

**RESOLUTION NO. 2020-34  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2020-01**

## **AGENDA**

### **MISSION STATEMENT**

**"Our team is dedicated to protecting, enhancing, and developing our rich water resources to the highest beneficial use for Calaveras County, while maintaining cost-conscious, reliable service, and our quality of life, through responsible management."**

Regular Board Meeting  
Wednesday, June 10, 2020  
1:00 p.m.

Calaveras County Water District  
120 Toma Court, (PO Box 846)  
San Andreas, California 95249

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

[Join meeting](#)

#### **Join by phone**

Tap to call in from a mobile device (attendees only)

[+1-408-418-9388](tel:+14084189388) United States Toll

Meeting number (access code): 126 531 6977

Meeting password: CCWD06102020

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**

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### **BOARD OF DIRECTORS**

Bertha Underhill, President                      Jeff Davidson, Vice President  
Scott Ratterman, Director                      Cindy Secada, Director                      Russ Thomas, Director

**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.

**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 May 27, 2020.
- 3b Review Board of Directors Monthly Time Sheets for May, 2020
- 3c Ratify Claim Summary #579 Secretarial Fund in the Amount of \$1,939,931.31 for May, 2020  
(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**
- 3d Report on the Write-Off of Uncollectible Accounts Receivable for the period of December 1, 2019 through May 31, 2020  
(Rebecca Callen, Director of Administrative Services)
- 3e Report on the Monthly Investment Transactions for May 2020  
(Rebecca Callen, Director of Administrative Services)

**4. NEW BUSINESS**

- 4a Discussion/Direction regarding the Districts Termination of Service Policy  
(Joel Metzger, External Affairs Manager)
- 4b Discussion/Direction regarding the FY 2020-21 Draft Operating and CIP Budgets  
(Rebecca Callen, Director of Administrative Services)
- 4c Discussion/Action Amending the Fiscal Year 2019-20 Personnel Allocation  
(Rebecca Callen, Director of Administrative Services) **RES 2020-\_\_\_\_\_**

**4. PUBLIC HEARING**

- 5a Annual Standby Assessment Fees  
(Rebecca Callen, Director of Administrative Services)
  - Indian Rock Vineyards Subdivision (Sewer) **RES 2020-\_\_\_\_\_**
  - West Point Improvement District 3 (Water) **RES 2020-\_\_\_\_\_**
  - Ebbetts Pass Improvement District 5 (Water) **RES 2020-\_\_\_\_\_**
  - Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite)(Water) **RES 2020-\_\_\_\_\_**

- Saddle Creek Subdivision Improvement District 7 (Water) RES 2020-\_\_\_\_\_
- Copper Cove / La Contenta Improvement District 8 (Sewer) RES 2020-\_\_\_\_\_

**6. REPORTS**

- 6a Report on the May 2020 Operations Department  
(Damon Wyckoff, Director of Operations)
- 6b\* General Manager Report

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

**8. NEXT BOARD MEETINGS**

- Wednesday, June 24, 2020, 1:00 p.m., Regular Board Meeting-Budget Adoption
- Wednesday, July 8, 2020, 1:00 p.m., Regular Board Meeting

**9. CLOSED SESSION**

- 9a Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, HR Manager, Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021.
- 9b Conference with Legal Counsel-Existing Litigation  
Government Code 54956.9(d)(1)  
California Sportfishing Protection Alliance v. All persons interested in the matter of the validity of the Eastern San Joaquin Groundwater Subbasin groundwater sustainability plan et al. (Stanislaus County Superior Court Case # CV20-1720)

**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  
Strategic Planning Consultant  
Selection Committee (ad hoc)

## 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 LAFCO  
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\*\*

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

Secada / Ratterman

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

Ratterman / Thomas  
Thomas (alt. Ratterman)

Thomas / Underhill  
All Board Members

All Board Members  
Joel Metzger

Michael Minkler

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

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



**RESOLUTION NO. 2020-30**  
**RESOLUTION NO. PFA-03**  
**ORDINANCE NO. 2020-01**

## **MINUTES**

### **CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING**

**MAY 27, 2020**

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

Staff Present: Michael Minkler, General Manager  
Matt Weber, General Counsel  
Rebecca Hitchcock, Clerk to the Board  
Rebecca Callen, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Joel Metzger, External Affairs Manager  
Tiffany Burke, Administrative Technician-Senior

Others Present: Alice Montgomery

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

## **ORDER OF BUSINESS**

### **CALL TO ORDER / PLEDGE OF ALLEGIANCE**

#### **1. ROLL CALL**

President Underhill called the Regular Board Meeting to order via teleconference at 1:00 p.m. and led the pledge of allegiance.

**2. PUBLIC COMMENT**

Alice Montgomery addressed the Board regarding the District Termination of Service Policy. The Board advised the item would be on the agenda at the next Board meeting on June 10, 2020 if she would like to attend and give her comments then.

**3. CONSENT AGENDA**

**MOTION: Directors Davidson/Thomas-Approved Consent Agenda Items:  
3a and 3b as presented**

3a Approval of Minutes for the Board Meeting of May 13, 2020

3b Replacement of the District's Financial Management Policy No. 5.02, Purchasing Policy  
(Rebecca Callen, Director of Administrative Services) **RES 2020-30**

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

**4. NEW BUSINESS**

4a Discussion regarding the District's COVID-19 Response  
(Michael Minkler, General Manager)

**DISCUSSION:** Mr. Minkler addressed the Board regarding the plan for office staff gradually returning to the office. He reported that most of the management team is in the office daily and there is a rotation schedule for the office staff. The office is not open to the public yet but will be soon once staffing is back up. There have been additional cases of COVID-19 in the County and the situation is being monitored. There was discussion regarding taking staff temperatures and provisions for returning to the office.

**PUBLIC COMMENT:** There was no public comment

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

4b Discussion/Direction Regarding the sunset of the Moratorium related to Imposition of Late Fees (Rebecca Callen, Director of Administrative Services)

**DISCUSSION:** Ms. Callen reported that the moratorium related to imposing late fees expires on June 1<sup>st</sup>. According to the Governor's Executive Order, Water District's cannot lock off water service for non-payment but it does not state anything about late fees. Staff recommends allowing the moratorium to expire which will allow the District to begin charging late fees once again. There was discussion about amount of late accounts and various communications to customers about ways to pay on their accounts to avoid large balances. The Board gave direction to staff to allow the moratorium to expire and provide written and verbal communication to customers regarding partial payment options.

**PUBLIC COMMENT:** There was no public comment

Director Secada left the meeting at 1:45 p.m.

- 4c Discussion/Action regarding Variance Request for 22605 Highway 26, West Point  
(Joel Metzger, External Affairs Manager) **RES 2020-31**

**MOTION: Directors Davidson/Thomas-Approved Variance Request for 22605 Highway 26, West Point**

**DISCUSSION:** Mr. Metzger presented the variance request for Ms. Kaur, the property owner. The property has two water meters and two sewer connections for a single-family home and an old motel, which was demolished in 2017. Staff recommends approving the variance to allow the termination of service application to proceed for one water meter and one sewer connection. Director Secada had to leave the meeting before the vote but she told the other Board members that she fully supports this variance request.

**PUBLIC COMMENT:** There was no public comment

**YES: Directors Davidson, Thomas, Ratterman, and Underhill**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: Director Secada**

- 4d Discussion/Action regarding Variance Request for 120 Hawkrige Road,  
Copperopolis  
(Joel Metzger, External Affairs Manager) **RES 2020-32**

**MOTION: Directors Davidson/Thomas-Approved Variance Request for 120 Hawkrige Road, Copperopolis**

**DISCUSSION:** Mr. Metzger presented the variance request for Mr. Varenkamp, the property owner. His home is currently equipped with two 5/8-inch water meters. One serves his fire sprinkler system, and the second serves the rest of his property. The meter serving the fire sprinklers has never had any water usage. Mr. Varenkamp would like to terminate the dedicated meter that serves his fire sprinkler system, upsize his other 5/8-inch meter to a 1-inch meter and use that larger meter to serve his entire property, including his fire sprinkler system. This is a highly unusual situation and the only case that staff knows of where there is a separate meter for fire sprinklers at a residential home.

**PUBLIC COMMENT:** There was no public comment

**YES: Directors Davidson, Thomas, Ratterman, and Underhill**  
**NOES: None**  
**ABSTAIN: None**  
**ABSENT: Director Secada**

**MOTION: Directors Davidson/Thomas-Declaring Its Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Obligations**

- 4e Discussion/Action Regarding the Board Declaring Its Intention to Reimburse Certain Expenditures from the Proceeds of Tax-Exempt Obligations (Rebecca Callen, Director of Administrative Services) **RES 2020-33**

**DISCUSSION:** Ms. Callen said the District is presently contemplating a portion of the cost to complete the Ebbetts Pass Techite Water Line Replacement Project will come from the issuance of revenue bonds or some other form of long-term tax-exempt indebtedness (Debt Obligations). The District plans to begin spending money on the Techite Project prior to the issuance of the Debt Obligations. By adoption of the attached Resolution, and upon issuance of the Debt Obligations, the District will be legally allowed to reimburse itself for all expenses advanced for the Techite Project. Ms. Callen explained that passage of the Resolution does not bind the District to issue Debt Obligations, rather it merely spells out the intent to do so at some future date and preserves the District's right to reimburse itself for Reimbursable Expenditures.

**PUBLIC COMMENT:** There was no public comment

**YES:** Directors Davidson, Thomas, Ratterman, and Underhill  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Director Secada

**5. REPORTS**

- 5a General Manager Report

**DISCUSSION:** Mr. Minkler reported on the following activities: 1) budget preparation has been busy due to the financial uncertainty due to COVID-19 and a draft budget will be presented at the budget workshop at the June 10 Board meeting; 2) announced Joel Metzger is leaving CCWD to become the General Manager of Utica Water and Power Authority (UWPA); 3) there are some personnel changes in the works due to various vacancies and succession planning; 4) a new Manager of Water Resources has accepted the position and will start on June 15, 2020; and 5) there are currently many ongoing construction projects and the Techite Water Line Replacement Project will begin next week.

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

Director Davidson had nothing to report.

Director Thomas reported the space launch was cancelled due to inclement weather and commented on Joel Metzger leaving CCWD and how much he will be missed.

Director Ratterman extended his congratulations to Joel Metzger for his new position with UWPA. He would like to see Joel recognized by the District before he leaves.

Director Underhill congratulated Joel on his new position and expressed how much he will be missed at CCWD. She also discussed the possible retirements at CCWD in the next 5 years. She would like to see timely replacements to achieve proper overlapping and training with the retiring staff.



**7. NEXT BOARD MEETINGS**

- Wednesday, June 10, 2020, 1:00 p.m., Regular Board Meeting-Budget Workshop
- Wednesday, June 24, 2020, 1:00 p.m., Regular Board Meeting

The meeting adjourned into Closed Session at approximately 2:25 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager, Stacey Lollar, Human Resources Manager (for item 8a) and Matt Weber, General Counsel.

**8. CLOSED SESSION**

- 8a Government Code § 54957.6 Agency Negotiators: General Manager, Michael Minkler, HR Manager, Stacey Lollar Regarding Negotiations with Employee Organization SEIU Local 1021.
- 8b Conference with Legal Counsel-Existing Litigation  
Government Code 54956.9(d)(1)  
California Sportfishing Protection Alliance v. All persons interested in the matter of the validity of the Eastern San Joaquin Groundwater Subbasin groundwater sustainability plan et al. (Stanislaus County Superior Court Case # CV20-1720)

**9. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened into Open Session at approximately 2:45 p.m. There was no reportable action.

**10. ADJOURNMENT**

With no further business, the meeting adjourned at 2:45 p.m.

Respectfully Submitted:

ATTEST:

\_\_\_\_\_  
Michael Minkler  
General Manager

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

# Agenda Item

DATE: June 10, 2020

TO: Michael Minkler, General Manager

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Review Board of Directors Time Sheets for May, 2020

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## **RECOMMENDED ACTION:**

For information only.

## **SUMMARY:**

Pursuant to direction from the Board of Directors, copies of the Board's monthly time sheets from 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 May, 2020.

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 2019-20 budget.

*Attachments: Board of Directors Time Sheets for May 2020*



**CALAVERAS COUNTY WATER DISTRICT**  
**2020 DIRECTOR REIMBURSEMENT FORM**

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

Month/Yr May-20  
 Name Cindy

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
13-May	Regular Meeting - Teleconference							\$120.00		
19-May	5/19/20 Finance Meeting -Teleconference	X						\$120.00		
20-May	5/20/20 IRWM JPA Meeting Teleconference	X						\$120.00		
21-May	Special Finance Meeting Teleconference	X						\$120.00		
27-May	5/27/20 Reg Meeting -Teleconference							\$120.00		
<b>Total</b>	<i>For Totals line, multiply miles by the IRS rate:</i>	11/2020	\$0.575						0	0

*Pursuant to Board Policy 4030, receipts required; report /materials required.*

<b>Totals</b> (use IRS mileage rate)	\$600.00	\$0.00	\$0.00
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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.

**Signature of Claimant:**  
 Cindy Secada

Administrative Review: 

Date: 5/20/2020 Orig to Finance Dept.



**CALAVERAS COUNTY WATER DISTRICT**  
**2020 DIRECTOR REIMBURSEMENT FORM**

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

Month/Yr May-20  
 Name Russ Thomas

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles	
		Yes	No	Yes	No	Yes	No	Meeting	Expense		
5-May	CCWD Eng Committee Meeting Telecon							\$120.00			
13-May	CCWD Regular Board Meeting							\$120.00			
27-May	CCWD Regular Board Meeting							\$120.00		44	
<b>Total</b>	<i>For Totals line, multiply miles by the IRS rate: 1/1/2020 \$0.575</i>								0	44	
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>								<b>Totals</b> (use IRS mileage rate)	\$360.00	\$0.00	\$25.30
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.						Signature of Claimant:  Russ Thomas					
Administrative Review: <u><i>[Signature]</i></u>						Date: <u>5/27/20</u>		Orig to Finance Dept.			



**Calaveras County Water District  
Claim Summary # 579**

Certificate of Administrative Officer

The services listed on the within schedules were actually rendered by the close of the current month. The articles listed on the schedules within and the supporting invoices were actually delivered, or payment therefore is properly due prior to delivery. To the best of my knowledge all claims made are in accordance with adopted Board policies and/or other Board actions and are in compliance with all applicable laws. The claimants named on the within schedules are each entitled to the amount set opposite their respective names.

*Rebecca Callen*

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Rebecca Callen  
Director of Administrative Services

1. May 2020 payroll checks issued on 5/15/2020	155,896.23
2. May 2020 payroll checks issued on 5/29/2020	151,267.37
3. May 2020 compensation to Directors	443.28
4. Vendor payments for May 1 through 31, 2020	1,388,237.53
5. Other payroll related costs	<u>244,086.90</u>

**Claim Summary Total                    \$1,939,931.31**



Calaveras County Water District  
 AP Disbursement Summary  
 May 1-31, 2020 -vs- April 1-30, 2020

	April 2020	May 2020
CCWD Operating Expenditures	\$ 449,670.17	\$ 595,139.10
Expenditures to be reimbursed/Fiduciary Payments (A)	185,382.74	46,721.85
Capital R&R Projects (B)	150,849.05	746,376.58
Capital Outlay (C)	9,753.09	-
Total Payments	\$ 795,655.05	\$ 1,388,237.53

CCWD  
AP DISBURSEMENTS  
MAY 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135325	3T EQUIPMENT COMPANY INC	Liquid Smoke - Collections Crew	05/07/2020	275.59
135462	A T & T	Internet Service (U Verse) 04/20 - LC Complex	05/28/2020	40.63
EFT	A T & T	Phone 04/20 - SA Shop	05/29/2020	113.10
EFT	A T & T CALNET3	Phone 04/20 - Azalea L/S	05/29/2020	19.21
EFT	A T & T CALNET3	Phone 04/20 - CCWHSE	05/29/2020	2.00
EFT	A T & T CALNET3	Phone 04/20 - District Wide	05/29/2020	1,249.26
EFT	A T & T CALNET3	Phone 04/20 - Dorrington P/S	05/29/2020	20.89
EFT	A T & T CALNET3	Phone 04/20 - Hunters	05/29/2020	21.17
EFT	A T & T CALNET3	Phone 04/20 - OP HQ Back Up	05/29/2020	210.43
EFT	A T & T CALNET3	Phone 04/20 - OP HQ Long Distance	05/29/2020	412.86
EFT	A T & T CALNET3	Phone/Fax 04/20 - JLTC	05/29/2020	126.35
EFT	A T & T CALNET3	T Line 04/20	05/29/2020	164.69
135416	A TEEM ELECTRICAL ENG INC	Electrical Design Services - Wallace WWTP	05/21/2020	13,710.00 (B)
135365	A-1 SHARPENING & SMALL ENGINE REPAIR, LLC	Weedeater/String - OP HQ	05/14/2020	450.35
135463	ACWA/JPIA	Dental Insurance, Employees (67) 06/20	05/28/2020	5,895.00
135463	ACWA/JPIA	Vision Insurance, Employees 06/20	05/28/2020	1,243.52
135463	ACWA/JPIA	EAP 06/20	05/28/2020	161.91
135463	ACWA/JPIA	Dental Insurance, Retirees (44) 06/20	05/28/2020	2,843.60
135463	ACWA/JPIA	Vision Insurance, Retirees 06/20	05/28/2020	816.64
135326	ADP INC	Payroll Processing March/April	05/07/2020	1,281.52
135464	ADP INC	Payroll Processing April/May	05/28/2020	1,290.85
135366	AFLAC	Aflac 04/20	05/14/2020	2,215.38 (A)
135367	AL'S TIRE SERVICE	(6) Tires - Vehicle #723	05/14/2020	1,610.87
135417	AL'S TIRE SERVICE	Tire Repair - Trailer T07	05/21/2020	39.00
135327	ANGELS HEATING AND AIR CONDITIONING	Fabrication/Installation/Registers - Training Room Soundproofing	05/07/2020	634.58
135465	ANGELS HEATING AND AIR CONDITIONING	AC Diagnostic Check/Reset - CCWTP	05/28/2020	185.00
135368	ARNOLD AUTO SUPPLY	Vehicle and Equipment Maintenance/Supplies 04/20	05/14/2020	1,854.17
135328	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #150	05/07/2020	80.00
135369	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #529	05/14/2020	90.00
135466	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #551	05/28/2020	80.00
135467	ATNIP, TONY	Safety Boot Reimbursement	05/28/2020	160.45
135418	BEND GENETICS LLC	Cyanobacteria Sampling - FMWWTP	05/21/2020	1,900.00
135370	BRAD SUTTON TRUCKING, INC	Hauled Excavator - Sheep Ranch to DF/VCTO	05/14/2020	350.00
135419	BRAD SUTTON TRUCKING, INC	Gooseneck Trailer Rental - Sheep Ranch	05/21/2020	225.00
135371	BUY & SELL	Enginneeing Admin Tech I/II Recruitment Ad	05/14/2020	107.20
135420	BUY & SELL	Distribution Worker III Recruitment Ad	05/21/2020	288.40
135468	CABRAL	Radio Repair/Clockspring Assembly/Service - Vehicle #719	05/28/2020	1,373.48
135421	CADENCE.TEAM	Barracuda Server Backup Annual Contract	05/21/2020	4,494.00
135422	CALAVERAS AUTO SUPPLY	Vehicle and Equipment Maintenance/Supplies 04/20	05/21/2020	1,558.77
135423	CALAVERAS CONSOLIDATED FIRE	(642) Hydrant Maintenance - Jenny Lind	05/21/2020	14,766.00

CCWD  
AP DISBURSEMENTS  
MAY 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135372	CALAVERAS LUMBER CO INC	Vehicle and Equipment Maintenance/Supplies 04/20	05/14/2020	1,730.37
135372	CALAVERAS LUMBER CO INC	Supplies - CalFire	05/14/2020	849.36
135469	CALIFORNIA WELDING SUPPLY CO	Alclean - SA Shop	05/28/2020	62.26
EFT	CALPERS	Health Ins, Employees (60) 05/20	05/07/2020	100,024.80
EFT	CALPERS	Health Ins, Retirees (53) 05/20	05/07/2020	43,303.50
135424	CAMPORA	Propane 05/20 - Wallace	05/21/2020	76.27
135373	CARBON COPY INC	Copies/Copier Maintenance 04/20	05/14/2020	32.89
EFT	CARD SERVICES	Manager of Water Resources Recruitment Ads	05/28/2020	410.00
EFT	CARD SERVICES	CESSWI Environmental Certificate Renewal - Gravette	05/28/2020	122.50
EFT	CARD SERVICES	Water Treatment Plant Operations Course Enrollment - Scheidt	05/28/2020	50.00
EFT	CARD SERVICES	EJCDC C-990 2018 Construction Related Documents-AMR/AMI Meter	05/28/2020	1,930.00 (B)
EFT	CARD SERVICES	Team View Annual License	05/28/2020	588.00
EFT	CARD SERVICES	Conference Call Service	05/28/2020	125.06
EFT	CARD SERVICES	Rack Space Hosted E-Mail 04/20	05/28/2020	775.08
EFT	CARD SERVICES	Cal Waste Refuse Disposal Service 04/20 - District Wide	05/28/2020	1,627.20
EFT	CARD SERVICES	Earthlink E Mail Back Up 05/20	05/28/2020	29.90
EFT	CARD SERVICES	Mail Chimp Services 05/20 - Metzger	05/28/2020	17.99
EFT	CARD SERVICES	Alhambra Water Service 04/20 - JLWTP/LCWTP	05/28/2020	58.75
EFT	CARD SERVICES	Ameripride Laundry Service 04/20 - District Wide	05/28/2020	2,186.38
EFT	CARD SERVICES	Volcano Telephone Service 04/20 - WP	05/28/2020	553.04
EFT	CARD SERVICES	MagicJack Renewal - JLWTP	05/28/2020	45.34
EFT	CARD SERVICES	Comcast Internet Service - OP HQ	05/28/2020	329.38
EFT	CARD SERVICES	AT&T Phone Service - Sheep Ranch/LC/Lease Lines	05/28/2020	261.67
EFT	CARD SERVICES	City of Angels Sewer Service 04/20 - Six Mile Village	05/28/2020	3,465.75
EFT	CARD SERVICES	UPUD Water Service 04/20 - DF/VCTO	05/28/2020	168.00
EFT	CARD SERVICES	Verizon Cell Phone Service 04/20	05/28/2020	4,196.79
EFT	CARD SERVICES	Cal.Net Phone Service 04/20 - Wallace	05/28/2020	52.92
EFT	CARD SERVICES	Hose/Seals - Wallace WWTP Polaris	05/28/2020	135.44
EFT	CARD SERVICES	Bulbs - CCWTP	05/28/2020	61.08
EFT	CARD SERVICES	Locksmith/Door Lock - JLWTP	05/28/2020	248.60
EFT	CARD SERVICES	Respirator/Thermometer/Bottles/Masks/Filters - COVID-19 Supplies	05/28/2020	4,194.24
EFT	CARD SERVICES	Fuel Pump Handle/Hose - Vehicle #724	05/28/2020	201.46
EFT	CARD SERVICES	County Clerk Easement Filing	05/28/2020	6.00
EFT	CARD SERVICES	Folders - Construction Crew	05/28/2020	21.44
EFT	CARD SERVICES	HMI Touch Screen - Woodgate L/S	05/28/2020	782.93
EFT	CARD SERVICES	Power Connector/Relay/Start,Stop Buttons	05/28/2020	64.01
EFT	CARD SERVICES	Camera - Sheep Ranch	05/28/2020	54.61
EFT	CARD SERVICES	Terminals/Switches/Rail/Terminals - Big Trees Tank #2	05/28/2020	290.64
EFT	CARD SERVICES	Keyboard Case - OP HQ	05/28/2020	80.80
EFT	CARD SERVICES	Microsoft 365 Subscription - HR	05/28/2020	6.99

CCWD  
AP DISBURSEMENTS  
MAY 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135330	CARSON HILL ROCK PRODUCTS	3/4 Class II AB - Indian Rock	05/07/2020	1,302.03
135425	CARSON HILL ROCK PRODUCTS	3.5 Tons Concrete - Huckleberry L/S	05/21/2020	662.55
135425	CARSON HILL ROCK PRODUCTS	Concrete/Pumper - Connors Main	05/21/2020	1,067.55
135426	CENTRAL CALIFORNIA GENERATOR	Ball Joint Assembly/Contactor Assembly - Copper L/S's	05/21/2020	2,793.13
135426	CENTRAL CALIFORNIA GENERATOR	Transfer Switch - Wilseyville Pump Station	05/21/2020	2,490.27
135374	CENTRAL VALLEY HARDWARE CO	Padlocks - Stock	05/14/2020	513.21
135331	CLARK PEST CONTROL	Pest Control Service 03/20 - Wallace	05/07/2020	210.00
135331	CLARK PEST CONTROL	Pest Control Service 04/20 - OP HQ	05/07/2020	127.00
135427	CLARK PEST CONTROL	Pest Control Service 05/20 - CCWTP	05/21/2020	202.00
135427	CLARK PEST CONTROL	Pest Control Service 05/20 - WPWWTP	05/21/2020	132.00
135428	COLUMBIA COMMUNICATIONS	Supplies - Cal Fire	05/21/2020	3,530.01
135429	CONDOR EARTH TECHNOLOGIES INC	Leachfield Evaluation - AWWTP	05/21/2020	6,011.00
135429	CONDOR EARTH TECHNOLOGIES INC	Materials Testing/Inspection Services - EP Reach 1 Pipeline Repl	05/21/2020	6,035.00 (B)
135470	CONDOR EARTH TECHNOLOGIES INC	Maintenance Oversight/Annual Report Services - White Pines Dam	05/28/2020	7,938.75
135375	COPPEROPOLIS FIRE PROTECTION DISTRICT	(213) Fire Hydrant Maintenance - CC	05/14/2020	4,899.00
135376	CPPA	Power 04/20 - District Wide	05/14/2020	62,234.30
	EFT CPUD	Water Service 04/20 - OP HQ	05/29/2020	308.47
135332	CWEA	Plant Maintenance Tech, Grade 1 Cert Renewal - Crumpacker	05/07/2020	89.00
135332	CWEA	Collection System Maintenance, Grade 1 Cert Renewal - Knick	05/07/2020	89.00
135332	CWEA	Membership Renewal - Burke	05/07/2020	192.00
135377	CWEA	Membership Renewal - Atnip	05/14/2020	192.00
135377	CWEA	Membership Renewal - Lang	05/14/2020	192.00
135471	CWEA	Membership Renewal - Reece	05/28/2020	192.00
135430	DATAPROSE	UB Statement Processing 04/20	05/21/2020	4,199.77
135378	DEAMICIS, GABRIEL	Hunters Pressure Washer Replacement Parts Reimbursement	05/14/2020	135.72
135333	DELTA TRUCK CENTER	Heater Control Switch - Vehicle #126	05/07/2020	58.42
135334	DISCOUNTCELL, INC.	Cradlepoint Antenna - LCWWTP	05/07/2020	194.72
135431	DOWNEY BRAND ATTORNEYS LLP	Legal Services 02/20	05/21/2020	45,630.83
135472	DOWNEY BRAND ATTORNEYS LLP	Legal Services 03/20	05/28/2020	17,249.45
135472	DOWNEY BRAND ATTORNEYS LLP	Legal Services 04/20	05/28/2020	2,681.53
135379	EBBETTS PASS GAS SERVICE	Fuel 04/20	05/14/2020	1,186.92
135380	EBBETTS PASS LUMBER	Vehicle and Equipment Maintenance/Supplies 04/20	05/14/2020	410.03
135432	EDGES ELECTRICAL GROUP, LLC	Plugs/Contactors/Inserts/Crimpset - CCWTP	05/21/2020	2,692.69
135473	EDGES ELECTRICAL GROUP, LLC	Freight (Inv#4929875) - CCWTP	05/28/2020	11.80
135433	ENTERPRISE FM TRUST	Vehicle Lease (10) 05/20	05/21/2020	7,360.98
135335	ERS INDUSTRIAL SERVICES, INC.	Filter Rehab Material/Supplies - EP WTP Rehab	05/07/2020	115,670.95 (B)
135336	EUROFINS EATON ANALYTICAL, INC	Effluent Testing - JLWTP	05/07/2020	1,590.00
135337	FASTENAL	Tools/Safety Supplies - CCWHSE	05/07/2020	820.76
135381	FASTENAL	Supplies/Gloves - JL	05/14/2020	186.59
135474	FEDERAL EXPRESS	Shipping 04/20	05/28/2020	196.75

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AP DISBURSEMENTS  
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
135338	FGL ENVIRONMENTAL	Waste Water Testing 04/20	05/07/2020	2,536.00
135338	FGL ENVIRONMENTAL	Water Testing 04/20	05/07/2020	4,506.00
135475	FGL ENVIRONMENTAL	Waste Water Testing 05/20	05/28/2020	2,621.00
135475	FGL ENVIRONMENTAL	Water Testing 05/20	05/28/2020	4,659.00
135382	FOOTHILL SIERRA PEST CONTROL	Pest/Weed Control Annual Service - OP HQ	05/14/2020	765.00
135382	FOOTHILL SIERRA PEST CONTROL	Pest/Weed Control Annual Service - WPWTP	05/14/2020	735.00
135382	FOOTHILL SIERRA PEST CONTROL	Pest/Weed Control Annual Service - WPWWTP	05/14/2020	2,248.00
135435	G3 ENGINEERING, INC.	Mechanical Seal - JL A Tank	05/21/2020	6,361.54
135383	GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	05/14/2020	656.25
135383	GAMBI DISPOSAL INC.	Bio-Solids Removal - DF/VCTO WWTP	05/15/2020	708.75
135383	GAMBI DISPOSAL INC.	Bio-Solids Removal - FMWWTP	05/16/2020	735.00
135382	GAMBI DISPOSAL INC.	Bio-Solids Removal - LCWWTP	05/17/2020	525.00
135476	GEMINI GROUP L.L.C.	Annual Water Quality Report 2019	05/28/2020	2,591.00
135339	GENERAL PLUMBING SUPPLY CO INC	Valve/Adapters/Bolt Kits - Sheep Ranch	05/07/2020	1,833.13
135436	GENERAL PLUMBING SUPPLY CO INC	Crane Pump - Arnold L/S #13	05/21/2020	4,484.77
135436	GENERAL PLUMBING SUPPLY CO INC	Pump - Southworth WWTP	05/21/2020	1,058.48
135437	GHX INDUSTRIAL LLC	Fuel Hose/Reel - Vehicle #732	05/21/2020	362.18
135340	GOVCONNECTION, INC	Visio/Cases/Ram - OP HQ	05/07/2020	395.96
135438	GOVCONNECTION, INC	Software/Laptop/Docking Station/Monitors/Adapters/Cables - OP HQ	05/21/2020	2,303.39
135477	GOVCONNECTION, INC	Docking Station - OP HQ	05/28/2020	200.76
135341	GOVINVEST INC	GASB 75 Valuation Services	05/07/2020	4,300.00
135342	GRAINGER	Leak Containment/Chemical Pumps - District Wide	05/07/2020	268.84
135385	GRAINGER	Electrical Parts - DF/VCTO WWTP	05/14/2020	201.94
135439	GRAINGER	Air Compressor - Copper Reclaim	05/21/2020	979.53
135439	GRAINGER	Suction Pipe/Fuel Nozzle - Vehicle #732	05/21/2020	103.23
135478	GRAINGER	(4) Plow Pins - Vehicle #713	05/28/2020	25.66
135386	GUYS SAW CENTER	Chain Saw Oil/Chain - West Point	05/14/2020	126.07
135388	HECK INDUSTRIES	Woodward Box/Pan Brake - Wilseyville Radio Read Flow Meter	05/14/2020	3,502.59
135344	HESKETH AUTOMOTIVE	Oil Change - Vehicle #150	05/07/2020	62.54
135479	HOBGOODS CLEANING	Janitorial Services 05/20	05/28/2020	1,985.00
135480	HUNT & SONS, INC	Fuel - Dorrington	05/28/2020	845.93
135480	HUNT & SONS, INC	Fuel - DF/VCTO WWTP	05/28/2020	2,047.87
135480	HUNT & SONS, INC	Fuel - EP Barn	05/28/2020	1,271.80
135480	HUNT & SONS, INC	Fuel - CC	05/28/2020	568.25
135390	IRON MOUNTAIN	Document Destruction 04/20	05/14/2020	78.73
135391	JAMESVILLE OFFICE FURNITURE	Office Furniture - OP HQ	05/14/2020	106.67
135392	JENSEN INSTRUMENT CO, INC	(2) UV Lamps - DF/VCTO WWTP	05/14/2020	405.41
135440	JS WEST PROPANE GAS	Propane - Silver Rapids	05/21/2020	325.54
135481	KASL CONSULTING ENGINEERS	Construction Management Services - EP Reach 1 Pipeline Repl Proj	05/28/2020	18,721.39 (B)
135393	KUNTZ, KIP	Claim Settlement	05/14/2020	2,650.00

