment of \$1,519.69 due to a water leak occurring on her property. This leak has since been repaired.

As per Section 1 of Ordinance No, 2000-03 "leak adjustments will only be granted once every five (5) years per water service account." Ms. Gaspard has not received an adjustment within the last five (5) years. Therefore, staff recommends that the credit adjustment be approved by the Board.

## **FINANCIAL CONSIDERATIONS:**

The credit adjustment for account number 611-13565-00 will reduce water revenues in the water fund (Fund 300) by the amount of the adjustment \$1,519.69.

*Attachments: Ordinance No. 2000-03 – Credit Adjustment Policy Leak  
Adjustment Request  
Resolution 2023-\_\_\_ approving a credit adjustment*

**ORDINANCE NO. 2000- 03**

**Credit Adjustment Policy**

The Board of Directors of CALAVERAS COUNTY WATER DISTRICT (CCWD) has determined that it is necessary and appropriate to adopt a policy for credit adjustments.

NOW, THEREFORE, BE IT ORDAINED as follows:

Section 1. Findings.

The General Manager and his authorized designees may make credit adjustments not to exceed \$1,000 to customer accounts in order to resolve customer-disputed charges. Such an adjustment must be requested in writing by the customer and supported by documentation showing that the credit is allowed due to extraordinary circumstances that render established policies and procedures of the District unreasonable or inapplicable.

Inclusive in this adjustment policy is a provision for leak adjustments calculated as 50 percent of the amount in excess of the customer's bill in a like period from a previous year. Leak adjustments will only be granted once every five years per water service account.

Adjustments in excess of \$1,000 require approval from the Board of Directors through variance procedures as established by the District.

Section 2. Effect on Prior Actions.

All provisions of prior ordinances and resolutions of CCWD not inconsistent with this Ordinance shall remain in full force and effect.

Section 3. Severability.

This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior CCWD ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto. The District hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

Section 4. Publication/Effective Date.

This Ordinance shall take effect as of this date.

PASSED AND ADOPTED this 14th day of June, 2000, by the following vote:

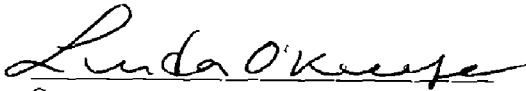
AYES: Directors Deem, Weinkle, Fonceca, Hebrard and Davidson  
NOES: None  
ABSENT: None  
ABSTAIN: None

CALAVERAS COUNTY WATER DISTRICT



\_\_\_\_\_  
President

ATTEST:

  
Secretary  
General Manager

**LEAK ADJUSTMENT CALCULATION**

<b>CUSTOMER NAME:</b>	GASPARD
<b>ACCOUNT #:</b>	611-13565-00
<b>APN #:</b>	73036005
<b>DATE OF LEAK: (Billing Cycle)</b>	Mar-23
<b>BILLED CONSUMPTION:</b>	\$3,041.39
<b>LAST YEAR'S CONSUMPTION:</b>	\$2.02
<b>DIFFERENCE:</b>	\$3,039.37
<b>CREDIT: (50% of Difference)</b>	\$1,519.69

**RESOLUTION NO. 2023-**

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

**APPROVING A WATER LEAK CREDIT ADJUSTMENT FOR CUSTOMER ACCOUNT  
NUMBER #611-13565-00 FOR APN 073-036-005 AT  
2689 DANAHER DR.**

**WHEREAS**, the Board of Directors of the Calaveras County Water District adopted Ordinance No. 2000-03 – Credit Adjustment Policy on June 14, 2000 which established that credit adjustments in excess of \$1,000 require approval from the Board of Directors; and

**WHEREAS**, Ordinance No. 2000-03 further states leak adjustments will only be granted once every five years per water service account; and

**WHEREAS**, the owners of 2689 Danaher Dr. (APN 073-036-005) have requested a leak adjustment credit in the amount of \$1519.69; and

**WHEREAS**, the customer has repaired their water leak; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby authorize approval of the leak adjustment credit in the amount of \$1519.69 attached and made a part of hereto, as a one-time courtesy for the next five years for account number 611-13565-00.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of April 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

\_\_\_\_\_  
Scott Ratterman, President  
Board of Directors

**ATTEST:**

\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board

# Item 3c

# Agenda Item

DATE: April 26, 2023  
TO: Michael Minkler, General Manager  
FROM: Rebecca Hitchcock, Clerk to the Board  
SUBJECT: Cancellation of the Regular Board Meeting of May 10, 2023

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## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_ / \_\_\_\_\_ by Minute Entry approve cancelling the Regular Board Meeting of May 10, 2023.

## **SUMMARY:**

The annual Association of California Water Agency's (ACWA) spring conference is scheduled May 9-11, 2023, and it appears that a majority of the Board Members will be attending the conference. Therefore, staff proposes to cancel the regularly scheduled Board Meeting of May 10 and create a Special Board Meeting on May 3, 2023. The second Board Meeting on May 24, 2023 would remain as scheduled.

## **FINANCIAL CONSIDERATIONS:**

None

# Item 4a



# Agenda Item

DATE: April 26, 2023

TO: Michael Minkler, General Manager

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Discussion/Action Regarding Amending District Policy No. 12–Records Retention Policy

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ approving Resolution 2023-\_\_\_\_\_ to amend District Policy No. 12-Records Retention Policy.

