



RESOLUTION NO. 2019-54
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-03

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, August 14, 2019
1:00 p.m.

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3028. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting. Any documents that are made available to the Board before or at the meeting, not privileged or otherwise protected from disclosure, and related to agenda items, will be made available at CCWD for review by the public.

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **ROLL CALL**

2. **PUBLIC COMMENT**

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

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 Meetings of June 26 and July 10, 2019

3b Review Board of Directors Monthly Time Sheets for July, 2019.

BOARD OF DIRECTORS

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

- 3c Ratify Claim Summary #569 Secretarial Fund in the Amount of \$1,866,181.43 for July, 2019
(Peter Martin, Interim Director of Administrative Services) **RES 2019-_____**
- 3d Approval of Amendment to the District’s Financial Management Policy No. 5.09 - Surplus Equipment
(Peter Martin, Interim Director of Administrative Services) **RES 2019-_____**
- 3e Approval of Amendment to the District’s Financial Management Policy No. 5.01 - Investment Policy
(Peter Martin, Interim Director of Administrative Services) **RES 2019-_____**
- 3f Approval of Amendment to the Board of Directors Policy Handbook, Policy No. 5010 - Board Meetings
(Rebecca Hitchcock, Clerk to the Board) **RES 2019-_____**
- 3g Approval of Authorized Signers on Banking and Investment Accounts
(Peter Martin, Interim Director of Administrative Services) **RES 2019-_____**
- 3h Appointing PARS Public Agency Post-Retirement Plan Trust Administrators
(Peter Martin, Interim Director of Administrative Services) **RES 2019-_____**

4. NEW BUSINESS

- 4a* Discussion regarding Monitoring of Cultural Resources on the Reach 1 Pipeline Replacement Project
(Michael Minkler, General Manager)
- 4b Discussion regarding Computerized Maintenance Management System (CMMS) Contract
(Damon Wyckoff, Director of Operations)
- 4c Discussion regarding Submittal of a USDA Grant and Loan Application for District Automatic Meter Reading (AMR) Project
(Charles Palmer, District Engineer)
- 4d Discussion/Direction of the FY 2018-19 Fourth Quarter Investment Report
(Peter Martin, Interim Director of Administrative Services)
- 4e Discussion/Action regarding Rules and Regulations Governing Water & Wastewater: Article III, Section 21E: Termination of Service
(Joel Metzger, External Affairs Manager) **RES 2019-_____**

5. REPORTS

- 5a Report on the July 2019 Operations Department
(Damon Wyckoff, Director of Operations)
- 5b* General Manager Report

6.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

7. NEXT BOARD MEETINGS

- Wednesday, August 28, 2019, 1:00 p.m., Regular Board Meeting
- Wednesday, September 11, 2019, 1:00 p.m., Regular Board Meeting

8. CLOSED SESSION

- 8a Conference with Real Property Negotiators
Government Code §54956.8
Property: APN 044-066-03, 15.8 acres San Andreas
District negotiators: Michael Minkler and Robert Creamer
Under negotiations: price and other terms
- 8b Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation-Government Code §54956.9(d)(2)- 2 cases
- 8d Conference with Labor Negotiators Management and Confidential Unit Government Code
§54957.6 Negotiators: Michael Minkler and Stacey Lollar

9. REPORTABLE ACTION FROM CLOSED SESSION

10. ADJOURNMENT

CALAVERAS COUNTY WATER DISTRICT

Board of Directors

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

Financial Services

Umpqua Bank
US Bank
Wells Fargo Bank

CCWD Committees

*Engineering Committee
*Finance Committee
*Legal Affairs Committee
Executive 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)
Davidson / Thomas (alt. Ratterman)
Thomas / Underhill

Ratterman (alt. Michael Minkler)
All Board Members
Ratterman / Underhill (alt. Secada)
Peter Martin (alt. Michael Minkler)
Thomas
Secada (alt. Thomas)
Davidson (alt. Ratterman)

Ratterman / Thomas
Thomas (alt. Ratterman)

Thomas / Underhill
All Board Members

All Board Members
Peter Martin (alt. Metzger)

Peter Martin

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

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



RESOLUTION NO. 2019-43
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-01

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

June 26, 2019

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

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Peter Martin, Manager of Water Resources
Joel Metzger, External Affairs Manager

Others Present: Vicky Mills
Mike Lemke
Mike Evans
Lewis Brichetto

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:00 p.m. and led the pledge of allegiance. All Board members were present.

2. PUBLIC COMMENT

Mr. Brichetto from Stanislaus County addressed the Board about the possibility of a meeting with the District regarding purchasing surface water for his crops.

3. CONSENT AGENDA

MOTION: Directors Ratterman/Underhill - Approved Consent Agenda Item: 3a

3a Approval of Minutes for the Board Meeting of May 29, 2019

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

4. NEW BUSINESS

4a Consideration of Renewal of Contract for Federal Advocacy Services with Mia O’Connell of O’Connell & Dempsey, LLC for Fiscal Year 2019-20
(Michael Minkler, General Manager) **RES 2019-43**

MOTION: Directors Davidson/Underhill - Adopted Resolution 2019-43 - Approving Renewal of Contract for Federal Advocacy Services with Mia O’Connell of O’Connell & Dempsey, LLC for Fiscal Year 2019-20

DISCUSSION: Mr. Minkler discussed the proposed contract with O’Connell & Demspey focusing on the benefits this partnership provides to the District. Director Underhill would like Ms. O’Connell to travel to Calaveras County for a local visit with the Board and various other organizations in the near future.

PUBLIC COMMENT: There was no public comment.

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

4b Discussion Regarding District Operations Department Re-Organization
(Stacey Lollar, Human Resources Manager)

DISCUSSION: Mr. Minkler described the new structure of the Operations Department. He responded to questions from the Board. There was significant discussion regarding coverage and redundancy with the new structure.

PUBLIC COMMENT: There was no public comment.

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

4c Discussion/Action Regarding Approving Side Letter with SEIU Local 1021
(Stacey Lollar, Human Resources Manager) **RES 2019-44**

MOTION: Directors Ratterman/Secada - Adopted Resolution 2019-43 – Approving Side Letter with SEIU Local 1021

DISCUSSION: Mr. Minkler continued the discussion about the re-organization and requested approval of the side letter of agreement with the SEIU Local 1021. He explained the minor changes made to some of the titles and additions to the salary schedule.

PUBLIC COMMENT: There was no public comment.

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

President Thomas opened the Public Hearing at 1:29 p.m.

5. PUBLIC HEARING

5a Discussion/Action Regarding the Adoption of the Fiscal Year 2019-20
Operating and Capital Improvement Plan Budget
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-45**

**MOTION: Directors Underhill/Ratterman - Adopted Resolution 2019-45 – Adopting the
Fiscal Year 2019-20 Operating and Capital Improvement Plan Budgets**

DISCUSSION: Mr. Meyer provided a PowerPoint presentation of the proposed FY 2019-20 Operating and Capital Improvement budgets. The Proposed FY 2019-20 Operating Budget is \$20,588,852, and the Proposed Capital Improvement Program budget is \$11,489,953. Total operating and non-operating revenues are projected to increase by \$1,338,189, or 8.6%, compared to FY 2018-19. The largest increases include rate revenues (water and sewer), property tax revenues, investment income and other non-op revenues. The \$748,871 increase is a result of the Districts auditor's recommendation that the District change its accounting of FERC and other regulatory fees paid for the North Fork and New Hogan power generation projects.

Mr. Meyer continued to review the District expenditures. The FY 2019-20 Personnel Services budget is \$10,091,258, \$10,952 more than FY 2018-19. The modest increase can be attributed to a reduction in PERS benefit costs, which offset scheduled cost of living and step increases. The District recently refinanced a portion of its PERS Unfunded Accrued Liability (UAL), which reduced PERS benefit costs by approximately \$322,600. Prefunding retiree health for current employees decreased slightly to \$846,133 (-.54%), as a result of the required bi-annual valuation. Health insurance costs are projected to increase by approximately \$17,000. The total Services and Supplies budget for FY 2019-20 is \$7,006,906, a \$1,244,374 increase from FY 2018-19. The proposed FY 2019-20 Capital Outlay budget is \$510,000, a decrease of \$55,000 from the prior year. Overall, the FY 2019-20 debt service budget is \$243,705 greater than FY 2018-19. The proposed FY 2019-20 CIP budget is \$11,489,953, which includes \$9,879,953 for water projects and \$1,610,000 for wastewater projects. Funding for the projects includes Expansion Funds (\$172,500), Capital R&R (\$10,358,053), Grants (\$809,400), and Assessment District Funds (\$150,000).

Mr. Meyer concluded that the FY 2019-20 Proposed Operating Budget as presented is balanced. Both the water and sewer budgets are projected to have modest surpluses (\$3,759 and \$2,399 respectively). There was additional discussion between the Board and Mr. Meyer.

PUBLIC COMMENT: There was no public comment.

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

Discussion/Action Regarding the Adoption of the Fiscal Year 2019-20
Personnel Allocation Budget
(Jeffrey Meyer, Director of Administrative Services)

RES 2019-46

MOTION: **Directors Ratterman/Davidson - Adopted Resolution 2019-46-Adopting the Fiscal Year 2019-20 Personnel Allocation Budget**

DISCUSSION: Mr. Meyer reiterated the changes to the personnel allocations. With all changes, the allocation remains at 65 full time employees.

PUBLIC COMMENT: There was no public comment.

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

5b Discussion/Action Regarding the Adoption of Amendment to Ordinance 2006-03
Setting Water and Wastewater Capacity Charges
(Joel Metzger, External Affairs Manager)

ORD 2019-01

MOTION: **Directors Secada/Davidson - Adopted Ordinance 2019-01 Amendment to Ordinance 2006-03 Setting Water and Wastewater Capacity Charges as amended to add Southworth estates from original Ordinance.**

DISCUSSION: Mr. Metzger reviewed the reasons why the District is considering this Ordinance Amendment. At the June 12, 2019 regular Board meeting the CCWD Board provided direction to staff to bring back the proposed amendments to Ordinance 2006-03 and Ordinance 2018-01 to this meeting. In order to comply with state-mandated fire sprinkler system flow requirements, the District will allow owners of newly constructed residential homes to pay the same capacity fees and bimonthly base rates for 1-inch water meters as is charged for standard 5/8-inch meters. Customers who require larger meters for emergency fire sprinkler systems will be required to pay for the installation of the 1-inch meters, which is an increased cost compared to 5/8-inch meters. Meter installation labor and material costs vary from site to site and are charged on a time and materials basis. Director Davidson asked why Southworth Estates were not listed on the revised Schedule A as it was on the previous Schedule A. Mr. Metzger stated that he would revisit Schedule A and make sure all applicable services areas are listed. There was discussion regarding the 30 day waiting period for an Ordinance taking effect. The waiting period is 30 days according to Government Code 25123.

PUBLIC COMMENT:

Mr. Evans from DeNova Homes addressed the Board regarding the waiting period and how builders can get meters in the meantime.

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

5b continued

Discussion/Action Regarding the Adoption of Amendment to Ordinance 2018-01
Modifying Rates for Water and Wastewater Services
(Joel Metzger, External Affairs Manager) **ORD 2019-02**

MOTION: **Directors Underhill/Ratterman - Adopted Ordinance 2019-02 Amending Ordinance 2018-01 Modifying Rates for Water and Wastewater Services**

DISCUSSION: There was no additional comment from the discussion above.

PUBLIC COMMENT: There was no public comment

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

5c Discussion/Action Regarding the Adoption of District Policy No. 26 Water Use Audits
(Joel Metzger, External Affairs Manager) **RES 2019-47**

MOTION: **Directors Ratterman/Secada - Adopted Resolution 2019-47 Adopting Policy No. 26 Water Use Audits**

DISCUSSION: Mr. Metzger presented the Draft Policy No. 26 Water Use Audits. In order to facilitate customer compliance with state-mandated fire sprinkler system flow requirements for newly constructed, single family residential homes, Staff proposes performing regular water usage audits of all customers who own residential, single family homes that have 1-inch meters installed.. If an audit shows a customer's water consumption exceeds the 95th percentile of water use for 5/8-inch residential meters in that customer's service area, the customer will be sent a letter warning them they have three months from the date the high usage was read by the meter readers, to reduce their usage to below the 95th percentile or they will be charged a full 1-inch meter capacity fee and base rates. There was significant discussion over the verbiage of the Draft Policy.

PUBLIC COMMENT:

Mike Lemke addressed the Board regarding the Draft Policy. He suggested that staff clean up the policy to be more concise before adopting it. He also provided the Board with some alternative language.

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

President Thomas closed the Public Hearing at 2:30 p.m.

6. GENERAL MANAGER REPORT

Mr. Minkler reported on the following activities: 1) the Slurry Line testing, which is going very well; 2) he attended the Union Public Utilities District Board meeting to update them on the Districts Slurry Line activities; 3) the Districts PG&E Public Safety Power Shutdown (PSPS) planning and preparations; and 4) the continued due diligence on the Corp Yard property to determine if the property is suited for the needs of the District. This item will come back to the Board with detailed information.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill attended the Blue Lake Springs Shareholders meeting and talked about the various items that were discussed.

Director Secada returned from vacation and did not attend the IRWM meeting. She believes they have passed their Fiscal Year 2019-20 Budget.

Director Ratterman reported about the CAMRA meeting discussion on PSPS.

Director Davidson had nothing to report.

Director Thomas had nothing to report.

8. NEXT BOARD MEETINGS

- Wednesday, July 10, 2019, 1:00 p.m., Regular Board Meeting
- Wednesday, July 24, 2019, 1:00 p.m., Regular Board Meeting

9. ADJOURNMENT

With no further business, the meeting adjourned at approximately 2:57 p.m.

By:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board



RESOLUTION NO. 2019-48
RESOLUTION NO. PFA-03
ORDINANCE NO. 2019-03

MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

July 10, 2019

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

Staff Present: Michael Minkler, General Manager
Rebecca Hitchcock, Clerk to the Board
Jeffrey Meyer, Director of Administrative Services
Damon Wyckoff, Director of Operations
Peter Martin, Manager of Water Resources
Stacey Lollar, Human Resources Manager
Deja Haworth, Human Resources Technician
Joel Metzger, External Affairs Manager
Jesse Hampton, Plant Operations Manager
Patti Christensen, Accountant III
Kelly Soulier-Doyle, Accountant
Robbie Creamer, Engineering Analyst
Alesia Danner, Administrative Technician I
Tiffany Burke, Administrative Technician Senior

Others Present: Mike Lenzi, GANDA
Adam Lewis, Calaveras Band of MI-Wuk Indians
Dennis Mills
Vickey Mills

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Thomas called the Regular Board Meeting to order at 1:01 p.m. and led the pledge of allegiance. All Board members were present.

2. PUBLIC COMMENT

Dennis Mills addressed the Board regarding the release of the Calaveras County General Plan.

3. CONSENT AGENDA

MOTION: Directors Davidson/Ratterman - Approved Consent Agenda Item: 3a, 3b, and 3d as presented

3a Approval of Minutes for the Regular and Special Board Meetings of June 12, 2019

3b Review Board of Directors Monthly Time Sheets for June, 2019

Director Secada pulled Item 3c from the Consent Agenda

3c Ratify Claim Summary #568 Secretarial Fund in the Amount of \$1,759,215.96 for June, 2019
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-___**

3d Adoption of Fiscal Year 2019/2020 District Pay Schedule for CalPERS Compliance
(Stacey Lollar, Human Resources Manager) **RES 2019-48**

YES: Directors Davidson, Ratterman, Underhill, Secada, and Thomas

NOES: None

ABSTAIN: None

ABSENT: None

OFF CONSENT AGENDA

Director Secada pulled Item 3c from the Consent Agenda

3c Ratify Claim Summary #568 Secretarial Fund in the Amount of \$1,759,215.96 for June, 2019
(Jeffrey Meyer, Director of Administrative Services) **RES 2019-49**

MOTION: Directors Davidson/Underhill - Adopted Resolution 2019-49 Approving Claim Summary #568 Secretarial Fund in the Amount of \$1,759,215.96 for June, 2019

DISCUSSION: Director Secada asked questions about vehicle maintenance expenses, hydrant inspection maintenance, recruitment advertising, legal services, the hazardous materials business plan update expense, and the salary and benefits review and analysis. Mr. Meyer responded to all her questions.

PUBLIC COMMENT: There was no public comment.

YES: Directors Secada, Ratterman, Underhill, Davidson, and Thomas

NOES: None

ABSTAIN: None

ABSENT: None

4. **NEW BUSINESS**

4a Resolution of Appreciation for Jeffrey Meyer
(Russ Thomas, Board President)

RES 2019-50

MOTION: Directors Ratterman/Underhill - Adopted Resolution 2019-50 Approving Resolution of Appreciation for Jeffrey Meyer

DISCUSSION: President Thomas announced that Jeff Meyer, the District's Director of Administrative Services, is retiring at the end of the month and read a resolution honoring him for his many accomplishments at the District for the past 11 years. Directors Secada, Davidson, Ratterman, Underhill, and Thomas all congratulated Mr. Meyer and spoke of his professionalism as well as how much he would be missed at the District. Jesse Hampton, Charles Palmer, Damon Wyckoff, and Michael Minkler each spoke fondly of Mr. Meyer and his time at the District.

PUBLIC COMMENT: Mr. Meyer addressed the Board regarding his future plans for retirement.

Dennis Mills and Vickey Mills commented on the great job Mr. Meyer has done for the District.

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

RECESS was called at 1:28 p.m. for refreshments; **SESSION RESUMED** at 1:48 p.m.

4b Discussion/Action Regarding Annual Resolution to Submit Delinquencies to County Tax Rolls
(Jeffrey Meyer, Director of Administrative Services)

RES 2019-51

MOTION: Directors Secada/Davidson - Adopted Resolution 2019-51 to Submit Delinquencies to County Tax Rolls

DISCUSSION: Mr. Meyer discussed the water and/or delinquent sewer accounts that are proposed to be placed on the tax rolls for collection. There are 110 accounts to be placed on the 2019-2020 tax rolls for a total amount of \$105,113.01. Mr. Meyer responded to related questions from Board Members.

PUBLIC COMMENT: There was no public comment

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

4c Discussion/Action regarding Division 5/Jenny Lind and La Contenta/Gold Creek Estates Unit 3 Water and Wastewater Service Facilities Agreement
(Charles Palmer, District Engineer)

RES 2019-52

MOTION: Directors Davidson/Underhill - Adopted Resolution 2019-52 approving Division 5/Jenny Lind and La Contenta/Gold Creek Estates Unit 3 Water and Wastewater Service Facilities Agreement

DISCUSSION: Mr. Palmer presented the draft facilities agreement for Division 5/Jenny Lind and La Contenta/Gold Creek Estates Unit 3 Water and Wastewater service. He reviewed the non-standard provisions of the contract and there was brief discussion between staff and the Board.

PUBLIC COMMENT: There was no public comment.

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

4d Discussion/Action Authorizing Contract Amendment for Archaeological Services
Jenny Lind Water Plant Pretreatment Project, CIP #11092
(Charles Palmer, District Engineer) **RES 2019-53**

MOTION: Directors Davidson/Ratterman - Adopted Resolution 2019-53
Authorizing Contract Amendment for Archaeological Services Jenny
Lind Water Plant Pretreatment Project, CIP #11092

DISCUSSION: Mr. Palmer discussed the requested final contract amendment. At this time, Garcia and Associates is requesting a contract amendment for \$17,939 for the final reporting and artifact reburial. There will be a final budget adjustment for the amendment and final costs of the project when the completion is brought to the Board in August. There was discussion between Mr. Palmer and the Board members.

PUBLIC COMMENT:

Mike Lenzi from GANDA addressed the Board regarding the contract amendment and discussed the artifacts that they have been digging up at the site. He said GANDA has discovered human remains and other significant Native American artifacts over the life of the project and the additional funds will cover the final reburial of the artifacts.

Adam Lewis from the Calaveras Band of Mi-Wuk Indians stated that the site is special to the Tribe and the artifacts need to be reburied in the most respectful manner possible.