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AP DISBURSEMENTS  
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
135482	LEE & RO, INC	Engineering/Design Services - CC L/S's 8,12,13 & Force Main Bypass	05/28/2020	8,897.14 (B)
135482	LEE & RO, INC	Engineering/Design Services - CC L/S's 15,16 Renovations	05/28/2020	8,897.14 (B)
135441	LOWE'S	Disinfectant Spray Gun - District Use	05/21/2020	582.44
135441	LOWE'S	Tools - Vehicle #519	05/21/2020	887.30
135441	LOWE'S	Shelving - CCWHSE	05/21/2020	449.81
135345	MANTECA TRUCK ACCESSORIES	Flood Lights - Vehicle #726	05/07/2020	692.80
135442	MANTECA TRUCK ACCESSORIES	Rear Window Rack - Vehicle #720	05/21/2020	1,882.78
135346	MARK LOWE	Trailer Repair - Construction Crew	05/07/2020	450.00
135394	McMASTER-CARR	Containers - District Wide	05/14/2020	133.68
135483	MEAD & HUNT INC	Inundation Mapping - WP Regulating Dam	05/28/2020	2,340.00
135395	MODESTO AIRCO GAS & GEAR	Cylinder Rental 05/20	05/14/2020	91.00
135396	MOTHER LODGE ANSWERING SERVICE	Answering Service	05/14/2020	565.00
135443	MOTHER LODGE ANSWERING SERVICE	(10) Digital Pagers - On Call	05/21/2020	862.63
135397	MOUNTAIN OASIS PURIFIED WATER	Water Cooler Service/Supplies 04/20 - District Wide	05/14/2020	154.50
135347	MOZINGO CONSTRUCTION, INC.	Construction Contract - EP Reach 1 Pipeline Replacement Project	05/07/2020	459,129.21 (B)
135348	NASH CHEVRON	Trailer Tire	05/07/2020	175.02
135348	NASH CHEVRON	Tire Repair - Vehicle #728	05/07/2020	36.00
135349	NETWORKS 2000	HP Server ML350 Maintenance Contract - April 2020-2021	05/07/2020	705.00
135444	NEW FRONTIER AUTO SUPPLY INC	Supplies - Vehicle #724	05/21/2020	78.39
135445	NEW YORK LIFE	Life Insurance 04/20	05/21/2020	1,124.36 (A)
135398	NHU DESIGN	Website Services	05/14/2020	16.15
135484	NORDAHL LAND SURVEYING	Water Storage Tank/Pressure Regulating Stations - JL Tank A-B	05/28/2020	3,200.00 (B)
135350	NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	05/07/2020	2,184.94
135399	NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	05/14/2020	1,095.35
135446	NORTHSTAR CHEMICAL	Sodium Hypochlorite - Southworth/Wallace WWTP	05/21/2020	1,089.87
135447	O'CONNELL & DEMPSEY, LLC	Consulting Services Legislative Advocacy Feb-April	05/21/2020	15,000.00
EFT	P G & E	Gas 04/20 - OP HQ	05/29/2020	137.45
EFT	P G & E	Power 04/20 - CC Water Tank	05/29/2020	37.35
EFT	P G & E	Power 04/20 - District Wide	05/29/2020	3,547.11
EFT	P G & E	Power 04/20 - Hwy 26	05/29/2020	10.57
EFT	P G & E	Power 04/20 - JLTC	05/29/2020	138.87
EFT	P G & E	Power 04/20 - SA Shop	05/29/2020	385.09
EFT	P G & E	Power 04/20 - Wallace Spray Fields	05/29/2020	26.79
EFT	P G & E	Power 04/20 - Warmwood L/S	05/29/2020	19.33
EFT	P G & E	Power 04/20 - Woodgate L/S	05/29/2020	30.12
135401	PACE SUPPLY CORP	(3) Rebuild Kits - Wilseyville Pump Station	05/14/2020	554.38
135401	PACE SUPPLY CORP	Hydrant/Fittings - Sheep Ranch	05/14/2020	1,711.71
135448	PACE SUPPLY CORP	Repair Coupling - Collections Crew	05/21/2020	357.14
135485	PACE SUPPLY CORP	Schedule 80 Fittings - LCWHSE	05/28/2020	96.47
135449	PAYMENTUS GROUP INC	Payment Processing 04/20	05/21/2020	7,217.88

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AP DISBURSEMENTS  
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
135352	POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	05/07/2020	276.89
135402	POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	05/14/2020	286.65
135402	POTRERO HILLS LANDFILL	Bio-Solids Disposal - DF/VCTO WWTP	05/14/2020	221.10
135402	POTRERO HILLS LANDFILL	Bio-Solids Disposal - FMWWTP	05/14/2020	293.40
135486	POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	05/28/2020	246.33
135353	QUADIENT FINANCE INC	Postage 04/20	05/07/2020	1,000.00
135487	QUADIENT LEASING INC	Maintenance Agreement 03/16-06/15 - Mail Equipment	05/28/2020	983.27
135354	REXEL	Occupancy Sensor Switch - OP HQ	05/07/2020	79.08
135451	SAN JOAQUIN COUNTY PUBLIC WORKS	Groundwater Sustainability Plan Local Cost Share	05/21/2020	18,227.00
135357	SEIU LOCAL 1021	Union Dues 04/20	05/07/2020	2,623.87 (A)
135452	SENDERS MARKET INC	Vehicle and Equipment Maintenance/Supplies 04/20	05/21/2020	949.78
135403	SIERRA JANITORIAL SUPPLY	Janitorial Supplies - OP HQ	05/14/2020	193.44
135358	SIGNAL SERVICE	Service Calls - White Pines/OP HQ	05/07/2020	190.00
135358	SIGNAL SERVICE	On Site Service White Pines Maintenance Shop	05/07/2020	0.00
135488	SIGNAL SERVICE	Alarm Service 05/20 - Hunters	05/28/2020	95.00
135488	SIGNAL SERVICE	Service Call - EP Shop	05/28/2020	110.00
135404	SLAKEY BROS - JACKSON	Coupling - AWWTP	05/14/2020	36.48
135405	SNIDER, ADAM	Snow Removal 01/20	05/14/2020	3,360.00
135453	STAPLES CREDIT PLAN	Office Supplies	05/21/2020	1,236.52
135454	STOCKTON EAST WATER DISTRICT	Advance Payment 2020 Contract Year - New Hogan	05/21/2020	39,281.61
135408	SWRCB	Wastewater OIT, Grade 1 Application - Hibbard	05/14/2020	95.00
135409	SWRCB	Water Distribution Operator, Grade D3 Cert Renewal - Scheidt	05/14/2020	120.00
135409	SWRCB	Water Distribution Operator, Grade D2 Cert Renewal - Hampton	05/14/2020	60.00
135455	SWRCB	Water Distribution Operator Renewal (Duplicate Payment)	05/21/2020	180.00
135410	T & S INTERMODAL MAINTENANCE INC	Service Line Replacement - JL Line Replacement Project	05/14/2020	110,185.75 (B)
135489	T & T VALVE AND INSTRUMENT INC	Butterfly Valve - Hunters WTP	05/28/2020	586.66
135450	THE SACRAMENTO BEE	Manager of Water Resources Recruitment Ad	05/21/2020	525.00
135456	TIFCO INDUSTRIES	Bolts/Relays/Fuse Boxes/Battery Terminals - Vehicle #723	05/21/2020	213.70
135490	TIFCO INDUSTRIES	Auxiliary Switches - Vehicle #732	05/28/2020	289.21
135490	TIFCO INDUSTRIES	Relays - SA Shop	05/28/2020	48.84
135457	TREATS GENERAL STORE INC	Keys/Screws - OP HQ/Vehicle #720	05/21/2020	33.13
135362	UNITED PARCEL SERVICE	Shipping 04/20	05/07/2020	80.50
135492	UNITED PARCEL SERVICE	Shipping 05/20	05/28/2020	126.18
135412	USA BLUE BOOK	Hydrant Maintenance Supplies - CCFD	05/14/2020	436.15
135459	USA BLUE BOOK	StablCal/Conductivity Standard/Brushes - DF/VCTO WWTP	05/21/2020	349.59
135493	USDA RURAL DEVELOPMENT	Principal and Interest Loan Payment - Arnold 9S4	05/28/2020	20,542.92 (A)
135493	USDA RURAL DEVELOPMENT	Principal and Interest Loan Payment - West Point Acres	05/28/2020	10,249.25 (A)
135494	VALLEY SPRINGS FEED INC	Propane - JLWTP	05/28/2020	19.84
135413	WEST POINT LUMBER INC	Supplies - West Point	05/14/2020	96.40
135460	WESTERN HYDROLOGICS	Consulting Services - Water Treatment Data	05/21/2020	3,300.00

CCWD  
 AP DISBURSEMENTS  
 MAY 1-31, 2020

Check No.	Vendor/Employee	Transaction Description	Date	Amount
135460	WESTERN HYDROLOGICS	Gage Maintenance 04/20 - White Pines	05/21/2020	1,416.98
EFT	WEX BANK	Fuel 04/20	05/21/2020	12,143.62
135414	WHOLESALE SEPTIC SUPPLIES LLC	Pump - Copper L/S #14	05/14/2020	2,995.00
135415	WILLDAN	Assessment District Services - DaLee Cassidy	05/14/2020	2,048.57 (A)
135415	WILLDAN	Assessment District Services - Fly In Acres	05/14/2020	2,220.08 (A)
135415	WILLDAN	Assessment District Services - Saddle Creek	05/14/2020	3,708.92 (A)
135415	WILLDAN	Assessment District Services - West Point Acres	05/14/2020	388.43 (A)
135415	WILLDAN	Assessment District Services - Wallace	05/14/2020	604.28 (A)
135415	WILLDAN	Assessment District Services - Arnold	05/14/2020	995.79 (A)
135363	WILLE ELECTRIC SUPPLY CO INC	Timer Relay - CCWTP	05/07/2020	86.34
135461	YOUNG'S COPPER ACE HARDWARE	Vehicle and Equipment Maintenance/Supplies 04/20	05/21/2020	1,026.31
	Employee Medical Reimbursements (1)			289.39
	Retiree Health Payments (6)			1,577.76
	Customer Refunds (7)			4,390.06
TOTAL MAY 2020 AP DISBURSEMENTS				<u><u>1,388,237.53</u></u>



**RESOLUTION NO. 2020-**

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

**RATIFYING CLAIM SUMMARY NO. 579**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 579 at the Regular Meeting held on June 10, 2020; 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 579 in the amount of \$1,939,931.31 for the month of May, 2020.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill, President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: June 10, 2020

*Rebecca Callen*

TO: Michael Minkler, General Manager

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the Write-Off of Uncollectible Accounts Receivable for the period of December 1, 2019 through May 31, 2020

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## RECOMMENDED ACTION:

For information only.

## SUMMARY:

Financial Management Policy No. 5.05, "Uncollectible Accounts Receivable," provides authorization and guidelines for the write-off of individual accounts receivable that are not deemed bona fide, or valid. Per policy, any uncollectible account in excess of \$2,500 must have the approval of the Board of Directors. All uncollectible accounts receivable that are written-off will be reported to the Board of Directors on a semi-annual basis.

During the reporting period of December 1, 2019 through May 31, 2020 there are no uncollectible accounts receivable in excess of \$2,500. Attachment A lists the uncollectible accounts receivable customers with balances under the \$2,500 threshold for the subject reporting period totaling \$17,885.40.

All bad debt accounts that are not written off due to bankruptcy are placed with a local collection agency in the absence of other remedies. Debt recovery received during the period totaled \$1,239.97.

## FINANCIAL CONSIDERATIONS:

The write-off of these accounts would result in a reduction in current assets in the amount of \$17,885.40 and more fairly present the District's financial position.

*Attachments: Financial Management Policy No. 5.05, Uncollectible Accounts Receivable  
Attachment A, Accounts Receivable Write Offs Less Than \$2,500*

**5.05.1 Purpose**

To provide authorization and guidelines for the write-off of uncollectible accounts receivable.

**5.05.2 Policy**

The Director of Administrative Services may write off uncollectible accounts receivable that do not exceed \$2,500 (per customer account) after review and written concurrence by the General Manager that such accounts are uncollectible. If the amount in question exceeds \$2,500, the proposed write-off must have the approval of the Board of Directors. All uncollectible accounts receivable write-offs will be reported to the Board of Directors on a semi-annual basis.

**5.05.3 General Provisions**

On occasion, certain accounts receivable due and owing Calaveras County Water District become uncollectible after all reasonable effort is expended to effect collection. There are also situations where accounts are such a size that more money would be expended to collect the debt itself. The Director of Administrative Services for Calaveras County Water District is in a position to thoroughly evaluate the feasibility of collecting past due accounts and to make a decision as to whether to further the effort.

## Attachment A

Calaveras County Water District  
Uncollectible Accounts Receivable as of May 31, 2020  
For the Period of December 1, 2019 through May 31, 2020

## Accounts Receivable Write Offs Less than \$2,500

ACCT NO	POST DATE	SEWER	WATER	TOTAL
026125-000	12/18/2019	-	17.98	17.98
039897-000	2/19/2020	-	42.19	42.19
038736-000	2/19/2020	-	73.39	73.39
010150-000	1/16/2020	-	96.23	96.23
026766-000	4/30/2020	-	99.42	99.42
040399-000	4/21/2020	-	101.97	101.97
007411-000	12/11/2019	-	118.26	118.26
029967-000	5/20/2020	-	123.90	123.90
040428-000	4/6/2020	-	124.23	124.23
037906-000	2/19/2020	124.82	-	124.82
026767-000	1/16/2020	78.02	49.52	127.54
007697-000	2/19/2020	-	129.39	129.39
028471-000	1/16/2020	-	140.82	140.82
035156-000	1/16/2020	78.02	64.40	142.42
028032-000	4/30/2020	-	145.53	145.53
028815-000	4/30/2020	-	150.98	150.98
041176-000	5/20/2020	-	157.89	157.89
033860-000	4/30/2020	-	163.12	163.12
031392-000	4/30/2020	-	163.94	163.94
032248-000	2/27/2020	-	167.65	167.65
005424-000	4/21/2020	-	175.15	175.15
012709-000	12/18/2019	99.85	89.85	189.70
037947-000	12/18/2019	-	233.08	233.08
040746-000	5/20/2020	149.85	92.94	242.79
033781-000	4/21/2020	-	255.18	255.18
005999-000	5/20/2020	156.02	105.58	261.60
009645-000	5/20/2020	174.74	112.13	286.87
033612-000	5/20/2020	174.74	122.07	296.81
037841-000	1/16/2020	-	311.73	311.73
021572-000	1/16/2020	177.86	144.17	322.03
011963-000	5/20/2020	199.72	122.43	322.15
040549-000	4/20/2020	190.35	135.03	325.38
039185-000	1/21/2020	209.08	131.96	341.04
036915-000	12/18/2019	218.44	141.91	360.35
005113-000	2/19/2020	-	371.56	371.56
036571-000	1/16/2020	-	402.26	402.26
039729-000	2/27/2020	280.85	191.44	472.29
028493-000	12/18/2019	299.57	207.73	507.30
040672-000	2/20/2020	-	522.42	522.42
040696-000	1/21/2020	-	563.39	563.39
038259-000	1/16/2020	352.61	243.39	596.00
036925-000	1/16/2020	346.37	259.50	605.87
039556-000	12/4/2019	397.86	318.55	716.41
040671-000	1/16/2020	782.20	-	782.20
040724-000	2/19/2020	923.55	-	923.55
040707-000	1/31/2020	973.47	-	973.47
040653-000	2/20/2020	740.43	495.40	1,235.83
040665-000	2/27/2020	774.75	595.52	1,370.27
040706-000	2/19/2020	889.87	617.18	1,507.05
<b>TOTAL</b>		<b>8,793.04</b>	<b>9,092.36</b>	<b>17,885.40</b>

# Agenda Item

DATE: June 10, 2020

*Rebecca Callen*

TO: Michael Minkler, General Manager

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for May 2020

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## RECOMMENDED ACTION:

For information only.

## SUMMARY:

Per the District's Investment Policy, Staff will report on a monthly basis the investment activity for the preceding month. During the month of May 2020, the following investment transactions occurred.

TRANSACTION DESCRIPTION	APRIL	MAY	DATE
Interest received on the Wells Fargo Money Market Investment Account	6.50	4.96	5/1/2020
20 <sup>th</sup> Liquidation Distribution Lehman Bros Holdings (4/2/20)	959.60	---	---
Quarterly Interest received on the LAIF Investment (4/15/20)	147,868.57	---	---
Wells Fargo Bank Certificate of Deposit Full Call (4/22/20)	2,000,000.00	---	---
Interest received on the Wells Fargo Bank Certificate of Deposit (4/22/20)	8,726.03	---	---
Transfer funds from Wells Fargo Money Market Account to the Districts Operating Account	---	2,010,000.00	5/19/2020
Transfer funds from the Districts Operating Account to LAIF	---	3,700,000.00	5/27/2020
Interest Received on the Umpqua Bank Money Market Investment Account	74.75	77.25	5/31/2020

Staff monitors cash flow to ensure operational needs are met and excess funds are invested.

*Attachment: Investment Activity Report for May 2020*

**CALAVERAS COUNTY WATER DISTRICT  
INVESTMENT ACTIVITY ENTRY  
FOR THE MONTH ENDING MAY 31, 2020**

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			CPN RATE	INVESTMENT DATE	MATURITY DATE	CM INTEREST RECVD
		COST	Prem/(Disc)	PAR (PRINC)				
Lehman Bros Hldgs Inc 11/10/09 <b>(IN DEFAULT)</b>	15,960.00	739,453.78	(685,546.22)	1,425,000.00	3.950%	05/05/08	---	-
Wells Fargo Money Market	13.04	13.04	-	13.04	0.010%	ongoing	n/a	4.96
<b>Sub-totals Wells Fargo Bank</b>	<b>15,973.04</b>	<b>739,466.82</b>	<b>(685,546.22)</b>	<b>1,425,013.04</b>				<b>4.96</b>
Umpqua Bank Money Market	1,819,107.60	1,819,107.60	-	1,819,107.60	0.050%	06/14/07	n/a	77.25
Local Agency Investment Fund	32,564,889.21	32,564,889.21	-	32,564,889.21	1.310% *	ongoing	n/a	-
<b>Totals</b>	<b>34,399,969.85</b>	<b>35,123,463.63</b>	<b>(685,546.22)</b>	<b>35,809,009.85</b>				<b>\$82.21</b>

<b>Current Month Transactions:</b>	<b>Date</b>	<b>Amount</b>
Interest received on the Wells Fargo Money Market Investment Account	5/1/2020	4.96
Transfer from Wells Fargo Money Market Account to the Districts Operating Account	5/19/2020	2,010,000.00
Transfer from the Districts Operating Account to LAIF	5/27/2020	3,700,000.00
Interest received on the Umpqua Bank Money Market Investment Account	5/31/2020	77.25

\* as of 05/27/2020

# Agenda Item

DATE: June 10, 2020  
TO: Michael Minkler, General Manager  
FROM: Joel Metzger, External Affairs Manager  
RE: Discussion Regarding Termination of Service Policy

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## **RECOMMENDED ACTION:**

Discussion only.

## **SUMMARY:**

The Calaveras County Water District Board of Directors adopted a termination of service policy on August 14, 2019 – Article III, Section E, of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service. The preamble to the policy states, “This District policy allows a residential or commercial customer to permanently terminate water and/or wastewater service(s), limited only to certain circumstances.”

The initial intent of the policy was to allow terminations and reinstatements of service under very specific circumstances. This was to prevent customers from frequently terminating and the reinstating service, which comes at a cost to the District that may not be fully covered by the customer. Furthermore, even where service is not being utilized, the District maintains capacity and functionality of a costly water and wastewater system for the benefit of all customers. Whether an individual customer chose to take advantage of that service, or not, has very little impact on the cost of making that service available to the customer. The availability of service adds significant value to each property and comes at a cost to the District that should not be borne by other ratepayers. CCWD’s rate structure is largely based on the understanding that all customers who have water and wastewater service available to them will pay their fair share of the cost of maintaining and operating the system.

The policy does, however, allow for reinstatement of service after three years (or immediately if the property is sold) if capacity is available, applicable fees and charges are paid, and the customer covers the cost of reestablishing the connection. Reinstatement was included in the policy to ensure CCWD was not cutting off the prospect of current or future property owners making economically beneficial use of their property in the future and because the addition of customers to existing infrastructure helps achieve economy of scale.

Since this policy was adopted, more than 10 applications have been received from customers who wish to terminate service. While none of the applicants have completed the process of terminating service, three of them needed variances before termination of service could be approved. Those variances have been granted by the Board, but two of the three applicants have chosen to hold off on continuing with the process, because they feel the operations fee to terminate their service is unreasonably high.

In most cases, the process has stalled because the estimated “operations fee” to terminate the service at the water or sewer main has been more than \$2,000 per service. The customers are also concerned about the cost of reinstating service once the connection is terminated at the main. These costs have led applicants to hold off on continuing with the termination process, and have led to numerous complaints from applicants to staff and Board members.

### **TERMINATION OF SERVICE BACKGROUND INFORMATION:**

During most of the 1990s, CCWD offered customers a great deal of flexibility when it came to suspension and termination of service. It was common for second homeowners coming up for the weekend to call the District and ask to have their services turned on while they were here and then turned off again when they left. This led to frequent after-hours call-outs that became a costly burden to the District, because there was no charge for this service. It also resulted in fluctuating rate revenue even as the cost of maintaining and operating the system continued to increase.

In the late 1990s, the District modified its suspension of service policy to prevent abuses by customers (attached). About 350 customers had suspended accounts when the policy was changed. Under the new policy, accounts could only be suspended if the circumstances met specific criteria. The District still allowed customers to terminate service, however, property owners had to sign an agreement acknowledging they would forfeit all capacity fees paid and it would be as though no service had ever been provided to the property. If a customer terminated service during this time, there was a \$30 charge to pull the meter, there was no charge to terminate wastewater service, and service laterals were left in place.

In November 2010, the Board of Directors adopted Resolution No. 2010-78, which rescinded the previous termination of services policy and replaced Section 21E with new policy language that does not allow for termination of water or wastewater services. This was done following a 2009 decision in *Pahlend v. Brooktrails Township Community Services District Board of Directors*, which ruled that special districts can charge customers monthly base rates for water or wastewater services to either a lot with a structure of an unimproved lot, regardless of use or occupancy. This ruling reflects the realities that water agencies already knew, which is that the fixed costs of the system don't go down when customers choose not to utilize the service made available to them, and the properties with service available are made more valuable for it.



## **OPERATIONS FEES FOR TERMINATION OF SERVICE**

The management team has discussed the operations fees associated with terminating service on multiple occasions. Specifically, this language has been analyzed:

In order for the termination of service(s) to be approved, the customer must pay a \$300 administrative fee and an Operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped.

Staff's interpretation of this language is that the water or wastewater laterals should be completely terminated at the main line. For a potable water service connection, this would usually involve a field crew using a Vac-Con truck to access the main line where the service lateral is connected and sever the connection at the main. In most cases, the service lateral would be abandoned in place, but in some cases, trenching may be necessary for removal. For a wastewater connection, this will usually involve cutting out the lateral at the sewer main, eliminating the lateral tee, and reconnecting the main.

This approach eliminates the District's liability for a water or wastewater lateral that is no longer an active service yet is still connected to an active system. Abandoned laterals that remain in place diminish the integrity of distribution and collections systems. Abandoned connections can leak, create opportunities for theft, and expose the District to potential unintended damage by property owners or other utilities that damage the laterals. Staff acknowledges that there are hundreds of service laterals throughout Rancho Calaveras, Copperopolis, West Point, and Ebbetts Pass that do not have active connections. These laterals routinely fail, which necessitates repair, exacerbates water loss, contributes to inflow and infiltration, and are a drain on resources in general. The laterals are weak points in the system yet they still add value to the properties they are available to and the rates that those customers pay go toward the cost of operating and maintaining the system.

Staff also recognizes that terminating these service laterals at the main line increases the costs of developing a lot in the future. The policy ensures those costs are borne by the customers who chose to terminate or reinstate service and not by other ratepayers. The policy also includes safeguards to ensure the property owner is fully aware of those costs prior to terminating service.

## **CONCLUSION**

The District amended its strict prohibition of terminations of service to allow for terminations under certain specific circumstances. Despite the controversy around the policy, staff asserts the policy is working as intended. To accommodate a greater number of terminations of service in cases where the property is likely to be developed in the future and the termination is temporary, staff would have to revisit the policy and bring a revised approach back to the Board for consideration

## **FINANCIAL CONSIDERATIONS:**

While there are 145 empty lots within CCWD's service areas and 101 landscape/irrigation meters, staff has not received a large number of applications to terminate service. Staff believes this is due to the significant capacity fee financial sacrifices associated with terminating water or wastewater services and the subsequent impact on property values.

The owners of empty lots with standard 5/8-inch meters are currently billed base rates of \$114.23 every two months, which totals \$658.38 over the course of a year.

*Attachments:*    -CCWD Termination of Service Policy  
                      -CCWD Suspension of Service Policy

**RESOLUTION 2019 – 61**

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

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

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

**WHEREAS**, the Board added Section 21D - Suspension of Services, and Section 21E - Termination of Services, to Article III by Resolution No. 99-56 on October 13, 1999; and

**WHEREAS**, the Board added Section 21F – Foreclosure Abatement, to Article III by Resolution No. 2008-36 on May 21, 2008; and

**WHEREAS**, the Board amended Section 21E of Article III – Termination of Services, by Resolution No. 2010-78 on November 23, 2010; and

**WHEREAS**, for the purpose of updating said policy, amendments to the current policy have been considered by the Board.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors does hereby rescind in its entirety Section 21E of Article III of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service, adopted by Resolution No. 2010-78 on November 23, 2010, and any subsequent resolutions or amendments thereto.

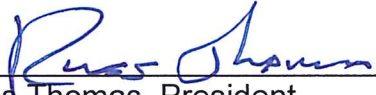
**BE IT FURTHER RESOLVED**, that Section 21E of Article III of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service is to be replaced with the policy attached hereto and so incorporated into Article III, is hereby approved by the Board of Directors and shall become effective immediately:

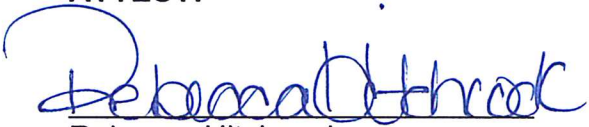
**BE IT FURTHER RESOLVED**, that the remainder of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service to Consumers adopted December 7, 1954, and thereafter amended shall remain in full force and effect.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of August 2019 by the following vote:

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

CALAVERAS COUNTY WATER DISTRICT

  
\_\_\_\_\_  
Russ Thomas, President  
Board of Directors

**ATTEST:**  
  
\_\_\_\_\_  
Rebecca Hitchcock  
Clerk to the Board

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

APPLICATION FOR SERVICE RATES AND BILLING

**E. Termination of Services**

**Summary:**

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

**Termination:**

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

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

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

In order for the termination of service(s) to be approved, the customer must pay a \$300 administrative fee and an Operations fee (this fee varies by connection) to have the water meter removed and/or the wastewater connection capped. Upon termination of service(s), the District will not refund any capacity fee(s), as they

are attached to the property previously served. However, a credit for the original capacity fee(s) paid when the property first connected to CCWD's water and/or wastewater system will remain attached to the property, and will be credited toward full capacity fee(s) owed at the time the property owner decides to apply to reinstate service. Transfer of capacity fees per Article III, Section 21E.1 of CCWD's Rules and Regulations Governing the Furnishing of Water and/or Wastewater Service is not allowed once service has been terminated.

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

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

**Reinstatement:**

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

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

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

**Appeals:**

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

**Calaveras County Water District**  
**Rules and Regulations Governing Water & Wastewater: Article III, Section D.**

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

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

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

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

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



# Agenda Item

DATE: June 10, 2020

TO: Board of Directors

FROM: Michael Minkler, General Manager, and  
Rebecca Callen, Director of Administrative Services

SUBJECT: Discussion/Direction regarding the FY 2020-21 Draft Operating and CIP Budgets

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## **RECOMMENDED ACTION:**

Discussion/Direction regarding the Proposed 2020-21 Operating and CIP Budgets.

## **SUMMARY:**

The projected budget scenery has drastically changed since we began development in late December early January. The District was on a moderate growth trajectory for revenue. While investment earnings were already starting to go down, we were proactively moving toward using an active Asset Manager to get ahead of the potential erosion of those revenues. Both operating and non-operating revenues were tracking to exceed the adopted 2019-20 budget and were projected to continue to grow. These assumptions were the basis for quite a different picture for the District in 2020-21.

In just under three months the projected revenue picture has changed. COVID has significantly impacted our projections for 2020-21 in terms of revenue. This was not good news as many of the expenses we are faced with are increasing annually and are contractual or mandated costs.

Operating revenue is actually showing stagnation in the last three months of FY 19/20. The changes in consumer behavior and business closures have decreased water consumption revenue. We also temporarily suspended charging and collecting late fees due to the COVID-19 pandemic. Investment income was hit harder than we could have imagined and entering into the investment market has been halted to protect District resources.

Instead of being in the position to address some deferred maintenance issues, we had to work diligently across all functional units of the District to reduce costs, further defer maintenance, and identify the most critical needs. With all of that, we still needed to reallocate OPEB liability funding by \$300,000. If you recall, the District is currently overpaying the OPEB contribution, and has been for many years, which has put the District in a better position than most with respect to long-term OPEB liability. Management staff are also working on alternative retiree health programs that could

decrease the District's long-term liability and permanently decrease the District's annual OPEB trust contributions.

While finance staff are optimistic that the stagnation we are experiencing in revenue will resolve in the coming months, our revenue projections are conservative in the event that they don't.

Areas of additional expenditure that were identified as critical needs and are included in the draft fiscal year 2020-21 were:

- PSPS expenditures – We are hopeful that the infrastructure changes PG&E have made will alleviate some of the unforeseen costs we encountered (recall the District spent over \$235,000 in 2019-20) and we have proactively purchased equipment to help circumvent some of the issues we experienced as well as increased maintenance on the existing generators. We included \$75,000 in this budget to cover increased O&M costs associated with PSPS response. Since the finance committee, we added \$180k for the purchase of new generators, as discussed in detail, below.
- Strategic Plan – CCWD's most recent Strategic Plan is a 2011 business plan that has not been useful in recent years. Hiring a consultant to assist with the development of a strategic plan was included in the FY 19/20 budget and staff issued an RFP and have selected a consultant in collaboration with an ad hoc Board committee. In consultation with the Board, staff put the plan on hold due to the financial uncertainty related to COVID-19. While this is a very conservative budget, staff believes a strategic plan is important and has included it in the proposed budget. The consultant team is made up of experienced water industry and management consultant professionals who could provide value to the District during a time of significant turnover and other challenges. They have agreed not to exceed a cost of \$65,000 for the strategic planning process, which will include a survey to receive input from all levels of the organization, as well as multiple sessions with the Board and staff, and a final strategic plan document. Staff recommends including this item in the FY 20/21 budget and initiating the process in August, 2020.
- CARB Compliance – While this would be the most opportune time for this compliance requirement to take a hiatus, we are not likely to see that lifted. We included the replacement of a dump truck and other heavy equipment that would fall into a non-compliance issue. We included \$190,000. (See additional discussion of this item in update, below).
- Vehicle Maintenance - We have an aging fleet and while we replaced 10 vehicles in 2019-20, we included another 10 vehicles in 2020-21. Will be starting to see savings in terms of maintenance, fuel efficiency, decreased down-time, and increased safety and functionality. These benefits will increase as we continue to implement this program. The draft proposed budget includes \$89,281 for this.
- Financial/Utility Billing Software – We are on an older version of Springbrook and the server it is on is slated for decommissioning. We have spent four months evaluating whether to upgrade and keep Springbrook or migrate to another platform. Doing nothing was not an option. Migrating will save money (over time) and save staff considerable time in order to work on other critical functions.

Included in this budget is the licensing for BOTH systems while the implementation occurs for an increase of \$61,922 and one-time costs for implementation of \$97,780 for a total of \$159,702.

- See attached memo to the GM on the replacement for additional detail.

## **Recent Updates to the Draft Budget**

Since the Draft budget was initially introduced to the Finance Committee on May 26, staff have continued to make revisions in light of changing information. The most significant changes are a result of a projected budget surplus carry-over from the current fiscal year that is primarily a result of the significant personnel turnover the District experienced and, in some cases, extended vacancies before filling those vacancies. Staff is currently projecting approximately \$450,000 in carryover operating funds. It is important to note that carry-over funds can only be used for one-time expenditures and not for ongoing costs. In a year where we are struggling to balance the budget due to ongoing revenue constraints and the impact of the COVID-19 pandemic on District revenue, these one-time funds provide much needed flexibility.

Staff proposes utilizing these funds to address two short-term staffing needs and to purchase critical equipment that had been taken out of the budget in previous drafts. The additional equipment includes an additional \$100k (total \$200k) for replacement of heavy equipment that must be phased out due to CARB's diesel engine regulations and \$180k for the purchase of new back up generators to ensure continuity of service during power outages. The previous draft budget did not include the purchase of any new generators, which was a deferred cost that comes with risk of costly generator failures.

The two positions management proposes to temporarily add are discussed in detail, below.

### **Treatment Plant Operator II**

The District currently employs 13 treatment plant operators to cover six drinking water systems and 13 wastewater facilities. There is an immediate need to add a Treatment Plant Operator II to help cover the Ebbetts Pass and West Point water and wastewater treatment plants due to an unanticipated extended leave of a treatment plant operator. We are also anticipating multiple retirements among the treatment plant operators within the next couple years, so a temporary increase in the number of treatment plant operators to provide overlap would be beneficial. If the Board approves the addition of a treatment plant operator, the District would commit to funding the new position at least until a retirement occurs. At that point, the District will reevaluate whether to maintain the increased staffing level or go back down to 13 treatment plant operators.

In a separate agenda item, management is requesting Board approval of the new treatment plant operator position effective immediately so we don't have to wait for the new fiscal year to start before we can fill this position. There is an immediate need to address an unanticipated staff shortage.