## SUMMARY:

A sound records retention policy helps ensure that information is available when it is needed. To do this efficiently, records must be identified, organized, maintained for the requisite number of years, and then destroyed. Records management encompasses all the record-keeping requirements that allow an organization to establish and maintain control over information flow and administrative operations. It allows for control and management of records through the entirety of their life cycle from creation to final disposition.

District Policy 12 - Records Retention provides guidelines regarding the retention or disposal of District records. The existing policy is outdated and does not reflect changing circumstances and technologies. The amended schedule provides significant clarity by providing 5 categories for each type of document including;

1. Department
2. Type of Record
3. Description
4. Retention Period
5. Legal Authority for destruction or retention

The current Policy adopted in June 1990 is attached along with the revised version. Staff recommends adoption of the updated Records Retention Policy.

## FINANCIAL CONSIDERATIONS:

None

*Attachments: Resolution No. 2023-\_\_ - Amending Policy 12 Records Retention Policy  
Draft Policy 12 Records Retention Policy  
Res 90-60 Retention of Records Policy to be amended.*

**RESOLUTION NO. 2023-**

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

**AMENDING POLICY NO. 12 RECORDS RETENTION POLICY**

**WHEREAS**, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT adopted Resolution No. 90-60 Retention of Records Policy in June of 1990; and

**WHEREAS**, the existing policy is outdated and does not reflect the current laws, regulations, and government code sections on record retention; and

**WHEREAS**, the Records Retention Schedule is established in accordance with Government Code Section 60200 et seq. and other statutory requirements and sound record management practices; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby amend Policy 12, Records Retention Policy, that was adopted on June 14, 1990, by Resolution 90-60.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of April 2023 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Scott Ratterman, President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk to the Board

# CALAVERAS COUNTY WATER DISTRICT RECORD RETENTION AND DISPOSAL POLICY

## **Purpose**

The Calaveras County Water District recognizes the need to retain certain business records for specified periods of time, or permanently, in order to comply with applicable federal and state laws and regulations. At the same time, the District acknowledges that it is good business practice to periodically dispose of unnecessary and outdated records to reduce the cost and administrative burden of storing historical business records.

The purpose of this Record Retention and Disposal Policy (“**Policy**”) is to establish guidelines and a schedule for the District to follow when making decisions about retaining and disposing of records.

## **Procedures**

As a general rule, miscellaneous records older than 2 years that are no longer needed for the District’s business and operations may be destroyed in accordance with this Policy.

In particular, routine records that do not set policy; do not contain substantive communications, research, or other memorialization of events or thought process; do not establish guidelines or procedures; do not serve as the basis of official action; and have no other exceptional value to the District’s institutional memory or operations may be disposed of when their usefulness to the District has expired.

Where provisions of law or the District’s operations require it, certain records may be retained for longer periods of time. Exhibit A (Retention Schedule) sets forth retention periods applicable to certain Records commonly held by the District.

Records that are not identified in the Retention Schedule; are no longer needed for the District’s business or operations; and are not otherwise subject to legal retention requirements should be promptly disposed of in accordance with this Policy. (*See Gov. Code § 26202.*)

## **Special Considerations**

**Email, Voicemail and Other Electronic Records.** As a general rule, the District should not retain email past its immediate usefulness. Electronic records that need to be retained should be safely backed up and electronically stored. The retention period for electronic records depends upon the subject matter of the record, according to the attached Record Retention Schedule.

**EXHIBIT A**  
**RECORD RETENTION SCHEDULE**

Record Type	Page
Board of Directors	1
Backflow Prevention	1
Customer Service	1
Engineering	2
Finance	3
Fleet	4
Grants	5
Human Resources	5
Inspection Services	6
Laboratory	6
Legal	6
Purchasing	7
Real Estate Management	7
Records Management	7
Regulatory Compliance-State and Federal	7
Safety	8
SCADA	8
Wastewater	8
Water	9
Water Policy	10

**LEGEND**

<b>AU=Audit Year</b>	<b>L=Life</b>
<b>CL=Close or completion of project</b>	<b>P=Permanent</b>
<b>CM=Current Month</b>	<b>S=Until Superseded</b>
<b>CY=Current Fiscal Year</b>	<b>T=Termination</b>
<b>A=Active</b>	

**ABBREVIATIONS**

<b>CM=Contract Management</b>	<b>RFP=Request for Proposal</b>
<b>NTP=Notice to Proceed</b>	<b>PM=Project Manager</b>