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

5. OLD BUSINESS

5a Update on the PG&E Public Safety Power Shutdown
(Michael Minkler, General Manager)

DISCUSSION: Mr. Minkler discussed the effort going into drafting the District’s plan for the PG&E Public Safety Power Shutdown. He explained that the District is working on a comprehensive report on how a PG&E power shutdown would be handled and discussed some of the specifics. There was significant discussion regarding the various issues that will arise during a power shutdown event. Such as how the office will continue to function in addition to all the water supply

and collection facilities. Mr. Minkler advised that the complete report will be presented to the Board in August.

PUBLIC COMMENT: There was no public comment.

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

6. **REPORTS**

6a Report on the June 2019 Operations Department
(Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the June 2019 monthly Operations report. He reviewed items of interest and answered questions from the Board.

PUBLIC COMMENT: There was no public comment.

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

6b General Manager Report

Mr. Minkler reported on the following activities: 1) work has begun on determining the Districts water and wastewater capacity in the various service areas; 2) the County Dig Once Policy has been delayed as the County is putting additional work into the draft; 3) update on the Operations staff restructure and the Valley Springs Boil Water Advisory efforts; and 4) the full draft of the Groundwater Sustainability Plan will be released today for public review and comment. Public comment will be open until August 25, 2019.

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

Director Davidson had nothing to report.

Director Underhill thanked Mr. Wyckoff and his family for representing CCWD in the Arnold Fourth of July parade. She also discussed the auto read meters in Blue Lake Springs and the traffic in Arnold due to the Reach One project.

Director Ratterman stated that he attended the Mountain Counties United Water Conference and tour in Auburn. He also mentioned there would be a special CAMRA meeting in the CCWD Boardroom on July 17, 2019.

Director Secada reported that the next IRWM meeting is on the 17th. The Hwy 4 Corridor meeting will be the third month of each calendar quarter beginning on Sept 5th. She would also like to see a revision of the new Water Use Audits policy to change some of the verbiage of the policy.

Director Thomas discussed a recent tour of the Copperopolis area with members of the District staff.

8. NEXT BOARD MEETINGS

- Wednesday, July 24, 2019, 1:00 p.m., Regular Board Meeting (Cancelled)
- Wednesday, August 14, 2019, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 3:15 p.m. Those present were Board Members: Russ Thomas, Bertha Underhill, Cindy Secada, Scott Ratterman, and Jeff Davidson; staff member Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Real Property Negotiators
Government Code § 54956.8
Property APN 044-031-012
District negotiators: Michael Minkler and Damon Wyckoff
Under negotiations: price and other terms

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:40 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at approximately 3:45 p.m.

By:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: August 14, 2019
TO: Michael Minkler, General Manager
FROM: Rebecca Hitchcock, Clerk to the Board
SUBJECT: Review Board of Directors Time Sheets for July 2019

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 July 2019.

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 July 2019



**CALAVERAS COUNTY WATER DISTRICT
2019 DIRECTOR REIMBURSEMENT FORM**

For Admin Use Payroll Expense
 Month/Yr July, 2019
 Name Jeff Davidson

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
9-Jul	Engineering Committee							\$120		28
10-Jul	CCWD Board Meeting							\$120		28
Total	For Totals line, multiply miles by the IRS rate: 1/1/2019 \$0.580							240	0	56
Totals (use IRS mileage rate)								\$240		\$32.48

Signature of Claimant:

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.

Jeff Davidson

Date: 7/28/19

Administrative Review: [Signature]

Orig to Finance Dept.

**Calaveras County Water District
Claim Summary # 569**

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.



Peter Martin
Interim Director of Admin Services

1. July 2019 payroll checks issued on 7/15/2019	181,837.88
2. July 2019 payroll checks issued on 7/31/2019	162,248.33
3. July 2019 compensation to Directors	933.03
4. Vendor payments for July 1 through 31, 2019	1,314,263.65
5. Other payroll related costs	<u>206,898.54</u>

Claim Summary Total \$1,866,181.43

Calaveras County Water District
AP Disbursement Summary
July 1-31, 2019

CCWD Operating Expenditures		\$ 865,511.61
Expenditures to be reimbursed from other agencies	(A)	-
Expenditures to be reimbursed from grant agreements	(B)	211,967.58
Fiduciary Payments (funds collected prior to expenditure)	(C)	15,974.73
Partial Reimbursement	(D)	104,241.68
Capital R&R Projects	(E)	85,722.42
Capital Outlay	(F)	30,845.63
Total Payments		\$ 1,314,263.65

CCWD
AP DISBURSEMENTS
JULY 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount	
133071	A T & T	Leased Lines 07/19	07/17/2019	66.08	
133115	A T & T	Phone 06/19 - SA Shop	07/25/2019	103.50	
133164	A T & T	Internet Service 07/19 - LC Complex	07/26/2019	105.00	
133012	A T & T CALNET 3	District Radio Tower 06/19 - Camp Connell	07/11/2019	173.92	
133116	A T & T CALNET3	Phone 06/19 - Dorrington P/S	07/25/2019	20.63	
133117	A T & T CALNET3	Phone 06/19 - District Wide	07/25/2019	1,242.21	
133119	A T & T CALNET3	Phone 06/19 - OP HQ Long Distance	07/25/2019	438.62	
133120	A T & T CALNET3	Phone 06/19 - Hunters	07/25/2019	21.18	
133121	A T & T CALNET3	Phone 06/19 - Azalea L/S	07/25/2019	19.52	
133122	A T & T CALNET3	Phone 06/19 - CCWHSE	07/25/2019	4.01	
133123	A T & T CALNET3	Phone 06/19 - OP HQ Back Up	07/25/2019	190.99	
133124	A T & T CALNET3	T Line 06/19	07/25/2019	326.64	
133125	A T & T CALNET3	Phone/Fax 06/19 - JLTC	07/25/2019	130.01	
133013	A T & T MOBILITY	Cell Phone 07/19 - Brown	07/11/2019	65.39	
133086	A TEEM ELECTRICAL ENG INC	Consulting Services - JLWTP Pre-Treatment Facility Project	07/18/2019	3,090.00	(E)
132978	ACCELA	Finance/Utility Billing Software Maintenance FY 19-20	07/11/2019	25,339.00	
132980	ACWA/JPIA	Dental Insurance, Employees 08/19	07/11/2019	5,989.44	(D)
132980	ACWA/JPIA	Vision Insurance, Employees 08/19	07/11/2019	1,224.96	
132980	ACWA/JPIA	EAP 08/19	07/11/2019	143.35	
132980	ACWA/JPIA	Dental Insurance, Retirees 08/19	07/11/2019	2,819.32	
132980	ACWA/JPIA	Vision Insurance, Retirees 08/19	07/11/2019	798.08	
133072	ACWA/JPIA	Property Program/Excess Crime Coverage Insurance FY 19-20	07/17/2019	70,749.69	
133072	ACWA/JPIA	Workers Compensation Insurance April-June	07/17/2019	22,448.05	
133014	ADP INC	Payroll Processing 06/19	07/11/2019	1,300.16	
133087	ADVENTIST HEALTH SONORA	DOT Exam - Utility Staff	07/18/2019	167.00	
132981	AFLAC	Aflac 06/19	07/11/2019	2,135.48	(C)
133015	ALCAL GLASS AND SUPPLY	Extension Cord/Hose/Utility Pump - Vehicle #721	07/11/2019	174.68	
133015	ALCAL GLASS AND SUPPLY	Solder/Sealant/Valves/Pipe Fittings/Tape/Sandpaper - FMWWTP	07/11/2019	302.45	
133015	ALCAL GLASS AND SUPPLY	Marking Paint/Batteries/Septic Balloon - EP Barn	07/11/2019	158.81	
133015	ALCAL GLASS AND SUPPLY	Torch Kit/Pipe Cutters - SA Shop	07/11/2019	86.86	
133126	ALCAL GLASS AND SUPPLY	Caulk/Strainer/Utility Knife/Couplings/Glue/Saw/Bolt Cutters - AWWTP	07/25/2019	129.29	
133126	ALCAL GLASS AND SUPPLY	Tape/Pipe/Fittings - EP Barn	07/25/2019	38.82	
133088	ALHAMBRA DRINKING WATER	Water Cooler Service 07/19 - JLWTP	07/18/2019	99.01	
133127	ALHAMBRA DRINKING WATER	Water Cooler Service 06/19 - LCWWTP	07/25/2019	30.92	
133165	AL'S TIRE SERVICE	Tires (4) Mounted/Balanced/Oil/Lube - Vehicle #132	07/26/2019	202.65	
133165	AL'S TIRE SERVICE	Tires (6) Mounted/Balanced - Vehicle #723	07/26/2019	205.00	
133016	AMERIPRIDE SERVICES,INC	Uniform Laundry Service 06/19	07/11/2019	2,065.48	
133166	ANGELS HEATING AND AIR CONDITIONING	Energy Savings Agreement FY 19-20 - District Wide	07/26/2019	4,358.00	
EFT	ANTHEM-BLUE CROSS	Health Insurance, Employees 07/19	07/05/2019	98,078.24	(D)
EFT	ANTHEM-BLUE CROSS	Health Insurance, Retirees 07/19	07/05/2019	51,189.70	
133017	AQUA TECH COMPANY	Tank Inspection/Cleaning - District Wide	07/11/2019	26,264.00	
133167	ARMSTRONG EQUIPMENT, INC.	Piston Gate Valve Rebuild Kit - Vehicle #145	07/26/2019	277.80	
133018	ARNOLD AUTO SUPPLY	Connector/Rags - Vehicle #534	07/11/2019	19.06	
133018	ARNOLD AUTO SUPPLY	Battery/Antifreeze - FMWWTP Generator	07/11/2019	486.25	

CCWD
AP DISBURSEMENTS
JULY 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount	
133018	ARNOLD AUTO SUPPLY	Cleaning Agents/Brake Bleeder Kit - SA Shop	07/11/2019	75.04	
133018	ARNOLD AUTO SUPPLY	Diesel Fuel/Tank Cleaner - District Wide Generators	07/11/2019	780.22	
133018	ARNOLD AUTO SUPPLY	Rags/Drain Pan/Funnel - LCWWTP	07/11/2019	10.69	
133018	ARNOLD AUTO SUPPLY	Brake Cleaner/Screwdriver/Air Tool Oil/Brush/Car Cleaner - EP Barn	07/11/2019	54.60	
133073	BNN, LLC	Rent 08/19 - SA Shop	07/17/2019	3,000.00	
133089	BNN, LLC	Utility Reimbursement 06/19 - SA Shop	07/18/2019	244.56	
133128	BURKE, ZACHARY	Plant Coverage Travel Expense	07/25/2019	18.56	
132982	BURKHARDT, PATRICK	DOT Exam Reimbursement	07/11/2019	80.00	
133169	BURLINGAME ENGINEERS, INC	Tank Replacement (2) - JL D Pump Station	07/26/2019	10,845.63	(F)
133170	CANV SECTION AWWA	Conference Registration - Rose	07/26/2019	20.00	
133075	CAL.NET-MOTHERLODE	Internet Service May/August - Wallace	07/17/2019	110.84	
133020	CALAVERAS AUTO SUPPLY	Oil Pump Drive - Vehicle #129	07/11/2019	138.56	
133020	CALAVERAS AUTO SUPPLY	Bolt/Battery - Vehicle #608	07/11/2019	127.68	
133020	CALAVERAS AUTO SUPPLY	Lube/A/C Blower Resistor - Vehicle #706	07/11/2019	46.61	
133020	CALAVERAS AUTO SUPPLY	Oil/Filter - Vehicle #721	07/11/2019	92.47	
133020	CALAVERAS AUTO SUPPLY	Belt - CCRCP	07/11/2019	30.71	
133020	CALAVERAS AUTO SUPPLY	Antifreeze/Anti-Rust/Degreaser/Gasket/Sealant/Blow Gun - CCWTP	07/11/2019	353.23	
133020	CALAVERAS AUTO SUPPLY	Taps/Bits - JLWTP	07/11/2019	101.80	
133021	CALAVERAS FIRST COMPANY INC	Legal Publications/SCADA Tech II Recruitment Ad	07/11/2019	462.52	
133022	CALAVERAS LUMBER CO INC	Stakes/Lumber/Dobies/Rebar - DF/VCTO Reclaim WW Pump Station Proj	07/11/2019	616.26	(B)
133022	CALAVERAS LUMBER CO INC	Pipe Cutters/Measuring Wheel - Construction Crew	07/11/2019	94.71	
133022	CALAVERAS LUMBER CO INC	Impact Driver/Tape Measure/Bit Set - Vehicle #531	07/11/2019	251.01	
133022	CALAVERAS LUMBER CO INC	Adapters/Clamps - CCWTP Radio Install	07/11/2019	10.09	
133022	CALAVERAS LUMBER CO INC	Copper Pipe/Fittings - Slurry Line	07/11/2019	334.83	
133022	CALAVERAS LUMBER CO INC	Bit Set - FMWWTP	07/11/2019	16.08	
133022	CALAVERAS LUMBER CO INC	Pipe Fittings - FMWWTP Polymer Tank	07/11/2019	33.95	
133022	CALAVERAS LUMBER CO INC	Adapter/Extension Cord - CCWTP	07/11/2019	80.79	
EFT	CDTFA	Use Tax April-June 2019	07/22/2019	1,297.00	
133076	CALIFORNIA TEES	Uniform Shirts/Hats - Staff	07/17/2019	10,238.15	
132985	CALIFORNIA WASTE RECOVERY SYSTEMS	Refuse Disposal 07/19 - District Wide	07/11/2019	1,365.79	
EFT	CALPERS	Unfunded Accrued Liability (UAL) FY 19-20 Prepayment	07/22/2019	224,765.00	
133023	CALTEL	Leased Lines 06/19	07/11/2019	1,428.77	
133024	CARBON COPY INC	Copies/Copier Maintenance 06/19	07/11/2019	125.47	
EFT	CARD SERVICES	Lunch Meeting - Ratterman/Minkler	07/17/2019	24.33	
EFT	CARD SERVICES	Fish & Wildlife Lunch Meeting - Minkler/Wyckoff	07/17/2019	42.06	
EFT	CARD SERVICES	WIIN Act Discussion Lunch Meeting - Minkler/Martin	07/17/2019	30.88	
EFT	CARD SERVICES	Interview Discussion Lunch Meeting - Minkler/Wyckoff/Guest	07/17/2019	46.22	
EFT	CARD SERVICES	UWPA Lunch Meeting - Minkler/Wyckoff/Zanardi	07/17/2019	88.74	
EFT	CARD SERVICES	SHRM Conference Air Travel/Lodging/Meals - Lollar	07/17/2019	792.15	
EFT	CARD SERVICES	San Joaquin Society for HR Meeting - Lollar	07/17/2019	48.17	
EFT	CARD SERVICES	RFP for an ERP System Training Webinar - Meyer	07/17/2019	85.00	
EFT	CARD SERVICES	Water Distribution System O&M Course Package - Reece	07/17/2019	160.53	
EFT	CARD SERVICES	Internet Service 06/19 - Hunters	07/17/2019	76.87	
EFT	CARD SERVICES	Internet E-Mail Back-Up - OP HQ	07/17/2019	29.90	

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Check No.	Vendor/Employee	Transaction Description	Date	Amount	
EFT	CARD SERVICES	Gatorade - Slurry Line Crew	07/17/2019	16.96	
EFT	CARD SERVICES	Steel Building Deposit - DF/VCTO Reclaim WW Pump Station Project	07/17/2019	284.75	(B)
EFT	CARD SERVICES	Surveillance Signs - District Wide	07/17/2019	43.98	
EFT	CARD SERVICES	Meeting Supplies	07/17/2019	65.09	
EFT	CARD SERVICES	Surface Pro Screen Protectors/Cases; Cell Phone Screen Protector/Case	07/17/2019	1,541.42	
EFT	CARD SERVICES	Pump Replacement Kit - CCWHSE	07/17/2019	202.90	
133025	CARSON HILL ROCK PRODUCTS	Concrete - DF/VCTO Reclaim WW Pump Station Project	07/11/2019	1,645.74	(B)
133129	CARSON HILL ROCK PRODUCTS	Drain Rock - CCWHSE	07/25/2019	1,744.06	
133129	CARSON HILL ROCK PRODUCTS	Drain Rock - EP Barn	07/25/2019	193.95	
133026	CARUS CORPORATION	Sodium Permanganate - JLWTP	07/11/2019	8,614.86	
133027	CDK SUPPLY	Plugs/Cable Ties - Electrical Stock	07/11/2019	57.65	
133028	CDW GOVERNMENT INC	Cisco Anyconnect VPN Licenses (25) - 3 Year Term	07/11/2019	480.25	
133090	CENTRAL CALIFORNIA GENERATOR	Back-Up Generator Rental - CCWTP Raw Water P/S	07/18/2019	8,467.26	
133090	CENTRAL CALIFORNIA GENERATOR	Diagnose/Exercise Generator - CC Saddle Creek L/S	07/18/2019	476.25	
133029	CITY OF ANGELS	Sewer 06/19 - Six Mile Village	07/11/2019	4,695.23	
132986	CLARK PEST CONTROL	Pest Control Service 07/19 - WPWTP	07/11/2019	106.00	
132986	CLARK PEST CONTROL	Pest Control Service 07/19 - WPWWTP	07/11/2019	130.00	
133077	CLARK PEST CONTROL	Pest Control Service 07/19 - AWWTP	07/17/2019	87.00	
133077	CLARK PEST CONTROL	Pest Control Service 07/19 - LCWWTP	07/17/2019	231.00	
133077	CLARK PEST CONTROL	Pest Control Service 07/19 - Wallace WWTP	07/17/2019	122.00	
133171	CLARK PEST CONTROL	Pest Control Service 07/19 - FMWWTP	07/26/2019	174.00	(D)
133171	CLARK PEST CONTROL	Pest Control Service 07/19 - JLWTP	07/26/2019	62.00	
132987	COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 07/19	07/11/2019	730.00	
132989	COMCAST	Internet Service 07/19 - DF/VCTO WWTP	07/11/2019	83.08	
132991	COMCAST	Internet Service 07/19 - OP HQ	07/11/2019	153.08	
133172	COMCAST	Internet Service 07/19 - JLTC	07/26/2019	88.08	
133173	COMCAST	Internet Service July/August - JLWTP	07/26/2019	264.71	
133030	CONDOR EARTH TECHNOLOGIES INC	Sustainable Groundwater Management Act (SGMA) Support 05/19	07/11/2019	4,187.50	
133030	CONDOR EARTH TECHNOLOGIES INC	Compaction Testing/Report Preparation - CC	07/11/2019	259.00	
133030	CONDOR EARTH TECHNOLOGIES INC	Materials Testing & Inspection Services - EP Reach 1 Pipeline Repl Project	07/11/2019	2,033.45	(E)
133130	CONDOR EARTH TECHNOLOGIES INC	Compaction Testing 06/19 - EP Barn	07/25/2019	2,194.25	
133130	CONDOR EARTH TECHNOLOGIES INC	Groundwater Monitoring/Reporting 06/19 - 7 Sites	07/25/2019	11,269.75	
132992	CONETH SOLUTIONS INC	IT Infrastructure Support Services 07/19	07/11/2019	1,325.00	
133092	COPPER AUTO & MARINE	Light/Solenoid - Vehicle #123	07/18/2019	67.55	
133092	COPPER AUTO & MARINE	Reducer Bushing/Ball Mount - Vehicle #538	07/18/2019	57.88	
133092	COPPER AUTO & MARINE	Degreaser/Oil Gun/Radiator Cup/Silicone - CCWTP	07/18/2019	117.57	
133092	COPPER AUTO & MARINE	V-Belt - CCRCP	07/18/2019	75.03	
133131	COPPER AUTO & MARINE	Gear Oil/Gasket - FMWWTP Belt Press	07/25/2019	36.50	
133093	COPPEROPOLIS FIRE PROTECTION DISTRICT	Hydrant Maintenance Supplies - CC	07/18/2019	719.17	
133031	CPPA	Power 06/19	07/11/2019	73,236.41	
133032	CPUD	Water Service 06/19 - OP HQ	07/11/2019	219.55	
132993	CRANK, MICHAEL	Fuel Reimbursement - Vehicle #706	07/11/2019	17.41	
133174	CRANK, MICHAEL	DOT Exam Reimbursement	07/26/2019	80.00	
133132	CV DEVELOPMENT PARTNERS LLC	Offsite Water Reimbursement Agreement	07/25/2019	3,571.20	(C)

