



RESOLUTION NO. 2022-109
RESOLUTION NO. PFA-02
ORDINANCE NO. 2022-02

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.

Regular Board Meeting
Wednesday, November 9, 2022
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,,992667616# United States

Phone Conference ID: 992 667 616#

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.

BOARD OF DIRECTORS

Cindy Secada, President
Bertha Underhill, Director

Scott Ratterman, Vice President
Russ Thomas, 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 Approval of Minutes for the Board Meeting of October 12, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for October 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #608 Secretarial Fund in the Amount of \$3,712,639.00 for October 2022
(Michael Minkler, General Manager) **RES 2022-_____**
- 3d Report on the Monthly Investment Transactions for October 31, 2022
(Michael Minkler, General Manager)
- 3e Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of November 9, 2022 through December 8, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-_____**

4. PUBLIC HEARING

- 4a Discussion/Action to regarding Amendment of the Commercial Account Review Policy
(Jessica Self, External Affairs Manager) **ORD 2022-_____**

5. NEW BUSINESS

- 5a* Presentation on the Investment Report for the Period Ending September 30, 2020
(Carlos Oblites, Chandler Asset Management)
- 5b Discussion/Action for Award of a Design Services Contract for the Copper Cove Wastewater Tertiary Improvements (CIP #15094T)
(Charles Palmer, District Engineer) **RES 2022-_____**
- 5c Discussion/Action regarding Proposed Customer Service Representative I Limited Term position Conversion to Full Time Employee
(Stacey Lollar, Manager Human Resources) **RES 2022-_____**

6. REPORTS

- 6a* External Affairs Monthly Report
(Jessica Self, External Affairs Manager)
- 6b Report on the October 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)
- 6c* General Manager's Report
(Michael Minkler)

7.* **BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS**

8. **NEXT BOARD MEETINGS**

- Wednesday, December 14, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, January 11, 2023, 1:00 p.m., Regular Board Meeting

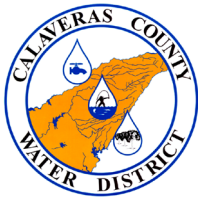
9. **CLOSED SESSION**

9a Conference with Legal Counsel – Potential Litigation
Government Code §54956.9(b)(1) – 1 case

9b Conference with Labor Negotiators Employee Organization SEIU Local 1021 and
Management and Confidential Unit
Government Code §54957.6 Negotiators: Michael Minkler and Stacey Lollar

10. **REPORTABLE ACTION FROM CLOSED SESSION**

11. **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

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
Highway 4 Corridor Working Group
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**

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

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

Thomas (alt. Ratterman)

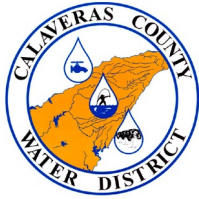
Thomas / Underhill
All Board Members

All Board Members
Brad Arnold

Brad Arnold

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

** The 1st name listed is the committee chairperson.



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

OCTOBER 12, 2022

Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President
Bertha Underhill, Director
Russ Thomas, Director
Jeff Davidson, Director

Staff Present: Michael Minkler, General Manager
Rebecca Smith, Special Counsel
Rebecca Hitchcock, Clerk to the Board
Jeffrey Meyer, Director of Administrative Services
Damon Wyckoff, Director of Operations
Jesse Hampton, Plant Operations Manager
Jessica Self, External Affairs Manager
Kate Jesus, Engineering Coordinator
Pat Burkhardt, Construction and Maintenance Manager
Charles Palmer, District Engineer
Kevin Williams, Senior Civil Engineer
Tiffany Burke, Administrative Technician Senior
Kelly Richards, Customer Service Supervisor
Catherine Eastburn, Accountant I
Kelly Soulier-Doyle, Accounting Technician II
Corinne Skrbina, Customer Service Senior
Carol Bowen, Customer Service

Others Present: Joel Metzger, UWPA
Donald Jensen
Lese Bolte-Jensen
Vicki Flaxmer
Ralph Copeland

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Secada called the Regular Board Meeting to order at 1:03 p.m. and led the Pledge of Allegiance. All Directors were present.

2. **PUBLIC COMMENT**

There was no public comment.

3. **CONSENT AGENDA**

MOTION: Directors Thomas/Underhill-Approved Consent Agenda Items:
3a, 3b, 3c, and 3d as presented

- 3a Approval of Minutes for the Board Meeting of September 14, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for September 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #607 Secretarial Fund in the Amount of \$2,527,718.96 for
September 2022
(Jeffrey Meyer, Director of Administrative Services) **RES 2022-103**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors
of The Calaveras County Water District for the Period of October 12 through
November 10, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-104**

AYES: Directors Thomas, Underhill, Ratterman, Davidson, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

4. **NEW BUSINESS**

- 4a Discussion/Direction Regarding Cost of Service and Rate Design Analysis
(Jeffrey Meyer, Director of Administrative Services)

DISCUSSION: Habib Isaac, from IB Consulting, addressed the Board regarding the Cost-of-Service Study his firm will be conducting. He reviewed the main objectives, tentative schedule, study approach, legal requirements, approach to evaluating rate options, existing rates, rate structure considerations, water rate alternatives, wastewater rate alternatives, and strategic objectives. He responded to questions from the Board on the topics presented. He stated rate workshops will be scheduled in January or February 2023.

This item was for information only; no action was taken.

RECESS was called at 2:19 p.m. **SESSION RESUMED** at 2:27 p.m.

- 4b Discussion/Action regarding Lot Line Agreement and Escrow Agent Instructions-Golden State Equity Investors, Inc. Relating to APN's 055-051-008 & 053-020-009 for Copper Cove Wastewater Pond 6 Dam Raise Project (CIP 15112)
(Charles Palmer, District Engineer) **RES 2022-105**

MOTION: Directors Davidson/Ratterman–Adopted Resolution No. 2022-105 Approving Lot Line Adjustment and Escrow Agent Instructions-Golden State Equity Investors, Inc. Relating to APN's 055-051-008 & 053-020-009 for Copper Cove Wastewater Pond 6 Dam Raise Project (CIP 15112)

DISCUSSION: Charles Palmer presented the details of the proposed Lot Line Adjustment for the Copper Cove Pond 6 Dam Raise project. He explained that it will allow the District to relocate pump stations and utilities below the toe of the dam at Pond 6 in order to raise the dam. Michael Minkler reviewed the price and how it was determined.

PUBLIC COMMENT: There was no public comment.

AYES: Directors Davidson, Ratterman, Underhill, Thomas, and Secada
NOES: None
ABSTAIN: None
ABSENT: None

5. OLD BUSINESS

5a Discussion/Direction regarding the draft Commercial Account Review Policy (Jessica Self, External Affairs Manager)

DISCUSSION: Jessica Self reviewed the changes to the draft Commercial Account Review Policy since it was last presented to the Board on September 14th. She stated that the Board's comments and suggestions were incorporated into the policy and responded to questions from the Board. The policy will be presented to the Board on November 9th for consideration after it is publicly noticed in the newspaper for two weeks.

This item was for information only; no action was taken.

6. REPORTS

6a Report on the September 2022 Operations and Engineering Departments (Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the September 2022 Monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

6b General Manager's Report (Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) a meeting in Copperopolis with Congressman McClintock; 2) the ACWA Water, Wildfire, and Wine event on October 20th; 3) the first customer is now getting water from the slurry line; 4) the tour of Ebbetts Pass facilities with Director Underhill, Supervisor Calloway, and Supervisor-elect Huberty; 5) the East Bay MUD Annual BBQ; 6) the Legal Affairs Committee meeting discussed the Governor's veto of SB1717 Prevailing Wage and SB 222 Low Income Rate Payer Assistance; 7) stated that several members of the various Copperopolis Home Owner Associations attended the last EPPOC meeting to see how it was ran; 8) an upcoming Technology Use Policy update; 9) an upcoming grant through the Sierra Nevada Conservancy; and 10) the BOLD program for infrastructure financing for developers.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Thomas had nothing to report.

Director Davidson had nothing to report.

Director Ratterman reported on the MCWRA Board meeting and the scheduling of the Washington, D.C. meetings on November 14 and 15.

Director Underhill stated the Human Resources Manager title should be changed to Chief People and Culture Officer.

Director Secada reported she attended a tour with UWPA of Hunters Dam. She requested a discussion item about Biomass on the next agenda.

8. NEXT BOARD MEETINGS

- Wednesday, October 26, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, November 9, 2022, 1:00 p.m., Regular Board Meeting

9. ADJOURNMENT

With no further business, the meeting adjourned at 3:18 p.m.

Respectfully Submitted:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: November 9, 2022
TO: Michael Minkler, General Manager
FROM: Rebecca Hitchcock, Clerk to the Board
SUBJECT: Review Board of Directors Time Sheets for October 2022

RECOMMENDED ACTION:

For information only.

SUMMARY:

Pursuant to direction from the Board of Directors, copies of the Board's monthly time sheets, which the Board is compensated from, are included in the monthly agenda package for information. Attached are copies of the Board's time sheets for the month of October 2022.

Board Members can be reimbursed for mileage cost to travel to meetings/conferences and are paid at the current IRS rate.

FINANCIAL CONSIDERATIONS:


Monthly compensation and mileage reimbursement costs are included in the FY 22-23 budget.

Attachments: Board of Directors Time Sheets for October 2022

**CALAVERAS COUNTY WATER DISTRICT
2022 DIRECTOR REIMBURSEMENT FORM**

For Admin Use Payroll Expense

Month/Yr October 2022
Name S. Ratterman

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
9-28	CCWO Reg Mtg.							\$120.-		7
10-4	CCWO Legal Affair Mtg.							120.-		-
10-7	EBMUD BBQ/Meeting - Pardee							120.-		30
10-12	CCWO Reg. Mtg.							120.-		7
10-12	Copperopolis Mtg. w/ Congressman McClintock									42
10-20	ACWA Reg. 3 event - Murphys							120.-		48
10-21	Mt. Counties Reg. Mtg.							120.-		
10-26	CCWO Reg. Mtg.							120.-		7
Total		<i>For Totals line, multiply miles by the IRS rate: 7/1/2022 \$0.625</i>								141
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>					Totals (use IRS mileage rate)			\$840.-		\$88.13
<p>The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.</p>							<p>Signature of Claimant:</p> 			
<p>Administrative Review: <u><i>[Handwritten Signature]</i></u></p>						<p>Date: <u>10/27/22</u></p>		<p>Orig to Finance Dept.</p>		

**CALAVERAS COUNTY WATER DISTRICT
2022 DIRECTOR REIMBURSEMENT FORM**

For	Payroll	<input checked="" type="radio"/>
Admin	Expense	<input type="radio"/>
Use		

Month/Yr Oct-22
Name Jeff Davidson

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles		
		Yes	No	Yes	No	Yes	No	Meeting	Expense			
12-Oct	CCWD Regular Board Meeting							120		28		
26-Oct	CCWD Regular Board Meeting							120		28		
24-Oct	Town Hall with Ag Users							120				
Total	<i>For Totals line, multiply miles by the IRS rate:</i>	7/1/2022	\$0.625						0	56		
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>								Totals	<i>(use IRS mileage rate)</i>	\$360.00	\$0.00	\$35.00
<p>The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.</p>							<p>Signature of Claimant: Jeff Davidson</p>					
<p>Administrative Review: <u><i>[Signature]</i></u></p>							<p>Date: <u>10/27/22</u></p>		<p>Orig to Finance Dept.</p>			

**Calaveras County Water District
Claim Summary #608 September
2022 vs October 2022**

	September 2022	October 2022
CCWD Operating Expenditures	1,367,913.57	1,160,303.89
Expenditures to be reimbursed/Fiduciary Payments	-	5,330.00
Capital Improvement Program Projects	480,030.13	1,940,185.67
Capital Outlay	44,704.17	2,783.14
Sub-Total Vendor Payments	1,892,647.87	3,108,602.70
Payroll Disbursed	632,587.70	599,350.31
Other EFT Payments	2,483.39	4,685.99
Total Disbursements	2,527,718.96	3,712,639.00

Vendor	Description	Date	Ref	Amount
A T & T	Acct#9391064579 SA Shop	10/26/2022	141018	237.00
A T & T	Internet Service LC Acct#129469186	10/13/2022	140943	53.50
A T & T	Leased Lines Acct#23584106903335 09/22	10/13/2022	140941	67.94
A T & T	Phone Acct#287318536357 Foundation 61287778	10/13/2022	140942	49.46
A T & T CALNET 3	Acct#9391067346 Camp Connell Radio Tower	10/13/2022	140944	210.53
A T & T CALNET3	Acct#9391029194 OP HQ Long Distance	10/26/2022	141023	386.90
A T & T CALNET3	Acct#9391029195 OP HQ Back Up	10/26/2022	141027	456.94
A T & T CALNET3	Acct#9391029197 CC Whse	10/26/2022	141026	0.62
A T & T CALNET3	Acct#9391029198 Hunters	10/26/2022	141024	24.43
A T & T CALNET3	Acct#9391029199 JLTC	10/26/2022	141029	24.25
A T & T CALNET3	Acct#9391029200 Dorrington P/S	10/26/2022	141020	24.31
A T & T CALNET3	Acct#9391029201 District Wide	10/26/2022	141021	1,291.95
A T & T CALNET3	Acct#9391032214 JLTC	10/26/2022	141022	121.02
A T & T CALNET3	Acct#9391032215 T1-Line	10/26/2022	141028	167.08
A T & T CALNET3	Acct#9391032216 Azalea L/S	10/26/2022	141025	22.58
A T & T CALNET3	Acct#9391069409 SA Shop	10/26/2022	141019	47.01
A T & T MOBILITY	Internet Service 09/22 SR	10/06/2022	140902	266.03
A TEEM ELECTRICAL ENG INC	Electrical Construction - District Corp Yard Project	10/26/2022	141030	1,320.00
A TEEM ELECTRICAL ENG INC	Electrical Engineering - New PLC Control Panel for Arnold	10/13/2022	140945	960.00
A TEEM ELECTRICAL ENG INC	Electrical Engineering Construction - West Point Wilseyville Consolidation	10/13/2022	140945	3,640.00
A-1 SHARPENING & SMALL ENGINE REPAIR, LLC	Chainsaw - V 749	10/06/2022	140903	517.86
A-1 SHARPENING & SMALL ENGINE REPAIR, LLC	Tires,Valve Stems - T5	10/13/2022	140946	607.05
ACWA/JPIA	Dental 11/22	10/13/2022	140948	6,447.64
ACWA/JPIA	Deposit Premium 7/1/22-06/30/23	10/13/2022	140947	171,770.00
ACWA/JPIA	EAP 11/22	10/13/2022	140948	154.70
ACWA/JPIA	Retiree Dental 11/22	10/13/2022	140948	3,113.84
ACWA/JPIA	Retiree Vision 11/22	10/13/2022	140948	890.88
ACWA/JPIA	Vision 11/22	10/13/2022	140948	1,336.32
ADP INC	Payroll Processing, 09/22	10/26/2022	141031	2,050.50
ADP INC	Payroll Processing,08/22	10/06/2022	140904	2,063.40
AFLAC	Acct#JJ325 05/22	10/19/2022	141011	1,776.78
AFLAC	Acct#JJ325 09/22	10/26/2022	141032	1,776.78
ALCAL GLASS AND SUPPLY	Materials & Supplies - EP	10/26/2022	141033	135.10
AMERICAN WATER WORKS ASSOC	Membership#PFY-00036599 Dues 01/01/23-12/31/23	10/26/2022	141034	4,571.00
ANGELS HEATING AND AIR CONDITIONING	HVAC Maintenance Service Contract	10/13/2022	140949	7,390.75
APPLEGATE, JOHN	Winter Weather Gear 2022/23	10/06/2022	140905	200.00
ARNOLD AUTO SUPPLY	Repair Parts - EP	10/13/2022	140950	383.88
BAY CITY EQUIPMENT INDUSTRIES INC	Low Coolant Sensor - DF VCTO Generator	10/26/2022	141036	143.77
BIRMINGHAM, BRANDON	Fuel Reimbursment for District Vehicle	10/06/2022	140906	67.71

Vendor	Description	Date	Ref	Amount
BLACKWATER CONSULTING ENGINEERS INC.	Design and Engineering Services for EP Hunters Raw Water Pumps H	10/13/2022	140951	3,085.00
BNN, LLC	CPUD (Water) Mechanics 10/22	10/26/2022	141037	129.50
BNN, LLC	CPUD (Water) Warehouse 10/22	10/26/2022	141037	129.50
BNN, LLC	Mechanics Warehouse A & B 10/22	10/06/2022	140907	3,000.00
BNN, LLC	Mechanics Warehouse A & B 11/22	10/13/2022	140952	3,000.00
BNN, LLC	SASD (Sewer) Mechanics 10/22	10/26/2022	141037	199.62
BNN, LLC	SASD (Sewer) Warehouse 10/22	10/26/2022	141037	156.54
BOBCAT CENTRAL, INC	Lynch Pins, Grease - E 01	10/13/2022	140953	348.66
BOBCAT CENTRAL, INC	Skid Steer Repair	10/13/2022	140953	1,580.76
CALAVERAS AUTO SUPPLY	Alternator, Belt - V 531	10/13/2022	140954	403.95
CALAVERAS AUTO SUPPLY	Core Credit - V 531	10/13/2022	140954	(82.58)
CALAVERAS AUTO SUPPLY	Coupler - V 126	10/13/2022	140954	13.23
CALAVERAS AUTO SUPPLY	Dam Slide Gate Parts - LCWWTP	10/13/2022	140954	810.68
CALAVERAS AUTO SUPPLY	Fuel Filter Cap - V 710	10/13/2022	140954	27.36
CALAVERAS AUTO SUPPLY	Glow Plug - V 710	10/13/2022	140954	23.98
CALAVERAS AUTO SUPPLY	Grinder - V 747	10/13/2022	140954	213.42
CALAVERAS AUTO SUPPLY	Hub Assembly - V 613	10/13/2022	140954	179.52
CALAVERAS AUTO SUPPLY	Hydraulic Filter, Fuel Treatment, Protectant - LCWWTP	10/13/2022	140954	53.80
CALAVERAS LUMBER CO INC	Couplers, Concrete - Utility Crew	10/06/2022	140908	68.85
CALAVERAS LUMBER CO INC	Double Cut Key - Utility Crew	10/06/2022	140908	17.72
CALAVERAS LUMBER CO INC	Pipe Fittings - Slurry Line	10/06/2022	140908	163.13
CALAVERAS LUMBER CO INC	Redi- Mix - Ranch Paradisio (Utility Crew)	10/06/2022	140908	180.09
CALAVERAS LUMBER CO INC	Supplies - Cal Fire	10/06/2022	140908	483.44
CALIFORNIA EMPLOYERS ASSOCIATION	Investigation	10/13/2022	140955	19,522.00
CALIFORNIA WELDING SUPPLY CO	Service Charge	10/06/2022	140909	22.17
CALIFORNIA WELDING SUPPLY CO	Welding PPE - SA Shop	10/06/2022	140909	73.72
CALIFORNIA WELDING SUPPLY CO	Welding Supplies - SA Shop	10/06/2022	140909	911.59
CALPERS - RETIREMENT	Retirement 09/30/2022 Payroll	10/31/2022	EFT	50,152.53
CALPERS - RETIREMENT	Retirement 10/15/2022 Payroll	10/31/2022	EFT	50,254.62
CALPERS - RETIREMENT	Retirement Penalty 09/30/2022 Payroll	10/31/2022	EFT	200.00
CALPERS (Def Comp)	Def Comp 09/30/2022 Payroll	10/31/2022	EFT	7,396.34
CALPERS (Def Comp)	Def Comp 10/15/2022 Payroll	10/31/2022	EFT	7,171.33
CALPERS (Def Comp)	Def Comp Loan Repay 09/30/2022 Payroll	10/31/2022	EFT	1,607.91
CALPERS (Def Comp)	Def Comp Loan Repay 10/15/2022 Payroll	10/31/2022	EFT	1,607.91
CALPERS (Health Ins)	Health Ins Admin Fee Active October 2022	10/31/2022	EFT	465.09
CALPERS (Health Ins)	Health Ins Admin Fee Retiree October 2022	10/31/2022	EFT	183.29
CALPERS (Health Ins)	Health Ins October 2022	10/31/2022	EFT	149,875.00
CAPITAL RUBBER & GASKET INC.	Brass Fitting - Utility Crew	10/13/2022	140957	49.89
CARBON COPY INC	Copies 10/22	10/26/2022	141038	104.45