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
<b>BOARD OF DIRECTORS</b>					
BOD01	Bylaws Formation documents Resolutions Ordinances Meeting minutes Agendas	Official Board meetings and Committee meetings	Administration	P	Business Reasons; Cal. Gov. Code § 12236(a); Cal. Gov. Code § 60201(d);
BOD02	Board Meeting Materials	Board Packages, PowerPoint Presentations, Information presented at the meeting, and Meeting Recordings	Administration	CY+1	Cal. Gov. Code § 81009(b),(e)
BOD03	Protest Letters	Protests, Proposition 218, etc.	Administration	CL+5	Cal. Const., art. XIII; Cal. Code of Civil Procedure § 343
BOD04	Statement of Economic Interest	7 years (Elected) 5 years (Others)	Administration	CY+7 CY+ 5	Cal. Gov. Code § 81009(b),(e)
BOD05	Director Training	Ethics and Harassment	Administration	CY+5	Cal. Gov. Code § 53235.2
<b>BACKFLOW PREVENTION PROGRAM</b>					
BF01	Surveys	Onsite inspections of customers premises to evaluate actual and potential hazards to public water system.	Operations	CL+10	
<b>CUSTOMER SERVICE</b>					
CS01	Correspondence	Incoming and outgoing letters regarding customer inquiries, disputes, and customer service-related information	Customer Service	CY+3	
CS03	Address Change	Address Change forms	Customer Service	CY+2	
CS04	Connection Records	New customer connection records	Customer Service	P	
CS05	Complaints	Customer complaints	Customer Service	CY+5	
CS06	Demands	Requests for Payoff amounts from Title Company	Customer Service	CY+2	
CS07	Inspection records	Grease trap inspections	Customer Service	CY+5	
CS08	Meter Reads	Meter read reports	Customer Service	CY+2	
CS09	Rebates	Customer rebates	Customer Service	CY+5	
CS10	Returned mail	Returned mail	Customer Service	CY+2	
CS11	Secondary Bill	Secondary bill to request	Customer Service	CY+2	
CS12	Work Orders	Work orders / Service requests	Customer Service	CY+3	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
<b>ENGINEERING</b>					
ENG01	Correspondence – Internal, and External, Incoming and Outgoing	Letters, fax, memo, to or from contractors, or consultants regarding projects.	Engineering	CL+10	Close is project completion date.
ENG02	Development Standards	Development, Design and Construction Standards	Engineering	S	
ENG03	Manuals - O&M	Operations and Maintenance Manuals	Engineering	S	Retain for the life of the facility
ENG04	Permits	Engineering and Inspections related permits.	Engineering	P	
ENG05	Photographs / Videos	Project related photographs.	Engineering	P	
ENG06	Preliminary Liens	Issued to the District by subcontractors for public work projects.	Engineering	CL+10	Close is project completion date.
ENG07	Ca Environmental Quality Act - CEQA	Includes NEPA, Notice of Exemptions, determinations, and completions.	Engineering	P	CEQA Guidelines
ENG08	RFP's, RFQ's Legal Notices, Agreements	RFPs, RFQ's, Legal notices advertisement sent to newspapers, site agreements with contractors.	Engineering	CL+10	Close is the project completion date
ENG09	Agreements / Contracts	Agreements / contracts with contractors or consultants to perform capital project services, or to provide goods.	Engineering	CL+10	Close is the project completion date
ENG10	Bid Opening Checklist	The Bid Opening Checklist form used to verify construction bidder has submitted all required items.	Engineering	CL+10	Close is the project completion date
ENG11	Bid Summary	Spreadsheet to summarize all construction bids received.	Engineering	CL+10	Close is the project completion date
ENG12	Bids Successful	Bid documents submitted by the successful bidder.	Engineering	CL+10	See regulatory for compliance projects required by State or Federal.
ENG13	Certified Payroll	Certified payroll information received from Contractor.	Engineering	CL+10	Close is the project completion date
