



**RESOLUTION NO. 2019-34**  
**RESOLUTION NO. PFA-03**  
**ORDINANCE NO. 2019-01**

## **AGENDA**

### **MISSION STATEMENT**

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

Regular Board Meeting  
Wednesday, June 12, 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 May 15 and May 29, 2019

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

3c Ratify Claim Summary #567 Secretarial Fund in the Amount of \$1,579,325.05 for May, 2019 (Jeffrey Meyer, Director of Administrative Services) **RES 2019-\_\_\_\_\_**

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### **BOARD OF DIRECTORS**

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

- 3d Report on the Write-Off of Uncollectible Accounts Receivable for the period of December 1, 2018 through May 31, 2019  
(Jeffrey Meyer, Director of Administrative Services)
- 3e Resolution of Support for Nomination of Michael Minkler for ACWA Region 3 Board Member Position  
(Rebecca Hitchcock, Executive Assistant/Clerk to the Board) **RES 2019-\_\_\_\_\_**
- 3f Information/Quarterly Projects Report, (April-June 2019)  
(Charles Palmer, District Engineer)

**4. PUBLIC HEARING**

- 4a Annual Standby Assessment Fees  
(Jeffrey Meyer, Director of Administrative Services)
  - o Indian Rock Vineyards Subdivision (Sewer) **RES 2019-\_\_\_\_\_**
  - o West Point Improvement District 3 (Water) **RES 2019-\_\_\_\_\_**
  - o Ebbetts Pass Improvement District 5 (Water) **RES 2019-\_\_\_\_\_**
  - o Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite)(Water) **RES 2019-\_\_\_\_\_**
  - o Saddle Creek Subdivision Improvement District 7 (Water) **RES 2019-\_\_\_\_\_**
  - o Copper Cove / La Contenta Improvement District 8 (Sewer) **RES 2019-\_\_\_\_\_**

**5. NEW BUSINESS**

- 5a Discussion/Action Regarding Consideration of Construction Contract for the Techite Pipeline Replacement Project, CIP #11084  
(Charles Palmer, District Engineer)
- 5b Discussion/Action regarding approving a Sewer System Management Plan Update  
(Damon Wyckoff, Director of Operations) **RES 2019-\_\_\_\_\_**
- 5c Discussion/Direction Regarding Proposed Changes to District Capacity Fees and Base Rates Related to State-Mandated Fire Sprinkler Systems  
(Joel Metzger, External Affairs Manager)

**6. REPORTS**

- 6a Report on the May 2019 Operations Department  
(Damon Wyckoff, Director of Operations)
- 6b\* General Manager Report

\*No information included in packet

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

**8. NEXT BOARD MEETINGS**

- Wednesday, June 26, 2019, 1:00 p.m., Regular Board Meeting
- Wednesday, July 10, 2019, 1:00 p.m., Regular Board Meeting

**9. CLOSED SESSION**

9a Conference with Legal Counsel – Existing Litigation Government Code § 54956.9(a)  
Calaveras County Water District v. Pacific Gas & Electric Company  
Sacramento Superior Court Case No. 34-2018-00238630-CU-PO-GDS

9b Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD (Calaveras  
County Superior Court #11CV37713)

**10. REPORTABLE ACTION FROM CLOSED SESSION**

**11. ADJOURNMENT**

# CALAVERAS COUNTY WATER DISTRICT

## Board of Directors

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

## Legal Counsel

Matthew Weber, Esq.  
Downey Brand, LLP

## Financial Services

Umpqua Bank  
US Bank  
Wells Fargo Bank

## Auditor

Richardson & Company, LLP

## CCWD Committees

\*Engineering Committee  
\*Finance Committee  
\*Legal Affairs Committee  
Executive Committee (*ad hoc*)

## Membership\*\*

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

## 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)

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

## 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

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





RESOLUTION NO. 2019-28  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2019-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

May 15, 2019

Directors Present: Russ Thomas, President  
Bertha Underhill, Vice President  
Cindy Secada, Director

Staff Present: Michael Minkler, General Manager  
Rebecca Hitchcock, Clerk to the Board  
Jeffrey Meyer, Director of Administrative Services  
Damon Wyckoff, Director of Operations  
Joel Metzger, Manager of External Affairs, Conservation, and Grants  
Stacey Lollar, Director of Human Resources and Customer Service

Others Present: Laura Clark, Enterprise Fleet Services  
Jay Caponetti, Enterprise Fleet Services

### 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. Directors Ratterman and Davidson were absent.

##### 2. PUBLIC COMMENT

There was no public comment.

##### 3. CONSENT AGENDA

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

3a Approval of Minutes for the Board Meetings of March 27 and April 10, 2019

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

***Director Underhill pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #566 Secretarial Fund in the Amount of \$1,717,018.42 for April, 2019 (Jeffrey Meyer, Director of Administrative Services) **RES 2019-\_\_\_\_\_**

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

**OFF CONSENT AGENDA**

***Director Underhill pulled Item 3c from the Consent Agenda***

3c Ratify Claim Summary #566 Secretarial Fund in the Amount of \$1,717,018.42 for April, 2019 (Jeffrey Meyer, Director of Administrative Services) **RES 2019-28**

**MOTION: Directors Underhill/Secada Adopted Resolution No. 2019-28 to approve Claim Summary #566 Secretarial Fund in the Amount of \$1,717,018.42 for April, 2019**

**DISCUSSION:** Director Underhill asked questions about the Dam fees, Director Secada asked questions about the computer fees associated with GIS, and Director Thomas asked about the bio-solids item. Mr. Meyer responded to all questions presented.

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

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

**4. NEW BUSINESS**

4a Discussion/Action Regarding Enterprise Fleet Management Vehicle Lease Program (Damon Wyckoff, Director of Operations) **RES 2019-29**

**MOTION: Directors Underhill/Secada Adopted Resolution No. 2019-29 Authorizing the Calaveras County Water District to enter into an Open-Ended Lease Agreement with Enterprise Fleet Management**

**DISCUSSION:** Mr. Wyckoff introduced the proposed contract from Enterprise Fleet Services. Laura Clark and Jay Caponetti from Enterprise Fleet Services presented the proposal in detail. There was significant discussion between staff, Enterprise, and the Board regarding specifics of the proposal.

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

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

4b Discussion/Action Regarding Approving a Side Letter Agreement for the Management and Confidential Unit  
(Michael Minkler, General Manager) **RES 2019-30**

**MOTION:** **Directors Underhill/Secada Adopted Resolution No. 2019-30 Approving a Side Letter Agreement for the Management and Confidential Unit**

**DISCUSSION:** Mr. Minkler described the current personnel structure and how it was put in place. He detailed the proposed realignment of the Management Unit, explaining the need for the Human Resources Manager to be dedicated full time to Human Resources for the District. He explained that the External Affairs Manager would assume the management of the Customer Service Department while continuing the current duties of District outreach and legislative efforts. The Board discussed the proposed changes with staff and thanked Stacey Lollar and Joel Metzger for their efforts and flexibility.

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

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

- Discussion/Action Regarding the Amendment of the Fiscal Year 2018-19 Personnel Allocation  
(Michael Minkler, General Manager) **RES 2019-31**

**MOTION:** **Directors Underhill/Secada Adopted Resolution No. 2019-31 Amending the Fiscal Year 2018-19 Personnel Allocation**

**DISCUSSION:** There was no additional comment.

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

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

## **5. REPORTS**

5a Report on the April 2019 Operations Department  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Mr. Wyckoff presented the April 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.

5b General Manager Report

Mr. Minkler reported on the following activities: 1) the ACWA Conference in Monterey was very productive. There was a huge focus on the PG&E Public Safety Shut-off Program and wildfire safety and response; 2) the County's draft paving policy has been released and there is a meeting next week with other agencies to create a list of unified comments; 3) the Chicken Ranch tribe has approached CCWD for an emergency water supply agreement; 4) the Techite Project bid was higher than anticipated and more details will be brought to the next Board meeting; 5) Slurry line testing is scheduled for next week; and 5) the meeting with West Point Fire identified items such as CCWD inoperable fire hydrants that need to be removed. CCWD crews are currently in the process to remove those fire hydrants.

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

Director Underhill requested an agenda item for a future meeting that covers the various Human Resources updates such as new Sexual Harassment laws.

Director Secada requested an agenda item for a Customer Service training program and also a closed session for General Manager Evaluation in preparation for the six month evaluation in August.

Director Thomas reported out on the ACWA Conference and he asked for an update on the adjacent property for the Ops Headquarters Maintenance Facility.

**7. NEXT BOARD MEETINGS**

- Wednesday, May 29, 2019, 1:00 p.m., Special Board Meeting
- Wednesday, June 12, 2019, 1:00 p.m., Regular Board Meeting

Closed Session was cancelled

**8. CLOSED SESSION**

- 8a Conference with Legal Counsel – Existing Litigation  
Government Code § 54956.9(a) La Contenta Investors, LTD vs. CCWD  
(Calaveras County Superior Court #11CV37713)

**9. REPORTABLE ACTION FROM CLOSED SESSION**

Nothing to report.

**10. ADJOURNMENT**

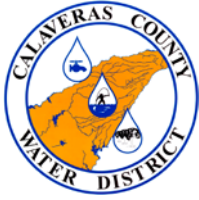
With no further business, the meeting adjourned at approximately 11:50 a.m.

By:

ATTEST:

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

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



RESOLUTION NO. 2019-32  
RESOLUTION NO. PFA-03  
ORDINANCE NO. 2019-01

## MINUTES

### CALAVERAS COUNTY WATER DISTRICT SPECIAL BOARD MEETING

MAY 21, 2019

Directors Present: Bertha Underhill, Vice President  
Scott Ratterman, Director  
Cindy Secada, Director

Staff Present: Michael Minkler, General Manager  
Rebecca Hitchcock, Clerk to the Board

### ORDER OF BUSINESS

#### CALL TO ORDER / PLEDGE OF ALLEGIANCE

##### 1. ROLL CALL

Vice-President Underhill called the Special Board Meeting to order at 12:00 p.m. and led the pledge of allegiance. Directors Thomas and Davidson were absent

##### 2. PUBLIC COMMENT

There was no public comment.

The Open Session ended at 12:02 p.m.

The meeting adjourned into Closed Session at approximately 12:02 p.m. Those present were Board Members: Bertha Underhill, Scott Ratterman, and Cindy Secada; and staff member Michael Minkler, General Manager.

##### 3. CLOSED SESSION

- 3a Conference with Legal Counsel – Existing Litigation Government Code § 54956.9(a) Calaveras County Water District v. Pacific Gas & Electric Company Sacramento Superior Court Case No. 34-2018-00238630-CU-PO-GDS

##### 4. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 12:35 p.m. There was no reportable action.

11. **ADJOURNMENT**

With no further business, the meeting adjourned at approximately 12:35 p.m.

By:

ATTEST:

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

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

DRAFT

# Agenda Item

DATE: June 12, 2019

TO: Michael Minkler, General Manager

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Review Board of Directors Time Sheets for May 2019

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## **RECOMMENDED ACTION:**

For information only.

## **SUMMARY:**

Pursuant to direction from the Board of Directors, copies of the Board's monthly time sheets from which the Board is compensated from, are included in the monthly agenda package for information. Attached are copies of the Board's time sheets for the month of May 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 2018-19 budget.

*Attachments: Board of Directors Time Sheets for May 2019*

COPY

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


Month/Yr May 2019  
Name S. R. Herman


For Admin Use  Payroll   
Expense

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
5-5	Drive to Monterey - Mon meeting							\$		186
5-6	ACWA Conf - SPIA Monterey							120.-		
5-7	ACWA Conference - Monterey							120.-		
5-8	ACWA Conference - Monterey							120.-		
5-9	ACWA Conf - Monterey - Drive home							120.-		186
5-11	Mt. Counties Mts - John A & B. Baker - Jackson							120.-		54
5-17	Mt. Counties, Reg. Mts - Teleconference							120.-		
5-21	CCWD Special Mts							120.-		7
<b>Total</b>								0	720.-	0 433
<b>Totals</b>		11/1/2019 \$0.580						Totals (use IRS mileage rate)		\$0.00

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

The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.

Signature of Claimant: 

Administrative Review:  Date: 5/29/19 Orig to Finance Dept.





COPY

## CALAVERAS COUNTY WATER DISTRICT 2019 DIRECTOR REIMBURSEMENT FORM

For  Payroll  Expense  
 Admin Use

Month/Yr May 2019  
 Name BERTHA E UNDERHILL

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Meeting	Expense			
5/15/19	BOARD MEETING							120		84
5/18/19	SNOWSTONE SPRINGS ASSN							120		21
5/21/19	FINANCE COMMITTEE							120		84
<b>Total</b>										
For Totals line, multiply miles by the IRS rate: 1/1/2019 \$0.580										189
Totals (use IRS mileage rate)										\$109.62

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

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.

Administrative Review: [Signature] Date: 5/29/19 Orig to Finance Dept.

Signature of Claimant: Bertha E Underhill







**Calaveras County Water District  
Claim Summary # 567**

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.