Vendor	Description	Date	Ref	Amount
CARDINAL, BILL	Fuel V714	10/26/2022	141039	40.00
CDK SUPPLY	Conduit - Electrical Stock	10/06/2022	140910	288.39
CDK SUPPLY	Electrical Materials for District Corp Yard (CIP 11101)	10/13/2022	140958	894.39
CDK SUPPLY	Electrical Supplies - Stock	10/26/2022	141040	2,619.42
CED CREDIT	Electrical Materials for District Corp Yard (CIP 11101)	10/06/2022	140911	7,217.51
CHECK PROCESSING INC	Lockbox Processing 09/22	10/13/2022	140960	809.65
CITY OF ANGELS	Six Mile Village 09/22	10/13/2022	140961	3,664.14
CLARK PEST CONTROL	Pest Control #807360 LC	10/26/2022	141041	92.00
CLARK PEST CONTROL	Pest Control #807402 Warehouse	10/26/2022	141041	72.00
CLARK PEST CONTROL	Pest Control #807549 JLWTP	10/26/2022	141041	70.00
CLARK PEST CONTROL	Pest Control Acct#1505308 Hunters	10/13/2022	140962	105.00
CLARK PEST CONTROL	Pest Control Acct#2120969 Wallace	10/13/2022	140962	134.00
CLARK PEST CONTROL	Pest Control Acct#9328727 OP HQ	10/13/2022	140962	137.00
COLEMAN ENGINEERING, INC.	Engineering and Design Contract for the Jenny Lind A-B Transmiss	10/26/2022	141042	118,081.02
COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 10/22	10/13/2022	140963	780.00
CONDOR EARTH TECHNOLOGIES INC	DSOD Report - White Pines 09/22	10/26/2022	141043	2,479.50
CONDOR EARTH TECHNOLOGIES INC	Materials Testing/Special Inspections - Redwood Tanks 09/22	10/13/2022	140964	14,521.60
CONDOR EARTH TECHNOLOGIES INC	Professional Services - Mechanics Building 09/22	10/26/2022	141043	1,714.75
CONFIDENTIAL	30 Hours CTO Pay Out	10/26/2022	141046	1,089.98
CONFIDENTIAL	Medical Reimbursement	10/13/2022	140981	4,480.00
CONFIDENTIAL	Retiree Health Reimbursement 11/22	10/26/2022	141045	2,329.85
CPPA	Power District Wide 09/22	10/13/2022	140965	177,474.78
CPPA	Power OP HQ 09/22	10/13/2022	140965	1,482.88
CPUD	Water Service Op HQ 09/2022	10/31/2022	EFT	357.83
CPUD	Water Service Op HQ Corp 09/2022	10/31/2022	EFT	104.54
DATAPROSE	UB Statement Processing 09/22	10/13/2022	140966	4,674.54
DE LAGE LANDEN FINANCIAL SRVC INC	Copier Lease 09/2022	10/31/2022	EFT	294.71
DOWNEY BRAND ATTORNEYS LLP	Legal Services 08/22 31348.00000	10/26/2022	141047	2,006.00
DOWNEY BRAND ATTORNEYS LLP	Legal Services 08/22 31348.00003	10/26/2022	141047	1,488.00
EBBETTS PASS GAS SERVICE	Fuel 09/22	10/13/2022	140967	2,210.76
EBBETTS PASS LUMBER	Plywood - Utility Crew	10/06/2022	140912	182.18
EDGES ELECTRICAL GROUP, LLC	Breakers - CC LS 17	10/06/2022	140913	88.43
ELIZABETH L SMILEY	Stormwater Pollution Prevention Training - Gravette & Knick	10/26/2022	141071	250.00
FERGUSON ENTERPRISES, INC 1423	Leak Repair Parts - Stock	10/26/2022	141048	2,617.52
FERGUSON ENTERPRISES, INC 1423	Repair Parts - Utility Crew	10/26/2022	141048	9,597.76
FGL ENVIRONMENTAL	Waste Water Testing Arnold WWTP 08/09-09/14	10/26/2022	141049	745.00
FGL ENVIRONMENTAL	Waste Water Testing CC WWTP 09/13	10/26/2022	141049	45.00
FGL ENVIRONMENTAL	Waste Water Testing DF VCTO 08/17-9/14	10/26/2022	141049	446.00
FGL ENVIRONMENTAL	Waste Water Testing FM WWTP 08/17-09/14	10/26/2022	141049	510.00

Vendor	Description	Date	Ref	Amount
FGL ENVIRONMENTAL	Waste Water Testing OP HQ Pick Up 08/30-09/28	10/26/2022	141049	469.80
FGL ENVIRONMENTAL	Waste Water Testing Southworth WWTP 08/24-09/14	10/26/2022	141049	126.00
FGL ENVIRONMENTAL	Waste Water Testing Wallace WWTP 08/03-09/14	10/26/2022	141049	818.00
FGL ENVIRONMENTAL	Waste Water Testing Wilsyville WWTP 8/23-9/20	10/26/2022	141049	218.00
FGL ENVIRONMENTAL	Water Testing CC Reclaim 08/19-09/19	10/26/2022	141049	1,114.00
FGL ENVIRONMENTAL	Water Testing CC WTP 08/23-09/13	10/26/2022	141049	807.00
FGL ENVIRONMENTAL	Water Testing EP WTP 08/23-09/19	10/26/2022	141049	899.00
FGL ENVIRONMENTAL	Water Testing JL WTP 08/23-09/13	10/26/2022	141049	1,413.00
FGL ENVIRONMENTAL	Water Testing OP HQ Pick Up 08/30-09/28	10/26/2022	141049	1,270.20
FGL ENVIRONMENTAL	Water Testing SR WTP 08/17-09/21	10/26/2022	141049	370.00
FGL ENVIRONMENTAL	Water Testing Wallace WTP 8/17-9/21	10/26/2022	141049	165.00
FGL ENVIRONMENTAL	Water Testing WP WTP 08/18-09/06	10/26/2022	141049	417.00
FOOTHILL PORTABLE TOILETS	Rental Portable Toilets 09/13-10/10 SR	10/13/2022	140968	154.50
FOOTHILL PORTABLE TOILETS	Rental Portable Toilets 09/13-10/10 Wallace	10/13/2022	140968	154.50
FOOTHILL PRINTING & GRAPHICS	Finance Charge	10/19/2022	141012	54.20
FROGGY'S AUTO WASH & LUBE	Oil & Lube - V 710	10/13/2022	140969	144.10
FROGGY'S AUTO WASH & LUBE	Oil & Lube - V 714	10/26/2022	141050	159.99
FROGGY'S AUTO WASH & LUBE	Oil, Lube, & Air Filter - V 721	10/13/2022	140969	272.27
GAMBI DISPOSAL INC.	Bio-Solids Removal - September 2022	10/13/2022	140970	1,365.00
GARETT WALKER	Backflow Testing - EP	10/26/2022	141082	140.00
GENERAL SUPPLY COMPANY	Aerator Repair Parts - CCWWTP	10/13/2022	140971	440.15
GENERAL SUPPLY COMPANY	Electrical Materials for District Corp Yard (CIP 11101)	10/13/2022	140971	215.22
GEORGE REED INC	12.08 Tons of 1/2 Rake AC - Utility Crew	10/26/2022	141052	1,095.15
GEORGE REED INC	12.33 Tons 1/2 Rake AC - Utility Crew	10/13/2022	140972	1,117.66
GEORGE REED INC	5.08 Tons Fine AC Rake - Utility Crew	10/13/2022	140972	464.90
GEORGE REED INC	8.95 Tons 1/2 Fine AC - Utility Crew	10/13/2022	140972	813.35
GLOBAL PAY	Global Payments 24728 09/2022	10/31/2022	EFT	10,621.31
GLOBAL PAY	Global Payments 7167 09/2022	10/31/2022	EFT	1,548.56
GOVCONNECTION, INC	(22) 8GB Computer	10/13/2022	140973	36,286.10
GOVCONNECTION, INC	Replacement (1) 1500 UPS Batteries - Stock	10/13/2022	140973	230.27
GOVCONNECTION, INC	Replacement (2) 1500 UPS Batteries - Stock	10/13/2022	140973	419.18
H&E EQUIPMENT SERVICES INC	Rental of Scissor Lift for District Corp Yard (CIP 11101)	10/06/2022	140914	1,920.74
HABITAT FOR HUMANITY	Warehouse Rent 10/22	10/06/2022	140915	2,600.00
HABITAT FOR HUMANITY	Warehouse Rent 11/22	10/13/2022	140974	2,600.00
HACH COMPANY	Annual Service Contract for Analyzers	10/06/2022	140916	3,417.01
HIDLLEN FORD	Service - V 501	10/26/2022	141053	277.69
HIDLLEN FORD	Service - V 725	10/26/2022	141053	179.13
HIDLLEN FORD	Service - V 749	10/26/2022	141053	215.46
HOBGOODS CLEANING	Janitorial Service JLTC 10/22	10/19/2022	141013	50.00

Vendor	Description	Date	Ref	Amount
HOBGOODS CLEANING	Janitorial Service OP HQ 10/22	10/19/2022	141013	1,935.00
HOLT OF CALIFORNIA	Trailer - Utility Crew	10/26/2022	141054	2,783.14
HOOVER INSTRUMENT SERVICE INC	Capacitor Packs - LS Pump Stock	10/13/2022	140975	1,166.51
HUNT & SONS, INC	Fuel - CC	10/13/2022	140976	5,100.16
HUNT & SONS, INC	Fuel - JL Campbell Court	10/13/2022	140976	2,784.63
HUNT & SONS, INC	Fuel - WP	10/13/2022	140976	3,187.73
HYDROSCIENCE ENGINEERS INC	Engineering and Design Services for the Arnold Wastewater Treatm	10/13/2022	140977	5,788.75
IB CONSULTNG LLC	Rate Study & Commercial Rates Policy Review	10/13/2022	140978	1,200.00
INDUSTRIAL ELECTRICAL CO	Pump Repair - CC LS 40	10/13/2022	140979	490.00
JAMESVILLE OFFICE FURNITURE	Office Furniture - IT	10/06/2022	140917	2,163.23
JAMESVILLE OFFICE FURNITURE	Office Furniture - Water Resources	10/06/2022	140917	4,332.90
JIM WILSON	Patch Paving - CC	10/06/2022	140940	8,840.00
KANNEL, SCOTT & KELLY	UB Refund 5821 Balwin Street	10/13/2022	140980	120.58
KW EMERSON, INC	Construction Contract for the West Point Wilseyville 9/22	10/19/2022	141014	373,484.90
KW EMERSON, INC	Construction Contract for the West Point Wilseyville Consolidati	10/06/2022	140918	199,005.55
KW EMERSON, INC	Construction Contract for West Point Water Supply 9/22	10/19/2022	141014	91,168.65
LEAF CAPITAL FINANCIAL LLC	Barracuda Licenses Contract# 100-7535731-001 Sewer	10/06/2022	140919	1,167.76
LEDGER DISPATCH	Water Resources / IS Tech Recruitments	10/06/2022	140920	53.55
LUDWIG, HILLARY	UB Refund 8854 Mc Atee Street	10/13/2022	140983	31.05
MAIN STREET TECHNOLOGIES	Surface Pro Capital Replacements	10/26/2022	141056	13,363.38
MARTIN MARIETTA MATERIALS	3/4 Class II AB - EP Barn Stock	10/06/2022	140921	848.85
MATHESON TRI-GAS, INC	Liquid Oxygen - CCWTP	10/06/2022	140922	6,283.48
MATTIS, TIMOTHY & KIMBERLY	UB Refund 696 Wikami Way	10/19/2022	141015	73.89
MIDDLETONS	Refrigerators (2) - Lab Samples	10/26/2022	141057	1,851.15
Mission Square	RHI 09/30/2022 Payroll	10/31/2022	EFT	1,865.00
Mission Square	RHI 10/15/2022 Payroll	10/31/2022	EFT	1,865.00
MODESTO AIRCO GAS & GEAR	Cylinder Rental 09/22	10/13/2022	140985	91.00
MOTHER LODE ANSWERING SERVICE	Answering Service 10/22	10/13/2022	140986	725.00
MOUNTAIN OASIS PURIFIED WATER	Water Cooler & Supplies 09/22	10/06/2022	140923	270.30
MOZINGO CONSTRUCTION, INC.	Construction Contract for CC Lift Stations 15 & 18 8/22	10/06/2022	140924	42,750.00
MOZINGO CONSTRUCTION, INC.	Construction Contract for CC Lift Stations 15 & 18 9/22	10/19/2022	141016	9,500.00
MOZINGO CONSTRUCTION, INC.	Construction Contract for the CC Lift Stations 12 & 13 8/22	10/06/2022	140924	106,400.00
MOZINGO CONSTRUCTION, INC.	Construction Contract for the CC Lift Stations 12 & 13 9/22	10/19/2022	141016	836,902.50
MUNICIPAL MAINTENANCE EQUIP	Hydroexcavation Lance, Nozzle Turbo Tip - V 135	10/26/2022	141058	2,300.63
MUTUAL OF OMAHA	Life, AD&D Acct#GAWXB 10/22	10/13/2022	140987	7,951.78
NORDAHL LAND SURVEYING	Construction Staking for Grading and Placement of Water 09/22	10/13/2022	140988	11,580.00
NORDAHL LAND SURVEYING	Land Survey - White Pines Dam	10/13/2022	140988	1,850.00
NORDAHL LAND SURVEYING	Staking Plan and Cutsheets for West Point Water 10/22	10/26/2022	141059	2,515.00
NORTHSTAR CHEMICAL	Sodium Hydroxide - AWWTP	10/13/2022	140989	4,058.34

Vendor	Description	Date	Ref	Amount
NORTHSTAR CHEMICAL	Sodium Hydroxide - CC LS 12	10/13/2022	140989	802.23
NORTHSTAR CHEMICAL	Sodium Hydroxide - CC LS 40	10/13/2022	140989	7,378.80
NORTHSTAR CHEMICAL	Sodium Hydroxide - JL Huckleberry LS	10/13/2022	140989	3,689.40
NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	10/06/2022	140925	2,132.31
NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	10/26/2022	141060	2,256.57
NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	10/06/2022	140925	4,184.26
NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	10/26/2022	141060	4,448.79
NTU TECHNOLOGIES INC	Ferric Sulfate - CCRCP	10/26/2022	141061	10,953.60
NTU TECHNOLOGIES INC	Pro Pac 9890 - CCWWTP	10/26/2022	141061	15,907.50
NTU TECHNOLOGIES INC	Protek 301 - JLWTP	10/06/2022	140926	4,762.80
OCCU-MED, LTD	Pre Employment Screening	10/26/2022	141062	401.70
O'REILLY AUTO PARTS	Adapter - Dump Trailer	10/13/2022	140990	24.66
O'REILLY AUTO PARTS	Ball Mount, Hitch Ball, Filters - Construction Crew	10/13/2022	140990	199.07
O'REILLY AUTO PARTS	Wiper Blades, Wiper Fluid, Car Wash - JLWTP Vehicles	10/13/2022	140990	247.84
OUTWEST AUTO	Oil, Lube, A/C System Repair - V 140	10/26/2022	141063	2,375.79
P G & E	Power Hwy 26 09/2022	10/31/2022	EFT	10.76
P G & E	Power JLTC 09/2022	10/31/2022	EFT	175.60
P G & E	Power Op HQ 09/2022	10/31/2022	EFT	15.63
P G & E	Power SA Shop 09/2022	10/31/2022	EFT	55.72
P G & E	Power SA Whse 09/2022	10/31/2022	EFT	3.72
PAC MACHINE CO INC.	Check Valve Parts	10/26/2022	141064	610.89
PAC MACHINE CO INC.	Check Valves - LCWWTP	10/06/2022	140927	1,471.93
PAC MACHINE CO INC.	Compressor Pump Motor - JLWTP	10/26/2022	141064	4,336.51
PAC MACHINE CO INC.	Connector Elbow - JL Hwy 26 LS	10/26/2022	141064	1,435.96
PAC MACHINE CO INC.	Flygt Guide Tubes - JL Hwy 26 LS	10/26/2022	141064	396.39
PAC MACHINE CO INC.	Grinder Pump - CC LS 43 & 44	10/26/2022	141064	7,355.25
PAC MACHINE CO INC.	Motors - DF VCTO	10/26/2022	141064	2,393.00
PACE SUPPLY CORP	6" Cap - Utility Crew	10/06/2022	140928	170.62
PACE SUPPLY CORP	Blower Motor	10/06/2022	140928	421.29
PACE SUPPLY CORP	Curb Stops - Utility Crew	10/06/2022	140928	3,633.09
PACE SUPPLY CORP	DI's for District Corp Yard (CIP 11101)	10/06/2022	140928	12,452.81
PACE SUPPLY CORP	Fittings - Slurry Line	10/06/2022	140928	661.91
PACE SUPPLY CORP	Fittings - Utility Crew	10/06/2022	140928	8,477.07
PACE SUPPLY CORP	Floats - Collections Crew	10/06/2022	140928	2,011.65
PACE SUPPLY CORP	Hydrant Parts - LC Whse	10/06/2022	140928	1,122.53
PACE SUPPLY CORP	Insta-Tite Removers - Utility Crew	10/06/2022	140928	59.63
PACE SUPPLY CORP	Motor - JLWTP	10/06/2022	140928	425.42
PACE SUPPLY CORP	PRV's - District	10/06/2022	140928	3,258.90
PACE SUPPLY CORP	Saddles - Utility Crew	10/06/2022	140928	3,159.10