CCWD
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Check No.	Vendor/Employee	Transaction Description	Date	Amount
132994	CWEA	Membership Renewal - Turner	07/11/2019	188.00
133175	CWEA	Membership Renewal - Hibbard	07/26/2019	192.00
133175	CWEA	Collection System Maintenance, Grade 1 Cert Renewal - Crank	07/26/2019	89.00
133176	CWEA SAS	Conquering The Challenges of SSO's Seminar - Filippini/Hibbard	07/26/2019	40.00
133033	DATAPROSE	UB Statements 06/19	07/11/2019	4,012.34
133069	DEPARTMENT OF WATER RESOURCES	Plans/Specs Application - Big Trees Creek/San Antonio Creek	07/12/2019	300.00
133034	DOWNEY BRAND ATTORNEYS LLP	Legal Services 05/19	07/11/2019	21,107.76
133035	DRM CONSTRCTION	Septic Tank Repairs (15)	07/11/2019	44,711.70 (E)
133035	DRM CONSTRCTION	Southworth Building (Concrete Pad/Cover)	07/11/2019	20,000.00 (F)
133036	EBBETTS PASS GAS SERVICE	Fuel 06/19	07/11/2019	1,256.60
133095	EBBETTS PASS LUMBER	Straw - EP Barn	07/18/2019	152.56
133095	EBBETTS PASS LUMBER	Pipe Fittings - Slurry Line	07/18/2019	76.13
133096	EDGES ELECTRICAL GROUP, LLC	Rigid Conduit Supports/Anchors - Radio Tower	07/18/2019	401.82
133096	EDGES ELECTRICAL GROUP, LLC	Breakers - Hunters WTP	07/18/2019	1,672.23
133178	EDGES ELECTRICAL GROUP, LLC	Conduits/Switches/LED Fixture/Wallpack-DF/VCTO Reclaim WW Proj	07/26/2019	1,869.64 (B)
133037	ERS INDUSTRIAL SERVICES, INC.	Filter Media (Sand Filter) - FMWWTP	07/11/2019	46,690.00
132995	ESRI	Software Maintenance Support/ArcGIS Spatial Analyst License FY 19-20	07/11/2019	5,425.41
133097	FASTENAL	Marking Paint/Lubricant - JL	07/18/2019	309.88
133179	FASTENAL	Tyvek Coveralls - Collections Crew	07/26/2019	149.97
133098	FERGUSON ENTERPRISES, INC 1423	Flowmeter - LCWWTP	07/18/2019	2,465.32
133098	FERGUSON ENTERPRISES, INC 1423	Pipe/Fittings - DF/VCTO Reclaim WW Pump Station Project	07/18/2019	6,617.83 (B)
133133	FERGUSON ENTERPRISES, INC 1423	Ball Valves/Shut Off Valves/Couplers - LCWHSE	07/25/2019	5,918.25
133180	FERGUSON ENTERPRISES, INC 1423	Gate Valves/Pipe/Fittings/Fasteners - Slurry Line	07/26/2019	8,886.10
133038	FGL ENVIRONMENTAL	Waste Water Testing 06/19	07/11/2019	1,418.22
133038	FGL ENVIRONMENTAL	Water Testing 06/19	07/11/2019	2,521.28
133181	FGL ENVIRONMENTAL	Waste Water Testing 07/19	07/26/2019	2,133.00
133181	FGL ENVIRONMENTAL	Water Testing 07/19	07/26/2019	3,792.00
133182	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental 07/19 - Sheep Ranch	07/26/2019	93.50
133182	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental 07/19 - Wallace	07/26/2019	93.50
133183	FROGGY'S AUTO WASH & LUBE	Oil/Lube/Air Filter - Vehicle #551	07/26/2019	127.07
132975	GABA	Independence Day Parade Entry Fee	07/05/2019	25.00
133099	GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	07/18/2019	617.50
133099	GAMBI DISPOSAL INC.	Bio-Solids Removal - FMWWTP	07/18/2019	546.25
133099	GAMBI DISPOSAL INC.	Bio-Solids Removal - LCWWTP	07/18/2019	1,852.50
133100	GARCIA AND ASSOCIATES	Archaeological Monitoring - JLWTP Pre-Treatment Facility Project	07/18/2019	6,753.80 (E)
133135	GENERAL PLUMBING SUPPLY CO INC	Couplings/Valves/Pipe Fittings - Slurry Line	07/25/2019	1,987.66
132996	GFOA	Membership Renewal - Christensen	07/11/2019	160.00
133184	GOVCONNECTION, INC	Hard Drives (4) - Stock	07/26/2019	278.10
133137	GRAINGER	Exhaust Fan - Southworth WWTP	07/25/2019	135.01
133137	GRAINGER	Eye/Face Wash Station Repair Parts - JLWTP	07/25/2019	857.60
133137	GRAINGER	Pressure Transducer Parts - JLWTP Pre-Treatment Facility Project	07/25/2019	732.04 (E)
133185	GRAINGER	Sump Pump/Adapters/Elbows/Union - JLWTP Pre-Treatment Facility Proj	07/26/2019	397.38 (E)
133138	HACH COMPANY	Ice Pic Annual Maintenance - CCWTP	07/25/2019	286.28
133186	HAMPTON, JESSE	PG&E Outage Water/Meal Reimbursement (3 Staff)	07/26/2019	40.31

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Check No.	Vendor/Employee	Transaction Description	Date	Amount	
133079	HITCHCOCK, REBECCA	CSDA Training Class Mileage Reimbursement	07/17/2019	75.40	
133139	HOLCOMB, DAVID	Locksmith Service - SRWTP	07/25/2019	233.48	
133140	HOLT OF CALIFORNIA	Water Pump/Hoses/Oil Cooler/Gaskets - CCWTP RW P/S Generator	07/25/2019	3,927.52	
132997	HUGHESNET	Internet Service 07/19 - AWWTP	07/11/2019	80.94	
132997	HUGHESNET	Internet Service 07/19 - FMWWTP	07/11/2019	82.23	
133188	INDUSTRIAL ELECTRICAL CO	Motors (2) - FMWWTP Beltpress/Spare	07/26/2019	1,751.56	
132998	INNOVYZE	Info Water Annual Maintenance/Support Renewal 08/19-08/20	07/11/2019	1,895.00	
133041	IRON MOUNTAIN	Document Destruction 06/19	07/11/2019	64.81	
133141	KASL CONSULTING ENGINEERS	Construction Management Services - EP Reach 1 Pipeline Repl Project	07/25/2019	23,173.00	(E)
133102	KENNEDY/JENKS CONSULTANTS	SSMP Update/Review - District Wide	07/18/2019	4,658.48	
133042	KOFF & ASSOCIATES, INC	Comprehensive Salary & Benefits Review/Analysis 06/19	07/11/2019	1,856.00	
133189	LALLO'S AUTOMOTIVE	Oil/Lube/Rotate Tires - Vehicle #606	07/26/2019	168.61	
133103	LOLLAR, STACEY	SHRM Conference Las Vegas Meal/Taxi/Mileage Reimbursement	07/18/2019	224.28	
133142	M & M BACKFLOW & METER MAINTENANCE	SB-88 Meter Testing	07/25/2019	250.00	
133104	MAIL FINANCE	Maintenance Lease Agreement 03/16-06/15 - Mailing Equipment	07/18/2019	983.27	
133104	MAIL FINANCE	Maintenance Lease Agreement 05/07-08/06 - Folder/Sorter Equipment	07/18/2019	1,097.48	
133105	MANTECA TRUCK ACCESSORIES	Sway Bar Links - Vehicle #713	07/18/2019	194.85	
133143	MEAD & HUNT INC	La Contenta Dam EAP 06/19	07/25/2019	1,450.07	
133000	MODESTO AIRCO GAS & GEAR	Cylinder Rental 07/19	07/11/2019	91.00	
133001	MOTHER LODE ANSWERING SERVICE	Answering Service 07/19	07/11/2019	527.04	
133002	MOUNTAIN COUNTIES WATER RESOURCES ASSOC	Membership Dues FY 19-20	07/11/2019	10,992.00	
133046	MOUNTAIN OASIS PURIFIED WATER	Water Cooler Service/Supplies 06/19 - District Wide	07/11/2019	156.55	
133144	MUNICIPAL MAINTENANCE EQUIP	Door Latch/Turbo Jet Nozzle - Vehicle #135	07/25/2019	293.42	
133003	MUTUAL OF OMAHA	Life/AD&D/LTD Insurance 07/19	07/11/2019	5,915.51	
133047	NEOFUNDS BY NEOPOST	Postage Machine Ink Cartridge - OP HQ	07/11/2019	418.28	
133048	NEW FRONTIER AUTO SUPPLY INC	Transmission Oil/Grease/Funnel - Vehicle #131	07/11/2019	85.33	
133048	NEW FRONTIER AUTO SUPPLY INC	Gloves - SA Shop	07/11/2019	13.94	
133082	NEW YORK LIFE	Life Insurance May/June	07/17/2019	2,328.72	(C)
133145	NORTHSTAR CHEMICAL	Sodium Hydroxide - LCWWTP	07/25/2019	2,608.32	
133191	NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	07/26/2019	1,127.90	
133191	NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	07/26/2019	2,345.80	
133146	NTU TECHNOLOGIES INC	Ferric Sulfate - CCRCP	07/25/2019	9,273.60	
133106	O'CONNELL & DEMPSEY, LLC	Federal Legislative Advocacy Consulting Services 06/19	07/18/2019	4,000.00	
133049	O'REILLY AUTO PARTS	Shocks/Stabilizer/Oil/Filters - Vehicle #129	07/11/2019	394.89	
133049	O'REILLY AUTO PARTS	Wipers - Vehicle #139	07/11/2019	31.64	
133049	O'REILLY AUTO PARTS	Relay Switch/Oil/Blower Motor - Vehicle #706	07/11/2019	74.48	
133049	O'REILLY AUTO PARTS	Diesel Exhaust Fluid/Wire - Vehicle #723	07/11/2019	46.11	
133050	P G & E	Power 05/19 - Hwy 26	07/11/2019	24.74	
133051	P G & E	Power 06/19 - JLTC	07/11/2019	185.62	
133052	P G & E	Power 06/19 - Warmwood L/S	07/11/2019	19.58	
133053	P G & E	Power 06/19 - Woodgate L/S	07/11/2019	24.84	
133054	P G & E	Power 06/19 - OP HQ	07/11/2019	29.82	
133055	P G & E	Power 06/19 - VS House	07/11/2019	14.52	
133107	P G & E	Power 06/19 - CC Water Tank	07/18/2019	37.70	

CCWD
AP DISBURSEMENTS
JULY 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount	
133108	P G & E	Power 06/19 - SA Shop	07/18/2019	329.09	
133147	P G & E	Power 06/19 - Hwy 26	07/25/2019	39.18	
133056	PAYMENTUS GROUP INC	Payment Processing 06/19	07/11/2019	6,153.00	
133109	PETERSON BRUSTAD INC	Engineering/Design Services - JLWTP Pre-Treatment Facility Project	07/18/2019	4,831.05	(E)
133057	R.E. SMITH CONTRACTORS, INC.	Construction Contract - JLWTP Pre-Treatment Facility Project	07/11/2019	200,933.36	(B)
133110	RATTERMAN, SCOTT	Mountain Counties United Water Conference Tour Hotel Reimbursement	07/18/2019	313.74	
133192	RICHARDSON & COMPANY	Auditing Services FY 18-19	07/26/2019	13,255.00	
133059	RON COOPER GENERAL ENGINEERING INC	Compaction Testing - EP	07/11/2019	1,350.00	
133148	RYAN HERCO PRODUCTS CORP.	Tubing/Fasteners/Elbows - JLWTP	07/25/2019	854.86	
133006	SCHEIDT, RANDY	Safety Boots/Winter Weather Gear Reimbursement	07/11/2019	400.00	
133007	SEIU LOCAL 1021	Union Dues/Donation 06/19	07/11/2019	2,689.86	(C)
133149	SENDERS MARKET INC	Fasteners - Vehicle #614	07/25/2019	3.39	
133149	SENDERS MARKET INC	Suspension Repair Parts - Vehicle #713	07/25/2019	19.92	
133149	SENDERS MARKET INC	Adapters/Hose/Towels/Burlap - LCWHSE	07/25/2019	61.86	
133149	SENDERS MARKET INC	Cable Ties/Clamps - LCWWTP Radio	07/25/2019	27.27	
133149	SENDERS MARKET INC	Couplings/Bushings/Ball Valves/Plugs/Nipples/Tees/Elbows - LCWWTP	07/25/2019	67.44	
133149	SENDERS MARKET INC	Backpack Sprayer/Extension Cord/Elbows/Bushings/Supplies - JLWTP	07/25/2019	365.98	
133149	SENDERS MARKET INC	Hex Tool - SA Shop	07/25/2019	14.47	
133149	SENDERS MARKET INC	Fasteners/Plug/Coupler/Adapter/Dust Caps/Sand - Southworth WWTP	07/25/2019	84.96	
133149	SENDERS MARKET INC	Oil/Antifreeze - Southworth WWTP Tractor	07/25/2019	17.57	
133083	SIERRA JANITORIAL SUPPLY	Cleaning Supplies - OP HQ	07/17/2019	326.81	
133008	SIGNAL SERVICE	Alarm Monitoring Service July-Sept - District Wide	07/11/2019	1,954.20	
133150	SIMPLE SOLUTIONS DISTRIBUTING LLC	Catalytic Carbon - CC L/S Odor Control	07/25/2019	516.12	
133009	SLAKEY BROS - JACKSON	Clamps - EP Barn	07/11/2019	339.41	
133153	SLAKEY BROS - JACKSON	Meter Boxes/Clamps/Valves/Handles - CCWHSE	07/25/2019	16,468.89	
133112	STAPLES CREDIT PLAN	Office Supplies	07/18/2019	1,984.76	
133154	SUEZ TREATMENT SOLUTIONS INC	Door Switch - CCWTP	07/25/2019	115.96	
133155	SUTTON ENTERPRISES	Road Repair Equipment/Permits - CCWWTP	07/25/2019	11,065.94	
133193	THE CAR DOCTOR	Oil/Lube/Filter/Rotate Tires - Vehicle #712	07/26/2019	97.83	
133061	THUNDER MOUNTAIN ENTERPRISES	Consulting Services - WP Regulating Reservoir Project	07/11/2019	570.06	
133156	TIFCO INDUSTRIES	Axle Bearing Tool/Safety Goggles/Discs/Hose Crimper Set - SA Shop	07/25/2019	1,467.08	
133194	TIFCO INDUSTRIES	Brass Pipe Fittings/Washers/Clamps/Discs/Grinding Wheels - Hunters	07/26/2019	423.27	
133157	TIRE RACK	Tires (4) - Vehicle #132	07/25/2019	719.70	
133195	TIRE RACK	Tires (6) - Vehicle #723	07/26/2019	2,399.62	
133062	TREATS GENERAL STORE INC	Meeting Supplies	07/11/2019	49.55	
133062	TREATS GENERAL STORE INC	Hardware - OP HQ	07/11/2019	2.91	
133196	UNDERGROUND SERVICE ALERT NORTH 811	Annual Membership FY 19-20	07/26/2019	1,644.40	
133063	UNION PUBLIC UTILITY DISTRICT	Water Service/Backflow Inspection 06/19 - Vallecito	07/11/2019	255.00	
133064	UNITED PARCEL SERVICE	Shipping 06/19	07/11/2019	54.00	
133197	UNITED PARCEL SERVICE	Shipping 07/19	07/26/2019	309.85	
133065	USA BLUE BOOK	Hydrant Meter (1) - WP	07/11/2019	1,072.45	
133113	USA BLUE BOOK	Air Hoses - Collections Crew	07/18/2019	594.85	
133158	USA BLUE BOOK	Cutting Wheel - EP Barn	07/25/2019	112.54	
133159	VALLEY SPRINGS FEED INC	Propane - JLWTP Forklift	07/25/2019	20.18	

CCWD
AP DISBURSEMENTS
JULY 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
133198	VERIZON WIRELESS	Cell Phone Service 07/19	07/26/2019	2,750.31
133066	VOLCANO TELEPHONE COMPANY	Fax/Internet WPWWTP 06/19	07/11/2019	158.51
133066	VOLCANO TELEPHONE COMPANY	Phone WPWTP 06/19	07/11/2019	388.59
133114	WAGeworks	FSA Admin 06/19	07/18/2019	200.00
133084	WELLS FARGO CORP TRUST SVC	Corporate Trust Services Administrative Charges	07/17/2019	7,500.00
133160	WEST POINT LUMBER INC	Caps/Vinegar/Bolt Cutters - WPWWTP	07/25/2019	110.66
133160	WEST POINT LUMBER INC	Distilled Water - WPWTP	07/25/2019	7.69
133160	WEST POINT LUMBER INC	Spray Bottle/Marking Paint/Hoses/Bottled Water - WP	07/25/2019	84.06
133067	WESTERN HYDROLOGICS	Gage Installation/Maintenance - Bear Creek Diversion	07/11/2019	2,296.54
EFT	WEX BANK	Fuel 06/19	07/10/2019	10,154.90
133011	WILLDAN	Assessment District Services - 3A West Point	07/11/2019	395.31 (C)
133011	WILLDAN	Assessment District Services - 9S4 Arnold	07/11/2019	1,013.32 (C)
133011	WILLDAN	Assessment District Services - DaLee Cassidy	07/11/2019	451.82 (C)
133011	WILLDAN	Assessment District Services - Fly In Acres	07/11/2019	628.21 (C)
133011	WILLDAN	Assessment District Services - Saddle Creek	07/11/2019	2,148.77 (C)
133011	WILLDAN	Assessment District Services - Wallace	07/11/2019	612.04 (C)
133068	WILLDAN	Arbitrage Rebate Services 04/15/14-04/15/19	07/11/2019	2,500.00
133161	WILLIAM R. ANDERSON CONST.	Crushed Fines (Gravel) - CCWHSE	07/25/2019	624.25
133199	WQI	Water Distribution Review Class, Grade IV - Crank	07/26/2019	700.00
133200	XYLEM WATER SOLUTIONS USA, INC	UV Bulbs/Ballasts - FMWWTP	07/26/2019	10,458.08
133163	YOUNG'S COPPER ACE HARDWARE	Shovels/Propane - CCWHSE	07/25/2019	139.37
133163	YOUNG'S COPPER ACE HARDWARE	Fasteners/Twine/Terminal Rings - CC	07/25/2019	8.53
133163	YOUNG'S COPPER ACE HARDWARE	Tape Ruler - SA Shop	07/25/2019	7.07
133163	YOUNG'S COPPER ACE HARDWARE	Mortar - Collections Crew	07/25/2019	14.99
133163	YOUNG'S COPPER ACE HARDWARE	Adapter/Bushings - CCWTP	07/25/2019	3.41
133163	YOUNG'S COPPER ACE HARDWARE	Pressure Washer Hose - CCWWTP	07/25/2019	18.22
	Employee Medical Reimbursements (7)			1,527.82
	Customer Refunds (8)			2,190.69
Total July 2019 AP Disbursements				<u>1,314,263.65</u>

RESOLUTION NO. 2019- ____

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

RATIFYING CLAIM SUMMARY NO. 569

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 568 at the Regular Meeting held on August 14, 2019 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 569 in the amount of \$1,866,181.43 for the month of July, 2019.

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas
President, Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: August 14, 2019
TO: Michael Minkler, General Manager
FROM: Peter Martin, Interim Director of Administrative Services
SUBJECT: Amendment of District's Financial Management Policy No. 5.09 - Surplus Equipment Policy

RECOMMENDED ACTION:

Motion: _____/_____ to adopt Resolution 2019-_____ amending the District's Financial Management Policy 5.09 - Surplus Equipment Policy.