### Accountant III

Management anticipates several significant work efforts in the Administrative Services Department over the next year. In response to new audit requirements and in order to implement best practices, the Director of Administrative Services and the Accountant III will be making significant changes to the District's accounting and auditing practices. This is a major task for a small finance staff that is already busy with their current work. In addition to accounting practice changes, the District must either upgrade its current finance software (Springbrook), or transition to a different platform. Either way, it will be a major undertaking for the entire Administrative Services Department. The end result of both of these efforts will be improved practices and increased efficiencies and capabilities, but it will be a challenging transition.

We have also been notified by our Accountant III that she will likely be retiring within the next 16 months. The work of the Accountant III and her institutional knowledge is unique to her, making an extended period of overlap with a new accountant a high priority.

Due to the planned additional work effort and the pending retirement, management is recommending to the Board that we utilize one-time funds to add an Accountant III early in the upcoming fiscal year. If the Board approves this position, the District will commit to funding the position until the retirement of our current Accountant III. At that time, we anticipate eliminating the position and returning to one Accountant III.

The immediate need for these positions, even if only temporary and paid for with one-time expenditures, is reflective of the bare minimal staffing levels at the District. Staff have made significant efforts over the last year to restructure the organization and implement new technology to improve work flow and efficiency. Management is currently in negotiations with the union over another round of restructuring that we believe will further increase efficiency and make improvements to the District's responsiveness to customer demands. Improved coordination between departments and the continuation of a cultural shift toward improved customer service is the focus of these changes.

The following is a summary of additional changes that have been made in furtherance of the ongoing effort to streamline and modernize the District:

- Added the Construction and Maintenance Manager \$136,309 (Dept 54 Utilities)
- Removed the Engineering Analyst -\$171,800 (Dept 58 Engineering)
- Added the Engineering Coordinator \$105,217 (Dept 58 Engineering)
- Removed the Admin Technician I -\$81,214 (Dept 58 Engineering)
- Increased Service Maintenance costs for Innovyze \$900 (Dept 58 Engineering)
- Lateral reclassification of the Accountant I to an Accounting Technician II (Dept 59 Admin Services) – No change in budget
- Increased Service Maintenance for MuniCode \$15,805 (Dept 59 Admin Services)
- Updated the Debt Service for the GapVaxx from 5 years to a 4 year term \$11,000 (Non-Dept), which will decrease the overall cost of the purchase.
- Increased the transfer for Equipment from \$70,000 to \$85,000 (Non-Dept)
- Added the surplus of \$450,000 to cover one-time costs

The following table is provided for context and shows the fluctuation in staffing levels since 2005. Over that time, the District has added or expanded service areas. As the table shows, CCWD's current employees are doing more with less, compared to the past. Management is not currently requesting any permanent new positions and we will continue to seek alternatives to increasing staff to the extent that is in our ratepayer's best interests.

Fiscal Year	Personnel Allocation	# of Connections
2005/2006	62	
2006/2007	69	
2007/2008	78	16,881
2008/2009	79	17,013
2009/2010	75	17,074
2010/2011	75	17,101
2011/2012	72	17,142
2012/2013	72	17,158
2013/2014	66	17,372
2014/2015	64	17,422
2015/2016	64	17,464
2016/2017	65.5	17,543
2017/2018	65	17,629
2018/2019	65	17,679
2019/2020	66	17,692

A previous version of this report was given to the Finance Committee on May 19, 2020 and it was approved to bring forward to the entire Board for review. It is our intention that any augmentations would be addressed and the Final Budget would be brought to the Board on June 24, 2020 for adoption along with the amended personnel allocation.

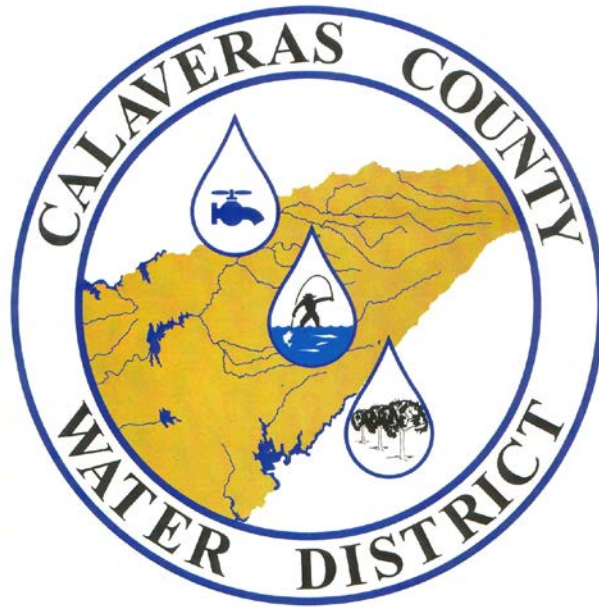
**FINANCIAL CONSIDERATIONS:**

All discussed above

*Attachment:*        -2020-21 Proposed Operating and CIP Budget  
                               -Memo for Software Update  
                               -2020-21 Proposed Personnel Allocation

# *Calaveras County*

## *Water District*



*FY 2020-21*  
*Proposed*  
*Operating and*  
*Capital Improvement Budgets*

**Calaveras County Water District**  
**Operating Budget: FY 2018-19 through FY 2020-21**

	Actual FY 2018-19	Adopted Budget FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20	Water Budget FY 2020-21	Sewer Budget FY 2020-21
<b>Revenues</b>							
Operating Revenues	12,753,707	13,133,450	13,537,501	404,051	3.2%	8,505,762	5,031,739
Non Operating Revenues	4,882,726	4,674,097	4,800,640	126,543	2.6%	3,717,621	1,083,019
<b>Total Revenues</b>	<b>17,636,432</b>	<b>17,807,547</b>	<b>18,338,141</b>	<b>530,594</b>	<b>3.0%</b>	<b>12,223,383</b>	<b>6,114,758</b>
<b>Expenditures</b>							
Salaries and Benefits	9,910,282	10,091,258	10,504,252	412,994	4.2%	6,963,526	3,540,726
Services and Supplies	6,558,190	7,006,906	7,240,458	233,552	3.6%	4,867,146	2,373,312
<b>Total - Operations</b>	<b>16,468,472</b>	<b>17,098,164</b>	<b>17,744,710</b>	<b>646,546</b>	<b>3.9%</b>	<b>11,830,672</b>	<b>5,914,038</b>
Capital Outlay	396,891	510,000	795,863	285,863	72.0%	507,829	288,034
Debt Service	3,137,925	2,980,688	3,145,639	164,951	5.3%	2,219,581	926,058
<b>Total Operating Budget</b>	<b>20,003,288</b>	<b>20,588,852</b>	<b>21,686,212</b>	<b>1,097,360</b>	<b>5.5%</b>	<b>14,558,082</b>	<b>7,128,130</b>
<b>Revenue Surplus/(Shortfall)</b>	<b>(2,366,856)</b>	<b>(2,781,305)</b>	<b>(3,348,071)</b>	<b>(566,766)</b>	<b>23.9%</b>	<b>(2,334,699)</b>	<b>(1,013,372)</b>
Transfers In	1,928,796	2,787,459	2,899,923	112,464	5.8%	2,123,199	776,724
Surplus Fund Balance	-	-	450,000	450,000	100.0%	218,000	232,000
<b>Adjusted Surplus/(Shortfall)</b>	<b>(438,060)</b>	<b>6,154</b>	<b>1,852</b>	<b>(4,302)</b>	<b>1.0%</b>	<b>6,499</b>	<b>(4,648)</b>
<b>By Department</b>							
Board of Directors	138,834	161,607	162,792	1,185	0.9%	118,838	43,954
General Management	1,077,833	1,111,697	1,072,903	(38,794)	-3.6%	783,219	289,684
Administrative Services	1,780,463	1,671,519	1,890,996	219,477	12.3%	1,344,820	546,176
Engineering/Tech Services	909,368	1,274,702	1,115,320	(159,382)	-17.5%	805,926	309,394
Utility Services	11,020,294	10,845,869	11,627,951	782,082	7.1%	7,336,172	4,291,779
Water Resources	788,221	1,624,519	1,702,858	78,339	9.9%	1,243,086	459,772
Non Departmental	4,288,274	3,898,939	4,113,392	214,453	5.0%	2,926,041	1,187,351
<b>Total by Department</b>	<b>20,003,288</b>	<b>20,588,852</b>	<b>21,686,212</b>	<b>1,097,360</b>	<b>5.5%</b>	<b>14,558,103</b>	<b>7,128,109</b>

**Calaveras County Water District**  
**Operating Revenues: FY 2019-20 thru FY 2023-24**

Revenues	Actual FY 18-19	Budget FY 19-20	As of 31-Mar-20	Projected Year-End FY 19-20	Proposed Budget FY 20-21	Variance to Budget FY 19-20	% Change to Budget FY 19-20
<b>Operating Revenue</b>							
Rate Revenue							
Water	7,572,936	7,876,756	5,988,821	7,884,016	8,061,572	184,816	2.3%
Wastewater	4,496,384	4,716,894	3,656,774	4,732,698	4,949,929	233,035	4.9%
<b>Subtotal - Rate Revenue</b>	<b>12,069,320</b>	<b>12,593,650</b>	<b>9,645,594</b>	<b>12,616,713</b>	<b>13,011,501</b>	<b>417,851</b>	<b>3.3%</b>
<b>Other Operating Revenue</b>							
<b>Fees:</b>							
Account Establishment Fees	47,275	50,000	39,185	50,202	44,000	(6,000)	-12.0%
Delinquent Account Fees	212,448	210,000	162,398	175,740	213,000	3,000	1.4%
Repairs/Reimbursements	56,677	30,000	70,950	94,600	20,000	(10,000)	-33.3%
Install Water Meter	18,685	15,000	17,407	23,209	55,000	40,000	266.7%
Other Operating Revenue	805	-	1,775	7,739	-	-	0.0%
Misc. Operating Revenue	126,339	45,000	4,948	8,622	10,000	(35,000)	-77.8%
Inspection Fees	3,619	3,000	4,747	6,452	4,000	1,000	33.3%
Plan Check Fee	1,250	3,000	80	107	2,000	(1,000)	-33.3%
Backflow Certification	2,700	3,800	3,050	4,067	3,000	(800)	-21.1%
Wholesale/Irrigation/Hydrant Sales/Lancha Plana	194,093	170,000	135,763	161,109	165,000	(5,000)	-2.9%
Developer Reimbursements	20,496	10,000	8,399	11,199	10,000	-	0.0%
<b>Subtotal - Other Operating Revenue</b>	<b>684,387</b>	<b>539,800</b>	<b>448,702</b>	<b>543,046</b>	<b>526,000</b>	<b>(13,800)</b>	<b>-2.6%</b>
<b>Total - Operating Revenue</b>	<b>12,753,707</b>	<b>13,133,450</b>	<b>10,094,297</b>	<b>13,159,759</b>	<b>13,537,501</b>	<b>404,051</b>	<b>3.1%</b>
<b>Non-Operating Revenue</b>							
Stand-by Fees	130,430	130,000	72,088	131,069	131,000	1,000	0.8%
Property Taxes (net of transfer to reserves)	2,726,896	2,755,226	1,523,027	2,769,140	2,769,140	13,914	0.5%
Investment Income (allocated to operating)	222,268	200,000	127,330	192,812	160,500	(39,500)	-19.8%
<b>Other:</b>							
Power Sales, North Fork	578,583	594,000	440,164	587,232	587,000	(7,000)	-1.2%
Power Sales, New Hogan	224,336	165,000	131,057	147,285	160,000	(5,000)	-3.0%
Grants/OES Reimbursements	31,790	-	133,394	177,859	-	-	0.0%
Other Non-Op Revenue	894,644	748,871	281,111	919,491	920,000	171,129	22.9%
Rental Income per schedule	73,779	81,000	58,045	74,981	73,000	(8,000)	-9.9%
<b>Subtotal - Other Revenue, Non-Operating</b>	<b>1,803,132</b>	<b>1,588,871</b>	<b>1,043,771</b>	<b>1,906,847</b>	<b>1,740,000</b>	<b>151,129</b>	<b>9.5%</b>
<b>Total - Non-Operating Revenue</b>	<b>4,882,726</b>	<b>4,674,097</b>	<b>2,766,216</b>	<b>4,999,868</b>	<b>4,800,640</b>	<b>126,543</b>	<b>2.7%</b>
<b>Total Revenue - Operations</b>	<b>17,636,432</b>	<b>17,807,547</b>	<b>12,860,513</b>	<b>18,159,627</b>	<b>18,338,141</b>	<b>530,594</b>	<b>3.0%</b>
<b>Transfers In</b>							
Transfer In for Cip Projects - Expansion Funds	36,637	-	611,597	611,597	33,655	33,655	0.0%
Transfer In for Capital R&R Debt Service - Fund 125	1,180,316	1,180,406	1,180,339	1,180,339	1,180,406	(0)	0.0%
Transfer In for Capital R&R Debt Service - Fund 135	396,969	397,011	396,988	396,988	397,010	(1)	0.0%
Transfer In for USDA Reach 3a Bond - Fund 125	101,243	101,249	101,248	101,248	101,232	(17)	0.0%
Transfer In for OP HQ Interest Payment - Fund 108	75,000	60,731	-	60,731	46,107	(14,624)	-24.1%
Transfer In for One-Time Legal Costs - Fund 108	-	125,000	-	125,000	20,000	(105,000)	-84.0%
Transfer In for Water Rights Expenses - Fund 108	-	25,000	-	25,000	411,943	386,943	1547.8%
Transfer In for Capital Equipment/Projects - Fund 108	175,269	250,000	-	250,000	85,000	(165,000)	-66.0%
Transfer In for Capital R&R Projects - Fund 125	-	363,386	-	247,103	317,309	(46,077)	-12.7%
Transfer In for Capital R&R Projects - Fund 135	-	176,223	-	119,831	136,854	(39,369)	-22.3%
Transfer In for Studies - Water Expansion Funds	-	59,917	-	31,598	27,500	(32,417)	-54.1%
Transfer In for Studies - Sewer Expansion Funds	-	48,536	-	25,853	29,950	(18,586)	-38.3%
Transfer from Admin Repl Fund - Fund 104	-	-	-	-	30,786	30,786	0.0%
Transfer In for Misc AD Expenses - AD Funds	-	-	3,176	3,176	82,171	82,171	0.0%
<b>Total - Transfers In</b>	<b>1,928,796</b>	<b>2,787,459</b>	<b>1,678,576</b>	<b>3,178,464</b>	<b>2,899,923</b>	<b>112,464</b>	<b>4.0%</b>
<b>Total Revenue &amp; Transfers In - Operations</b>	<b>19,565,228</b>	<b>20,595,006</b>	<b>14,539,088</b>	<b>21,338,091</b>	<b>21,238,064</b>	<b>643,058</b>	<b>3.1%</b>



**Calaveras County Water District**  
**Operating Revenues: FY 2019-20 thru FY 2023-24**

<b>Revenues - General</b>	<b>Actual FY 18-19</b>	<b>Budget FY 19-20</b>	<b>As of 31-Mar-20</b>	<b>Projected Year-End FY 19-20</b>	<b>Proposed Budget FY 20-21</b>	<b>Variance to Budget FY 19-20</b>	<b>% Change to Budget FY 19-20</b>
<b>Other Operating Revenue</b>							
<b>Fees:</b>							
Account Establishment Fees	45		30	40		-	0.0%
Other Operating Revenue	1,000			-		-	0.0%
Misc. Operating Revenue	75,547		4,562	6,083		-	0.0%
Plan Check Fee	1,250		80	107		-	0.0%
Developer Reimbursements	4,803		8,399	11,199		-	0.0%
<b>Subtotal - Other Operating Revenue</b>	<b>82,645</b>	<b>-</b>	<b>13,071</b>	<b>17,429</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total - Operating Revenue</b>	<b>82,645</b>	<b>-</b>	<b>13,071</b>	<b>17,429</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Non-Operating Revenue</b>							
<b>Other:</b>							0.0%
Grants/OES Reimbursements	31,790		133,394	177,859		-	0.0%
Other Non-Op Revenue	735,832		279,611	372,815		-	0.0%
<b>Subtotal - Other Revenue, Non-Operating</b>	<b>767,622</b>	<b>-</b>	<b>413,005</b>	<b>550,673</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total - Non-Operating Revenue</b>	<b>767,622</b>	<b>-</b>	<b>413,005</b>	<b>550,673</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Revenue - Operations</b>	<b>850,267</b>	<b>-</b>	<b>426,076</b>	<b>568,102</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Revenue &amp; Transfers In - Operations</b>	<b>850,267</b>	<b>-</b>	<b>426,076</b>	<b>568,102</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>

**Calaveras County Water District**  
**Operating Revenues: FY 2019-20 thru FY 2023-24**

<b>Revenues - Water</b>	<b>Actual FY 18-19</b>	<b>Budget FY 19-20</b>	<b>As of 31-Mar-20</b>	<b>Projected Year-End FY 19-20</b>	<b>Proposed Budget FY 20-21</b>	<b>Variance to Budget FY 19-20</b>	<b>% Change to Budget FY 19-20</b>
<b>Operating Revenue</b>							
Rate Revenue							
Water	7,572,936	7,876,756	5,988,821	7,884,016	8,061,572	184,816	2.3%
<b>Subtotal - Rate Revenue</b>	<b>7,572,936</b>	<b>7,876,756</b>	<b>5,988,821</b>	<b>7,884,016</b>	<b>8,061,572</b>	<b>184,816</b>	<b>2.3%</b>
<b>Other Operating Revenue</b>							
<b>Fees:</b>							
Account Establishment Fees	44,476	36,500	33,928	41,963	32,120	(4,380)	-12.0%
Delinquent Account Fees	158,980	153,300	122,371	122,371	155,490	2,190	1.4%
Repairs/Reimbursements	33,437	21,900	48,061	64,081	14,600	(7,300)	-33.3%
Install Water Meter	18,685	15,000	17,407	23,209	55,000	40,000	266.7%
Other Operating Revenue	-195		1,775	7,739	-	-	0.0%
Misc. Operating Revenue	33,364	32,850	289	1,861	7,300	(25,550)	-77.8%
Inspection Fees	183	2,190	61	1,305	2,920	730	33.3%
Plan Check Fee		2,190	-	-	1,460	(730)	-33.3%
Backflow Certification	2,700	3,800	3,050	4,067	3,000	(800)	-21.1%
Wholesale/Irrigation/Hydrant Sales/Lancha Plana	194,093	170,000	135,763	161,109	165,000	(5,000)	-2.9%
Developer Reimbursements	11,848	7,300	-	-	7,300	-	0.0%
<b>Subtotal - Other Operating Revenue</b>	<b>497,571</b>	<b>445,030</b>	<b>362,705</b>	<b>427,705</b>	<b>444,190</b>	<b>(840)</b>	<b>-0.2%</b>
<b>Total - Operating Revenue</b>	<b>8,070,507</b>	<b>8,321,786</b>	<b>6,351,526</b>	<b>8,311,721</b>	<b>8,505,762</b>	<b>183,976</b>	<b>2.2%</b>
<b>Non-Operating Revenue</b>							
Stand-by Fees	96,518	94,900	53,345	96,991	95,630	730	0.8%
Property Taxes (net of transfer to reserves)	2,193,814	2,011,314	1,227,485	2,231,791	2,231,791	220,477	11.0%
Investment Income (allocated to operating)	194,198	146,000	111,093	159,693	120,000	(26,000)	-17.8%
<b>Other:</b>						-	0.0%
Power Sales, North Fork	422,366	433,620	321,320	428,679	428,510	(5,110)	-1.2%
Power Sales, New Hogan	163,765	120,450	91,077	102,923	116,800	(3,650)	-3.0%
Other Non-Op Revenue	158,812	546,676	1,500	546,676	671,600	124,924	22.9%
Rental Income per schedule	56,032	59,130	44,516	56,879	53,290	(5,840)	-9.9%
<b>Subtotal - Other Revenue, Non-Operating</b>	<b>800,975</b>	<b>1,159,876</b>	<b>458,413</b>	<b>1,135,157</b>	<b>1,270,200</b>	<b>110,324</b>	<b>9.5%</b>
<b>Total - Non-Operating Revenue</b>	<b>3,285,505</b>	<b>3,412,090</b>	<b>1,850,336</b>	<b>3,623,632</b>	<b>3,717,621</b>	<b>305,531</b>	<b>9.0%</b>
<b>Total Revenue - Operations</b>	<b>11,356,012</b>	<b>11,733,876</b>	<b>8,201,862</b>	<b>11,935,353</b>	<b>12,223,383</b>	<b>489,507</b>	<b>4.2%</b>
<b>Transfers In</b>							
Transfer In for CIP Projects - Expansion Funds				611,597	15,340	15,340	0.0%
Transfer In for Capital R&R Debt Service - Fund 125	1,180,316	1,180,406	1,180,339	1,180,339	1,180,406	(0)	0.0%
Transfer In for USDA Reach 3a Bond - Fund 125	101,243	101,249	101,248	101,248	101,232	(17)	0.0%
Transfer In for OP HQ Interest Payment - Fund 108	54,750	44,334		44,334	33,658	(10,676)	-24.1%
Transfer In for One-Time Legal Costs - Fund 108		91,250		91,250	14,600	(76,650)	-84.0%
Transfer In for Water Rights Expenses - Fund 108		25,000		25,000	411,943	386,943	1547.8%
Transfer In for Capital Equipment/Projects - Fund 108	122,278	160,000		160,000	-	(160,000)	-100.0%
Transfer In for Capital R&R Projects - Fund 125		363,386		247,103	317,309	(46,077)	-12.7%
Transfer In for Studies - Water Expansion		59,917		31,598	27,500	(32,417)	-54.1%
Transfer from Admin Repl Fund - Fund 104					21,051	21,051	0.0%
Transfer In for Misc AD Expenees - AD Funds				-	160	160	0.0%
<b>Total - Transfers In</b>	<b>1,458,587</b>	<b>2,025,542</b>	<b>1,281,588</b>	<b>2,492,469</b>	<b>2,123,199</b>	<b>97,657</b>	<b>4.8%</b>
<b>Total Revenue &amp; Transfers In - Operations</b>	<b>12,814,599</b>	<b>13,759,418</b>	<b>9,483,449</b>	<b>14,427,821</b>	<b>14,346,582</b>	<b>587,164</b>	<b>4.3%</b>

**Calaveras County Water District**  
**Operating Revenues: FY 2019-20 thru FY 2023-24**

Revenues - Sewer	Actual FY 18-19	Budget FY 19-20	As of 31-Mar-20	Projected Year-End FY 19-20	Proposed Budget FY 20-21	Variance to Budget FY 19-20	% Change to Budget FY 19-20
<b>Operating Revenue</b>							
Rate Revenue							
Wastewater	4,496,384	4,716,894	3,656,774	4,732,698	4,949,929	233,035	4.9%
<b>Subtotal - Rate Revenue</b>	<b>4,496,384</b>	<b>4,716,894</b>	<b>3,656,774</b>	<b>4,732,698</b>	<b>4,949,929</b>	<b>233,035</b>	<b>4.9%</b>
<b>Other Operating Revenue</b>							
<b>Fees:</b>							
Account Establishment Fees	2,754	13,500	5,227	8,199	11,880	(1,620)	-12.0%
Delinquent Account Fees	53,468	56,700	40,027	53,369	57,510	810	1.4%
Repairs/Reimbursements	23,240	8,100	22,889	30,519	5,400	(2,700)	-33.3%
Misc. Operating Revenue	17,428	12,150	97	678	2,700	(9,450)	-77.8%
Inspection Fees	3,436	810	4,686	5,147	1,080	270	33.3%
Plan Check Fee		810		-	540	(270)	-33.3%
Developer Reimbursements	3,845	2,700		-	2,700	-	0.0%
<b>Subtotal - Other Operating Revenue</b>	<b>104,171</b>	<b>94,770</b>	<b>72,926</b>	<b>97,912</b>	<b>81,810</b>	<b>(12,960)</b>	<b>-13.7%</b>
<b>Total - Operating Revenue</b>	<b>4,600,555</b>	<b>4,811,664</b>	<b>3,729,700</b>	<b>4,830,610</b>	<b>5,031,739</b>	<b>220,075</b>	<b>4.6%</b>
<b>Non-Operating Revenue</b>							
Stand-by Fees	33,912	35,100	18,743	34,078	35,370	270	0.8%
Property Taxes (net of transfer to reserves)	533,082	743,912	295,542	537,349	537,349	(206,563)	-27.8%
Investment Income (allocated to operating)	28,070	54,000	16,237	33,119	40,500	(13,500)	-25.0%
<b>Other:</b>							
Power Sales, North Fork	156,217	160,380	118,844	158,553	158,490	(1,890)	-1.2%
Power Sales, New Hogan	60,571	44,550	39,980	44,362	43,200	(1,350)	-3.0%
Other Non-Op Revenue		202,195			248,400	46,205	22.9%
Rental Income per schedule	17,747	21,870	13,529	18,102	19,710	(2,160)	-9.9%
<b>Subtotal - Other Revenue, Non-Operating</b>	<b>234,535</b>	<b>428,995</b>	<b>172,353</b>	<b>221,017</b>	<b>469,800</b>	<b>40,805</b>	<b>9.5%</b>
<b>Total - Non-Operating Revenue</b>	<b>829,599</b>	<b>1,262,007</b>	<b>502,875</b>	<b>825,563</b>	<b>1,083,019</b>	<b>(178,988)</b>	<b>-14.2%</b>
<b>Total Revenue - Operations</b>	<b>5,430,154</b>	<b>6,073,671</b>	<b>4,232,575</b>	<b>5,656,173</b>	<b>6,114,758</b>	<b>41,087</b>	<b>0.7%</b>
<b>Transfers In</b>							
Transfer In for CIP Projects - Expansion Funds	36,637		611,597	-	18,315	18,315	0.0%
Transfer In for Capital R&R Debt Service - Fund 135	396,969	397,011	396,988	396,988	397,010	(1)	0.0%
Transfer In for OP HQ Interest Payment - Fund 108	20,250	16,397		16,397	12,449	(3,948)	-24.1%
Transfer In for One-Time Legal Costs - Fund 108		33,750		33,750	5,400	(28,350)	-84.0%
Transfer In for Capital Equipment/Projects - Fund 108	52,991	90,000		90,000	85,000	(5,000)	-5.6%
Transfer In for Capital R&R Projects - Fund 135		176,223		119,831	136,854	(39,369)	-22.3%
Transfer In for Studies - Sewer Expansion		48,536		25,853	29,950	(18,586)	-38.3%
Transfer from Admin Repl Fund - Fund 104					9,735	9,735	0.0%
Transfer In for Misc AD Expenees - AD Funds			3,176	3,176	82,011	82,011	0.0%
<b>Total - Transfers In</b>	<b>506,846</b>	<b>761,917</b>	<b>1,011,762</b>	<b>685,995</b>	<b>776,724</b>	<b>(76,939)</b>	<b>-10.1%</b>
<b>Total Revenue &amp; Transfers In - Operations</b>	<b>5,936,999</b>	<b>6,835,588</b>	<b>5,244,336</b>	<b>6,342,168</b>	<b>6,891,482</b>	<b>(35,852)</b>	<b>-0.5%</b>

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District 300/500/Other	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20
<b>Salaries and Benefits</b>						
Salaries/Wages	5,354,494	6,036,509	4,361,209	5,977,645	6,402,619	366,110
Director Salaries/Wages	28,800	43,200	19,929	26,572	43,200	-
Overtime	298,079	220,780	238,699	318,131	316,333	95,553
Benefits	2,568,521	3,653,514	1,988,361	2,652,273	2,642,233	(1,011,281)
Director Benefits	79,542	94,157	59,929	79,905	98,442	4,285
Medical/Dental Reimbursement	19,895	28,400	9,026	21,733	27,600	(800)
Retirement Expense	1,079,015	9,990	470,378	627,171	721,418	711,428
CalPERS UAL	481,936	4,708	168,496	224,661	252,407	247,699
<b>Total Salaries and Benefits</b>	<b>9,910,282</b>	<b>10,091,258</b>	<b>7,316,027</b>	<b>9,928,091</b>	<b>10,504,252</b>	<b>412,994</b>
<b>Services and Supplies</b>						
Power	911,503	849,800	615,310	820,414	850,585	785
Water	5,634	4,724	4,777	6,369	6,450	1,726
Sewage	58,324	57,449	31,508	42,011	42,449	(15,000)
Telephone Lease Lines	3,633	4,000	2,660	3,547	4,000	-
Telephone	96,296	16,943	66,807	89,076	89,445	72,502
Refuse/Disposal	16,619	12,100	13,152	17,536	17,800	5,700
Materials & Supplies	278,630	148,800	120,673	160,938	147,800	(1,000)
Herbicide	1,004	1,500	756	1,008	1,500	-
Safety Eq Repl Consumables	39,093	40,000	26,430	35,240	40,000	-
Tools	52,128	25,500	31,485	41,979	30,500	5,000
Uniforms - New	9,197	12,000	12,173	16,231	12,000	-
CalFire Expenses	-	-	-	-	18,000	18,000
Safety Materials & Supplies	397	4,800	1,063	1,276	8,000	3,200
Lab Supplies Consumables	54,911	34,000	41,719	55,625	40,000	6,000
Ozone System Parts	690	43,600	8,679	11,572	10,000	(33,600)
UV Parts and Supplies	51,352	112,000	69,459	92,612	102,000	(10,000)
Electrical Parts Replacement	97,361	75,000	46,403	61,871	80,000	5,000
Leak Repair Supplies	162,658	80,000	88,644	118,192	100,000	20,000
Road Repair Materials	40,897	25,000	15,997	21,329	25,000	-
SCADA Radio Supplies	32,166	40,000	16,621	22,161	40,000	-
Septic Tanks - New and Repairs	5,868	10,000	7,461	9,948	20,000	10,000
Meters New Conn and Repl	25,933	30,000	5,983	7,977	55,000	25,000
Aerator/Compressor etc. repair	24,611	18,000	18,973	25,297	18,000	-
Computers/peripherals	385	6,000	23,652	31,536	6,000	-
Control Sys/Pressure Tranducer	4,783	10,000	12,304	16,405	10,000	-
Headworks/Solids Removal Rep	33,412	19,000	7,871	10,495	20,000	1,000
HVAC	7,635	8,500	4,965	6,620	8,500	-
Mixers	47,905	15,000	14,256	19,008	15,000	-
Monitor Wells Repair	-	1,000	-	-	1,000	-
Pumps/Motors Repair	77,178	75,000	78,379	104,505	100,000	25,000
Solids Hanlding Equip Repair	1,919	-	1,593	2,124	5,000	5,000
Administrative Technology	36,545	34,000	37,152	37,179	20,000	(14,000)
Chemicals	347,946	340,000	211,283	281,711	340,000	-
Outside Services/Repairs	80,066	92,450	92,475	121,060	118,100	25,650
Fire Ext. Testing Cust. Base	1,600	1,800	1,600	2,133	2,000	200

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District 300/500/Other	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20
Spraying - Weeds & Insects	18,346	11,700	10,710	14,280	13,000	1,300
Snow Removal	5,460	6,000	840	1,120	6,000	-
Uniform Launder	31,020	12,100	16,888	22,517	23,000	10,900
Fire Hydrant Maintenance	28,817	24,000	-	-	47,000	23,000
Service Maintenance Contracts	48,157	65,800	49,321	68,901	130,836	65,036
Groundwater Monitoring	48,476	45,000	20,782	27,709	45,000	-
Instrumentation Tech	2,348	6,500	6,331	8,441	8,500	2,000
Ozone System PM	-	10,000	-	-	10,000	-
Backflow Device Testing	1,995	6,500	2,240	2,987	4,000	(2,500)
SCADA Consulting (A-Teem)	4,927	10,000	3,760	5,013	10,000	-
Hauling / Dig / Crane	10,455	12,000	11,052	14,736	12,000	-
Pave / Seal / Asphalt Repair	112,759	94,200	73,148	97,531	100,000	5,800
Drug & Alcohol Testing	1,820	1,700	1,350	1,620	2,200	500
Telemetry / Radio	-	3,000	-	-	3,000	-
Septic Hauling	21,406	29,000	27,147	36,196	31,000	2,000
Tank Cleaning	32,134	74,000	71,040	94,720	60,000	(14,000)
Building Repairs	13,646	40,000	13,567	18,089	40,000	-
UV System PM	-	5,000	-	-	5,000	-
Recruiting	27,907	13,000	8,276	9,931	12,850	(150)
Claims/Damages	125	5,000	1,960	2,613	5,000	-
Computer Licenses and Maint Agreements	31,099	31,000	36,983	49,058	65,414	34,414
Janitorial Services	23,220	23,220	17,415	23,220	23,220	-
Laboratory Services	151,937	165,000	117,857	157,143	165,000	-
Rental (Non Vehicle and Equip)	33,050	-	30,000	40,000	36,000	36,000
Outside Legal Fees	357,431	385,000	251,614	335,485	280,000	(105,000)
Accounting/Auditing	48,420	41,600	33,500	41,600	41,600	-
Advertising/Publicity	1,111	2,000	1,018	1,222	2,000	-
Professional Services	562,139	457,272	165,940	263,515	479,400	22,128
Operating Exp Gas and Oil	218,276	210,000	217,218	289,624	231,000	21,000
Repair Exp/ Parts and Repairs	164,347	65,000	100,664	134,219	75,000	10,000
Fuel/Repair - Generators	33,245	30,000	66,588	88,784	50,000	20,000
Rental Exp/Vehicle and Equip.	86,575	30,000	15,790	21,053	54,473	24,473
Vehicle Lease & Maintenance	-	210,017	70,600	94,133	8,245	(201,772)
Forms and Supplies	1,275	2,950	4,198	1,950	3,350	400
Permits & Licenses	13,647	15,000	7,798	10,397	15,000	-
Postage	14,234	17,300	10,863	14,484	17,520	220
Publications and Subscriptions	375	1,350	-	-	2,750	1,400
Dues and Memberships	99,623	110,238	113,193	136,428	125,783	15,545
Recording Title Reports	211	-	427	512	-	-
Printing	-	500	-	-	500	-
Training, Conferences and Travel	75,611	92,200	70,654	95,882	84,000	(8,200)
Other Travel Costs	11,734	9,300	4,699	7,392	6,484	(2,816)
Purchased Water	295,612	298,262	1,489	295,247	298,262	-
Retired Employee Costs	570,621	599,000	462,617	616,823	620,000	21,000
Bad Debt Expense	44,306	52,000	27,199	36,265	52,000	-
Rate Assistance Program	-	60,000	39,576	52,768	60,000	-
Unemployment Claims	2,164	2,000	-	-	2,000	-