Vendor	Description	Date	Ref	Amount
PACE SUPPLY CORP	SDR Cplg's - Collection Crew	10/06/2022	140928	229.73
PACE SUPPLY CORP	Septic Parts - Collections	10/26/2022	141065	3,086.17
PACE SUPPLY CORP	Service Charge	10/06/2022	140928	234.17
PACE SUPPLY CORP	Sewer Pump - Collections Crew	10/06/2022	140928	1,074.52
PAPE' GROUP INC.	Fuel Pump - DF VCTO	10/26/2022	141066	154.04
PETERSON BRUSTAD INC	Contract for Engineering Services for Tank B/Clearwell 9/22	10/26/2022	141067	32,134.48
PETERSON BRUSTAD INC	Engineering and Design Services for the West Point 9/22	10/26/2022	141067	4,506.63
PG&E CFM/PPC DEPARTMENT	Electric Relocate & Rearrangement 5099 Lakeshore #50066220 V1	10/06/2022	140929	51,474.98
POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	10/26/2022	141068	353.63
POTRERO HILLS LANDFILL	Bio-Solids Disposal - FMWWTP	10/26/2022	141068	441.41
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	10/13/2022	140991	316.51
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	10/26/2022	141068	360.15
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	10/26/2022	141068	449.43
QUADIANT FINANCE INC	Impress Subscription 09/2022	10/31/2022	EFT	119.88
QUADIANT FINANCE INC	Postage Supplies 09/2022	10/31/2022	EFT	26.49
QUADIANT LEASING INC	Mail Equip Lease 8/7-11/6/2022	10/31/2022	EFT	1,097.48
REXEL	Line Reactor - CC LS 17	10/06/2022	140930	743.18
ROLLERI LANDSCAPE PRODUCTS	Supplies - Cal Fire	10/13/2022	140992	786.83
RYAN GLEASON WYDNER	Base Rock - LC Whse	10/13/2022	141009	5,600.00
SAFETY PROVISIONS INC	Backhoe Loader Safety Training (2)	10/06/2022	140931	158.00
SAN JOAQUIN COUNTY PUBLIC WORKS	Ground Water Sustainability Plan Cust#E000000016	10/06/2022	140932	33,556.00
SECADA, CINDY	Special District Leadership Academy Meal/ Lodging Reimbursement	10/06/2022	140933	752.61
SEIU LOCAL 1021	COPE Donation 08/22	10/13/2022	140993	40.00
SEIU LOCAL 1021	COPE Donation 09/22	10/13/2022	140993	40.00
SEIU LOCAL 1021	Union Dues 08/22	10/13/2022	140993	2,650.00
SEIU LOCAL 1021	Union Dues 09/22	10/13/2022	140993	2,600.00
SENDERS MARKET INC	Garden Sprayer - LCWWTP	10/13/2022	140994	18.33
SENDERS MARKET INC	Tools - LCWWTP	10/13/2022	140994	84.70
SIGNAL SERVICE	Alarm Service Monitoring - CC	10/06/2022	140934	157.16
SIGNAL SERVICE	Alarm System Monitoring OP HQ	10/26/2022	141069	233.75
SKRBINA, CORINNE	Mileage Reimbursement Tyler User Group - Clovis	10/26/2022	141070	174.37
SMITH, DYLAN	Mileage Reimbursement Arnold to OP HQ	10/26/2022	141072	21.88
SPEARS, KAITLYN	UB Refund 280 Gold Creek	10/26/2022	141073	385.02
STAPLES CREDIT PLAN	Office Supplies - HQ	10/13/2022	140995	440.49
STAPLES CREDIT PLAN	Office Supplies OP HQ	10/26/2022	141074	571.30
SUTTON ENTERPRISES	Excavator Rental for Forest Meadows UV Project (CIP 15106)	10/13/2022	140996	5,840.00
SWRCB	Annual Permit Fee (5B05CR00082) EP Index#471840 FY21-22	10/26/2022	141075	2,031.00
SWRCB	Distribution Grade 3 Cert Renewal - Cuneo	10/06/2022	140935	120.00
SWRCB	Water Distribution Grade 1 Renewal - Filippini	10/26/2022	141076	70.00

Vendor	Description	Date	Ref	Amount
SWRCB	Water Distribution Grade 2 (D2) Renewal - Crumpacker	10/13/2022	140997	80.00
SWRCB	Water Treatment Grade 3 Renewal - Darby	10/13/2022	140997	90.00
TALLEY	Telemetry Antennas, Polyphasers - Stock	10/13/2022	140998	3,756.21
THOMAS, RUSS	CSDA Hotel Reimbursement	10/19/2022	141017	685.96
THURESON, DELLA	UB Refund 3884 Berkese Lane	10/06/2022	140936	480.47
TREATS GENERAL STORE INC	Ice, Water - SA Shop	10/13/2022	140999	32.10
TYLER TECHNOLOGIES, INC.	Insite Transcation Fees - Utility Billing	10/26/2022	141077	7,406.25
U.S. BANK	100a Breaker - LS 17	10/19/2022	EFT	319.58
U.S. BANK	ACWA Fall Conference - Meyer	10/19/2022	EFT	775.00
U.S. BANK	ACWA Fall Conference - Minkler	10/19/2022	EFT	775.00
U.S. BANK	ACWA Fall Conference - Ratterman	10/19/2022	EFT	775.00
U.S. BANK	ACWA Region 3 - Hampton, Wyckoff, Meyer, Self, Minkler	10/19/2022	EFT	250.00
U.S. BANK	ACWA Region 3 - Underhill, Secada, Ratterman	10/19/2022	EFT	150.00
U.S. BANK	ACWA Virtual Workshop - Hitchcock	10/19/2022	EFT	85.00
U.S. BANK	Adobe Stock	10/19/2022	EFT	29.99
U.S. BANK	Alhambra 08/22	10/19/2022	EFT	261.29
U.S. BANK	Alhambra 09/22	10/19/2022	EFT	359.52
U.S. BANK	Apple Storage	10/19/2022	EFT	0.99
U.S. BANK	Aramark 09/22	10/19/2022	EFT	2,502.62
U.S. BANK	ATS - Wastewater	10/19/2022	EFT	5,760.81
U.S. BANK	AWWA Fall Conference - Ratzlaff & Anisko	10/19/2022	EFT	708.00
U.S. BANK	Backflow Test Kit - Hampton	10/19/2022	EFT	910.54
U.S. BANK	Beacon - V712	10/19/2022	EFT	120.63
U.S. BANK	Big Trees - 75th Anniversary Supplies	10/19/2022	EFT	885.62
U.S. BANK	BOD Supplies	10/19/2022	EFT	18.97
U.S. BANK	Brake Pads & Rotors - V529	10/19/2022	EFT	399.89
U.S. BANK	Brakes/Transmission Check/Oil Leak - V144	10/19/2022	EFT	847.39
U.S. BANK	Cal Net 09/22	10/19/2022	EFT	62.04
U.S. BANK	Cal Tel 09/22	10/19/2022	EFT	1,495.99
U.S. BANK	Cal Waste 09/22	10/19/2022	EFT	1,769.51
U.S. BANK	CCWD Logo Stickers for Outreach	10/19/2022	EFT	108.49
U.S. BANK	Comcast 09/22	10/19/2022	EFT	683.96
U.S. BANK	Compressor Oil - JLWTP	10/19/2022	EFT	18.22
U.S. BANK	Control Wire - LS 17	10/19/2022	EFT	88.96
U.S. BANK	Copper Town Hall Refreshments	10/19/2022	EFT	74.26
U.S. BANK	Covid Test - District	10/19/2022	EFT	514.58
U.S. BANK	D1-D2 Review Class- Davis	10/19/2022	EFT	300.00
U.S. BANK	District Office Internet	10/19/2022	EFT	600.00
U.S. BANK	Dropbox Service for HR Investigation	10/19/2022	EFT	54.00

Vendor	Description	Date	Ref	Amount
U.S. BANK	Enginer Recruiting Linkedin	10/19/2022	EFT	245.60
U.S. BANK	FMCSA Clearinghouse Queries	10/19/2022	EFT	62.50
U.S. BANK	Hose Reel -- Warehouse	10/19/2022	EFT	481.21
U.S. BANK	HRCI - Ethics Training Lollar	10/19/2022	EFT	39.00
U.S. BANK	Hydrant Adapter - District	10/19/2022	EFT	56.07
U.S. BANK	InfoWater Pro Floating (3,000 links) InfoCare Renewal (8/15/22 -	10/19/2022	EFT	6,229.49
U.S. BANK	Kestrel Wind & Temp Meter - Preconstruction Surveys	10/19/2022	EFT	106.18
U.S. BANK	Lamps - DF VCTO	10/19/2022	EFT	460.00
U.S. BANK	Lamps - JLWTP	10/19/2022	EFT	1,042.79
U.S. BANK	Lunch Meeting - Minkler, Arnold & Felte	10/19/2022	EFT	57.95
U.S. BANK	Mail Chimp	10/19/2022	EFT	225.00
U.S. BANK	Microsoft	10/19/2022	EFT	1,171.77
U.S. BANK	Office Supplies	10/19/2022	EFT	2,438.89
U.S. BANK	Plug Connector - LS 17	10/19/2022	EFT	36.22
U.S. BANK	Pressure Washer - Hunters WTP	10/19/2022	EFT	124.95
U.S. BANK	Refund Credit	10/19/2022	EFT	(205.65)
U.S. BANK	Ring Central	10/19/2022	EFT	1,389.07
U.S. BANK	Safety Shirts - LC WHSE	10/19/2022	EFT	122.22
U.S. BANK	Surge Protectors, Docking Stations	10/19/2022	EFT	564.09
U.S. BANK	Test Leads - V720	10/19/2022	EFT	32.78
U.S. BANK	Tire Chains - V751	10/19/2022	EFT	314.70
U.S. BANK	Torque Wrench - LC Whse	10/19/2022	EFT	47.19
U.S. BANK	Totes Hunters WTP	10/19/2022	EFT	17.77
U.S. BANK	UPUD 09/22	10/19/2022	EFT	338.99
U.S. BANK	Vacuum - V551	10/19/2022	EFT	234.88
U.S. BANK	Verizon 09/22	10/19/2022	EFT	3,145.57
U.S. BANK	VlaVal Evenbrite Training Refund	10/19/2022	EFT	(550.00)
U.S. BANK	Volcano Telephone 09/22	10/19/2022	EFT	571.22
U.S. BANK	Waste Water Recording of Term	10/19/2022	EFT	164.55
U.S. BANK	Water Code Updates	10/19/2022	EFT	11.58
U.S. BANK	Water Conservation Materials & Supplies	10/19/2022	EFT	511.86
U.S. BANK	Water Distribution O & M - Byous	10/19/2022	EFT	50.00
U.S. BANK	Water Recording of Term	10/19/2022	EFT	22.00
U.S. BANK	Water Resource Laptop (Sewer)	10/19/2022	EFT	542.37
U.S. BANK	Water Treatment Cert Grade 2 Renewal - Jarnagin	10/19/2022	EFT	61.38
U.S. BANK	Wire Cart - Electricians	10/19/2022	EFT	168.59
UMRWA	UMO 969 408511 40401 Renewal 10/1/22 - 09/30/2023	10/26/2022	141078	22,097.00
UNION DEMOCRAT	WR Specialist / IT Tech Recruitments	10/13/2022	141000	1,454.48
UNITED PARCEL SERVICE	Shipping Week End 09/24	10/13/2022	141001	130.02

Vendor	Description	Date	Ref	Amount
UNITED PARCEL SERVICE	Shipping Week End 10/01	10/26/2022	141079	20.00
UNITED PARCEL SERVICE	Shipping Week End 10/08	10/26/2022	141079	87.61
UNITED PARCEL SERVICE	Shipping Week End 10/15	10/26/2022	141079	92.21
UNITED RENTALS NORTHWEST, INC	Asphalt Cutter Blade Credit	10/13/2022	141002	(83.15)
UNITED RENTALS NORTHWEST, INC	Rammer Rental - LC Whse	10/13/2022	141002	268.13
UNITED RENTALS NORTHWEST, INC	Rammer Repair - LC Whse	10/13/2022	141002	592.61
UNITED RENTALS NORTHWEST, INC	Rental of Pipe Bender with Haul Trailer for District Corp Yard (10/13/2022	141002	487.43
USA BLUE BOOK	Lab Supplies - CCWTP	10/13/2022	141003	172.39
USA BLUE BOOK	Lab Supplies - LCWWTP	10/13/2022	141003	1,401.68
USA BLUE BOOK	Sensors - WPWTP	10/06/2022	140937	393.92
USDA RURAL DEVELOPMENT	Arnold AD9S4 Loan#08 Case#04-005-0941582070	10/26/2022	141080	2,695.00
USDA RURAL DEVELOPMENT	Arnold AD9S4 Loan#09 Case#04-005-0941582070	10/26/2022	141080	483.54
UTICA WATER & POWER AUTHORITY	Pump Testing - Hunters 10/1-10/2	10/13/2022	141004	485.67
VALIC	Def Comp 09/30/2022 Payroll	10/31/2022	EFT	1,948.45
VALIC	Def Comp 10/15/2022 Payroll	10/31/2022	EFT	1,948.45
VERIFIED FIRST, LLC	New Hire Background Investigation	10/06/2022	140938	91.48
VOYA FINANCIAL	Def Comp 09/30/2022 Payroll	10/31/2022	EFT	1,420.15
VOYA FINANCIAL	Def Comp 10/15/2022 Payroll	10/31/2022	EFT	1,420.15
WAGeworks	FSA Admin 10/22	10/26/2022	141081	230.00
WECO INDUSTRIES	Tube - V 736	10/13/2022	141005	319.21
WEST POINT LUMBER INC	Water - WP	10/13/2022	141006	12.21
WESTERN HYDROLOGICS	Professional Services - Water Rights Reporting	10/06/2022	140939	1,800.00
WESTERN HYDROLOGICS	Stream-Gage Maintenance, Monitoring, Reporting - Bear Creek Dive	10/06/2022	140939	2,385.60
WEX BANK	Fuel 09/2022	10/31/2022	EFT	24,881.93
WIENHOFF DRUG TESTING	Drug Screening	10/26/2022	141083	320.00
WILLE ELECTRIC SUPPLY CO INC	Transducer - LCWWTP	10/13/2022	141007	1,114.06
WQI	Wastewater Grade III Review - Burke	10/13/2022	141008	700.00
YOUNG'S COPPER ACE HARDWARE	Materials & Supplies - CC	10/13/2022	141010	5.35
TOTAL OCTOBER DISBURSEMENTS:				3,108,602.70

RESOLUTION NO. 2022-

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

RATIFYING CLAIM SUMMARY NO. 608

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 608 at the Regular Meeting held on November 9, 2022; and

WHEREAS, Board Members have resolved questions, issues, or concerns by consultation with District staff during said meeting.

NOW, THEREFORE, BE IT RESOLVED that the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby ratifies Claim Summary Number 608 in the amount of \$3,712,639.00 for the month of October 2022.

PASSED AND ADOPTED this 9th day of November 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: November 9, 2022

TO: Calaveras County Water District Board of Directors

FROM: Michael Minkler, General Manager

SUBJECT: Report on the Monthly Investment Transactions for October 31, 2022

RECOMMENDED ACTION:

For information only.

SUMMARY:

Per the District's Investment Policy, Staff will report the monthly investment activity for the preceding month. During October 2022 the following investment transactions occurred:

Chandler Asset Management Activity:	General	Water CIP Loan	Sewer CIP Loan
Book Value at 09/30/2022	20,071,142.60	19,484,836.93	10,470,640.38
Security Purchases	526,937.78	-	-
Money Market Fund Purchases	526,040.37	-	-
Money Market Contributions	-	-	-
Money Market Fund Sales	(528,170.50)	35,130.41	22,415.15
Maturities	(500,000.00)	-	-
Money Market Fund Withdrawals	(1,748.09)	(27,450.89)	(19,515.97)
Amortization/Accretion	(4,415.78)	20,903.56	10,193.57
Book Value at 10/31/2022	20,089,786.38	19,513,420.01	10,483,733.13
Local Agency Investment Fund Activity:			
Balance at 09/30/2022	12,895,104.17		
Withdrawals, Operating Cash			
Interest	102,001.72		
Balance at 10/31/2022	12,997,105.89		

LAIF (Local Agency Investment Fund) daily interest rates are 1.77% as of 10/31/2022. The LAIF rate has remained relatively low, and the majority of available funds are being invested through Chandler Asset Management. The transfer of the withdrawal from LAIF to Chandler was completed on September 1, 2022.

CALAVERAS COUNTY WATER DISTRICT
INVESTMENT ACTIVITY
FOR THE MONTH ENDING October 31, 2022

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			DATE INVST	CM INTEREST AND DIVIDEND RECVD
		COST	PAR (PRINC)	CPN RATE		
Local Agency Investment Fund	12,997,105.89	12,997,105.89	12,997,105.89	1.770%	ongoing	102,001.72
Chandler Asset Management	18,597,508.84	20,087,090.84	20,062,589.44	0.950%	ongoing	20,147.82
Chandler Asset Management - Water Loan	19,480,432.00	19,747,048.00	19,515,181.00	1.630%	ongoing	28,583.08
Chandler Asset Management - Sewer Loan	10,463,314.00	10,465,379.00	10,498,537.00	2.160%	ongoing	13,092.75
Totals	61,538,360.73	63,296,623.73	63,073,413.33			163,825.37

Chandler Asset Management Activity:	General	Water CIP Loan	Sewer CIP Loan
Book Value at 09/30/2022	20,071,142.60	19,484,836.93	10,470,640.38
Security Purchases	526,937.78	-	-
Money Market Fund Purchases	526,040.37	-	-
Money Market Contributions	-	-	-
Money Market Fund Sales	(528,170.50)	35,130.41	22,415.15
Maturities	(500,000.00)	-	-
Money Market Fund Withdrawals	(1,748.09)	(27,450.89)	(19,515.97)
Amortization/Accretion	(4,415.78)	20,903.56	10,193.57
Book Value at 10/31/2022	20,089,786.38	19,513,420.01	10,483,733.13
Local Agency Investment Fund Activity:			
Balance at 09/30/2022	12,895,104.17		
Withdrawals, Operating Cash Interest	102,001.72		
Balance at 10/31/2022	12,997,105.89		

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

FOR THE MONTH ENDED October 31, 2022

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			Dividends Earned	Interest Earned	Net Income
		BOOK	PAR Value/Units	CPN RATE			
Asset Backed Security	997,313.83	1,044,940.95	1,045,000.00	0.81%		3,392.88	3,392.88
Agency Securities	2,246,104.40	2,405,676.01	2,400,000.00	0.36%			-
CMO	191,001.20	207,834.29	200,000.00	0.62%			-
Corporate Securities	4,219,458.87	4,525,829.68	4,490,000.00	1.41%			-
Money Market Fund (Cash)	57,589.44	57,589.44	57,589.44	2.61%	504.94		504.94
Negotiable CD	-	-	-				-
Supernational Securities	1,015,176.40	1,120,867.63	1,120,000.00	0.65%			-
US Treasury	9,870,864.70	10,724,352.84	10,750,000.00	0.93%		16,250.00	16,250.00
Totals	18,597,508.84	20,087,090.84	20,062,589.44	0.95%	504.94	19,642.88	20,147.82

Agenda Item

DATE: November 9, 2022

TO: Board of Directors

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of November 9, 2022 through December 8, 2022, Pursuant to AB 361

RECOMMENDED ACTION:

Motion: _____/_____ adopting Resolution No.2022-____ Re-authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of November 9, 2022 through December 8, 2022, Pursuant to AB 361.

SUMMARY:

On October 26, 2021, the Board of Directors adopted Resolution 2021-79 ratifying the proclamation of a state of emergency on March 4, 2020 and authorizing remote teleconference meetings of the Board of Directors for the period of October 26 thru November 25, 2021 pursuant to AB 361.

After 30 days, the District is required to renew its resolution effecting the transition to the modified Brown Act requirements if it desires to continue meeting under those modified requirements.