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Jeffrey Meyer  
Director of Administrative Services

1. May 2019 payroll checks issued on 5/15/2019	158,539.91
2. May 2019 payroll checks issued on 5/31/2019	164,894.23
3. May 2019 compensation to Directors	2,041.23
4. Vendor payments for May 1 through 31, 2019	1,059,031.71
5. Other payroll related costs	<u>194,817.97</u>

**Claim Summary Total                      \$1,579,325.05**



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

CCWD Operating Expenditures		\$ 538,271.70
Expenditures to be reimbursed from other agencies	(A)	-
Expenditures to be reimbursed from grant agreements	(B)	123,563.70
Fiduciary Payments (funds collected prior to expenditure)	(C)	8,735.20
Partial Reimbursement	(D)	105,594.13
Capital R&R Projects	(E)	282,211.54
Capital Outlay	(F)	655.44
Total Payments		\$ 1,059,031.71

CCWD  
AP Disbursements  
May 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount	
132566	A T & T	Leased Lines 05/19	05/17/2019	66.08	
132567	A T & T	Internet Service 05/19 - LC	05/17/2019	40.00	
132628	A T & T	Phone 05/19 - SA Shop	05/23/2019	104.04	
132680	A T & T	Internet Service (U Verse) April/May - LC Complex	05/30/2019	110.00	
132681	A T & T CALNET3	District Radio Tower 04/19 - Camp Connell	05/30/2019	741.12	
132629	A T & T CALNET3	Phone 05/19 - Dorrington P/S	05/23/2019	20.63	
132630	A T & T CALNET3	Phone 05/19 - District Wide	05/23/2019	1,228.30	
132631	A T & T CALNET3	Phone 05/19 - JLTC	05/23/2019	105.41	
132632	A T & T CALNET3	Phone 05/19 - OP HQ Long Distance	05/23/2019	434.68	
132633	A T & T CALNET3	Phone 05/19 - Hunters	05/23/2019	20.63	
132634	A T & T CALNET3	Phone 05/19 - Azalea L/S	05/23/2019	18.97	
132635	A T & T CALNET3	Phone 05/19 - CCWHSE	05/23/2019	2.42	
132636	A T & T CALNET3	Phone 05/19 - OP HQ Back Up	05/23/2019	189.61	
132637	A T & T CALNET3	T Line 05/19	05/23/2019	164.69	
132463	A T & T MOBILITY	Cell Phone 04/19 - Brown	05/02/2019	83.73	
132682	A-1 SHARPENING & SMALL ENGINE REPAIR, LLC	Tractor Disc - Southworth WWTP Mower	05/30/2019	2,501.18	
132517	ACWA/JPIA	Dental Insurance, Employees 06/19	05/09/2019	6,167.96	(D)
132517	ACWA/JPIA	Vision Insurance, Employees 06/19	05/09/2019	1,243.52	
132517	ACWA/JPIA	EAP 06/19	05/09/2019	148.05	
132517	ACWA/JPIA	Dental Insurance, Retirees 06/19	05/09/2019	2,819.32	
132517	ACWA/JPIA	Vision Insurance, Retirees 06/19	05/09/2019	798.08	
132683	ADP INC	Payroll Processing April/May	05/30/2019	1,684.63	
132465	AFLAC	Aflac Insurance 04/19	05/02/2019	2,135.48	(C)
132568	ALCAL GLASS AND SUPPLY	Cords/Bushings - DF/VCTO Blower	05/17/2019	152.86	
132568	ALCAL GLASS AND SUPPLY	Marking Paint/Pipe/Fittings/Glue/Wire Brush - EP Barn	05/17/2019	319.07	
132568	ALCAL GLASS AND SUPPLY	Tape Measure/Pipe Fittings - AWWTP	05/17/2019	30.38	
132568	ALCAL GLASS AND SUPPLY	Marking Spikes - Ebbetts Pass Reach 1 Pipeline Replacement Project	05/17/2019	74.52	(E)
132568	ALCAL GLASS AND SUPPLY	Measuring Tape - Vehicle #592	05/17/2019	9.65	
132638	ALHAMBRA DRINKING WATER	Water Cooler Service 05/19 - LCWWTP	05/23/2019	94.09	
132639	ALHAMBRA DRINKING WATER	Water Cooler Service 05/19 - JLWTP	05/23/2019	93.20	
132569	ALLIED ELECTRONICS, INC	Relays/Sockets/Cable Ties - Vehicle #720 Stock	05/17/2019	456.13	
132518	AMERIPRIDE SERVICES, INC	Uniform Laundry Service 04/19	05/09/2019	2,391.47	
132684	ANGELS HEATING AND AIR CONDITIONING	Inspect HVAC/Clean Air Intake/Install Drain Pan Tablets - OP HQ	05/30/2019	255.01	
EFT	ANTHEM-BLUE CROSS	Health Insurance, Employees 05/19	05/07/2019	99,004.95	(D)
EFT	ANTHEM-BLUE CROSS	Health Insurance, Retirees 05/19	05/07/2019	42,258.32	
132570	APPLEGATE, JOHN	Safety Boot Reimbursement	05/17/2019	193.90	
132466	ARNOLD AUTO SUPPLY	Brush/Gloves - Vehicle #522	05/02/2019	31.10	
132466	ARNOLD AUTO SUPPLY	Engine Paint/Oil Analysis Kit - Vehicle #529	05/02/2019	30.08	
132466	ARNOLD AUTO SUPPLY	Battery - Vehicle #708	05/02/2019	156.18	
132466	ARNOLD AUTO SUPPLY	Bungee Cords/Gloves - Construction Crew	05/02/2019	48.24	
132466	ARNOLD AUTO SUPPLY	Starter Fluid - AWWTP	05/02/2019	4.02	
132466	ARNOLD AUTO SUPPLY	Hoses/Suction Gun - AWWTP Bobcat	05/02/2019	62.16	
132466	ARNOLD AUTO SUPPLY	Fittings - EP L/S #3	05/02/2019	4.61	

CCWD  
AP Disbursements  
May 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
132466	ARNOLD AUTO SUPPLY	Cleaning Agents - FMWWTP	05/02/2019	17.13
132519	ARNOLD AUTO SUPPLY	Shackles/Straps/Sockets/Rags - Vehicle #143	05/09/2019	164.32
132519	ARNOLD AUTO SUPPLY	Batteries (4) - Vehicle #509	05/09/2019	659.00
132519	ARNOLD AUTO SUPPLY	Motor Treatment/Oil/Carburetor Cleaner/Fuel Injector/Filter - Vehicle #522	05/09/2019	195.42
132519	ARNOLD AUTO SUPPLY	Wrench Adapter - Vehicle #529	05/09/2019	25.74
132519	ARNOLD AUTO SUPPLY	Hex Rethreading Die - EP Barn	05/09/2019	31.09
132571	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #501	05/17/2019	150.00
132571	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #533	05/17/2019	80.00
132571	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #534	05/17/2019	80.00
132571	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #535	05/17/2019	80.00
132571	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #717	05/17/2019	80.00
132520	ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - Vehicle #720	05/09/2019	80.00
132571	ARNOLD TIRE AND AUTO CARE	Tires (4) - Vehicle #551	05/17/2019	842.42
132571	ARNOLD TIRE AND AUTO CARE	Tires (4) - Vehicle #713	05/17/2019	896.74
132467	BAY VALVE SERVICE & ENGINEERING, LLC	Actuator - AWWTP	05/02/2019	4,021.88
132572	BIG VALLEY FORD LINCOLN MERCURY	Radiator/Thermostat/Clamps/Hoses - Vehicle #132	05/17/2019	610.96
132572	BIG VALLEY FORD LINCOLN MERCURY	Pedal Assembly - Vehicle #134	05/17/2019	168.14
132572	BIG VALLEY FORD LINCOLN MERCURY	Radiator/Thermostat/Hoses/Seals - Vehicle #528	05/17/2019	533.89
132572	BIG VALLEY FORD LINCOLN MERCURY	Door Handle/Rekeyed - Vehicle #621	05/17/2019	202.74
132573	BNN, LLC	Utility Reimbursement 04/19 - SA Shop	05/17/2019	244.56
132573	BNN, LLC	Rent 06/19 - SA Shop	05/17/2019	3,000.00
132574	BURKE, ZACHARY	OT Mileage Reimbursement - Vendor Meeting	05/17/2019	34.49
132575	CADENCE.TEAM	Barracuda Backup Server Cloud Storage 05/15/19-5/14/20	05/17/2019	4,217.00
132640	CALAVERAS AUTO SUPPLY	Bulbs - Vehicle #129	05/23/2019	2.13
132640	CALAVERAS AUTO SUPPLY	Air Filter - Vehicle #135	05/23/2019	210.13
132640	CALAVERAS AUTO SUPPLY	Master Cylinder/Power Brake Booster/Brake Pads/Lubricant - Vehicle #143	05/23/2019	470.29
132640	CALAVERAS AUTO SUPPLY	Air Filter/Battery/Cable/Wiper Blades - Vehicle #512	05/23/2019	194.98
132640	CALAVERAS AUTO SUPPLY	Alternator - Vehicle #533	05/23/2019	152.93
132640	CALAVERAS AUTO SUPPLY	12V Adapter - Vehicle #608	05/23/2019	60.63
132640	CALAVERAS AUTO SUPPLY	Oil/Filter Strap - Vehicle #722	05/23/2019	132.91
132640	CALAVERAS AUTO SUPPLY	Diesel Exhaust Fluid - Vehicle #723	05/23/2019	14.34
132640	CALAVERAS AUTO SUPPLY	Battery Chargers - District Wide Generators	05/23/2019	798.86
132640	CALAVERAS AUTO SUPPLY	Battery - DF/VCTO WWTP ATV	05/23/2019	63.43
132640	CALAVERAS AUTO SUPPLY	Oil/Filters/Grease - VacCon Maintenance	05/23/2019	679.18
132640	CALAVERAS AUTO SUPPLY	Breaker Bar/Gloves - SA Shop	05/23/2019	32.78
132469	CALAVERAS COUNTY	Utility Encroachment Permit	05/02/2019	195.41
132641	CALAVERAS COUNTY ELECTIONS	November 2018 General Election Fee - Division 2/4	05/23/2019	3,536.74
132642	CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response Plan/CUPA/Generator Fees - District Wide	05/23/2019	9,725.00
132470	CALAVERAS LUMBER CO INC	Muriatic Acid/Valves/Spray Nozzle - FMWWTP	05/02/2019	96.33
132470	CALAVERAS LUMBER CO INC	Pipe/Fittings/Valves - CC B Tank Sample Site	05/02/2019	105.44
132470	CALAVERAS LUMBER CO INC	Flares/Pliers/Trowel/Pipe Cutters/Hammers/Shovels - Vehicle #533	05/02/2019	160.98
132470	CALAVERAS LUMBER CO INC	Flares - Vehicle #535	05/02/2019	7.69
132470	CALAVERAS LUMBER CO INC	Tubing/Pipe/Fittings/Valves/Clamps/Nozzle/Cement/Primer - DF/VCTO WWTP	05/02/2019	244.71



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132470	CALAVERAS LUMBER CO INC	Pipe/Fittings/Valves/Clamps/Nozzle/Cement/Primer - AWWTP	05/02/2019	99.34
132470	CALAVERAS LUMBER CO INC	Chemical Root Killer - EP Millwoods Septic Tanks	05/02/2019	102.31
132470	CALAVERAS LUMBER CO INC	Water Coolers/Measuring Wheel/Gloves/Epoxy/Rake - CalFire	05/02/2019	435.12
132471	CALIFORNIA LAB SERVICES	Geosmin/Color/Odor Testing - WPWTP	05/02/2019	1,062.32
132685	CALIFORNIA TEES	District Uniform - Reece	05/30/2019	150.41
132521	CALIFORNIA WASTE RECOVERY SYSTEMS	Refuse Disposal 04/19 - District Wide	05/09/2019	1,365.79
132522	CALTEL	Phone Lines 04/19	05/09/2019	1,428.77
132523	CAMMISA, JASON	Water Distribution, Grade 3 Cert Renewal Reimbursement	05/09/2019	60.00
132524	CAMPORA	Propane Tank Rental - Sandy Gulch	05/09/2019	58.83
132686	CARBON COPY INC	Copies, Copier Maintenance April/May	05/30/2019	220.41
EFT	CARD SERVICES	ACWA Spring Conference, Monterey Registration - Davidson	05/17/2019	725.00
EFT	CARD SERVICES	Ebbetts Pass Business Lunch - Minkler	05/17/2019	40.67
EFT	CARD SERVICES	Legislative Meetings, Washington, D.C. Parking/Taxi/Airfare/Meals - Minkler	05/17/2019	536.01
EFT	CARD SERVICES	UWPA Business Lunch - Minkler	05/17/2019	58.24
EFT	CARD SERVICES	ACWA Spring Conference, Monterey Registration - Martin	05/17/2019	580.00
EFT	CARD SERVICES	ACWA Spring Conference, Monterey Registration - Wyckoff	05/17/2019	580.00
EFT	CARD SERVICES	ACWA Spring Conference, Monterey Registration - Metzger	05/17/2019	580.00
EFT	CARD SERVICES	CRWA Conference Lodging/Parking - Gravette/Turner	05/17/2019	762.60
EFT	CARD SERVICES	Treatment Plant Operator, Grade 3 Review Course Lodging - DeAmicis	05/17/2019	421.22 (D)
EFT	CARD SERVICES	COBRA Webinar - HR	05/17/2019	79.95
EFT	CARD SERVICES	BMP Summit (Erosion Control) Conference Cancellation	05/17/2019	(2,119.28)
EFT	CARD SERVICES	HR Association Meeting	05/17/2019	45.00
EFT	CARD SERVICES	SHRM Membership - Lollar	05/17/2019	189.00
EFT	CARD SERVICES	Internet E-Mail Back-Up 04/19 - OP HQ	05/17/2019	29.90
EFT	CARD SERVICES	Hosted E-Mail Service 04/19 - OP HQ	05/17/2019	527.64
EFT	CARD SERVICES	Internet Service 05/19 - Hunters	05/17/2019	76.87
EFT	CARD SERVICES	Career Fair Supplies	05/17/2019	20.00
EFT	CARD SERVICES	Malwarebytes Annual Maintenance Agreement - 25 Seats	05/17/2019	1,061.50
EFT	CARD SERVICES	Operations Meeting Supplies	05/17/2019	24.00
EFT	CARD SERVICES	Flashlights/Flares - Stock	05/17/2019	94.26
EFT	CARD SERVICES	Conference Call Service	05/17/2019	2.86
EFT	CARD SERVICES	Ring Central Annual Subscription - Metzger	05/17/2019	155.88
EFT	CARD SERVICES	Antennas (5) - OP HQ	05/17/2019	655.44 (F)
EFT	CARD SERVICES	MagicJack Annual Contract (4)	05/17/2019	181.36
EFT	CARD SERVICES	Office Supplies	05/17/2019	12.79
EFT	CARD SERVICES	Electrician II Recruitment Ad	05/17/2019	100.00
EFT	CARD SERVICES	Training Supplies	05/17/2019	99.97
132576	CARSON HILL ROCK PRODUCTS	Class II Road Base - LCWHSE Stock	05/17/2019	7,097.60
132687	CDW GOVERNMENT INC	Power Supply/Cables/Firewall - OP HQ	05/30/2019	4,359.12
132644	CISCO FIRE SPRINKLER, INC.	Fire Extinguisher - Vehicle #125/512/716/Stock	05/23/2019	160.00
132688	CITY OF ANGELS	Sewer April/May - Six Mile Village	05/30/2019	9,390.46
132474	CLARK PEST CONTROL	Pest Control Service March/April - LCWWTP	05/02/2019	166.00
132474	CLARK PEST CONTROL	Pest Control Service March/April - Huckleberry	05/02/2019	128.00