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District 300/500/Other	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20
Insurance	160,550	206,231	206,031	206,031	216,333	10,102
Fed, State & County Wtr/Swr Fees	394,107	230,000	213,842	285,123	236,000	6,000
Federal Dam & Admin Fees	3,282	-	-	-	-	-
State Water Right Fees	30,110	785,000	313,676	418,235	786,000	1,000
Mandated Plans	30,783	20,000	-	-	120,000	100,000
Strategic Plans/Updates.	-	50,000	-	-	-	(50,000)
Water Conservation	2,023	3,000	2,298	3,064	3,000	-
Merchant Credit Card Discount	71,175	72,500	57,169	76,225	83,989	11,489
Agent Fees	7,500	7,500	7,500	7,500	7,500	-
Calaveras County Fees	9	-	103	137	-	-
Misc. Non-Operating Costs	312	-	1,137	1,141	16,120	16,120
<b>Total Services and Supplies</b>	<b>6,558,190</b>	<b>7,006,906</b>	<b>4,720,331</b>	<b>6,526,052</b>	<b>7,240,458</b>	<b>233,552</b>
<b>Grand Total - Operations</b>	<b>16,468,472</b>	<b>17,098,164</b>	<b>12,036,358</b>	<b>16,454,143</b>	<b>17,744,710</b>	<b>646,546</b>
<b>Capital Outlay</b>						
Vehicles / Equipment	396,891	167,100	308,361	580,778	455,000	287,900
Vehicles Capital Lease	-	-	-	-	128,983	128,983
Projects	-	342,900	7,700	55,000	211,880	(131,020)
<b>Total Capital Outlay</b>	<b>396,891</b>	<b>510,000</b>	<b>316,061</b>	<b>635,778</b>	<b>795,863</b>	<b>285,863</b>
<b>Total Operations &amp; Capital Outlay</b>	<b>16,865,363</b>	<b>17,608,164</b>	<b>12,352,419</b>	<b>17,089,921</b>	<b>18,540,573</b>	<b>932,409</b>
<b>Debt Service</b>						
Interest - PERS Side Fund	2,880	-	-	-	-	-
Principal - PERS Side Fund	256,916	-	-	-	-	-
Interest - Umpqua UAL Loan	-	188,482	188,482	188,482	176,475	(12,007)
Principal - Umpqua UAL Fund	-	268,000	268,000	268,000	328,000	60,000
Interest - Umpqua Capital R&R Loan	89,966	58,083	249,181	58,083	25,103	(32,980)
Principal - Umpqua Capital R&R Loan	2,043,823	1,519,334	1,519,334	1,519,334	1,552,314	32,980
Interest - USDA Reach 3a Bond	57,543	56,548	56,548	56,548	55,532	(1,016)
Principal - USDA Reach 3a Bond	43,700	44,700	44,700	44,700	45,700	1,000
Interest - Vac-Con Loan	-	24,064	-	-	12,324	(11,740)
Principal - Vac-Con Loan	-	7,453	-	-	111,681	104,228
Interest - New Hogan	17,115	14,627	-	14,627	12,142	(2,485)
Principal - New Hogan	55,242	55,242	-	55,242	55,242	-
Interest - Admin Building Loan	-	60,731	-	60,731	46,107	(14,624)
Principal - Admin Building Loan	570,741	585,010	-	585,010	599,635	14,625
Interest - Sewer Fund Loan	-	13,014	-	13,014	18,370	5,356
Principal - Sewer Fund Loan	-	85,400	-	85,400	107,014	21,614
<b>Total Debt Service</b>	<b>3,137,925</b>	<b>2,980,688</b>	<b>2,326,245</b>	<b>2,949,171</b>	<b>3,145,639</b>	<b>164,951</b>
<b>Total Operations &amp; Debt Service</b>	<b>20,003,288</b>	<b>20,588,852</b>	<b>14,678,664</b>	<b>20,039,092</b>	<b>21,686,212</b>	<b>1,097,360</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>65.00</b>	<b>66.00</b>		<b>66.00</b>	<b>68.00</b>	<b>2.00</b>

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District General 73 (W)/27 (S)	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Salaries and Benefits</b>							
Salaries/Wages	24,605	1,950,984	61,314	81,752	-	(1,950,984)	-100.0%
Director Salaries/Wages		43,200	-	-	-	(43,200)	-100.0%
Overtime	11,701	9,410	29,204	38,939	-	(9,410)	-100.0%
Benefits	17,758	717,442	37,689	50,252	-	(717,442)	-100.0%
Director Benefits		94,157	-	-	-	(94,157)	-100.0%
Medical/Dental Reimbursement	19,895	10,000	8,645	11,527	-	(10,000)	-100.0%
Retirement Expense	4,139	185,336	7,758	10,344	-	(185,336)	-100.0%
CalPERS UAL	2,256	67,596	2,461	3,281	-	(67,596)	-100.0%
<b>Total Salaries and Benefits</b>	<b>80,353</b>	<b>3,078,125</b>	<b>147,071</b>	<b>196,095</b>	<b>-</b>	<b>(3,078,125)</b>	<b>-100.0%</b>
<b>Services and Supplies</b>							
Power	9,607	7,800	6,310	8,413	-	(7,800)	-100.0%
Water	2,635	2,800	2,682	3,576	-		
Telephone	11,478	9,300	7,313	9,751	-		
Refuse/Disposal	2,594	2,600	1,798	2,397	-		
Materials & Supplies		48,800	52,390	69,853	-	(48,800)	-100.0%
Herbicide	79,373	-	-	-	-		
Tools	783	500	291	388	-	(500)	-100.0%
Safety Materials & Supplies	397	4,800	1,062	1,416	-	(4,800)	-100.0%
Administrative Technology	45,865	37,179	37,152	49,536	-	(37,179)	-100.0%
Chemicals		-	-	-	-	-	0.0%
Outside Services/Repairs	41,016	31,700	23,870	31,827	-	(31,700)	-100.0%
Service Maintenance Contracts	54,277	65,800	49,321	65,761	-	(65,800)	-100.0%
Drug & Alcohol Testing	1,820	1,700	1,350	1,800	-	(1,700)	-100.0%
Building Repairs	39	5,000	3,005	4,007	-	(5,000)	-100.0%
Recruiting	27,907	13,000	8,276	11,035	-	(13,000)	-100.0%
Claims/Damages	125	5,000	1,960	2,613	-	(5,000)	-100.0%
Computer Licenses and Maint Agreements	16,526	28,735	20,422	27,229	-	(28,735)	-100.0%
Janitorial Services	23,220	23,200	17,415	23,220	-	(23,200)	-100.0%
Outside Legal Fees	336,754	385,000	251,614	335,485	-	(385,000)	-100.0%
Accounting/Auditing	39,850	41,600	33,500	44,667	-	(41,600)	-100.0%
Advertising/Publicity	816	2,165	1,018	1,357	-	(2,165)	-100.0%
Professional Services	348,449	431,139	139,010	185,347	-	(431,139)	-100.0%
Forms and Supplies	242	2,950	1,759	2,345	-	(2,950)	-100.0%
Permits & Licenses	206	-	-	-	-	-	0.0%
Postage	16,610	17,300	10,863	14,484	-	(17,300)	-100.0%
Publications and Subscriptions	375	350	-	-	-	(350)	-100.0%
Dues and Memberships	114,383	95,738	104,831	139,775	-	(95,738)	-100.0%
Recording Title Reports	211	427	427	569	-	(427)	-100.0%
Printing		500	-	-	-	(500)	-100.0%
Training, Conferences and Travel	39,727	57,200	41,701	55,601	-	(57,200)	-100.0%
Other Travel Costs	9,985	9,300	4,516	6,021	-	(9,300)	-100.0%
Purchased Water	293,262	293,262	-	-	-	(293,262)	-100.0%
Retired Employee Costs	570,457	599,000	462,617	616,823	-	(599,000)	-100.0%
Bad Debt Expense		52,000	-	-	-	(52,000)	-100.0%
Unemployment Claims	2,164	2,000	-	-	-	(2,000)	-100.0%
Insurance	160,550	206,231	206,031	274,708	-	(206,231)	-100.0%
Federal Dam & Admin Fees	3,282		-	-	-	-	0.0%
State Water Right Fees	770,267	785,000	313,676	418,235	-	(785,000)	-100.0%
Mandated Plans	5,091	20,000	-	-	-	(20,000)	-100.0%
Strategic Plans/Updates.		50,000	-	-	-	(50,000)	-100.0%
Water Conservation	1,818	3,000	2,298	3,064	-	(3,000)	-100.0%
Merchant Credit Card Discount	71,081	72,500	610	813	-	(72,500)	-100.0%
Agent Fees	7,500		7,500	10,000	-	-	0.0%
Calaveras County Fees	9		103	137	-		
Misc. Non-Operating Costs	292	7,500	12	16	-	(7,500)	-100.0%
<b>Total Services and Supplies</b>	<b>3,111,041</b>	<b>3,422,076</b>	<b>1,816,703</b>	<b>2,422,271</b>	<b>-</b>	<b>(3,407,376)</b>	<b>-99.6%</b>

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District General 73 (W)/27 (S)	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Grand Total - Operations</b>	<b>3,191,394</b>	<b>6,500,201</b>	<b>1,963,774</b>	<b>2,618,365</b>	<b>-</b>	<b>(6,485,501)</b>	<b>-99.8%</b>
<b>Capital Outlay</b>							
Vehicles / Equipment	19,782		5,363	5,363	-	-	0.0%
<b>Total Capital Outlay</b>	<b>19,782</b>	<b>-</b>	<b>5,363</b>	<b>5,363</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>Total Operations &amp; Capital Outlay</b>	<b>3,211,176</b>	<b>6,500,201</b>	<b>1,969,137</b>	<b>2,623,728</b>	<b>-</b>	<b>(6,485,501)</b>	<b>-99.8%</b>
<b>Debt Service</b>							
Interest - PERS Side Fund	-		-	1,892	-	-	0.0%
Principal - PERS Side Fund	-		-	172,134	-	-	0.0%
Interest - Umpqua Capital R&R Loan	-		-	67,308	-	-	0.0%
Principal - Umpqua Capital R&R Loan	-		-	1,113,008	-	-	0.0%
Interest - USDA Reach 3a Bond	-		-	57,543	-	-	0.0%
Principal - USDA Reach 3a Bond	-		-	43,700	-	-	0.0%
Interest - New Hogan	-	14,627	-	12,492	-	(14,627)	-100.0%
Principal - New Hogan	-	55,242	-	40,327	-	(55,242)	-100.0%
Interest - Admin Building Loan	-	60,731	-	54,750	-	(60,731)	-100.0%
Principal - Admin Building Loan	-	585,010	-	416,641	-	(585,010)	-100.0%
<b>Total Debt Service</b>	<b>-</b>	<b>715,610</b>	<b>-</b>	<b>1,979,795</b>	<b>-</b>	<b>(715,610)</b>	<b>-100.0%</b>
<b>Total Operations &amp; Debt Service</b>	<b>3,211,176</b>	<b>7,215,811</b>	<b>1,969,137</b>	<b>4,603,523</b>	<b>-</b>	<b>(7,201,111)</b>	<b>-99.8%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>-</b>	<b>66.00</b>		<b>66.00</b>	<b>68.00</b>	<b>2.00</b>	<b>3.0%</b>



## Calaveras County Water District Operating Budget Summary: FY 2020-21

District Water	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Salaries and Benefits</b>							
Salaries/Wages	3,694,677	2,379,464	2,739,883	3,653,177	4,245,037	1,865,573	78.4%
Director Salaries/Wages	21,024	-	14,548	19,397	33,197	33,197	33196.6%
Overtime	187,668	186,477	122,893	163,857	198,015	11,538	6.2%
Benefits	1,755,564	1,221,869	1,249,719	1,666,292	1,749,211	527,342	43.2%
Director Benefits	58,066	-	43,748	58,331	75,483	75,483	75482.8%
Medical/Dental Reimbursement		11,776	381	508	18,485	6,709	57.0%
Retirement Expense	753,438	280,742	297,623	396,831	477,735	196,993	70.2%
CalPERS UAL	335,977	92,518	107,202	142,936	166,364	73,846	79.8%
<b>Total Salaries and Benefits</b>	<b>6,806,414</b>	<b>4,172,846</b>	<b>4,575,997</b>	<b>6,101,329</b>	<b>6,963,526</b>	<b>2,790,680</b>	<b>66.9%</b>
<b>Services and Supplies</b>							
Power	597,869	538,880	389,442	519,256	545,147	6,267	1.2%
Water	610	572	475	633	3,353	2,781	486.2%
Sewage	1,222	849	845	1,127	1,273	424	50.0%
Telephone Lease Lines	3,633	2,560	2,660	3,547	4,000	1,440	56.3%
Telephone	53,840	47,233	38,128	50,837	58,140	10,907	23.1%
Refuse/Disposal	5,931	6,536	5,000	6,667	8,647	2,111	32.3%
Materials & Supplies	77,934	67,255	44,769	59,692	98,714	31,459	46.8%
Herbicide	620	900	484	645	960	60	6.7%
Safety Eq Repl Consumables	25,435	25,600	14,189	18,919	21,720	(3,880)	-15.2%
Tools	43,260	30,000	25,442	33,923	24,815	(5,185)	-17.3%
Uniforms - New	5,213	12,540	7,762	10,349	7,680	(4,860)	-38.8%
CalFire Expenses					11,520	11,520	11520.0%
Safety Materials & Supplies		-	-	-	5,840	5,840	5840.0%
Lab Supplies Consumables	48,397	29,920	29,460	39,280	27,760	(2,160)	-7.2%
Ozone System Parts	690	43,600	8,679	11,572	10,000	(33,600)	-77.1%
Electrical Parts Replacement	41,806	31,500	19,615	26,153	45,600	14,100	44.8%
Leak Repair Suuplies	155,668	76,000	88,020	117,360	99,200	23,200	30.5%
Road Repair Materials	34,505	21,000	14,279	19,039	22,875	1,875	8.9%
SCADA Radio Supplies	20,977	26,000	9,372	12,496	22,560	(3,440)	-13.2%
Meters New Conn and Repl	25,933	30,000	5,983	7,977	55,000	25,000	83.3%
Aerator/Compressor etc. repair	16,521	12,060	8,864	11,819	16,236	4,176	34.6%
Computers/peripherals	242	8,505	15,105	20,140	3,840	(4,665)	-54.9%
Control Sys/Pressure Tranducer	2,491	5,980	3,497	4,663	6,400	420	7.0%
Headworks/Solids Removal Rep	558		-	-	-	-	0.0%
HVAC	3,589	3,995	2,901	3,868	4,964	969	24.3%
Mixers	13,720	4,350	2,490	3,320	2,625	(1,725)	-39.7%
Monitor Wells Repair				-	1,000	1,000	1000.0%
Pumps/Motors Repair	12,431	12,800	14,143	18,857	20,000	7,200	56.3%
Administrative Technology			-	-	14,600	14,600	14600.0%
Chemicals	195,872	193,800	129,643	172,857	206,040	12,240	6.3%
Outside Services/Repairs	29,892	46,200	62,251	83,001	93,413	47,213	102.2%
Fire Ext. Testing Cust. Base	1,024	1,152	800	1,067	1,280	128	11.1%
Spraying - Weeds & Insects	4,947	3,510	5,550	7,400	6,500	2,990	85.2%
Snow Removal	5,460	5,400	840	1,120	6,000	600	11.1%
Uniform Launder	19,853	7,744	10,809	14,412	14,720	6,976	90.1%
Fire Hydrant Maintenance	28,817	15,360	-	-	30,080	14,720	95.8%
Service Maintenance Contracts			-	-	95,510	95,510	95510.3%
Instrumentation Tech	2,012	5,590	3,671	4,895	4,930	(660)	-11.8%
Ozone System PM		10,000		-	10,000	-	0.0%
Backflow Device Testing	1,995	6,500	2,240	2,987	4,000	(2,500)	-38.5%
SCADA Consulting (A-Teem)	331	6,400	760	1,013	2,020	(4,380)	-68.4%
Hauling / Dig / Crane	10,115	7,680	7,551	10,068	6,000	(1,680)	-21.9%
Pave / Seal / Asphalt Repair	112,759	80,070	73,148	97,531	100,000	19,930	24.9%
Drug & Alcohol Testing		-	-	-	1,606	1,606	1606.0%
Telemetry / Radio		1,920	-	-	3,000	1,080	56.3%
Tank Cleaning	32,134	74,000	71,040	94,720	60,000	(14,000)	-18.9%
Building Repairs	8,263	22,400	9,224	12,299	34,205	11,805	52.7%

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District Water	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
UV System PM			-	-	5,000	5,000	5000.0%
Recruiting			-	-	9,381	9,381	9380.5%
Claims/Damages			-	-	3,650	3,650	3650.0%
Computer Licenses and Maint Agreements	335	4,726	8,642	11,523	45,376	40,650	860.1%
Janitorial Services		-	-	-	16,951	16,951	16950.6%
Laboratory Services	98,312	92,800	80,202	106,936	105,600	12,800	13.8%
Rental (Non Vehicle and Equip)	21,120	13,440	19,200	25,600	36,000	22,560	167.9%
Outside Legal Fees		-	-	-	204,400	204,400	204400.0%
Accounting/Auditing		-	-	-	30,368	30,368	30368.0%
Advertising/Publicity		-	-	-	1,460	1,460	1460.0%
Professional Services	107,911	18,546	16,008	21,344	339,350	320,804	1729.8%
Operating Exp Gas and Oil	139,722	134,400	140,370	187,160	147,840	13,440	10.0%
Repair Exp/ Parts and Repairs	105,192	51,388	65,858	87,811	48,000	(3,388)	-6.6%
Fuel/Repair - Generators	26,118	18,000	40,261	53,681	32,000	14,000	77.8%
Rental Exp/Vehicle and Equip.	60,327	34,863	9,652	12,869	34,863	(0)	0.0%
Vehicle Lease & Maintenance		92,171	45,184	60,245	5,277	(86,894)	-94.3%
Forms and Supplies		-	2,439	3,252	2,446	2,446	2445.5%
Permits & Licenses	8,666	9,600	4,935	6,580	9,600	-	0.0%
Postage		-	-	-	12,790	12,790	12789.6%
Publications and Subscriptions		640	-	-	1,828	1,188	185.5%
Dues and Memberships	3,316	6,235	6,766	9,021	92,837	86,602	1389.0%
Printing		-	-	-	365	365	365.0%
Training, Conferences and Travel	21,501	21,000	22,070	29,427	63,770	42,770	203.7%
Other Travel Costs	846	118	183	244	4,746	4,628	3922.2%
Purchased Water	2,349	5,000	1,489	1,985	219,081	214,081	4281.6%
Retired Employee Costs		-	-	-	452,600	452,600	452600.0%
Bad Debt Expense	30,661	-	13,483	17,977	26,000	26,000	26000.0%
Rate Assistance Program	14,599	30,000	18,447	24,596	28,440	(1,560)	-5.2%
Unemployment Claims		-	-	-	1,460	1,460	1460.0%
Insurance		-	-	-	157,923	157,923	157923.1%
Fed, State & County Wtr/Swr Fees	234,101	138,000	62,016	82,688	167,560	29,560	21.4%
State Water Right Fees		-	-	-	573,780	573,780	573780.0%
Mandated Plans		-	-	-	87,600	87,600	87600.0%
Water Conservation		-	-	-	2,190	2,190	2190.0%
Merchant Credit Card Discount		-	37,459	49,945	55,601	55,601	55600.7%
Agent Fees		-	-	-	5,475	5,475	5475.0%
<b>Total Services and Supplies</b>	<b>2,521,649</b>	<b>2,197,288</b>	<b>1,723,795</b>	<b>2,298,393</b>	<b>4,867,146</b>	<b>2,669,858</b>	<b>121.5%</b>
<b>Grand Total - Operations</b>	<b>9,328,063</b>	<b>6,370,134</b>	<b>6,299,792</b>	<b>8,399,723</b>	<b>11,830,672</b>	<b>5,460,538</b>	<b>85.7%</b>
<b>Capital Outlay</b>							
Vehicles / Equipment	203,164	274,361	176,714	580,778	253,900	(20,461)	-7.5%
Vehicles Capital Lease					82,549	82,549	82549.1%
Projects	-		14,260	55,000	171,379	171,379	171379.4%
<b>Total Capital Outlay</b>	<b>203,164</b>	<b>274,361</b>	<b>190,974</b>	<b>635,778</b>	<b>507,829</b>	<b>233,468</b>	<b>85.1%</b>
<b>Total Operations &amp; Capital Outlay</b>	<b>9,531,226</b>	<b>6,644,495</b>	<b>6,490,766</b>	<b>9,035,501</b>	<b>12,338,501</b>	<b>5,694,006</b>	<b>85.7%</b>
<b>Debt Service</b>							
Interest - PERS Side Fund	1,893			-	-	-	0.0%
Principal - PERS Side Fund	172,134			-	-	-	0.0%
Interest - Umpqua UAL Loan		126,283	126,283	126,283	118,238	(8,045)	-6.4%
Principal - Umpqua UAL Fund		179,560	179,560	179,560	219,760	40,200	22.4%
Interest - Umpqua Capital R&R Loan	67,308	43,449	43,382	43,449	18,778	(24,671)	-56.8%
Principal - Umpqua Capital R&R Loan	1,113,008	1,136,957	1,136,957	1,136,957	1,161,628	24,671	2.2%
Interest - USDA Reach 3a Bond	57,543	56,548	56,548	56,548	55,532	(1,016)	-1.8%
Principal - USDA Reach 3a Bond	43,700	44,700	44,700	44,700	45,700	1,000	2.2%
Interest - Vac-Con Loan		17,567	17,567	17,567	7,887	(9,680)	-55.1%
Principal - Vac-Con Loan		5,441	5,441	5,441	71,476	66,035	1213.7%

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District Water	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
Interest - New Hogan				-	8,864	8,864	8863.7%
Principal - New Hogan				-	40,327	40,327	40326.7%
Interest - Admin Building Loan				-	33,658	33,658	33658.1%
Principal - Admin Building Loan				-	437,734	437,734	437733.6%
<b>Total Debt Service</b>	<b>1,455,585</b>	<b>1,610,505</b>	<b>1,587,430</b>	<b>1,610,505</b>	<b>2,219,581</b>	<b>609,076</b>	<b>37.8%</b>
<b>Total Operations &amp; Debt Service</b>	<b>10,986,812</b>	<b>8,255,000</b>	<b>8,078,196</b>	<b>10,646,006</b>	<b>14,558,082</b>	<b>6,303,082</b>	<b>76.4%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>-</b>	<b>66.00</b>		<b>66.00</b>	<b>68.00</b>	<b>2.00</b>	<b>3.0%</b>

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District - Sewer	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Salaries and Benefits</b>							
Salaries/Wages	1,630,375	1,338,448	1,352,197	1,802,929	2,148,628	810,180	60.5%
Director Salaries/Wages			5,381	7,175	12,493	12,493	12493.1%
Overtime	96,131	104,893	68,733	91,644	111,799	6,906	6.6%
Benefits	790,712	687,301	622,002	829,337	899,575	212,274	30.9%
Director Benefits		-	16,181	21,575	28,387	28,387	28386.7%
Medical/Dental Reimbursement		6,624		-	9,355	2,731	41.2%
Retirement Expense	320,751	157,918	148,079	197,438	243,821	85,903	54.4%
CalPERS UAL	143,167	52,041	54,241	72,321	86,669	34,628	66.5%
<b>Total Salaries and Benefits</b>	<b>2,981,136</b>	<b>2,347,225</b>	<b>2,266,814</b>	<b>3,022,418</b>	<b>3,540,726</b>	<b>1,193,501</b>	<b>50.8%</b>
<b>Services and Supplies</b>							
Power	304,027	303,120	219,557	292,743	305,438	2,318	0.8%
Water	2,389	2,152	1,620	2,160	3,097	945	43.9%
Sewage	57,102	41,600	30,663	40,885	41,176	(424)	-1.0%
Telephone Lease Lines		1,440		-	-	(1,440)	-100.0%
Telephone	30,978	25,410	21,367	28,489	31,305	5,895	23.2%
Refuse/Disposal	8,095	8,664	6,354	8,472	9,153	489	5.6%
Materials & Supplies	31,028	28,823	23,514	31,352	49,086	20,263	70.3%
Herbicide	383	600	272	363	540	(60)	-10.0%
Safety Eq Repl Consumables	13,659	14,400	12,241	16,322	18,280	3,880	26.9%
Tools	8,085	10,000	5,752	7,669	5,685	(4,315)	-43.2%
Uniforms - New	3,984	9,460	4,411	5,882	4,320	(5,140)	-54.3%
CalFire Expenses					6,480	6,480	6480.0%
Safety Materials & Supplies				-	2,160	2,160	2160.0%
Lab Supplies Consumables	6,514	4,080	12,259	16,345	12,240	8,160	200.0%
UV Parts and Supplies	51,352	112,000	69,459	92,611	102,000	(10,000)	-8.9%
Electrical Parts Replacement	55,555	43,500	26,789	35,718	34,400	(9,100)	-20.9%
Leak Repair Suuplies	6,989	4,000	624	832	800	(3,200)	-80.0%
Road Repair Materials	6,392	4,000	1,717	2,290	2,125	(1,875)	-46.9%
SCADA Radio Supplies	11,189	14,000	7,249	9,665	17,440	3,440	24.6%
Septic Tanks - New and Repairs	5,868	10,000	7,461	9,949	20,000	10,000	100.0%
Aerator/Compressor etc. repair	8,090	5,940	10,109	13,479	1,764	(4,176)	-70.3%
Computers/peripherals	143	4,995	8,547	11,396	2,160	(2,835)	-56.8%
Control Sys/Pressure Tranducer	2,293	5,520	8,807	11,743	3,600	(1,920)	-34.8%
Headworks/Solids Removal Rep	32,854	19,000	7,871	10,495	20,000	1,000	5.3%
HVAC	4,047	4,505	2,064	2,752	3,536	(969)	-21.5%
Mixers	34,185	10,650	11,766	15,688	12,375	1,725	16.2%
Monitor Wells Repair		1,000		-	-	(1,000)	-100.0%
Pumps/Motors Repair	64,747	67,200	64,236	85,648	80,000	12,800	19.0%
Solids Handling Eqyip Repair	1,919	1,453	1,593	2,124	5,000	3,547	244.1%
Administrative Technology	152,075	-	81,640	108,854	5,400	5,400	5400.0%
Chemicals		146,200		-	133,960	(12,240)	-8.4%
Outside Services/Repairs	15,102	19,550	7,479	9,972	24,687	5,137	26.3%
Fire Ext. Testing Cust. Base	576	648	800	1,067	720	72	11.1%
Spraying - Weeds & Insects	13,399		5,161	6,881	6,500	6,500	6500.0%
Snow Removal		600		-	-	(600)	-100.0%
Uniform Launder	11,167	4,356	6,080	8,106	8,280	3,924	90.1%
Fire Hydrant Maintenance		8,640		-	16,920	8,280	95.8%
Service Maintenance Contracts				-	35,326	35,326	35325.7%
Groundwater Monitoring	48,476	45,000	20,782	27,709	45,000	-	0.0%
Instrumentation Tech	335	910	2,660	3,546	3,570	2,660	292.3%
SCADA Consulting (A-Teem)	4,596	3,600	3,000	4,000	7,980	4,380	121.7%
Hauling / Dig / Crane	340	4,320	3,501	4,668	6,000	1,680	38.9%

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District - Sewer	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
Pave / Seal / Asphalt Repair		14,130		-	-	(14,130)	-100.0%
Drug & Alcohol Testing				-	594	594	594.0%
Telemetry / Radio		1,080		-	-	(1,080)	-100.0%
Septic Hauling	21,406	29,000	27,147	36,196	31,000	2,000	6.9%
Building Repairs	5,344	12,600	1,338	1,784	5,795	(6,805)	-54.0%
UV System PM		5,000		-	-	(5,000)	-100.0%
Recruiting				-	3,470	3,470	3469.5%
Claims/Damages				-	1,350	1,350	1350.0%
Computer Licenses and Maint Agreee	3,115	11,452	7,919	10,559	20,038	8,586	75.0%
Janitorial Services				-	6,269	6,269	6269.4%
Laboratory Services	53,625	52,200	37,655	50,207	59,400	7,200	13.8%
Rental (Non Vehicle and Equip)	11,930	7,560	10,800	14,400	-	(7,560)	-100.0%
Outside Legal Fees				-	75,600	75,600	75600.0%
Accounting/Auditing				-	11,232	11,232	11232.0%
Advertising/Publicity				-	540	540	540.0%
Professional Services	44,977	7,587	10,923	14,564	140,051	132,464	1745.9%
Operating Exp Gas and Oil	78,554	75,600	76,848	102,464	83,160	7,560	10.0%
Repair Exp/ Parts and Repairs	59,155	28,906	34,806	46,408	27,000	(1,906)	-6.6%
Fuel/Repair - Generators	7,127	12,000	26,328	35,104	18,000	6,000	50.0%
Rental Exp/Vehicle and Equip.	26,247	19,610	6,138	8,184	19,610	0	0.0%
Vehicle Lease & Maintenance		51,846	25,416	33,888	2,968	(48,878)	-94.3%
Forms and Supplies				-	905	905	904.5%
Permits & Licenses	4,981	5,400	2,863	3,818	5,400	-	0.0%
Postage				-	4,730	4,730	4730.4%
Publications and Subscriptions		360		-	923	563	156.3%
Dues and Memberships	4,455	8,265	1,597	2,129	32,946	24,681	298.6%
Printing				-	135	135	135.0%
Training, Conferences and Travel	13,776	14,000	6,883	9,177	20,230	6,230	44.5%
Other Travel Costs		66		-	1,738	1,672	2533.0%
Purchased Water				-	79,181	79,181	79180.7%
Retired Employee Costs				-	167,400	167,400	167400.0%
Bad Debt Expense	17,772		13,717	18,289	26,000	26,000	26000.0%
Rate Assistance Program	14,099	30,000	21,130	28,173	31,560	1,560	5.2%
Unemployment Claims				-	540	540	540.0%
Insurance				-	58,410	58,410	58409.9%
Fed, State & County Wtr/Swr Fees	160,006	92,000	151,827	202,436	68,440	(23,560)	-25.6%
State Water Right Fees				-	212,220	212,220	212220.0%
Mandated Plans				-	32,400	32,400	32400.0%
Water Conservation				-	810	810	810.0%
Merchant Credit Card Discount			19,100	25,467	28,388	28,388	28388.3%
Agent Fees				-	2,025	2,025	2025.0%
<b>Total Services and Supplies</b>	<b>1,524,503</b>	<b>1,469,998</b>	<b>1,179,836</b>	<b>1,573,115</b>	<b>2,373,312</b>	<b>903,314</b>	<b>61.5%</b>
<b>Grand Total - Operations</b>	<b>4,505,638</b>	<b>3,817,223</b>	<b>3,446,650</b>	<b>4,595,533</b>	<b>5,914,038</b>	<b>2,096,815</b>	<b>54.9%</b>
<b>Capital Outlay</b>							
Vehicles / Equipment	142,077	235,639	126,284	580,778	201,100	(34,539)	-14.7%
Vehicles Capital Lease					46,434	46,434	46433.9%
Projects			3,490	55,000	40,501	40,501	40500.6%
<b>Total Capital Outlay</b>	<b>142,077</b>	<b>235,639</b>	<b>129,774</b>	<b>635,778</b>	<b>288,034</b>	<b>52,395</b>	<b>22.2%</b>
<b>Total Operations &amp; Capital Outlay</b>	<b>4,647,715</b>	<b>4,052,862</b>	<b>3,576,424</b>	<b>5,231,311</b>	<b>6,202,072</b>	<b>2,149,210</b>	<b>53.0%</b>