SUMMARY:

The District's Surplus Equipment Policy was adopted on April 4, 1999 and last amended on 10/27/2010. The policy applies to the disposition of any asset tracked through the Fixed Asset System.

On May 15, 2019 the Board of Directors authorized the General Manager to enter into an open-end vehicle lease agreement with Enterprise Fleet Management. Terms of the lease agreement provide the District the option to return vehicles to Enterprise Fleet Management for re-sale prior to the end of the finance term. Staff has reviewed the District's current Financial Management Policy No. 5.09, Surplus Equipment Policy, and determined updates are necessary to accommodate such practices.

Staff presented a draft of the amendments to the Financial Management Policy No. 5.09, Surplus Equipment Policy to the Finance Committee on July 16, 2019. At the meeting, the Finance Committee reviewed the proposed changes, provided comments, and recommended that the proposed policy be submitted to the Board for adoption. The proposed amendments are provided as an attachment in "underline/strikeout" format, with the additions being underlined and the deletions struck through.

FINANCIAL CONSIDERATIONS:

None at this time.

*Attachments: -Underline/Strikeout of proposed amendments to District Financial Management Policy No. 5.09 – Surplus Equipment Policy
-Resolution 2019 - ____ Amending District Financial Management Policy No. 5.01 – Financial Investment Policy - Proposed Financial Management Policies No. 5.01, Investment Policy*

5.09.00 Stewardship of Public Assets

Assets purchased with tax or ratepayer money must be conserved and properly accounted for during their useful life. The proper disposal of items no longer useful to Calaveras County Water District ("~~District~~") is part of the District's responsibility to preserve the public trust.

5.09.01 No Insider Benefit

No employee, director or family member of either will have access to surplus equipment items except at an independent public auction. ~~This restriction extends even to the perception that employees are receiving special benefit from items declared surplus to the needs of the District.~~

5.09.02 Effects all Assets Except Real Property or Buildings

This policy covers any asset tracked through the Fixed Asset System. Real property, land and buildings are covered by Financial Management Policy 5.10.

5.09.03 Declaration of Surplus

The District Board of Directors will take formal action to declare items surplus if the estimated value of the property exceeds \$2,500.

5.09.04 Declaration Schedule

The status of assets tracked through the Fixed Asset System will be reviewed in conjunction with the annual audit. Subsequently, items found to be surplus shall be presented to the Board of Directors for declaration as surplus.

Items can be placed on the surplus list at any time during the year. Due to storage space limitations, listed surplus property can also be presented to the Board of Directors at any time during the year for a declaration.

5.09.05 Internal Notification

The list of items to be declared surplus must be reviewed by the General Manager prior to submittal to the Board of Directors.

5.09.06 Internal Claiming of Items

Any ~~CCWD-District~~ Department may claim and remove surplus items on the proposed surplus list before determination by the General Manager. The stewardship responsibility for that asset will be transferred to the claiming department.

5.09.07 General Manager or Designee Actions Authorized

The General Manager or designee is assigned the responsibility and authority to separate items listed as surplus into categories. At a minimum the categories will be: 1) Junk, 2) Scrap, 3) Vehicles and 4) Surplus.

If the estimated value of the surplus property is \$2,500 or less per item, the General Manager may authorize staff to dispose of the property in any manner deemed to be in the best interest of the District.

5.09.08 Junk and Scrap Items Disposal

Items of no useful value that are classified as junk or scrap shall be disposed of for scrap value if possible. If there is no scrap value the items will be transported to a secured landfill or other appropriate waste removal facility and dumped.

5.09.09 No Salvage of Junk or Scrap Items Authorized

It is a violation of this policy for any person or District, ~~CCWD~~-employee ~~or private citizen~~; to remove, obtain or take any item that is being placed into a landfill as junk, unless a receipt has been issued and the District has received payment.

5.09.10 Vehicle Disposal

It is the policy of ~~CCWD~~the District to dispose of an equipment item requiring registration through the California Department of Vehicles by using a commercial auction company or through trade-in. This category of surplus items will not be available for claiming by other public agencies.

5.09.11 Surplus Computer Equipment

All surplus computer equipment offered for sale will be on an “as-is” basis.

Computer equipment will be offered for redemption in the following order:

1. Calaveras County Schools
2. Calaveras County Public Agencies

Any items remaining will be consigned to the District’s public auction firm for sale.

5.09.12 Benefits to Other Public Agencies

It is the policy of the District to offer surplus items, except for vehicles, prior to assigning them to a public auction company, to other public agencies within Calaveras County as a method of conserving limited public money. However, the District, at its sole discretion, reserves the right to consign surplus items directly to a public auction company without offering them to other public agencies first.

5.09.13 Viewing of Surplus Items Not Consigned

Items declared surplus and not consigned will be held for viewing by other public agencies within Calaveras County. The items will be held a reasonable time before being shipped to a public auction company or a contracted vehicle leasing company for disposal.

5.09.14 Other Calaveras County Public Agencies Claiming Privileges of Non-Consigned Items

All agencies will be given access to the items at the same time and place. A time period will be established by District staff for solicitation of written bids by the public agencies. The highest bid received within the established timeframe will be awarded purchase of the surplus item(s) upon approval by the Board of Directors.

Alternatively, the General Manager may request the Board of Director's authorization to negotiate with an interested party or to dispose of the surplus property in another manner.

The agent of the purchasing public agency will sign a statement that the items will be used solely by that public agency and will not be for any employee's personal use.

5.09.15 Removal of Surplus Items Not Consigned

After Board or General Manager approval, ~~P~~public agencies purchasing surplus items may have two weeks to pay for and remove the items or they will be shipped to the public ~~A~~uction ~~C~~ompany or contracted vehicle leasing company for disposal.

5.09.16 Public Auction Company

In order to insure the public that ~~CCWD~~the District is receiving the highest value for surplus items, the services of a public auction company or contracted vehicle leasing company will be used to dispose of surplus items.

5.09.17 Scrap Value as a General Fund Revenue

The minor amount of money received from scrap items sold will be considered as General Fund revenue.

5.09.18 Surplus Sales Revenues

If records are available to show what specific fund first purchased the asset that is sold, the money will be returned to that fund. Otherwise, the revenue will be recorded as a General Fund resource. If a vehicle is sold through a contracted vehicle leasing

company, the proceeds from the sale can be used to reduce the purchase price of any future replacement vehicle.

5.09.19 **Junk and Scrap**

Items that fall within this category, as determined by the General Manager, have no value and will be disposed of in a landfill or through a scrap metal disposal service.

5.09.20 **Definitions**

A. Vehicle Leasing Company – A company engaged by the District to provide cars, SUV’s and trucks through an open-ended lease agreement.

~~A.B.~~ Department - Various operating units within Calaveras County Water District, i.e. General Management, Administrative Services, Engineering, ~~Finance~~, Utilities and Water Resources.

~~B.C.~~ District - Calaveras County Water District ~~(CCWD)~~

~~C.D.~~ Fixed Asset System - ~~Computerized~~ financial application used to record and track assets obtained by ~~CCWD~~ the District.

~~D.E.~~ Independent Public Auction - A public auction held by a totally independent firm that sells items through a bid process to members of the public.

~~E.F.~~ Junk - Items having no commercial value, or the cost of keeping it (handling, maintenance, storage) exceeds the estimated sales value, the ~~Board~~ General Manager may authorize its abandonment, destruction or deposit into a landfill.

~~F.G.~~ Public Agency - Defined as a political subdivision of the State of California. Includes Calaveras County, City of Angels, water and sewer districts, Calaveras County Schools and other interested special districts within the county.

~~G.H.~~ Public Auction Company - A private company holding auctions available to members of the public. Must be totally independent from ~~the District~~ CCWD.

~~H.I.~~ Scrap - Material that is accumulated by the District usually as a product of repair. The material is completely disassembled and sorted. When an amount is sufficiently accumulated to offset the cost of disposal it shall be sold at the highest price obtainable.

~~I.J.~~ Surplus Equipment - Assets that have reached the end of their useful life in completing the mission of ~~CCWD~~ the District.

RESOLUTION NO. 2019 - __

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

**AMENDING THE DISTRICT FINANCIAL MANAGEMENT
POLICY 5.09 - SURPLUS EQUIPMENT**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted a Surplus Equipment Policy as Financial Management Policy No. 5.09, on April 14, 1999 by Minute Entry;

WHEREAS, the Board of Directors last amended the Financial Management Policy No. 5.09 – Surplus Equipment Policy on October 27, 2010; and

WHEREAS, recent contracting considerations for the purchase and disposition of District owned vehicles has necessitated the District to update its Surplus Equipment Policy.

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

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby amend Financial Management Policy No. 5.09 – Surplus Equipment, last revised by Resolution 2010-72, as attached hereto and made a part hereof, to be effective immediately.

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: August 14, 2019
TO: Michael Minkler, General Manager
FROM: Peter Martin, Interim Director of Administrative Services
SUBJECT: Amending the District's Financial Management Policy –
No. 5.01, Investment Policy

RECOMMENDED ACTION:

Motion _____/_____ adopting Resolution No. 2019 - ____ regarding amending the District's Financial Management Policy No. 5.01, Investment Policy.

SUMMARY:

Section 5.01.20 of *The Investment Policy Guidelines of the Calaveras County Water District* is as follows:

“The Investment Policy Guidelines of the Calaveras County Water District shall be adopted by resolution of the Districts' legislative authority. The policy shall be reviewed at the beginning of each fiscal year by the Board of Directors and any modifications made thereto must be approved by the Board of Directors.”

Staff is proposing modifications to Section 5.01.19, Reporting, to reflect the new reporting requirements as outlined by Government Code (GC) Section 53607, specifically the preparation and submission of monthly transaction reports.

Staff presented a draft of the amendments to the Financial Management Policy No. 5.01, Investment Policy (attached) to the Finance Committee on July 16, 2019. At the meeting, the Finance Committee reviewed the proposed changes, provided comments, and recommended that the proposed policy be submitted to the Board for adoption. The proposed amendments are provided as an attachment in “underline/strikeout” format with the additions being underlined and the deletions struck through.

FINANCIAL CONSIDERATIONS:

None at this time.

Attachments: -Underline/Strikeout of amendments to District Financial Management Policy No. 5.01 – Financial Investment Policy

-Resolution 2019 - Amending District Financial Management Policy No. 5.01 – Financial Investment Policy - Proposed Financial Management Policies No. 5.01, Investment Policy

Calaveras County Water District

5.01.01 Policy Statement

This policy is intended to provide guidelines for the prudent investment of the Calaveras County Water District's (District) funds and outline the policies for maximizing the efficiency of the District's cash management system. The ultimate goal is to enhance the economic status of the District consistent with the prudent protection of the District's investments. This investment Policy has been prepared in conformance with all pertinent existing laws of the State of California including California Government Code Sections 53600, *et seq.*

5.01.02 Scope

It is intended that this policy cover all funds and investment activities of the District. These funds are defined and detailed in the District's Annual Financial Statements and include any new funds created unless specifically excluded by District management and the Board of Directors. The management of Calaveras County Water District's bond issued proceeds is not included in this policy because they have unique investment objectives, time horizons, and legal requirements. Incorporated herein are **Appendices A and B**, "Description of Authorized Investments and Restrictions," and "Glossary of Cash Management Terms," respectively.

5.01.03 Prudent Investor Standard

The District operates its investment portfolio under the Prudent Investor Standard (California Government Code Section 53600.3) which states, "When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District."

5.01.04 Investment Objectives

When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing the District's funds, the primary objective is to safeguard the principal of the funds. The secondary objective is to meet the liquidity needs of the District. The third objective is to achieve a maximum return on invested funds. It is the policy of the District to invest public funds in a manner to obtain the highest return obtainable with the maximum security while meeting the daily cash flow demands of the District as long as investments meet the criteria established by this policy for safety and liquidity and conform to all laws governing the investment of District funds.

5.01.04.1 Safety of Principal

Safety of principal is the foremost objective of the District. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they arise from securities defaults, institution default, broker-dealer default, or erosion of market value of securities. The District shall mitigate the risk to the principal of invested funds by limiting credit and interest rate risks. Credit Risk is the risk of loss due to the failure of a security's issuer or backer. Interest Rate risk is the risk that the market value of the District's portfolio will fall due to an increase in general interest rates.

A) Credit risk will be mitigated by:

- (1) Limiting investments to only the most creditworthy types of securities; and
- (2) Pre-qualifying a list of non-government issuers of securities with which the District will do business; and
- (3) Diversifying the investment portfolio so that the potential failure of any one issue or issuer will not place an undue financial burden on the District.
- (4) The District cannot invest any more than 5% maximum of the portfolio in any single issuer's bond debt, except U.S. Government, its agency or the State of California Local Agency Investment Fund.

B) Interest rate risk will be mitigated by:

- (1) Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing obligations, thereby reducing the possible need to sell securities on the open market at a loss prior to their maturity to meet those requirements; and
- (2) Investing primarily in shorter-term securities as defined in "(5.01.04.2)" **Liquidity**.

5.01.04.2 Liquidity

Availability of sufficient cash to pay for current expenditures shall be maintained. An adequate percentage of the portfolio shall be maintained in liquid short-term securities, which can be converted to cash as necessary to meet disbursement requirements. Since cash requirements cannot always be anticipated, sufficient investments in securities with active secondary or resale markets shall be utilized. These securities will have a low sensitivity to market risk. The Local Agency Investment Fund (LAIF) and short-term money market securities shall also be used as liquid investments. The cash management system of the District shall be designed to accurately monitor and forecast expenditures and revenues to insure the investment of monies to the fullest extent possible.

5.01.04.3 Rates of Return

Return on investments shall be considered only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed to attain a market average rate of return throughout economic cycles, taking into account the District's risk constraints, the composition and cash flow characteristics of the portfolio, and applicable laws.

5.01.05 Delegation of Authority

The Board of Directors hereby delegates management authority and responsibility for implementing the investment policy to the General Manager or designee, who shall establish written procedures for the operation of the investment program consistent with this investment policy and the requirements of applicable laws. Such procedures shall include explicit delegation (by the Board of Directors) of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board of Directors. The General Manager or designee shall be responsible for all transactions undertaken by the District's staff, and shall establish a system of controls to regulate the activities of internal staff and any external investment advisors.

All participants in the investment process shall act, as custodians of the public trust and all investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. All investment related activity shall be done in conformance with this policy and all applicable State and Federal laws and regulations.

5.01.06 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officers shall disclose any financial interest in financial institutions that conduct business with the District, and they shall further disclose any personal financial/investment positions that could be related to the performance of the District's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the District, particularly with regard to the timing of purchases and sales, and shall avoid transactions that might impair public confidence.

5.01.07 Authorized Financial Dealers and Institutions

The General Manager or designee shall establish and maintain a list of the financial institutions and broker/dealers authorized to provide investment and depository services to the District, shall perform an annual review of the financial condition and registrations of the qualified institutions, and require annual audited financial statements to be on file for each approved institution. The District shall send annually, or as updated, a copy of its current Investment Policy to all financial institutions and broker/dealers approved to do business with the District. Receipt of the Investment Policy including confirmation that it has been received and reviewed by the person(s)

handling the District's account, shall be acknowledged in writing within thirty (30) days.

5.01.07.1 Depositories

In selecting depositories, the creditworthiness of institutions shall be considered and the General Manager or designee shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history. Qualifications and minimum requirements for depositories shall be established by the General Manager or designee, approved by the Board of Directors and provided to any institution seeking to conduct business with the District. Banks and Savings and Loan Associations seeking to establish eligibility as a depository for the District's Collateralized Certificate of Deposits shall submit annually an audited financial statement, which shall be reviewed by the General Manager or designee for compliance with the District's financial criteria.

Any institution meeting the District's required criteria will be eligible for placement of public deposits by the District, subject to approval by the General Manager or designee. As deemed necessary by the General Manager or designee, reviews of unaudited quarterly financial data for institutions on the District's approved list shall be made. Any institution falling below the District's established minimum criteria shall be removed from the approved list, no new deposits may be placed with that institution and all funds remaining shall be withdrawn as the deposits mature.

5.01.07.2 Brokers and Dealers

All brokers and dealers that desire to become qualified bidders for investment transactions with the District must respond to a "Broker Dealer Questionnaire" and submit related documents relative to eligibility. This includes a current audited financial statement, proof of state registration, proof of NASD registration and a certification they have received and reviewed the District's Investment Policy and agree to comply with the provisions outlined in the Investment Policy. The General Manager or designee may establish any additional criteria deemed appropriate to evaluate and approve any financial services provider. The selection process for broker dealers shall be open to both "primary dealers" and "secondary/regional dealers" that qualify under Securities and Exchange Commission Rule 15c3-1 (Uniform Net Capital Rule). The provider must be experienced in institutional trading practices and be familiar with the California Government Code as it relates to investments by a public entity.

If the District employs the services of a professional investment adviser, selection of broker/dealers will be at the sole discretion of the adviser, and the adviser shall make their list of selected broker/dealers available to the District on demand.

5.01.08 Authorized and Suitable Investments

The District is provided a broad spectrum of eligible investments under California Government Code Sections 53600 - 53609 (authorized investments), 53630 - 53686 (deposits and collateral) and 16429.1 (Local Agency Investment Fund). The District may choose to restrict its permitted investments to a smaller list of securities that more closely fits the District's cash flow needs and

requirements for liquidity. If a type of investment is added to the Government Code list, it shall not be added to the District's Authorized Investment List until this policy is amended and approved by the Board of Directors. If a type of investment permitted by the District should be removed from the Government Code list, it shall be deemed concurrently removed from the District's Authorized Investment List, but existing holdings may be held until they mature.

Within the context of these limitations, the following investments are authorized:

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**SUMMARY OF INVESTMENTS AUTHORIZED UNDER CALIFORNIA
 GOVERNMENT CODE SECTION 53601 AND
 CALAVERAS COUNTY WATER DISTRICT
 STATEMENT OF INVESTMENT POLICY**

See Appendix A

CGC Section	Investment Type	ALLOWED BY STATUTE			AUTHORIZED BY CALAVERAS COUNTY WATER DISTRICT		
		Maximum Maturity	Authorized Limit (%)	Required Rating	Maximum Maturity	Authorized Limit (%)	Minimum Required Rating
53601(a)	Local District Bonds	5 Years	None	None	5 Years	50%	N/A
53601(b)	U.S. Treasury Obligations	5 Years	None	None	5 Years	100%	N/A
53601(c)	State of California Obligations	5 Years	100%	None	5 Years	100%	A
53601(d)	Obligations of Other States	5 Years	None	None	5 Years	20%	AA
53601(e)	California Local Agency Obligations	5 Years	None	None	5 Years	50%	AA
53601(f)	U.S. Agencies and GSEs	5 Years	None	None	5 Years	100%	N/A
53601(g)	Bankers' Acceptances	180 Days	40%/30%	None	180 Days	40%	A
53601(h)	Commercial Paper	270 Days	25% and 10% of outstanding CP	A1/P1/F1	270 Days	25%	A1/P1/F1 AA
53601(i)	Negotiable Certificates of Deposit	5 Years	30%	None	5 Years	30%	A
53601(j)	Repurchase Agreements	1 year	None	Various	1 Year	20%	None
53601(k)	Medium-Term Notes	5 Years	30%	A or >	5 Years	30%	A or >
53601(l)	Money Market Mutual Funds	N/A	20%	(1)	N/A	20%	(1)
53601(o)	Passthrough securities	5 Years	20%	A	5 Years	20%	A
53601(p)	Joint Powers Authority	N/A	None	None	N/A	20%	None
53601(q)	Supranational Securities	5 Years	30%	AA	5 Years	30%	AA
53631	Collateralized Bank Deposits	5 Years	None	AA	5 Years	20%	AA
53637	Time Deposits	5 Years	None	None	2 Years	20%	N/A
16429.1	Local Agency Investment Fund (LAIF)	N/A	None	None	N/A	Statutory limit ⁽²⁾	N/A
53635.8	County Pooled Investment Funds	N/A	None	None	N/A	30%	None
53684 (3)	Non-Negotiable Certificates of Deposit	5 Years	100%	None	2 Year	40%	None

- (1) Highest ranking by 2 of 3 of the nationally recognized rating agencies,
- (2) LAIF currently allows a maximum of \$65 million per account.
- (3) For non-negotiable certificates of deposit, bank deposits, and time deposits that exceed the insured maximum of \$250,000, approved collateral at the required percentage of market value will be obtained. (Government Code § 53651-53652).