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132525	CLARK PEST CONTROL	Pest Control Service 03/19 - Southworth	05/09/2019	84.00
132525	CLARK PEST CONTROL	Pest Control Service 05/19 - WPWTP	05/09/2019	106.00
132525	CLARK PEST CONTROL	Pest Control Service 05/19 - WPWWTP	05/09/2019	130.00
132577	CLARK PEST CONTROL	Pest Control Service 05/19 - AWWTP	05/17/2019	87.00
132645	CLARK PEST CONTROL	Pest Control Service 05/19 - LCWWTP	05/23/2019	478.00
132526	COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 05/19	05/09/2019	730.00
132476	COMCAST	Internet Service 05/19 - DFVCTO WWTP	05/02/2019	83.08
132527	COMCAST	Internet Service 05/19 - OP HQ	05/09/2019	154.42
132646	COMCAST	Internet Service 06/19 - JLTC	05/23/2019	88.08
132689	COMCAST	Internet Service 06/19 - JLWTP	05/30/2019	174.02
132477	CONDOR EARTH TECHNOLOGIES INC	Compaction Testing - CC	05/02/2019	792.00
132477	CONDOR EARTH TECHNOLOGIES INC	Materials Testing/Inspection Services - JLWTP Pre-Treatment Facility Project	05/02/2019	1,235.00 (B)
132690	CONDOR EARTH TECHNOLOGIES INC	CCWD Sustainable Groundwater Management Act (SGMA) Support	05/30/2019	2,290.75
132690	CONDOR EARTH TECHNOLOGIES INC	Consultation Services - White Pines Dam Project	05/30/2019	4,403.75
132691	CONSOLIDATED FABRICATORS CORP	Sludge Bin - LCWWTP	05/30/2019	4,145.21
132478	COPPER AUTO & MARINE	Wiper Blades/Oil - Vehicle #142	05/02/2019	36.97
132478	COPPER AUTO & MARINE	Wiper Fluid/Diesel Engine Fluid - Vehicle #151	05/02/2019	23.32
132478	COPPER AUTO & MARINE	Diesel Engine Oil - Vehicle #551	05/02/2019	15.54
132478	COPPER AUTO & MARINE	Batteries (2) - Vehicle #704	05/02/2019	308.86
132478	COPPER AUTO & MARINE	Tire Chain Snubbers - Vehicle #710	05/02/2019	20.37
132478	COPPER AUTO & MARINE	Antifreeze/Oil - CCWHSE	05/02/2019	88.42
132478	COPPER AUTO & MARINE	Toggle - CC Generator	05/02/2019	7.50
132478	COPPER AUTO & MARINE	Fuses/Battery Charger - CC B Tank	05/02/2019	160.83
132478	COPPER AUTO & MARINE	Battery - CC Hunt Rd Generator	05/02/2019	113.68
132648	COPPER AUTO & MARINE	Antifreeze/Heater Hose/Mud Flaps - Vehicle #123	05/23/2019	111.46
132648	COPPER AUTO & MARINE	Diesel Engine Fluid/Oil/Filters/Transmission Fluid - Vehicle #538	05/23/2019	533.83
132648	COPPER AUTO & MARINE	Diesel Engine Fluid - Vehicle #723	05/23/2019	50.90
132580	COPPEROPOLIS FIRE PROTECTION DISTRICT	Hydrant Maintenance (91) - CC	05/17/2019	1,914.72
132528	CPPA	Power 04/19	05/09/2019	61,471.47
132692	CPUD	Water Service April/May - OP HQ	05/30/2019	439.10
132530	CRUMPACKER, BRIAN	Safety Boots Reimbursement	05/09/2019	200.00
132479	CWEA	Membership Renewal - Burkhardt	05/02/2019	188.00
132479	CWEA	Plant Maintenance Tech, Grade 1 Cert Renewal - Crumpacker	05/02/2019	87.00
132479	CWEA	Collection System Maintenance, Grade 1 Application - Kirschman	05/02/2019	358.00
132531	CWEA	Membership Renewal - Lang	05/09/2019	188.00
132649	CWEA	Collection System Maintenance, Grade 1 Cert Renewal - Gravette	05/23/2019	87.00
132649	CWEA	Collection System Maintenance, Grade 1 Exam Fee - Reece	05/23/2019	358.00
132649	CWEA	Membership Renewal - Roeder	05/23/2019	188.00
132649	CWEA	Membership Renewal - Skrbina	05/23/2019	188.00
132532	DATAPROSE	UB Statement Processing 04/19	05/09/2019	4,549.84
132694	DATAPROSE	Billing Calendar Inserts	05/30/2019	1,552.98
132650	DEAMICIS, GABRIEL	Water Treatment Plant Operator, Grade 3 Class/Exam Mileage Reimbursement	05/23/2019	250.56
132581	DELTA TRUCK CENTER	Seat Control - Vehicle #123	05/17/2019	22.50

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132535	DOWNEY BRAND ATTORNEYS LLP	Legal Services 03/19	05/09/2019	10,929.21
132536	EBBETTS PASS GAS SERVICE	Fuel 04/19	05/09/2019	1,644.58
132583	EBBETTS PASS LUMBER	Fittings/Muriatic Acid/Tape - FMWWTP	05/17/2019	48.45
132583	EBBETTS PASS LUMBER	Pepper Spray/Hooks/Batteries/Umbrella/Filters/Repellant - Hunters WTP	05/17/2019	185.45
132583	EBBETTS PASS LUMBER	Solder/Pipe/Fittings - DF/VCTO WWTP	05/17/2019	31.26
132480	ECORP CONSULTING, INC	Agency Liason/Special Use Permit Support - Ebbetts Pass Reach 1 Pipeline Proj	05/02/2019	1,161.25 (E)
132695	EDGES ELECTRICAL GROUP, LLC	Liquid Level Controller - Wallace WTP	05/30/2019	624.45
132695	EDGES ELECTRICAL GROUP, LLC	Wire Strippers - Vehicle #551/720	05/30/2019	73.87
132584	EMPLOYMENT DEVELOPMENT DEPT	Unemployment Insurance Quarter Ending 03/31/19	05/17/2019	1,714.00
132651	FEDERAL EXPRESS	Shipping 05/19	05/23/2019	26.29
132585	FERGUSON ENTERPRISES, INC 1423	Stainless Steel Pipe Fittings - FMWWTP	05/17/2019	67.94
132652	FERGUSON ENTERPRISES, INC 1423	Couplings/Gaskets/Chamfer Tool/Ball Valves/Clamps - LCWHSE	05/23/2019	14,415.49
132696	FERGUSON ENTERPRISES, INC 1423	ClaVal/Repair Kit/Diaphragm/Hydrant Adapter/Pipe Cutters - CCWHSE	05/30/2019	2,057.55
132696	FERGUSON ENTERPRISES, INC 1423	Gaskets - LCWHSE	05/30/2019	242.58
132653	FGL ENVIRONMENTAL	Waste Water Testing 05/19	05/23/2019	4,923.00
132653	FGL ENVIRONMENTAL	Water Testing 05/19	05/23/2019	8,752.00
132697	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental April/May - Sheep Ranch	05/30/2019	280.50
132697	FOOTHILL PORTABLE TOILETS	Portable Toilet Rental April/May - Wallace	05/30/2019	280.50
132586	FOOTHILL PRINTING & GRAPHICS	Letterhead/Business Cards (Metzger)	05/17/2019	217.48
132539	FOOTHILL SIERRA PEST CONTROL	Pest/Weed Control Service 04/19 - CCWTP	05/09/2019	249.00
132587	FROGGY'S AUTO WASH & LUBE	Oil/Lube - Vehicle #531	05/17/2019	126.86
132698	FROGGY'S AUTO WASH & LUBE	Oil/Lube - Vehicle #535	05/30/2019	42.81
132482	GAMBI DISPOSAL INC.	Bio-Solids Removal - AWWTP	05/02/2019	641.25
132482	GAMBI DISPOSAL INC.	Bio-Solids Removal - FMWWTP	05/02/2019	617.50
132654	GARCIA AND ASSOCIATES	Archaeological Monitoring - JLWTP Pre-Treatment Facility Project	05/23/2019	8,145.93 (B)
132588	GENERAL AIR COMPRESSORS	Air Dryer/Filter - FMWWTP UV	05/17/2019	1,823.44
132699	GENERAL PLUMBING SUPPLY CO INC	Coupling/Duct Spool - CC Lower XC L/S	05/30/2019	971.22
132699	GENERAL PLUMBING SUPPLY CO INC	Ratcheting Cutter - Construction Crew	05/30/2019	87.21
132541	GOVCONNECTION, INC	AC Adapter/Kits/SD Cards/Router/Port Switch/Adobe Acrobat - OP HQ	05/09/2019	2,422.99
132541	GOVCONNECTION, INC	Surface Pro/Software - DeAmicis	05/09/2019	1,354.15
132541	GOVCONNECTION, INC	Adobe Acrobat - HR/Metzger	05/09/2019	1,201.95
132541	GOVCONNECTION, INC	Officejet Printers (3) - Stock	05/09/2019	324.22
132541	GOVCONNECTION, INC	Router - CCWHSE	05/09/2019	259.24
132589	GOVCONNECTION, INC	Surface Pro/Cover/Software/Docking Stations - Inspectors	05/17/2019	2,482.48
132589	GOVCONNECTION, INC	Printhead - Plotter	05/17/2019	223.97
132589	GOVCONNECTION, INC	AirFiber Backhaul Radio - Field	05/17/2019	1,038.12
132655	GOVCONNECTION, INC	Computer Monitors (4) - Lollar/Danner	05/23/2019	564.96
132700	GOVCONNECTION, INC	Ethernet Surge Protectors (4) - OP HQ	05/30/2019	47.73
132590	GRAINGER	Connectors/Anchors/Fasteners - JLWTP	05/17/2019	292.21
132590	GRAINGER	Diffusers - WPWTP Regulator	05/17/2019	245.37
132590	GRAINGER	Gate Valve/Pressure Reducing Valve - WPWTP	05/17/2019	411.09
132590	GRAINGER	Conveyor Belts/Pipe Fittings - AWWTP	05/17/2019	422.28
132590	GRAINGER	Safety Glasses - Cammisa/West	05/17/2019	74.46

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132590	GRAINGER	Asphalt Cutter Chisels - EP Barn	05/17/2019	194.43
132590	GRAINGER	Cables - JLWTP Backwash	05/17/2019	558.17
132656	GRAINGER	Floor Flanges (6) - EP Sawmill Tank	05/23/2019	193.95
132656	GRAINGER	Cable - Security Cameras	05/23/2019	258.53
132484	GRAVETTE, JARED	CRWA Exposition Meal Reimbursement	05/02/2019	47.35
132657	GRUTZMACHER, SCOTT	Treatment Plant Operator, Grade 2 Class/Exam Mileage/Meal Reimbursement	05/23/2019	205.27
132485	HACH COMPANY	Chlorine Analyzer Motor Assembly - Hunters WTP	05/02/2019	297.15
132701	HACH COMPANY	Controller/Turbidimeter Calibration/Repair - JLWTP	05/30/2019	2,798.38
132702	HIBBARD, RICHARD	Treatment Plant Operator, Grade 2 Class/Exam Mileage Reimbursement	05/30/2019	313.20
132658	HOBGOODS CLEANING	Janitorial Service 05/19 - OP HQ	05/23/2019	1,985.00
132703	HOLT OF CALIFORNIA	Hydraulic Fluid - 450 Backhoe	05/30/2019	119.78
132487	HUGHESNET	Internet Service 05/19 - FMWWTP	05/02/2019	82.23
132591	HUGHESNET	Internet Service 05/19 - AWWTP	05/17/2019	80.94
132488	HUNT & SONS, INC	Fuel - WP	05/02/2019	477.19
132659	HUNT & SONS, INC	Fuel - CC	05/23/2019	2,485.58
132592	INDUSTRIAL ELECTRICAL CO	Motor Repair - CCWWTP Pond 6	05/17/2019	7,956.55
132543	IRON MOUNTAIN	Document Destruction 04/19	05/09/2019	64.59
132660	KAESER COMPRESSORS, INC.	Blower Block/Conversion Kit - DF/VCTO WWTP	05/23/2019	4,911.30
132661	KASL CONSULTING ENGINEERS	Construction Management Services - Ebbetts Pass Reach 1 Pipeline Repl Proj	05/23/2019	3,115.93 (E)
132544	KOFF & ASSOCIATES, INC	Comprehensive Salary & Benefits Review & Analysis	05/09/2019	128.00
132593	LALLO'S AUTOMOTIVE	AC Service/AC Compressor/Wiper Switch - Vehicle #711	05/17/2019	960.39
132704	LEDGER DISPATCH	Electrician II Recruitment Ad	05/30/2019	160.00
132489	LIEBERT CASSIDY WHITMORE	Legal Services 03/19	05/02/2019	1,783.00
132490	LOLLAR, STACEY	ACWA/JPIA HR Meeting Mileage Reimbursement	05/02/2019	79.48
132594	LOWE'S	Window Blinds/Cable Ties/Brackets/Drill Bits - OP HQ	05/17/2019	247.09
132594	LOWE'S	Shop Vac Filter - WP	05/17/2019	21.31
132594	LOWE'S	Safety Glasses - Vehicle #720	05/17/2019	15.25
132594	LOWE'S	Water Cooler - CCWHSE	05/17/2019	182.39
132594	LOWE'S	Water/Gatorade - WPWTP	05/17/2019	54.89
132595	LYNN PARK ACRES COMM SVC DIST	Annual Road Maintenance Fee 2018/2019	05/17/2019	100.00
132596	MANTECA TRUCK ACCESSORIES	Fuel Tank/Pump/Meter/Reel - Vehicle #721	05/17/2019	3,050.60
132545	MARTIN, PETER	Eastern San Joaquin Ground Water Authority Meeting Mileage Reimbursement	05/09/2019	110.20
132705	MARTIN, PETER	Water Conservation Meeting Mileage Reimbursement	05/30/2019	58.00
132491	MATHESON TRI-GAS, INC	Liquid Oxygen - CCWTP	05/02/2019	5,130.55
132491	MATHESON TRI-GAS, INC	Liquid Oxygen - JLWTP	05/02/2019	4,143.72
132597	MID VALLEY AGRICULTURAL INC	Weed Control Supplies - District Wide	05/17/2019	700.56
132598	MODESTO AIRCO GAS & GEAR	Cylinder Rental 05/19	05/17/2019	91.00
132546	MOTHER LODE ANSWERING SERVICE	Answering Service 05/19	05/09/2019	624.22
132547	MOUNTAIN OASIS PURIFIED WATER	Water Cooler Service/Supplies 04/19 - District Wide	05/09/2019	122.80
132663	MOZINGO CONSTRUCTION, INC.	Construction Contract - Ebbetts Pass Reach 1 Pipeline Replacement Project	05/23/2019	273,600.00 (E)
132599	MUNICIPAL MAINTENANCE EQUIP	Suction Tube - Vehicle #126	05/17/2019	694.15
132492	MUTUAL OF OMAHA	Life/A&D/LTD Insurance 05/19	05/02/2019	6,100.81
132706	NEOFUNDS BY NEOPOST	Postage 05/19	05/30/2019	3,000.00