ENG14	Contract Change Order	Change to an agreement or contract relating to scope of work, completion date, etc.	Engineering	CL+10	Close is the project completion date
ENG15	Notice of Award	Notice to a contractor who has been awarded a contract.	Engineering	CL+10	Close is the project completion date
ENG16	Notice of Completion Form	Form stating a construction project is complete.	Engineering	P	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
ENG17	Notice to Proceed	Capital Improvement Projects	Engineering	CL+10	Close is the project completion date
ENG18	Preliminary Bid Results		Engineering	CL+10	Close is the project completion date
ENG19	Project specifications and drawings.		Engineering	P	
ENG20	Proposals Successful Capital Improvements	Proposals submitted by proposer in response to an RFP. Successful and awarded	Engineering	CL+10	Close is the project completion date
ENG21	Drawings – As Built	Blueprints, drawings, maps, and plans	Engineering	P	
ENG22	GIS Documents	Maps containing geographic information. Also includes water and sewer line drawings		S	
<b>FINANCE</b>					
FIN01	Accounts Payable	Invoices and Ledgers	Finance	AU+4	Government Code Section 60201(d)(12)
FIN02	Accounts Receivable	Invoices and Ledgers	Finance	AU+4	Government Code Section 60201(d)(12)
FIN03	Answering Service Messages		Finance	CY+1	
FIN04	Assessment Districts	Assessment Districts files	Finance	P	
FIN05	Audit - Annual Financial Reports	Independent Auditor Analysis	Finance	P	26 CFR §§ 1.6001-1, 301.6501(E)-1
FIN06	Bank Reconciliation		Finance	CY+7	
FIN07	Budget	Board approved operating budget.	Finance	P	
FIN08	Budget Adjustments	Board approved budget adjustments	Finance	CY+6	
FIN09	Budget Status Reports		Finance	AU+1	
FIN10	Cancelled Checks		Finance	CY+7	
FIN11	Cancelled Payroll Checks		Finance	CY+7	
FIN12	Cash Receipts		Finance	CY+7	
FIN13	Contracts and Leases (expired)		Finance	P or until S	
FIN14	County Tax Receipts and Statements		Finance	AU+5	
FIN15	Finance Committee Meeting recordings		Finance	CY+3	
FIN16	Finance Committee Agendas and Minutes		Finance	P	
FIN16	Fixed Assets		Finance	P	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
FIN17	Form W-9, New Vendor	Vendor information, vendor forms, tax compliance	Finance	AU+7	Government Code Section 60201(d)(12)
FIN18	General Correspondence		Finance	CY+3	
FIN19	General Ledger		Finance	P	
FIN20	Investment Trade Confirmations		Finance	P	
FIN21	Journals		Finance	AU+4	
FIN22	Meter Readings		Finance	CY+3	
FIN23	Payroll Records	Payroll Journals, Payroll Tax Returns, Registers	Payroll	P	
FIN24	Payroll Records	Timesheets	Payroll	AU+7	
FIN25	Returned Checks		Finance	CY+7	
FIN26	Retirement and Pension Records	Includes PERS employee deduction reports	Finance	P	
FIN27	Rates	Yearly rates for water, sewer, irrigation, recycled water, etc.	Finance	P	
FIN28	Teeter Records		Finance	CY+7	
FIN29	UB Line Locates	Utility Billing line locates (USA811 keep 7 years)	Finance	CY+7	
FIN30	UB Lock offs	Utility Billing Lockoffs, Reminders, and Door tags	Finance	CY+3	
FIN31	UB	Utility Billing	Finance	CY+3	
FIN32	UB Billing Journals	Utility Billing Journals	Finance	CY+3	
<b>FLEET</b>					
FLT01	Vehicle Ownership & Title	Owner's manual, warranty documents, Department of Motor Vehicle title and registration, and related documents.	Operations	L	
FLT02	Work Orders	Service and work orders for vehicle maintenance.	Operations	L	
<b>GRANTS</b>					
GR01	Grant Reimbursement Claims- Successful	Documentation of federal or state grant funding for various projects, programs, or emergencies / natural disasters. Successful / funded	Finance, Engineering, and External Affairs	CL+5	Retain for 5 years after the final Financial Status Report is complete
<b>HUMAN RESOURCES</b>					
HR01	Benefit Plan	Benefit plan enrollments	Human Resources	T+7	



Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
HR02	Benefit Plan	Benefit Plans/Agreement Policy	Human Resources	S+2	
HR03	Benefit Reimbursements	Includes retiree health reimbursements	Human Resources	AU+4	
HR04	COBRA		Human Resources	T+2	
HR05	Correspondence		Human Resources	CY+3	
HR06	Disciplinary Actions		Human Resources	T+2	
HR07	Employee Handbook		Human Resources	S+2	
HR08	Employee Files		Human Resources	T+7	
HR09	Employee Policy	Policy and Procedure	Human Resources	P	
HR10	Employee Programs	Recognition, etc.	Human Resources	C+2	
HR11	Employee Training	Training certifications	Human Resources	T+7	
HR12	Form I-9	Proof of right to work in the United States.	Human Resources	T+7	
HR13	Grievances, arbitration, harassment complaints		Human Resources	T+2	
HR14	I9's	Employment Eligibility Verification	Human Resources	T+3	
HR15	Job Descriptions	Job descriptions and associated studies	Human Resources	S+2	
HR15	Labor Relations	Contains notes leading up to MOU / agreement, notebooks, and correspondence	Human Resources	C+2	
HR16	Medical Records – Active Employees	FMLA/CFRA/PDL	Human Resources	CL+30	
HR17	Medical Records-Former Employees	Medical records for employees working less than one year	Human Resources	T+1	
HR18	Memorandum of Understanding	Contract / agreement	Human Resources	P	
HR19	Payroll Registers		Human Resources	P	
HR20	PERS	Contracts and Amendments	Human Resources	S	
HR21	Policy & Procedures		Human Resources	P	
HR22	Recruitment	Job announcements, advertisements, applications, exams, interview questions, resumes,	Human Resources	CL+2	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
HR23	Salary Records		Human Resources	T+7	
HR24	Surveys & Studies		Human Resources	C+2	
HR25	Timecards		Human Resources	AU+6	
HR26	Training		Human Resources	C+7	
HR27	W2's		Human Resources	P	
HR28	Workers Compensation		Human Resources	P	CCR §§ 14311, 15400.2 Cal. Labor Code § 110-139.6
<b>INSPECTION SERVICES</b>					
INSP01	Inspection Reports	Inspection reports. Includes daily record of work performed for CCWD or Developer projects, verification, and confirmation with drawings.	Inspection/ Engineering	CL+10	Close is project completion date for CIP and date of acceptance for Developer projects.
INSP02	Photographs and Videos	Pictures or videos of construction site and progress.	Inspection/ Engineering	P	
<b>LABORATORY</b>					
LAB01	Bacterial Analysis	Compliance records	Operations	CY+5	State Water Resources Control Board - NPDES
LAB02	Chemical Analysis	Compliance records	Operations	CY+10	
<b>LEGAL</b>					
L01	Agreements / Contracts	Contracts between outside agencies, contractors, vendors, or consultants	Administration	P	
L03	Litigation / Case Files	Files relating to Litigation (e.g., investigations; pleadings; correspondence; research; invoices; settlement agreements; claims and demand letters where litigation was not filed)	Administration	CL+7	
<b>PURCHASING</b>					
P01	PO Agreements	Purchase Orders that function as a contract with the contractor	Finance	AU+6	
<b>REAL ESTATE MANAGEMENT</b>					
RE01	Agreements – Leases	All Leases Agreements permitting the use of District real property.	Administration	T+5	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
RE02	Grant Deeds	All documentation granting real property to the District.	Administration	P	
RE03	Grants of Easement	All recorded easement rights granted to the District.	Administration	P	
<b>RECORDS MANAGEMENT</b>					
RM01	Historical	Historical documents including various reports, pictures, videos, etc.	Administration	P	
RM02	Records Retention Schedule	Records retention requirements approved by the Board of Directors	Administration	S	
<b>REGULATORY - STATE AND FEDERAL</b>					
ST01	Compliance	Includes confirmation of compliance documentation and supporting documentation for proof of compliance	Operations	P	
ST02	Correspondence – State Regulatory Compliance	Includes compliance related letters, fax, memos to or from State regulatory agencies.	Operations	P	
ST03	Projects – State Regulatory Compliance	Project documentation for projects mandated by the State.	Engineering	P	
ST04	Permits	Permits required by state agencies	Engineering	P	
ST06	Reports – State Regulatory Compliance	Includes information and reports submitted to State regulatory agencies.	Engineering	P	
FED01	Projects –Federal Regulatory Compliance	Project documentation for CIP mandated by FERC or other Federal regulatory agencies.	Water Resources	P	
FED02	Correspondence – Federal Regulatory Compliance	Letters, memos, faxes to or from Federal regulatory agencies.	Water Resources	P	
FED03	Emergency Action Plan	Emergency Action Plan (EAP). Plan of action for emergencies.	Operations	S	
FED05	License Documents	Documents Associated with FERC or other Federal licensing/	Water Resources	P	
FED06	Notifications – Federal Regulatory Compliance	Includes notices, letters, memos, or faxes from FERC or other Federal regulatory agencies as reminders of specific items or details	Water Resources	CY+2	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
FED07	Reports – Federal Regulatory Compliance	Includes all reports submitted to Federal regulatory agencies.	Water Resources	P	
<b>SAFETY</b>					
SA01	DMV Pull Notice		Human Resources	CY+7	
SA02	First Aid Incidents		Human Resources	CY+5	
SA03	Injury Illness Protection Program		Human Resources	S	
SA05	Accident or Incident Reports	Accident/Incident reports, vehicle, and injury/illness others	Human Resources	CL+7	
SA08	Safety Manual		Human Resources	S	
<b>SCADA</b>					
SC01	SCADA Database Records	Applies to data recorded and stored locally at the treatment/generation plants. This data is replicated to a main repository (Tier 2) at Headquarters. Defines the period in which we can delete data from the running base.	Operations	CY+5	
<b>WASTEWATER / RECYCLED WATER</b>					
WW01	Daily Log Books	Treatment Plant Operators diary. Tracks daily events and happenings during each shift. Used for operational purposes.	Operations	CY+10	
WW02	Manuals - O&M	Operations and Maintenance Manuals	Operations	S	
WW03	Monitoring Results	Lab results for collection system locations	Operations	S	
WW04	Permits	Annual Waste Discharge Permitting, Vapor Recovery Permitting, Hazardous Materials	Operations	S	
WW05	Permits	Permit issued by State Water Board. Includes application and amendments, inspections, and Waste Discharge Report (WDR) for collections.	Operations	P	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
WW06	Reports - NPDES	Reports includes NPDES, monthly, annual and semi-annual: Annual 503, sludge reports, Monthly EPA, DMR, Methyl Mercury, Storm Water Reports, Bypasses and Overflows, and Nani 503, back up documentation, statistics, and notice of violations (NOVs)	Operations	CY+10	
WW07	Reports - Spills	Monthly reports generated due to spills into or out of the collection system. Includes collection system spill reports.	Operations	CY+5	
WW08	Violations	Wastewater violation documentation, incoming and outgoing.	Operations	CY+10	
WW09	Work Orders	Documentation of work requests and work performed on the maintenance of the collection system.	Operations	L	Retain for the life of the facility
<b>WATER</b>					
W01	Compliance Orders (NOCO)	Compliance orders issued by the Department of Public Health, including but not limited to Notification to Water Consumers and the State Board	Operations	CL+3	
W02	Daily Logbook	Treatment Plan Operators diary. Tracks daily events and happenings during each shift. Used for operational purposes.	Operations	CY+5	
W03	Discharge Reports	Reports submitted to the Water Resources Control Board and US Fish & Wildlife Service regarding planned and unplanned drinking water discharges. Includes chlorine, turbidity and pH info.	Operations	CY+10	
W04	Lead and Copper Monitoring	Lead and copper tap monitoring data.	Operations	CY+18	
W05	Manual – Operations and Maintenance (O&M)	O&M Manuals – Used as a guideline for equipment repair.	Operations	S	
W06	Monitoring Plans	Various water monitoring data plans (Bacteriological, Chemical, Disinfectant Byproduct)	Operations	S+10	