Importantly, the ability to renew the resolution is subject to certain requirements and conditions. In order to renew the resolution, a local agency must:

1. Reconsider the circumstances of the state of emergency
2. Having reconsidered the state of emergency, determine that either
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person, or
 - b. State or local officials continue to impose or recommend measures to promote social distancing

FINANCIAL CONSIDERATIONS:

None at this time.

Attachments: a) Resolution 2022-__ Ratifying the Proclamation of a State of Emergency on March 4, 2020 and Authorizing Remote Teleconference Meetings of The Board of Directors of the Calaveras County Water District for the Pursuant to Brown Act Provisions

RESOLUTION NO. 2022-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS COUNTY WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BOARD OF DIRECTORS OF THE CALAVERAS COUNTY WATER DISTRICT FOR THE PERIOD NOVEMBER 9, 2022, THROUGH NDECEMBER 8, 2022, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Calaveras County Water District committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Calaveras County Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a Board of Directors, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the Board of Directors meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, 2021-79 on October 26, 2021, finding that the requisite conditions exist for the legislative bodies of Calaveras County Water District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and

WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Calaveras County Water District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, The regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act, may be held via teleconference or other electronic means, in the manner set forth in the Virtual Public Meeting Protocols to this Declaration, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

NOW, THEREFORE, The Board of Directors OF CALAVERAS COUNTY WATER DISTRICT does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Calaveras County Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including,

conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of December 8, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Calaveras County Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED, this 9th day of November 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: November 9, 2022

TO: Michael Minkler, General Manager

FROM: Jessica Self, External Affairs Manager

SUBJECT: Discussion/Action regarding an Amendment of the Commercial Account Review Policy

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Ordinance No. 2022- ____ Amending Commercial Account Review Policy and rescinding Ordinance 98-06.

SUMMARY:

Commercial Account Policy Overview

This policy was developed after numerous meetings and discussions with the Board, Engineering Committee, and District staff. The goal has been to develop a policy that contains the most appropriate methods to determine the actual costs related to water and wastewater services for any specific business. The draft Commercial Account Review policy covers the following for water and wastewater accounts:

WATER

- Requests for water consumption review
- Consolidation of commercial water meters and accounts
- Master meters

WASTEWATER

- Bi-monthly base rate and capacity fee review
- Consolidation of commercial wastewater accounts

Staff presented a draft Commercial Account Review Policy at the September 14, 2022 and October 11, 2022, Board meetings, and gathered input and comments from Board Directors. Staff updated the policy to address the Board's alterations and additional input.

Ordinance 98-06 was identified to locate the recommended provision amendments. This Ordinance already contains processes for the review and amendment of water and

sewer accounts. Staff recommends replacing Ordinance 98-06 with the updated Commercial Account Policy.

Next Steps

Staff have finalized the Commercial Account Review policy and the ordinance is ready for adoption from the board.

A notice was published on October 28, 2022, and November 4, 2022, in the local newspapers to alert the public that a new ordinance may be adopted during the November 9, 2022, board meeting. Once adopted, a copy of the ordinance must be published in the local newspapers within 10 days of adoption.

If the board adopts the ordinance, there is a 60-day timeframe prescribed by Government Code Section 66017 prior to the new commercial account policy going into effect. If adopted on November 9, 2022, the new commercial account policy will take effect on January 8, 2023.

FINANCIAL CONSIDERATIONS:

Commercial account holders will be responsible for a minimum administrative review fee of \$330, which varies by connection. The commercial account holder is also responsible for additional construction costs incurred by CCWD in association with actions taken by this policy.

STRATEGIC PLAN OBJECTIVES:

Programs, Projects, and Initiatives (PI-10): Maintain up-to-date District policies.

*Attachments: Ordinance No 2022- Commercial Account Review Policy
FINAL Commercial Account Review Policy
Ordinance 98-06*

COMMERCIAL ACCOUNT REVIEW

The following applies to all sections within the Commercial Account Review.

1. A minimum administrative review fee of \$330, which varies by connection, is required when applying for a commercial account review.
2. Any construction costs incurred by CCWD in association with actions taken will be billed separately to the commercial account holder.
3. Bi-monthly billing will continue until all requirements have been met. Final billing will be sent through the date of completion.
4. Any loss of capacity resulting from adjustments or consolidation will be forfeited. Any expansion of capacity will be paid at the rate applicable at the time of the application if capacity is available.
5. When requesting a review for either the water or sewer accounts, CCWD will conduct a full review of both accounts, if applicable.
6. In no circumstance will the capacity fees for a particular commercial connection be refunded.

WATER

1. Minimum Meter Size

Each commercial building account will, at a minimum, be charged a connection fee for one 5/8-inch meter. The account will be charged corresponding bi-monthly base-rate service charge for a minimum one 5/8" meter.

2. Commercial Customers Can Request a Water Consumption Review

Commercial customers can request a review of their accounts to reevaluate the water meter size if the meter is larger than 5/8-inch. The following is required upon the review:

- A. Adjustments will only occur after a full two years from the initial water service account activation. All commercial accounts can request a review of their account every two years from the completion date of their last review or upon a change of business use of the commercial property.
- B. An assessment will be made for the maximum number of fixtures (current vs proposed). The water supply fixture units and meter sizing will be validated according to the California Plumbing Code, Recommended Rules for Sizing of Water Supply System.
- C. For CCWD to review the account, the property owner must submit proposed or approved building plans for the business showing all current or proposed tenant improvements and water fixtures.

3. Commercial Water Meters May be Allowed to Consolidate.

Owners of commercial buildings with multiple meters on a single property may be allowed to consolidate meters to right-size their water service for commercial tenants. The following is required upon the review:

- A. The size of the consolidated meter will be determined by the fixture counts and demand factor formulas used for new commercial connections.
- B. Commercial buildings that experience a reduction in Equivalent Single-Family Units (ESFUs) through a consolidation of meters will forfeit the corresponding capacity eliminated through the consolidation.
- C. Applications to restore capacity or separate consolidated meters must be filed with CCWD prior to reinstatement of the capacity. If the consolidation of service is approved by CCWD, the customer is responsible for all associated costs. This includes the recording of the Notice of Termination of Water or Wastewater Services with the County Clerk Recorder's Office.
- D. New meters created by a separation of previously consolidated meters must pay all costs for establishing the new meters, including capacity fees, prior to activation of the new meters.

4. Commercial Customers Can Utilize Master Meters

Existing commercial customers can elect to utilize a master meter to serve multiple commercial units. The property owner is responsible for any sub-metering or allocation of costs among commercial tenants, including bi-monthly billing. In addition, the property owner is responsible for all necessary modifications to water service infrastructure on the customer side of the master meter.

All plumbing must be permitted by the building department and constructed to code. CCWD will conduct an inspection of the master meter once all construction is completed to verify proper disconnection or line capping, and the property owner will be charged with an inspection fee.

SEWER

1. Minimum ESFU Size

A minimum of 1.0 ESFU will be charged for each commercial account.

2. Commercial Customers Can Request a Bi-Monthly Base Rate and Capacity Fee Review

There will be a required reevaluation of the sewer capacity fee for new commercial sewer connections. In addition, commercial customers can also request a review of their accounts.

- A. Adjustments will only occur after a full two years of use of the sewer service or upon a change of business use. All commercial accounts can request a review two years after the date of their last review.

- B. The bi-monthly base rate charges and capacity fees will be verified and adjusted based upon the greater of the following:
 - 1. The maximum number of fixtures (current vs proposed) as tabulated in the California Plumbing Code, Chapter 7.
 - 2. The actual peak day water use of the most recent 12-month period as shown by water service meter readings. If the water purveyor is other than CCWD, the customer must provide actual peak day water use from said purveyor.
- C. There will not be an adjustment if the actual water use is within 0.5 Equivalent Single-Family Units (ESFUs).

3. Commercial Wastewater Accounts May be Allowed to Consolidate

Owners of commercial buildings with multiple accounts on a single property may be allowed to consolidate wastewater accounts based on the comprehensive use review process.

- A. The bi-monthly base rate charges and capacity fees will be verified and adjusted based upon the greater of the following:
 - 1. The maximum number of fixtures (current vs proposed) as tabulated in the California Plumbing Code, Chapter 7.
 - 2. The actual peak day water use of the most recent 12-month period as shown by water service meter readings. If the water purveyor is other than CCWD, the customer must provide actual peak day water use from said purveyor.
- B. The property owner must submit proposed or approved building plans for the business showing all current tenant improvements and drainage fixtures for CCWD review.
 - 1. Sewer laterals must be demonstrated on the building plans. The property owner is responsible for any necessary modifications to the drainage fixtures and plumbing consistent with the permitted tenant improvement plans and request to consolidate units.
- C. If the consolidation of service is approved by CCWD, the customer is responsible for completing the Notice of Termination of Water and/or Wastewater Services which will be recorded with the County Clerk Recorder's Office.

ORDINANCE NO. 2022-

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE CALAVERAS COUNTY WATER DISTRICT**

COMMERCIAL ACCOUNT REVIEW PROCESS

WHEREAS, the Board of Directors of the Calaveras County Water District adopted Ordinance No. 98-06 on May 13, 1998, and

WHEREAS, the Board of Directors of the Calaveras County Water District has determined that policies pertaining to commercial customers requesting a review of their account(s) to be updated; and

WHEREAS, the Board of Directors published a notification and provided for a public hearing, in compliance with Government Code Sections 66013 and 66016, to receive comments regarding changes to Ordinance 98-06 and

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT as follows:

Section 1. Ordinance No. 98-06 will be rescinded and replaced with the attached Commercial Account Review Policy hereto and made a part of; and

Section 2. Effect on prior actions. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this Ordinance will 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 District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

Section 4. Publication/Effective Date. Within ten (10) days of adoption, this Ordinance will be published in a newspaper of general circulation within Calaveras County. To allow for the 60-day timeframe prescribed by Government Code Section 66017, the new fees adopted by this Ordinance shall take effect on January 8, 2023.

PASSED AND ADOPTED this 9th day of November 2022, after a noticed Public Hearing by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

ORDINANCE NO. 98-06

**ADDRESSING THE TWO YEAR REVIEW PROCESS
FOR COMMERCIAL CONNECTIONS**

The Board of Directors (Board) of CALAVERAS COUNTY WATER DISTRICT (CCWD) determined at its meeting of May 13, 1998 that it was necessary and appropriate that a two-year review of commercial sewer connections would be the best method to determine the actual costs of connection charges for any specific business.

NOW THEREFORE BE IT ORDAINED as follows:

Section 1. Findings.

Board hereby adopts the following changes for individually metered commercial water and sewer connections on a District-wide basis.

Water:

- 1) Each place of business shall, at a minimum, be charged a connection fee for one 5/8" meter.
- 2) The two year review process for water service is rescinded where applicable.
- 3) Commercial establishments that have been charged less than the standard 5/8" water connection fee shall not be subject to an additional charge for water as a result of adopting the above revisions.

Sewer:

- 1) There will be a reevaluation of the sewer connection fee for new commercial sewer connections.
 - Adjustments will only occur after a full 2 years use of sewer service.
 - The connection fee will be verified and adjusted based upon actual average water use of the most recent 12 month period as evidenced by meter readings.
 - Adjustments will be based on the rate applicable at the time fees were initially paid.
 - There will not be an adjustment if the actual water use is within 0.5 Single Family Dwelling Equivalents (SFDE) of the amount charged.

2) In the event of alteration of a building and/or the property or of additional use of the sewer facilities for which the sewer connection fees were paid, additional connection fees shall be paid for the added units or uses at the rates in effect at the time such alterations or additions were made in accordance with the applicable rate ordinances. The 2 year review process, as noted in 1) shall be implemented for alterations or additional use of sewer facilities if payment of additional connection fees are required.

3) The basis for both the estimation and verification of commercial sewer connection fees shall be **225 gallons per day per SFDE**. If a Demand Factor Table is adopted, the factors shown will be used as a basis for estimation of connection fees for the classifications listed.

4) In no circumstance will the connection fees for a particular commercial connection be refunded in excess of the fees paid by the current owner for that commercial connection and its intended use.

General:

1) The General Manager shall be authorized to resolve conflicts that may result from the implementation of the above policies to existing accounts.

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 District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

Section 4. Publication/Effective Date.

Within 10 days of adoption, this Ordinance shall be published in a newspaper of general circulation within Calaveras County. This Ordinance shall take effect upon 30 days after its adoption.

PASSED AND ADOPTED this 12th day of August, 1998 by the following vote:

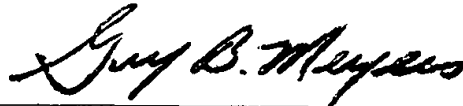
AYES: Directors Weinkle, Geiszler, Fonceca and Deem

NOES: None

ABSENT: None

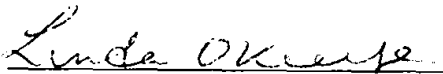
ABSTAIN: Director Meyers

CALAVERAS COUNTY WATER DISTRICT



President

ATTEST:



Secretary

RATES.2YRORD8_98A.DOC

Agenda Item

DATE: November 9, 2022

TO: Michael Minkler, General Manager

FROM: Charles Palmer, District Engineer

SUBJECT: Discussion/Action for Award of a Design Services Contract for the Copper Cove Wastewater Tertiary Improvements (CIP #15094T)

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2022 - ____ accepting proposal from HydroScience Engineers in the amount of \$987,576 for design of the Copper Cove Wastewater Tertiary Improvements (CIP #15094T) and authorizing the General Manager to execute a Professional Services Agreement for said work.

SUMMARY:

The District issued a Request for Statement of Qualifications (SOQ) and Proposals for engineering services for tertiary improvements to the Copper Cove Wastewater Treatment Plant. On October 26, 2021, three firms (HydroScience Engineers, Keller Associates, and Nexgen Utility Management) submitted proposals. Staff deemed all firms SOQ acceptable.

At staff's recommendation, the Board approved a contract with Keller Associates on January 26, 2022 (Res 2022-15) in amount of \$1,188,301. During the last year, Keller Associates made progress on technical evaluations and pre-design deliverables.

A key priority was to prepare 50% plans to support our Section 219 WRDA agreement with the USACE. Staff recommends using HydroScience Engineers to meet this key objective based on its original SOQ and proposal. Also, in staff's recent experience, HydroScience has been responsive and responsible in managing work. HydroScience has updated its scope and fee (attached) from its October 26, 2021 proposal. In making this transition, staff will transfer prior work by Keller to HydroScience as benefits the continuation of the design.

FINANCIAL CONSIDERATIONS:

The proposed contract with HydroScience is \$987,576. The current FY22-23 budget has funds (\$1,400,000 for CIP #15094T) sufficient for the contract.

Attachments: 1) Resolution No. 2022 - ____
2) HydroScience Scope of Work and Fee

RESOLUTION NO. 2022 – _____

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

**AUTHORIZING A CONTRACT FOR ENGINEERING SERVICES FOR
THE COPPER COVE WASTEWATER TERTIARY IMPROVEMENTS
CCWD CIP #15094T**

WHEREAS, the Calaveras County Water District (CCWD) plans to make tertiary improvements to the Copper Cove Wastewater Treatment Plant. The District is coordinating this project with the United States Army Corps of Engineer (USACE) through Section 219 WRDA; and

WHEREAS, after issuing a request for qualifications and proposals from engineering firms, CCWD received proposals on October 26, 2021 from three qualified firms: HydroScience Engineers, Keller Associates and Nexgen Utility Management; and

WHEREAS, 9-months after contracting with Keller Associates, Keller has not met a key deliverable (50% design) requested by USACE. At this juncture, staff advises hiring a different firm to finish the design; and.

WHEREAS, staff recommends retaining HydroScience Engineers based on their original October 26, 2021 Statement of Qualification and Proposal. Also, in staff's experience, HydroScience has been responsive and responsible in managing other work for CCWD.

BE IT RESOLVED, the CCWD Board of Directors hereby accepts the updated scope and fee (attached) submitted by HydroScience in the amount of \$987,576 for design of the Copper Cove Wastewater Tertiary Improvements (CIP #15094T) and authorizes the General Manager to execute a Professional Services Agreement for said work.

PASSED AND ADOPTED this 9th day of November, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President

Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Scope of Services

Copper Cove Wastewater Treatment Plant Tertiary and Pond 6 Utilities Upgrades

Project Components

The facilities will be designed for maximizing the current permit limit of 1.0-mgd with accommodations for phasing for buildout estimated to be 2.0-mgd.

This scope of services assumes the following facility components will be designed:

- Demolition of the following existing facilities:
 - Existing Microfloc filtration unit and support equipment (metal building to remain)
 - Existing Pond 6 Utility Station (to be replaced)
 - Existing force main, raw water pipeline and other pipelines and appurtenances in conflict with the Pond 6 dam raise.
- Construction of the following new facilities:
 - New Pond 6 Utility Station and Relocation of Pipelines
 - Blanket drain pumps, tertiary supply pumps, spray field pumps, reservoir piping, supporting power and controls
 - All replacement pumping equipment to match existing horsepower and duty point, except for feed to tertiary (revise as required for new hydraulic profile)
 - Station installed on an outdoor equipment pad with outdoor panels and controls, no canopy
 - Design for relocation of existing pipelines and appurtenances including existing 8" force main, 10" raw water line, and other utilities as identified in the attached Pond 6 – Utility Relocations exhibit.
 - New Tertiary Filtration Process
 - Pretreatment utilizing Dissolved Air Floatation (DAF), Westech, Krofta, or equal, specified as shop-fabricated stainless-steel tanks constructed on a slab foundation.
 - Filtration utilizing continuous backwash upflow sand filtration (Dynasand or equal), tanks constructed in cast-in-place concrete partially buried and equipped with manufacturer-designed and provided filtration equipment
 - Site plan, piping, pipelines, equipment and other auxiliary systems to accommodate a future redundant DAF, redundant filters, etc.
 - New Belt Press solids dewatering system
 - Design facilities for solids handling for waste sludge off the new/future DAF units and waste backwash water from new/future tertiary filters.
- Existing UV disinfection system will be reused in this phase, limited to 1.0 MGD per current DDW capacity rating. Site plan will set aside space for a future UV system channels.
- Evaluation of utility power current and future needs to determine how to best serve and provide backup generator power to the tertiary facility (DAF's, Filters, UV System and

auxiliary pumps, equipment, systems,), Pond 6 Pump Station, and Belt Filter Press and Sludge Basin. Power upgrade and backup generator will be optional tasks.

- Construction and/or modification of the following utility buildings, all assumed to be unfurnished pre-engineered metal buildings on slab foundations:
 - Retain existing Tertiary building and canopy
 - Install new DAFs in either a new building or under the existing filter canopy
 - Provide accommodations for electrical room and additional room for a desk and SCADA terminal (location to be determined)
 - Install new belt presses in a new building and/or canopy at another site located on CCWD's property separate from the tertiary facility site
- Facility locations
 - Pond Utility Station – South of base of expanded dam
 - DAF and Filtration – Adjacent to existing tertiary process
 - UV – Reuse existing as-is
 - Solids Dewatering – At a mutually-agreed location between the secondary WWTP and the Tertiary Facilities
- Chemical storage and dosing systems for DAF and filtration located in existing building or new building
- Yard piping:
 - DAF float sludge to new Solids Dewatering Facility
 - Filter backwash and other drainages returned to plant headworks for treatment utilizing existing piping/force main or returned via the solids dewatering facility to the headworks or agreed process location.
 - Relocated Pond Utility Station yard piping passing in front of the dam and alongside the pond to provide clearance for dam construction

Construction of the improvements will be addressed in two phases and require two sets of contract documents, as follows:

- Phase 1: Construct DAF, tertiary filtration and belt press improvements
- Phase 2: Relocate Pond Utility Station in conjunction with Pond 6 enlargement project (by others)

Projects will be funded by US Army Corps of Engineers (USACE). The District is coordinating all funding. HydroScience will attend an early coordination meeting with USACE and the District to identify funding program requirements for the plans and specifications, review the schedule, and identify USACE document review timelines and requirements. HydroScience will work with the District to coordinate these document reviews as the design progresses.