The CCWD Portfolio at the time of investment will use a guideline of 5% limit per issuer. The exception will be U.S. Treasuries and U.S. Agencies.

Note: "Authorized Limits" refer to the percent of total amount of funds eligible for investment in a particular investment type.

One purpose of this Investment Policy is to define what investments **are** permitted. If a type of security is not specifically authorized by this policy, it is not a permitted investment. Additionally, District assets shall not be invested in instruments whose maturities exceed five (5) years from the time of purchase without the express approval of the Board of Directors to be received no less than three months prior to the investment.

See **Appendix A** for a more detailed descriptions and additional restrictions, if any, of the authorized investments listed above.

5.01.10 Competitive Bidding

It is the District's policy to transact all securities purchases and sales through a formal and competitive process requiring the solicitation and evaluation of at least three bids/offers. The District will accept the offer, which (a) optimizes the investment objectives of the overall portfolio and (b) the highest rate of return.¹ When selling a security, the District will select the bid that generates the highest sale price. It will be the responsibility of the personnel involved in each transaction to produce and retain written records, including the name of the financial institutions solicited, price/rate quoted, general description of the security, bid/offer selected, and any consideration that had an impact on the decision.

5.01.11 Master Repurchase Agreement

The District may invest (Government Code Section 53601 (j)) in overnight and term repurchase agreements with Primary Dealers of the Federal Reserve Bank of New York rated "A" or better by Moody's Investors Service or Standard & Poor's Corporation with which the District has entered into a Master Repurchase Agreement. This agreement will be modeled after the Public Securities Associations Master Repurchase Agreement.

All collateral used to secure this type of transaction is to be delivered to a third party prior to release of funds. The third party shall have an account in the name of the Calaveras County Water District. The market value of securities used as collateral for repurchase agreements shall be monitored on a daily basis and shall not be permitted to fall below a minimum of 102 percent of the value of the repurchase agreement. Collateral shall not have maturities in excess of five (5) years. The right of substitution shall be granted, provided that permissible collateral is maintained.

In order to conform with the provisions of the Federal Bankruptcy Code that provides for the liquidation of securities held as collateral for repurchase agreements, the only securities deemed acceptable as collateral shall be securities that are direct obligations of and guaranteed by the U.S. Government, U.S Government Agencies or Government Sponsored Enterprises securities as permitted under this policy. The District will maintain a first perfected security interest in the securities subject to the repurchase agreement and shall have a contractual right to the liquidation of purchased securities upon the bankruptcy, insolvency or other default of the counter party.

¹ The purchase of securities other than U.S. Treasuries (corporate notes, agencies, mortgage-backed securities, etc.) will be executed differently. This is due to the lack of homogeneity among these products and their availability (or unavailability) in dealer inventories. Because of the individualized nature of these securities, it is generally not possible to get more than one offer on the same instrument.

Therefore, when purchasing non-Treasury securities, the Investment Officer shall make a subjective evaluation regarding the relative attractiveness of various offers, taking into account maturity, credit ratings, structure and other factors that influence pricing.

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5.01.12 Investment Pools

An investigation of any investment pool or money market mutual fund is required prior to investing and is to be performed on an ongoing basis. The investigation shall, at a minimum, obtain the following information:

- A description of interest calculations and how it is distributed, and how gains and losses are distributed.
- A description of how securities are safeguarded (including the settlement process) and how often the securities are “marked to market” and how often an audit is conducted.
- A description of who may invest in the program, how often, what size deposits and withdrawals are permitted.
- A schedule for receiving statements and portfolio listings.
- Does the pool/fund maintain a reserve or retain earnings or is all income after expenses distributed to participants?
- A fee schedule, which also discloses when and how fees are assessed.
- Determining if the pool or fund is eligible for bond proceeds and/or will it accept such proceeds.

The purpose of this investigation is to determine the suitability of a pool or fund in relation to the District’s investment policy and evaluate the risk of placing funds with that pool or fund.

5.01.13 Collateralization

Uninsured Time Deposits with banks and savings and loans shall be collateralized and monitored in the manner prescribed by state law for depositories accepting investment funds from public governmental entities.

Repurchase Agreements shall be collateralized in accordance with terms specified in the Master Repurchase Agreement. The valuation of collateral securing a Repurchase Agreement shall be verified and monitored on a daily basis to insure a minimum of 102% of the value of the transaction being held by the District's depository agent. All collateral used to secure this type of transaction is to be delivered to a third party prior to release of funds. The third party shall have an account in the name of the Calaveras County Water District.

5.01.14 Safekeeping and Custody

All securities owned by the District shall be held in safekeeping by a third-party bank trust department acting as agent for the District under the terms of a custody agreement executed by the bank and the District. **All securities shall be received and delivered using standard delivery versus payment (DVP) procedures.** The third-party bank trustee agreement must comply with Section 53608 of the California Government Code. No outside broker/dealer or advisor may have access to District funds; accounts or investments and any transfer of funds must be approved by the General Manager or designee or his/her designee.

5.01.15 Diversification and Risk

Mitigating Credit Risk in the Portfolio

The District recognizes that investment risks could result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. To minimize the District's exposure to these types of risk, the portfolio should be diversified among several types of institutions, instruments and maturities. The General Manager or designee shall minimize default risk by prudently selecting only instruments and institutions which at the time of placement have been evaluated for their financial viability and compliance with this policy. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. Risk shall also be managed by subscribing to a portfolio management philosophy that helps to control market and interest rate risk by matching investments with cash flow requirements. Diversification strategies shall be established and reviewed quarterly by the General Manager or designee.

The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.

If securities owned by the District are downgraded by an NRSRO to a level below the quality required by this investment policy, it will be the District's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.

- If a security is downgraded, the General Manager or designee will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
- If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Board of Directors.

Mitigating Market Risk in the Portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The District recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The District will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The District further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. The District, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

- The District will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.

- The maximum percent of callable securities (does not include “make whole call” securities) in the portfolio will be 20%.
- If the District utilizes a strategy that targets a duration target, the duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the District based on the District’s investment objectives, constraints and risk tolerances.

5.01.16 Maximum Maturities

Every effort will be made to match investment maturities to cash flow needs. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement and approved by the Board of Directors, no investment may be made with maturity greater than five (5) years.

5.01.17 Internal Control and Review

This Investment Policy shall be reviewed periodically by the General Manager or designee as necessary and any recommended revisions shall be submitted as needed to the Board of Directors in order to insure consistency and its relevance to current law, and financial and economic trends. The General Manager or designee shall also submit this Investment Policy to the Board of Directors for its review during the first quarter of each fiscal year.

In conjunction with the annual financial statement audit, the external auditors shall review the investments and general activities associated with the investment program to evaluate compliance with this Investment Policy.

5.01.18 Performance Benchmark

The investment portfolio will be managed in accordance with the standards established within this Investment Policy and will use an industry benchmark of like investment types that maintain a target duration and credit quality that are commensurate with the District’s current investment goals.

5.01.19 Reporting

The General Manager or designee will produce a monthly transaction report that will be submitted to the Board of Directors. Additionally, the General Manager or designee may produce a quarterly investment report (Treasurer’s Report) that ~~will~~ may be submitted to the Board of Directors ~~at on -minimum, on a semi-annual basis~~. The report, generally submitted within 30 days of the end of each calendar quarter (unless a more frequent reporting period is chosen), shall include information about the investment of all funds in the custody of the District. This report shall also include all items listed in Section 53646(b) of the Government Code.

These reports will also include the following information about the investments of all funds:

5.01.19.1 Investment Report

- A. List of individual investments by type and issuer held at the end of reporting period.
- B. Dollar weighted yield to maturity of the District's investments.
- C. Maturity schedule by type, of each of the District's investments.
- D. Statement of compliance of the portfolio to the District's adopted Investment Policy or manner in which the portfolio is not in compliance.
- E. Quarterly statement denoting the ability to meet the District's scheduled expenditure requirements for the next three months.
- F. Market value, book value and par value of all investments.
- G. Rates of interest on investments and accrued interest earned on the portfolio.
- H. Transactions for the period

5.01.20 Investment Policy Adoption

The Investment Policy Guidelines of the Calaveras County Water District shall be adopted by resolution of the Districts' legislative authority. The policy shall be reviewed **during the first quarter of each fiscal year** by the Board of Directors and any modifications made thereto must be approved by the Board of Directors.

Appendix - A

Description of Authorized Investments and Restrictions

The following descriptions of authorized investments are included here to assist in the administration of this policy.

5.01.20.01 Local Agency Investment Fund (LAIF)

The Local Agency Investment Fund (LAIF) is a special fund in the California State Treasury created and governed pursuant to Government Code Sections 16429.1 *et seq.* This law permits the District, with the consent of the Board of Directors, to remit money not required for the District's immediate need to the State Treasurer for deposit in this special fund for the *purpose* of investment. LAIF currently limits investments to \$50 million from any one District. Principal may be withdrawn on one days' notice. The fees charged by LAIF are limited by Statute. (Legal Authority - Government Code Section 16429.1)

5.01.20.02 Securities of the U.S. Government

Treasury securities are obligations of the United States Treasury backed by the "full faith and credit" of the Federal Government and can be of three types: bills, notes, and bonds. There is no percentage limitation on the funds that can be invested in this category; however, a five-year maturity limitation is applicable.

5.01.20.03 Federal Agencies and Government-Sponsored Enterprises

The District can invest in obligations issued by Federal Government agencies and Government Sponsored Enterprises such as the Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporation (FI-ILMC). Such securities are obligations of the agencies themselves, but there is also an implied guarantee by the United States Government. All such obligations qualify as legal instruments and are acceptable as security for District deposits. (Legal Authority - Government Code Sections 53601 (f)). There is no percentage limitation on the funds that can be invested in this category; however, a five-year maturity limitation is applicable. Moreover, no more than 25% of the portfolio may be invested in any single Agency/GSE issuer.

5.01.20.04 Registered State Warrants or Treasury Notes or Bonds of the State of California

These include bonds payable solely out *of* the revenues from a revenue-producing property owned, controlled, or operated *by* the state or *by* a department, board, District, or authority *of* the state. (Legal Authority - Government Code Sections 53601 (c)). These investments are permitted, provided that:

- The securities are rated in a rating category of "A" or its equivalent or better by at least one nationally recognized statistical rating organization ("NRSRO").
- No more than 30% of the portfolio may be in Municipal Securities.

5.01.20.05 The maximum maturity does not exceed five (5) years. Registered treasury notes or bonds of

any of the other 49 United States in addition to California,

This includes bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California (GCS 53601 (d)). These investments are permitted, provided that:

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities.

5.01.20.06 Bonds, Notes, Warrants, or Other Evidences of Indebtedness of Any Local District within the State of California

These include bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by a California local District, or by a department, board, District or authority of such a local District. (Legal Government Code Sections 53601 (e)). These investments are permitted, provided that:

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities.

5.01.20.07 Bankers Acceptance

The District may invest in Bankers Acceptances limited to banks which have short-term debt obligations rated “A-1” or its equivalent or better by at least one NRSRO; or long-term debt obligations which are rated in a rating category of “A” or its equivalent or better by at least one NRSRO. The maximum investment maturity will be restricted to 180 days as per Government Code Section 53601(f). Maximum portfolio exposure will be limited to 40 percent. (Legal Authority- Government Code Sections 53601 (g))

5.01.20.08 Commercial Paper

Prime Commercial Paper with a maturity not exceeding 270 days from the date of purchase with the highest ranking or of the highest letter and numerical rating as provided for by the nationally recognized statistical-rating organization (NRSRO). The entity that issues the commercial paper shall meet all of the following conditions in either A or B:

- A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of five hundred million dollars (\$500,000,000) and (3) have debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
- B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program wide credit enhancements, including, but not limited to, over collateralization, letter of credit or surety bonds and (3) have commercial paper that is rated "A-I" or higher, or the equivalent, by a NRSRO.

The District's aggregate investment in commercial paper shall not exceed 25% of the District's

total portfolio. (Legal Authority - Government Code Sections 53601 (h))

5.01.20.09 Negotiable Certificates of Deposit

Investments are limited to deposits issued by a nationally or state-chartered bank or a savings association or federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank, provided that:

- The amount of the NCD insured up to the FDIC limit does not require any credit ratings.
- Any amount above the FDIC insured limit must be issued by institutions which have short-term debt obligations rated “A-1” or its equivalent or better by at least one NRSRO; or long-term obligations rated in a rating category of “A” or its equivalent or better by at least one NRSRO.

Negotiable Certificates *of* Deposit shall not exceed 30 percent *of* the District's surplus money, which may be invested pursuant to this policy. Per section 53638 *of* the California Government Code, any deposit shall not exceed the total paid-up capital and surplus *of* any depository bank, nor shall the deposit exceed the total net worth *of* any institution. Maximum investment maturity is restricted to five years. Investments in Negotiable Certificates of Deposit prohibited by Government Code Section 53635 (i) shall *not* be made. (Legal Authority Government Code Section 53601 (i))

5.01.20.10 Time Certificates of Deposit

The District may invest in collateralized certificates *of* deposits issued by a state or nationally chartered bank, a state or federal association or a state or federal credit union (Government Code Sections 53601(h)). A written depository contract is required with all institutions that hold District deposits. Securities placed in a collateral pool must provide coverage for at least 110 percent *of* all deposits that are placed in the institution. Acceptable pooled collateral is governed by California Government Code Section 53651. Real estate mortgages are not considered acceptable collateral by the District, even though they are permitted in Government Code Section 53651(m). All banks are required to provide the District with a regular statement *of* pooled collateral. This report will state that they are meeting the 110 percent collateral rule (Government Code Section 53652(a)), a listing *of* all collateral with location and market value, plus an accountability *of* the total amount *of* deposits secured by the pool.

District funds shall be invested only in commercial banks and savings and loans rated in the rating category of "A" or better by one NRSRO.

In the event that a bank does not meet the minimum ratings, a tri-party collateral arrangement may be substituted in lieu *of* a rating lower than "A". The third-party institution must be acceptable to the District and have an account in the name *of* the Calaveras County Water District. The market value *of* the collateral in the account must not fall below 110 percent *of* the value *of* the deposit(s) at any time. The securities in the account must conform to Government Code Section 53651 with the exception that real estate mortgages are not acceptable collateral. The District will maintain a first perfected security interest in the securities pledged against the deposit and shall have a contractual right to liquidation *of* pledged securities upon the bankruptcy, insolvency or other default *of* the counter party.

Deposits *of* up to \$250,000 are allowable in any institution that insures its deposits with the Federal Deposit Insurance Corporation, regardless *of* Moody's Investors Service or Standard and Poor's Corporation ratings. Per section 53638 *of* the California Government Code, any deposit shall not exceed the total paid-up capital and surplus *of* any depository bank, nor shall the deposit exceed the total net worth of any institution.

Maximum maturity is restricted to two (2) years. (Legal Authority - Govt Code Section 53651)

5.01.20.10 Repurchase Agreements

A Repurchase Agreement is the purchase *of* a security pursuant to an agreement by which the counterparty will deliver the underlying security by book entry, physical delivery or by a third-party custodial agreement. Repurchase Agreements shall have a maximum maturity *of* one year and shall not exceed 20 percent *of* the District's funds. The collateralization level for Repurchase Agreements shall be a minimum *of* 102 percent *of* the market value of the principal and accrued interest. The right *of* substitution will be granted provided that permissible collateral is maintained. In order to conform with the provisions *of* the Federal Bankruptcy Code that provides for the liquidation *of* securities held collateral for Repurchase Agreements, the only securities acceptable as collateral shall be securities that are direct obligations *of* and guaranteed by the United States Government, or its Agencies or with a maximum maturity of five (5) years.

The District shall maintain a first perfected security interest in the securities subject to the Repurchase Agreement and shall have a contractual right to the liquidation *of* purchased securities upon the bankruptcy, insolvency or other default *of* the counter party. Repurchase Agreements may only be made with banks and primary dealers with which the District has entered into a Master Repurchase Agreement modeled after the Public Securities Associations' Master Repurchase Agreement. In all other respects, Repurchase Agreements shall conform to the restrictions set forth in Government Code Sections 53601 (j). (Legal Authority - Government Code Sections 53601 (j))

5.01.20.11 Medium Term Notes

Medium-term notes are obligations of corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. The securities must be rated in the rating category of "A" or its equivalent better by a nationally recognized statistical rating organization. Purchase of medium-term notes shall not exceed 30% of the total portfolio, and not have maturity in excess of five (5) years. (Legal Authority-Government Code Sections 53601(k))

5.01.20.12 Money Market Mutual Funds

Mutual funds qualifying for District investment must restrict their portfolios to issues approved by the same state investment statute that defines investment alternatives for cities. Additionally, these mutual funds must adhere to Federal statutes regarding the size of the mutual fund and its safety, must attain the highest ranking of two of the three largest rating services and must retain an investment advisor registered with the Securities and Exchange Commission with not less than five (5) years' experience investing assets of at least five

hundred million dollars (\$500,000,000). The mutual funds must invest solely in investments, which the District itself could legally purchase. Investments in mutual funds shall not exceed 20 percent of the District's surplus fund. (Legal Authority-Government Code Section 53601(l))

5.01.20.13 Asset-Backed, Mortgage-Backed, Mortgage Passthrough securities, and Collateralized Mortgage Obligations

- The securities are rated in a rating category of “AA” or its equivalent or better by a NRSRO.
- No more than 20% of the total portfolio may be invested in these securities.
- No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer. There is no issuer limitation on any Mortgage security where the issuer is the US Treasury or a Federal Agency/GSE.
- The maximum legal final maturity does not exceed five (5) years.

5.01.20.14 Share of Beneficial Interest in a Joint Powers Authority

As authorized by Government Code Section 53601(p).

5.01.20.15 Money Market Mutual Funds

- Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- The securities are rated in a rating category of “AA” or its equivalent or better by a NRSRO.
- No more than 30% of the total portfolio may be invested in these securities.
- No more than 10% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

5.01.20.16 Passbook Deposits

As authorized by Government Code Section 53637.

Appendix - B

Glossary of Cash Management Terms

Accrued Interest - Interest earned but not yet received.

Active Deposits - Funds which are immediately required for disbursement.

Amortization - An accounting practice of gradually decreasing (increasing) an asset's book value by spreading its depreciation (accretion) over a period of time.

Arbitrage - Transactions by which securities are bought and sold in different markets at the same time for the sake of the profit arising from a yield difference in the two markets.

Asked Price - The price a broker dealer offers to sell securities.

Average Life - The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Banker's Acceptance - A high quality, short-term money market instrument used to finance international trade. There has never been an instance of a failure to pay a banker's acceptance in full at its maturity date.

Basis Point - One basis point is one hundredth of one percent (.01).

Bid Price - The price a broker dealer offers to purchase securities.

Bond - A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Book Entry - The system maintained by the Federal Reserve, by which most money market securities are delivered to an investor's custodial bank. The Federal Reserve maintains a computerized record of the ownership of these securities and records any changes in ownership corresponding to payments made over the Federal Reserve wire (delivery versus payment).

Book Value - The value at which a debt security is shown on the holder's balance sheet. Book value is acquisition cost less amortization of premium or accretion of discount.

Broker - Someone who brings buyers and sellers together and is compensated for his/her service.

Callable Bond - A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Call Price - The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Call Risk - The risk to a bondholder that a bond may be redeemed prior to maturity.

Cash Sale/Purchase - A transaction, which calls for delivery and payment of securities on the same day that the transaction is initiated.

CDARS - The Certificate of Deposit Account Registry Service (CDARS) program places funds into certificates of deposit issued by banks in the CDARS network. This occurs in increments of less than the standard FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance deposit. Maturities range from four weeks to three years. Interest rates are set by the competitive market place.