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132600	NEW YORK LIFE	Life Insurance 04/19	05/17/2019	1,164.36	(C)
132494	NORDAHL LAND SURVEYING	Land Surveying - White Pines Dam	05/02/2019	1,910.00	
132548	NORDAHL LAND SURVEYING	Topographic Survey - 303 George Reed Drive, San Andreas	05/09/2019	5,300.00	
132601	NORDAHL LAND SURVEYING	Topographic/Location Survey - Sawmill PRV Installation	05/17/2019	1,500.00	
132602	NORTHSTAR CHEMICAL	Sodium Hydroxide - LCWWTP	05/17/2019	2,676.96	
132602	NORTHSTAR CHEMICAL	Sodium Hypochlorite - CCWTP	05/17/2019	1,101.09	
132602	NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	05/17/2019	2,183.03	
132495	NTU TECHNOLOGIES INC	CE 919 Polymer - AWWTP	05/02/2019	2,840.74	
132495	NTU TECHNOLOGIES INC	CE 919 Polymer - DF/VCTO WWTP	05/02/2019	1,420.37	
132495	NTU TECHNOLOGIES INC	CE 919 Polymer - FMWWTP	05/02/2019	1,420.37	
132549	NTU TECHNOLOGIES INC	Pro Tek 301 - Hunters WTP	05/09/2019	3,260.25	
132549	NTU TECHNOLOGIES INC	Pro Tek 301 - JLWTP	05/09/2019	2,898.00	
132605	OCCU-MED, LTD	Pre-Employment Exam - Utility Dept (1)	05/17/2019	276.50	
132605	OCCU-MED, LTD	Fitness Exam	05/17/2019	300.00	
132603	O'CONNELL & DEMPSEY, LLC	Federal Legislative Advocacy Consulting Services March/April	05/17/2019	8,000.00	
132604	O'REILLY AUTO PARTS	Power Steering Fluid/Oil - Vehicle #150	05/17/2019	41.44	
132604	O'REILLY AUTO PARTS	Battery/Cargo Straps/Power Steering Fluid/Injector Cleaner - Vehicle #614	05/17/2019	149.14	
132604	O'REILLY AUTO PARTS	Driver Joint/Impact Adapter/Socket - Vehicle #531	05/17/2019	28.93	
132604	O'REILLY AUTO PARTS	Vent Diffusers/Clips/Seat Cover - Vehicle #303	05/17/2019	43.50	
132604	O'REILLY AUTO PARTS	Power Belts/Starter Solenoid - Southworth WWTP Mower	05/17/2019	49.47	
132604	O'REILLY AUTO PARTS	Weld Epoxy/Disconnect Tool Set - SA Shop	05/17/2019	35.36	
132604	O'REILLY AUTO PARTS	Batteries (2) - Vehicle #133	05/17/2019	251.34	
132604	O'REILLY AUTO PARTS	Solar Battery Charger - Collections Crew	05/17/2019	167.28	
132497	P G & E	Power 04/19 - District Wide	05/02/2019	3,018.69	
132498	P G & E	Power 04/19 - Wallace Spray Fields	05/02/2019	23.10	
132550	P G & E	Power 04/19 - JLTC	05/09/2019	129.76	
132551	P G & E	Power 04/19 - Warmwood L/S	05/09/2019	19.03	
132552	P G & E	Power 04/19 - Woodgate L/S	05/09/2019	24.41	
132553	P G & E	Power 04/19 - OP HQ	05/09/2019	98.71	
132606	P G & E	Power 04/19 - CC Water Tank	05/17/2019	36.79	
132607	P G & E	Power 04/19 - SA Shop	05/17/2019	286.63	
132707	P G & E	Power 05/19 - District Wide	05/30/2019	2,289.45	
132708	P G & E	Power 05/19 - Wallace Spray Fields	05/30/2019	20.86	
132608	PAYMENTUS GROUP INC	Payment Processing 04/19	05/17/2019	5,823.00	
132609	POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	05/17/2019	268.50	
132609	POTRERO HILLS LANDFILL	Bio-Solids Disposal - DF/VCTO WWTP	05/17/2019	253.20	
132665	POTRERO HILLS LANDFILL	Bio-Solids Disposal - FMWWTP	05/23/2019	223.20	
132665	POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	05/23/2019	971.78	
132666	QPCS LLC	Router/Cable/Antennas - FMWWTP Internet Service	05/23/2019	1,042.48	
132610	R.E. SMITH CONTRACTORS, INC.	Construction Contract - JLWTP Pre-Treatment Facility Project	05/17/2019	114,182.77	(B)
132554	RATTERMAN, SCOTT	Mountain Counties Meeting Lodging Reimbursement	05/09/2019	143.35	
132710	RATTERMAN, SCOTT	Travel 05/19	05/30/2019	251.14	
132710	RATTERMAN, SCOTT	ACWA Conference, Monterey Meal/Parking/Lodging Reimbursement	05/30/2019	1,157.65	



CCWD  
AP Disbursements  
May 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount	
132500	RON COOPER GENERAL ENGINEERING INC	Patch Paving - Rancho Calaveras	05/02/2019	24,127.80	
132612	RON COOPER GENERAL ENGINEERING INC	Driveway Paving - Hunters WTP	05/17/2019	12,600.00	
132668	ROSE, RONALD	Safety Boot Reimbursement	05/23/2019	129.95	
132613	RYAN HERCO PRODUCTS CORP.	PVC Cement - JLWTP	05/17/2019	31.75	
132613	RYAN HERCO PRODUCTS CORP.	Pipe Fittings/PVC Pipe/Ball Valves - JLWTP Pre-Treatment Facility Project	05/17/2019	201.06	(E)
132613	RYAN HERCO PRODUCTS CORP.	Chemical Injection Assembly - Wallace WTP	05/17/2019	717.48	
132614	SAM BERRI TOWING	Tow Service/Storage Fee - Vehicle #519	05/17/2019	700.00	
132711	SECADA, CINDY	Travel 05/19	05/30/2019	67.34	
132502	SEIU LOCAL 1021	Union Dues/Employee Donation 04/19	05/02/2019	2,689.86	(C)
132615	SEMS TECHNOLOGIES, LLC	Software Renewal	05/17/2019	2,000.00	
132616	SENDERS MARKET INC	Gate Valve - JLWTP Pre-Treatment Facility Project	05/17/2019	30.88	(E)
132616	SENDERS MARKET INC	Cordless Screwdriver - Electricians	05/17/2019	107.24	
132616	SENDERS MARKET INC	Grass Seed/Spreader/Power Adapter/Extension Cord - JLWTP	05/17/2019	269.00	
132616	SENDERS MARKET INC	Oil - Vehicle #125	05/17/2019	17.12	
132616	SENDERS MARKET INC	Plug/Oil/Sump Pumps/Plastic Bags - LCWWTP	05/17/2019	509.49	
132616	SENDERS MARKET INC	Trimmer/Pliers/Stencils/Respirator/Towels/Fittings/Extension Cords - LCWHSE	05/17/2019	1,056.35	
132616	SENDERS MARKET INC	Lumber/Connector/Locking Plug - Southworth WWTP (Generator Noise Reduction)	05/17/2019	127.67	
132616	SENDERS MARKET INC	Oil/Wiper Fluid - Vehicle #706	05/17/2019	18.41	
132616	SENDERS MARKET INC	Trimmer/Trimmer String/Oil/Gas Cans/Keys/Blower/Face Protection - Collections	05/17/2019	810.70	
132616	SENDERS MARKET INC	Screws/Outlet Strips - OP HQ	05/17/2019	26.22	
132616	SENDERS MARKET INC	Fasteners - Southworth WWTP Mower	05/17/2019	6.83	
132616	SENDERS MARKET INC	String - JLWTP Trimmer Mower	05/17/2019	23.59	
132616	SENDERS MARKET INC	Reciprocating Saw/Blades/Dremel - SA Shop	05/17/2019	211.23	
132617	SHAPE INC	Mechanical Seal Flushing System/Booster Pumps - JLWTP Pre-Treatment Facility	05/17/2019	4,027.90	(E)
132503	SIERRA MOTORS	Tires (4)/Alignment/Service/Oil/Lube/Sensors/Seal - Vehicle #138	05/02/2019	2,914.58	
132713	SLAKEY BROS - JACKSON	Motor - Wallace WWTP	05/30/2019	696.57	
132506	STOCKTON EAST WATER DISTRICT	New Hogan Advance Payment 2019 Contract Year	05/02/2019	38,402.17	
132619	SULLIVAN, RYAN	Collection System Maintenance, Grade 1 Cert Renewal Reimbursement	05/17/2019	87.00	
132619	SULLIVAN, RYAN	CWEA Membership Reimbursement	05/17/2019	188.00	
132507	SUTTON, MARK	Truck Rental - LCWWTP Sludge Hauling	05/02/2019	16,320.00	
132508	SWRCB	Water Distribution, Grade 2 Exam Fee - Kirschman	05/02/2019	65.00	
132669	SWRCB	Water Distribution/Treatment Plant Operator Certification - Applegate	05/23/2019	120.00	
132714	SWRCB	Water Treatment Plant Operator, Grade 4 Cert Renewal - Hampton	05/30/2019	105.00	
132509	TALLEY	Rope/Sling/Bucket/Harness/Hook - Electrician Tower Climbing Equipment	05/02/2019	1,422.16	
132670	TELEDYNE INSTRUMENTS, INC	Pump Tubing - CCWWTP	05/23/2019	497.64	
132557	THE CAR DOCTOR	Oil/Lube/Filter - Vehicle #712	05/09/2019	69.61	
132671	THOMAS, RUSS	Legislative Meetings, Washington, D.C. Parking/Taxi/Airfare/Meal Reimbursement	05/23/2019	1,635.56	
132671	THOMAS, RUSS	ACWA Conference, Monterey Meal/Parking/Lodging Reimbursement	05/23/2019	1,481.24	
132715	THOMAS, RUSS	Travel 05/19	05/30/2019	264.48	
132620	TIFCO INDUSTRIES	Magnetic Pick-Up Tool - Vehicle #723	05/17/2019	21.00	
132672	TIFCO INDUSTRIES	Clamps/Flap Discs/Screws/Rivets/Fasteners/Abrasive Discs - EP Shop	05/23/2019	267.02	
132716	TIFCO INDUSTRIES	Cut-Off Wheels/Headlamp/Battery/Bits/Hose/Switches/Abrasive Buffs - SA Shop	05/30/2019	1,112.38	
132559	TREATS GENERAL STORE INC	Cable Ties/Tape/Fence Posts/Signs/Hardware/Vacuum Bags/Sprayer - OP HQ	05/09/2019	168.95	

CCWD  
AP Disbursements  
May 1-31, 2019

Check No.	Vendor/Employee	Transaction Description	Date	Amount
132559	TREATS GENERAL STORE INC	Meeting Supplies	05/09/2019	40.45
132511	TURNER, DOUGLAS	CRWA Exposition Meal Reimbursement	05/02/2019	46.42
132673	UNDERHILL, BERTHA	CSDA Training Reimbursement	05/23/2019	55.00
132717	UNDERHILL, BERTHA	Travel 05/19	05/30/2019	109.62
132560	UNION PUBLIC UTILITY DISTRICT	Water Service 04/19 - Vallecito	05/09/2019	165.00
132561	UNITED PARCEL SERVICE	Shipping 04/19	05/09/2019	197.35
132718	UNITED PARCEL SERVICE	Shipping 05/19	05/30/2019	400.78
132513	UNITED RENTALS NORTHWEST, INC	Compressor Hose (Purchase) - LCWHSE	05/02/2019	80.00
132719	UNITED RENTALS NORTHWEST, INC	Safety Barricades/Cones (Purchase) - WP	05/30/2019	687.26
132719	UNITED RENTALS NORTHWEST, INC	Trencher Trailer (Purchase) - CCWHSE	05/30/2019	675.00
132562	USA BLUE BOOK	Log Books - District Wide	05/09/2019	255.83
132622	USA BLUE BOOK	Filter Media - AWWTP	05/17/2019	400.65
132622	USA BLUE BOOK	Reagents/Sample Cells/Standards/Chlorine Analyzer Kit - Hunters WTP	05/17/2019	929.04
132622	USA BLUE BOOK	Reagents/Dispensers - West Point	05/17/2019	122.82
132622	USA BLUE BOOK	Lamp Assembly/Photo Cell Kit - FMWWTP	05/17/2019	733.81
132675	USA BLUE BOOK	Sawzall Blades/Wrenches/Hex Key Set/Probes - LCWHSE	05/23/2019	726.96
132675	USA BLUE BOOK	Strainer/Solenoid Valves - AWWTP	05/23/2019	602.87
132675	USA BLUE BOOK	Reagent Sets/pH Buffer/Chemical Pump Rebuild Kit - CCWTP	05/23/2019	1,345.48
132623	VALLEY SPRINGS FEED INC	Straw - LCWWTP	05/17/2019	19.31
132676	VERIZON WIRELESS	Cell Phone Service 05/19	05/23/2019	2,743.44
132514	VOLCANO TELEPHONE COMPANY	Fax/Internet 04/19 - WPWWTP	05/02/2019	157.15
132514	VOLCANO TELEPHONE COMPANY	Phone/SCADA 04/19 - WPWTP	05/02/2019	384.81
132677	WAGeworks	FSA Admin 04/19	05/23/2019	200.00
132624	WEAVER, TOM	Oil/Lube - Vehicle #717	05/17/2019	79.32
132625	WEST POINT LUMBER INC	Brake Fluid - Vehicle #143	05/17/2019	19.27
132625	WEST POINT LUMBER INC	Pipe Cutter/Ratchet/Bottled Water/Gloves/Paint/Pipe Fittings - WP	05/17/2019	128.92
132625	WEST POINT LUMBER INC	Screen/Gauges - WP Bummerville Tank	05/17/2019	26.69
132625	WEST POINT LUMBER INC	Conduit/Skimmer Head/Bits/Screws/Fasteners - WPWTP	05/17/2019	25.78
132625	WEST POINT LUMBER INC	Electric Drill/Pipe Caps - WPWWTP	05/17/2019	85.72
132678	WEST, BRIAN	Safety Boot Reimbursement	05/23/2019	200.00
132563	WESTERN HYDROLOGICS	Water Rights Progress Reports	05/09/2019	131.25
132626	WESTERN HYDROLOGICS	White Pines Gaging Project	05/17/2019	2,933.96
132626	WESTERN HYDROLOGICS	Gage Installation & Maintenance - Bear Creek Diversion & Regulator	05/17/2019	1,659.12
	EFT WEX BANK	Fuel 04/19	05/08/2019	12,381.46
132564	WILLDAN	Assessment District Services - West Point Acres	05/09/2019	71.00 (C)
132564	WILLDAN	Assessment District Services - Arnold 9S4	05/09/2019	248.50 (C)
132564	WILLDAN	Assessment District Services - DaLee/Cassidy	05/09/2019	71.00 (C)
132564	WILLDAN	Assessment District Services - Wallace	05/09/2019	35.50 (C)
132564	WILLDAN	Assessment District Services - Saddle Creek	05/09/2019	248.50 (C)
132564	WILLDAN	Assessment District Services - Fly In Acres	05/09/2019	2,071.00 (C)
132565	WILSON, JIM	Patch Paving - CC	05/09/2019	17,295.00
132515	YOUNG'S COPPER ACE HARDWARE	Antifreeze - Vehicle #132	05/02/2019	32.14
132515	YOUNG'S COPPER ACE HARDWARE	Tape/Pipe Wrap/Primer/Filters/Ratchets - CCWHSE	05/02/2019	133.96

CCWD  
AP Disbursements  
May 1-31, 2019

<b>Check No.</b>	<b>Vendor/Employee</b>	<b>Transaction Description</b>	<b>Date</b>	<b>Amount</b>
132516	ZOOM SMOG & AUTOMOTIVE	Oil/Lube/Transmission Flush & Filter/Brake Service - Vehicle #706	05/02/2019	571.13
132627	ZOOM SMOG & AUTOMOTIVE	Oil/Lube/Filter Service - Vehicle #144	05/17/2019	97.12
	Employee Medical Reimbursements (2)			384.42
	Retiree Health Reimbursements (3)			809.30
	Customer Refunds (9)			<u>5,433.12</u>
		Total May 2019 AP Disbursements		<u><u>1,059,031.71</u></u>



**RESOLUTION NO. 2019- \_\_\_\_**

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

**RATIFYING CLAIM SUMMARY NO. 567**

**WHEREAS**, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 567 at the Regular Meeting held on June 12, 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 567 in the amount of \$1,579,325.05 for the month of May, 2018.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of June, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas  
President, Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: June 12, 2019

TO: Michael Minkler, General Manager

FROM: Jeffrey Meyer, Director of Administrative Services

SUBJECT: Report on the Write-Off of Uncollectible Accounts Receivable for the period of December 1, 2018 through May 31, 2019

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## **RECOMMENDED ACTION:**

For information only.