Pond 6 will remain a secondary effluent storage basin during these phases. Sometime in the future it may be converted to a tertiary effluent storage basin.

Task 1: Project Management and Coordination

HydroScience will manage the project with an emphasis on diligence, tracking and verification, efficiency, effective communication, management of budget, and delay avoidance. Project Manager, Bill Slenter, will leverage his long history of managing complex wastewater projects to foresee and collaboratively address challenges before they impact schedule or budget.

- Bill will conduct bi-weekly project status calls with the District to coordinate project activities. Maximum of 22 meetings budgeted.
- We will boil down communications to key issues by doing our homework first and communicating in a concise and focused manner.
- A workshop format will be used to communicate with the District at key milestones and solicit input. Every workshop will include handouts and visual aids to move quickly through the presentation portion, fully inform District staff, and encourage productive discussion.
- Agendas will be prepared for all meetings and distributed about a week in advance, and minutes distributed within three days of every meeting.

All deliverables will be reviewed by our QA/QC Lead, Curtis Lam, prior to delivery to the District. As part of our QA/QC process we will maintain a log of activities with sign off by the appropriate designer and QA/QC individual that all comments have been addressed.

A decision log will be regularly updated to document key decisions as they are made. The decision log will be referenced during every design decision to ensure that District comments are addressed.

Invoices will be summarized by task number and will show the total task budget, amount billed each month, and task budget balance. Monthly progress reports will include the current project status, schedule, obstacles, and estimated work remaining to complete the project.

Deliverables:

- Monthly progress reports
- Schedule updates
- Meeting agenda and minutes
- Decision tracking log

Task 2: Predesign

Kickoff Meeting: At the kickoff meeting, HydroScience will review the project implementation and begin data collection and alternative evaluation. Project management tasks to be reviewed will include reviewing the scope, confirming project objectives, roles, and responsibilities, communication protocol, finalizing the implementation schedule, and establishing upcoming milestones and meetings. During and after the meeting, we intend to interview staff, collect condition and O&M information, identify how staff prefers to operate and maintain the plant, understand O&M concerns, and vet potentially feasible alternatives. One week prior to this kickoff meeting, HydroScience will generate a detailed list of information needs and present this to the District to facilitate data collection.

Existing Data Review: HydroScience will collect and review existing data, SCADA records, as-built drawings, and other data requested by HydroScience; which the District will supply to the extent available.

Power Supply Assessment: Existing utility power service capacities at the three facilities will be evaluated against present demands, projected Phase 1 demands, and Buildout demands using an estimate or allowance for doubling future treatment capacity. The assessment will

determine if utility power services need to be upgraded to accommodate the improvements in this phase. Opportunities to consolidate power services will be explored. An option to add diesel backup generators will also be identified.

Funding Program Requirements: HydroScience will work with the District to identify funding program requirements including boilerplate specifications, “buy American” provisions if applicable, and equipment procurement requirements and incorporate those requirements in the technical memoranda and design.

Technical Memoranda: TMs will be prepared as described in Table 1, below. Each TM will define the design criteria and features and provide preliminary design drawings for each component of the improvements. Workshops at strategic times will be used to solicit comments. Construction sequencing will also be addressed with the intent of minimizing interruption to plant operations. Construction constraints agreed upon with District O&M staff will be documented.

Table 1 – List of Preliminary Design Technical Memoranda

TM #	Title	Content Summary
1	Tertiary Treatment and Disinfection	<ul style="list-style-type: none"> • Establish design criteria for Phase 1 upgrade with expansion allowance for buildout. • Finalize selection and sizing of filtration pretreatment unit process utilizing dissolved air floatation (DAF). • Finalize selection and sizing of filtration unit process utilizing continuous backwash upflow sand filtration (Dynasand or equal). • Identify up to 2 equipment vendors suitable for supplying the selected treatment units and meeting funding program requirements. • Confirm requirements for reuse of existing UV system in Phase 1. Allow space for future construction of replacement or augmented UV system at Buildout. • Identify location adjacent to existing tertiary system for new DAF and filters. • Assume reuse of existing lab/ops/electrical room. Evaluate potential to install DAFs under existing canopy section or build a new metal building to house DAFs adjacent to existing facilities. Identify suitable site adjacent to existing facilities for installation of new outdoor continuous backwash sand filtration system (Dynasand or equal). • Address construction sequencing, yard piping tie-ins, and access.
2	Pond 6 Utilities Relocation	<ul style="list-style-type: none"> • Identify suitable location for relocated facility and piping in coordination with the Pond 6 enlargement plans, by others, provided by the District. • Develop preliminary plans and sections for new equipment and piping relocations. Configuration of new utility station assumed to be similar to existing. • Select pumps suitable for the application: <ul style="list-style-type: none"> ○ Tertiary supply pumps to be sized based on revised treatment system hydraulics, with an allowance for future expansion ○ Other pumps (blanket drain pumps and spray field pumps) to be replaced with like-sized pumps. No new hydraulic analysis for these pumps is included. • Include required piping connections, supporting power distribution and controls.

3	Sludge Dewatering	<ul style="list-style-type: none"> • Establish design criteria for Phase 1 upgrade with allowance (estimate) for solids production from a buildout oxidation ditch wastewater treatment plant. Estimates to be based on textbook values or similar District facilities. A detailed biological process analysis of the future treatment upgrades is not included. • Evaluate up to two suitable locations for new sludge dewatering facility and identify recommended location. Available land that is relatively flat and suitable for a mat-slab design is assumed. No retaining wall designs are included. Storm drainage to be to surrounding lands. • Develop preliminary plans and sections for new facility.
---	-------------------	---

Preliminary design drawings will include District-provided topographic survey backgrounds, hydraulic profile, site plans, yard piping plans, preliminary mechanical plans and sections for the major unit processes, power distribution one-line diagrams, control block diagrams, and design criteria sheets. The TMs above will also address:

- PLC/SCADA approach to connect the new and modified tertiary, belt press, and pond utility pump facilities
- Construction sequencing approach
- Engineers Estimate of Probable Construction Costs

Workshops: HydroScience will conduct up to two workshops with the District to discuss the above TMs.

Bench Testing Coordination and Process Performance Specification Development: Bench scale unit process testing was previously completed for the Krofta Supercell process and the data was provided by the District to HydroScience. HydroScience recommends and shall coordinate additional bench testing that involves producing DAF treated Pond 6 water at a bench scale, and then simulating the filtration of this pre-treated water utilizing the selected filtration media. Data to be collected on the bench-scale treated filtrate includes turbidity and UV transmittance. This scope item assumes that HydroScience will provide the coordination and review of testing data, and that process equipment suppliers will perform the actual testing at either their own expense or through separate contract with the District. HydroScience will reach out to suppliers at the start of the project to confirm their capability to run the testing and any costs or scheduling issues and provide this information to the District.

Alternate suppliers (“or-equals”) would be invited to do their own testing to increase their confidence that they can meet project requirements.

HydroScience shall develop process performance guarantee specifications to be included in the Contract Documents based on the results of this testing. Task assumes District will pay all costs for shipping samples, or that the vendors will do the testing on-site.

Construction Cost Management: Limited grant funding is available to construct the project. HydroScience will coordinate early with the District to identify available funding and then structure the preliminary and final design process to attempt to keep project construction costs within the available funding amounts. During predesign, HydroScience will identify potential

deducts or simplifications that can be employed to reduce the construction cost of the project if needed. This may include:

- Eliminating redundant process units where other operational procedures can mitigate equipment failures
- Reusing the existing tertiary building to address some of the new facilities
- Limiting earthwork
- Deferring some improvements

HydroScience will maintain a running cost estimate that will be reviewed as part of the decision-making process.

Deliverables:

- Predesign Technical Memoranda – Draft and Final (PDF)
- Recommended Facilities Budgetary Cost Estimate (PDF)
- Bench testing results (PDF)

Task 3: Topographic Surveying Coordination

The District has provided the topographic survey for the project. HydroScience will coordinate any additional surveying needs with the District (if required) and has included a \$10,000 allowance for additional surveying to be performed by the District's surveyor or a HydroScience selected one under contract to HydroScience.

Task 4: Geotechnical Investigation

Condor Earth will review available information pertaining to the proposed site improvements and existing site data. The review of site data will include review of Condor's past work, review of published geologic maps, a site visit by Condor's Principal Geotechnical Engineer, and review of available past site grading plans prepared by others. Condor will provide consultation to the design team for the siting of proposed improvements.

Condor will begin with field work by contacting Underground Service Alert (USA) to mark any public utility right of ways located at the site. The project site boundaries will be physically marked so that USA representatives will be able to clear the site for public utilities. The bulk of the site is within existing CCWD facilities and will likely not be marked by USA. Therefore, the client will need to provide Condor with the locations of any on-site utilities not marked by USA prior to our field activities. The client will provide Condor the authorization to enter the project site. The approximate test pit locations will be staked in the field or located by map prior to commencement of field activities by Condor. Condor can include a third-party locator in addition to USA clearance if requested. Condor will not be held responsible for damage to any utilities that were not marked or that were not brought to our attention prior to beginning our field activities.

In order to explore the subsurface conditions beneath the project site locations, we propose to perform test pits. The determination of test pit locations should be determined after the completion of initial siting of the facilities. Test pits are generally preferred in existing ground with shallow bedrock or in ground with thin soil cover or existing fill. For budgeting, we have assumed that test pits could be excavated by CCWD staff. Condor has assessed 10 to 20 test

pits will be required for the proposed scope. Each test pit will be advanced and logged by a Condor geologist with experience in similar ground. Soil and bedrock samples will be collected at selected depth intervals for laboratory testing. The test pits would be backfilled with spoils from the test pits.

Condor will perform laboratory tests on samples collected from the site that may include moisture content and dry density, particle size analysis, plasticity index, and corrosion. The final selection of testing type and frequency will be selected based on the subsurface conditions encountered during the field exploration.

Condor Earth will perform geotechnical engineering evaluations, summarize findings, conclusions, and recommendations in a Geotechnical Report. Condor's report will include the following items:

- A description of the proposed project;
- A description of the surface and subsurface site conditions encountered during our field explorations;
- A description of our field and laboratory investigations;
- Results of laboratory testing;
- A summary of the geologic and seismic conditions within the project area;
- A description of our evaluation to develop ground shaking parameters for the project.
- Conclusions and recommendations related to the geotechnical aspects of:
 - Potential geologic and seismic hazards and recommendations for mitigation of seismic and liquefaction risk;
 - General earthwork, including site stripping, subgrade preparation, over-excavations, temporary excavations, permanent slopes, trench backfill, import fill, compaction criteria, and site surface drainage;
 - Foundation design and construction, including foundation type, allowable bearing capacities, lateral resistance, settlement, and foundation depth, for conventional foundations; and 2019 CBC seismic design criteria;
 - Lateral earth pressure design criteria; and
 - Concrete slabs and exterior flatwork (as applicable for ancillary features)
- Plates and maps showing the site vicinity, the exploratory test pits and/or soil boring locations, the subsurface soil encountered, the geologic conditions in the project area, and locations of active and potentially active faults in the project area; and
- Appendices that will include logs of the exploratory test pits, laboratory test results, and results of seismic analysis.

We understand that seismic design will be based on the 2019 CBC. For sites with Site Class C or D and S1 values of 0.2g or greater (as expected at the subject site), the code requires either factoring up design seismic base shear loads for long periods or performing a site-specific ground motion hazard analysis to pursue the possibility of designing for lower loads for higher periods. Significant efforts are required to perform a site-specific analysis. Because Condor expects that performing a site-specific analysis is not warranted for this project, we excluded that significant work from our scope. Condor can facilitate a site-specific analysis at a later date upon your request.

Deliverables:

- Geotechnical Report (PDF)

Task 5: Environmental Clearance

HydroScience will provide and coordinate the following with Dewberry, related to the upgrades included in this design:

- Prepare a project description of the improvements
- Prepare schematic figures of the improvements
- Describe the construction activities required to construct the improvements
- Review draft project description and provide comments
- Coordinate our project schedule with the environmental schedule
- Review and incorporate mitigation measures into the contract specifications

Meetings will be incorporated into the regular bi-weekly meetings in Task 1.

Dewberry's Scope of Work is described below and is based on an approximate 15-month schedule with work starting in the first quarter of 2023. All work products will be submitted in electronic format (Word and/or PDF), unless otherwise noted. HydroScience's coordination effort is limited to the elements related to the tertiary, pond utilities, and belt press upgrade, and coordinating overall schedule of the work. Technical coordination for the dam raising/Pond 6 enlargement component will be by others.

Planning Assistance

[Attend Project Kick Off Meeting](#)

Dewberry will attend one kick-off meeting with CCWD staff to compile and obtain additional project information, discuss preliminary schedules for deliverables and coordinate date and time for field surveys with the project team.

[Conduct General Field Survey of Project Area](#)

Dewberry environmental team will conduct a general survey of the Copper Cove WWTP project site to become familiar with the WWTP and general layout of the proposed project. We will coordinate the site visit with Operations staff.

[Conduct Environmental Constraints Review/ Prepare CEQA Project Description](#)

As requested via email from CCWD Engineer during proposal preparation, we will evaluate two borrow sites as part of this task to assist in site selection. Biological and cultural resources database searches will be conducted for the borrow sites. Dewberry will assist in defining the project description and perform an initial screening (biological, cultural, wetlands, etc.) at a high-level including database and records searches, and conduct a 1-day field visit to review two possible borrow sites. We will also assist with evaluating a hauling route/road from the quarry to be considered.

Dewberry will use the CCWD Preliminary Engineering Report (30 percent design) as the basis for preparing a CEQA-compliant project description. The CEQA-compliant project description will include a detailed description of new wastewater treatment facilities, dam improvements (if different from the 2009 EIR), utility relocations, staging areas, construction phasing, water

management, construction methods and equipment used, and other construction and operation details to assist with environmental impact evaluations. The CEQA-compliant project description will be submitted to CCWD and the design team for review and approval.

CEQA Documentation

Prepare Administrative Draft IS/MND

Dewberry will prepare an Administrative Draft IS/MND to analyze project construction and operation effects on the environment. Dewberry will work with the CCWD to prepare the appropriately formatted IS/MND compliant with CEQA Guidelines, the CEQA Initial Study Checklist, and CCWD requirements and guidance. In addition, The Administrative Draft IS/MND will be prepared to meet the required ADA- compliant electronic files for the CCWD and the State Clearinghouse. The Administrative Draft IS/MND will include a project description, existing conditions, the potential impacts of project implementation (both individual and cumulative) for resources, and mitigation measures as required.

Dewberry will prepare the Administrative Draft IS/MND and submit electronically to the CCWD for review. Dewberry will respond to one round of CCWD comments and has estimated 8 hours for this task.

Air Quality

Ms. Michelle Jones from Entech Consulting Group (Entech) will serve as a specialty subconsultant to Dewberry for preparation of the air quality and greenhouse gas (GHG) impact analysis for the IS/MND. The project may generate significant construction emissions if the Alto Mine tailings are used for the dam expansion as it is located about 1.2 miles from the dam.

Entech will prepare an air quality and GHG analysis to meet CEQA and CCWD requirements. The air quality/GHG analysis will examine the air quality impacts from the project and recommend required mitigation measures. Further, the analysis will demonstrate compliance with the Calaveras County Air Pollution Control District (CCAPCD) applicable regulations, including the CCAPCD's Thresholds of Significance for Construction Emissions. The evaluation of these potential air quality impacts associated with the proposed project includes: documenting existing air quality conditions in the vicinity of the project site, describing the criteria for determining the significance of air quality impacts, and determining the likely air quality impacts that would result from construction activities. Where appropriate, mitigation measures will be recommended to reduce project-related air quality impacts to a less-than-significant level.

Construction Analysis: A construction emission inventory will be developed and compared to applicable CCAPCD significance thresholds. The construction emission inventory will include combustion emissions related to construction equipment operation; fugitive emissions related to site preparation and earthmoving activities; mobile source emissions associated with construction workers and haul truck trips; and VOC emissions related to architectural coating application asphalt pavement. CalEEMod will be utilized to estimate emissions from the construction of the proposed Project. CalEEMod is a modeling program designed by CARB to calculate emissions from vehicles trips generated by land use development projects and emissions developed from construction equipment. The calculated concentrations will be compared to the CCAPCD thresholds. Any exceedances of those thresholds created by the proposed Project will signify a significant impact created by the proposed Project. If specific

construction schedules and types of equipment utilized are not available, assumptions will be made on the construction schedule based on similar projects. In addition, Best Available Control Measures (BACM) and/or mitigation measures will also be discussed that can be implemented to minimize the emissions of PM10 and PM2.5 during construction as a preventative measure.

Greenhouse Analysis: Quantification of GHG will be performed to determine emission levels from the proposed project's construction. CalEEMod will be utilized to estimate CO2 emissions from the construction of the proposed project.

Biological Resources

Dewberry biologists will evaluate the biological resources present on the project site and determine project effects to special-status species and habitats.

Research/Coordination

Prior to conducting field surveys, Dewberry will conduct a literature review and database search in order to determine which special-status species and habitats have the potential to be within the project site.

Fieldwork

Dewberry biologists will conduct a one-day general field survey to assess habitats on the site. Dewberry will also conduct an aquatic resources delineation of the study area to identify areas potentially subject to regulation by the USACE and Regional Water Quality Control Board (RWQCB). The delineation will be conducted in accordance with the Corps of Engineers Wetlands Delineation Manual (January 1987), the Corps Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Arid West Region (Version 2.0) (September 2008), and the RWQCB State Wetland Definition and Procedures for Discharges of Dredged or Fill Material to Waters of the State (April 2019). Aquatic features subject to California Department of Fish and Wildlife (CDFW) jurisdiction will also be identified.

Documentation

The results of the field surveys will be documented in the Biological Resources section of the IS/MND and will include a discussion of habitats present on the site, as well as a discussion of any special-status species, along with common plant and animal species, occurring (or expected to occur) on the site based on the habitats present. Any sensitive biological resources identified will be mapped on an aerial photo exhibit. The evaluation will document biological resources in the project site and evaluate potential project impacts on any biological resources. Avoidance and minimization measures and/or mitigation measures will be recommended, where appropriate.

The results of the delineation field work will be documented in a report prepared in accordance with the Corps Minimum Standards for Acceptance of Aquatic Resources Delineation Reports, dated January 2016 and the and the Corps Regulatory Guidance Letter 16-01 (October 2016) regarding Preliminary Jurisdictional Delineations. The report will include a description of the setting, a discussion of the methods and results, the completed wetland data forms, location and vicinity maps, and a preliminary delineation map showing the limits of all potential jurisdictional waters of the U.S. on the site.