Debt Service

## Calaveras County Water District Operating Budget Summary: FY 2020-21

District - Sewer	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
Interest - PERS Side Fund	988				-	-	0.0%
Principal - PERS Side Fund	84,782				-	-	0.0%
Interest - Umpqua UAL Loan		62,199	62,199	62,199	58,237	(3,962)	-6.4%
Principal - Umpqua UAL Fund		88,440	88,440	88,440	108,240	19,800	22.4%
Interest - Umpqua Capital R&R Loan	22,658	14,634	205,799	14,634	6,325	(8,309)	-56.8%
Principal - Umpqua Capital R&R Loan	930,815	382,377	382,377	382,377	390,686	8,309	2.2%
Interest - Vac-Con Loan		6,497		6,497	4,437	(2,060)	-31.7%
Principal - Vac-Con Loan		2,012		2,012	40,205	38,193	1898.3%
Interest - New Hogan	-			-	3,278	3,278	3278.3%
Principal - New Hogan	-			-	14,915	14,915	14915.3%
Interest - Admin Building Loan	-			-	12,449	12,449	12448.9%
Principal - Admin Building Loan	-			-	161,901	161,901	161901.5%
Interest - Sewer Loan	-	13,014		13,014	18,370	5,356	41.2%
Principal - Sewer Loan	-	85,400	-	85,400	107,014	21,614	25.3%
<b>Total Debt Service</b>	<b>1,039,243</b>	<b>654,573</b>	<b>738,815</b>	<b>654,573</b>	<b>926,058</b>	<b>271,485</b>	<b>41.5%</b>
<b>Total Operations &amp; Debt Service</b>	<b>5,686,958</b>	<b>4,707,435</b>	<b>4,315,239</b>	<b>5,885,884</b>	<b>7,128,130</b>	<b>2,420,695</b>	<b>51.4%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>-</b>	<b>66.00</b>		<b>66.00</b>	<b>68.00</b>	<b>2.00</b>	<b>3.0%</b>

Proposed Capital Outlay Budget  
FY 2020-21

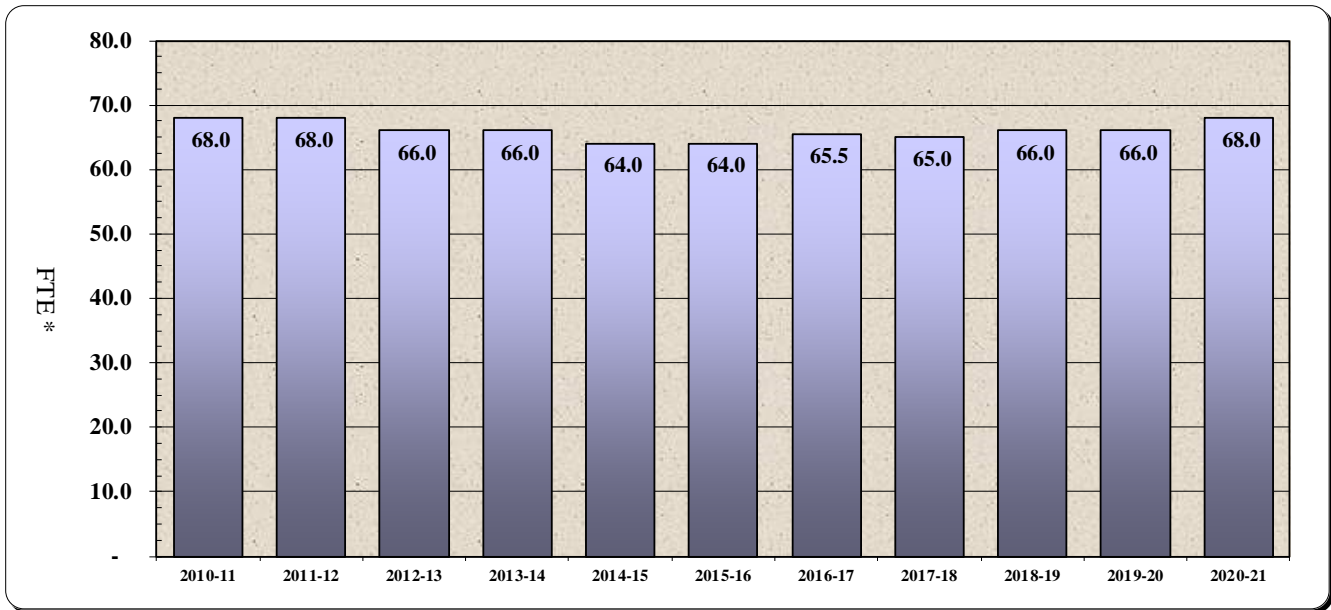
Dept	Qty	N or R*	Location	Description	Water	Sewer	Cost
Utilities	1		West Point	Fencing around Bummerville Tank	30,000	-	30,000
Utilities	1			New Dumptruck and Heavy Equipment	138,700	51,300	190,000
Utilities	1			Hydrojet Trailer	-	85,000	85,000
Utilities	14			Septic Tank Transfer Switches PSPS	-	14,100	14,100
Utilities	10	N		10 Addl Capital Vehicles	54,740	30,791	85,531
Utilities	10			Lease Payments on 2019/20 Lease	27,809	15,643	43,452
Utilities	1	N		WTP Flow Meters	70,000	-	70,000
Utilities				Generators	115,200	64,800	180,000
Adm Svc	1	R	Admin Building	Fin/UB Replacement	71,379	26,401	97,780
				<b>TOTAL</b>	<b>507,829</b>	<b>288,034</b>	<b>795,863</b>

<i>Project No</i>	<u><i>Non-CIP Capital Water Projects</i></u> Project Description	2020/21 Proposed Budget		Reserves	Capital	Grants
			FY 20-21		R & R	
	Service Line Replacement Project - to address the County's Microsurfacing Plan for 2021	468,000	468,000		468,000.00	
	Bow Water Main Replacement	60,000	60,000		60,000.00	
	Turbidimeter/Analyzer Replacement Project est 30 turbs	100,100	100,100		100,100.00	
	<b>Total Non-CIP Capital Water Projects</b>	<b>\$ 628,100</b>	<b>\$ 628,100</b>	<b>\$ -</b>	<b>\$ 628,100</b>	<b>\$ -</b>

<i>Project No</i>	<u><i>Non-CIP Capital Sewer Projects</i></u> Project Description	2020/21 Approved Project		Reserves	Capital	Grants
			FY 20-21		R & R	
	Turbidimeter/Analyzer replacement project	11,000	11,000		11,000	
	Lift Station Pump and motor replacements (10)	100,000	100,000		100,000	
	<b>Total Non-CIP Capital Sewer Projects</b>	<b>\$ 111,000</b>	<b>\$ 111,000</b>	<b>\$ -</b>	<b>\$ 111,000</b>	<b>\$ -</b>



## Calaveras County Water District Personnel Allocation History Fiscal Years 2010-11 thru 2020-21



### Total Staffing Allocation (FTE) - Approved

Department	Fiscal Year										
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Utility Services	49.0	49.0	49.0	45.0	42.0	42.0	46.0	46.0	46.0	46.0	47.0
General Management	4.0	5.0	5.0	5.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0
Engineering / Technical Services	7.0	6.0	4.0	3.0	5.0	6.0	5.0	5.0	6.0	7.0	7.0
Administrative Services	7.0	8.0	8.0	12.0	11.0	11.0	9.5	8.0	8.0	8.0	9.0
Water Resource Management	1.0	-	-	1.0	1.0	1.0	1.0	2.0	2.0	1.0	1.0
<b>Total</b>	<b>68.0</b>	<b>68.0</b>	<b>66.0</b>	<b>66.0</b>	<b>64.0</b>	<b>64.0</b>	<b>65.5</b>	<b>65.0</b>	<b>66.0</b>	<b>66.0</b>	<b>68.0</b>

\*FTE - Full Time Equivalent

Calaveras County Water District  
**PERSONNEL ALLOCATION BY DEPARTMENT**  
 FISCAL YEARS 2018 - 2021

	Final 2017-18	Adopted 2018-19	Adopted 2019-20	Amended 2019-20	Proposed 2020-21
<b>Utility Services</b>					
<b>Director of Operations</b>	1.00	1.00	1.00	1.00	1.00
Director of Utility Services and Engineering	-	-	-	-	-
Regulatory Programs Manager	-	-	-	-	-
<b>Plant Operations Manager</b>	1.00	1.00	1.00	1.00	1.00
<b>Construction and Maintenance Manager</b>					1.00 (13)
<b>Operations, Senior Supervisor</b>	1.00	1.00	1.00	4.00 (11)	4.00
<b>Water/Wastewater Plant Operator OIT/I/II/III/Sr</b>	12.00	12.00	12.00	9.00 (11)	10.00 (12)
<b>Construction/Inspection I/II/III/Sr</b>	2.00	-	(2)	-	-
<b>Construction Worker I/II/III/Sr</b>	3.00	3.00	7.00 (6)	7.00	7.00
<b>Controls/Communication Senior Supervisor</b>	1.00	1.00	1.00	1.00	1.00
<b>Controls/Communication Technician I/Sr</b>	2.00	2.00	2.00	2.00	2.00
<b>Electrician I/II/Sr</b>	2.00	2.00	1.00 (8)	1.00	1.00
<b>Facilities Maintenance Worker</b>	-	-	1.00 (9)	1.00	1.00
<b>Mechanic I/II/Sr</b>	3.00	3.00	3.00	3.00	3.00
<b>Collection System Worker I/II/III/IV/Sr</b>	5.00	5.00	5.00	5.00	5.00
<b>Distribution Worker I/II/III/Sr</b>	10.00	10.00	7.00 (6/7)	7.00	7.00
<b>Meter Reader Trainee/I/II</b>	2.00	2.00	2.00	2.00	2.00
<b>Purchasing Agent</b>	-	-	1.00 (8)	1.00	1.00
<b>Administrative Technician I/II/Senior</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - Utility Services</b>	<b>46.00</b>	<b>44.00</b>	<b>46.00</b>	<b>46.00</b>	<b>48.00</b>
<b>General Management</b>					
<b>General Manager</b>	1.00	1.00	1.00	1.00	1.00
Assistant to the General Manager	-	-	-	-	-
<b>Executive Assistant</b>	1.00	1.00	1.00	1.00	1.00
<b>Manager of Human Resources</b>	-	-	1.00 (4)	1.00	1.00
<b>Director of Human Resources/Customer Service</b>	1.00	1.00	-	(4)	-
<b>Human Resources Manager</b>	-	-	-	-	-
<b>Human Resources Technician</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - General Management</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b>Engineering/Technical Services</b>					
<b>District Engineer</b>	1.00	1.00	1.00	1.00	1.00
<b>Senior Civil Engineer</b>	1.00	1.00	1.00	1.00	1.00
<b>Civil Engineer</b>	-	-	1.00 (3)	1.00	1.00
<b>Construction Inspector I/II/III/Sr</b>	-	2.00 (2)	2.00	1.00 (7)	1.00
<b>Engineering Analyst</b>	1.00	1.00	1.00	-	(10)
<b>Engineering Coordinator</b>					1.00 (14)
<b>Engineering Technician I/II/Sr</b>	1.00	1.00	1.00	2.00 (10)	2.00
<b>Administrative Technician I/II/Sr</b>	1.00	1.00	1.00	1.00	-
<b>Total - Engineering/Technical Services</b>	<b>5.00</b>	<b>7.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>

Calaveras County Water District  
**PERSONNEL ALLOCATION BY DEPARTMENT**  
 FISCAL YEARS 2018 - 2021

	Final 2017-18	Adopted 2018-19	Adopted 2019-20	Amended 2019-20	Proposed 2020-21
<b><u>Administrative Services</u></b>					
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Accountant I/II	2.00	2.00	2.00	2.00	1.00 (15)
Accounting Technician I/II	- (1)	-	-	-	1.00 (15)
Manager of External Affairs	-	-	1.00 (5)	1.00	1.00
Customer Service Representative I/II/III/Sr	3.00	3.00	3.00	3.00	3.00
Facilities Maintenance Worker	1.00	1.00	1.00	- (9)	-
Information System Administrator	1.00	1.00	1.00	1.00	1.00
<b>Total - Administrative Services</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>
<b><u>Water Resources</u></b>					
Manager of Water Resources	1.00	1.00	1.00	1.00	1.00
Manager Ex Affairs, Conservation & Grants I/II	1.00	1.00	- (5)	-	-
<b>Total - Water Resources</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total - Personnel Allocation</b>	<b>65.00</b>	<b>65.00</b>	<b>68.00</b>	<b>66.00</b>	<b>68.00</b>

**Notes**

**FY 2017-18**

- (1) Deleted 0.5 FTE Accounting Technician I/II/III in Administrative Services

**FY 2018-19**

- (2) Moved 2.0 FTE Construction Inspector I/II/III/Sr from Utilities to Engineering/Technical Services
- (3) Added 1.0 FTE Civil Engineer in Engineering/Technical Services
- (4) Deleted 1.0 FTE Director of Human Resources/Customer Service and added 1.0 FTE Manager of Human Resources
- (5) Deleted 1.0 FTE PIO/Community Relations Manager and added 1.0 FTE Manager of External Affairs

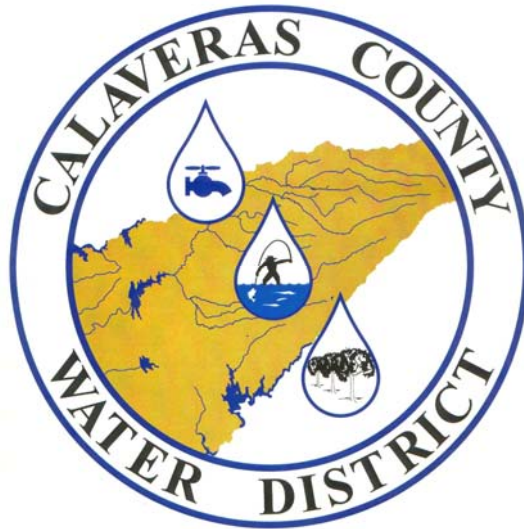
**FY 2019-20**

- (6) Reclassed 4.0 FTE Distribution Worker I/II/III/Sr in Utilities to 4.0 FTE Construction Worker I/II/III/Sr
- (7) Moved 1.0 FTE Construction Inspector I/II/III/Sr from Engineering/Technical Services to Utilities and reclassified position to 1.0 FTE Distribution Worker I/II/III/Sr
- (8) Deleted 1.0 FTE Electrician/II/Sr in Utilities and added 1.0 FTE Purchasing Agent in Utilities
- (9) Moved 1.0 FTE Facilities Maintenance Worker from Administrative Services to Utilities
- (10) Deleted 1.0 FTE Engineering Analyst and added 1.0 FTE Engineering Technician I/II/Sr
- (11) Deleted 3.0 FTE Water/Wastewater Plant Operator OIT/I/II/III/Sr and added 3.0 FTE Operations Senior Supervisor 12/16/19
- (12) Add OIT/I/II/III/Sr 6/10/20

**FY 2020-21**

- (13) Add 1.0 FTE Construction and Maintenance Mgr 6/24/20
- (14) Removed 1.0 FTE Engineering Analyst and 1.0 FTE Admin Technician, add 1.0 FTE Engineering Coordinator
- (15) Reclass 1.0 FTE Accounting I to 1.0 FTE Accounting Technician

# CALAVERAS COUNTY WATER DISTRICT



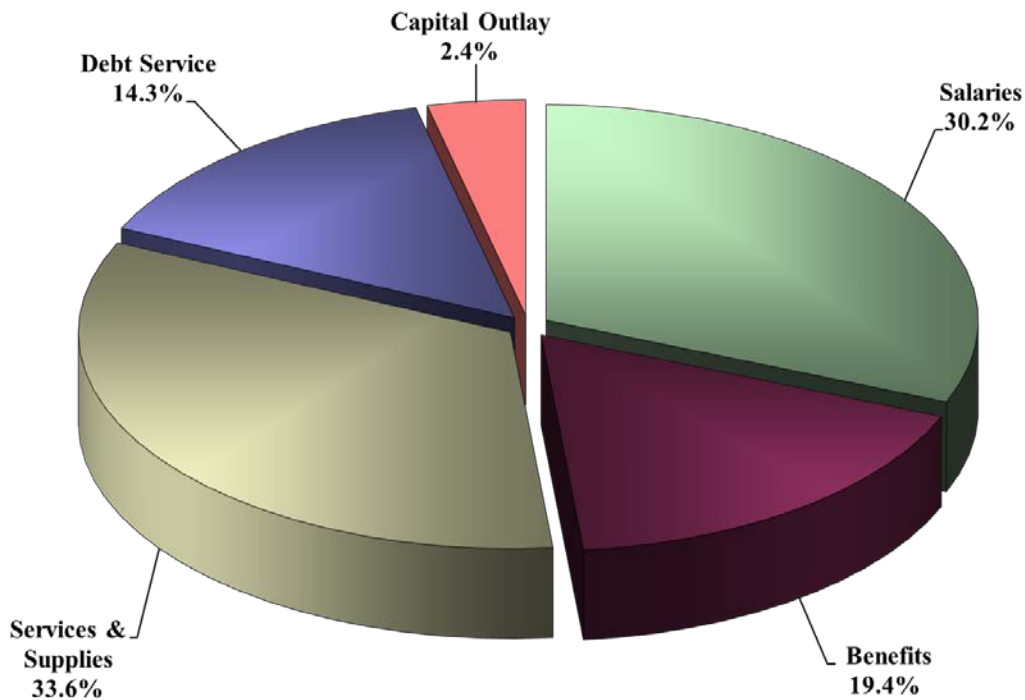
## Department Summaries

- Department Budget Summaries
- Board of Directors
- General Management
- Administrative Services
- Engineering and Technical Services
- Utility Services
- Water Resources
- Non-Departmental

## Operating Budget Appropriations by Category Fiscal Year 2020-21

	Actual <u>FY 2018-19</u>	Budget <u>FY 2019-20</u>	Projected <u>FY 2019-20</u>	Budget <u>FY 2020-21</u>	Change From <u>19-20 Budget</u>	% Change From <u>19-20 Budget</u>
<b>Expenditure</b>						
Salaries	5,681,373	6,300,489	6,322,347	6,762,152	461,663	7.3%
Benefits	4,228,909	3,790,769	3,605,744	3,742,100	(48,669)	-1.3%
Services & Supplies	6,558,190	7,006,906	6,526,052	7,240,458	233,552	3.3%
Debt Service	3,137,925	2,980,688	2,949,171	3,145,639	164,951	5.5%
Capital Outlay	396,891	510,000	635,778	795,863	285,863	56.1%
<b>Total</b>	<b>20,003,288</b>	<b>20,588,852</b>	<b>20,039,092</b>	<b>21,686,212</b>	<b>1,097,360</b>	<b>5.3%</b>
<b>Funded Positions</b>						
Full-Time Positions	65.00	66.00	66.00	68.00	2.00	3.0%
Part-Time Positions	0.50	0.00	0.00	0.00	0.00	0.0%

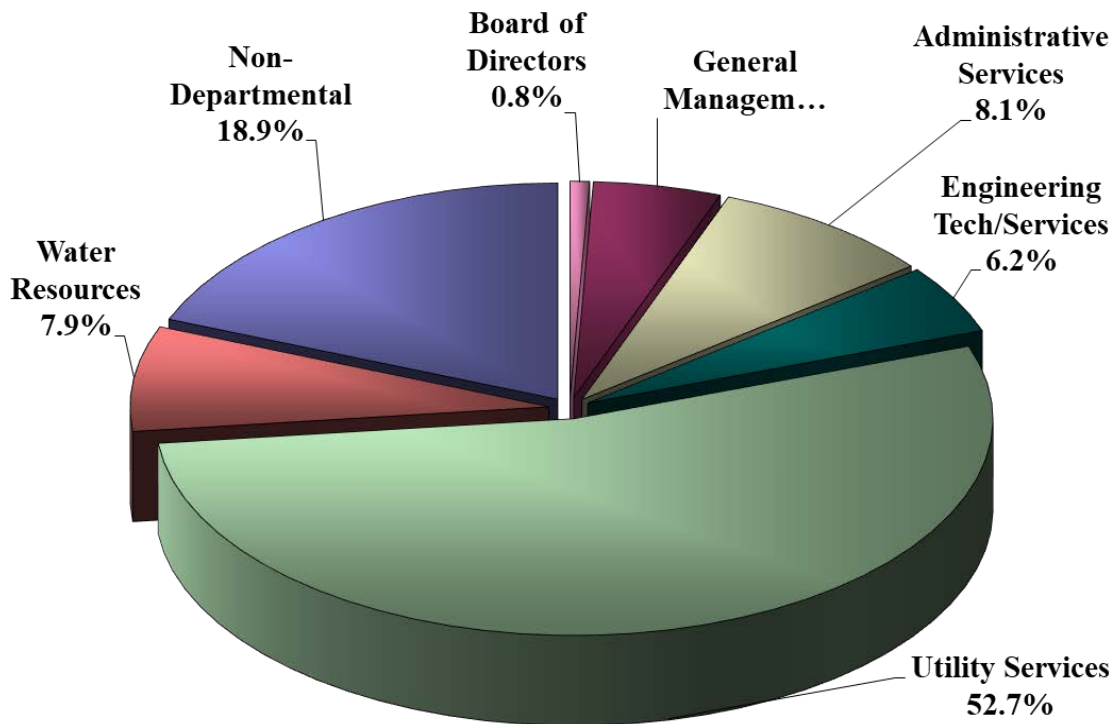
## Operating Budget Appropriations by Department

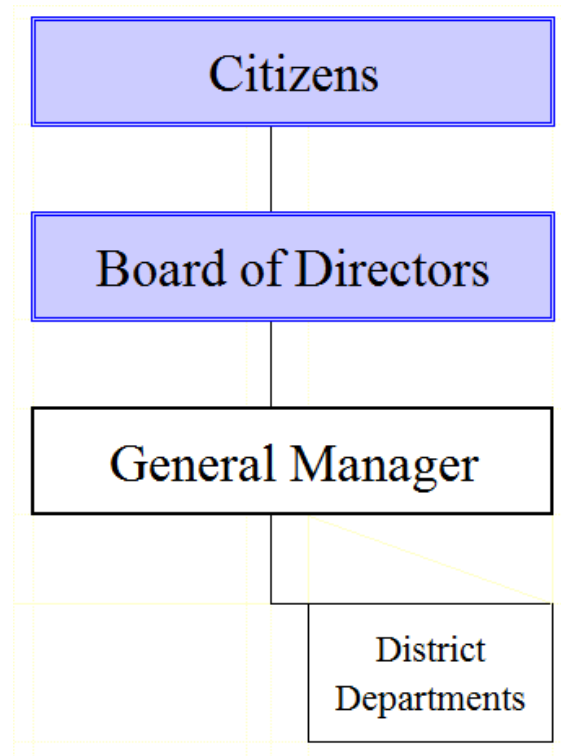


## Operating Budget Appropriations by Department Fiscal Year 2020-21

	Actual FY 2018-19	Budget FY 2019-20	Projected FY 2019-20	Budget FY 2020-21	Change From 19-20 Budget	% Change From 19-20 Budget
<b>Expenditure</b>						
Board of Directors	138,834	161,607	130,687	162,792	1,185	0.7%
General Management	1,077,833	1,111,697	1,033,783	1,072,903	(38,794)	-3.5%
Administrative Services	1,780,463	1,671,519	1,592,361	1,890,996	219,477	13.1%
Engineering/Tech Svc	909,368	1,274,702	1,154,620	1,115,320	(159,382)	-12.5%
Utility Services	11,020,294	10,845,869	11,110,830	11,627,951	782,082	7.2%
Water Resources	788,221	1,624,519	1,110,671	1,702,858	78,339	4.8%
Non-Departmental	4,288,274	3,898,939	3,906,139	4,113,392	214,453	5.5%
<b>Total</b>	<b>20,003,287</b>	<b>20,588,852</b>	<b>20,039,091</b>	<b>21,686,212</b>	<b>1,097,360</b>	<b>5.3%</b>
<b>Funded Positions</b>						
Full-Time Positions	65.00	66.00	66.00	68.00	2.00	3.0%
Part-Time Positions	0.50	0.00	0.00	0.00	0.00	0.0%

## Operating Budget Appropriations by Department





## *Board of Directors*

- Department Summary
- Budget Summary

## **Department Summary**

The Board of Directors represents the level of governance with statutory authority and responsibility to set policy and the governing rules of the District.

The Board of Directors is responsible for establishing policy, to engage in deliberate strategic planning toward effective delivery of services over the long term, to articulate these strategies to the District General Manager and management, and to supervise implementation of said plans and visions.

The five (5) members of the Board are elected from five (5) County divisions, within which each Director must reside. The Officers of the Board are the President and Vice President. Officers are elected annually at the first regular Board meeting in December and serve a one-year term, January through December. The Board appoints the Clerk to the Board. A majority of the Board constitutes a quorum for the transaction of any District business at two “regular” public meetings of the Board held per month. The Board may act solely by ordinance, resolution, motion, or minute entry.

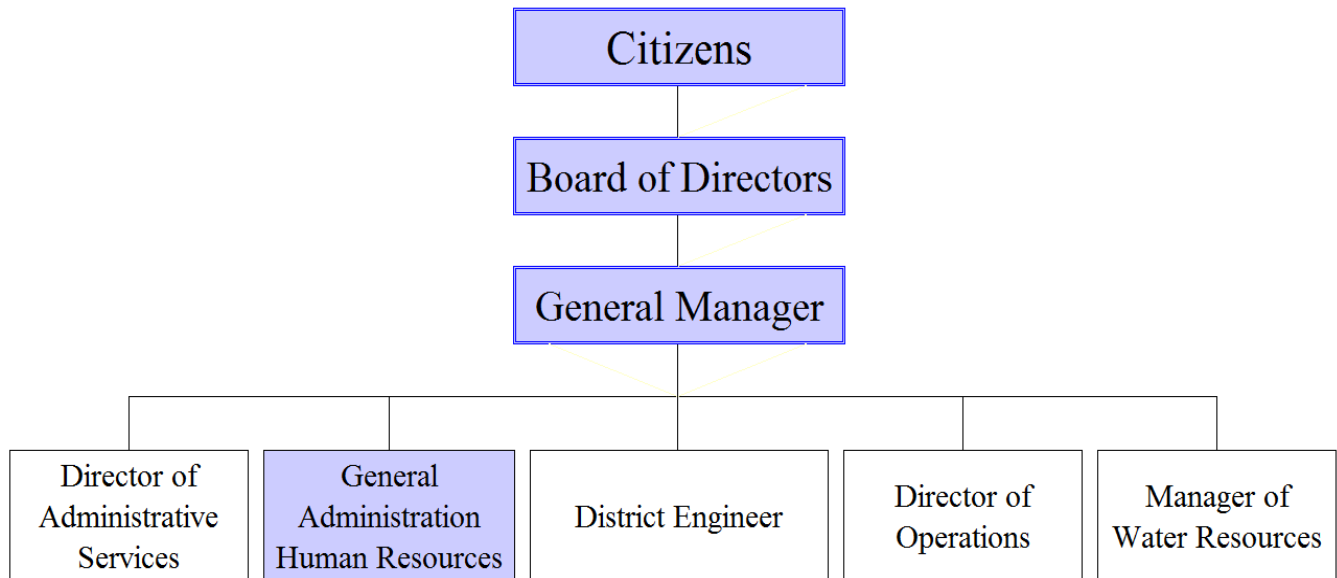
The *President of the Board* presides over Board meetings and has all authority afforded the presiding officer, including the authority to constitute both standing and *ad hoc* committees, and to assign Board members to serve on such committees, or to serve as members of such joint power authorities of which the District is a member.

The *Clerk to the Board* certifies the minutes of all Board meetings and is responsible for the maintenance of the District's records.



**Calaveras County Water District**  
**Board of Directors Operating Budget: FY 2020-21**

<b>Board of Directors</b>	<b>Actual FY 2018-19</b>	<b>Adopted Budget FY 2019-20</b>	<b>Y-T-D as of 31-Mar-20</b>	<b>Projected FY 2019-20</b>	<b>Proposed Budget FY 2020-21</b>	<b>Variance to Budget FY 2019-20</b>	<b>% Change to Budget FY 2019-20</b>
<b>Salaries and Benefits</b>							
Director Salaries/Wages	28,800	43,200	19,929	26,572	43,200	-	0.0%
Director Benefits	79,542	94,157	59,929	79,905	98,442	4,285	214.3%
Medical/Dental Reimbursement	1,576	2,000	400	2,000	2,000	-	0.0%
<b>Total Salaries and Benefits</b>	<b>109,918</b>	<b>139,357</b>	<b>80,258</b>	<b>108,477</b>	<b>143,642</b>	<b>4,285</b>	<b>3.1%</b>
<b>Services and Supplies</b>							
Materials & Supplies	815	750	542	710	750	-	0.0%
Professional Services	8,124	-	-	-	-	-	0.0%
Training, Conferences and Travel	11,773	15,000	10,090	15,000	15,000	-	0.0%
Other Travel Costs	8,205	6,500	4,198	6,500	3,400	(3,100)	-47.7%
<b>Total Services and Supplies</b>	<b>28,916</b>	<b>22,250</b>	<b>14,830</b>	<b>22,210</b>	<b>19,150</b>	<b>(3,100)</b>	<b>-13.9%</b>
<b>Grand Total - Operations</b>	<b>138,834</b>	<b>161,607</b>	<b>95,088</b>	<b>130,687</b>	<b>162,792</b>	<b>1,185</b>	<b>0.7%</b>
<b>Total Operations &amp; Debt Service</b>	<b>138,834</b>	<b>161,607</b>	<b>95,088</b>	<b>130,687</b>	<b>162,792</b>	<b>1,185</b>	<b>0.7%</b>



## *General Management*

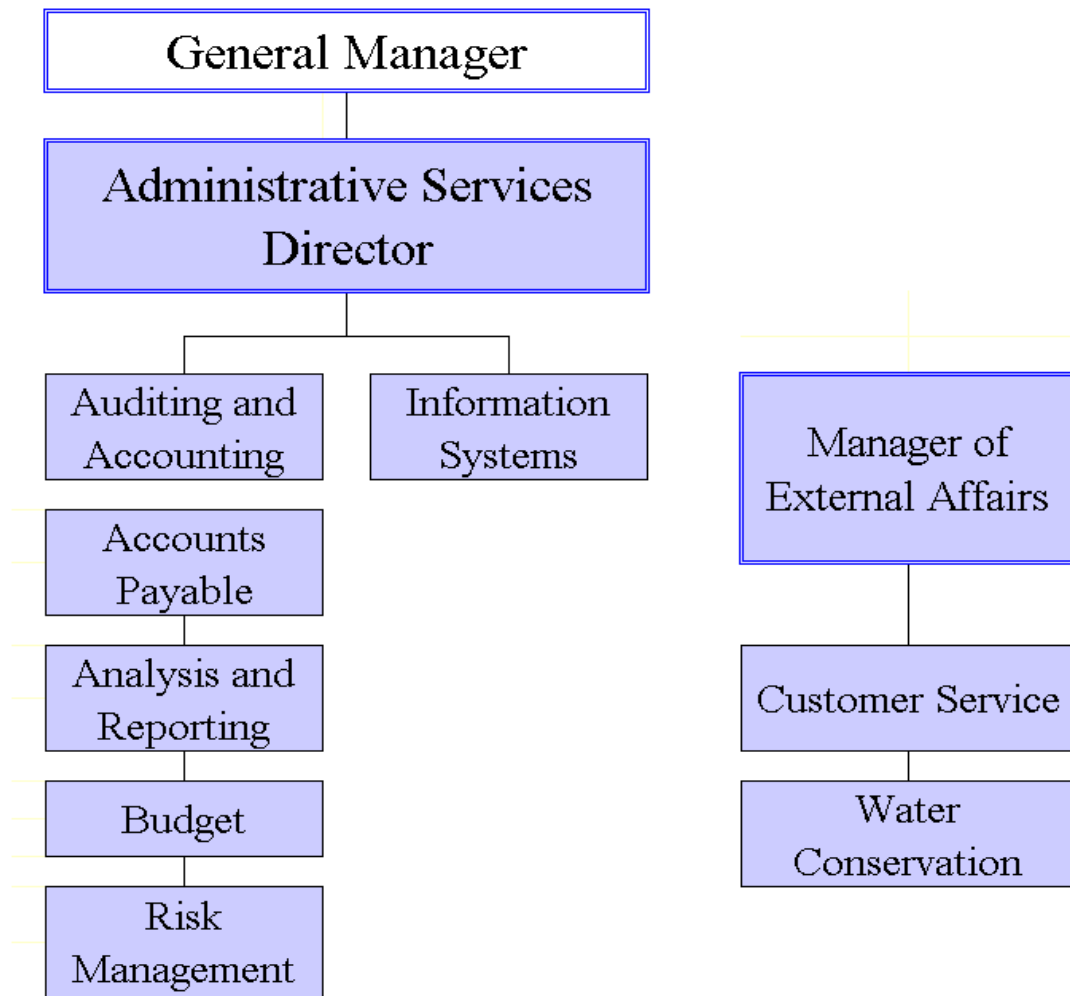
- Department Summary
- Budget Summary

## **Department Summary**

The District's General Management Department is responsible for administration of the District and provides support to the Board of Directors and various committees and other departments of the District. The Department maintains official records and documents, is responsible for development and maintenance of leases and use of District property, as well as for consultant and other contracts. The Department develops and implements various internal operational procedures, and handles all human resource issues such as recruiting and selection, classification and compensation, employee and labor relations, benefits administration for employees and retirees, payroll, safety training, and maintains records for all of the above. The office of the General Manager implements District's plans, programs and policies. This involves administrative decision-making and providing administrative direction for all departments, programs and projects.