## **SUMMARY:**

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

During the reporting period of December 1, 2018 through May 31, 2019 there are no uncollectible accounts receivable in excess of \$2,500. Attachment A lists the uncollectible accounts receivable customers with balances under the \$2,500 threshold for the subject reporting period totaling \$23,526.41.

All bad debt accounts that are not written off due to bankruptcy are placed with a local collection agency in the absence of other remedies. Recovery rate for this reporting period is approximately 5.9% net to the District after collection fees.

## **FINANCIAL CONSIDERATIONS:**

The write-off of these accounts would result in a reduction in current assets in the amount of \$23,526.41 and more fairly present the District's financial position.

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

**5.05.1 Purpose**

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

**5.05.2 Policy**

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

**5.05.3 General Provisions**

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

## Attachment A

Calaveras County Water District  
Uncollectible Accounts Receivable as of May 31, 2019  
For the Period of December 1, 2018 through May 31, 2019

Accounts Receivable Write Offs Less than \$2,500

<u>Account No</u>	<u>Post Date</u>	<u>Amount</u>
039730-000	12/11/2018	446.30
002068-000	12/18/2018	294.86
018045-000	12/18/2018	144.86
025731-000	12/18/2018	140.72
031277-000	12/18/2018	81.18
035298-000	12/18/2018	217.00
037427-000	12/18/2018	1,032.50
037836-000	12/18/2018	147.60
039171-000	12/18/2018	304.96
039273-000	12/18/2018	228.96
039672-000	12/18/2018	738.67
0000269	12/31/2018	60.00
0000666	12/31/2018	50.00
034903-000	1/11/2019	59.88
039737-000	1/11/2019	1,178.97
027623-000	1/22/2019	578.60
039751-000	1/22/2019	1,213.07
039700-000	1/31/2019	499.31
012092-000	2/12/2019	827.61
019415-000	2/12/2019	325.46
038158-000	2/12/2019	146.96
039440-000	2/12/2019	172.70
039745-000	2/12/2019	1,383.78
039434-000	2/22/2019	146.15
038254-000	2/28/2019	159.96
038497-000	2/28/2019	438.81
039726-000	2/28/2019	586.07
0000586	3/4/2019	40.00
0000629	3/4/2019	40.00
0000684	3/4/2019	40.00
0000689	3/4/2019	40.00
019054-000	3/7/2019	565.81
020744-000	3/7/2019	255.92
039669-000	3/22/2019	970.65
027250-000	3/25/2019	67.67
039698-000	3/25/2019	1,253.65
039931-000	4/10/2019	514.58
039843-000	4/16/2019	99.18
017832-000	5/13/2019	16.84
030046-000	5/13/2019	509.08
037283-000	5/13/2019	373.09
037392-000	5/13/2019	149.47
039442-000	5/13/2019	70.43
039534-000	5/13/2019	390.71
039738-000	5/13/2019	1,666.47
039852-000	5/13/2019	39.88
000218-000	5/21/2019	325.50
024990-000	5/21/2019	272.59
028441-000	5/21/2019	259.96
037295-000	5/21/2019	247.87
038502-000	5/21/2019	2,466.05
039756-000	5/21/2019	147.53
036473-000	5/30/2019	322.04
038343-000	5/30/2019	776.50
	<b>TOTAL</b>	<b>23,526.41</b>

# Agenda Item

DATE: June 12, 2019  
TO: Board of Directors  
FROM: Rebecca Hitchcock, Executive Assistant/Clerk to the Board  
SUBJECT: Call for Nominations for ACWA's Region 3 Leadership

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ adopt Resolution No. 2019-\_\_\_\_\_ to nominate CCWD's General Manager, Michael Minkler seeking an Association of California Water Agencies' (ACWA) Region 3 Board Member Position for the 2020-21 Term.

## BACKGROUND:

The ACWA Region Election process is underway for the 2020-21 Term. CCWD General Manager Michael Minkler is, and has been for a number of years, a member of the ACWA Region 3 Board. This agenda item is to again request support of the Board of CCWD for Michael Minkler's continued participation on the Region 3 Board of ACWA.

ACWA consists of 10 regions across the state representing local agencies that deliver 90% of the state's developed water supplies. The Board of each region works to elevate the needs and concerns of its local agencies to better inform the policies and actions of the organization. The ACWA Region 3 election timeline is as follows:

June 28	Deadline for Nomination Requests
August 1	Elections Begin
October 4	Announcement of Election Results

## FINANCIAL CONSIDERATIONS:

None at this time.

Attachment: Resolution 2019-\_\_ Nominating Michael Minkler as ACWA's Region 3 Board Member Position

**RESOLUTION NO. 2019 – \_\_\_\_**

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

**PLACING IN NOMINATION  
MICHAEL MINKLER  
AS A MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION 3 BOARD MEMBER POSITION**

**WHEREAS**, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA); and

**WHEREAS**, General Manager, Michael Minkler is currently serving as a Board Member for ACWA Region 3; and

**WHEREAS**, Michael Minkler has indicated a desire to continue to serve as a Board Member of ACWA Region 3.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of CALAVERAS COUNTY WATER DISTRICT does place its full and unreserved support in the nomination of Michael Minkler for a Board Member position of ACWA Region 3.

**BE IT FURTHER RESOLVED** that the expenses earned by the service of Michael Minkler in ACWA Region 3 shall be borne by the CALAVERAS COUNTY WATER DISTRICT.

**PASSED AND ADOPTED** this 12th day of June, 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: June 5, 2019  
TO: Michael Minkler, General Manager  
FROM: Charles Palmer, P.E., District Engineer  
RE: Informational / Engineering Department / Quarterly Projects Report  
April through June 2019

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## **RECOMMENDED ACTION:**

None

## **SUMMARY:**

For informational purposes, Staff is transmitting to the Board of Directors the Engineering Department's current quarterly projects report for each of Divisions 1 through 5.

## **FINANCIAL CONSIDERATIONS:**

None

Attachments: *Quarterly Project Reports for Division 1 through 5 / June 2019*

Division 1

	A	B	C	D	E	
1	<b>DIVISION 1 - SCOTT RATTERMAN</b>					
2	<b>PROJECTS SUMMARY AS OF JUNE 2019</b>					
3	AD604	Camanche	Mokelumne Hill	San Andreas	Southworth Ranch Estates	Valley Springs
4	<b>No.</b>	<b>#</b>	<b>ACTIVE PROJECTS THIS QUARTER</b>	W-WW Agr.Ex.	Plans Rels.	
5	1	01213	New Hogan Lake Estates North TSTM 2003-05, Phases A & B (Platner)	11/02/19		
6	2	01262	New Hogan Oaks Subdivision Units 1, Old Golden Oaks, LLC			
7	3	01263	New Hogan Oaks Subdivision Units 2, Old Golden Oaks, LLC			
8	4	01265	Gold Creek Estates III			
9	5	01258	Mark Twain Medical Center (APNs 073-047-001 and 073-049-002 thru -006)	06/24/18	1/10/2018	
10	6	-	Jenny Lind APN 046-036-052, Grocery Outlet 18,000 sf retail facility			
11	<b>No.</b>	<b>#</b>	<b>INACTIVE PROJECTS THIS QUARTER</b>	W-WW Agr.Ex.	Plans Rels.	
12	7	01261	Jenny Lind APN 046-035-015,016 Covey Ridge (Robitaille)			
13						
14	<b>No.</b>	<b>#</b>	<b>COMMENTS</b>			
15	1	01213	Water/wastewater facilities agreement expired Nov. 2, 2017. Platner to be notified of expiration of facilities agreement and may request time extension. Request for extension granted, new date is 11/2/2018. Expiration reminder letter sent 10/16/2018, Request for extension granted, new date is 11/2/2019. Platner is in the process of selling this development land.	11/2/2019		
16	2	01262 &	Concept Review Applications for water and sewer submitted by Old Golden Oaks, LLC as of Dec. 29, 2017 for New Hogan Oaks Units 1 & 2 consist of proposed 51 and 145 unit residential subdivisions. (APN's 073-042-098 and 073-042-028) Waiting for engineering reports - Letter sent 3/20/2018 - Possible Easement Issues			
17	3	01263	Concept Review Applications for water and sewer submitted by Old Golden Oaks, LLC as of Dec. 29, 2017 for New Hogan Oaks Units 1 & 2 consist of proposed 51 and 145 unit residential subdivisions. (APN's 073-042-098 and 073-042-028) Waiting for engineering reports - Letter sent 3/20/2018 - Possible Easement Issues			
18	4	01265	Gold Creek III, Concept Review 7/20/2018, Concept review issued 5/16/2019 - Waiting on Engineering Reports, Possible Easement Issues, Staff working on Facilities Agreement, to be issued June 2019			
19	5	01258	Proposed medical clinic at Vista Del Lago/Hwy 26. Concept review application for water/sewer renewed (1) year to expire June 24, 2018; no facilities agreement yet. Finalizing Cost-to-Serve - CTS Letter mailed 7/24/2018- Need Final Engineering plans, 9/13/2018 - CTS Fees Paid, 4 sets site plans delivered, 9/20/18-in plan check-plans signed 1/10/2019- in construction as of June 2019	6/24/2018	1/10/2019	
20	6		CTS - Waiting for engineering report - 9/24/2018 Capacity Fee Letter sent, 10/1/2018- will serve letter issued			
21	7	1261	Received CTS application - Working on Commercial CTS Letter 9/4/2018- CTS letter Issued 9/11/2018, 9/25/2018-Revised CTS letter issued - No Response, - Concept Review Expired - Closed out no extension requested= 5/14/2019			



Division 2

	A	B	C	D	E
1	<b>DIVISION 2 - CINDY SECADA</b>				
2	<b>PROJECTS SUMMARY AS OF JUNE 2019</b>				
3	Douglas Flat	Indian Rock Vineyards	Mt. Ranch	Sheep Ranch	Vallecito WWTP West Point Wilseyville
4	<b>No</b>	<b>#</b>	<i>ACTIVE</i> PROJECTS THIS QUARTER	W-WW Agr.Ex.	Plans Rel.
5	1	15072	West Point / Wilseyville Sewer Construction/Implementation Grant Application		
6	2	15082	Douglas Flat/Vallecito Recycled Water Distribution Project (TSTAN IRWMP)		
7					
8	<b>No</b>	<b>#</b>	<i>INACTIVE</i> PROJECTS THIS QUARTER	W-WW Agr.Exp	Plans Rel.
9					
10					
11	<b>No</b>	<b>#</b>	<i>COMMENTS</i>		
12	1	15072	All items completed; grant on-hold pending approval of "financial package". As of May 2019 CCWD in correspondance with CWSRF staff and financials under review.c Pending final approval by CWSRF.		
13	2	15082	Draft-final Title 22 report prepared/submitted by Keller Associates as of Dec.31 st, 2017. District to engage with Regional Board regarding permitting requirements. Booster Pump System purchased and delivered to site. CCWD construction crew scheduled to install June/July 2019		

Division 3

	A	B	C	D	E	
1	<b>DIVISION 3 - BERTHA UNDERHILL</b>					
2	<b>PROJECTS SUMMARY AS OF JUNE 2019</b>					
3	Arnold/Avery	Big Trees Village	Forest Meadows	Lakemont Pines	Meadowmont	Township of Murphys
4	<b>No.</b>	<b>#</b>	<b>ACTIVE PROJECTS THIS QUARTER</b>	W-WW Agr.Ex.	Plans Rel.	
5	1	11085	Reach 1 Water Pipeline Replacement Project			
6	2	11084	Techite Pipeline / Big Trees / Meko Drive			
7	3	11095	Ebbetts Pass Redwood Tank Hazard Mitigation Grant Application			
8	<b>No.</b>	<b>#</b>	<b>INACTIVE PROJECTS THIS QUARTER</b>	W-WW Agr.Exp.	Plans Rel.	
9	4	01575	Forest Meadows Subdivision Units 4A & 5 (Sierra Ridge Associates)	02/17/19		
10	5	01215	Three Oaks Subdivision TSTM 2006-37 (Gillis)	04/18/19		
11						
12	<b>No.</b>	<b>#</b>	<b>COMMENTS</b>			
13	1	11085	Out to Bid as of 10/30/18-Notice of award 3/18/2019-Notice of award 3/18/2019, Notice to proceed as of 3/26/19, Mazingo under contract. Construction to begin June 2019 and continue into 2020			
14	2	11084	Bid Opening 5/8/2019, Going to Board for Review on June 12th, Low bid was Sierra Mtn Construction (SMCI) at \$2.4 million.			
15	3	11095	Hazard mitigation grant submitted under disaster number DR-4301 by Cal-OES. The District resubmitted new notice of interest (NOI) under recent, new DR-4344 wildfire declaration due to Cal-OES by Jan.30, 2018. As of May 2019 Cal-OES Completed review and forwarded to FEMA for potential approval of grant			
16	4	01575	Non-standard water and wastewater facilities agreement approved by Board on Feb. 17, 2016. Field inspections of facilities to be scheduled. Time extended to 02/17/2019	02/17/19		
17	5	01215	Plans received 3/3/17 for this proposed 17-lot subdivision. Proponent granted extension of existing water and wastewater facilities agreement until April 2018. Extension request granted to 04/18/2019- RC checking on Status 7/20/18, Closed out 5/7/2019	04/18/19		