Cultural Resources

Dewberry archeologist Jennifer Hildebrandt-Howry will lead this effort with technical field assistance from PAR Environmental Services, Inc. (PAR). Base maps and plans, depicting the area proposed for impacts (e.g., construction, staging, and construction access areas) will be assembled and an Area of Direct Impacts (ADI) map will be created for the project area to guide background research and fieldwork. The map will be plotted on an aerial photograph with a bar scale. The map will depict the right-of-way and clearly label roads and the ADI for both archaeological and architectural resources.

Research/Coordination

Dewberry's cultural resources specialist will review relevant in-house records and sensitivity analyses, archaeological site records, and property listings that were obtained at the Central California Information Center (CCIC) of California Historical resources Information System (CHRIS) at California State University, Stanislaus.

The Native American Heritage Commission (NAHC) will be contacted to provide a list of Native American and other groups or individuals with potential knowledge of cultural resources in the project area. Native American consultation will include written letters to the appropriate representatives, and follow-up phone calls will be made to interested individuals. Dewberry will assist the CCWD to conduct the necessary Section 106 of the National Historic Preservation Act (NHPA) and Assembly Bill (AB)- 52 consultations to meet both CEQA and permitting standards.

Fieldwork

An archaeological and architectural inventory will be conducted utilizing pedestrian transects spaced no greater than 15 meters apart over the entire project area. The pedestrian survey will identify the presence or absence of cultural resources visible on the surface in the project area and the present condition of the local environment. Environmental factors that may have affected use of the areas by prehistoric and historic occupants (e.g., elevation, food or material resources, proximity to water) and environmental factors that may have limited the survival or visibility of archaeological remains (e.g., erosion, or modern disturbance) will also be noted.

Documentation

Dewberry's subconsultant, PAR, will analyze cultural resources in the Cultural Resources Inventory Technical Memorandum (Technical Memorandum) to document the results of the records search and field investigations. The Technical Memorandum will be prepared in compliance with CEQA and will meet Section 106 of the NHPA and AB-52 requirements to satisfy permit conditions. The Technical Memorandum will be used to support the Cultural Resources and Tribal Resources chapters of the IS/MND.

If any newly identified cultural resources are encountered within the project area, they will be recorded in a manner consistent with the Secretary of the Interior's Standards and Guidelines for Identification of Cultural Resources (48CFR 44720-23). California Department of Parks and Recreation (DPR) Series 523 forms will be prepared, along with appropriate supporting forms (e.g., Archaeological Site Record, Linear Feature Record, Site Sketch Map, Location Map). As appropriate (if the resources are over 50 years in age), Dewberry will complete the appropriate

DPR forms for the dam and two outbuildings. We have allocated 16 hours to prepare the DPR forms for three architectural and one archaeological resource.

Dewberry will also forward one copy of the Technical Memorandum and separate copies of any site records to the CCIC, as required by the CHRIS.

Preliminary Draft IS/MND

Upon receipt of one round of consolidated CCWD review comments, Dewberry will prepare a Preliminary Draft IS/MND for final approval before public circulation and review. Dewberry will submit electronic copies (PDF) of the Preliminary Draft IS/MND for review and approval to circulate. Dewberry will respond to one round of CCWD comments and has estimated 6 hours for this task.

Screencheck Draft IS/MND

Upon receipt of one round of consolidated CCWD review comments, Dewberry will prepare a Screencheck Draft IS/ MND that will include responding to CCWD comments and completing necessary revisions. Dewberry will submit the Screencheck Draft for final approval before publishing for public circulation and review.

Dewberry will submit electronic copies (PDF) of the Screencheck Draft IS/MND for review and approval to circulate.

Public Distribution and Review

Up to 5 hardcopies copies and electronic copy of the public review Draft IS/MND will be provided to the CCWD for distribution. The Dewberry environmental team will work with the CCWD to prepare a Notice of Intent to Adopt a Mitigated Negative Declaration and Notice of Availability for an Initial Study for publication in the newspaper of general circulation or for mailing to the CCWD distribution list. Dewberry will work with the CCWD to finalize and distribute this notice to announce the IS/MND public circulation.

Dewberry will coordinate the notices publication in the newspaper of general circulation and will mail up to 15 notices to the CCWD-provided distribution list. Dewberry will work with the CCWD in determining the appropriate person(s) (i.e., Submitter) to upload the required documentation onto the State Clearinghouse website no later than 3:30 PM on the start day of public circulation. The Submitter can be the CCWD or the CCWD can designate Dewberry as the Submitter.

Prepare Final IS/MND and Mitigation Monitoring and Reporting Program (MMRP)

At the conclusion of the 30-day public comment period, Dewberry will meet with the CCWD to discuss the comments received and the preparation of the final document. Dewberry will prepare written responses to comments received on the Draft IS/MND that raise substantive environmental issues and submit them for CCWD staff review after the close of the public comment period. We have budgeted for a maximum of 16 hours for responding to comments generated by the public. Dewberry will also prepare a Mitigation Monitoring and Reporting Program (MMRP) for CEQA compliance that outlines timing and responsibility assignments for implementing each mitigation measure.

After the CCWD has reviewed the draft-final IS/MND and draft MMRP, Dewberry will incorporate the revisions into the document and submit the Final IS/MND and MMRP. Dewberry has budgeted 6 hours for responding to CCWD review comments.

Dewberry will prepare the draft Notice of Determination (NOD) for the CCWD to review and comment. Dewberry will revise and return the NOD to the CCWD to file with the State Clearinghouse and the County Clerk's Office within 5 days of CCWD Board of Directors approval of the IS/MND and MMRP (pursuant to CEQA guidelines).

Regulatory Permitting

Dewberry will assist CCWD with preparation of regulatory permitting application materials to authorize impacts associated with potential jurisdictional waters associated with the project. The project may affect wetlands or other jurisdictional waters that are potentially under the jurisdiction of the USACE, RWQCB, and/or CDFW. Impacts to these waters may require permits from the regulatory agencies, as described below. This scope is based on anticipated impacts to drainage features located downstream of the dam.

We have budgeted 20 hours for responses to agency comments on the applications. We have also budgeted for an on-site meeting with agency representatives (if necessary) and 8 hours to assist CCWD with purchasing credits from a mitigation bank approved to sell wetland/non-wetland waters or riparian mitigation credits (if necessary).

Nationwide Permit Verification (Clean Water Act, Section 404)

The project may result in discharge of material into waters of the U.S. In the event this occurs, the project will require authorization from the USACE. It is anticipated that any discharge resulting from this project can be authorized using one or more Nationwide Permits (NWP). Dewberry will prepare a Preconstruction Notification (PCN) to submit to the USACE requesting verification that the project can be authorized using the specified NWP(s). Dewberry will also submit a Preliminary Jurisdictional Delineation (see Subtask 2.1.2) and request concurrence by the USACE.

Water Quality Certification (Clean Water Act, Section 401)

A Water Quality Certification may be required from the RWQCB for the proposed project, if it will affect wetlands or other waters of the State, to certify that the project is consistent with water quality goals and objectives. Dewberry will prepare an application package for submittal to the RWQCB. A processing fee must be included with the submittal (to be provided by CCWD, amount to be determined).

Pre-Application Meeting

Dewberry will submit a pre-application meeting request to the RWQCB at least 30 days in advance of the submittal of the 401 Water Quality Certification application package. If the RWQCB requests a meeting, Dewberry will schedule a 1-hour video conference with the RWQCB, CCWD, and the design team.

Dewberry will also prepare a succinct project summary for discussion during the meeting, including a description of the project, the project impacts, proposed compensatory mitigation, and proposed alternatives to be addressed in the alternatives analysis (see Subtask 3.2.2).

Alternatives Analysis (AA)

Dewberry will prepare an AA consistent with the State Wetland Definition and Procedures for Discharges of Dredged or Fill Material to Waters of the State (Procedures) requirements for “Tier 2 Projects,” which specify an analysis of on-site alternatives that would potentially reduce impacts to waters of the State.

Dewberry will coordinate with the design team to identify two or three conceptual alternative designs that will be evaluated in the AA (e.g., retrofit option, alternative alignment, etc.). The AA will describe cost and feasibility information (i.e., logistical or technical constraints) for each of the alternatives to demonstrate that they are impracticable when compared with the proposed project. Based on input and direction provided by Dewberry, the design team will provide support for the AA, including preparation of the conceptual alternative layouts and brief written descriptions, line-item cost estimates for infrastructure and fees, and feasibility input for the alternatives.

Dewberry will submit the Draft AA CCWD and the design team electronically for review. We have included 8 hours to respond to internal comments generated during review of the Draft AA. Dewberry’s budget for the AA also includes 8 hours to respond to questions and/or revise the Draft AA based on comments from the RWQCB.

The level of effort that Dewberry anticipates for the AA is commensurate with Dewberry’s interpretation of the Procedures.

Streambed Alteration Agreement (Fish and Game Code, Section 1602)

The project may require notification of proposed streambed alteration if the project will impact waters under the jurisdiction of CDFW. Dewberry will prepare a Notification of Lake or Streambed Alteration package for submittal to CDFW via the Environmental Permit Information Management System (EPIMS). A processing fee must be included with the submittal (to be provided by CCWD, amount to be determined).

Project Management/Meetings

Dewberry’s Project Manager will undertake a variety of general project management tasks throughout the process of preparing the environmental documentation and coordinating with the project team and CCWD, including coordination of the day-to-day activities associated with the project. Dewberry will attend one in-person meeting (as described above) and up to four meetings with the project team meetings via conference call.

Task 6: Permitting

The existing tertiary treatment facility produces Title 22 recycled water for application at the Saddle Creek Golf Course and adjacent jurisdictional wetlands after blending with Lake Tulloch raw water. An on-site Land Application Area (LAA) provides a backup means of effluent disposal. The discharges are governed under these permits:

- WDR R5-2010-0070-01 / R5-2018-0021
- NPDES R5-2018-0040

This project will not change any aspect of the reuse systems at Saddle Creek or the LAA. It will change the tertiary treatment process train.

The District is leading all coordination with the Regional Water Quality Control Board (RWQCB). Because the tertiary treatment system will be replaced with an improved system, the Findings section of the permits that describes the treatment process will need to be modified.

HydroScience will prepare a draft letter to the RWQCB describing the following proposed changes to the treatment of recycled water:

- Replacement of existing Microfloc process with a continuous backwash upflow sand filtration process
- Addition of filter pretreatment utilizing DAF
- Continued use of the existing UV disinfection system with the new filtration train
- Summary of monitoring and alarming features incorporated into the new unit processes
- Addition of a belt press dewatering facility for DAF float sludge dewatering

The District would address the following items, if required, and provide the content to HydroScience to incorporate into the letter:

- Water balance update
- Solids management practices incorporating belt press operation

HydroScience will join the District in attending two coordination meetings with the RWQCB to confirm requirements for the letter and discuss any questions on the draft letter.

Because no changes are being made to the delivery of recycled water, nor is the UV system being modified, it is assumed that an update to the existing Title 22 Engineering Report is not required. The letter described above is assumed to fully address the proposed facility changes.

Deliverables

- Meeting agenda and minutes (2 meetings at RWQCB offices) (PDF)
- Draft and Final RWQCB Letter (PDF)

Task 7: Detailed Design

HydroScience will prepare the plans, specifications, and estimate (PS&E) for the Tertiary Facilities and Pond Utilities Relocation Design improvements. Design documents will be delivered to the District at 60%, 90%, and 100% completion levels for review and comment, followed by a bid-ready set. Each submittal will include drawings commensurate with the level of completion, specifications (select draft technical specifications at 60%, complete technical and front-end specifications at 90%), construction schedule, EOPCC, and responses to comments from previous submittals. Separate bid documents for Pond 6 Utilities (and coordinated with W&B and District procurement of additional land) and Tertiary Facilities Upgrades will be provided.

Front-end specifications will be developed utilizing the 2018 edition of the Engineers Joint Contract Documents Committee Standards (EJCDC). HydroScience will edit the EJCDC documents adding any project-specific and external funding or State requirements. HydroScience will provide a bid schedule, detailed descriptions for each bid item, alternative bid items, if any, and description of sequence of work.

Deliverables:

- Draft plans at 60%, 90%, and 100% completion levels
- Selected draft technical specifications at 60%, draft and final technical and front-end specifications at 90%, 100%
- EOPCC updated with each deliverable
- Bid Set PS&E (PDF/DWG/Word/Excel with one wet stamped copy)

Assumptions

- The District will provide SCADA historian data output in Excel format for determination of design criteria.
- Provisions for future buildout of the WWTP, including additional filter process trains, pump capacities, and space for additional belt presses, will be based on projections from prior master plans, District estimates, and/or reasonable allowances. Development of updated buildout flow projections or evaluation of future secondary process upgrades is not included in this project.
- Topographic survey provided by District. An allowance for supplemental surveying is included in the Fee Schedule.
- Existing as-built drawings will be utilized as drawing backgrounds.
- Tertiary influent characterization and existing water quality data from routine monitoring and regulatory reporting to be provided by District.
- Tertiary equalization not included.
- Changes in the design are expected to be minimal at the 90% submittal stage. District review is mainly to capture minor edits or changes in the notes. At subsequent submittals, any significant design changes may result in delays in the schedule and additional fee.
- All deliverables to be provided in PDF format. Native format (dwg, doc, etc.) will be provided for final documents.
- A checkpoint bioassay study for UV validation is not required.
- Bid Services and Engineering Services During Construction (ESDC) to be scoped separately following completion of the design.
- SCADA and PLC programming would be part of the Contractor's scope.
- SCADA and PLC upgrades will be limited to new panels for the new facilities and integration into existing WWTP control systems.
- Engineering services associated with obtaining new/upgraded utility power supplies are listed as an optional service in the fee.
- Design of new standby generators is listed as an optional service in the fee.
- District to pay all power utility service application fees.
- 50% of meetings will be virtual. The remainder can be in-person if required.

Calaveras County Water District
 Design Services for the Copper Cove WWTP
 Proposed Fee - HydroScience Engineers (Environmental Included)

October 28, 2022

Task	Description	Labor Classification										HydroScience Hours	HydroScience Fee	VE Solutions Structural	Dewberry Environmental	ATEEM Controls	Condor Earth Geotechnical	Surveyor	OCDS	Expense Subtotal with Markup	Total Fee		
		Curtis Lam PIC and QA/QC	Bill Sienter Project Manager	Darius Dastoum, Civil	Kyle Fooks Process Design	Navina Venugopal Design/Estimating	Support Engineer	Thinh Le Electrical/EIC Lead	Mike Hernandez Electrical Support	Anthony Perez AutoCAD Specialist	Hourly Rate												
		Prin	Prin	E-IV	E-II	E-II	E-II	E-VI	E-III	CAD													
		\$275	\$275	\$210	\$185	\$185	\$185	\$230	\$195	\$145													
1	Project Management/Coordination	51	76	16	16	0	0	4	16	0	179	\$45,285	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,285		
	General Project Management/Tracking	6	50								56	\$15,400									\$0	\$15,400	
	Bi-Weekly Status Calls (22 calls)		26	16	16						78	\$17,510										\$0	\$17,510
	QA/QC	45									45	\$12,375										\$0	\$12,375
2	Predesign	0	90	114	205	138	108	85	145	120	1005	\$197,350	\$0	\$0	\$6,940	\$3,112	\$0	\$950	\$11,552	\$208,902			
	Kickoff meeting/Comprehensive Site Visit		6	8	8			6	6		34	\$7,360						\$350	\$368	\$7,728			
	Data request, review, and collection		4	8	16	4	4	4	8		48	\$9,700								\$0	\$9,700		
	Bench Testing Coordination		6		35						41	\$8,125								\$0	\$8,125		
	Facilities Siting		6	24				1	4	20	55	\$10,600								\$0	\$10,600		
	Electrical Power Capacity Evaluation							28	48		76	\$15,800								\$0	\$15,800		
	Prepare Technical Memoranda, Draft and Final		20	24	88	30	24	24	35		245	\$49,155								\$0	\$49,155		
	Cost Estimating				24			2	4		30	\$5,680								\$0	\$5,680		
	Prepare Preliminary Design		36	50	50	80	80	12	40	100	448	\$84,310								\$0	\$84,310		
	Predesign Workshops (2 workshops)		12		8			8			28	\$6,620					\$600	\$630	\$7,250				
	Preliminary Geotechnical Evaluation										0	\$0				\$3,112		\$3,268	\$3,268				
	Control System Predesign										0	\$0			\$6,940			\$7,287	\$7,287				
3	Topographic Survey Coordination	0	2	8	0	0	0	0	0	0	10	\$2,230	\$0	\$0	\$0	\$0	\$10,000	\$0	\$10,500	\$12,730			
	Additional Topo Survey (ALLOWANCE)										0	\$0					\$10,000		\$10,500	\$10,500			
	Survey coordination		2	8							10	\$2,230							\$0	\$2,230			
4	Geotechnical Investigation	0	0	0	0	0	0	0	0	0	0	\$0	\$0	\$0	\$19,433	\$0	\$0	\$20,405	\$20,405				
	Field Investigation and Geotechnical Report										0	\$0			\$19,433			\$20,405	\$20,405				
5	Environmental Clearance	0	20	16	4	0	0	0	2	0	42	\$9,990	\$0	\$156,335	\$0	\$0	\$0	\$0	\$164,152	\$174,142			
	Prepare Project Descriptions		4	16	4				2		26	\$5,590							\$0	\$5,590			
	Dewberry CEQA & Permitting		16								16	\$4,400		\$156,335					\$164,152	\$168,552			
6	Permitting	0	36	0	0	0	50	0	0	0	86	\$19,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,150			
	Prepare Findings Amendment Letter		24				40				64	\$14,000							\$0	\$14,000			
	RWQCB Coordination, Meeting		12				10				22	\$5,150							\$0	\$5,150			
8	Detailed Design	0	172	245	508	400	190	138	315	316	2284	\$440,865	\$28,600	\$0	\$34,100	\$0	\$0	\$250	\$66,098	\$506,963			
	Prepare 60% Plans and Draft Technical Specifications		60	120	260	150	90	45	120	140	985	\$188,250							\$0	\$188,250			
	Update Cost Estimate		4			10	16	2	4		36	\$7,150							\$0	\$7,150			
	Design Review Meeting		4	4				4			12	\$2,860					\$125	\$131	\$2,991				
	Prepare 90% Plans and Specifications		65	75	160	140	60	60	140	120	820	\$158,725							\$0	\$158,725			
	Update Cost Estimate		2			8	4	1	2		17	\$3,390							\$0	\$3,390			
	Design Review Meeting		4	4				4			12	\$2,860					\$125	\$131	\$2,991				
	Prepare 100% Plans and Specifications		30	40	80	90	20	20	45	40	365	\$70,975							\$0	\$70,975			
	Update Cost Estimate		1			2		1	1		5	\$1,070							\$0	\$1,070			
	Prepare Bid-Ready Plans and Specifications		2	2	8			1	3	16	32	\$5,585							\$0	\$5,585			
	Design Phase Controls Engineering										0	\$0			\$34,100			\$35,805	\$35,805				
	Structural Engineering - Design Phase										0	\$0	\$28,600					\$30,030	\$30,030				
OVERALL BASE SERVICES		51	396	399	733	538	348	227	478	436	3606	\$714,870	\$28,600	\$156,335	\$41,040	\$22,545	\$10,000	\$1,200	\$272,706	\$987,576			

OPTIONAL SERVICES																					
	New Power Utility Service Application (each)		1	1				14	30		46	\$9,555							\$0	\$9,555	
	Design new Backup Power Generator (each)		1	2				20	50		73	\$15,045							\$0	\$15,045	

Agenda Item

DATE: November 9, 2022

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, HR Manager
Kelly Richards, Customer Service Supervisor

SUBJECT: Discussion/Action regarding Proposed Customer Service Representative I Limited Term position Conversion to Full Time Employee

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2022 - ____ Amending the FY 2022-23 Personnel Allocation.