**Calaveras County Water District**  
**General Management Operating Budget: FY 2020-21**

General Management	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Salaries and Benefits</b>							
Salaries/Wages	433,069	432,629	331,986	446,398	465,665	33,036	7.6%
Overtime	574	720	641	720	607	(113)	-15.7%
Benefits	148,769	219,953	113,110	151,939	147,577	(72,376)	-32.9%
Medical/Dental Reimbursement	1,200	1,600	889	1,600	1,600	-	0.0%
Retirement Expense	57,853		27,220	36,293	45,264	45,264	45264.0%
CalPERS UAL	16,327		6,908	9,210	10,095	10,095	10095.0%
<b>Total Salaries and Benefits</b>	<b>657,792</b>	<b>654,902</b>	<b>480,754</b>	<b>646,161</b>	<b>670,808</b>	<b>15,906</b>	<b>2.4%</b>
<b>Services and Supplies</b>							
Materials & Supplies	1,619	2,800	3,417	4,100	2,800	-	0.0%
Safety Materials & Supplies		4,000	926	1,111	8,000	4,000	100.0%
Drug & Alcohol Testing	1,820	1,700	1,350	1,620	2,200	500	29.4%
Recruiting	27,907	13,000	8,276	9,931	12,850	(150)	-1.2%
Outside Legal Fees	203,489	230,000	179,187	238,916	160,000	(70,000)	-30.4%
Advertising/Publicity	816	1,500	853	1,024	1,500	-	0.0%
Professional Services	100,957	132,800	50,693	60,832	147,800	15,000	11.3%
Forms and Supplies	137	500	-	-	800	300	60.0%
Publications and Subscriptions	65	150	-	-	150	-	0.0%
Dues and Memberships	59,823	46,895	43,791	43,791	46,745	(150)	-0.3%
Training, Conferences and Travel	20,203	20,700	18,177	25,812	16,500	(4,200)	-20.3%
Other Travel Costs	1,008	750	290	348	750	-	0.0%
Unemployment Claims	2,164	2,000	-	-	2,000	-	0.0%
Calaveras County Fees	9	-	103	137	-	-	0.0%
<b>Total Services and Supplies</b>	<b>420,041</b>	<b>456,795</b>	<b>307,063</b>	<b>387,623</b>	<b>402,095</b>	<b>(54,700)</b>	<b>-12.0%</b>
<b>Grand Total - Operations</b>	<b>1,077,833</b>	<b>1,111,697</b>	<b>787,817</b>	<b>1,033,783</b>	<b>1,072,903</b>	<b>(38,794)</b>	<b>-3.5%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>4.00</b>	<b>4.00</b>		<b>4.00</b>	<b>4.00</b>	<b>-</b>	<b>0.0%</b>



## *Administrative Services*

- Department Summary
- Budget Summary

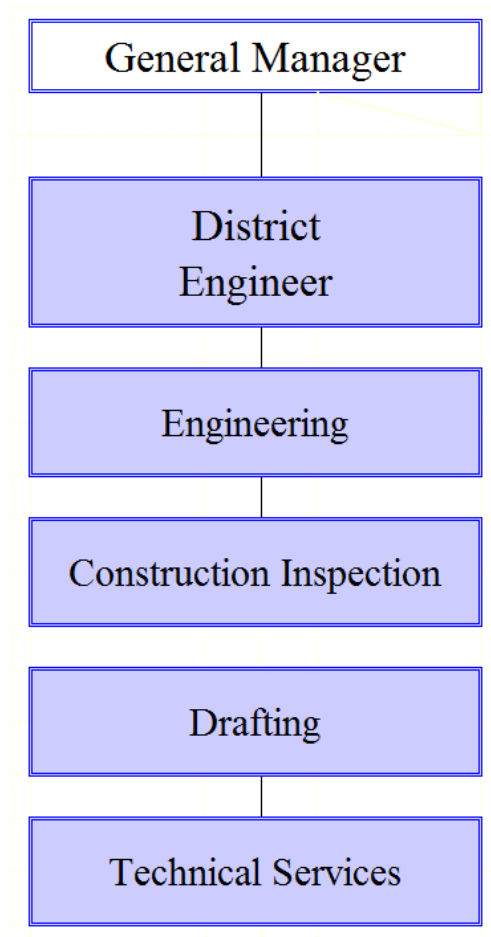
## **Department Summary**

The Administrative Services Department is responsible for the District's accounting, information technology, facilities and risk management functions. The Accounting Division provides support services to all District departments and financial reporting to other government agencies. Accounting performs a variety of services including budget development, financial analysis, cash flow management, collections, accounts payable, accounts receivable, utility billing, investments and debt administration. Duties are performed according to generally accepted accounting principles (GAAP).

The Customer Service Division, reporting to the Manager of External Affairs, is responsible for opening and closing customer accounts for water and sewer services, and responding to customer questions and concerns. The Manager of External Affairs is also responsible for the District's water conservation and reporting efforts. The Information Technology Division plans and manages the District's computers and other technologies, including accounting and billing software, internet and email systems, the server network and backup systems, and telecommunications.

**Calaveras County Water District**  
**Administrative Services Operating Budget: FY 2020-21**

Administrative Services	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Salaries and Benefits</b>							
Salaries/Wages	724,818	765,240	550,569	734,092	807,821	42,581	5.6%
Overtime	4,741	2,970	4,268	5,691	4,044	1,074	36.2%
Benefits	326,887	425,409	237,647	316,863	336,598	(88,811)	-20.9%
Medical/Dental Reimbursement	2,866	3,200	400	533	2,800	(400)	-12.5%
Retirement Expense	155,852		54,762	73,016	82,337	82,337	82337.0%
CalPERS UAL	72,238		18,876	25,168	21,617	21,617	21617.0%
<b>Total Salaries and Benefits</b>	<b>1,287,401</b>	<b>1,196,819</b>	<b>866,522</b>	<b>1,155,363</b>	<b>1,255,217</b>	<b>58,398</b>	<b>4.9%</b>
<b>Services and Supplies</b>							
Materials & Supplies	37	1,250	257	600	750	(500)	-40.0%
Administrative Technology	30,922	34,000	33,973	34,000	20,000	(14,000)	-41.2%
Outside Services/Repairs	5,614	6,450	6,930	7,000	9,100	2,650	41.1%
Service Maintenance Contracts	33,891	49,500	33,785	49,500	107,931	58,431	118.0%
Computer Licenses and Maint Agreements	22,505	23,000	13,794	18,392	39,014	16,014	69.6%
Accounting/Auditing	48,420	41,600	33,500	41,600	41,600	-	0.0%
Advertising/Publicity	245	-	-	-	-	-	0.0%
Professional Services	157,746	86,625	47,660	80,500	85,850	(775)	-0.9%
Forms and Supplies	1,138	1,950	4,198	1,950	1,950	-	0.0%
Postage	14,234	17,300	10,863	14,484	17,520	220	1.3%
Dues and Memberships	530	725	445	725	495	(230)	-31.7%
Printing	-	500	-	-	500	-	0.0%
Training, Conferences and Travel	2,146	10,000	4,042	5,000	6,000	(4,000)	-40.0%
Other Travel Costs	983	800	28	300	800	-	0.0%
Bad Debt Expense	44,306	52,000	27,199	36,265	52,000	-	0.0%
Rate Assistance Program	-	60,000	39,576	52,768	60,000	-	0.0%
Water Conservation	-	3,000	2,298	3,064	3,000	-	0.0%
Merchant Credit Card Discount	71,175	72,500	57,169	76,225	83,989	11,489	15.8%
Agent Fees	7,500	7,500	7,500	7,500	7,500	-	0.0%
Misc. Non-Operating Costs	20	-	1,125	1,125	-	-	0.0%
<b>Total Services and Supplies</b>	<b>441,412</b>	<b>468,700</b>	<b>324,342</b>	<b>430,999</b>	<b>537,999</b>	<b>69,299</b>	<b>14.8%</b>
<b>Grand Total - Operations</b>	<b>1,728,813</b>	<b>1,665,519</b>	<b>1,190,864</b>	<b>1,586,361</b>	<b>1,793,216</b>	<b>127,697</b>	<b>7.7%</b>
<b>Capital Outlay</b>							
Vehicles / Equipment	51,650	6,000	-	6,000		(6,000)	-100.0%
Projects/Software	-	-	-	-	97,780	97,780	97780.0%
<b>Total Capital Outlay</b>	<b>51,650</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>97,780</b>	<b>91,780</b>	<b>1529.7%</b>
<b>Total Operations &amp; Capital Outlay</b>	<b>1,780,463</b>	<b>1,671,519</b>	<b>1,190,864</b>	<b>1,592,361</b>	<b>1,890,996</b>	<b>219,477</b>	<b>13.1%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>8.00</b>	<b>8.00</b>		<b>8.00</b>	<b>8.00</b>	<b>-</b>	<b>0.0%</b>



## *Engineering - Technical Services*

- Department Summary
- Budget Summary

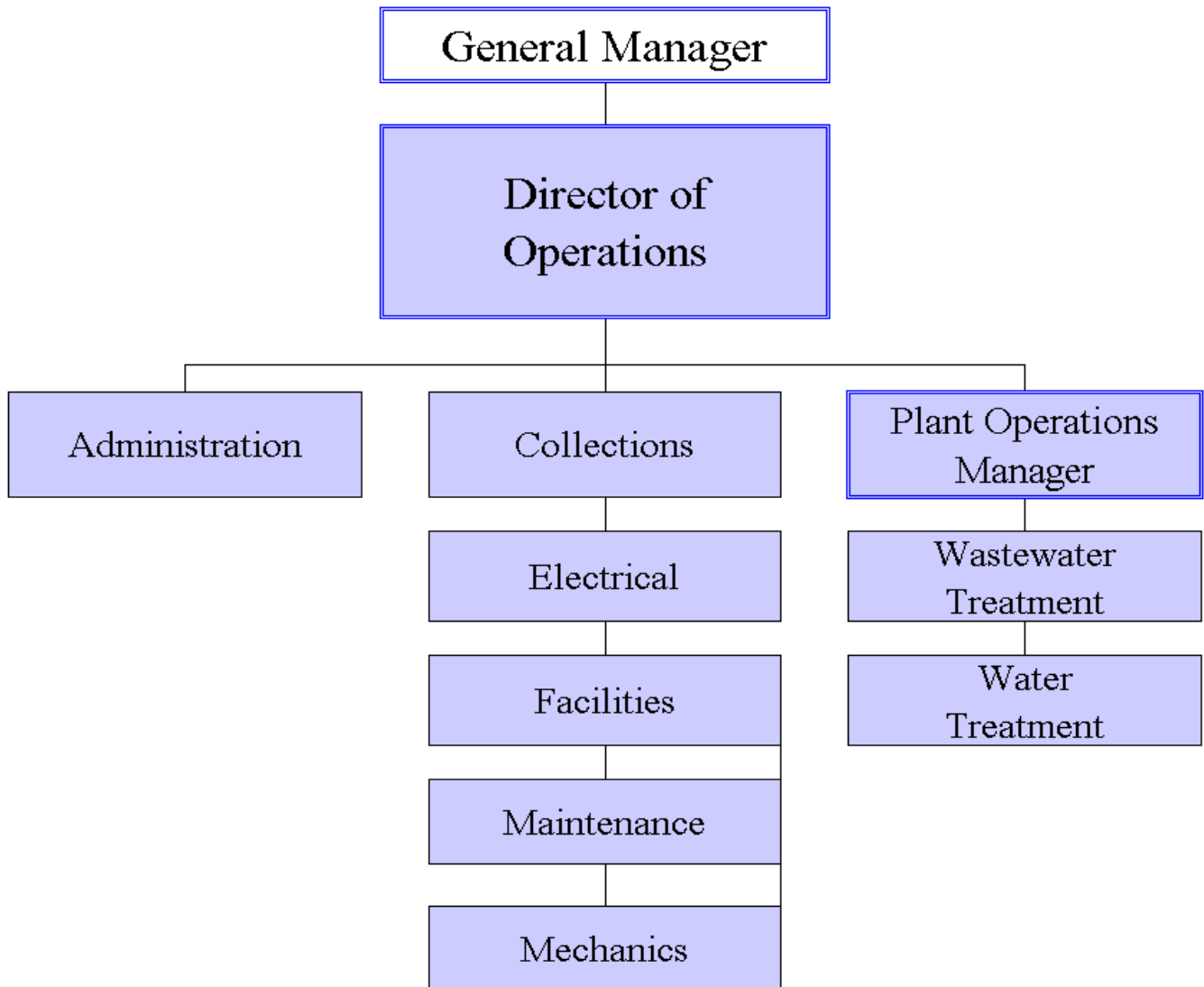


## **Department Summary**

The District's Engineering / Technical Services Department is responsible for the planning, design, and construction of the District's Capital Improvement Program (CIP), performing master plan updates, maintaining and updating system maps, providing technical support to the Utility Services Department and to Customer Service, and approving developer projects.

**Calaveras County Water District**  
**Engineering/Technical Services Operating Budget: FY 2020-21**

Engineering/Tech Services	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Salaries and Benefits</b>							
Salaries/Wages	458,111	751,888	538,110	717,480	679,084	(72,804)	-9.7%
Overtime	4,474	5,720	17,767	23,689	20,220	14,500	253.5%
Benefits	175,039	410,176	193,512	258,016	233,331	(176,845)	-43.1%
Medical/Dental Reimbursement	1,600	2,800	800	1,067	2,400	(400)	-14.3%
Retirement Expense	88,122		54,954	73,272	73,032	73,032	73032.0%
CalPERS UAL	47,864		19,241	25,655	23,798	23,798	23798.0%
<b>Total Salaries and Benefits</b>	<b>775,209</b>	<b>1,170,584</b>	<b>824,384</b>	<b>1,099,179</b>	<b>1,031,865</b>	<b>(138,719)</b>	<b>-11.9%</b>
<b>Services and Supplies</b>							
Materials & Supplies	108,808	3,500	1,686	2,500	1,000	(2,500)	-71.4%
Safety Materials & Supplies	-	800	137	164	-	(800)	-100.0%
Administrative Technology	5,623	-	3,179	3,179	-	-	0.0%
Service Maintenance Contracts	8,639	10,500	9,855	11,826	15,105	4,605	43.9%
Computer Licenses and Maint Agreements	1,895	-	1,895	2,274	-	-	0.0%
Rental (Non Vehicle and Equip)	50						
Professional Services	5,865	80,000	(5,300)	25,000	57,450	(22,550)	-28.2%
Forms and Supplies		500	-	-	600	100	20.0%
Publications and Subscriptions	310	200		-	600	400	200.0%
Dues and Memberships	275	618	230	276	600	(18)	-2.9%
Recording Title Reports	211	-	427	512	-	-	0.0%
Training, Conferences and Travel	2,468	7,500	7,926	9,511	7,500	-	0.0%
Other Travel Costs	15	500	-	-	600	100	20.0%
<b>Total Services and Supplies</b>	<b>134,159</b>	<b>104,118</b>	<b>20,200</b>	<b>55,441</b>	<b>83,455</b>	<b>(20,663)</b>	<b>-19.8%</b>
<b>Grand Total - Operations</b>	<b>909,368</b>	<b>1,274,702</b>	<b>844,584</b>	<b>1,154,620</b>	<b>1,115,320</b>	<b>(159,382)</b>	<b>-12.5%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>5.00</b>	<b>7.00</b>		<b>7.00</b>	<b>7.00</b>	<b>-</b>	<b>0.0%</b>



## *Utility Services*

- Department Summary
- Budget Summary

## **Department Summary**

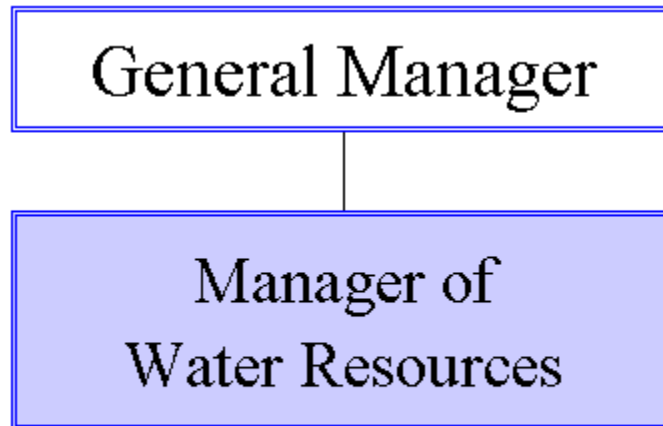
The Utility Services Department is responsible for maintaining, repairing and improving Calaveras County Water District's treatment and distribution facilities to ensure their reliable and efficient operation as well as providing a safe working environment for employees. The Utility Services Department also maintains all rolling stock and heavy equipment; minor facility construction and building services; develops and manages District's emergency response and security programs; manages water quality programs; complies with all applicable environmental regulations; and develops and manages computerized Supervisory Control and Data Acquisition (SCADA) and system maintenance programs. The Facilities Division maintains the District's buildings and grounds.

**Calaveras County Water District**  
**Non-Departmental Operating Budget: FY 2020-21**

<b>Utilities</b>	<b>Actual FY 2018-19</b>	<b>Adopted Budget FY 2019-20</b>	<b>Y-T-D as of 31-Mar-20</b>	<b>Projected FY 2019-20</b>	<b>Proposed Budget FY 2020-21</b>	<b>Variance to Budget FY 2019-20</b>	<b>% Change to Budget FY 2019-20</b>
<b>Salaries and Benefits</b>							
Salaries/Wages	3,531,665	3,962,129	2,852,385	3,962,129	4,314,537	352,408	8.9%
Overtime	288,291	211,370	216,023	288,031	291,462	80,092	37.9%
Benefits	1,820,115	2,543,237	1,406,006	1,874,675	1,872,664	(670,573)	-26.4%
Medical/Dental Reimbursement	12,253	18,400	6,137	16,000	18,800	400	2.2%
Retirement Expense	755,028		327,179	436,239	501,550	501,550	501550.0%
CalPERS UAL	344,734		123,041	164,055	188,304	188,304	188304.0%
<b>Total Salaries and Benefits</b>	<b>6,752,086</b>	<b>6,735,136</b>	<b>4,930,771</b>	<b>6,741,128</b>	<b>7,187,317</b>	<b>452,181</b>	<b>6.7%</b>
<b>Services and Supplies</b>							
Power	901,896	842,000	609,000	812,000	842,000	-	0.0%
Water	3,000	1,924	2,095	2,793	2,800	876	45.5%
Sewage	58,324	57,449	31,508	42,011	42,449	(15,000)	-26.1%
Telephone Lease Lines	3,633	4,000	2,660	3,547	4,000	-	0.0%
Telephone	84,818	7,643	59,494	79,325	79,500	71,857	940.2%
Refuse/Disposal	14,026	9,500	11,354	15,139	15,200	5,700	60.0%
Materials & Supplies	108,808	100,000	66,655	88,873	102,000	2,000	2.0%
Herbicide	1,004	1,500	756	1,008	1,500	-	0.0%
Safety Eq Repl Consumables	39,093	40,000	26,430	35,240	40,000	-	0.0%
Tools	51,345	25,000	31,194	41,592	30,000	5,000	20.0%
Uniforms - New	9,197	12,000	12,173	16,231	12,000	-	0.0%
CalFire Expenses	-	-	-	-	18,000	18,000	18000.0%
Lab Supplies Consumables	54,911	34,000	41,719	55,625	40,000	6,000	17.6%
Ozone System Parts	690	43,600	8,679	11,572	10,000	(33,600)	-77.1%
UV Parts and Supplies	51,352	112,000	69,459	92,612	102,000	(10,000)	-8.9%
Electrical Parts Replacement	97,361	75,000	46,403	61,871	80,000	5,000	6.7%
Leak Repair Supplies	162,658	80,000	88,644	118,192	100,000	20,000	25.0%
Road Repair Materials	40,897	25,000	15,997	21,329	25,000	-	0.0%
SCADA Radio Supplies	32,166	40,000	16,621	22,161	40,000	-	0.0%
Septic Tanks - New and Repairs	5,868	10,000	7,461	9,948	20,000	10,000	100.0%
Meters New Conn and Repl	25,933	30,000	5,983	7,977	55,000	25,000	83.3%
Aerator/Compressor etc. repair	24,611	18,000	18,973	25,297	18,000	-	0.0%
Computers/peripherals	385	6,000	23,652	31,536	6,000	-	0.0%
Control Sys/Pressure Transducer	4,783	10,000	12,304	16,405	10,000	-	0.0%
Headworks/Solids Removal Rep	33,412	19,000	7,871	10,495	20,000	1,000	5.3%
HVAC	7,635	8,500	4,965	6,620	8,500	-	0.0%
Mixers	47,905	15,000	14,256	19,008	15,000	-	0.0%
Monitor Wells Repair		1,000		-	1,000	-	0.0%
Pumps/Motors Repair	77,178	75,000	78,379	104,505	100,000	25,000	33.3%
Solids Handling Equip Repair	1,919		1,593	2,124	5,000	5,000	5000.0%
Chemicals	347,946	340,000	211,283	281,711	340,000	-	0.0%
Outside Services/Repairs	58,090	75,000	79,165	105,553	100,000	25,000	33.3%
Fire Ext. Testing Cust. Base	1,600	1,800	1,600	2,133	2,000	200	11.1%
Spraying - Weeds & Insects	18,346	11,700	10,710	14,280	13,000	1,300	11.1%
Snow Removal	5,460	6,000	840	1,120	6,000	-	0.0%
Uniform Launder	31,020	12,100	16,888	22,517	23,000	10,900	90.1%
Fire Hydrant Maintenance	28,817	24,000		-	47,000	23,000	95.8%
Groundwater Monitoring	48,476	45,000	20,782	27,709	45,000	-	0.0%
Instrumentation Tech	2,348	6,500	6,331	8,441	8,500	2,000	30.8%
Ozone System PM		10,000		-	10,000	-	0.0%
Backflow Device Testing	1,995	6,500	2,240	2,987	4,000	(2,500)	-38.5%
SCADA Consulting (A-Teem)	4,927	10,000	3,760	5,013	10,000	-	0.0%
Hauling / Dig / Crane	10,455	12,000	11,052	14,736	12,000	-	0.0%
Pave / Seal / Asphalt Repair	112,759	94,200	73,148	97,531	100,000	5,800	6.2%
Telemetry / Radio		3,000		-	3,000	-	0.0%
Septic Hauling	21,406	29,000	27,147	36,196	31,000	2,000	6.9%
Tank Cleaning	32,134	74,000	71,040	94,720	60,000	(14,000)	-18.9%
Building Repairs	13,607	35,000	10,562	14,083	35,000	-	0.0%

**Calaveras County Water District**  
**Non-Departmental Operating Budget: FY 2020-21**

<b>Utilities</b>	<b>Actual FY 2018-19</b>	<b>Adopted Budget FY 2019-20</b>	<b>Y-T-D as of 31-Mar-20</b>	<b>Projected FY 2019-20</b>	<b>Proposed Budget FY 2020-21</b>	<b>Variance to Budget FY 2019-20</b>	<b>% Change to Budget FY 2019-20</b>
UV System PM		5,000		-	5,000	-	0.0%
Computer Licenses and Maint Agreements	6,699	8,000	21,294	28,392	26,400	18,400	230.0%
Laboratory Services	151,937	165,000	117,857	157,143	165,000	-	0.0%
Rental (Non Vehicle and Equip)	33,000		30,000	40,000	36,000	36,000	36000.0%
Professional Services	91,091	84,300	41,479	55,305	89,300	5,000	5.9%
Operating Exp Gas and Oil	218,276	210,000	217,218	289,624	231,000	21,000	10.0%
Repair Exp/ Parts and Repairs	164,347	65,000	100,664	134,219	75,000	10,000	15.4%
Fuel/Repair - Generators	33,245	30,000	66,588	88,784	50,000	20,000	66.7%
Rental Exp/Vehicle and Equip.	86,575	30,000	15,790	21,053	54,473	24,473	81.6%
Vehicle Maintenance	-	210,017	70,600	94,133	8,245	(201,772)	-96.1%
Permits & Licenses	13,647	15,000	7,798	10,397	15,000	-	0.0%
Publications and Subscriptions		1,000	-	-	2,000	1,000	100.0%
Dues and Memberships	7,685	14,500	8,362	11,149	14,500	-	0.0%
Training, Conferences and Travel	34,969	35,000	28,953	38,604	35,000	-	0.0%
Other Travel Costs	846	-	183	244	184	184	184.0%
Purchased Water	2,349	5,000	1,489	1,985	5,000	-	0.0%
Fed, State & County Wtr/Swr Fees	394,107	230,000	213,842	285,123	236,000	6,000	2.6%
Misc. Non-Operating Costs	-	-	-	-	-	-	0.0%
<b>Total Services and Supplies</b>	<b>3,922,967</b>	<b>3,606,733</b>	<b>2,804,943</b>	<b>3,739,924</b>	<b>3,742,551</b>	<b>135,818</b>	<b>3.8%</b>
<b>Grand Total - Operations</b>	<b>10,675,054</b>	<b>10,341,869</b>	<b>7,735,714</b>	<b>10,481,052</b>	<b>10,929,868</b>	<b>587,999</b>	<b>5.7%</b>
<b>Capital Outlay</b>							
Vehicles / Equipment	345,241	161,100	308,361	574,778	455,000	293,900	182.4%
Vehicles Capital Lease					128,983	128,983	128983.0%
Projects		342,900	7,700	55,000	114,100	(228,800)	-66.7%
<b>Total Capital Outlay</b>	<b>345,241</b>	<b>504,000</b>	<b>316,061</b>	<b>629,778</b>	<b>698,083</b>	<b>194,083</b>	<b>38.5%</b>
<b>Total Operations &amp; Capital Outlay</b>	<b>11,020,294</b>	<b>10,845,869</b>	<b>8,051,775</b>	<b>11,110,830</b>	<b>11,627,951</b>	<b>782,082</b>	<b>7.2%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>46.00</b>	<b>46.00</b>		<b>46.00</b>	<b>48.00</b>	<b>2.00</b>	<b>4.3%</b>



## *Water Resources*

- Department Summary
- Budget Summary

## **Department Summary**

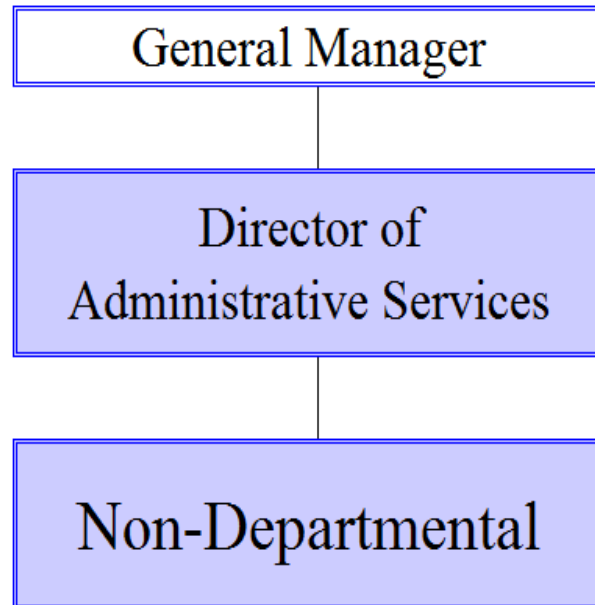
The Water Resources Department is responsible for developing short and long-term comprehensive water rights strategies for maintaining and protecting the District's water resources at the lowest cost to District ratepayers. These measures include the following areas of effort:

- Coordinate and develop state mandated Urban Water Management Plan (UWMP) updates and Water Supply Assessments (WSA's) with the Engineering Department.
- Coordinate, develop, and oversee District's Integrated Regional Water Management Plans (IRWMPs).
- Develop and coordinate groundwater management to increase water supply reliability.
- Coordinate regional and inter-regional sustainable resource management projects.
- Develop and coordinate District's long-term water conservation program.
- Initiate, coordinate, monitor and report on grant requests in association with CCWD staff.



**Calaveras County Water District**  
**Water Resources Operating Budget: FY 2020-21**

<b>Water Resources</b>	<b>Actual FY 2018-19</b>	<b>Adopted Budget FY 2019-20</b>	<b>Y-T-D as of 31-Mar-20</b>	<b>Projected FY 2019-20</b>	<b>Proposed Budget FY 2020-21</b>	<b>Variance to Budget FY 2019-20</b>	<b>% Change to Budget FY 2019-20</b>
<b>Salaries and Benefits</b>							
Salaries/Wages	206,831	124,623	88,159	117,545	135,512	10,889	8.7%
Benefits	97,711	54,739	38,086	50,781	52,063	(2,676)	-4.9%
Medical/Dental Reimbursement	400	400	400	533	-	(400)	-100.0%
Retirement Expense	22,161	9,990	6,263	8,351	19,235	9,245	92.5%
CalPERS UAL	773	4,708	430	573	8,593	3,885	82.5%
<b>Total Salaries and Benefits</b>	<b>327,876</b>	<b>194,460</b>	<b>133,338</b>	<b>177,784</b>	<b>215,403</b>	<b>20,943</b>	<b>10.8%</b>
<b>Services and Supplies</b>							
Materials & Supplies	9,642	500	457	609	500	-	0.0%
Outside Legal Fees	153,942	155,000	72,427	96,569	120,000	(35,000)	-22.6%
Advertising/Publicity	50	500	-	-	500	-	0.0%
Professional Services	197,756	73,547	31,328	41,771	99,000	25,453	34.6%
Dues and Memberships	31,310	47,500	60,365	80,487	63,443	15,943	33.6%
Training, Conferences and Travel	4,052	4,000	1,466	1,955	4,000	-	0.0%
Other Travel Costs	677	750	-	-	750	-	0.0%
Purchased Water	-	293,262	-	293,262	293,262	-	0.0%
State Water Right Fees	30,110	785,000	313,676	418,235	786,000	1,000	0.1%
Mandated Plans	30,783	20,000	-	-	120,000	100,000	500.0%
Strategic Plans/Updates.	-	50,000	-	-	-	(50,000)	-100.0%
Water Conservation	2,023	-	-	-	-	-	0.0%
<b>Total Services and Supplies</b>	<b>460,345</b>	<b>1,430,059</b>	<b>479,719</b>	<b>932,887</b>	<b>1,487,455</b>	<b>57,396</b>	<b>4.0%</b>
<b>Grand Total - Operations</b>	<b>788,221</b>	<b>1,624,519</b>	<b>613,057</b>	<b>1,110,671</b>	<b>1,702,858</b>	<b>78,339</b>	<b>4.8%</b>
<b>Funded Positions (FTE) -&gt;</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>	<b>0.0%</b>



## *Non-Departmental*

- Department Summary
- Budget Summary

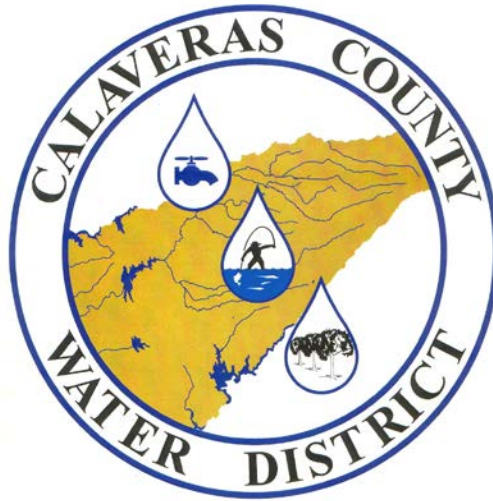
## **Department Summary**

The Non-Departmental component of the budget is where the District records the costs for services and supplies that are not related to any one department, but benefit the entire District as a whole. As such there are no salaries and benefits associated with this budget. Items budgeted in non-departmental include general Operations Headquarter expenses; office supplies; retiree health benefits for current retirees; insurance, including automobile, general liability and property; Federal and State dam administration fees. Also included in the Non-Departmental budget are the annual principal and interest payments required to service the District's debt obligations.