Division 4

	A	B	C	D	E			
1	<b>DIVISION 4 - RUSS THOMAS</b>							
2	<b>PROJECTS SUMMARY AS OF JUNE 2019</b>							
3	Angels Camp	Six Mile Village	Vallecito	Connor Estates	Copper Cove	Copperopolis	Lake Tulloch Shores	Saddle Creek
4	<b>No.</b>	<b>#</b>	<i>ACTIVE</i> PROJECTS THIS QUARTER			W-WW AgrEx	Plans Rel.	
5	1	15082	Douglas Flat/Vallecito Recycled Water Distribution Project (TSTAN IRWMP)					
6	2	15076	Copper Cove Lift Station 8, 12 &13 Bypass / Sewer Forcemain					
7	3	15080	Copper Cove Lift Station 15 & 18 Renovations					
8	4	01596	La Cobre Mina Subdivision Unit 2					
9	5	01264	Copper Hills - Unit 2 / DeNova Homes					
10	<b>No.</b>	<b>#</b>	<i>INACTIVE</i> PROJECTS THIS QUARTER			W-WW AgrEx	Plans Rel.	
11								
12	<b>No.</b>	<b>#</b>	<i>COMMENTS</i>					
13	1	15082	Draft-final Title 22 report prepared/submitted by Keller Associates as of Dec.31 st, 2017. District to engage with Regional Board regarding permitting requirements. As of June 2019, Booster Pump System delivered to site and to be installed by CCWD Construction Crew in June/July 2019					
14	2	15076	Consultant is finalizing preliminary design, Consultant, engineering and O&M staff meeting proposed for Jan.22 or 29, 2018. Environmental and geotechnical studies being conducted as of June 2019, Bid/Construction to start 2020					
15	3	15080	See above; both 15076 and 15080 combined into one design project. (See comments above)					
16	4	01596	Grant & Transfer Accepted - 12/20/2018 (Completed)					
17	5	01264	Facilities Agreement with DeNova Homes in Progress as of June 2019					

Division 5

	A	B	C	D	E
1	<b>DIVISION 5 - JEFF DAVIDSON</b>				
2	<b>PROJECTS SUMMARY AS OF JUNE 2019</b>				
3	AD 604	LaContenta	Rancho Calaveras	Valley Hills Estates	
4	<b>No.</b>	<b>#</b>	<b>ACTIVE PROJECTS THIS QUARTER</b>		<b>W-WW Agr.Ex.</b> <b>Plans Rel.</b>
5	1	01213	New Hogan Lake Estates North TSTM 2003-05, Phases A & B (Platner)		11/02/19
6	2	01262	New Hogan Oaks Subdivision Units 1 & 2, Old Golden Oaks, LLC		
7	3	01263	New Hogan Oaks Subdivision Units 2, Old Golden Oaks, LLC		
8	4	01265	Gold Creek Estates III		
9	5	11092	Jenny Lind Water Plant Pretreatment FEMA/OES Hazard Mitigation Project		
10	6	01258	Mark Twain Medical Center (APNs 073-047-001 and 073-049-002 thru -006)		06/24/18   01/10/19
11	7	01266	North Vista Plaza-Phase 1A - 6 lots-residential		
12	<b>No.</b>	<b>#</b>	<b>INACTIVE PROJECTS THIS QUARTER</b>		<b>W-WW Agr.Exp</b> <b>Plans Rel.</b>
13	8	1261	Jenny Lind APN 046-035-015,016 Covey Ridge (Robitaille)		
14					
15	<b>No.</b>	<b>#</b>	<b>COMMENTS</b>		
16	1	01213	Water/wastewater facilities agreement expired Nov. 2, 2017 Platner to be notified of expiration of facilities agreement and may request time extension. Request for extension granted, new date is 11/2/2019		11/02/19
17	2	01262	Concept Review Applications for water and sewer submitted by Old Golden Oaks, LLC as of Dec. 29, 2017 for New Hogan Oaks Units 1 & 2 consist of proposed 51 and 145 unit residential subdivisions. (APN's 073-042-098 and 073-042-028) - Possible Easement Issues, Waiting for Engineering Reports-Letter Sent 3/20/2019		
18	3	01263	Concept Review Applications for water and sewer submitted by Old Golden Oaks, LLC as of Dec. 29, 2017 for New Hogan Oaks Units 1 & 2 consist of proposed 51 and 145 unit residential subdivisions. (APN's 073-042-098 and 073-042-028) - Possible Easement Issues, Waiting for Engineering Reports-Letter Sent 3/20/2019		
19	4	01265	Gold Creek III, Concept Review 7/20/2018, Concept review issued 5/16/2019 - Waiting on Engineering Reports, Possible Easement Issues, Staff working on Facilities Agreement, to be issued June 2019		
20	5	11092	As of Dec. 6, 2017 District entered into construction contract with R.E. Smith. Mobilization and ground breaking started April 1, 2018. Construction 95% substantially completed as of June 2019		
21	6	01258	Proposed medical clinic at Vista Del Lago/Hwy 26. Concept review application for water/sewer renewed (1) year to expire June 24, 2018; no facilities agreement yet. Finalizing Cost-to-Serve - CTS Letter mailed 7/24/2018- Need Final Engineering plans, 9/13/2018 - CTS Fees Paid, 4 sets site plans delivered, 9/20/18-in plan check-Utility Plans signed on 1/10/2019- in construction June 2019		06/24/18   1/10/2019
22	7	01266	Concept application - 3/21/2019, Concept approval 5/9/2019		
23	8	01261	Jenny Lind APN 046-035-015,016 Covey Ridge (Robitaille) - Waiting on Design Report from Contractor, letter sent 12/21/2017- concept review expired- closed out, no extension requested 5/14/2019		

# Agenda Item

DATE: June 12, 2019  
TO: Michael Minkler, General Manager  
FROM: Jeffrey Meyer, Director of Administrative Services  
RE: Annual Standby Assessments – Indian Rock Vineyards, West Point, Ebbetts Pass, Jenny Lind, Copper Cove and Saddle Creek Service Areas

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## RECOMMENDED ACTION:

Motion \_\_\_\_\_ / \_\_\_\_\_ to approve Standby Assessments for FY 2019-20.

Indian Rock Vineyards Subdivision	Resolution No. 2019-_____
West Point Improvement Dist. 3	Resolution No. 2019-_____
Ebbetts Pass Improvement Dist. 5	Resolution No. 2019-_____
Jenny Lind Improvement Dist. 6/ Copper Cove Improvement Dist. 7 (incl. Copperopolis townsite)	Resolution No. 2019-_____
Saddle Creek Subdivision (within the Copper Cove Improvement Dist. 7)	Resolution No. 2019-_____
Copper Cove/La Contenta I.D. 8S	Resolution No. 2019-_____

## SUMMARY:

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

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

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

Pursuant to law, notice concerning these annual fees was published on May 30, and June 6, 2019.

**FINANCIAL CONSIDERATIONS:**

Revenue from standby fees for Fiscal Year 2019-20 is estimated at \$132,500.

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

Notice is hereby given that on June 12, 2019 at 1:00 p.m., or as soon thereafter as the matter may be heard, at the Calaveras County Water District Board Room, 120 Toma Court, San Andreas, California, the Board of Directors of the District will consider adoption of the re-establishment of Standby Assessments for the following areas:

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

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

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

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

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

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

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

For publication on: May 30, and June 6, 2019

**RESOLUTION NO. 2019 –**

**STANDBY ASSESSMENT FOR  
INDIAN ROCK VINEYARDS SUBDIVISION SERVICE AREA**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following District and that during the fiscal year ending June 30, 2020, it is necessary to provide funds to meet those needs:

**Indian Rock Vineyards Subdivision Service Area**

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

Section 1. Findings.

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

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

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

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

Section 3. Effect on Prior Action.

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

Section 4. Severability.

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



rules and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2019 –**  
**STANDBY ASSESSMENT FOR**  
**WEST POINT IMPROVEMENT DISTRICT NO. 3**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts, and that during the fiscal year ending June 30, 2020, it is necessary to provide funds to meet those needs:

**West Point Improvement District No. 3**

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

Section 1. Findings.

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

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

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

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

Section 3. Effect on Prior Action.

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

Section 4. Severability.

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

rules, and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

## RESOLUTION 2019 –

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

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2020, it is necessary to provide funds to meet those needs:

#### Ebbetts Pass Improvement District No. 5

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

##### Section 1. Findings.

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

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

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

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

##### Section 3. Effect on Prior Action.

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

##### Section 4. Severability.

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

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2019 –**

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

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2020, it is necessary to provide funds to meet those needs:

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

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

Section 1. Findings.

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

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

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

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

Section 3. Effect on Prior Action.

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

Section 4. Severability.

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

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

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

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2019 –**

**STANDBY ASSESSMENT FOR  
COPPER COVE/LA CONTENTA IMPROVEMENT DISTRICT 8S**

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2020, it is necessary to provide funds to meet those needs:

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

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

Section 1. Findings.

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

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

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

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

Section 3. Effect on Prior Action.

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

Section 4. Severability.

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



rules, and other actions, the terms and provisions of this Resolution shall prevail with respect thereto.

Section 5. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

**RESOLUTION NO. 2019 –**

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

The CALAVERAS COUNTY WATER DISTRICT (“District”) Board of Directors has been made aware of the present and future needs of the following Districts and that during the fiscal year ending June 30, 2020, it is necessary to provide funds to meet those needs:

**Saddle Creek Subdivision**

**Within the Copper Cove Improvement District No. 7**

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

Section 1. Findings.

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

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

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

Section 3. Effect on Prior Action.

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

Section 4. Large Parcels and Standby Assessments.

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

Section 5. Severability.

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

Section 6. Effective Date.

This Resolution shall take effect immediately after its adoption.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

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

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: June 12, 2019

TO: Michael Minkler, General Manager

FROM: Charles Palmer, District Engineer

SUBJECT: Presentation / Discussion Regarding Bids for Construction Contract for the Ebbetts Pass Techite Pipeline Replacement Project, CIP #11084

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## RECOMMENDED ACTION:

None at this time. Staff requests direction from the Board of Directors regarding bids received for the subject project.

## SUMMARY:

The Ebbetts Pass Techite Pipeline Project is part of the adopted FY 2018-19 5-year Capital Improvement Program (CIP). The project is located along Meko Drive, Blackfoot Circle, and Mewuk Lane in the Big Trees Village and consists of 7,000 feet of new 10-inch ductile iron water main including fire hydrants, air valves, water services, and a pressure regulating station. The construction cost estimate was \$1.6 million. A public bid opening for the construction contract was held on May 8, 2019, which the District received five (5) bids listed below with Sierra Mountain Construction being the apparent low bidder with a bid of \$2,260,700.

APPARENT LOW BIDDER	BIDDER NAME	TOTAL AMOUNT
1	Sierra Mountain Construction	\$2,260,700
2	Mozingo Construction	\$2,407,550
3	Rapid Construction	\$2,789,987
4	Swierstok Ent. dba Pro Bldrs	\$2,800,000
5	MDK Construction	\$2,848,990

Considering the bids received, Staff advises that the cost of the project is too high. Also, further review would be necessary to evaluate the qualifications of the apparent low bidder. At this time, Staff recommends rejecting all bids, revising the project design to reduce construction costs, and then re-bidding the project at a future date in last quarter of 2019.

## FINANCIAL CONSIDERATIONS:

None at this time. A budget adjustment will be required at a future date.

# Agenda Item

DATE: June 12, 2019

TO: Michael Minkler, General Manager

FROM: Damon Wyckoff, Director of Operations  
Bob Godwin, Senior Civil Engineer *Bob*

SUBJECT: Consideration of Approval of Sewer System Management Plan

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_/\_\_\_\_\_ adopting Resolution No. 2019 - \_\_\_\_ approving the District's Sewer System Management Plan (SSMP) Update.

## SUMMARY:

At this Board meeting, a presentation of the June 12, 2019 Sewer System Management Plan (SSMP) will be made by Ms. Chantelle Garvin and Ms. Jennifer Lau Larsen of Kennedy Jenks Consultants. This presentation will summarize the changes in the SSMP since the last updated; the results of the two-year wastewater collection system audit; and, the recommendations for improvements by the District related to the wastewater collection system.

An update every five years of the SSMP is a requirement of Statewide General Order 2006-0003-DWQ, and a two year internal audit of District activities associated implementation of the SSMP is a requirement of Order WQ 2013-0058-EXEC. These Orders were issued by the California State Water Resources Control Board. The goal the SSMP and audit is the implementation of affective and efficient management and operational procedures to reduce number and severity of collection system sewer overflows.

Previously, the Board received a presentation concerning the District SSMP at a public meetings on July 28, 2010 and December 9, 2015 with the resulting adoption of Resolution 2010-54 and Resolution 2015-68.

## FINANCIAL CONSIDERATIONS:

None at this time. However, continued implementation of the SSMP and the implementation of recommendations may result in future financial considerations including potential adjustment of the District sewer rates.

*Attachments: -Resolution No. 2019-\_\_ - Adopting the Calaveras County Water District Sewer System Management Plan.  
-Draft CCWD SSMP Update 06-12-2019*

**RESOLUTION NO. 2019 - \_\_**

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

**APPROVING A SEWER SYSTEM MANAGEMENT PLAN UPDATE**

**WHEREAS**, the California State Water Resources Control Board adopted order No. 2006-0003-DWQ on May 2, 2006 requiring the development of a Sewer System Management Plan; and

**WHEREAS**, to meet State requirements, the Calaveras County Water District developed a districtwide Sewer System Management Plan for implementation that was adopted by the Board of Directors on July 28, 2010 by Resolution No. 2010-54; and

**WHEREAS**, State requirements necessitate the Sewer System Management Plan be updated every five (5) years; and

**WHEREAS**, to meet State requirements, the Calaveras County Water District updated the districtwide Sewer System Management Plan that was adopted by the Board of Directors on December 9, 2015 by Resolution No. 2010-68; and

**WHEREAS**, on December 9, 2015 Resolution No. 2010-54 was rescinded by Resolution No. 2015-68; and

**WHEREAS**, staff has reviewed and updated the Sewer System Management Plan accordingly.

**NOW, THEREFORE, BE IT RESOLVED** that the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby approve the Sewer System Management Plan, attached hereto, and shall become effective immediately.

**BE IT FURTHER RESOLVED**, that the Sewer System Management Plan adopted by Resolution No. 2015-68 on December 15, 2015 is hereby rescinded.