Certificate of Deposit - A deposit of funds for a specified period of time that earns interest at a specified rate. Commonly known as "CDs." Maturities range from a few weeks to several years. Interest rates are set by the competitive market place.

Collateral - Securities, evidence of deposit or pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public moneys.

Commercial Paper - Short-term, negotiable unsecured promissory notes of corporations.

Comprehensive Annual Financial Report (CAFR) - The official annual financial report for the District. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with Generally Accepted Accounting Principals (GAAP).

Convexity - A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Coupon - The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value.

Credit Analysis - A critical review and appraisal of the economic and financial conditions or of the ability to meet debt obligations.

Current Yield - The interest paid on an investment expressed as a percentage of the current price of the security.

Custodian - A bank or other financial institution that keeps custody of stock certificates and other assets.

Defeased Bond Issue - Issues that have sufficient money to retire outstanding debt when due so that the District is released from the contracts and covenants in the bond document.

Delivery vs. Payment (DVP) - Delivery of securities with a simultaneous exchange of money for the securities.

Derivative - Securities that are based on, or derived from, some underlying asset, reference date, or index.

Discount - The difference between the cost of a security and its value at maturity when quoted at lower than face value.

Diversification - Dividing investment funds among a variety of securities offering independent returns and risk profiles.

Duration - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables:

term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Fair Value - The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Fannie Mae - Trade name for the Federal National Mortgage Association (FNMA), a U.S. sponsored corporation.

Fed Wire - A wire transmission service established by the Federal Reserve Bank to facilitate the transfer of funds through debits and credits of funds between participants within the Fed system.

Federal Deposit Insurance Corporation (FDIC) - Insurance provided to customers of a subscribing bank, which guarantees deposits to a set limit (currently \$250,000) per account.

Federal Reserve System - The central bank of the U.S. which consists of a seven-member Board of Governors, 12 regional banks and 5,700 commercial banks that are members.

Freddie Mac - Trade name for the Federal Home Loan Mortgage Corporation (FHLMC), a U.S. sponsored corporation.

Ginnie Mae - Trade name for the Government National Mortgage Association (GNMA), a direct obligation bearing the full faith and credit of the U.S. Government.

Government Accounting Standards Board (GASB) - A standard-setting body, associated with the Financial Accounting Foundation, which prescribes standard accounting practices for governmental units.

Government Securities - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, and Bonds."

Guaranteed Investment Contracts (GICS) - An agreement acknowledging receipt of funds, for deposit, specifying terms for withdrawal, and guaranteeing a rate of interest to be paid.

Inactive Deposits (Idle Funds) - Funds not immediately needed for disbursement.

Interest Rate - The annual yield earned on an investment, expressed as a percentage.

Interest Rate Risk - The risk associated with declines or rises in interest rates, which cause an investment in a fixed-income security to increase or decrease in value.

Inverted Yield Curve - A chart formation that illustrates long-term securities having lower yields than short term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Agreements - An agreement with a financial institution to borrow public funds subject to certain negotiated terms and conditions concerning collateral, liquidity and interest rates.

Investment Company Act of 1940 - Federal legislation which sets the standards by which investment companies such as mutual funds are regulated in the areas of advertising, promotion, performance reporting

requirements, and securities valuations.

Investment Policy - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Investment-grade Obligations - An investment instrument suitable for purchase by institutional investors under the independent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating District.

Liquidity - An asset that can easily and rapidly be converted into cash without significant loss of value.

Local District - County, City, City and County, including a chartered city or county, school district, community college district, public district, or any public or municipal corporation.

Local Agency Investment Fund (LAIF) - A pooled investment vehicle for local agencies in California sponsored by the State of California and administered by the State Treasurer.

Local Government Investment Pool - A pooled investment vehicle sponsored by a local District or a group of local agencies for use by other local agencies.

Mark-to-Market - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Risk - The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value - Current market price of a security. The price at which a security is trading and could presumably be purchased or sold.

Maturity - The date upon which the principal or stated value of an investment becomes due and payable.

Merrill Lynch 1 - 3 Year Treasury Index - Represents all U.S. Treasury securities with maturities ranging from 1-3 years.

Modified Duration - A measure of exposure to market risk of a security or a portfolio. It is the percent change in the price of a security (portfolio) or a 100-basis point change in the securities' (portfolio's) yield.

Moody's - Moody's Investment Service, Inc. One of the three best-known rating agencies in the United States, the others being Standard and Poor's Corporation (S&P) and Fitch IBCA, Inc. (Fitch).

Money Market Mutual Fund - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

Mutual Funds - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.

2. Disseminate timely and accurate information regarding the fund's holdings, performance, and management, and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus, which is updated and filed by the SEC annually.

National Association of Securities Dealers (NASD) - A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets, which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below) $[(\text{Total assets}) - (\text{Liabilities})] / (\text{Number of shares outstanding})$

Negotiable Certificate of Deposit - A large denomination certificate of deposit, which can be sold in the open market prior to maturity.

New Issue - Term used when a security is originally "brought" to market.

Nominal Yield - The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

New Issue - Term used when a security is originally "brought" to market.

No Load Fund - A mutual fund, which does not levy a sales charge on the purchase of its shares.

Note - A written promise to pay a specified amount to a certain entity on demand or on a specified date.

Par Value - The amount of principal, which must be paid at maturity. Also referred to as the face amount of a bond, normally quoted in \$1,000 increments per bond.

Perfected Delivery - Refers to an investment where the actual security or collateral is held by an independent third party representing the purchasing entity.

Portfolio - Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset. The purpose of a portfolio is to reduce risk by diversification.

Positive Yield Curve - A chart formation that illustrates short-term securities having lower yields than long-term securities.

Premium - The amount by which the price paid for a security exceeds the security's par value.

Primary Dealer - A group of government securities dealers that submit daily reports of market activity and security positions held to the Federal Reserve Bank of New York and are subject to its informal oversight.

Prime Rate - A preferred interest rate charged by commercial banks to their most credit worthy customers. Many interest rates are keyed to this rate.

Principal - The face value or par value of a debt instrument, or the amount of capital invested in a given security.

Prospectus - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC that typically includes information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements also known as an "official statement".

Prudent Investor Standard aka as Prudent Person Rule - A standard of conduct where a person acts with care, skill, prudence, and diligence when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing funds. The test of whether the standard is being met is if a prudent person acting in a similar situation would engage in similar conduct to ensure that investments safeguard principal and maintain liquidity.

Purchase Date - The date in which a security is purchased for settlement on that or a later date.

Rate of Return - The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

Repurchase Agreement (REPO) - A transaction where the seller agrees *to* buy back from the buyer (District) the securities at an agreed upon price on demand *or* at a specified date.

Reverse Repurchase Agreement (REVERSE REPO) - A transaction where the seller (District) agrees to buy back from the buyer the securities at an agreed upon price on demand or at a specified date.

Risk - Degree *of* uncertainty of return on an asset.

Rule 2a-7 of the Investment Company Act - Applies to all money market mutual funds and mandates such funds <:0 maintain certain standards, including a 13-month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value *of* one dollar (\$1.00).

Rule G-37 of the Securities Rulemaking Board - Federal regulations to sever any connection between the making of political contributions and the awarding *of* municipal securities business.

Safekeeping - Holding *of* assets (e.g., securities) by a financial institution.

Safekeeping Service - Offers storage and protection *of* assets provided by an institution serving as an agent.

Sallie Mae - Trade name for the Student Loan Marketing Association (SLMA), a U.S. sponsored corporation.

Secondary Market - A market made for the purchase and sale *of* outstanding issues following the initial distribution.

Securities and Exchange Commission (SEC) - The federal District responsible for supervising and regulating the securities industry.

Settlement Date - The date on which a trade is cleared by delivery *of* securities against funds.

Serial Bond - A bond issue, usually *of* a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Sinking Fund - Money, accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Standard and Poor's Corporation (S&P) - One *of* the three best *known* rating agencies in the United States, the others being Moody's Investment Service, Inc. and Fitch IBCA, Inc. (Fitch).

Swap - Trading one asset for another.

Tax and Revenue Anticipation Notes (TRANS) - Notes issued in anticipation *of* receiving tax proceeds *or* other revenues at a future date.

Term Bond - Bonds comprising a large part or all of a particular issue, which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

Time Certificate of Deposit - A non-negotiable certificate of deposit, which cannot be sold prior to maturity.

Total Return - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return.

Treasury Bills - U.S. Treasury Bills which are short-term, direct obligations of the U.S. Government issued with original maturities of 13 weeks, 26 weeks and 52 weeks; sold in minimum amounts of \$10,000 in multiples of \$5,000 above the minimum. Issued in book entry form only. T-bills are sold on a discount basis.

Trustee or trust company or trust department of a bank - A financial institution with trust powers which acts in a fiduciary capacity for the benefit of the bondholders in enforcing the terms of the bond contract.

Underwriter - A dealer which purchases a new issue of municipal securities for resale.

U.S. Government Agencies - Instruments issued by various U.S. Government Agencies most of which are secured only by the credit worthiness of the particular District.

U.S. Treasury Obligations - Debt obligations of the United States Government sold by the Treasury Department in the form of Bills, Notes, and Bonds. Bills are short-term obligations that mature in one year or less and are sold on the basis of a rate of discount. Notes are obligations, which mature between one (1) year and ten (10) years. Bonds are long-term obligations, which generally mature in ten (10) years or more.

Weighted Average Maturity (WAM) - The average maturity of all the securities that comprise a portfolio

that is typically expressed in days or years.

Yield - The rate of annual income returns on an investment, expressed as a percentage. It is obtained by dividing the current dollar income by the current market price of the security.

Yield to Maturity - The rate of income returns on an investment, minus any premium or plus any discount, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond, expressed as a percentage.

Yield Curve - A graphic representation that shows the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity.

Zero-coupon Securities - Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

DRAFT

RESOLUTION 2019 - __

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

**AMENDING DISTRICT FINANCIAL MANAGEMENT
POLICY NO. 5.01 – INVESTMENT POLICY**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted an Investment Policy by Resolution No. 93-27 on March 30, 1993, which has been amended in part or in its entirety since that time, and

WHEREAS, the Board most recently adopted the Financial Management Policy No. 5.01 – Investment Policy by Resolution No. 2019-09 on February 27, 2019; and

WHEREAS, the Board of Directors is required to review and amend as appropriate the District's Investment Policy; and

WHEREAS, recent changes to Government Code (GC) Section 53607 and best practice guidelines has necessitated the District to update its Investment Policy.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby amend Financial Management Policy No. 5.01 – Investment Policy, adopted by Resolution 2019-09, as attached hereto and made a part hereof, to be effective immediately.

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas
President, Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: August 14, 2019

TO: Board of Directors

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Amending Board of Directors Policy Handbook, Policy No. 5010 – Board Meetings

RECOMMENDED ACTION:

Motion: _____ / _____ approving Resolution No. 2019- ____ amending the Board of Directors Policy Handbook, Policy No. 5010 – Board Meetings.

BACKGROUND:

At the April 24, 2019 Board meeting, staff asked the Board for direction regarding interest in changing the current regular Board meeting start times at the request of Director Underhill.

The Board directed staff to keep the regular Board meeting times at 1:00 p.m. during Daylight Savings Time (DST) and change it to 9:00 a.m. during Standard time. For 2019, DST ends Sunday, November 3 and meetings would change to 9:00 a.m.

To change the time of the regular Board meetings, the Board needs to amend the Board of Directors Policy Handbook, Policy 5010-Board Meetings. The proposed amendments are provided as an attachment with tracked changes and the policy has been reviewed by District counsel.

FINANCIAL CONSIDERATIONS:

None.

Attachments: -Track Changes proposed to Policy 5010-Board Meetings
-Resolution No. 2019-____ Amending the Board of Directors Policy Handbook, Policy 5010

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

Date: 9/27/17
Adopted by Res. 2017-57

5010.10 Regular meetings of the Board of Directors shall be held at least each calendar month. The date, time and place of regular Board meetings shall conform to Section 54954 and 54955 of the Government Code.

5010.11 The location of the regular meetings shall be at the CCWD Administrative Offices located at 120 Toma Court, San Andreas, California, provided that meetings duly opened at said place may be adjourned to such other place or places within or without the confines of the District as may be convenient or necessary. If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the Board President.

5010.12 The date / time for regular meetings of the Board. The time/date for regular meetings of the Board of Directors of Calaveras County Water District is the second and fourth Wednesday of each month, with the meeting beginning at 1:00 p.m. during Daylight Savings Time and beginning at 9:00 a.m. during Standard Time.—The first monthly meeting shall be held only when deemed necessary by the Board of Directors or the Board President. If and when either of these Wednesdays falls upon a legal holiday, then such regular meeting shall be held on the next business day; and provided further that if and when a quorum of the Board is not present within thirty (30) minutes after the publicized meeting time, then said regular meeting may be rescheduled within a reasonable time thereafter.

5010.13 The Board may hold special meetings at other times and locations.

5010.20 Special Meetings (Brown Act Section 54956). Special meetings of the Board of Directors may be called at any time by the President of the Board, or by a majority of the Board members, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on Calaveras County Water District's Internet Web site. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the Board. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the secretary of the Board a waiver of written notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

5010.30 Emergency Meetings (Brown Act Section 54956.5). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with either the twenty-four (24) hour notice requirement or the 24-hour posting requirement of 5010.20 or both of the notice and posting requirements.

An emergency situation means a work stoppage or a crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board.

A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the Board.

5010.31 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings pursuant to Section 54956 of the Brown Act shall be notified by the Board President or designee thereof at least one (1) hour prior to the emergency meeting by telephone. All telephone numbers provided in the most recent request of such newspaper or station for notifications of special meetings has shall be exhausted. In the event that telephone services are not functioning, the notice requirement of this section shall be deemed waived, and the Board, or Board designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, the purpose of the meeting and any action taken at the meeting, as soon after the meeting as possible.

5010.32 During a meeting held under this section, the Board may meet in closed session pursuant to Section 54957 of the Brown Act, if agreed to by a two-thirds vote of the Board, or if less than two-thirds of the Board is present, by a unanimous vote of the present Board members. All other rules governing special meetings shall be observed with the exception of the twenty-four hour notice. The minutes of the emergency meeting, a list of persons who the Board President or designee notified or attempted to notify, a copy of the roll call votes(s), any actions taken at the meeting shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

5010.40 Adjourned Meetings (Brown Act Section 54955). The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

Date: 9/27/17
Adopted by Res. 2017-57

the Secretary of the Board may declare the meeting adjourned to a stated time and place and the Secretary shall cause written notice of the adjournment to be given in the same manner as provided in 5010.20 for special meetings, unless such notice is waived as provided for special meetings.

A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of the adjournment.

When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings by ordinance, resolution, by law, or other rule.

5010.50 Closed Sessions. The Board may hold closed sessions as set forth in Section 54957 of the Government Code. These sessions may occur during a regular or special meeting to consider the appointment, employment or dismissal of a public employee or to hear complaints or charges brought against such employee by another person unless such employee requests a public hearing. The Board shall publicly report at the public meeting during which the closed session is held or at its next public meeting any action taken during the closed session, and any roll call vote thereon.

5010.60 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December or within 30 days after the Board has been reconstituted. At this meeting the Board will elect a President, and Vice President from among its members to serve during the coming calendar year.

5010.70 Information and Facilities for the Public. The Board President and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

RESOLUTION NO. 2019 – ____

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

**AMENDING THE BOARD OF DIRECTORS POLICY HANDBOOK
POLICY NO. 5010 – BOARD MEETINGS**

WHEREAS, the Board of Directors of the Calaveras County Water District adopted its Board of Directors Policy Handbook on April 10, 1996 and has made amendments from time to time; and

WHEREAS, the Board of Directors desires to modify existing Policy No. 5010 Board Meetings to reflect new meeting times.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Calaveras County Water District hereby rescinds in its entirety Policy No. 5010 Board Meetings, and any and all prior and/or subsequent resolutions, policies or amendments thereto.

BE IT FURTHER RESOLVED that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby adopts, as amended, the Board of Directors Policy Handbook, Policy No. 5010 Board Meetings, attached hereto and made a part hereof, and shall become effective immediately.

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk of the Board

Agenda Item

DATE: August 14, 2019
TO: Michael Minkler, General Manager
FROM: Peter Martin, Interim Director of Administrative Services
SUBJECT: Authorized Signers on Banking and Investment Accounts

RECOMMENDED ACTION:

Motion: _____ / _____ adopting the following Resolutions for authorizing signers on Banking and Investment accounts:

- Umpqua Bank Resolution No. 2019-_____
- Local Agency Investment Fund Resolution No. 2019-_____

SUMMARY:

With the recent retirement of Jeffrey L. Meyer, Director of Administrative Services, it has become necessary for the District to update its authorized signers list for Umpqua Bank and the Local Agency Investment Fund (LAIF) transactions. Documentation for updating the banking forms is attached for your review.

Established CCWD financial transaction protocol requires two (2) signatures on banking/investment transactions. It is proposed that the General Manager have the authority to sign and the second signature will be according to the adopted Resolution. All financial transactions will be handled per Board policy.

FINANCIAL CONSIDERATIONS:

None

Attachments: Resolution 2019-____ Authorizing Signatures for Umpqua Bank
Resolution 2019-____ Authorizing Signatures for Local Agency Investment Fund

RESOLUTION 2019 - ____

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

**AUTHORIZING SIGNATURES
FOR UMPQUA BANK CHECKING AND MONEY MARKET ACCOUNTS**

WHEREAS, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2019-16 on March 13, 2019 authorizing the signatories for investment and check signing; and

WHEREAS, the District needs to update the authorization list due to the recent retirement of Jeffrey L. Meyer.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby rescind in its entirety Resolution 2019-16, and any and all prior signature authorizations for investment and check signing thereto.

BE IT FURTHER RESOLVED, that two of the following District employees shall be authorized to sign checks and other instruments:

Executive Group	Finance
Michael Minkler	Peter Martin
Stacey Lollar	Patricia Christensen

BE IT FURTHER RESOLVED, that this District authorizes and directs you, Umpqua Bank, and your correspondent banks, to honor and pay all checks and other instruments, including those payable to persons whose names appear on them as signers, which are drawn on its Checking Account number 60203627, described as Calaveras County Water District Secretarial Fund, when it bears or purports to bear the facsimile signatures of two (2) of the employees listed above. One signature must be from the Executive Group.

BE IT FURTHER RESOLVED, that you and your correspondent banks may honor and charge this District for all checks and other instruments for the payment of money as long as the facsimile signatures resemble the specimens which an officer of the District files with you now or in the future. This applies regardless of whom the checks or other instruments are payable to or of the manner in which the actual or purported facsimile signatures were made on the documents.

BE IT FURTHER RESOLVED, that this District authorizes and directs you, Umpqua Bank, and your correspondent banks, to honor all funds transfers between the Calaveras County Water District Secretarial Fund account (account number 60203627); and the Calaveras County Water District Business Money Market savings account

(account number 990755837). Funds transfers and transactions require two parties; one to initiate the transfer and another to verify it.

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas
President, Board of Directors

ATTEST:

Rebecca Hitchcock, Clerk to the Board

RESOLUTION 2019 - ____

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

**AUTHORIZING SIGNATURES
IN THE LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the Statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors of the Calaveras County Water District adopted Financial Management Policy 5.01 authorizing the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interests of the Calaveras County Water District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of CALAVERAS COUNTY WATER DISTRICT does hereby rescind in its entirety Resolution 2019-16, and any and all prior signature authorizations for investment of monies in the Local Agency Investment Fund thereto.

BE IT FURTHER RESOLVED, that the following Calaveras County Water District Officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Executive Group	Finance
Michael Minkler General Manager	Peter Martin Interim Director of Administrative Services
Stacey Lollar Human Resources Manager	Patricia Christensen Accountant III

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas
President, Board of Directors

ATTEST:

Rebecca Hitchcock, Clerk to the Board

Agenda Item

DATE: August 14, 2019

TO: Michael Minkler, General Manager

FROM: Peter Martin, Interim Director of Administrative Services

SUBJECT: Appointing PARS Public Agency Post-Retirement Plan Trust Administrators

RECOMMENDED ACTION:

Motion: _____ / _____ to adopt Resolution 2019-_____ Appointing PARS Public Agency Post-Retirement Plan Trust Administrators

SUMMARY:

The resolution adopted in 2009 appointed the General Manager and the Director of Finance as the administrators of the District's PARS Public Agency Post-Retirement Plan Trust. The Director of Finance position no longer exists as a classification for the District. Therefore, it has become necessary for the District to update its appointed administrators for the PARS Public Agency Post-Retirement Plan Trust.