Record Series No.	Record Series / Type	Record Series / Type Description	Primary Dept.	Total Retention	Retention Justification / Citation or Comments
W07	Permits	Drinking water permit and permit amendments	Operations	P	
W08	Reports – Title 22 Water Monitoring	Water Monitoring reports required by State Water Resources Control Board, Division of Drinking Water.	Operations	CY+10	
W09	Safety Data Sheets (SDS)	MSDS – Documentation of all chemicals being used at each facility.	Operations	S	
W10	Sanitary Surveys	Watershed report required by Safe Drinking Water Act, updated every 5 years.	Operations	CY+10	
W11	Water Quality Monitoring, Daily - Data Entry	Used for historical purposes and reference.	Operations	CY+10	
<b>WATER POLICY</b>					
WP01	Water Rights	Documentation of water rights	Water Resources	P	

RESOLUTION NO. 90-60

RETENTION OF RECORDS POLICY

WHEREAS, the keeping of numerous records is not necessary after a certain period of time for the effective and efficient operation of the CALAVERAS COUNTY WATER DISTRICT; and

WHEREAS, Sections 60200 through 60203 of the California Government Code provide a procedure whereby any District record which has served its purpose and is no longer required may be destroyed.

BE IT RESOLVED by the Board of Directors of CALAVERAS COUNTY WATER DISTRICT as follows:

Section 1. The records of the Calaveras County Water District as set forth in groups on Exhibit A, which schedule is attached hereto, are hereby authorized to be destroyed as provided by Sections 60200 through 60203 of the California Government Code and in accordance with the provisions of said schedule upon the request of the department head, with the consent in writing of the General Manager, and disclosure to the Board of Directors of Calaveras County Water District.

Section 2. The provisions of Section 1 above do not authorize the destruction of:

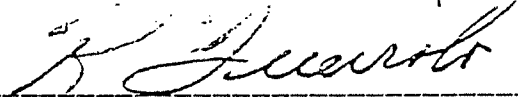
- a. Records affecting the title to real property or liens thereon;
- b. Court records;
- c. Records required to be kept by statute;
- d. Records less than two years old;
- e. The minutes, ordinances or resolutions of the Board of Directors of Calaveras County Water District or of any committee; and
- f. Personnel files.

Section 3. The destruction of any records as provided for herein shall be by burning, shredding or other effective method of destruction.

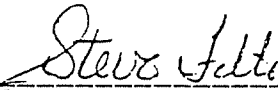
PASSED AND ADOPTED this 14th day of June, 1990 by the following vote:

AYES: Directors Weinkle, Dooley, Neilsen, Gleason and Queirolo  
NOES: None  
ABSENT: None

CALAVERAS COUNTY WATER DISTRICT

  
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President

ATTEST:

  
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Secretary



CALAVERAS COUNTY WATER DISTRICT  
POLICY FOR  
RECORD KEEPING AND RETENTION SCHEDULE

I. PURPOSE

Keeping numerous records after a certain period of time is not necessary for the effective and efficient operation of the District. Government Code Section 60200-60203 of the State of California provides that records of a Special District which have served their purpose and are no longer needed may be destroyed. Therefore, a schedule for the retention of records is needed so that records are maintained properly.

II. SCOPE

The record keeping program is concerned with Central Files, Inactive Files and Working Files. All records, except Working Files, will be categorized and numbered.

III. DEFINITIONS

Central Files

Files will be kept current for two years and then retained in storage or destroyed.

Inactive Files

Files to be stored off-site. Records are complete, will have no further additions or deletions, and will be stored off-site. These records will have met their retention period and a destruction date set. A current records inventory list is included in "Exhibit A" attached.

Working Files

Records of the current, on-going projects and business of the District. These files are created and maintained at the discretion of the originating department. These files may be transferred for storage in the Central Files at the discretion of the originating department.

Records

All media that contains language, numeric, graphic or other information that are created or received by an organization.

Material not considered to be records include:

Advertising literature, circulars, 3rd class mail  
Telephone messages, shorthand notes, steno tapes, other  
temporary mechanical recordings  
Letters of transmittal or form letters which require no  
follow-up action  
Routine acknowledgements, answers to inquiries  
Superseded or outdated publications, forms, directories, etc.  
Preliminary drafts, worksheets, internal notes not necessary  
as verification on the completed document  
Notes of appreciation, congratulations  
Announcements, bulletin board notices  
Board meeting tapes

POLICY FOR  
RECORD KEEPING AND RETENTION SCHEDULE

Retention Period

The length of time that records are to be kept. The retention period begins at termination, disposal or completion of the project or fiscal year, as indicated for each classification. The retention period is expressed in years, or "P" which represents permanent retention. A Retention Schedule is attached as "Exhibit A".

IV. PROCEDURES

Categorization Of Records

Central Files:

Files maintained for two years. They must be checked out through the Administration Department.

Inactive Files:

When a file reaches its retention period beginning date (as specified) it is transferred to inactive files. When records are transferred to the inactive files a destruction date is assigned. These files must be checked out by the Administration Department. Periodic lists of files that have reached destruction date will be reviewed by the General Manager before files are destroyed.

"EXHIBIT A"

RETENTION SCHEDULE

Retention Periods

Listed below are the retention periods available; new retention periods may be designated if needed.

	Central/Dept. Retention Period	Inactive Retention Period
ACCOUNTING		
Accounts Payable	1	10
Accounts Receivable	1	10
Assessments	2	P
Audits (Government or Accountant)	1	P
Audit Work Papers & Reports	1	10
Bank Reconciliations	1	7
Bank Statements	1	7
Billing Registers	1	10
Budget (including work papers)	1	10
Cancelled Checks	1	7
Cash Receipts	1	7
Certificate of Deposits	1	10
Coupons	1	10
Duplicate Checks	1	10
Employee Insurance	1	P
Employee Tax	1	10
Financial Reports (Annual)	1	P
Financial Reports (Periodic)	1	10
Fixed Assets	1	10
Fringe Benefit Expenses	1	10
Inventory	1	3
Inventory Depletes	1	3
Investments	1	10
Job Cost	1	10
Ledger Books	1	P
Meter Book Pages	1	10
Paid Invoices	1	7
Payroll Records	1	10
Payroll Register	1	P
Requisitions	1	10
Restricted Accounts	1	10
Revenue Study	1	10
Time Cards	1	2
Transaction Register	1	10
Vehicle & Equipment Records	1	10

"EXHIBIT A"