**Calaveras County Water District**  
**Non-Departmental Operating Budget: FY 2020-21**

Non-Departmental	Actual FY 2018-19	Adopted Budget FY 2019-20	Y-T-D as of 31-Mar-20	Projected FY 2019-20	Proposed Budget FY 2020-21	Variance to Budget FY 2019-20	% Change to Budget FY 2019-20
<b>Services and Supplies</b>							
Power	9,607	7,800	6,310	8,414	8,585	785	10.1%
Water	2,635	2,800	2,682	3,576	3,650	850	30.4%
Telephone	11,454	9,300	7,313	9,750	9,945	645	6.9%
Refuse/Disposal	2,594	2,600	1,798	2,397	2,600	-	0.0%
Materials & Supplies	48,900	40,000	47,659	63,545	40,000	-	0.0%
Tools	783	500	291	387	500	-	0.0%
Safety Materials & Supplies	397			-		-	0.0%
Outside Services/Repairs	16,362	11,000	6,380	8,506	9,000	(2,000)	-18.2%
Service Maintenance Contracts	5,627	5,800	5,681	7,575	7,800	2,000	34.5%
Building Repairs	39	5,000	3,005	4,007	5,000	-	0.0%
Claims/Damages	125	5,000	1,960	2,613	5,000	-	0.0%
Janitorial Services	23,220	23,220	17,415	23,220	23,220	-	0.0%
Professional Services	600	-	80	107		-	0.0%
Purchased Water	293,262			-		-	0.0%
Retired Employee Costs	570,621	599,000	462,617	616,823	620,000	21,000	3.5%
Insurance	160,550	206,231	206,031	206,031	216,333	10,102	4.9%
Federal Dam & Admin Fees	3,282			-		-	0.0%
Misc. Non-Operating Costs	292		12	16	16,120	16,120	16120.0%
<b>Total Services and Supplies</b>	<b>1,150,349</b>	<b>918,251</b>	<b>769,234</b>	<b>956,968</b>	<b>967,753</b>	<b>49,502</b>	<b>5.4%</b>
<b>Grand Total - Operations</b>	<b>1,150,349</b>	<b>918,251</b>	<b>769,234</b>	<b>956,968</b>	<b>967,753</b>	<b>49,502</b>	<b>5.4%</b>
<b>Debt Service</b>							
Interest - PERS Side Fund	2,880	-	-	-	-	-	0.0%
Principal - PERS Side Fund	256,916						0.0%
Interest - Umpqua PERS UAL	-	188,482	188,482	188,482	176,475	(12,007)	-6.4%
Principal - Umpqua PERS UAL	-	268,000	268,000	268,000	328,000	60,000	22.4%
Interest - Umpqua Capital R&R Loan	89,966	58,083	249,181	58,083	25,103	(32,980)	-56.8%
Principal - Umpqua Capital R&R Loan	2,043,823	1,519,334	1,519,334	1,519,334	1,552,314	32,980	2.2%
Interest - USDA Reach 3a Bond	57,543	56,548	56,548	56,548	55,532	(1,016)	-1.8%
Principal - USDA Reach 3a Bond	43,700	44,700	44,700	44,700	45,700	1,000	2.2%
Interest - Vac-Con Loan		24,064		-	12,324	(11,740)	-48.8%
Principal - Vac-Con Loan		7,453		-	111,681	104,228	1398.5%
Interest - New Hogan	17,115	14,627		14,627	12,142	(2,485)	-17.0%
Principal - New Hogan	55,242	55,242		55,242	55,242	-	0.0%
Interest - Admin Building Loan	-	60,731		60,731	46,107	(14,624)	-24.1%
Principal - Admin Building Loan	570,741	585,010		585,010	599,635	14,625	2.5%
Interest - Sewer Fund Loan	-	13,014		13,014	18,370	5,356	41.2%
Principal - Sewer Fund Loan	-	85,400		85,400	107,014	21,614	25.3%
<b>Total Debt Service</b>	<b>3,137,925</b>	<b>2,980,688</b>	<b>2,326,245</b>	<b>2,949,171</b>	<b>3,145,639</b>	<b>164,951</b>	<b>5.5%</b>
<b>Total Operations &amp; Debt Service</b>	<b>4,288,274</b>	<b>3,898,939</b>	<b>3,095,479</b>	<b>3,906,139</b>	<b>4,113,392</b>	<b>214,453</b>	<b>5.5%</b>

# CALAVERAS COUNTY WATER DISTRICT



## Capital Improvement Program (CIP)

- Schedule of Cash Flow
  - Water Projects Plan
  - Wastewater Projects Plan

Capital Improvement Program  
Schedule of Cash Flow - Water Projects  
FY 2020-21 thru FY 2022-2023

Project No	New Water Projects Project Description	2020/21 Proposed Project	Previous Years Expense + YTD 19/20	Cash Flow			Funding FY 20-21				
				FY 20-21	FY 21-22	FY 22-23	Expansion Funds	Reserves	Capital R & R	Grants	AD / Other Outside
	Ebbetts Pass Larkspur Pump Station Rehab / Electrical	300,000		300,000			-	-	300,000	-	-
	Ebbetts Pass Pinebrook Rehabilitation	400,000					-	-	-	-	-
	Avery Pumps / Motor Control Soft Starts	60,000		60,000				-	60,000		
	Jenny Lind Filters 3, 4 & 5 Rehab / Coating	660,000		330,000	330,000		-	-	330,000	-	-
	Jenny Lind Tanks A, B, E & F Rehab	2,000,000					-		-	-	-
	Jenny Lind Raw Water Intake Structure	4,000,000					-	-	-	-	-
	Jenny Lind Tank C Replacement	500,000		10,000			-	-	10,000	-	-
*	Copper Cove SCADA Improvements	60,000		60,000			-	-	60,000	-	-
48	Copper Cove Zone B-C Trans Pipeline & Pump Stations	9,010,000		10,000	-		-	-	10,000	-	-
	West Point Acorn Pump Station & Trans Pipeline	2,010,000		10,000			-	-	10,000	-	-
	West Point Middle Fork Pump Station	1,610,000		10,000			-	-	10,000	-	-
	Sheep Ranch Water Plant Replacement	800,000					-	-	-	-	-
	Sheep Ranch Distribution System Replacement	750,000					-	-	-	-	-
	Sheep Ranch Clearwell Rehab/ Repair and Paint	350,000					-	-	-	-	-
	Misc Road Repairs / CalOES	257,655		257,655			-	16,120	-	241,548	-
10029	Slurry Line Improvements	80,000		80,000			-	-	-		80,000
	<b>Total New Water Projects</b>	<b>\$ 22,847,655</b>	<b>\$ -</b>	<b>\$ 1,127,655</b>	<b>\$ 330,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,120</b>	<b>\$ 790,000</b>	<b>\$ 241,548</b>	<b>\$ 80,000</b>

Project No	Carryover Water Projects Project Description	2020/21 Proposed Project	Previous Years Expense + YTD 19/20	Cash Flow			Expansion Funds	Reserves	Capital R & R	Grants	AD / Other Outside
				FY 20-21	FY 21-22	FY 22-23					
11083C	Copper Cove Tank B /Clearwell (11079/11080)	1,171,000	10,885	10,000	150,000	1,000,115	-	-	10,000	-	-
11084	Ebbetts Pass Techite Water Line Replacement	2,463,000	413,000	1,950,000	100,000		-	-	1,950,000	-	-
11085	Ebbetts Pass Reach 1 Water Line Replacement	8,353,000	4,853,321	3,499,679			875,000	-	2,624,679	-	-
11088	Jenny Lind Tank A-B Transmission Line	5,513,000	13,416	500,000	3,000,000	1,999,584	125,000	-	375,000	-	-
11092	Jenny Lind WTP PreTreatment Facility	5,067,000	5,027,060	39,940	-		-	-	9,985	29,955	-
11095	Ebbetts Pass Redwood Tanks HMGP	3,038,000	38,416	500,000	1,200,000	1,299,584	-	-	125,000	375,000	-

11096	AMR/AMI Radio Read Meter Program	6,112,000	112,909	2,000,000	2,000,000	1,999,091	-	-	-	2,000,000	-
11098	EP Hunters WTP Filter Rehab	480,000	456,500	23,500	-	-	-	-	23,500	-	-
11099	EP Meadowmont Pump Station / Rehab.	234,000	84,169	149,831	-	-	-	-	149,831	-	-
11100	Wallace SCADA System Improvements	101,000	1,310	-	-	40,000	-	-	-	-	-
11101	District Corp Yard	600,000	-	300,000	150,000	150,000	-	300,000	-	-	-
11103	Hunters Raw Water Pumps Renovations	2,015,000	5,216	10,000	200,000	-	-	-	10,000	-	-
11104	Lake Tulloch Submerged Water Line Crossing	3,500,000	-	-	200,000	200,000	-	-	-	-	-
11106	West Point Backup Water Filter	2,000,000	434	500,000	500,000	999,566	-	-	500,000	-	-
11107	West Point SCADA Improvements	110,000	434	10,000	-	40,000	-	-	10,000	-	-
11108	Big Trees Pump Stations 1, 4 & 5 Replacement	860,000	107	10,000	-	75,000	-	-	10,000	-	-
11110	Reeds Turnpike Pump Station Replacement	350,000	214	50,000	299,786	-	-	-	20,000	-	30,000
11111	Copper Cove Tank B Pump Station Renovation	910,000	107	10,000	150,000	749,893	-	-	10,000	-	-
11112	White Pines Dam/Blanket Drain Rehab	65,000	-	65,000	-	-	-	-	100,000	-	-
11066G	Jenny Lind (Kirby/Garner/Gabor) Service Lines	600,000	500,000	100,000	-	-	-	-	475,000	-	-
11083J	Jenny Lind Clearwell #2 / Repair & Paint	216,000	16,219	-	-	-	-	-	-	-	-
11083L	Larkspur Tank / Repair & Paint	373,000	22,968	50,000	150,000	150,032	-	-	50,000	-	-
11083S	Ebbetts Pass Sawmill Tank / Repair & Paint	1,510,000	10,345	-	-	300,000	-	-	-	-	-
11083W	Wallace Tanks / Repair & Paint	456,000	6,614	-	-	50,000	-	-	-	-	-
<b>Total Carryover Water Projects</b>		<b>\$ 46,097,000</b>	<b>\$ 11,573,644</b>	<b>\$ 9,777,950</b>	<b>\$ 8,099,786</b>	<b>\$ 9,052,865</b>	<b>\$ 1,000,000</b>	<b>\$ 300,000</b>	<b>\$ 6,452,995</b>	<b>\$ 2,404,955</b>	<b>\$ 30,000</b>
<b>Capital Water Non-CIP Projects</b>		<b>\$ 628,100</b>		<b>\$ 628,100</b>				<b>\$ -</b>	<b>\$ 628,100</b>	<b>\$ -</b>	
<b>TOTAL WATER PROJECTS</b>		<b>\$ 69,572,755</b>	<b>\$ 11,573,644</b>	<b>\$ 11,533,705</b>	<b>\$ 8,429,786</b>	<b>\$ 9,052,865</b>	<b>\$ 1,000,000</b>	<b>\$ 316,120</b>	<b>\$ 7,871,095</b>	<b>\$ 2,646,503</b>	<b>\$ 110,000</b>

Capital Improvement Program  
Schedule of Cash Flow - Wastewater Projects  
FY 2020-21 thru 2022-23

Project No	New Wastewater Projects Project Description	Total Project Cost	Previous Years Expense + YTD 19/20	Funding FY 20-21								
				Cash Flow			Expansion	Reserves	Capital	Grants	AD / Other	
				FY 20-21	FY 21-22	FY 22-23	Funds		R & R		Outside	
	La Contenta Spray Fields	200,000		200,000						200,000		
	Tertiary Filter Rehab	250,000	0	25,000	100,000	125,000				25,000		
	Effluent Storage Tank Rehab	250,000	0	25,000	100,000	125,000				25,000		
	Lift Station 2& 3 Improvements	1,000,000	0			250,000						
	Reclamation Plant Filter Rehab	230,000		230,000						230,000		
	UV Disinfection System Replacement	300,000			300,000							
	Sludge Tank & Belt Press Improvements	50,000		50,000						50,000		
	Regional Biosolids/Sludge Handling	1,500,000										
	Collection System Rehab and I&I Mitigation	150,000			-		-	-	-	-	-	-
	Sequoia Woods Leach Field Rehab	150,000		-	-		-	-	-	-	-	-
	<b>Total New Wastewater Projects</b>	<b>\$ 4,080,000</b>	<b>\$ -</b>	<b>\$ 530,000</b>	<b>\$ 500,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 530,000</b>	<b>\$ -</b>	<b>\$ -</b>	
Project No	Carryover Wastewater Projects Project Description	Total Project Cost	Previous Years Expense	Cash Flow			Expansion	Reserves	Capital	Grants	AD / Other	
	15076 CC Lift Station 6, 8 & Force Main Bypass	3,652,000	152,000	500,000	1,500,000	1,500,000	-	-	500,000	-	-	
	15080 CC Lift Station 15 & 18 Rehab/Replacement	2,656,000	156,000	300,000	1,100,000	1,100,000	-	-	300,000	-	-	
	15082 Vallecito Recycled Water Distribution Project	280,000	94,315		-		-	-			-	
	15087/10033 Wallace Renovation/SCADA/PLC & Electrical	124,000	24,000	100,000	-		-	-	-	-	100,000	
	15091 West Point/Wilseyville Consolidation Project	4,757,000	7,000	450,000	2,150,000	2,150,000	-	-	450,000	-	-	
	15095 Arnold Secondary Clarifier	2,010,000	10,000	500,000	750,000	750,000	100,000	-	400,000	-	-	
	15096 Arnold Leach Field Improvements	702,000	2,000	100,000	300,000	300,000	20,000	-	80,000	-	-	
	15097 LC Biolac, Clarifier & UV Improvements	4,000,000		-	300,000	300,000	-	-	-	-	-	
	15094 CC Secondary, Tertiary & UV Improvements	13,016,000	16,000	200,000	800,000	2,000,000	100,000	-	100,000	-	-	
	15092 Huckleberry Lift Station Rehab	480,000	415,000	65,000	-		-	-	65,000	-	-	
	15098 Indian Rock East Sand Filter Rehab	200,000		200,000	-		-	-	200,000	-	-	
	15099 Headworks Screen Projects	275,000	-	275,000	-		-	-	275,000	-	-	
	15093 Southworth Collection System / I&I Mitigation	150,000	100,000	50,000	-		-	-	50,000	-	-	
	<b>Total Carryover Wastewater Projects</b>	<b>\$ 32,302,000</b>	<b>\$ 976,315</b>	<b>\$ 2,740,000</b>	<b>\$ 6,900,000</b>	<b>\$ 8,100,000</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>\$ 2,420,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	
	<b>Capital Sewer Non-CIP Projects</b>	<b>\$ 111,000</b>		<b>\$ 111,000</b>				<b>\$ -</b>	<b>\$ 111,000</b>	<b>\$ -</b>		
	<b>TOTAL WASTEWATER PROJECTS</b>	<b>\$ 36,493,000</b>	<b>\$ 976,315</b>	<b>\$ 3,381,000</b>	<b>\$ 7,400,000</b>	<b>\$ 8,600,000</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>\$ 3,061,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>	
	<b>TOTAL WATER &amp; WASTEWATER PROJECTS</b>	<b>\$ 106,065,755</b>	<b>\$ 12,549,959</b>	<b>\$ 14,914,705</b>	<b>\$ 15,829,786</b>	<b>\$ 17,652,865</b>						



# Budget Item

DATE: May 12, 2020

*Rebecca Callen*

TO: Michael Minkler

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Budget Request for the Financial/Utility Billing Software Replacement

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## **DISCUSSION:**

Springbrook is the platform for the Districts Financial and Utility Billing software. The version we are currently on is 7.15. The last major upgrade the District undertook with Springbrook was in 2013 when the most recent server was replaced.

The prior Director of Administration had discussed the need to upgrade or change for the 2020-21 fiscal year. However, it was determined to halt any significant decisions on direction until the new Director of Administration took over and was able to evaluate the best next course.

The existing server is end of life and needs to be decommissioned. We have the ability to move Springbrook over to another newer server on site. However, my preference and, the best practice going forward, would be to have the vendor host remotely and use standard software. This is regardless of whether we were to stay with Springbrook or go with another vendor. We currently are running several customizations due to the lack of ability in the existing version of software and to some degree would need to change several processes to conform to Springbrook's platform as it lacks various reporting and export functions needed.

Cloud based hosting is regularly accepted as a better alternative to locally hosting for a myriad of reasons. Succession planning identifies that the skill set to continue to find database administrators and staff that have the capacity to maintain servers and software will continue to be a challenge. Smaller agencies can capitalize on scarce resources by giving up the requirement to fund hardware and software locally, as well as higher costs staffing by having utilizing Software As A Service, or SAAS as it is commonly referred to. We don't own the software, but license the use of it. The vendor accepts the responsibility of servers, third party software, database administrators, and network management.

The current available version (7.18) of Springbrook has significant changes related to Utility Billing that include changes in Payment Plans (as required under SB998), advancement in reporting, additions in import and export functionality, and the availability of moving to a hosted platform. It continues to fall short on the financial systems side.

Since December of 2019, we have been evaluating what upgrading to Springbrook would give the District by way of efficiencies, better reporting, and better customer engagement. What was identified is even if we upgraded to the latest version of Springbrook, we still have issues to overcome that include a lack of overall financial reporting that would continue to be manual and cumbersome, an overly complicated Utility Billing system, lack of reporting for Customer Service, no purchase order workflow, no system to address non-customer services and purchases, and would still not be integrated between Utility Billing and the General Ledger.

We took this as an opportunity to evaluate other solutions and internally identify what changes we could make as part of an overall implementation plan to overhaul our processes while gaining massive efficiencies and mitigate risk. We created a focus group to discuss these issues and to attend a web demonstrations with Tyler Technologies and Springbrook. The consensus was moving to Tyler as being the most beneficial move for the District, long and short-term.

The requested implementation would address the current modules that we actively use under Springbrook, as well as fold in new modules that we are currently doing cumbersome manual processes or paying another provider higher costs with less capability and/or no integration.

<b>Current Module Type:</b>	Cashiering
Core Financials	Fixed Assets
Project Accounting	Utility CIS System
<b>New Module or Service Type:</b>	Purchasing
Misc. Accounts Receivable	Tyler University
Hosting	Content Manager

The week COVID-19 went into full effect, several District Staff were scheduled to visit TUD to review their implementation of Tyler Technologies. Unfortunately, that meeting had to be canceled. However, we have had nothing but positive feedback from their staff and would utilize them in evaluating best practices and pitfalls to guide us through an effective implementation.

Staying with Springbrook, would ultimately cost slightly less annually. Doing a full comparison, inclusive of savings in other sections of our business, it would be about \$6,531 less annually to stay with Springbrook. However, we would still continue to have pretty substantial issues and manual processes to overcome. That would continue. If we stay with Springbrook, we will need to integrate our Utility Billing system with the Financial System, that is without question. We cannot continue with the current system as it is setup. The current process of manually posting Journal Entries is not advantageous, risky due to human error, and extremely expensive given these could be done automatically by a properly implemented system. We are currently paying highly qualified staff to do basic manual entry.

Moving to Tyler would offer the District the opportunity to work more effectively and efficiently and this in turn creates better reporting, accountability, and makes training much easier for staff cross training and succession planning. It allows for better customer information and a much more cohesive system across functional departments. With the shift from manual processes and postings, fiscal staff can take on more analysis and higher level accounting functions that we are currently paying outside consultants to do at much higher costs. Additionally, document management would reduce and, in some cases, eliminate paper storage.

Tyler University offers online training opportunities for software training. However, it also includes expansive training courses which would in turn reduce new and existing employee training costs districtwide. This includes everything from compliance training, customer service and professional competency training, Microsoft Office, etc.

Purchasing would take our current manual paper process that has been the same for decades to an electronic integrated workflow. This in of itself had the ability to change how our staff is working in a monumental way.

We have not definitively identified if staying with Paymentus or going with CivicPay for Merchant Services and utility collection is the best. We are continuing to evaluate that piece. At this point, we feel it would be difficult to try to transition customers from one platform to another. However, we will continue to monitor that portion of the project and would bring forward any recommendations in changing at a later time. This evaluation is inclusive of costs, customer impact, and system integration efficiency gains.

**FINANCIAL CONSIDERATIONS:**

Implementation costs are significant, \$97,780 for Tyler Technologies. I am proposing the Special Project Reserve fund those costs. Annual licensing costs stand at \$45,787 for Tyler for the same modules we are using with Springbrook and an increased amount of \$16,135 for the new modules listed above. This is an annual cost of \$61,922.

Springbrook implementation costs do NOT address integration, but keeping the system exactly as it is would be \$8,000. To integrate, this would likely increase to \$60,000. In order to upgrade, we can move the system to an existing on premise server or go hosted. I recommend going hosted, as stated above, to help eliminate the ongoing server maintenance and management, and third party software required. The new annual licensing costs, with hosting is \$41,691 for Springbrook.

Comparatively, the annual licensing differences are:

<b>Springbrook Upgrade</b>		<b>Tyler Conversion</b>	
Base Modules (Hosted)			
	\$41,691		\$45,787
Document Manager			
Questys (Existing)	\$7,700	Tyler Document Manager	\$4,980
		New Modules	\$11,155
Total Annual Costs	\$49,391		\$61,922

This is an annual increase of \$12,531 upon successfully implementing.

Due to the fact that implementation takes 12-18 months to complete, we would continue to have exiting licensing costs for both Springbrook and Questys for the 2020-21 Fiscal Year. This would continue for 2020-21 at \$25,339 for Springbrook and \$7700 for Questys. Upon successfully completing the implementation, we would cease those costs for a net savings of \$33,039

Estimated savings that could be realized in future years:

Auditor costs: \$3500

Cost Recovery Services for Bonds \$2500

Inclusive of these savings factors, the overall difference in annual costs between Tyler and Springbrook, upon fully implementing would be \$6,531 higher annual costs for Tyler.

Calaveras County Water District  
**PERSONNEL ALLOCATION BY DEPARTMENT**  
 FISCAL YEARS 2018 - 2021

	Final 2017-18	Adopted 2018-19	Adopted 2019-20	Amended 2019-20	Proposed 2020-21
<b><u>Utility Services</u></b>					
<b>Director of Operations</b>	1.00	1.00	1.00	1.00	1.00
Director of Utility Services and Engineering	-	-	-	-	-
Regulatory Programs Manager	-	-	-	-	-
<b>Plant Operations Manager</b>	1.00	1.00	1.00	1.00	1.00
<b>Construction and Maintenance Manager</b>					1.00 (13)
<b>Operations, Senior Supervisor</b>	1.00	1.00	1.00	4.00 (11)	4.00
<b>Water/Wastewater Plant Operator OIT/I/II/III/Sr</b>	12.00	12.00	12.00	9.00 (11)	10.00 (12)
<b>Construction/Inspection I/II/III/Sr</b>	2.00	-	-	-	-
<b>Construction Worker I/II/III/Sr</b>	3.00	3.00	7.00 (6)	7.00	7.00
<b>Controls/Communication Senior Supervisor</b>	1.00	1.00	1.00	1.00	1.00
<b>Controls/Communication Technician I/Sr</b>	2.00	2.00	2.00	2.00	2.00
<b>Electrician I/II/Sr</b>	2.00	2.00	1.00 (8)	1.00	1.00
<b>Facilities Maintenance Worker</b>	-	-	1.00 (9)	1.00	1.00
<b>Mechanic I/II/Sr</b>	3.00	3.00	3.00	3.00	3.00
<b>Collection System Worker I/II/III/IV/Sr</b>	5.00	5.00	5.00	5.00	5.00
<b>Distribution Worker I/II/III/Sr</b>	10.00	10.00	7.00 (6/7)	7.00	7.00
<b>Meter Reader Trainee/I/II</b>	2.00	2.00	2.00	2.00	2.00
<b>Purchasing Agent</b>	-	-	1.00 (8)	1.00	1.00
<b>Administrative Technician I/II/Senior</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - Utility Services</b>	<b>46.00</b>	<b>44.00</b>	<b>46.00</b>	<b>46.00</b>	<b>48.00</b>
<b><u>General Management</u></b>					
<b>General Manager</b>	1.00	1.00	1.00	1.00	1.00
Assistant to the General Manager	-	-	-	-	-
<b>Executive Assistant</b>	1.00	1.00	1.00	1.00	1.00
<b>Manager of Human Resources</b>	-	-	1.00 (4)	1.00	1.00
<b>Director of Human Resources/Customer Service</b>	1.00	1.00	-	(4)	-
<b>Human Resources Manager</b>	-	-	-	-	-
<b>Human Resources Technician</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - General Management</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b><u>Engineering/Technical Services</u></b>					
<b>District Engineer</b>	1.00	1.00	1.00	1.00	1.00
<b>Senior Civil Engineer</b>	1.00	1.00	1.00	1.00	1.00
<b>Civil Engineer</b>	-	-	1.00 (3)	1.00	1.00
<b>Construction Inspector I/II/III/Sr</b>	-	2.00 (2)	2.00	1.00 (7)	1.00
<b>Engineering Analyst</b>	1.00	1.00	1.00	-	(10)
<b>Engineering Coordinator</b>					1.00 (14)
<b>Engineering Technician I/II/Sr</b>	1.00	1.00	1.00	2.00 (10)	2.00
<b>Administrative Technician I/II/Sr</b>	1.00	1.00	1.00	1.00	-
<b>Total - Engineering/Technical Services</b>	<b>5.00</b>	<b>7.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>

**Administrative Services**

Calaveras County Water District  
**PERSONNEL ALLOCATION BY DEPARTMENT**  
 FISCAL YEARS 2018 - 2021

	Final 2017-18	Adopted 2018-19	Adopted 2019-20	Amended 2019-20	Proposed 2020-21
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Accountant I/II	2.00	2.00	2.00	2.00	1.00 (15)
Accounting Technician I/II	- (1)	-	-	-	1.00 (15)
Manager of External Affairs	-	-	1.00 (5)	1.00	1.00
Customer Service Representative I/II/III/Sr	3.00	3.00	3.00	3.00	3.00
Facilities Maintenance Worker	1.00	1.00	1.00	- (9)	-
Information System Administrator	1.00	1.00	1.00	1.00	1.00
<b>Total - Administrative Services</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>
<b>Water Resources</b>					
Manager of Water Resources	1.00	1.00	1.00	1.00	1.00
Manager Ex Affairs, Conservation & Grants I/II	1.00	1.00	- (5)	-	-
<b>Total - Water Resources</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total - Personnel Allocation</b>	<b>65.00</b>	<b>65.00</b>	<b>68.00</b>	<b>66.00</b>	<b>68.00</b>

**Notes**

**FY 2017-18**

- (1) Deleted 0.5 FTE Accounting Technician I/II/III in Administrative Services

**FY 2018-19**

- (2) Moved 2.0 FTE Construction Inspector I/II/III/Sr from Utilities to Engineering/Technical Services
- (3) Added 1.0 FTE Civil Engineer in Engineering/Technical Services
- (4) Deleted 1.0 FTE Director of Human Resources/Customer Service and added 1.0 FTE Manager of Human Resources
- (5) Deleted 1.0 FTE PIO/Community Relations Manager and added 1.0 FTE Manager of External Affairs

**FY 2019-20**

- (6) Reclassed 4.0 FTE Distribution Worker I/II/III/Sr in Utilities to 4.0 FTE Construction Worker I/II/III/Sr
- (7) Moved 1.0 FTE Construction Inspector I/II/III/Sr from Engineering/Technical Services to Utilities and reclassified position to 1.0 FTE Distribution Worker I/II/III/Sr
- (8) Deleted 1.0 FTE Electrician/II/Sr in Utilities and added 1.0 FTE Purchasing Agent in Utilities
- (9) Moved 1.0 FTE Facilities Maintenance Worker from Administrative Services to Utilities
- (10) Deleted 1.0 FTE Engineering Analyst and added 1.0 FTE Engineering Technician I/II/Sr
- (11) Deleted 3.0 FTE Water/Wastewater Plant Operator OIT/I/II/III/Sr and added 3.0 FTE Operations Senior Supervisor 12/16/19
- (12) Add OIT/I/II/III/Sr 6/10/20

**FY 2020-21**

- (13) Add 1.0 FTE Construction and Maintenance Mgr 6/24/20
- (14) Removed 1.0 FTE Engineering Analyst and 1.0 FTE Admin Technician, add 1.0 FTE Engineering Coordinator
- (15) Reclass 1.0 FTE Accounting I to 1.0 FTE Accounting Technician

# Agenda Item

DATE: June 10, 2020  
TO: Michael Minkler, General Manager  
FROM: Rebecca Callen, Director of Administrative Services  
SUBJECT: Discussion/Action Amending the Fiscal Year 2019-20 Personnel Allocation

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## **RECOMMENDED ACTION:**

Motion: \_\_\_\_\_/\_\_\_\_\_ to adopt Resolution 2020-\_\_\_\_\_ amending Fiscal Year 2019-20 Personnel Allocation

## **SUMMARY:**

A detailed discussion of the immediate need to add a treatment plant operator is included in the budget staff report. In order to fill the position immediately, the personnel allocation for the remainder of Fiscal Year 19/20 must be updated. The attached Resolution implements the recommended change to the personnel allocation.

## **FINANCIAL CONSIDERATIONS:**

This new position is considered temporary until an anticipated retirement occurs among the treatment plant operators. For FY 20/21, the position is funded using one-time carry over funds from the current fiscal year. This additional treatment plant operator is included in the proposed balanced FY 2020-21 budget.

*Attachments:*

- Amended FY 2019-20 Personnel Allocation by Department
- Resolution 2020-\_\_\_\_\_ Amending Fiscal Year 2019-20 Personnel Allocation

Calaveras County Water District  
**PERSONNEL ALLOCATION BY DEPARTMENT**  
 FISCAL YEARS 2017 - 2020

	Adopted 2017-18	Adopted 2018-19	Amended 2018-19	Adopted 2019-20	Proposed 2019-20
<b><u>Utility Services</u></b>					
<b>Director of Operations</b>	1.00	1.00	1.00	1.00	1.00
Director of Utility Services and Engineering	-	-	-	-	-
Regulatory Programs Manager	-	-	-	-	-
<b>Plant Operations Manager</b>	1.00	1.00	1.00	1.00	1.00
<b>Operations, Senior Supervisor</b>	1.00	1.00	1.00	1.00	4.00 (11)
<b>Water/Wastewater Plant Operator OIT/I/II/III/Sr</b>	12.00	12.00	12.00	12.00	10.00 (12)
<b>Construction/Inspection I/II/III/Sr</b>	2.00	-	(2)	-	-
<b>Construction Worker I/II/III/Sr</b>	3.00	3.00	3.00	7.00 (6)	7.00
<b>Controls/Communication Senior Supervisor</b>	1.00	1.00	1.00	1.00	1.00
<b>Controls/Communication Technician I/Sr</b>	2.00	2.00	2.00	2.00	2.00
<b>Electrician I/II/Sr</b>	2.00	2.00	2.00	1.00 (8)	1.00
<b>Facilities Maintenance Worker</b>	-	-	-	1.00 (9)	1.00
<b>Mechanic I/II/Sr</b>	3.00	3.00	3.00	3.00	3.00
<b>Collection System Worker I/II/III/IV/Sr</b>	5.00	5.00	5.00	5.00	5.00
<b>Distribution Worker I/II/III/Sr</b>	10.00	10.00	10.00	7.00 (6/7)	7.00
<b>Meter Reader Trainee/I/II</b>	2.00	2.00	2.00	2.00	2.00
<b>Purchasing Agent</b>	-	-	-	1.00 (8)	1.00
<b>Administrative Technician I/II/Senior</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - Utility Services</b>	<b>46.00</b>	<b>44.00</b>	<b>44.00</b>	<b>46.00</b>	<b>47.00</b>
<b><u>General Management</u></b>					
<b>General Manager</b>	1.00	1.00	1.00	1.00	1.00
Assistant to the General Manager	-	-	-	-	-
<b>Executive Assistant</b>	1.00	1.00	1.00	1.00	1.00
<b>Manager of Human Resources</b>	-	-	1.00 (4)	1.00	1.00
<b>Director of Human Resources/Customer Service</b>	1.00	1.00	-	(4)	-
<b>Human Resources Manager</b>	-	-	-	-	-
<b>Human Resources Technician</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - General Management</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>
<b><u>Engineering/Technical Services</u></b>					
<b>District Engineer</b>	1.00	1.00	1.00	1.00	1.00
<b>Senior Civil Engineer</b>	1.00	1.00	1.00	1.00	1.00
<b>Civil Engineer</b>	-	-	1.00 (3)	1.00	1.00
<b>Construction Inspector I/II/III/Sr</b>	-	2.00 (2)	2.00	1.00 (7)	1.00
<b>Engineering Analyst</b>	1.00	1.00	1.00	-	(10)
<b>Engineering Technician I/II/Sr</b>	1.00	1.00	1.00	2.00 (10)	2.00
<b>Administrative Technician I/II/Sr</b>	1.00	1.00	1.00	1.00	1.00
<b>Total - Engineering/Technical Services</b>	<b>5.00</b>	<b>7.00</b>	<b>8.00</b>	<b>7.00</b>	<b>7.00</b>
<b><u>Administrative Services</u></b>					
<b>Director of Administrative Services</b>	1.00	1.00	1.00	1.00	1.00
<b>Accountant I/II/III</b>	2.00	2.00	2.00	2.00	2.00
<b>Accounting Technician I/II/Sr</b>	-	(1)	-	-	-



Calaveras County Water District  
**PERSONNEL ALLOCATION BY DEPARTMENT**  
 FISCAL YEARS 2017 - 2020

	Adopted 2017-18	Adopted 2018-19	Amended 2018-19	Adopted 2019-20	Proposed 2019-20
Manager of External Affairs	-	-	1.00 (5)	1.00	1.00
Customer Service Representative I/II/III/Sr	3.00	3.00	3.00	3.00	3.00
Facilities Maintenance Worker	1.00	1.00	1.00	- (9)	-
Information System Administrator	1.00	1.00	1.00	1.00	1.00
<b>Total - Administrative Services</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>8.00</b>	<b>8.00</b>
<b>Water Resources</b>					
Manager of Water Resources	1.00	1.00	1.00	1.00	1.00
Manager Ex Affairs, Conservation & Grants I/II	1.00	1.00	- (5)	-	-
<b>Total - Water Resources</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Total - Personnel Allocation</b>	<b>65.00</b>	<b>65.00</b>	<b>66.00</b>	<b>66.00</b>	<b>67.00</b>

**Notes**

**FY 2017-18**

- (1) Deleted 0.5 FTE Accounting Technician I/II/III in Administrative Services

**FY 2018-19**

- (2) Moved 2.0 FTE Construction Inspector I/II/III/Sr from Utilities to Engineering/Technical Services
- (3) Added 1.0 FTE Civil Engineer in Engineering/Technical Services
- (4) Deleted 1.0 FTE Director of Human Resources/Customer Service and added 1.0 FTE Manager of Human Resources
- (5) Deleted 1.0 FTE PIO/Community Relations Manager and added 1.0 FTE Manager of External Affairs

**FY 2019-20**

- (6) Reclassed 4.0 FTE Distribution Worker I/II/III/Sr in Utilities to 4.0 FTE Construction Worker I/II/III/Sr
- (7) Moved 1.0 FTE Construction Inspector I/II/III/Sr from Engineering/Technical Services to Utilities and reclassified position to 1.0 FTE Distribution Worker I/II/III/Sr
- (8) Deleted 1.0 FTE Electrician/II/Sr in Utilities and added 1.0 FTE Purchasing Agent in Utilities
- (9) Moved 1.0 FTE Facilities Maintenance Worker from Administrative Services to Utilities
- (10) Deleted 1.0 FTE Engineering Analyst and added 1.0 FTE Engineering Technician I/II/Sr
- (11) Deleted 3.0 FTE Water/Wastewater Plant Operator OIT/I/II/III/Sr and added 3.0 FTE Operations Senior Supervisor 12/16/19

**RESOLUTION NO. 2020 - \_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT TO AMEND THE FISCAL YEAR 2019-20  
PERSONNEL ALLOCATION**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2019-45 on June 26, 2019 approving Fiscal Year 2019-20 Operating Budget in the amount of \$20,588,852; and

**WHEREAS**, the Board of Directors also adopted Resolution 2019-46 on June 26, 2019 approving the Fiscal Year 2019-20 Personnel Allocation; and

**WHEREAS**, the Board of Directors also adopted Resolution 2019-64 on September 11, 2019 amending the Fiscal Year 2019-20 Personnel Allocation; and

**WHEREAS**, the Board of Directors also adopted Resolution 2019-84 on December 11, 2019 amending the Fiscal Year 2019-20 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 amend the adopted FY 2019-20 Personnel Allocation Budget accordingly, effective June 10, 2020.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT authorizes an amendment to the Fiscal Year 2019-20 Personnel Allocation, attached hereto and made a part hereof, is hereby approved and adopted.