**PASSED AND ADOPTED** this 12th day of June, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

---

Russ Thomas, President  
Board of Directors



**ATTEST:**

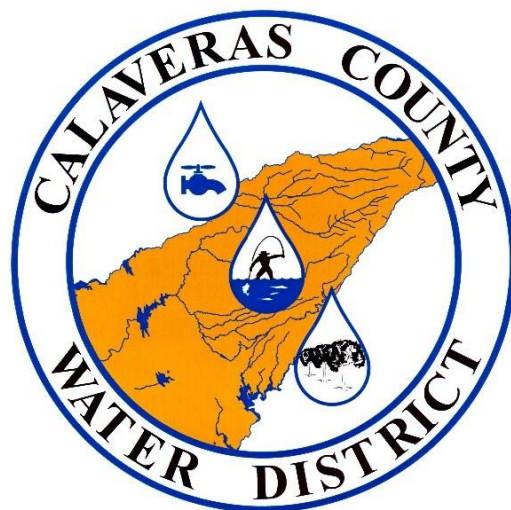
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Rebecca Hitchcock  
Clerk to the Board

# **CALAVERAS COUNTY WATER DISTRICT**

## **DRAFT SEWER SYSTEM MANAGEMENT PLAN JUNE 12, 2019 UPDATE**

In accordance with  
California State Water Resources Control Board  
Order No. 2006-0003-DWQ and No. WQ 2013-0058-EXEC  
General Waste Discharge Requirements for Sanitary Sewer Systems



Post Office Box 846  
120 Toma Court  
San Andreas, California 95249  
(209) 754-3543  
(209) 754-9620 Fax

Adopted on June 12, 2019 by District Resolution No. 2019-XX



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- Appendix A: Calaveras County Water District Certificate of Incorporation
- Appendix B: Overflow Emergency Response Plan
- Appendix C: Calaveras County LAFCO Map Book
- Appendix D: Calaveras County Water District Ordinance No. 84-1
- Appendix E: Calaveras County Water District Rules and Regulations
- Appendix F: Calaveras County Water District 2019 SSMP Program Audit

## REFERENCE DOCUMENTS

1. California Irrigation District Law (Water Code § 20500 et seq.)
2. Clean Water Act (33 U.S.C. § 1251 et seq.)
3. Porter Cologne Water Quality Act (Water Code § 13000 et seq.)
4. California Health & Safety Code § 25100 et seq.
5. Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901 et seq.)
6. California Government Code §§ 54739, 54740
7. Calaveras County Water District: Ordinance No. 84-1, Rules and Regulations
8. California Occupational Safety and Health Administration: Pocked Guide for the Construction Industry
9. Calaveras County Water District: Design and Construction Standards (January 2009)
10. Calaveras County Water District: Overflow Emergency Response Plan (April 2019)
11. Association of California Water Agencies: Professional Development Program for Water Utility Employees, Traffic Control and Flagger
12. California Water Environment Association: SSO-WDR Simple Solution on Writing Detailed Reports

## LIST OF ABBREVIATIONS AND ACRONYMS

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ASCE	American Society of Civil Engineers
ACWA	Association of California Water Agencies
BMP	Best Management Practice
CARB	California Air Quality Resources Board
ARB	California Air Resources Board
CASA	California Association of Sanitation Agencies
CAL OES	California Office of Emergency Services
CEHA	Calaveras County Environmental Health Agency
LAFCO	Calaveras County Local Agency Formation Commission
CCWD / District	Calaveras County Water District
WWS-RR	Calaveras County Water District Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services
CVCWA	Central Valley Clean Water Association
CCTV	Closed Circuit Television
CIP	Capital Improvement Program
CMMS	Computerized Maintenance Management System
CMOM	Capacity, Management, Operations and Maintenance
RWQCB	Central Valley Regional Water Quality Control Board
CWEA	California Water Environment Association
ECS	Environmental Compliance Services
ERP	Emergency Response Plan
FOG	Fats, Oils, and Grease
FSE / FSEs	Food Service Establishments
General Order	General Waste Discharge Requirements for Sanitary Sewer Systems
GIS	Geographical Information System
GRD	Grease Removal Device
I/I	Inflow / Infiltration
IPP	Industrial Pretreatment and Pollution Prevention Program
JPIA	Joint Powers Insurance Authority
NPDES	National Pollution Discharge Elimination System
O&M	Operations and Maintenance

## LIST OF ABBREVIATIONS AND ACRONYMS

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ORD84-1	Calaveras County Water District Ordinance No. 84-1
OES	State Office of Emergency Services
OERP	Overflow Emergency Response Plan
PM	Preventative Maintenance
PLSD	Private Lateral Sewer Discharge
R&R	Rehabilitation and Replacement
STEP	Septic Tank Effluent Pumping
SSMP	Sewer System Management Plan
SSO / SSOs	Sanitary Sewer Overflow or Overflows
<b>SSS WDR</b>	Combined General Waste Discharge Requirements for Sanitary Sewer Systems and Amended Monitoring and Reporting Program
SWRCB	State Water Resources Control Board
SCADA	Supervisory Control and Data Acquisition
WEF	Water Environment Federation
WDR / WDRs	Waste Discharge Requirements



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## 1. INTRODUCTION

This introductory section provides background information on the purpose and organization of this Sewer System Management Plan (SSMP) and provides a brief overview of the Calaveras County Water District (CCWD or District) service area and sewer system. This document has been prepared in compliance with the California State Water Resources Control Board (SWRCB) Statewide General Waste Discharge Requirement for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and the Amended Monitoring and Reporting Program, Order No. WQ 2013-0058-EXEC. The two combined Orders are referenced in this document as the **SSS WDR**.

Collection systems are the last major component of the wastewater management system to be regulated. The **SSS WDR** applies to entities in California (also referred to as enrollees) that own or operate a sanitary sewer system greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility. As a qualifying entity, the District is required to submit a complete and updated Sewer System Management Plan every five years.

### 1.1. Document Organization

This SSMP is intended to meet the requirements of the **SSS WDR** and is organized into the following thirteen sections.

1. Introduction
2. Goals
3. Organization
4. Legal Authority
5. Operations and Maintenance Program
6. Design and Performance Provisions
7. Overflow Emergency Response Plan
8. Fats, Oils and Grease Control Program
9. System Evaluation and Capacity Assurance Plan
10. Monitoring, Measurements and Program Monitoring Measurements and Program Modifications
11. SSMP Program Audits
12. Communications Program
13. SSMP Completion and Certification

## 1.2. Calaveras County Water District Utility Services and Service Area

CCWD was formed in 1946 under the laws of the State as a public agency to provide water and sewer service to the residents of Calaveras County. The District is a non-profit governmental agency, also known as a “special district,” governed by an elected five-member Board of Directors, administratively and fiscally independent from the Calaveras County government. The District’s Certificate of Incorporation is provided as **Appendix A**.

The District is empowered to provide water and sewer services for any beneficial purpose within Calaveras County, and assumes responsibility for all of Calaveras County, except where served by other agencies. While the District accepts responsibility for all of Calaveras County, the District does not provide water and/or sewer services to all communities within the County. Large sections of rural area are served by private wells and/or septic tanks, or other small community water and/or wastewater systems. The District’s service area encompasses approximately 663,000 acres within Calaveras County.

As a special district, CCWD provides sanitary sewer collection and treatment services to approximately 5,000 municipal customers throughout the County. The District operates twelve (12) wastewater treatment and disposal facilities and fourteen (14) sanitary sewer collection systems. Collection systems are divided into conventional gravity collection and Septic Tank Effluent Pumping (STEP) systems. The later system utilizes septic tanks located on the customer’s property for pretreatment, and a network of small diameter pipelines to convey pumped septic tank gray water. A breakdown of the District’s collection method in each geographical area is shown in Table 1.

The District’s wastewater collection system contains approximately 100 miles of gravity pipelines, 230 miles of force mains, 1,700 manholes, 50 lift stations, 4,600 private sewer service laterals and 650 septic tanks. The majority of these septic treatment systems, approximately 600 septic systems, are maintained by the District work force.

Each District collection system is operated independently and includes a dedicated wastewater treatment facility. Therefore, the District is required to operate with thirteen (13) collection system permits and a similar number of treatment permits. Annual permit cost to the District are calculated by SWRCB on the basis of a total of twenty-seven (27) permits<sup>1</sup>.

---

<sup>1</sup> Wastewater originating from the Six Mile Road system is treatment at the Angels Camp WWTF, and the Copper Cove, La Contenta, and Forest Meadows WWTF each have one additional permit.

Table 1-1: Collection Method by Service Area

Community / District Service Area	Type of Sanitary Sewer Collection <sup>1</sup>
Arnold	Gravity Collection
Copper Cove	Gravity Collection
Country Houses	Gravity Collection
Douglas Flat and Vallecito	Gravity Collection and STEP
Forest Meadows	Gravity Collection
Indian Rock Vineyards	STEP
La Contenta/Rancho Calaveras	Gravity Collection
Sequoia Woods/Mountain Retreat	Gravity Collection
Six Mile Road	STEP
Southworth	STEP
Wallace <sup>2</sup>	STEP
West Point	STEP
Wilseyville	Gravity Collection

Note:

1. Septic Tank Effluent Pumping (STEP)
2. Septic tank and pump systems maintained by the customer.

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## 2. GOALS

*SSS WDR Requirement:* *The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that occur.*

This component of the SSMP identifies goals that the District has established for the management, operation and maintenance of the sewer system and discusses the role of the SSMP in supporting those goals. The goals provide focus for District staff to continue high-quality work and implement improvements in the management of the District's wastewater collection system.

### 2.1. Mission Statement

Calaveras County Water District 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.”*

### 2.2. Goals

In support of this mission statement, for the operation and maintenance of its sewer system, the District has developed the following goals.

- 1) Protect the health and safety of people and the environment;
- 2) Minimize number and impact of SSOs that occur;
- 3) Meet all applicable regulatory notification and reporting requirements;
- 4) Cost effectively minimize infiltration/inflow (I/I);
- 5) Implement regular, proactive maintenance of the system to remove roots, debris and fats oils and grease (FOG) in areas prone to blockages that may cause sewer backups and overflows.
- 6) Where feasible, provide overflow capacity at District lift stations, at a minimum, where impact of overflow is judged to be significant.
- 7) Involve Operations staff in the strategic planning process for the collection system.

These goals are also adopted by the District's Operations Department in the annual sewer system Operations and Maintenance Program.

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### 3. ORGANIZATION

*SSS WDR Requirements:* *The SSMP must identify each of the following items.*

- A. *The name of the agency's responsible or authorized representative.*
- B. *The names and telephone numbers of management, administrative, and maintenance positions with responsibility for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation.*
- C. *The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable such as, County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES).*

This section of the SSMP identifies District staff responsible for implementing the SSMP, responding to an SSO event, and meeting the SSO reporting requirements. This section also includes the designation of the Authorized Representative to meet RWQCB requirements for completing and certifying spill reports.

#### 3.1. District's Authorized Representative

The District is responsible for implementing and maintaining all components of this SSMP and is authorized to submit SSO reports to the appropriate government agencies. The Collections System Supervisor is the authorized representative for all wastewater collection system matters and is authorized to certify electronic spill reports submitted to the SWRCB. In the absence of the Collections System Supervisor, a responsible charge assignment is made by the Director of Operations or the Operations Manager.

#### 3.2. Responsible Staff and Lines of Authority

Implementation, management and updating of the SSMP involves staff from four District departments: Administration, Engineering, Operations and Public Information, as well as the District Board of Directors. The District organization for all departments is shown on **Figure 3-1**. The names and phone numbers of the parties involved in this chain of communication are shown in **Appendix B**, the Overflow Emergency Response Plan. Contact information concerning elected District Board Members is available at the District's website, <http://ccwd.org>. Positions within each department having SSMP responsibilities are highlighted below. Descriptions of District positions and responsibilities related to the



collection system are as follows:

- [Board of Directors.](#) Establishes District Policy.
- [General Manager.](#) Under administrative direction of the Board of Directors, oversees the operations and administrative affairs of the District, and represents the Board's policies and programs with employees, community organizations and the general public.
- [District Engineer.](#) Plans, organizes, directs and reviews the activities and operations of the Engineering Department for projects related to water and wastewater, coordinates assigned activities with other departments and outside agencies, and provides administrative support to the General Manager.
- [Director of Operations.](#) Plans, organizes, directs and reviews the activities and operations of the Operations Department for water and wastewater treatment, collection and distribution, and coordination of all environmental programs with the appropriate regulatory agency. Authorized to certify electronic spill reports submitted to the SWRCB.
- [Operations Manager.](#) Organizes, directs and coordinates the activities of the Water and Wastewater Departments within the Operations Department for the operation and maintenance of treatment facilities, recycled water distribution facilities, and the operation of the District's laboratory. Coordinates regulatory activities with other departments and provides support to the Director of Operations. Authorized to certify electronic spill reports submitted to the SWRCB.
- [Collection System Supervisor.](#) Schedules, assigns and reviews the work of field crews in a variety of skilled and semi-skilled activities in general construction, repair, and maintenance of wastewater collection system facilities, and has primary responsibility for the operation of equipment. Responds to customer problems and complaints, SCADA and auto dialer alarms, and is authorized to certify electronic spill reports submitted to the SWRCB.
- [Collection System Worker.](#) Routinely monitors, maintains, adjusts, and cleans pumps, regulators, and lift stations to prevent spills, and ensure the smooth operation of the wastewater collection and storage systems, and recycled water distribution. Responds to customer problems and complaints, SCADA and auto dialer alarms, and is authorized to certify electronic spill reports submitted to the SWRCB.
- [Control, Communications, and Electrician Supervisor.](#) Directs staff to ensure the maintenance, repair, inspection, modification, design, installation, and calibration of electrical systems, equipment, instrumentation and control systems. These electrical systems

include all computerized controls, SCADA, and programmable logic controllers for District facilities. Plans system improvements, prepares budgets, and monitors expenditures for activities of electrical and communication/controls. Oversees, directs, and evaluates the work of the Electricians.

- [Electrician.](#) Maintains, repairs, inspects, installs, and calibrates instrumentation and control systems, including computerized controls, SCADA, variable frequency drives, solid-state starters, programmable logic controllers, process control systems, and other microprocessor-based electronic and electrical equipment for water and wastewater treatment. Maintains and repairs laboratory and chlorination equipment. Assists other employees in the operation and maintenance of instrumentation and control systems.
- [Mechanic.](#) Mechanics are skilled journey-level class workers who perform preventive and corrective maintenance and repair for medium to heavy equipment in a variety of craft areas, including water and wastewater treatment plant equipment, and water and wastewater pump and lift stations. In addition, mechanics perform a wide variety of work to ensure District facilities and premises are maintained in a safe and effective working condition. This class is distinguished from other maintenance classes by the necessary specialized knowledge of and skill in installing, maintaining and repairing a variety of stationary equipment, rolling stock, and water system control devices. The Mechanic Supervisor manages the Mechanics, assigns work, and provides technical assistance to the Mechanics.