SUMMARY:

Customer Service is a necessary and vital component of our organization. Our Customer Service Representatives (CSR's) are responsible for a variety of essential tasks which allow them to elevate our customer experience, solve problems, and take prompt and critical actions to ensure all Departments of the District are informed of issues in the field, customer concerns, and potential topics for public outreach. In order for our Customer Service Division and the District to succeed, staff recommends maintaining the appropriate staffing level. This will allow the Customer Service Division to respond to external and internal customer needs in a timely manner.

BACKGROUND:

Since 2013, the Customer Service Division has been staffed with a Customer Service Manager, a Senior Customer Service Representative, and two Customer Service Representatives I - III. This has proven to be adequate staffing for the achievement of all tasks and responsibilities within the Division. In November 2021 the District's Customer Service Representative III resigned from the District while the District was undergoing our most recent Utility Billing, Tyler, software implementation. At that time, it was decided to fill that vacancy with a Customer Service Supervisor and a one-year limited term CSR position was created to allow the District time to reevaluate the appropriate customer service staffing level. Customer Service is currently staffed as follows:

- Customer Service Supervisor (1 FTE)
- Senior Customer Service Representative (1 FTE)
- Customer Service Representative II (1 FTE)
- Customer Service Representative I (Limited Term)

In addition to providing initial and basic customer service assistance such as answering phones and taking customer payment CSRs also perform duties related to leak adjustments, refunds, returned payments, secondary bill-to, final bills, lock-offs, restoration of service, payment collections, new connection processing, utility billing, work orders management, tracking and processing of property sales, foreclosures, and bankruptcies, tax roll processing, demands, suspensions of service.

In the past several years the District has invested in our Customer Service department for the betterment of our staff and customers. This has included the implementation of new software, including a front-facing, interactive customer portal, as well as automated meters with additional data analysis and reporting functions.

Customer Service has also been faced with complying with new laws and regulations related to water disconnection for non-payment, which has contributed to a more complex and lengthy process for performing lock-offs. In addition, the District adopted the Customer Assistance Program in 2018 which requires Customer Service staff to perform annual program renewal duties with hundreds of customers.

Water conservation has become an increasing focus for the District and our customers. Our investment in enhanced customer engagement software has allowed our CSRs to educate our customers on managing their water usage, share methods to track unforeseen water loss, and address issues in a timely manner to avoid unnecessary costs to the customer and curb water waste. CSRs are an integral part of the customer education process. Therefore, ensuring a CSR is always available to customers during business hours is the most essential element contributing to effective and elevated service, and customer satisfaction.

The expectation of our customers and the District is that the Customer Service Division is staffed accordingly to allow for completion of these above tasks while maintaining availability to assist customers during business hours. To ensure the completion of these tasks it is important that current staffing levels in the Customer Service Division are not reduced.

As the utility service industry morphs and changes to accommodate best practices related to efficiencies and operational needs, there is one constant...Customer Service. And it is critical that customer service staff members are knowledgeable and able to preserve customer fulfillment and engagement. As our own Customer Service Division undergoes constant cross-training, continual evaluation of services and programs, and evaluates the need for succession planning, it is imperative to also explore staffing as we set short-term and long-term Division goals to determine the best course of action to avoid a decrease or gap in service levels and operations.

RECOMMENDATION:

The current limited term Customer Service Representative I position is scheduled to end December 2022. However, after staff's evaluation of the Customer Service Division

goals and tasks it is recommended to maintain a team of four CSRs within the Division. This would require the current limited term Customer Service Representative position to be updated to a permanent FTE on the District's personnel allocation.

FINANCIAL CONSIDERATIONS:

The current Customer Service Representative I (Limited Term) is currently allocated and budgeted to the Administrative Services Department through the end of Fiscal Year 22-23. Due to other vacancies in the District, there is no need for any budget adjustments to fund this position through the remainder of this fiscal year. The current salary range for the Customer Service Representative is \$4,131 to \$5,022 per month.

STRATGIC PLANNING:

The 2021-2026+ CCWD Strategic Plan (Strategic Plan, adopted April 28, 2021 per Board of Directors' Resolution No. 2021-24, outlines several Goals and Objectives (Objectives) meant to identify organizational opportunities and measure CCWD's results over time. Consistent with the Strategic Plan, this Agenda Item supports the following Objectives:

- CE-01 Instill a districtwide culture that fosters positive customer experiences.
- CE-02 Improve communications with customers.
- CE-04 Engage customers.
- CE-05 Connect with our County residents and businesses by engaging with them regularly.
- CE-06 Provide services that are accessible to transact business including use of the District's website, telephone, and in-person services.
- EO-04 Ensure proactive succession planning.
- EO-09 Evaluate the District's essential staffing and priorities.

ATTACHMENT: Resolution No. 2022-__ Amending the FY 2022-23 Personnel Allocation Amended Personnel Allocation

RESOLUTION NO. 2022-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT TO AMEND THE FISCAL YEAR 2022-23
PERSONNEL ALLOCATION**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2022-65 on June 22, 2022 approving Fiscal Year 2022-23 Personnel Allocation; and

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby find that it is in the best interest of the District to staff the Customer Service department with three full-time Customer Service Representatives ; and

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT authorizes an amendment to the Fiscal Year 2022-23 Personnel Allocation, attached hereto and made a part hereof, is hereby approved and adopted.

PASSED AND ADOPTED this 9th day of November 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Department	Full Time Position	FY 2021-22	FY 2022-23
Administrative Services	Accountant I/II	2	1
	Accounting Technician I/II	1	1
	Customer Service Representative I/II/III/SR*	3	3
	Customer Service Supervisor	1	1
	Director of Administrative Services	1	1
	External Affairs Manager	1	1
	Information System Administrator	1	1
	Information System Technician**	0	1
	Succession IT Admin (2 Months)	0.17	0
59 – Administrative Services Total		10.17	10
Engineering/Technical Services	Construction Inspector I/II/III/SR	1	1
	Construction/ Inspection - Senior Supervisor	1	1
	District Engineer	1	1
	Engineer - Associate, Civil, Senior	3	3
	Engineering Coordinator	1	1
	Engineering Technician	1	1
58 – Engineering/Technical Services Total		8	8
General Management	Executive Assistant/Clerk to the Board	1	1
	General Manager	1	1
	Human Resources Manager	1	1
	Human Resources Technician	1	1
General Management Total		4	4
Utility Services	Administrative Technician I/II/Sr	1	1
	Collection System Worker I/II/III/IV/Sr	5	5
	Construction and Maintenance Manager	1	1
	Construction Worker I/II/III/Sr	7	6
	Director of Operations	1	1
	Distribution Worker I/II/III/IV/Sr	9	9
	Electrical/Instrumentation Tech I/II/Sr	1	2
	Electrical/SCADA Senior Supervisor	1	1
	Facilities Maintenance Worker	1	1
	Mechanic I/II/Sr	3	3
	Operations, Senior Supervisor	4	4
	Plant Operations Manager	1	1
	Purchasing Agent	1	1
	SCADA Technician I/Sr	2	1
	Utility Worker I/II/Sr	3	4
	Water/Wastewater Plant Operator	10	10
Utility Services Total		51	51
Water Resources	Manager of Water Resources	1	1
	Water Resources Technician**	0	1
Water Resources Total		1	2
Total Personnel Allocation		74.17	75

* Customer Service Representative Temp position ends December 2022

** Added Information Systems Technician per Res. No. 2022-74

*** Added Water Resources Technician per Res. No. 2022-74

Agenda Item

DATE: November 9, 2022
TO: Michael Minkler, General Manager
FROM: Damon Wyckoff, Director of Operations
RE: Report on the October 2022 Operations and Engineering Departments

RECOMMENDED ACTION:

Receive Report on the Operations and Engineering Departments Report for Divisions 1 through 5.

SUMMARY:

Attached is the monthly Operations and Engineering Departments Report for October 2022 report will review the operational status and work completed by departmental administration and each of the five Divisions. The report will cover the following:

- Administration
- Engineering
- Water treatment plants
- Wastewater treatment plants
- Distribution
- Collections
- Construction
- Electrical
- Mechanical

Staff will be present the report to the Board of Directors and will be available for questions.

FINANCIAL CONSIDERATIONS:

None.

Attachment: October 2022 Operations and Engineering Department Reports for Division 1 through 5

Operations and Engineering Departments Report

October 1st, 2022, through October 31st, 2022

Director of Operations:

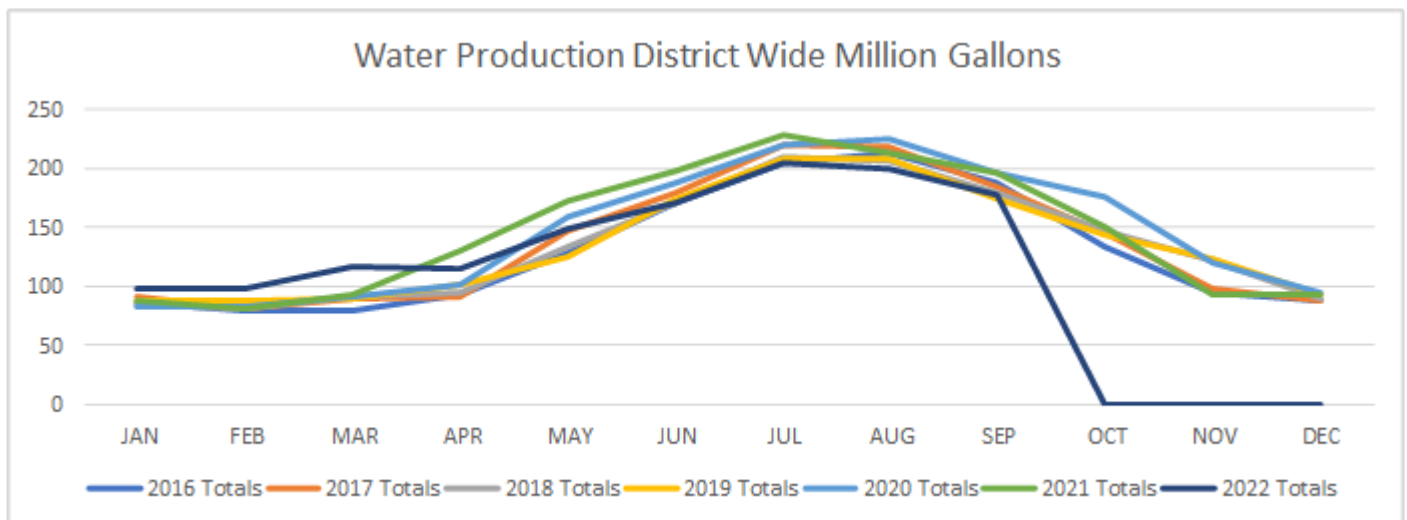
1. On-going coordination and management of multiple District Operations and Engineering projects and work efforts
2. Moderated a panel that took an in-depth look at how water utilities respond to wildfire at ACWA's Region 3 Event entitled Water, Wildfire, and Wine.
3. Participated in second round interviews for the newly created water resources specialist position
4. Presented rural operational challenges associated the CARB's Clean Fleets Rule to Board Members of the CARB to realize rule amendments.
5. Provided comments to The District Engineer related to multiple projects in different phases of design
6. Continued the Development of a Confined Space Identification workbook for District facilities
7. Participated in multiple onsite project progress meetings
8. Participated in an effective Policy, Procedure, and Task technical writing course – excellent course
9. Routine and On-going Management of the Operations and Engineering Departments
10. Worked with the Engineering Team to develop the November 1st Engineering Committee Agenda and associated documents
11. Provided information to Kennedy Jenks to help them in their effort to develop a root cause analysis with recommendations for remediation associated with DBP development in water Distribution Systems

Administrative Technician:

1. Maintained Field Calendar
2. Received/Tracked All USA North Line 811 Locates – Handled Associated Calls
219 Line Locates – 10/1 – 10/31
3. Facilitated with Employee Reimbursements & Certificate Renewals
4. Field Training Course Ordering/Registrations/Travel Arrangements
5. Process Operations Purchase Order Batches
6. On Call Reminders, Transfers, Logs
7. Electronic Lab Report Filing
8. Organizing and Archiving Operations Department Documents
9. Safety Tailgate Meetings: Create, Track, & Archive
10. Attended Various Meetings
11. Permit Renewals
12. Assisted with Scheduling Staff for Safety Week Participation
13. Continued Work Efforts for CERS Program
14. Continued Work Efforts for 2022 Backflow Program
15. Miscellaneous Administrative Functions

Plant Operations Manager:

1. Completed the review and acceptance of the monthly and quarterly State Water Reports for all the Districts Water Systems and submitted them to the State
2. Completed the monthly and quarterly Wastewater Reports for all the Districts WW Systems and submitted them to the State.
3. Continued to work very closely with the new Operator in West Point to ensure that all system needs are met.
4. Ongoing construction meetings for the West Point WWTP for the consolidation project of Wilseyville and West Point WWTP's
5. Continued to work with Condor on our annual report for White Pines dam
6. Attended weekly meetings for the Ebbetts Pass tank replacement project.
7. On-going work associated with PO's and ordering supplies for different District facilities and projects
8. Continued work efforts on annual backflow testing
9. Ongoing work efforts associated with the Ebbetts Pass HAA5 violation for purposes of public notification and data collection
10. Work efforts and meetings associated with changing to a new lab for water quality testing for State requirements
11. Attended a writing class for policy writing
12. Ongoing construction meetings with PBI and KW Emerson for the second filter at West Point Water Treatment Plant
13. Attended the ACWA region 3 event in Murphys
14. Working with Hydro Science about upgrades at Arnold WWTP
15. Had a kickoff meeting for La Contenta WWTP design needs
16. On-going work efforts with the Districts CERS (California Environmental Reporting System) annual reporting
17. Attended the USA North Board meeting
18. Attended the Calaveras Ag Users Townhall meeting
19. Updated the District's monthly conservation reports
20. Below is the water production for the month of August 2022



Construction and Maintenance Manager:

1. Staff meetings, Board meetings, Operations, and Customer Service meetings
2. AMI project update meetings – Read meters with the handheld for the Jenny Lind Service Area
3. Ebbett's Pass redwood tank replacement project weekly meetings
4. Field meetings related to multiple customer related issues
5. Conducted On-Call Training with the Director of Operations and the Operations Manager
6. Reviewed and updated the AMI "cannot complete" list to work toward project resolution
7. Cooked breakfast for the All-Employee Meeting
8. Worked to coordinate Nighttime shut down on Copper Cove Drive for a Service Lateral Abandonment

9. Participated in the Bi-Monthly Distribution/Collections/Customer Service Meetings
10. Continued coordination with the County to stay ahead of their road micro-surfacing effort
11. Coordinated the field crew's manual reading of paper billing
12. Site visits to field crew work efforts – Underground Crew at Rancho Paradiso in Ebbetts Pass
13. Participated in the on-going meetings for the A to B Transmission Pipeline project
14. Delivered message board to Copper for nightwork notification
15. On-going updates of the Construction Crews Work Schedule
16. Multiple work effort reviews and coordination with different departments for the work's completion
17. Multiple phone calls to resolve Customer issues/concerns

District Engineer:

1. Continue to review the 90% design review plans for the Arnold WWTP Secondary Clarifier
2. Continued participation in the Jenny Lind Elementary School Sewer Line Project meetings. The project proponent has identified a location for an intermediate lift station and is working to develop an easement for the lift station.
3. On-going work with the Clean Water State Revolving Fund related to KW Emerson's construction of improvements at the West Point WWTP and Consolidation of the Wilseyville WWTP
4. Participated in a review meeting of the Jenny Lind A to B Pipeline's Project meetings – now working to develop a potholing plan and initiate CEQA.
5. Conducted on-going project meetings for the District's Copper Cove Sewer Force Main Relocation and Lift Station Rehab Project. Mozingo off the job until early 2023
6. Participated in internal kickoff discussions to plan for the development of an RFP for La Contenta WWTP improvements
7. Ongoing consideration and calculation of offsite sewer impacts from development as they apply to the Huckleberry Lift Station and potential developer funding of facilities and infrastructure.
8. Conducted a site visit to the Valley Springs Fitness Center to gain a better understanding of water demand and sewer impacts.
9. Continued work to respond to an RFI from SRF for the potential funding of a West Point Water System Raw Water Capacity Improvement Project
10. Continued to work closely with the Design Team related to the Copper Cove Water System Improvements.

Purchasing Agent:

1. Continued work with Enterprise to determine the staging and delivery of ordered District vehicles
2. Completed invoicing for purchased material
3. Participated in Asset Management Training
4. On-going coordination of inventory updates with Mobile MMS
5. Ordered parts, tools, materials, and equipment for all departments.
6. Added fleet trucks and equipment to the JPIA Insurance Schedule
7. Reconciled Credit Cards for Field Staff
8. Coordinated recall repairs for new District Trucks
9. Secured a fuel pump on short order for the generator at Saddle Creek's Lift Station 2.
10. Secured grit tank pumps for the Vallecito Grit Chamber Project, tracked their delivery and secured
11. Coordinated with the Electrical Department to secure material and parts for purchase.
12. Coordinated parts order and delivery for slurry line service laterals
13. Delivered supplies, materials, and parts

Engineering Department

1. Big Trees Tank 4 erection complete – began filling and found the tank is leaking. Contractor repaired and fixed the leak
2. Weekly meetings with Engineering Dept
3. Copper Cove Tertiary Improvements – Coordinated a meeting with Keller to resolve their work effort. Began discussions with HydroScience – the second place Design Team.
4. Copper Cove Lift Station Improvements Project – Mozingo offsite until early 2023
5. ADU Policy Update Meeting – on-going – work continues with feedback from the ADU breakout group

6. AMI/AMR Meter Project (bi-weekly meetings – only must install meters 1.5 inches and larger) project cleanup and punch list item completion
7. Warehouse and Maintenance Building Project – awarded tenant improvements to Plummerbuilt Construction
8. West Point Back Up Filter Project – underground piping and conduit installation continues – quarterly grant report prep – progress payment #3
9. Participated in Grant coordination meetings with multiple District Departments to streamline and organize coordination of requirements related to grant management
10. West Point Wilseyville WW Consolidation project – earthwork began and continues – quarterly grant report prep, submittal review, coordination of change orders, Progress payment #2 completed.
11. Hunters Raw Water Pump Station Project – received proposals for the pre-purchase of equipment
12. Arnold WWTP Improvement Project – received the 90% design plans and provided comments to the Design Engineer
13. Jenny Lind A-B Project – Preliminary Design Report reviewed, discussion RE potholing plan
14. Redwood Tanks Project (Weekly meetings, on-going project management, and extensive effort to refine tank delivery schedule) Heather Tank prepped to be brought online
15. Work related to CV Developer accounts in Town Square – Change of use status and billing updates
16. LGI Homes / North Vista Plaza Submittal Review – provided comments back to the developer
17. Copper Cove Water System Improvements – design work continues with feedback provided by the CCWD Team
18. Concept Review coordination for Hinterhaus Distillery
19. Provided recommended resolution to Valley Springs Fitness related to their water and wastewater use
20. Jenny Lind Elementary (On-going project meetings)
21. Commercial Review and Commercial Change of Use Policy Update – on-going work to craft a policy based on Board input
22. Fire Hydrant Meter Reading/Billing
23. Commercial Review/Change of Use = 2(JL, EP)
24. Grease Trap = 1 (JL)
25. Customer Issues = 1 (WP)
26. Request for comments = 1 (EP)
27. Termination of Service = 1 (EP)

Construction Inspection

1. Worked on gathering information for multiple projects.
2. Training for new Inspector.
3. Service connection inspections Copper and Valley springs.
4. Attended staff and project meetings for multiple projects.
5. West Point/Wilseyville consolidation.
6. Organized and attended project meetings.
7. Finish work and punch list at saddle creek unit 7B.
8. Ebbetts Pass redwood tank replacement project inspections at Heather tank, flume Ct and Tank #4. Erection of Big Trees # 4.
9. West point filter addition construction.
10. Filling of new Heather tank, Disinfection, and testing, Put tank into service.
11. West Point Filter addition project.
12. Attended District board meeting.
13. Worked internally to sign up for continuing education.
14. Reviewed submittals for Copper Cove sewer lift station and force main project.
15. Reviewed plans for other projects proposed in District. Developer i.e., CV development and LGI.
16. George Reed Completed paving 1700' of 6" force main on O'Byrne's Ferry Road.