**PASSED AND ADOPTED** this 10<sup>th</sup> day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Bertha Underhill, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: June 10, 2020

TO: Michael Minkler, General Manager

FROM: Rebecca Callen, Director of Administrative Services *Rebecca Callen*

RE: Annual Standby Assessments – Indian Rock Vineyards, West Point, Ebbetts Pass, Jenny Lind, Copper Cove and Saddle Creek Service Areas

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## RECOMMENDED ACTION:

Motion \_\_\_\_\_ / \_\_\_\_\_ to approve Standby Assessments for FY 2020-21.

Indian Rock Vineyards Subdivision	Resolution No. 2020-_____
West Point Improvement Dist. 3	Resolution No. 2020-_____
Ebbetts Pass Improvement Dist. 5	Resolution No. 2020-_____
Jenny Lind Improvement Dist. 6/ Copper Cove Improvement Dist. 7 (incl. Copperopolis townsite)	Resolution No. 2020-_____
Saddle Creek Subdivision (within the Copper Cove Improvement Dist. 7)	Resolution No. 2020-_____
Copper Cove/La Contenta I.D. 8S	Resolution No. 2020-_____

## SUMMARY:

Under the Uniform Standby Charge Procedures Act (Government Code § 54984 et seq.), a local government agency that provides water or wastewater services such as Calaveras County Water District may adopt standby charges in connection with the provision of those services. A standby charge is often assessed to an unimproved property to help ensure adequate water or wastewater service will be available to that parcel when needed or to a developed property to help finance water or wastewater system improvements or other costs and expenses to provide water or wastewater service.

The Board is requested to approve the following standby fees as provided in the attached resolutions: (All of the proposed fees are exactly the same as last year and each year before.)

Indian Rock Vineyards Subdivision	\$10 per month for lots to which sewer is available but not receiving sewer service
West Point Improvement Dist. 3	\$10 per year for lots to which water is available but not receiving water service
Ebbetts Pass Improvement Dist. 5	\$10 per year for all lots within I.D. 5
Jenny Lind Improvement Dist. 6; Copper Cove Improvement Dist. 7; (incl. Copperopolis townsite); Saddle Creek Subdivision; and Copper Cove/La Contenta I.D. 8S	\$10 per year for lots that have improved values of less than \$5,000, and to which water and/or sewer service are available

Pursuant to law, notice concerning these annual fees was published on May 21, and May 28, 2020.

The Standby Assessments agenda item was reviewed and approved by the Finance Committee on May 19, 2020 to go forward to the full Board. Discussions regarding the history and intent of the assessments was addressed. Many of these originated in the late 1970s, post Prop 13. The fees were to fund O&M of contiguous infrastructure of these properties should they connect in the future.

**FINANCIAL CONSIDERATIONS:**

Revenue from standby fees for Fiscal Year 2020-21 is estimated at \$132,500.

**PUBLIC NOTICE  
CALAVERAS COUNTY WATER DISTRICT  
RE-ESTABLISHMENT OF STANDBY ASSESSMENTS**

Notice is hereby given that on June 10, 2020 at 1:00 p.m., or as soon thereafter as the matter may be heard, at the Calaveras County Water District Board Room, 120 Toma Court, San Andreas, California, the Board of Directors of the District will consider adoption of the re-establishment of Standby Assessments for the areas listed below. The public hearing will be made available to the public via teleconference. To request access, send an e-mail to [administration@ccwd.org](mailto:administration@ccwd.org) by 4:00 p.m. the day before the scheduled hearing.

Sewer Standby Assessment Fee of \$10 per month per parcel for those parcels within the Indian Rock Vineyards Subdivision that are not receiving sewer service and to which sewer service is made available.

Water Standby Assessment Fee of \$10 per year per parcel within the West Point Improvement District No. 3 service area for those parcels to which water service is made available that are not receiving water service.

Water Standby Assessment Fee of \$10 per year per parcel within the Ebbetts Pass Improvement District No. 5.

Water Standby Assessment Fee of \$10 per year per parcel which has an improved value of less than \$5,000 within the service areas of Copper Cove Improvement District No. 7 (including the Copperopolis Townsite) and Saddle Creek Subdivision, and Jenny Lind Improvement District No. 6 and to which water service is made available.

Sewer Standby Assessment Fee of \$10 per year per parcel which has an improved value of less than \$5,000 within the service areas of Copper Cove and LaContenta, Improvement District No. 8S and to which sewer service is made available.

The proposed assessments will be used for maintenance and operation, debt service, or to provide the necessary funds for reserves for capital improvements, depreciation, or replacement of sewer or water service facilities.

Information regarding these proposed charges may be obtained from the District's office at (209) 754-3543. If you have any questions, please ask for Patti Christensen, Accountant III at (209) 754-3138.

For publication on: May 21, and May 28, 2020

**RESOLUTION NO. 2020 –**  
**STANDBY ASSESSMENT FOR**  
**COPPER COVE/LA CONTENTA IMPROVEMENT DISTRICT 8S**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2021, it is necessary to provide funds to meet those needs:

**Copper Cove/LaContenta Improvement District No. 8S**

**NOW, BE IT RESOLVED** by the Board of Directors of the Calaveras County Water District as follows:

Section 1. Findings.

The Board hereby levies a standby assessment charge, pursuant to Water Code Section 31032.1 et seq. of Ten Dollars (\$10) per parcel per year which has an improved value of less than \$5,000 within the above-listed Districts and to which sewer service is made available by the District as determined by a collection main in a contiguous right of way or easement.

This Board expressly finds and declares that the standby fees herein adopted were in effect prior to November 1, 1996, and have been continued by resolution without increase since that time.

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

This Resolution collects an existing standby charge imposed exclusively to finance capital costs or maintenance expenses for sewer and involves no increase in the existing charges.

Section 3. Effect on Prior Action.

This standby assessment was initially adopted by Resolution 2065 in 1976. Pursuant to Article XIII D, Section 5(a) of the California Constitution, said fees are exempt from the requirements of Article XIII D, Section 4.

Section 4. Severability.

This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 10th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION 2020 –**

**STANDBY ASSESSMENT FOR  
EBBETTS PASS IMPROVEMENT DISTRICT NO. 5**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2021, it is necessary to provide funds to meet those needs:

**Ebbetts Pass Improvement District No. 5**

**NOW, BE IT RESOLVED** by the Board of Directors of the Calaveras County Water District as follows:

Section 1. Findings.

This Board hereby levies a standby assessment charge, pursuant to Water Code Section 31032.1 et seq. of Ten Dollars (\$10) per parcel per year for each parcel within the Ebbetts Pass Improvement District No. 5.

This Board expressly finds and declares that the standby fees herein adopted were in effect prior to November 1, 1996, and have been continued by resolution without increase since that time.

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

This Resolution collects an existing standby charge imposed exclusively to finance capital costs or maintenance expenses for water and involves no increase in the existing charges.

Section 3. Effect on Prior Action.

This standby assessment was initially adopted by Ordinance 91-02 in 1991. Pursuant to Article XIID, Section 5(a) of the California Constitution, said fees are exempt from the requirements of Article XIID, Section 4.

Section 4. Severability.

This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.



This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 10th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2020 –**  
**STANDBY ASSESSMENT FOR**  
**INDIAN ROCK VINEYARDS SUBDIVISION SERVICE AREA**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following District and that during the fiscal year ending June 30, 2021, it is necessary to provide funds to meet those needs:

**Indian Rock Vineyards Subdivision Service Area**

**NOW, BE IT RESOLVED** by the Board of Directors of the Calaveras County Water District as follows:

Section 1. Findings.

This Board hereby levies a standby assessment charge, pursuant to Government Code Sections 54984 et seq., of Ten Dollars (\$10) per parcel per month to which sewer service is made available and that is not receiving sewer service by the District as determined by a collection main in a contiguous right of way or easement.

This Board expressly finds and declares that the standby fees herein adopted were in effect prior to November 1, 1996, and have been continued by resolution without increase since that time.

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

This Resolution collects an existing standby charge imposed exclusively to finance capital costs or maintenance expenses for sewer and involves no increase in the existing charges.

Section 3. Effect on Prior Action.

This standby assessment was initially adopted by Ordinance 93-04 in 1993. Pursuant to Article XIID, Section 5(a) of the California Constitution, said fees are exempt from the requirements of Article XIID, Section 4.

Section 4. Severability.

This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 10th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2020 –**

**STANDBY ASSESSMENTS FOR  
JENNY LIND IMPROVEMENT DISTRICT NO. 6  
COPPER COVE IMPROVEMENT DISTRICT NO. 7  
(INCLUDING COPPEROPOLIS TOWNSITE)**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2021, it is necessary to provide funds to meet those needs:

**Jenny Lind Improvement District No. 6  
Copper Cove Improvement District No. 7  
(Including Copperopolis Townsite)**

**NOW, BE IT RESOLVED** by the Board of Directors of the Calaveras County Water District as follows:

Section 1. Findings.

This Board hereby levies a standby assessment charge, pursuant to Water Code Section 31032.1 et seq. of Ten Dollars (\$10) per parcel per year which has an improved value of less than \$5,000 within the above-listed Districts and to which water service is made available as determined by a distribution main in a contiguous right of way or easement.

This Board expressly finds and declares that the standby fees herein adopted were in effect prior to November 1, 1996, and have been continued by resolution without increase since that time.

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

This Resolution collects an existing standby charge imposed exclusively to finance capital costs or maintenance expenses for water and involves no increase in the existing charges.

Section 3. Effect on Prior Action.

This standby assessment was initially adopted by Resolutions 2063 and 2064 in 1976. Pursuant to Article XIID, Section 5(a) of the California Constitution, said fees are exempt from the requirements of Article XIID, Section 4.

Section 4. Severability.

This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent

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

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 10th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2020 –**

**STANDBY ASSESSMENTS FOR  
SADDLE CREEK SUBDIVISION,  
WITHIN THE COPPER COVE IMPROVEMENT DISTRICT NO. 7**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2021, it is necessary to provide funds to meet those needs:

**Saddle Creek Subdivision  
Within the Copper Cove Improvement District No. 7**

**NOW, BE IT RESOLVED** by the Board of Directors of the Calaveras County Water District as follows:

Section 1. Findings.

This Board hereby levies a standby assessment charge, pursuant to Water Code Section 31032.1 et seq. and Government Code Sections 54984 et seq., of Ten Dollars (\$10) per parcel per year which has an improved value of less than \$5,000 within the Saddle Creek Subdivision and to which water service is made available by the District.

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

The assessment will be for the purpose of meeting water system operating expenses, including employee wage rates and fringe benefits; purchasing or leasing supplies; equipment, or materials; meeting financial reserve needs and requirements; or obtaining funds for capital projects necessary to maintain service within existing service areas.

Section 3. Effect on Prior Action.

This standby assessment was initially adopted by Board Resolutions 2001-36 and 2001-56 in 2001 in accordance with the requirements of California Constitution Article XIID, Sections 4 and 5(a). All provisions of prior ordinances and resolutions of this District not inconsistent with this Resolution shall remain in full force and effect.

Section 4. Large Parcels and Standby Assessments.

Saddle Creek Subdivision contains large parcels awaiting subdivision and development. With the filing of a parcel map, each parcel created within the large parcel shall become subject to the payment of a like standby assessment fee as long as the improvement value is less than \$5,000.

Section 5. Severability.

This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 6. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 10th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2020 –**  
**STANDBY ASSESSMENT FOR**  
**WEST POINT IMPROVEMENT DISTRICT NO. 3**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts, and that during the fiscal year ending June 30, 2021, it is necessary to provide funds to meet those needs:

**West Point Improvement District No. 3**

**NOW, BE IT RESOLVED** by the Board of Directors of the Calaveras County Water District as follows:

Section 1. Findings.

This Board hereby levies a standby assessment charge, pursuant to Water Code Section 31032.1 et seq. of Ten Dollars (\$10) per parcel per year to which water service is made available and that is not receiving water service by the District as determined by a distribution main in a contiguous right of way or easement.

This Board expressly finds and declares that the standby fees herein adopted were in effect prior to November 1, 1996, and have been continued by resolution without increase since that time.

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

This Resolution collects an existing standby charge imposed exclusively to finance capital costs or maintenance expenses for water and involves no increase in the existing charges.

Section 3. Effect on Prior Action.

The standby assessment was initially adopted by Ordinance 91-05 in 1991. Pursuant to Article XIID, Section 5(a) of the California Constitution, said fees are exempt from the requirements of Article XIID, Section 4.

Section 4. Severability.

This Resolution and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Resolution are in conflict or otherwise are inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.



**PASSED AND ADOPTED** this 10th day of June, 2020 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Bertha Underhill, President  
Board of Directors

**ATTEST:**

---

Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: June 10, 2020  
TO: Michael Minkler, General Manager  
FROM: Damon Wyckoff, Director of Operations  
RE: Report on the May 2020 Operations Department

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## **RECOMMENDED ACTION:**

Receive Report on the Operations Department Report for Divisions 1 through 5.

## **SUMMARY:**

Attached is the monthly Operations Department Report for May 2020. This 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
- Water treatment plants
- Wastewater treatment plants
- Distribution
- Collections
- Construction
- Electrical
- Mechanical

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

## **FINANCIAL CONSIDERATIONS:**

None.

*Attachment: May 2020 Operations Department Report for Division 1 through 5*

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# Operations Department Report

May 1<sup>st</sup> 2020 through May 31<sup>st</sup> 2020

## **Director of Operations:**

1. Developed a Field Staff Return to Work Plan to provide guidance related to COVID-19
2. Participated in PG&E's Wildfire Safety Working Session WebEx meeting RE: Anticipated future PSPS events
3. Participated in interviews to fill the Water Resources Manager vacancy
4. On-site meeting with members of the Distribution and Construction Crews at Bow Drive in Copperopolis to assess a failing 2" Water Main
5. Participated in work efforts associated with the effective completion of objectives for the Reach 1 Pipeline replacement project and the District's Kirby, Gabor, and Garner Service Lateral Replacement Project
6. Worked with the District's Collections Crew and Cal-Fire's Vallecito Fire Camp to facilitate the pumping of the Fire Camp's 25,000-gallon septic tank. All-Day effort – occurs annually
7. On-going work associated with the Operations Department 20/21 FY Budget Requests
8. Reviewed the Draft Clean-up and Abatement Order (CAO – CVRWQCB) and provided a response to the Central Valley Water board RE: The Draft Document.
9. Met with the Calaveras County Public Works Department RE: The County's 2020-2022 Road Micro-surfacing plan to better coordinate both the County's and CCWD's work efforts
10. Collections Systems site reviews with the Collections Crew Supervisor

## **Administrative Technician:**

1. April Spray Reporting
2. Maintained Field Calendar
3. Received All USA North Line 811 Locates – Handled Associated Calls
4. Facilitate with Employee Reimbursements & Certificate Renewals
5. Field Training Course - Ordering/Registrations
6. Process Purchase Order Batches
7. On Call Reminders, Transfers, Logs
8. Electronic Lab Report Filing
9. Organizing and Archiving Operations Department Documents
10. Safety Tailgate Tracking & Archiving
11. Attended Various Meetings
12. Continued Work Efforts of CERS Project
13. Prepping for 2020 Backflow Program
14. Target Solutions Training
15. COVID-19 Webinars/Updates
16. Obtained USA North 811 Damage Prevention Certification
17. Miscellaneous Administrative Functions

## **Plant Operations Manager:**

1. Completed review of Monthly water reports and submitted them to the State
2. Completed review of Monthly wastewater reports and submitted them to the State
3. Worked to facilitate the implementation of the Arnold WWTP timber harvest (CHIPS Grant-funded Project)
4. Worked to coordinate and implement the replacement of the existing filters at the Indian Rock Village WWTP
5. Worked with the District's vendor and the Collections Crew to place Caustic Soda Tanks at lift stations in Copperopolis and begin dosing caustic soda to control odor
6. Coordination of Treatment facility coverage to address illnesses and time-off requests
7. Worked with the District's Consultant to obtain well sounding measurements related to compliance with the California Statewide Groundwater Elevation Monitoring (CASGEM) Program
8. Worked with Operations Staff to obtain sewage samples for Coronavirus analysis from the Copperopolis and La Contenta Service Areas – both samples absent
9. On-going work with Consultant to assess wastewater disposal at the Arnold WWTP
10. Finalized the District's annual Consumer Confidence Report

## **Purchasing Agent:**

1. On-going time associated with Purchase Order entries in the District's Springbrook financial software
2. Delivered parts to multiple District sites and picked up PO's from field staff
3. Ordered material and PPE equipment to bolster the District's supply relative to COVID-19 protection
4. Obtained additional face masks from Cal WARN
5. Obtained quotes and ordered parts for District Fire Hydrant Replacement Projects
6. Delivered PPE and sanitation material (wipes, hand-sanitizer, etc.) to District Field Staff
7. Reviewed proposed purchasing policy
8. Obtained quotes for flygt pump repair for Saddle Creek 2 Lift Station
9. Met with representatives of Badger meter and the Engineering Department to discuss Badger Meter function
10. Researched pricing, obtained quotes, and made the purchase to replace a failed pump at the C-Tank site in Copperopolis
11. Inventoried the La Contenta, Arnold, and West Point Warehouses
12. Completed D-7 disinfection of the District's Vactor Trucks post Cal Fire (Vallecito) Septic Tank pumping
13. Obtained quotes and made the purchase to replace a failed pump at the Woodgate Lift Station (Rancho Calaveras)
14. Held meeting with the Mechanics at the shop to discuss various items needed
15. Multiple meetings with various vendors to discuss material and equipment viability and availability

## **Water Treatment Plants:**

### **Copper Cove Water Treatment Plant:**

1. Operations as usual

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

1. Operations as usual
2. Filter #2 Rehabilitation Complete – Began Rehabilitation of Filter #1

### **Jenny Lind Water Treatment Plant:**

1. Operations as usual
2. Continued training of two new operators

### **Sheep Ranch Water Treatment Plant:**

1. Operations as usual
2. AT&T Wi-Fi installed
3. Wyze camera installed inside the WTP for after-hours operations review of facility
4. White Pines Monthly Dam inspection complete

### **Wallace Lake Estates Well System:**

1. Operations as usual

**West Point Water Treatment Plant:**

1. Operations by committee to accommodate the fact that the District's West Point System Operator is out on medical leave

**Wastewater Treatment Plants:**

**Arnold Wastewater Treatment Plant:**

1. Operations as usual
2. Drained the clarifier to allow the Mechanical Department to take detailed measurements of the clarifier infrastructure for a comprehensive repair

**Copper Cove Wastewater Treatment Plant:**

1. Routine operations as required by permit.

**Copper Cove Wastewater Reclamation Plant:**

1. Plant idle
2. New Air Compressor motor installed

**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 - Weekly inspection of facility. Switched leach fields, tested pumps, changed chart, weekly reads for state compliance
2. Verified electrical requirements in anticipation of installing Orenco filter pods which will eliminate issues with inflow and infiltration

**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. BOW 3" 6 GPM
2. BOW 2" 4 GPM
3. FOOTHILL 1" 3GPM
4. SIGNAL HILL 1" 2GPM
5. CHOCTAW 1" 3GPM
6. RACCOON HOLLOW 1" 2GPM
7. COPPER CREST 1" 3GPM
8. COPPER CREST 1" 4GPM

**MAIN LINE WORK**

1. None at this time

### **Additional Work**

1. USA's
2. Flushed 50,211 gals.
3. PRV Maintenance
4. 70 valves turned
5. meter replacements
6. Began excavating new PRV location for the Sawmill PRV
7. Repaired two fire hydrants
8. Coordinated leak detection with the property owner – Eagle Point
9. Multiple bid-walks RE: Bow Drive 2" main replacement

### **Ebbett's Pass Distribution System:**

#### **SERVICE LINE WORK**

1. Crystal Way – 5 gpm
2. Sheep Ranch Rd – 5 gpm
3. Evergreen – 5 gpm

#### **MAIN LINE WORK**

1. Reach 1 Steel – leak at joint
2. Reach 1 Steel – leak at failing pipe side wall

#### **Additional Work**

1. Customer Service Work Orders
2. USA Line Locates - very heavy during this Month – 172 as of 5-28
3. Many EP related construction meetings – Reach 1, Techite
4. Three Reach 1 Project shut-downs
5. Replaced a failing fire hydrant on Avery / Sheep Ranch Road (with the Construction Crew)

### **Jenny Lind Distribution System:**

#### **SERVICE LINE WORK**

1. Dunn, Shutdown main and re flare service line at main and run 7 ft of new 1" service line to edge of roadway, 5 gpm
2. Greer, replaced tee and installed new ¾" curb stops and 4 feet of ¾" service line, 2 gpm
3. Westhill, 1" x 3" wraparound, .5 gpm
4. Westhill, 1" x 3" wraparound, 1 gpm
5. O'reilly, 1" x 6" wraparound, emergency repair, 7 gpm
6. Thornicroft, 1" x 3" wraparound, 1 gpm
7. Bane, replaced 2 ft of ¾" service line and curb stop, 1 gpm
8. Brooks, replaced tee and 2 ft of ¾" service line and curb stop, .5 gpm
9. Dunn, 1" x 3" wraparound, on an old 1" blowoff, 1 gpm
10. Clements Pl, Replace meter gasket, .5 gpm
11. Baldwin, 1" x 3" wraparound, hand dig, .5 gpm

#### **MAIN LINE WORK**

1. McCall Court – Replaced 2 ft. of 2" main. Shutdown required. 2 gpm leak

#### **ADDITIONAL WORK**

1. Flushed 113,780 gallons – Multiple flushing efforts as a result of the T&S Service Line Replacement Project, routine flushing efforts completed, and flushing related to leak-repair shutdowns
2. 49 Service Requests for the JL area
3. 27 USA line locates for JL area
4. Replaced battery on Air Compressor
5. Fixed pins on Traffic control signs
6. Pull stem and seat out of hydrant in Woodgate and rebuild
7. Did final plumbing of D Tank and got online
8. Drained temporary tank on D tank site
9. Guys had to drive to Arnold to get Vac truck for leaks (ours was down)
10. Flushed lower end
11. Check pressures and create list of system in Wallace
12. Went around with Sam and surveyor to check elevations at tank and PRV sites

13. Put cut back on bad patch on Baldwin
14. Pick up spoils piles when we come across them
15. Hauled drums of Decon 7 from main office to VWWTP
16. Met with Damon and Ford construction about hydrant meter and checked flows
17. MMS meetings
18. Weekly tank and pump station checks
19. Met with the Engineering Dept. on McNeil Ct about possible replacement
20. Continuous support for T&S service line replacement project:
  - Hanging of door tags
  - Multiple shutdowns
  - Multiple days of flushing and sample taking
  - Multiple meetings on job site
  - Gabor is complete!

### **West Point Distribution System:**

#### **SERVICE LINE WORK**

1. None at this time

#### **MAIN LINE WORK**

1. No work at this time

#### **ADDITIONAL WORK**

1. USA Line locates
2. 11 Service Requests ranging from Read/Leave Ons, Restores, Pressure issues, Re-reads.
3. Assisted Facilities Maintenance Technician with the installation of conduit at the Bummerville Reservoir

### **Collections:**

1. Weekly lift station checks district wide
2. Vehicle Inspections
3. Line locates district wide
4. No spill report through CIWQS
5. Manhole repair behind Pizza Factory in La Contenta due to damage from vehicle accident
6. Finished repairs in Copperopolis from smoke testing findings
7. Hydro flushed the headworks at VWWTP
8. Took in all confined space entry equipment for annual safety inspection
9. Had Express Sewer come and slip line a 4" sewer service at 100 Robin Wood Place in Wood Gate subdivision in La Contenta that was 10' deep
10. Constructed a manhole replacement cost sheet for the opportunity to get funding for "shovel ready" projects within the district
11. ARV repairs on the Huckleberry and West Point force mains
12. Hydro flushed the bench sewer easement in Copperopolis around Lake Tulloch
13. Met with WECO about troubleshooting the districts TV camera truck to identify any and all repairs needed to bring it back to full functionality
14. Talked with DeNova about manhole vandalism in Copper Hills subdivision to get a handle on what is going on down there and what we need to do to resolve this issue
15. Worked with the District's Plant Operations Manager to get caustic setup going at Connors Main lift station and lift station 12 in Copperopolis for relief of odor complaints in these areas
16. Installed pump at West Point lift station
17. Pulled pump 2 at Wood Gate lift station 2 and verified condition. New pump being quoted right now for replacement
18. Worked on plumbing problem at lift station 3 in Arnold. Needs follow up and more work done for a permanent fix
19. Multiple cost to serves for new sewer services. One in La Contenta and one in Copperopolis
20. Pumped and cleaned wet well at lift station 21 in Copperopolis
21. Pumped the septic tank at Cal Fire. 14 loads totaling 21,000 gallons and dumped at the Forest Meadows WWTP
22. Called out to high level for septic tank on Main St. in Vallecito
23. Called out to high level for septic tank on Parrott's Ferry Rd. in Vallecito

24. Septic tank alarm on Chardonnay Ct. in Indian Rock. Replaced on/off float
25. Septic tank alarm on Bald Mtn. road in West Point. Installed new pump
26. Additional septic tank alarm on Bald Mtn. road in West Point. Installed new pump
27. Pumped septic tank due to over-usage West Wood Ct. in Southworth

## **Construction:**

1. Assisted the Copper Cove Distribution Crew with service line leak repairs
2. Assisted the Ebbett's Pass Distribution Crew with service line leak repairs
3. Assisted the La Contenta Distribution Crew with service line leak repairs
4. Replaced a failed fire hydrant on Avery Sheep Ranch Road in the Ebbetts Pass Service Area
5. Excavated site for a PRV installation in Copperopolis – Sawmill PRV
6. Repaired access road to the Vallecito Yard
7. Moved the Access gate at the Arnold WWTP 30 feet back toward the Plant Site to improve access for equipment and trailers
8. Provided additional coverage for the Ebbetts Pass Distribution System while the District looks to hire a new operator

## **Electrical:**

1. Adjusted trip settings of the main service breaker for the effluent building switchgear at JLWTP per operator request.
2. Troubleshoot hydronuematic pressure system at Copper Cove C-Tank
3. Located a tag in the SCADA system at JLWTP for a new operator trend.
4. Installed and Programmed a new C-more HMI screen Woodgate sewer lift station in Valley Springs
5. Troubleshoot Pump #2 starter chatter at huckleberry sewer lift station in Valley Springs, diagnosed problem, not enough level
6. Troubleshoot/repaired effluent pump #1 and pump #3 at Hunters effluent building
7. Troubleshoot/repaired exhaust fan #2 at Hunters effluent building
8. Troubleshoot/repaired UV unit #2 at VWWTP, reset wiper and replaced capacitor
9. Installed/setup new IP camera at Sheep Ranch WWTP for remote plant monitoring
10. Troubleshoot/repaired radio telemetry to spray field at VWWTP
11. After hours replacement of failed transducer at Lower Cross-Country sewer lift station in Copperopolis
12. New tank commissioning at D-tank in Valley Springs, shutdown and new level control swing over
13. Sized generators for D-tank Pump Station and B-tank Pump Station in Valley Springs
14. Hooked up new sewer pump and tested at Southworth WWTP
15. USA electrical utility locate Cliff Ct in Valley Springs
16. Troubleshoot/adjusted pressure switch JLWTP
17. Adjusted HVAC for summer and restarted aerator pump at West Point regulator
18. Troubleshoot problem at Copper Cove sewer lift Station #4
19. Troubleshoot high level problem at Copper Cove sewer lift station #3
20. Ordered/dropped off material at West Point sewer lift station s/o cord elimination project
21. Recommissioned old septic system 4899 HWY 4 in Vallecito
22. Troubleshoot/replaced lights the Meadowmont Pump Station pump room
23. Troubleshoot/repaired lights in the Meadowmont Pump Station generator room
24. Troubleshoot/repaired lights in Sawmill tank room, installed LED lamps
25. Troubleshoot/repaired Copper Cove sewer lift station #3 auto dialer
26. Troubleshoot/repaired Copper Cove sewer lift station #3 high level alarm, took out of backup
27. Went online with MPAC 1000 automatic transfer switch at Copper Cove sewer lift station #3, performed meter calibration
28. Tested PLC inputs and Pico relay outputs Copper Cove sewer lift station #3
29. Tested auto dialer phone line at Copper Cove sewer lift station #3
30. Lowered low level floats Copper Cove sewer lift station #3, fixed back up problem
31. Troubleshoot Copper Cove C-tank pressure station, air bladder compressor wired wrong
32. Received quote for PSPS generator cables and cord caps
33. Troubleshoot FMWWTP belt press dewatering motor, motor bad, replaced it with new
34. Inspected Indian Rock WWTP power availability for upgrade



35. Removed old voice radio truck #710 to repurpose
36. Installed new LED can lights at the Copper Cove Warehouse remodel project
37. Ran new flexible conduit and pulled new wire to relocate transformer on wall and eliminate s/o cords at West Point sewer lift station
38. Cleaned/organized the Hunters electrical shop
39. Job take off for new sewer pump system at Indian Rock vineyards WWTP
40. Relocated hydraulic controls for the belt press at Vallecito WWTP
41. Replaced bad photo cell Jenny Lind WTP for walkway lights
42. Hooked up solenoid for the air actuated valve on filter at Hunters WTP
43. Ordered/gathered material for La Contenta warehouse lighting repair project
44. Replaced failed lamps and ballasts with new LED ballast free lamps at the La Contenta warehouse
45. Replaced failed Pump #3 motor with spare at the Copper Cove B-Tank pump station
46. Reconnected conduit/electrical for filter #1 at Hunters WTP after filter rehab
47. Unhooked conduit/electrical for filter #2 rehab project at Hunters WTP
48. Troubleshoot Pump #2 at Warmwood lift station in Valley Springs, pump failed, pulling 50% higher amps than full load rating, collections crew to order new pump
49. Copper Cove sewer lift station #3, troubleshoot communication failures
50. Performed USA electrical utility locate in Copper Cove Saddle Creek subdivision
51. After hours repair of well #3 pump controls Wallace WTP

## **Mechanical:**

1. Adjusted cla-val speed on #2 at the Hunters Effluent Pump Station
2. Installed surge tank and replumbed piping for air and surge relief at the Wilseyville Pump Station
3. Fixed leak on the Sawmill Pump #1 Cla-Val Stem
4. On-going work associated with rehabilitating the Arnold WWTP Clarifier
5. Assisted Operations at the Hunters Water Treatment Plant with work efforts related to the Filter Rehabilitation project
6. Completed the final installation of Fuel Tanks at the Arnold WWTP and Lower Cross-Country Lift Station RE: PSPS preparation
7. District-wide generator inspections and re-fueling efforts
8. Installed new air compressor at the Copper Cove Reclaim Plant
9. Troubleshoot low flow condition from the Jenny Lind Water Treatment Plant's #1 Backwash Water Return Pump – found frog clogging impeller – removed and restored the pump to normal operations
10. Replaced failed mechanical seal on Pump #1 at the A Tank Pump Station in Rancho Calaveras
11. Replaced failed Pump #3 at the B Tank Pump Station in Copperopolis – sent the failed pump in for repair
12. Replaced failed pilot valve on the intertie control valve to the Valley Springs PUD Distribution System
13. Removed and replaced the surface wash bearing assembly on filter #1 at the Copper Cove WTP
14. Disassembled Filter #1 media screens at the Copper Cove WTP for cleaning and replacement
15. Replaced failed shear pin on the Clarifier at the Arnold WWTP
16. On-going work associated with the sludge rake gear box at the La Contenta WWTP – worked to install a platform to facilitate gear box maintenance
17. Unplugged Pump at lift Station 3 in Arnold and re-plumbed failed galvanized piping
18. Welded gate posts for new gate installation at the Arnold WWTP
19. Oil Changed on Truck #592, removed and replaced defective beacon light on truck #614, replaced front brakes on truck #130, completed the annual service on the T10 Hydrojet Trailer, completed the annual service on truck #145, removed and replaced a section of broken boom on truck #123 (VaCCon), replaced leaking needle valve on truck #135, completed the annual service on truck #722
20. Repaired trailer Mounted Generator G03 – found defective cable ground causing too much resistance

**Prepared by: Damon Wyckoff, Director of Operations**