RETENTION SCHEDULE

	Central/Dept. Retention Period	Inactive Retention Period
<b>ADMINISTRATION</b>		
Board Minutes	P	P
Board Agenda Packets	1	0
Committee Reports	P	P
Correspondence	2	10
District Files	P	P
Legal Information	2	P
Personnel (Active)	P	P
Personnel (Terminated)	1	P
<b>CONSTRUCTION</b>		
Closed Contracts	P	P
Project Drawings (Closed)	P	P
<b>ENGINEERING</b>		
Agency Agreements	P	P
As-Built Drawings (Originals)	P	P
Civil Design Drawings (Contracted)	P	P
Civil Design Drawings (In-House)	P	P
Contracts	P	0
Cost Estimates	P	P
County Assessor Maps	2	0
County Assessor Rolls	1	0
Customer Files	P	P
Easement Documents (Originals)	P	P
Facilities Books	P	P
Parcel Maps (Documentation Files)	2	0
Parcel & Tract Maps	2	0
Project Files (Closed)	P	P
Topographical Maps	P	P
<b>OPERATIONS</b>		
Daily/Weekly Run Sheets	P	P
Daily/Weekly Well & Pump Records	P	P
Energy Bills & Logs	1	0
PC System Documentation	P	0

# Item 4b

# Agenda Item

DATE: April 26, 2023

TO: Michael Minkler, General Manager

FROM: Damon Wyckoff, Director of Operations

SUBJECT: Discussion/Action to approve a Sole Source Construction and Installation Contract for a UV Trough and appurtenances, and the replacement of the UV Disinfection System to Cole Tiscornia Construction

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ by Minute Entry to approve a sole-source construction and installation contract to Cole Tiscornia Construction in the amount of \$197,910.00 per section 5.C of the District's Purchasing Policy.

## SUMMARY:

The District allocated \$300K in the 2022/23 Fiscal Year budget to complete the purchase and begin the installation of a new UV Disinfection System at the Forest Meadows Wastewater Treatment Plant. The updated CIP includes an additional \$300K for the project in 2023/24. This effort involves extensive, and very precise, concrete work. If the UV disinfection troughs are inaccurate in dimension, the system's ability to disinfect the filtered wastewater is diminished. In consideration of this fact, the Operations and Engineering Departments feel it important that any uncertainty related to the construction and installation of the UV System be minimized.

Cole Tiscornia Construction (CTC), a Calaveras County based Industrial Contractor, has completed this type of work for CCWD in the past with favorable results. In 2008, CTC constructed the UV troughs and associated components at the Copper Cove Reclaim Facility and the La Contenta Wastewater Treatment Plant. In both cases, the work was precise, clean, timely, cost-effective, and efficient. CCWD would like to ensure the same work product for Forest Meadows. The most effective way to do so is to retain the services of CTC through Section 5.C (Sole Source Purchases) of the District's Purchasing Policy.

Section 5.C states that sole source awards for services are allowable if a "certain product or vendor has been proven to be the only acceptable provider." CTC has proven as such when it comes to UV trough construction and system installation.

Moreover, CTC's work on other CCWD projects furthers the sole-source argument. The concrete foundation work CTC completed for the Raw Water Surge Tank at the Hunters Water Treatment Plant was complicated and comprehensive. Their work was accurate, efficient, and timely.

This item was presented to the Engineering Committee at its April 13<sup>th</sup> meeting. The Engineering Committee agrees with staff's recommendation.

In conclusion, the Operations and Engineering Departments feel it critically important the District continue to construct projects that effectively meet the objective. Implementing the Sole Source section of the Purchasing Policy for the Forest Meadows UV installation greatly reduces the potential for the District to receive a deficient and expensive work product.

### **FINANCIAL CONSIDERATIONS:**

To date CCWD has spent \$158,326.60 on the purchase of the UV system, engineering design, and site work for this project. \$141,673.40 remains in this fiscal year's budget and \$300,000.00 will be allocated in fiscal year 23/24. CTCs proposal for \$197,510.00 falls within the budget availability (\$441,673.40) for the project (a difference of \$244,163.00).

*Attachments: CTC Proposal*

**BID FORM FOR CONSTRUCTION CONTRACT**  
**FOREST MEADOWS WWTP UV SYSTEM UPGRADES**

**ARTICLE 1 – OWNER AND BIDDER**

1.1 This Bid is submitted to:

Calaveras County Water District  
 120 Toma Court  
 San Andreas CA

1.2 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – ATTACHMENTS TO THIS BID**

2.1 The following documents are submitted with and made a condition of this Bid:

- A. List of Proposed Subcontractors;
- B. Workers Compensation Certification;
- C. Evidence of authority to do business in California; or a written covenant to obtain such license within the time for acceptance of Bids;
- D. Evidence of Contractor's License Number or evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of bids;

**ARTICLE 3 - BASIS OF BID- LUMP SUMS/UNIT PRICES**

3.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	Site Demolition	LS	1		20,925
2	Temporary Bypass Piping	LS	1		9770
3	Concrete UV Channel	LS	1		64,780
4	Building Improvements	LS	1		15,525



5	Site Piping	LS	1		16,385
6	Install District Furnished UV Equipment in Channel and Inside Building	LS	1		17,045
7	Increase length of Channel by 2-FT and relocate existing retaining wall by 6-FT to East. (Optional Line Item)	LS	1		53,080
<b>Total of All Bid Items</b>					<b>\$ 197,510<sup>00</sup></b>

*One Hundred NINETY SEVEN Thousand - Five Hundred + TEN DOLLARS*  
**TOTAL BID AMOUNT (WRITTEN)**