This update is solely a formality to ensure that the appropriate titles are represented with regards to the District's previously designated administrators for the PARS Public Agency Post-Retirement Plan Trust Program.

FINANCIAL CONSIDERATIONS:

None

Attachments: Resolution Appointing PARS Post-Retirement Health Care Plan Trust Administrators

RESOLUTION NO. 2019 - __

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT APPOINTING PARS POST-RETIREMENT
HEALTH CARE PLAN TRUST ADMINISTRATORS**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted Resolution 2009-33 on June 10, 2009 authorizing the PARS Public Agencies-Post-Retirement Health Care Plan Trust Agreement and appointing the District's Plan Administrators; and

WHEREAS, on June 10, 2009, the Board of Directors appointed the positions of General Manager and Finance Director to act as Plan Administrators of the Calaveras County Water District PARS Post-Retirement Health Care Plan; and

WHEREAS, the Calaveras County Water District desires to appoint new Plan Administrators for the ongoing administration of the Calaveras County Water District PARS Post-Retirement Health Care Plan due to changes in previously appointed employees' titles; and

NOW, THEREFORE BE IT RESOLVED, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby appoints the General Manager and the Director of Administrative Services, or his/her successor or his/her designee as the District's Plan Administrator for the Calaveras County Water District PARS Post-Retirement Health Care Plan; and

BE IT FURTHER RESOLVED that the District's Plan Administrators are hereby authorized to execute the PARS legal documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in PARS and to maintain PARS compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's PARS plan.

PASSED AND ADOPTED this 14th day of August, 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: August 14, 2019

TO: Michael Minkler, General Manager

FROM: Damon Wyckoff, Director of Operations

SUBJECT: Analysis and Selection of a Computer Maintenance Management System

RECOMMENDED ACTION:

Informational only

SUMMARY:

Computer Maintenance Management Systems (CMMS) are computer databases that leverage multiple aspects of an operation to cut cost and improve work efforts. Interactive components and data can be leveraged through CMMS to provide Utilities such as CCWD multiple opportunities to optimize work and provide a readily accessible record of that work.

Different components of CMMS can include:

- Preventative/Corrective Maintenance
- Customer Service Work Orders
- Scheduling/Planning
- Regulatory Compliance
- Purchasing
- Asset Management
- GIS mapping

In the winter of 2019, the District created a committee comprised of all the disciplines within the District to review different CMMS vendors and make a recommendation for purchase.

FINANCIAL CONSIDERATIONS:

The FY 2019-20 Capital Outlay Budget allocated \$150,000 for the purchase and implementation of CMMS. The Websoft Developer's Mobile MMS year one cost is \$66,000 with a \$27,000 annual maintenance fee beginning in year two.

Agenda Item

DATE: August 14, 2019

TO: Michael Minkler, General Manager

FROM: Charles Palmer, District Engineer

RE: Information Regarding Submittal of a USDA Grant and Loan Application for the District's Automatic Meter Reading Project

RECOMMENDED ACTION

None at this time / informational only.

SUMMARY

The District has evaluated the integration of new meters equipped with Automatic Meter Reading (AMR) over the past 10 years, but found that there were concerns with full implementation due to a wide variety of factors. However, in recent years, the technology has advanced significantly and proved to be much more reliable. District staff have identified numerous benefits that would be realized if this technology were to be deployed including: 1) obtaining more precise water usage data district-wide, 2) recovering revenue losses by replacing old, unreliable or under-registering meters, 3) instituting overall meter reading efficiencies, 4) ensuring compliance with state-mandated water use efficiency measures, 5) creating opportunities to more precisely inform capital investments, and 6) overall improved customer service.

BACKGROUND

The Calaveras County Water District provides water service to 13,108 water connections within six independent water systems including the Ebbetts Pass, Jenny Lind, Copper Cove, West Point, Wallace and Sheep Ranch. The District's customers are primarily single family residential, with limited commercial and wholesale customers. The District proposes to furnish and install new meters equipped with AMR radio-read technology for all its customers throughout the County. The proposed AMR system is needed to replace old, conventional manual-read meters.

On April 10, 2019, the Board authorized the General Manager to apply for a USDA-Rural Development grant/loan for installation of new AMR Meters. The proposed project timeline is two years from the time the grant/loan is awarded to CCWD and the project would be implemented as follows:

PROJECT SCHEDULE

Sequence	Timeframe
1 – Prepare Bid Documents, Publicly Bid & Award Contract	5-months
2 – Ebbetts Pass Meter Deployment	8-months
3 - Jenny Lind Meter Deployment	5-months
4 - Copper Cove Meter Deployment	4-months
5- West Point, Wallace & Sheep Ranch Meter Deployments	2-months
Total	24-months

FINANCIAL CONSIDERATIONS

As shown below, the total project cost is estimated to be \$6,000,000, including a contingency allowance of \$500,000.

<u>ITEMS</u>	<u>COST</u>
Bond Counsel	\$75,000
Legal Counsel	\$5,000
Purchase Water Meters	\$3,820,000
Installation	\$1,600,000
Contingency	\$500,000
TOTAL	\$6,000,000

Upon approving the District's application, USDA will obligate funding of \$6 million dollars total including a proposed \$5 million low-interest, 40-year loan and \$1 million grant. The District has no obligation to accept this loan until the point of starting construction.

Agenda Item

DATE: August 14, 2019
TO: Board of Directors
FROM: Peter Martin, Interim Director of Administrative Services
SUBJECT: Review and Direction of the FY 2018-19 Fourth Quarter Investment Report

RECOMMENDED ACTION:

Motion: _____/_____ by Minute Entry, to review and accept the District's quarterly Cash and Investments report for the period ending June 30, 2019.

SUMMARY:

Stated below are cash and investment balances for March 31, 2019 and June 30, 2019 and the change in respective balances:

	<u>03/31/19</u>	<u>06/30/19</u>	<u>Change</u>
Cash, Umpqua Bank (general account)	\$ 1,979,348	\$ 2,082,109	\$ 102,761
Cash on Hand, Petty Cash & Cash Drawer	600	600	-
Local Agency Investment Fund (LAIF)	26,860,759	29,326,641	2,465,882
Money Market Accounts	3,146,418	3,137,269	(9,149)
Bond Investments*	27,788	23,798	(3,990)
Certificates of Deposits*	2,300,554	1,987,280	(313,274)
Trustee Accounts	<u>531,695</u>	<u>530,944</u>	<u>(751)</u>
Total Cash and Investments	<u>\$ 34,847,162</u>	<u>\$ 37,088,641</u>	<u>\$ 2,241,479</u>

**Based on Market Value*

District Funds	\$ 35,969,605
Trustee Accounts	530,944
Assessment District Funds	<u>588,092</u>
Total Funds	<u>\$ 37,088,641</u>

This report is for the fourth quarter of FY 2018-19 and covers the months of April, May and June 2019. Investment activities during the quarter included:

Date	Transfer from	Transfer to	Reason	Amount
May 1	Umpqua Bank	Operating Account	CD Matured	327,640
May 30	Operating Account	LAIF	Transfer of excess Funds	1,600,000
June 13	Wells Fargo	Operating Account	Transfer of excess Funds	17,000
June 28	Operating Account	LAIF	Transfer of excess Funds	300,000

The District posted investment earnings of \$175,111 during the fourth quarter. The second installment of the FY 2018-19 Property Tax disbursement in the amount of \$1,700,687 was received in May.

FINANCIAL CONSIDERATIONS:

Staff continues to monitor cash to meet needs and to invest excess funds. \$1.8M in scheduled debt service payments during the next quarter will require transferring funds from LAIF to the District’s operating account.

The Federal Open Market Committee (FOMC) met towards the end of June reporting that although the labor market remains strong the global outlook appeared to be contributing to a deterioration in risk sentiment in financial markets and a decline in business confidence that pointed to a weaker outlook for business investment in the United States. Chairman Powell has indicated that there is a good chance that the Fed will lower the Fed’s rate by 25 to 50 basis points at their next meeting. Committee members agreed to maintain the target range for the federal funds rates at 2 ¼ to 2 ½ percent and will closely monitor the implications of incoming information for the economic outlook and will act as appropriate to maintain the target range. This can be seen in the Local Agency Investment Fund (LAIF) interest rates that were 2.44% at March 31, and 2.39% at June 30.


CALAVERAS COUNTY WATER DISTRICT

Quarterly Report on Investments

June 30, 2019

Investment Cost	Market Value	Coupon Rate	Date Invested	Date of Maturity	Days to Maturity	% of Portfolio	Invested with
\$ 29,326,641	\$ 29,326,641	2.390%	Open	Open	173	82.05%	Local Agency Investment Fund
585	585	0.010%	Open	Open	5	0.00%	Wells Fargo Money Market
3,136,684	3,136,684	0.750%	June 14, 2007	Open	1	8.78%	Umpqua Bank Money Market
2,000,000	1,987,280	1.300%	July 22, 2016	July 22, 2021	753	5.60%	Wells Fargo Bank Certificate of Deposit
747,463	23,798	3.950%	May 5, 2008	November 10, 2009	DEF	2.09%	Lehman Bros Hldgs Med Term Note CUSIP 52517PXT3
530,944	530,944	(Trustee funds from page 2)				1.49%	
<u>\$ 35,742,316</u>	<u>\$ 35,005,931</u>					100.00%	

I certify that all of the investments reported herein are substantially in accordance with the District's Financial Management Policy 7, "Investment Policy Guidelines", the law and other contractual agreements. I further certify the investments reported herein provide for the ability of the District to meet cash flow needs as specified in Financial Management Policy 7.



Peter Martin, Interim Director of Administrative Services

CALAVERAS COUNTY WATER DISTRICT
Quarterly Report on Investments

June 30, 2019

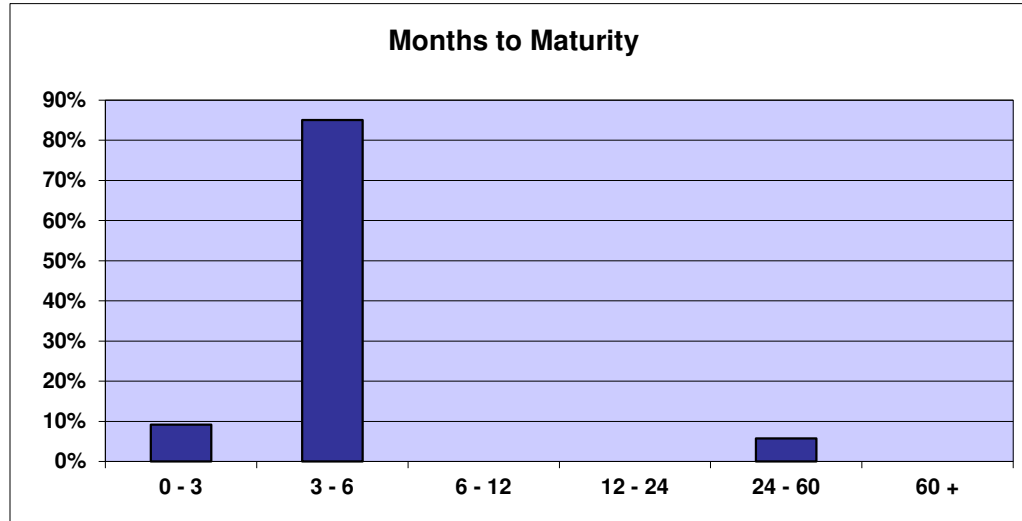
Trusteed Funds:

Cost	Market Value	% Yield	Date Invested	Date of Maturity	Days to Maturity	% Portfolio	Trustee	INVESTED FOR
\$ 328,028	\$ 328,028	0.00%	Aug 16, 06	Open	1	61.78%	USBank	2006 Saddle Creek Ltd, Reserve
133,259	133,259	0.01%	Oct 15, 13	Open	1	25.10%	USBank	Fly In Acres Reserve Fund
69,657	69,657	0.01%	Sep 09, 10	Open	1	<u>13.12%</u>	USBank	DaLee/Cassidy Reserve Fund
<u>\$ 530,944</u>	<u>\$ 530,944</u>					<u>100.00%</u>		

Maturity Analysis	Maturity Time Frames
\$ 32,463,909	LAIF/Money Market
23,798	Maturity in Default
1,987,280	Scheduled Maturities in 2021
<u>\$ 34,474,987</u>	Total
530,944	Trustees Investments
<u>\$ 35,005,931</u>	Total Investments
\$ 2,082,109	Checking Account Balance
600	Petty Cash + Change Fund
<u>\$ 37,088,640</u>	Total Cash & Investments

Weighted Average Maturity	
(The average life in days following the last day of the month)	
Fund Class:	No. of Days
General	<u>233</u>
In Years =	<u>0.64</u>
Trust	<u>1</u>

Calaveras County Water District
Monthly Maturity Distribution (Market Value)
As of June 30, 2019



Months to Maturity	Maturity Distribution	Market Value
0 - 3	9%	\$ 3,161,066
3 - 6	85%	29,326,641
6 - 12	0%	-
12 - 24	0%	-
24 - 60	6%	1,987,280
60 +	0%	-
	Total	<u>\$ 34,474,987</u>

Months to maturity chart includes Lehman Bros defaulted bond of \$23,798 as of 06/30/19.

**Calaveras County Water District
Portfolio Summary
As of June 30, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield to Maturity
Local Agency Investment Fund (LAIF)	29,326,641	29,326,641	29,326,641	83.3%	173	2.39%
Money Market Funds (Wells Fargo)	585	585	585	0.0%	5	0.01%
Money Market Funds (Umpqua)	3,136,684	3,136,684	3,136,684	8.9%	1	0.75%
Non-Negotiable Certificates of Deposit (Wells Fargo Bank)	2,000,000	1,987,280	2,000,000	5.7%	753	1.30%
Medium Term Notes	1,425,000	23,798	747,463	2.1%	DEF	DEF
Total Investments	35,888,909	34,474,987	35,211,372	100%		
Ending Accrued Interest		190,538	190,538			
Total Investments & Accrued Interest:	35,888,909	34,665,525	35,401,910			

**Calaveras County Water District
Investment Compliance Checklist
As of June 30, 2019**

California Government Code Section	Investment Category	Maximum Maturity	Authorized Investment Limits (Percent of Portfolio)	Percentage Held in Portfolio	Credit Rating Limits	Compliance
16429.1	Local Agency Investment Fund (LAIF)	None	*	83%	n/a	Yes
53601(l)	Money Market Funds (Wells Fargo)	None	20%	0%	(1)	Yes
53601(l)	Money Market Funds (Umpqua)	None	20%	9%	(1)	Yes
53684	Non-Negotiable Certificate of Deposit (Wells Fargo Bank)	2 years	40%	6%	n/a	No
53601(k)	Medium Term Notes	5 years	30%	<u>2%</u>	A or >	Yes
				100%		

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

*LAIF currently allows a maximum of \$65 million per account.

Agenda Item

DATE: August 14, 2019

TO: Michael Minkler, General Manager

FROM: Joel Metzger, External Affairs Manager

RE: Discussion/Action Regarding Amending Article III of the Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services.

RECOMMENDED ACTION:

Motion: _____ / _____ adopting Resolution No. 2019 - ____ amending the District's Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services.

SUMMARY:

Over the past nine years, the District has received many inquiries from owners of unimproved lots with water or wastewater connections regarding the District's no termination of service policy. Some of these owners requested that their service(s) be terminated, but the CCWD Board disallowed termination of services via resolution in 2010.

In response to concerns raised by these customers, the Calaveras County Water District Board of Directors tasked staff with reevaluating the District's no termination of services policy. In meetings held in May and July 2019, the Finance Committee provided direction to staff to draft policy language, and recommended bringing the revised policy before the full Board for consideration.

BACKGROUND INFORMATION:

During most of the 1990s, CCWD offered customers a great deal of flexibility when it came to suspension and termination of services. It was not unusual for second-home owners who were 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 turn-ons and turn-offs for which the District did not charge.

In the late 1990s, the District modified its suspension of services 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

services, however, property owners had to sign an agreement acknowledging they would forfeit all capacity fees paid and it would be as though no services had ever been provided to the property.

Under District policy, water and/or wastewater services can only be established at a property if the property owner provides the District with a County approved building permit and pays capacity charges and connection fees. This holds true for unimproved lots that are currently being provided water and/or wastewater services. A number of these accounts were established just prior to the District increasing its water and wastewater capacity charges in 2006, as property owners wanted to take advantage of the lower costs. There were also some owners of unimproved lots who chose to establish water and/or wastewater services to reserve capacity in areas of limited water supply.

Due to the economic downturn in 2007, some owners of unimproved lots with water and/or wastewater connections chose not to build homes. However, the District had reserved capacity for these customers and must maintain the infrastructure required to deliver water and provide wastewater services to these properties. Additionally, as a public agency, the cost to maintain our system is shared equally amongst our ratepayers. If properties with reserved capacity do not pay their share, the financial burden is shifted to the rest of the District's ratepayers.

In November 2010, the Board of Directors adopted Resolution No. 2010-78 (attached), which rescinded the previous termination of services policy and replaced Section 21E with new policy language that does not allow for termination of water and/or wastewater services. This was done following a First District Court of Appeal decision (*Pahlend v. Brooktrails Township Community Services District Board of Directors*, 209 WL 2344595, First District Court of Appeal in San Francisco, July 31, 2009), which ruled that special districts can charge customers monthly base rates for water and/or wastewater services to either a lot with a structure or an unimproved lot, regardless of use or occupancy.

Since 2010, many owners of unimproved lots that have water and/or wastewater connections have chosen not to build homes on their properties. However, water and/or wastewater rates have increased, and many of these property owners have expressed concerns that they have no option to suspend or terminate their service(s), due to the limitations of CCWD's current no termination of services policy.

FINANCE COMMITTEE DIRECTION:

The Finance Committee discussed proposed changes to the District's no termination of services policy in May and July of 2019 and determined that if a customer's property meets specific conditions, there are certain situations where it would be appropriate for the General Manager to have discretion to allow termination of services. This policy would apply to both residential and landscape meters.

At the July 16, 2019 Finance Committee meeting, staff was provided with the following guidance regarding the draft termination of services policy update.

1. A legal-deeded property owner may apply for termination of service(s) if the following conditions are met:
 - The parcel is vacant without any habitable structures
 - Water and/or wastewater service(s) have not been used in the past two years
2. If service is terminated, CCWD will reserve a connection fee credit on the property that is equal to the amount paid when the parcel was originally connected.
3. If a property owner applies for reinstatement of service(s), they must pay the difference between the current full connection fee at the time of reconnection, minus the initial connection fees paid.
4. CCWD will hold the property owner terminating service(s) responsible for all operational and administrative costs incurred by the District to terminate service(s) and remove the meter or cap the wastewater connection.
5. All required fees must be paid prior to termination of service(s).
6. The District will record a Notice of Termination of Water and/or Wastewater with the County Clerk Recorder's Office, and all related administrative and recording fees will be the responsibility of the applicant.
7. Property owners must fill out an application for reinstatement of service(s), and water and/or wastewater service(s) are not guaranteed.
8. If a reinstatement of water and/or wastewater services application is approved by the general manager, the District will record a release stating water and/or wastewater service(s) have been reinstated, and all fees related to recording that document will be paid by the applicant.
9. All required fees must be paid prior to reinstatement of service(s).

FINANCIAL CONSIDERATIONS:

While there are 145 empty lots within CCWD's service areas and 101 landscape/irrigation meters, staff does not anticipate that a large number of customers will terminate services under this new policy, due the financial consequences of doing so.

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. Standard 5/8-inch irrigation meters are billed at the same rate.