Water Treatment Plants:

Copper Cove Water Treatment Plant:

1. On-going work with Engineering Regarding the design for water system upgrades

2. B-Tank, Redwood Tank leaking badly from the bottom of the Tank.

Hunter's (Ebbett's Pass) Water Treatment Plant:

1. Operations as usual
2. White Pines Monthly Dam Inspection
3. Construction Crew cleared debris off White Pines Dam and completed DSOD requested remediation

Jenny Lind Water Treatment Plant:

1. Operations as usual

Sheep Ranch Water Treatment Plant:

1. Operations as usual
2. New Monitor installed for remote access
3. Refined operation of Chem PID Control Loop

Wallace Lake Estates Well System:

1. Operations as usual

West Point Water Treatment Plant:

1. Operations as Usual
2. On-going construction for the installation of the second filter

Wastewater Treatment Plants:

Arnold Wastewater Treatment Plant:

1. Operations as usual

Copper Cove Wastewater Treatment Plant:

1. Training of new operators going very well
2. Three sprayers operating over Pond 6 to help with wastewater removal

Copper Cove Wastewater Reclamation Plant:

1. On-going jar testing efforts to find an effective coagulant for turbidity removal
2. Battling color issues in the Effluent – UV shutdowns are persistent
3. Working with Engineering to review facility design plans

Country House Wastewater Facility:

1. Operations as usual

Forest Meadows Wastewater Treatment Plant:

1. Operations as usual

Indian Rock Vineyards Wastewater Facility:

1. Operations as usual

La Contenta Wastewater Treatment Plant:

1. Operations as usual

Mountain Retreat / Sequoia Woods Wastewater Facility:

1. Operations as usual

Six Mile Wastewater Collection System:

1. Monthly reads taken and report submitted to the City of Angels Camp

Southworth Wastewater Treatment Plant:

1. Operations as usual

Vallecito / Douglas Flat Wastewater Treatment Plant:

1. Operations as usual

West Point Wastewater Treatment Plant:

1. Operations as usual

Wilseyville Wastewater Facility:

1. Operations as usual

Distribution:

Copperopolis Distribution System:

SERVICE LINE WORK

1. 812 Bret Harte
2. 277 Sunrise
3. 291 Tennis
4. 148 Vista Knolls
5. 347 Sunrise
6. 482 Bret Harte
7. 2025 Brave
8. 828 Sandy Bar
9. 927 Foothill
10. 265 Mitchell Lake Ln
11. 1284 Acorn
12. 522 Winchester
13. 855 Copper Cove

MAIN LINE WORK

1. None

Additional Work

2. Flushed 147,960 gals.
3. 7 Valves Turned
4. Replaced sections of service lines off Sandy Bar and Brave
5. Completed Nightwork – abandoned leaking Service off Copper Cove Drive with the help of the Construction and Collections Crews

Ebbett's Pass Distribution System:

SERVICE LINE WORK

1. 1" Poly - Manzanita
2. 3/4" Poly - Boards Crossing
3. 1" Poly - Navajo
4. 1" Poly - Manzanita
5. 3/4" Poly - Avery Sheep Ranch
6. 1" Poly - Blagen Rd.
7. 1" Poly - Ute
8. 3/4" Poly - Mokel
9. 1" Poly - Apache

MAIN LINE WORK

1. 2" PVC – Larkspur Court
2. 2" Galvanized Tee off Hydrant Runner - Horseshoe

Additional Work

1. Prepped and graded the leak dump pit at the barn for winter
2. Service Requests – 30
3. USA's - 107
4. Uni-Directional flushing continues – Sawmill Tank zone

Jenny Lind Distribution System:

SERVICE LINE WORK

1. 2939 Heinemann
2. 2636 Hartvickson
3. 8874 Bell Ct
4. 5708 Thornicroft
5. 3246 Silver Rapids
6. 4385 Brooks
7. 8330 Hautly
8. 8527 Watts
9. 5052 Driver
10. 5118 Hagen Ct
11. 7523 Baldwin
12. 196 Gold Dust Ct
13. 2947 Stagecoach – Flare replacement
14. 8174 Baldwin
15. 6501 Jenny Lind Rd
16. 4111 Hartvickson
17. 6134 Thornicroft
18. 721 Spyglass Ct
19. 7679 Jenny Lind Rd
20. 609 Spyglass Rd
21. 6861 Jenny Lind Rd
22. 7226 Conner
23. 8604 Pardini
24. 6500 Harding

MAIN LINE WORK

1. 6" AC Main at 6143 Rippon

ADDITIONAL WORK

1. Vehicle Inspections
2. Month end reads for hydrant meters, Lancha Plana and raw water
3. Tank and pump station checks
4. Line locates
5. Lower End Water Quality Flushing
6. Curb Stop Replacements for AMI cannot complete list
7. Replaced leaking and broken ARV on Silver Rapids
8. Found an uncovered missing water service on Clair Street and installed new curb stop and box
9. Greased and performed maintenance on the GapVax
10. Work orders for meter installs, leak checks, pressure problems, change of occupancies etc.
11. Multiple leak repairs on curb stops, meter sets and meter gaskets following behind and cleaning up after AMI crew meter installations

West Point Distribution System:

SERVICE LINE WORK

1. 45 Niderost
2. 239 Matson
3. 124 Barney
4. 1267 Barney
5. 1051 Barbara – replaced corp stop on water main

MAIN LINE WORK

1. None

ADDITIONAL WORK

2. Month end Lancha Plana reads
3. Line locates
4. Work Orders for leak checks, pressure problems, etc.

Construction

1. Assisted in leak repair with the Ebbetts Pass, Copper Cove, and Jenny Lind Distribution Crews
2. Hauled Rock to all yards as needed
3. Completed overgrowth, debris removal of, and improvements to the White Pines Dam and Spillway
4. Assisted the Ebbett's Pass Distribution Crew with Flushing of the system
5. Implemented SWPPP at the newly constructed dump pit at the Arnold WWTP
6. Repaired the sink hole in Wilson Dam – West Point
7. Prepped for and completed a night job in Copperopolis. Abandoned a service off Copper Cove Drive
8. Replaced the plug on the water trailer
9. Equipment Maintenance
10. Cleaned up/Organized yard in Vallecito

Electrical:

1. Disconnected M.O.V's at West Point WTP for the new filter construction project
2. Took failed aerator motor from Copper Cove WWTP to the repair shop to be rebuilt
3. Used remote SCADA access to repair SCADA #2 machine, Ovevo SCADA machine and SCADAAlarm software at Vallecito WWTP due to power outage
4. Troubleshoot backup generator at Vallecito WWTP, didn't run upon PG&E outage, problem was a faulty key switch, mechanical crew to replace
5. Ran underground conduit in the parking lot area of the new mechanical shop in San Andreas
6. Troubleshoot aerator and floating pump in pond 6 at Copper Cove WWTP, both units failed insulation test, also found melted fuse on C-phase
7. Replaced failed hour meter for backwash return pump #2 at Copper Cove WTP
8. Replaced all backwash return control panel indicator lamps at Copper Cove WTP
9. Attended CPR, 1st Aid and bloodborne pathogens class at the main office
10. Replaced dead batteries and cleaned solar panels at the Wilseyville pond influent flow meter
11. Reversed the aerator direction at the Wilseyville pond, clearing out an obstruction and returning normal function to the unit
12. Troubleshoot and repaired the Bummerville HMI on the pump station control panel at West Point WTP
13. Troubleshoot and repaired septic control system at 191 Wagon Wheel Road, pump outlet was leaking bad
14. Unwired failed aerator, wired in a replacement unit and tested at Pond 6 Copper Cove WWTP
15. Installed new fuse holder mechanism in the pond 1 aerator disconnect at Copper Cove WWTP replacing the old, melted holder
16. Attended an On-call training class at the main office
17. Performed multiple USA electrical system locates in the Copper Cove service area
18. Re-established telemetry communications to the catch pond radio at Copper Cove WWTP after a prolonged power outage
19. Replaced failed 500vA UPS battery in the Pond 4 control panel at Copper Cove WWTP
20. Replaced Chlorine dosing line ASCO valve at Sawmill pump station after failure of old unit was discovered
21. Replaced failed 500vA UPS at Avery Middle school lift station
22. Troubleshoot and repaired automatic transfer switch at the Avery Middle school lift station, discovered generator circuit breaker in the off position
23. Added correct new HDMI monitor to the SCADA system at Sheep Ranch WTP
24. After hours emergency troubleshoot and repair of the filter 1&2 control system at Jenny Lind WTP, replaced a failed PLC mixed I/O base
25. Used SCADA remote access to start Ovevo program at Vallecito WWTP after a power outage
26. Used remote SCADA access to repair the alarm database at Vallecito WWTP after a power outage
27. Replaced a bad 500vA UPS battery in the Vallecito WWTP control room
28. Troubleshoot and repaired a radio communications failure at Pinebrook tank, problem was a failed 500vA UPS, replaced the failed unit with new
29. Unwired rental generator from the Hunter Dam pump station and returned it after the yearly tunnel tap maintenance shutdown was completed
30. Pulled new underground wire, installed new automatic transfer switch, set up generator and exerciser at Indian Rock WWTP

31. Troubleshoot new generator not running at Indian Rock WWTP with mechanical crew, problem was low coolant in unit
32. Made waterproof splice for the floating pump at Copper Cove WWTP pond 6
33. Troubleshoot and repaired controls for backwash return pump #1 at Copper Cove WTP, pump #3 however needs a new PLC program written for it to work properly in auto
34. Replaced failed 500vA UPS at Saddle Creek main lift station
35. After hours troubleshoot and repair of pumps not running at Copper Cove lift station #18, pump #1 was airlocked, pump #2 not fed from generator, PG&E power was out
36. Performed meter calibration in the automatic transfer switch at Copper Cove C-Tank
37. Adjusted the air balance pressure switch in the compressor on top of the pressure tank at Copper Cove C-Tank to raise the water level to correct position
38. Re-established telemetry communications to the Pond 4 radio at Copper Cove WWTP after power outage
39. Troubleshoot and repaired Copper Cove raw water booster pump #2 after PG&E power outage
40. Replaced failed lightning arrestor in the MSB at Upper Cross Country lift station
41. Reprogrammed automatic transfer switch at Upper Cross Country lift station, set correct date and time, correctly set up exercise schedule
42. Oiled all padlocks on the switchgear at Upper Cross Country lift station
43. Troubleshoot and repaired pump control system at Azalea Court lift station, replaced failed level transducer
44. Troubleshoot and repaired pump control system at Copper Cove lift station #19, replaced failed level transducer
45. Pulled in panel feeders and did make up at the new mechanical shop on Toma Court
46. Performed loaded test of backup generator at Huckleberry lift station
47. Researched planned PG&E outage at Schmidt Court in Valley Springs, made plan with operations staff in the area
48. Troubleshoot and repaired spray field radio at Vallecito WWTP, replaced failed network cable
49. Troubleshoot and repaired septic control system at 2847 Batten Road in Vallecito, replaced control fuses and all floats
50. Troubleshoot and repaired pump #2 at B-Tank in Copper, circuit breaker was off
51. Troubleshoot effluent valve at WPWTP, adjusted positioner, adjusted Magnetrol
52. Welded light fixture brackets in the construction container at Vallecito WWTP
53. Wired in/tested pumps at Conners Main lift station
54. Troubleshoot control system problem at Copper Cove lift station #43, found melted circuit breaker, replaced with new
55. Replaced bad effluent valve air ram at West Point WTP, adjusted Magnetrol and tested
56. Replaced and relocated new level transducer at Conners Main lift station
57. Troubleshoot and repaired ozone generator at Jenny Lind WTP, tightened loose power supply wire and reset micro circuit breakers
58. Repaired Saddle Creek lift station #2 after a rat infestation was found, sealed all conduits including the PG&E conduit, cleaned out all debris, pulled wire
59. Installed and wired in new sewer pump at Hwy 26 lift station, single phase pump still running backwards, factory rep to come out and witness
60. Installed and wired in new sewer pump at Copper Cove lift station #43
61. Troubleshoot pump #2 at Conner Main lift station, reset over current fault in the soft start
62. Ran cords and temporarily wired in overhead lights at the new mechanical shop for safety week classes
63. Installed new VFD and associated wiring in the new grinder pump panel for Copper Cove lift station #17
64. Troubleshoot generator and transfer switch at the West Point lift station, performed meter calibration of normal source in the switch, mechanical staff fixed the generator

Collections:

1. SSO monthly reporting performed
2. Weekly lift station checks performed
3. Monthly dry can inspections completed
4. Monthly vehicle inspections completed
5. Continued marking USA's as needed
6. Worked on pump installation issues at LS 43. New pump has newer forged motor and doesn't align with guide rails. Waiting to hear back from manufacturer for suggestions.

7. All Crewmembers attended CPR training
8. Helped the West Point Water Distribution Crew with leak repairs
9. On Call training for new Crewmembers
10. Met with customer at 4045 Canepa regarding septic tank location
11. Replaced pump in Septic Tank at 191 Water Wheel Drive.
12. Checked grease traps in Copperopolis and issued pump orders
13. Pumped and cleaned back wash ponds at Jenny Lind WTP
14. Called out to 4731 moaning cave Rd - septic alarm. Wires fell into basket and hung-up floats.
15. Checked grease traps in Arnold area and issued pump orders accordingly
16. Worked with MME in Copper on the Vac Truck to fix the hose reel.
17. Began inspecting ARVs in Copper
18. Assisted the Construction Crew in the White Pines Dam cleanup on multiple days
19. Participated in the weekly West Point/Wilseyville Consolidation Construction Meeting at the West Point WWTP
20. Rebuilt lateral connection at 1050 Laurel In. due to improper installation of clean out.
21. Checked ARV's in Arnold
22. Checked ARV's on Vallecito and Six-Mile force mains.
23. Assisted the Copper Distribution Crew with leak repairs
24. Called out to LS 18 in Copperopolis - high level due to power outage
25. Checked ARV's and grease traps in West Point – Issued pump orders accordingly
26. Called out to LS 19 in Copper - high level issues. Bad high-level float.
27. Called out to Azalea Ct LS - low level alarm. Transducer was bad.
28. Pumped and cleaned lift station 7,12&13 in Copper.
29. Hydro'd the line in the meadow above LS 3 in Arnold.
30. Truck 519 blew a radiator hose on the way from copper to Vallecito. Mechanical had to come repair
31. Hydro'd the heads works at Vallecito WWTP
32. Hydro'd the bench in Forest Meadows
33. Installed new pump at LS 43 in Copper
34. Installed rebuilt pump at Connors main in pump 2 position.
35. Called to Connors Main LS low level. Transducer failed.
36. Called out to Connors Main due to pump 2 fail to start. Still an issue with controls and wiring issues from PG&E
37. Helped Copper Distribution and Construction with the nighttime abandonment of a service on Copper Cove Drive
38. Helped the Jenny Lind Distribution Crew with leaks on multiple occasions
39. Called out to 2847 batten road. Had to pump tank to get through weekend due to panel issues.
40. Called out to LS 17 due pumps being ragged up. De-Ragged the pumps
41. Training classes at main office

Mechanical:

1. Vallecito generator shutting down, find bad coolant level switch. Unplugged so the generator can run and replaced switch when parts came in.
2. Pond 6 Copperopolis- pulled the bad sump pump out, pulled the spare pump out of silt pond and installed it in place of the bad sump pump until repaired. Aerator tripping breaker. Pulled the motor and electricians meggered; motor okay. Reinstalled motor and re-tested., pond level too low and Aerator sucking up mud causing breaker to trip.
3. Fueled Wallace Water Treatment and E tank generators.
4. Took sump pump to Industrial Electric and pick up 200hp motor for Hunters WTP.
5. Replaced a leaking fuel pump on the generator at Saddle Creek #2 Lift Station causing generator to throw overspeed fault.
6. Fueled HWY 4 gen and Forest Meadows WWTP.
7. Delivered a spare tire to an electrician on the road due to blowout on portable generator from Sutton.
8. Replace leaking O-ring on Cla-val #3 @ Jenny Lind WTP
9. Fueled Hunters Dam generator
10. Troubleshoot pressure washer issue on 722 pumper truck, found throttle linkage has rattled apart and no longer revs engine up causing low water pressure. Ordered parts for repair.
11. Installed 7-way trailer plug on electricians F550 so they can tow with it.

12. Temporarily repaired office gate wheel until replacement parts come in.
13. Troubleshoot no start complaint on V531 ('08 F350) at Vallecito. Found fuel gauge is off and truck was out of fuel. Fueled truck and got it started.
14. Troubleshoot boost leak on V710 ('08 F350), found blown silicone boot on intercooler tube. Replaced and returned to service.
15. Call came in for V519 ('02 F350). Blown hose and overheating while towing hydrovac trailer to Forest Meadows. Trimmed blown heater hose back and reconnected to get the truck back on the road. Ordered parts from Napa and replaced when they came in.
16. Change charcoal in air scrubber @ Vallecito WWTP
17. V613 ('08 Ford Ranger) - hard start complaint. Installed fuel pressure gauge and verified low fuel pressure while cranking. Dropped fuel tank and replaced fuel pump. Also replaced leaking thermostat housing while truck was down.
18. West Point Water Treatment Plant effluent valve failed to open. Verified complaint and troubleshoot problem. Found the band spool in Pneumatic Positioner and air cylinder starting to bypass air causing big swings in filter level. Replaced with spare parts on hand and ordered new positioner.
19. SCADA call L/S 12 in Copperopolis - generator running. Met with electricians and found tripped breaker.
20. Repaired burned out solenoid valve at Forest Meadows WWTP sand filters. Replaced a bad float on the sand filters causing air to always run to filters.

Underground:

Replaced services at-

1. 6143 Ripon
2. 6109 Ripon
3. 4385 Bartelink
4. 4345
5. 4346
6. 4364
7. 4380
8. Mobilized All equipment back to La Contenta
9. Finished paving all patches and ditch lines in Arnold, including a 1,100 sq ft driveway encroachment and road that was damaged from a main line leak

Prepared By: Damon Wyckoff, Director of Operations