Bidder acknowledges that:

1. Each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
  2. Estimated quantities are not guaranteed, and are solely for the purposes of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities as determined as provided in the Contract Documents.
- 3.02 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

### DESCRIPTIONS OF BID ITEMS

#### BID ITEM NO.1 – SITE DEMOLITION

Demolition includes removal and disposal of existing facilities at the Site, including the existing UV channel and its appurtenances; removal of existing electrical equipment outside and inside building (District will disconnect electrical prior to removal); removal of the existing walkways; removal of overhead hoist rails; temporary removal of overhead pipe support; existing pipe demolition; and demolition of existing equipment and appurtenances in conflict with new facilities. Existing facilities not to be demolished shall be protected in place from damage; temporary 6x6 wood supports with x-bracing will be required to support existing overhead piping. Sampling station to be removed returned to the District.

#### BID ITEM NO.2 – TEMPORARY BYPASS PIPING

This item includes providing all labor, equipment and materials required to temporarily bypass the existing UV channel during construction. The temporary piping shall connect to existing piping within the filter building, go through wall or window to the existing effluent pump sump. The piping shall be connected to a newly installed tee and valves on existing piping near flow meter location, the flow meter to be relocated upstream of tee to allow for flow measurements during construction.

### **BID ITEM NO.3 – CONCRETE UV CHANNEL**

This item includes providing all labor, equipment and materials required to construct a new reinforce concrete UV channel per Project Drawings and Wedeco (Manufacture); the contractor shall furnish and install cast-in studded angles around the perimeter of the channel for installation of covers. District will provide the covers.

### **BID ITEM NO.4 – BUILDING IMPROVEMENTS**

This item includes providing all labor, equipment and materials required to repair the south side of the existing filter building wall that has been damage by moisture. Wood siding and trim to be replaced with new exterior grade plywood siding along with new trim, new Tyvek moisture barrier be installed underneath siding. The exterior exposed wood to be primed and then painted with two coats of exterior grade paint to match the existing building color. Existing window to be framed out and covered with plywood siding.

### **BID ITEM NO.5 –SITE PIPING**

This item includes providing all labor, equipment and required for installation of new inlet and outlet piping as shown on the drawings. Steel Sleeve to be provided for penetrations through the concrete channel. Link-Seal to be used between the steel sleeve and new piping. The District will provide all piping materials for the Project, Contractor to furnish pipe support channel brackets as shown on the drawings.

### **BID ITEM NO.6 –INSTALL DISTRICT FURNISHED UV EQUIPMENT IN UV CHANNEL AND BUILDING**

This item includes providing all labor and equipment for installation of District Furnished UV Equipment within the Channel and new control cabinet within the existing building. The contractor shall furnish the Stainless-Steel anchor bolts for anchoring equipment to pads and the newly constructed channel. The District will install all electrical wiring and conduits for the UV System. The UV equipment will need to be moved from CCWD Warehouse in San Andreas to the site by the contractor, District can load equipment at warehouse for transport.

### **BID ITEM NO.7– INCREASE LENGTH OF UV CHANNEL BY 2-FT AND RELOCATE EXISTING RETAINING WALL (OPTIONAL ADDITIVE ITEM)**

This item includes providing all labor, equipment, and materials to lengthen the UV channel by 2-FT from what is shown on the drawings; demolish portions of the existing retaining wall and reconstruct retaining wall approximately 6-FT further east than its current location. This optional item would provide larger sumps on both sides of the UV Channel and improved access around the UV Channel for operation and maintenance.

## **ARTICLE 4 – TIME OF COMPLETION**

- 4.1 Bidder agrees that the Work will be substantially complete and will be completed and ready for payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar or working days indicated in the Agreement.
- 4.2 Bidder agrees that the Work will be substantially complete within **100 calendar** days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within **120 calendar** days after the date when the Contract Times commence to run.

**ARTICLE 5 - BIDDER'S ACKNOWLEDGEMENTS; ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**

5.1 Bid Acceptance Period

- A. This Bid will remain subject to acceptance for **60 days** after submission, or for such longer period of time that Bidder may agree to in writing upon request of the Owner.

5.2 Instructions to Bidders

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.3 Receipt of Addenda

- A. Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**ARTICLE 6 – BIDDERS REPRESENTATIONS AND CERTIFICATIONS**

6.1 Bidder's Representations

- A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and regulations that may affect cost, progress, ad performance of the Work.
4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical in such reports and drawings.
5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in

such reports and drawings.

6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as contractor; and (c) Bidder's (Contractor's) safety precautions and programs.
7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

#### 6.02 Bidder's Certifications

- A. The Bidder certifies the following:
  1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization or corporation.
  2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
  3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
  4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of Paragraph 6.02.A:

- a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
- b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of the Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
- c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
- d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

BIDDER hereby submits this Bid as set forth above:

Bidder: COLE TISCORNIA CONSTRUCTION  
(typed or printed name organization)

By: [Signature]  
(individual's signature)

Name: COLE TISCORNIA  
(typed or printed)

Title: OWNER  
(typed or printed)

Date: 4/15/23  
(typed or printed)

Bidder's Contact:  
Name: COLE TISCORNIA  
(typed or printed)

Title: OWNER  
(typed or printed)

Phone: 209-471-0826

-

Email: @TCONCRETE.CT@gmail.com

-

Address:

P.O. BOX 643

Angels Camp CA. 95222

Bidder's Contractor License No.: 724509

Employer's Tax ID Number: 91-1839734