*Attachments: -Resolution No. 2019 - ____ amending the District's Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services
-Current CCWD Suspension of Services Policy
-Resolution No. 2010-78
-Amended Termination of Services Policy Article III, Section 21 E
-Notice of Termination of Water and/or Wastewater Services
-Notice of Reinstatement of Water and/or Wastewater Services*

RESOLUTION 2019 - ____

**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 amend 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.

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 amended per 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 14th day of August 2019 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Russ Thomas, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

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.

RESOLUTION 2010 - 78

**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, 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. 2008-36 on May 21, 2008, 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 by the following and so incorporated into Article III, is hereby approved by the Board of Directors and shall become effective immediately:

21E – Termination of Services. Termination of water and/or wastewater services to a property is not allowable under this policy.

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 23rd day of November 2010 by the following vote:

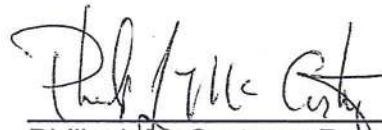
AYES: Directors Dean, Stump, Dooley, Davidson, and McCartney

NOES: None

ABSTAIN: None


ABSENT: None

CALAVERAS COUNTY WATER DISTRICT



Philip J. McCartney, President
Board of Directors

ATTEST:



Mona Walker, Clerk to the Board

CALAVERAS COUNTY WATER DISTRICT
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 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 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. The General Manager's determination is final, unless a customer appeals the determination to the Board of Directors within 30 days of the District's written denial.

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 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. 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.

Recording requested by CCWD

No fee required, per to Govt. Code § 27383

WHEN RECORDED PLEASE MAIL TO:



Calaveras County Water District
P.O. Box 846
San Andreas, CA 95249

NOTICE OF TERMINATION OF WATER AND/OR WASTEWATER SERVICE(S)

I REQUEST TERMINATION OF WATER AND/OR WASTEWATER SERVICE(S) TO THE FOLLOWING PROPERTY WHICH IS DESCRIBED IN EXHIBIT A ATTACHED HERETO:

Service Address:			
Assessor's Parcel #:			
Service(s):			
Meter #:		Meter Size:	

I understand that I will not be allowed to apply to reinstate service(s) for 3 (three) years, those services are not guaranteed, and I will be required to pay all applicable fees, charges and costs associated with installation and reconnection, including but not limited to the connection fee in effect at time of reapplication, less any non-refundable parcel credit equal to the amount of the water and/or wastewater connection charge in effect on the date the property was initially connected to Calaveras County Water District.

I understand that by signing this Termination of Service(s) Request that:

Initial Here I verify I am the legal-deeded owner of the above-identified property and it shall be the property owner's responsibility to make this information available to any new owner.

Initial Here I waive all obligations of Calaveras County Water District to serve this property and understand the District will remove the facilities at its discretion.

Initial Here I further understand that at such time in the future, if I or a future property owner request or require water and/or wastewater services, an application for reinstatement of service(s) will be required, payment of all unpaid, water connection charges, new meter cost and meter set or installation, and/or other applicable charges will be required, and that service(s) will

be available on a first-come, first-served basis to the extent the District has water and capacity available for such service at that time.

*Initial
Here*

I understand that the meter size and associated capacity fees will be reevaluated at such time of application for reinstatement of service(s).

*Initial
Here*

The effective date of termination of my service(s) will be the date the service is discontinued in the field by the District.

*Initial
Here*

This process will discontinue the bimonthly charges to my property. I remain responsible for any amounts due, either billed or unbilled, up to the effective date of this discontinuance.

Property owner name

Property owner signature

Date

(Signature(s) must be acknowledged by a notary public)

Prepared by (print name): _____, CCWD

Date: _____

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Recording requested by CCWD
 Release Fee Per Govt. Code § 27361.3
 WHEN RECORDED PLEASE MAIL TO:



Calaveras County Water District
 P.O. Box 846
 San Andreas, CA 95249

NOTICE OF REINSTATEMENT OF WATER AND / OR WASTEWATER SERVICE(S)

Release property from the effect of an agreement or other recorded encumbrance. TO THE FOLLOWING PROPERTY WHICH IS DESCRIBED IN EXHIBIT A ATTACHED HERETO:

Service Address:			
Assessor's Parcel #:			
Service(s):			
Meter #:		Meter Size:	

NOTICE IS HEREBY GIVEN THAT water and/or wastewater service terminated by the Calaveras County Water District against _____ and recorded in the Official Records of the Office of the County Clerk/Recorder of Calaveras County, State of California, on _____ in recorder document No. _____ of the Official Records of said County, with respect to that certain real property located in said County and more particularly described in said agreement, is hereby reinstated, with all required fees thereunder having been fully paid and satisfied as to said real property.
 Releasing Party: Calaveras County Water District

CCWD General Manager Signature _____ Date _____
 Print name here: _____

For CCWD Use Only

Prepared by (print name): _____, Calaveras County Water District
 Signature: _____ Date: _____

ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California, County of Calaveras

On _____ before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (SEAL)

Agenda Item

DATE: August 14, 2019
TO: Michael Minkler, General Manager
FROM: Damon Wyckoff, Director of Operations
RE: Report on the July 2019 Operations Department

RECOMMENDED ACTION:

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

SUMMARY:

Attached is the monthly Operations Department Report for July 2019. 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: July 2019 Operations Department Report for Division 1 through 5

Operations Department Report

July 1st 2019 through July 31st 2019

Director of Operations:

1. On-Going work associated with developing an Emergency Response Plan (ERP) for PGE&E's Public Safety Power Shutoff Program (PSPSP) implementation.
2. Continued work associated with odor issues coming from the Forest Meadows wastewater effluent storage pond
3. Provided after-hours troubleshooting assistance to electrical and operational staff RE: MBR influent valve fail at the Vallecito WWTP
4. Worked with staff from multiple disciplines (both Admin and Ops) to provide public notification regarding a transmission main break (Baldwin at Usher) in the Rancho Calaveras area that affected 800 customers.
5. Began work with FEMA and Cal OES to obtain reimbursement dollars for the Feb 14th storm emergency work to maintain District operations and for repairs to multiple District Roads
6. Continued work associated with analyzing and selecting the best possible Computer Maintenance Management System (CMMS) software to recommend to the Board for purchase and deployment.
7. Attended PG&E's multi-County workshop RE: PSPS deployment to discuss concerns, strategies, etc.

Admin Assistant:

1. June Spray Reporting
2. Maintained Field Calendar
3. Daily Distribution of Line Locates (294 received from 07/01 – 07/31)
4. Collect, Organize, and Enter Department Purchase Orders (148 PO's entered from 07/01-07/31)
5. Operations Work Order Tracking
6. Track Weekly Safety Tailgate Meetings
7. Facilitate with Employee Reimbursements & Certificate Renewals
8. Training – Including Registrations & Travel Arrangements
9. Miscellaneous Ordering for Field Staff
10. Operations Shipping>Returns
11. Completed Credit Applications for New Vendor Accounts
12. Attended Various Meetings – Supervisor, FEMA, CMMS: Cityworks & Mobile MMS
13. Updated AWWA Standards Binders
14. Organized Data for Monthly Vehicle Inspection Reports
15. Bi-Weekly Mail Pick-Up & Sorting
16. Continued Work Efforts pertaining to Annual Backflow Testing (Ebbetts Pass & West Point)
17. Assisted with Hanging Boil Water Notices
18. Organized Mueller Lunch & Learn
19. Updated Authorized Buyers Lists
20. Participated in Kids Day and Employee Appreciation BBQ

Plant Operations Manager:

1. Attended PSPS plan coordination meeting in Amador County
2. Completed Plant Operations coverage at the West Point WTP

3. Completed a review of the District's Monthly water reports and submitted to the State
4. Completed a review of the District's Monthly wastewater reports and submitted to the State
5. Completed a review of the District's Quarterly wastewater reports and submitted to the State
6. Completed a review of the District's Semi-annual wastewater reports and submitted to the State
7. Met with Kennedy Jenks consulting engineers on the finalization of the District's Hazardous Material Business Plans
8. Along with additional District Staff, met with FEMA to discuss the process of moving forward to develop project worksheets for road repairs that failed as a result of the February 14th, 2019 storms
9. Coordinated a meeting at the Copper Cove Raw Water Pump Station to develop a plan to replace a failed pump within Lake Tulloch
10. Meeting with State, District Staff, and Forest Meadows residents RE: the odor of the Forest Meadows Effluent Pond
11. Along with additional District Staff, met with Sierra Golf Management RE the Forest Meadows wastewater effluent storage pond and the need for odor control
12. Met with algacide vendor at Forest Meadows Storage Pond to discuss algal bloom treatment options and odor control
13. Worked with PG&E to ID misidentified meters (erroneously attributed to the Contra Costa Water District) and place those accounts back in the District's charge
14. Attend and participated in the Operations Departments monthly Supervisor's Meeting
15. Worked to ensure Unregulated Contaminant Monitoring Round 4 (UCMR 4) Sampling work effort was completed
16. Worked with Staff from all departments to ensure the State Mandated boil water advisory issue and release regarding the water main break off Baldwin at Usher was properly implemented
17. Submitted an application for approval of proposed White Pines Dam Repair Project to the Division of Safety of Dams (DSOD)

Water Treatment Plants:

Copper Cove Water Treatment Plant:

1. Operations as usual
2. Extensive lightening strikes caused multiple operational issues including transducer and PLC failures.
3. PG&E emergency replacement of power pole necessitated plant ops oversight while operating on generator power

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

1. Operations as usual
2. Provided Tour of the Facility during the District's annual "Bring Your Child to Work Day"
3. Breakers replaced on all three blowers – issues with blowers tripping appears to have been eliminated

Jenny Lind Water Treatment Plant:

1. Operations as usual
2. On-going work associated with the Jenny Lind Pre-Treatment Project

Sheep Ranch Water Treatment Plant:

1. Operations as usual

Wallace Lake Estates Well System:

1. Operations as usual

West Point Water Treatment Plant:

1. Operations as usual

Wastewater Treatment Plants:

Arnold Wastewater Treatment Plant:

1. Operations as usual

Copper Cove Wastewater Treatment Plant:

1. Routine operations as required by permit.

Copper Cove Wastewater Reclamation Plant:

1. Plant in operation during the month
2. CCRCP offline caused by SCADA problems due to loss of PLC

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

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
2. Operations, Mechanical, and Electrical Staff worked to troubleshoot, repair, and ultimately replace failed influent MBR valve

West Point Wastewater Treatment Plant:

1. Operations as usual

Wilseyville Wastewater Facility:

1. Operations as usual

Distribution:

Copperopolis Distribution System:

SERVICE LINE WORK

1. Uncle Billy - 10 gpm
2. 887 feather - 5 gpm
3. 500 Calypso - 30 gpm
4. Eagle Point - 5 gpm
5. 476 Winchester - 13 gpm
6. Hawk Ridge - 5 gpm
7. Duchess - 3 gpm
8. 930 poker Flat - 2 gpm
9. Feather - 4 gpm
10. 130 Poker Flat - 3 gpm
11. Jimmy way @ Brett Hart - 10 gpm
12. Mono ct. - 3 gpm
13. Arrowhead - 2 gpm
14. 396 Calypso - 10 gpm
15. 629 Innocent - 5 gpm
16. 910 Foothill - 5 gpm
17. 347 Foothill - 4gpm
18. 777 foothill - 6 gpm
19. 717 Foothill - 6 gpm
20. 734 Poker Flat - 3 gpm

MAIN LINE WORK

Eagle Point – 5 gpm

Additional Work

1. 35'-line replacement Uncle Billy

2. 6 Corp stops replaced
3. Flushed 82,862 gals.

Ebbett's Pass Distribution System:

SERVICE LINE WORK

1. Meadowview – 5 gpm
2. Pine – 3 gpm
3. Antler – 5 gpm
4. Montier – 10 gpm
5. Cheyenne – 5 gpm
6. Karock – 5 gpm
7. Ponderosa – 5 gpm

MAIN LINE WORK

1. Considerable amount of time devoted to providing operational oversight assistance on the District's Reach 1 Pipeline Replacement Project

Additional Work

1. Customer Service Work Orders
2. USA Line Locates

Jenny Lind Distribution System:

SERVICE LINE WORK

1. McNeil (2) – 20 gpm
2. Baldwin – 5 gpm
3. Siegel – 5 gpm
4. Kirby – 20 gpm
5. Baywood – 5 gpm
6. Wren Court – 5 gpm
7. Heineman (4) – est. 5-10 gpm
8. Rippon – 3 gpm
9. Owens – 3 gpm
10. Oak Ridge – 5 gpm
11. Baldwin – 5 gpm
12. Gabor – 20 gpm
13. Hoffman – 5 gpm
14. Bartelink (2) – 5 gpm

MAIN LINE WORK

1. Baldwin at Usher – 500 gpm

ADDITIONAL WORK

1. USA line locates
2. Customer Service Work Orders for various items including but not limited to: check meter function, re-read, replace meter, etc.
3. Extensive work related to the issuing and releasing of a State mandated Boil Water Advisory to the approximately 800 customers affected by the mainline break on Baldwin at Usher
4. Flushed Usher in response to a taste complaint

West Point Distribution System:

SERVICE LINE WORK

1. Barney way (2) – 5 gpm ea.

MAIN LINE WORK

1. None during this time period

ADDITIONAL WORK

1. Responded to septic tank issues on behalf of the Collections Crew
2. Responded to a taste and odor complaint – flushed to freshen supply
3. Line locates

Collections:

1. Weekly tailgate safety meetings
2. Monthly vehicle inspection reports
3. Line locates district wide
4. No spill report through CIWQS
5. Weekly lift station checks district wide
6. Finished pumping and servicing septic tanks in the West Point area
7. Quarterly grease trap checks in La Contenta, Copperopolis, Arnold and West Point
8. Pumped and cleaned wet wells at lift stations 1 and 2 in Arnold and lift station 22 in Copper
9. Pulled pump and repaired check valve at lift station 22 in Copper
10. Confined space entries in to 3 septic tanks in West Point to reattach effluent drain lines that had come off
11. Pumped sand trap at La Contenta golf course
12. Put rip rap over portion of exposed sewer main behind lift station 20 in Copper as a permanent fix to the sand bags installed last winter
13. Rebuilt evacuation valve on the back of pumper truck #145
14. Took backhoe from La Contenta yard and tore out tree growing next to manhole 93 on Cosgrove Creek that has given us root issues in the past
15. Pumped backwash return pond at Copper Cove water treatment plant
16. Pumped septic tank at reclaim plant in Copper
17. Changed carbon at lift station 16 to reduce odor problems in this area
18. Got annual service on pumper truck #145 completed
19. Went through Southworth septic tanks and completed another list of contract work for the District's Contractor completing the work
20. Pulled pumps in Copper, La Contenta and Forest Meadows to get tag information for generator needs in preparation for PG&E PSPS
21. Cost to serve completed for septic tank install at 3318 Vallecito Bypass
22. Gathered 3 years of Copperopolis lift station information for engineering department in regards to I&I
23. Helped the Copperopolis distribution crew on multiple occasions on water leak repairs
24. Helped the La Contenta distribution crew on multiple occasions on water leak repairs and restores
25. Hung boil water advisory release tags in La Contenta
26. Responded to multiple manhole problems from George Reed raising manholes after paving in the La Contenta area (this will be an ongoing effort)
27. Continued our effort with Innova to control the sewer odor problems we're experiencing down in Copperopolis

Construction:

1. On-going work associated with testing and re-establishing the operation of the Slurry Line
2. On-going work (trenching, set the pump skid, electrical) associated with a new Vallecito Reclaim WWTP Pump Station
3. Assisted the Ebbett's Pass, Copper Cove, and La Contenta Distribution Crews with multiple leak repair efforts.
4. Completed USA's in West Point
5. Worked with Engineering to GPS multiple appurtenances to incorporate into District maps

Electrical:

1. After hours restore of control power at Copper Cove LS #18
2. Replaced toggle switch, restoring lighting function at Copper Cove Effluent building
3. Verified functionality and accuracy of the A-Tank to B-Tank flow meter in the Jenny Lind water system
4. Replaced exhaust fan in the chlorine room at the Southworth WWTP
5. Installed new circuit breakers (3) for the blowers at the Hunters water treatment plant
6. Installed an ice bridge for the Calaveras County Sheriffs radio tower at the Sawmill Tank Site in White Pines
7. Various electrical line locates in Copperopolis and Arnold

8. Repaired the Alarm DB manager in the FMWWTP SCADA system
9. Installed all underground conduit and vault from the electric room to the new pump building at VWWTP
10. Programmed new ATS at JLWTP to exercise weekly
11. Verified phase rotation of generator at Avery Tank
12. Replaced stem micro switch on Cla-Val for pump #2 at Avery Tank Pump Station
13. Restored function of pump #3 at Avery Tank Pump Station
14. Residential water service restore on Acorn Way West Point
15. After hours pressure transducer replacement at Copper Cove LS #19
16. After hours work around of failed M.O.V on the MBR system at VWWTP
17. Grouted underground vault and laid out electrical for the new pump building at VWWTP
18. Replaced panel cooling fan and repaired control circuit restoring function to Copper Cove LS #7
19. Replaced pressure transducer at the Copper Cove Clearwell after lightning strike
20. Replaced analog input fuse on CCWTP PLC5 after lightning strike
21. Restored function of Copper Cove reclaim pond 6 pumps after lightning strike
22. Restored PLC communications at Reeds Turnpike pump station in Copperopolis after lightning strike
23. Restored function of Sludge Pump 2A at JLWTP
24. Verified function of ASCO valve #3 for sludge lift pump at Wallace WWTP
25. Verified function of Dorrington Pump Station hour meters
26. Restored function of Wallace WWTP influent flow meter
27. Verified Pump function and Pump alternating function at Arnold LS #3
28. Responded to generator failure at WPWTP, discovered an over crank alarm in event history, notified mechanics supervisor
29. Started generator at Copper Cove LS #19 to run lift station during PG&E power outage after lightning strikes
30. Replaced SCADA computer UPS at JLWTP
31. Replaced control systems UPS at FMWWTP
32. Did generator needs assessment at Hwy 4 Lift Station, Copper Cove LS #17 and Copper Cove LS #42
33. After hours repair of pond 1&2 aerators at CCWWTP
34. After hours repair of spray field pumps at CCWWTP
35. Replaced Quantum PLC CPU at Copper Cove reclaim plant due to Modbus plus communication failure to pond 6 remote I/O
36. After hours repair of Copper Cove C-Tank polling site radio

Mechanical:

1. Rebuilt pumps and replaced impellers at the Reed's Turnpike Pump Station
2. Provided assistance to the Construction Department in installing valves at the Vault on the Slurry Line
3. Re-Packed pump at the Arnold WWTP
4. Worked on obtaining pricing for fuel storage and generators in response to the District's preparation for PG&E's PSPS Plan implementation
5. Obtained quote for new Hydro Vac Truck from Gap Vax, coordinated a final onsite review of the equipment for field staff, and submitted PO for purchase
6. Troubleshoot and ordered parts (fuel foot valve) for the Generator at the Mokelumne River Pump Station
7. On-Going District-wide generator checks
8. On-going cleaning of all generator radiators (pressure wash)
9. Repaired the generator at the White Pines Barn (water pump)
10. Delivered Copper Raw pumps to Ace Electric in Stockton for review in anticipation of re-installing in the reservoir
11. Replaced the block heater on the generator at the Connor's Main Lift Station – Copperopolis
12. Replaced the Automatic Transfer Switch on the generator at the La Contenta WWTP
13. Replaced Batteries in various generators
14. Worked with Collections to pull a pump at the Upper Cross-Country Lift Station in Copperopolis and rehabilitated the check valve
15. Installed new ARV's on the filters at the Jenny Lind WTP
16. Troubleshoot, removed, and replaced failed Vallecito MBR influent valve with the help of Operations and Electrical staff

17. Repairs on Vaccon's #126, and 123 – replaced drive line, replaced fuel solenoid, adjusted clutch, and alternator (123). ECM, and rear lights (126)
18. Vehicle repairs – 713 (extended sway bar links), 522 (transmission, water pump), 719 (water pump under warranty to dealer), 129 (re-charged AC), 143 (power steering pump),

Prepared by: Damon Wyckoff, Director of Operations