### 3.3. SSO Reporting Chain of Communication

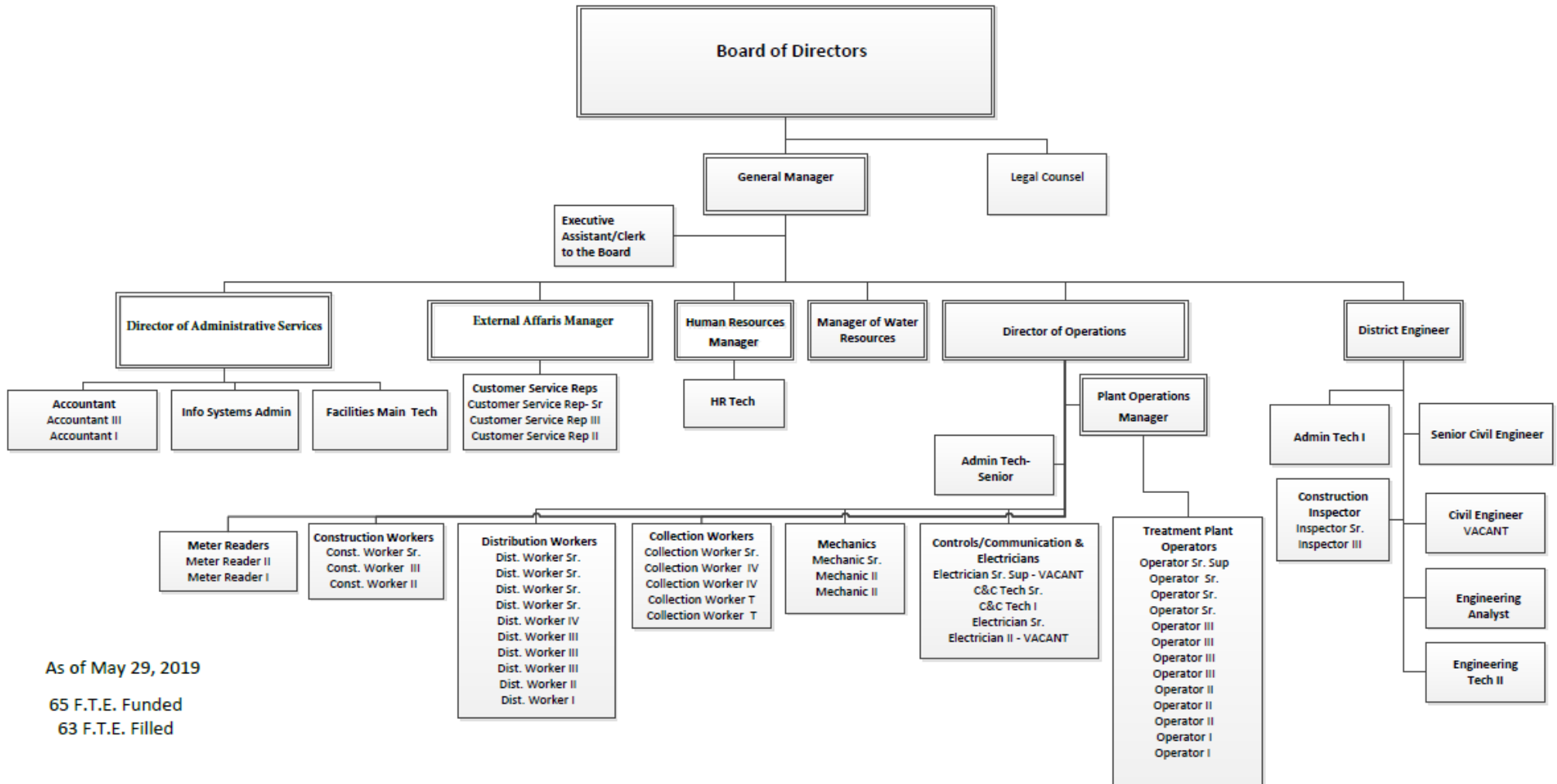
A flowchart depicting the process of responding to an SSO from the receipt of a complaint to reporting an SSO to the SWRCB is shown on **Figure 3-2**. The SSO reporting process is described in detail in the Overflow Emergency Response Plan, **Appendix B**, and summarized in Section 7.

### 3.4 2019 Audit Results

As part of the 2019 Audit, it was discovered that the District does not have a formal procedure to guide customer service staff through receiving and responding to customer complaints other than notifying field crew. A formal process would ensure adequate information is being recorded and used for the greatest District benefit. Written scripts could prompt customer service representatives to obtain up-to-date customer contact information, as well as data needed to determine risk of overflow and work order priority.

As part of the 2019 SSMP Update, the District's goal is to develop a procedure to

gather detailed information from customers making a complaint, provide customers with cleanup procedures when necessary, a timeframe for District response, and an opportunity to evaluate services provided.



As of May 29, 2019  
 65 F.T.E. Funded  
 63 F.T.E. Filled

Figure 3-1: Calaveras County Water District Organization Chart

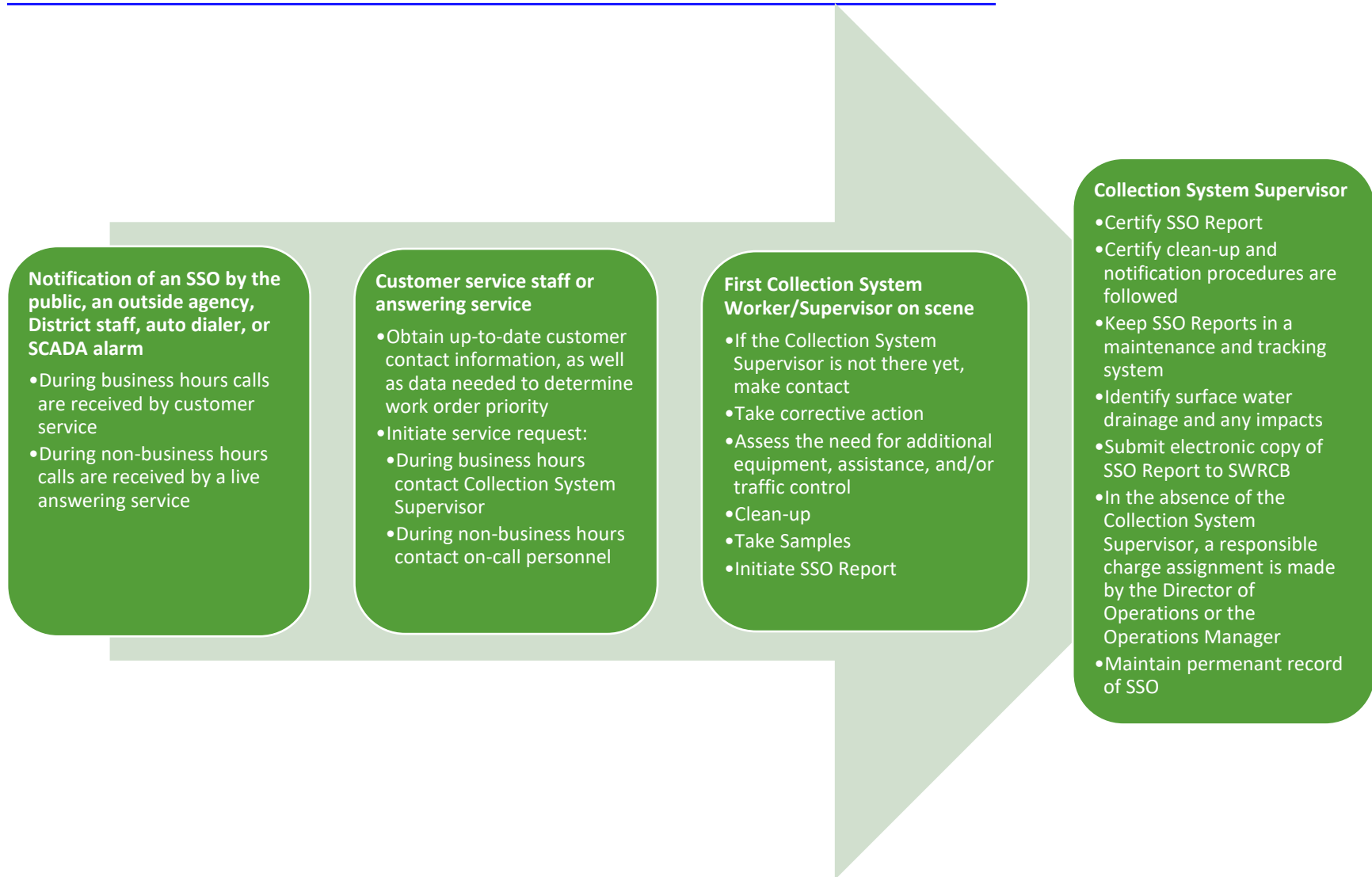


Figure 3-2. SSO Reporting Chain of Communication

## 4. LEGAL AUTHORITY

*SSS WDR Requirement:* *Each enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:*

- A. Prevent illicit discharges into its sanitary sewer system, including Inflow/Infiltration from satellite wastewater collection systems and laterals, storm water, unauthorized debris, etc.*
- B. Require proper design and construction of sewers and connections.*
- C. Ensure access for maintenance, inspection and repairs to publicly owned portions of laterals.*
- D. Limit the discharge of fats, oils, and grease (FOG) and other debris that may cause blockages.*
- E. Enforce any violation of its sewer ordinances.*

This component of the SSMP discusses the District’s legal authority, including federal and state law as well as District Ordinances and District Rules and Regulations. The District derives its legal authority from, and is regulated by, federal and state law and their administrative agencies. In exercising the authority granted there under, the District has adopted Ordinances and Rules and Regulations setting forth the terms and conditions of service.

### 4.1. Federal and State Law

Federal and State Laws include but are not limited to:

- California Irrigation District Law (Water Code § 20500 et seq.) (Grant of authority to perform “all acts necessary” in its operation and control of its sewer disposal system).
- Federal Water Pollution Control Act, commonly known as the Clean Water Act (33U.S.C. § 1251 et seq.).
- California Porter Cologne Water Quality Act (California Water Code § 13000 et seq.).
- California Health & Safety Code § 25100 et seq.
- Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901 et seq.).
- California Government Code §§ 54739, 54740 (grant of authority to regulate and/or prohibit the discharge of industrial waste into the District’s collection system and treatment works).

## 4.2. Calaveras County Water District Ordinances and Rules and Regulations

Calaveras County Water District (District) was formed on August 30, 1946 as an independent special district (*Certificate of Incorporation of the Calaveras County Water District, September 6, 1946*). The District was formed to acquire water rights, construct water works and distribute and sell water. The first District board was elected on November 5, 1946.

The District's first sewer improvement district, Improvement District No. 8S, was created in 1970 (*Resolution No. 1269, October 7, 1970 and Resolution No 1278, November 4, 1970*) and the District further expanded its responsibilities to include the planning, collection, and treatment of wastewater for the entire County for communities not served by another agency (*Resolution No. 1392, March 1, 1972*). The geographical area served by the District for all current sewer services is approved by the Calaveras County Local Agency Formation Commission (LAFCO, **Appendix C**).

Sanitary sewer services are administered by the following Ordinances and Rules and Regulations.

- Ordinance No. 84-1: Calaveras County Water District Wastewater District Regulation Ordinance Regulating the Use, Installation and Maintenance, and Regulating Sewering of Wastewater Districts as Established by Calaveras County Water District (ORD84-1), provided as **Appendix D**.
- Calaveras County Water District Rules and Regulations Governing the Furnishing of Water and/or Wastewater Services (WWS-RR), provided as **Appendix E**.

The District possesses the necessary legal authority to meet its obligations under Section D, 13 (iii) (Legal Authority) of **SSS WDR**.

### 4.2.1. Prevention of Illicit Discharges

Illicit discharges into the District's sanitary sewer system are strictly prohibited under *ORD84-1 Article VII. – Use of Public Sewers* in compliance with 40 CFR 35.2130.

### 4.2.2. Proper Design and Construction of Sewers and Connections

Sewers and connections must be properly designed and constructed in accordance with the current version of *Calaveras County Water District Sewer and Recycled Water Design & Construction Standard, ORD84-1 Article V – Building Sewers, Lateral Sewers, and Connections, ORD84-1 Article VI - Public Sewer Connection, and WWS-RR Section 17 - Maintenance and Testing of Sanitary Sewer Facilities*.

#### 4.2.3. Lateral Maintenance Access

Access to sewer laterals owned or maintained by the District is ensured with land deed easements, public right-of-way, *ORD84-1 Article II, Section 14 District Right of Ingress and Egress, ORD84-1 Article II, Section 17.1 - Maintenance and Testing of Private Sanitary Sewer Facilities, ORD84-1 Article II, Section 17.3 - Testing Procedures for Existing Sanitary Sewer Facilities.*

#### 4.2.4. Limit Discharge of FOG and Other Debris

The discharge of fats, oils, grease and other debris into the system that may cause blockages is limited under *ORD84-1 Article VII - Use of Public Sewers, ORD84-1 Article VII. – Section 7.3 Interceptors Required, and ORD84-1 Article VII – Section 7.4 Maintenance of Interceptors (Traps).*

#### 4.2.5. Enforcement Measures

The District is empowered to enforce any violation of its sewer requirements and seek legal redress under *ORD84-1 Article IX - Enforcement, ORD84-1 Article IX, Section 9.1 – Investigation Powers, ORD84-1 Article IX, Section 9.2 – Violation, ORD84-1 Article IX, Section 9.8 – Liability and Penalties for Violations, WWS-RR Article VII - Penalties, and WWS-RR Article VII, Section 61 Offenses Subject to Court Action.*

### 4.3 2019 Audit Results

As part of the 2019 Audit it was discovered that ORD84-1 and WWS-RR are outdated. It is the District's goal to review and potentially update its Ordinances and Rules and Regulations to be consistent with WDRs and State requirements.



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## 5. OPERATIONS AND MAINTENANCE PROGRAM

*SSS WDR Requirements:* *The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:*

- A. Each wastewater collection system agency shall maintain up-to-date maps of its wastewater collection system facilities, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves.*
- B. Describe routine preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.*
- C. Develop a rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and system for ranking the conditions of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short-term and long-term plans plus a schedule for developing the funds needed for the capital improvement plan.*
- D. Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and require contractors to be appropriately trained.*
- E. Provide equipment and replacement part inventories, including identification of critical replacement parts.*

This section of the SSMP discusses the District's sewer system operation and maintenance.

### 5.1. District Collection System Maps

District collection system maps are divided into four geographic areas: Ebbetts Pass, La Contenta, West Point and Copper Cove. Each area is then subdivided by an alphanumeric indexing system. Ebbetts Pass extends from Six Mile Village, east of Angels Camp, to the eastern edge of Arnold and White Pines, along California State Highway 4. La Contenta is the area of Valley Springs extending

south along State Highway 26 from the intersection of Highway 12 and Highway 26. West Point is generally along Highway 26, in and about the town of West Point. Copper Cove is to the East, North and West of Lake Tulloch, several miles south of Highway 4 and the town of Copperopolis.

All maps are available to field staff in paper format as well as searchable Adobe Acrobat® public document format (PDF) documents. The PDF maps, introduced in 2008, are used extensively by field staff and can be accessed in the field through the District's tablet computer books. They reflect either or both water and wastewater systems, in color, and are a decided improvement from the previous single system paper maps. Collection system maps show gravity and pressure pipes, manholes, tanks, pumping facilities, valves, lots, APNs, addresses, and road names. Ancillary systems owned by the District including recycled water and electrical systems are also shown. An example of a collection system map from the Arnold Service Area, east of Highway 4, is shown in **Figure 5-1**.

District Engineering Department staff maintain AutoCAD® map drawings comprising the whole of each of the four areas. These maps are geo-positioned according to NAD83, California State Planes, Zone III. Each area has an index map and PDF maps have numerous short-cut buttons to facilitate staff use. Information about the District's sewer facilities is shown directly on these maps with pages devoted to detailed insets of various locations such as lift stations and treatment plants. Additional information may be found by cross referencing APN's with District as-built drawings.

Map pages affected by new construction, facility upgrades, or replacement projects are updated using field corrected maps and/or as-built project drawings. Corrections identified by field staff are transmitted to Engineering and corrected promptly. Because of the electronic nature of CCWD mapping, updates both major and minor, are relatively simple to accomplish, and field staff have shown a preference for computerized mapping.

## 5. OPERATIONS AND MAINTENANCE PROGRAM

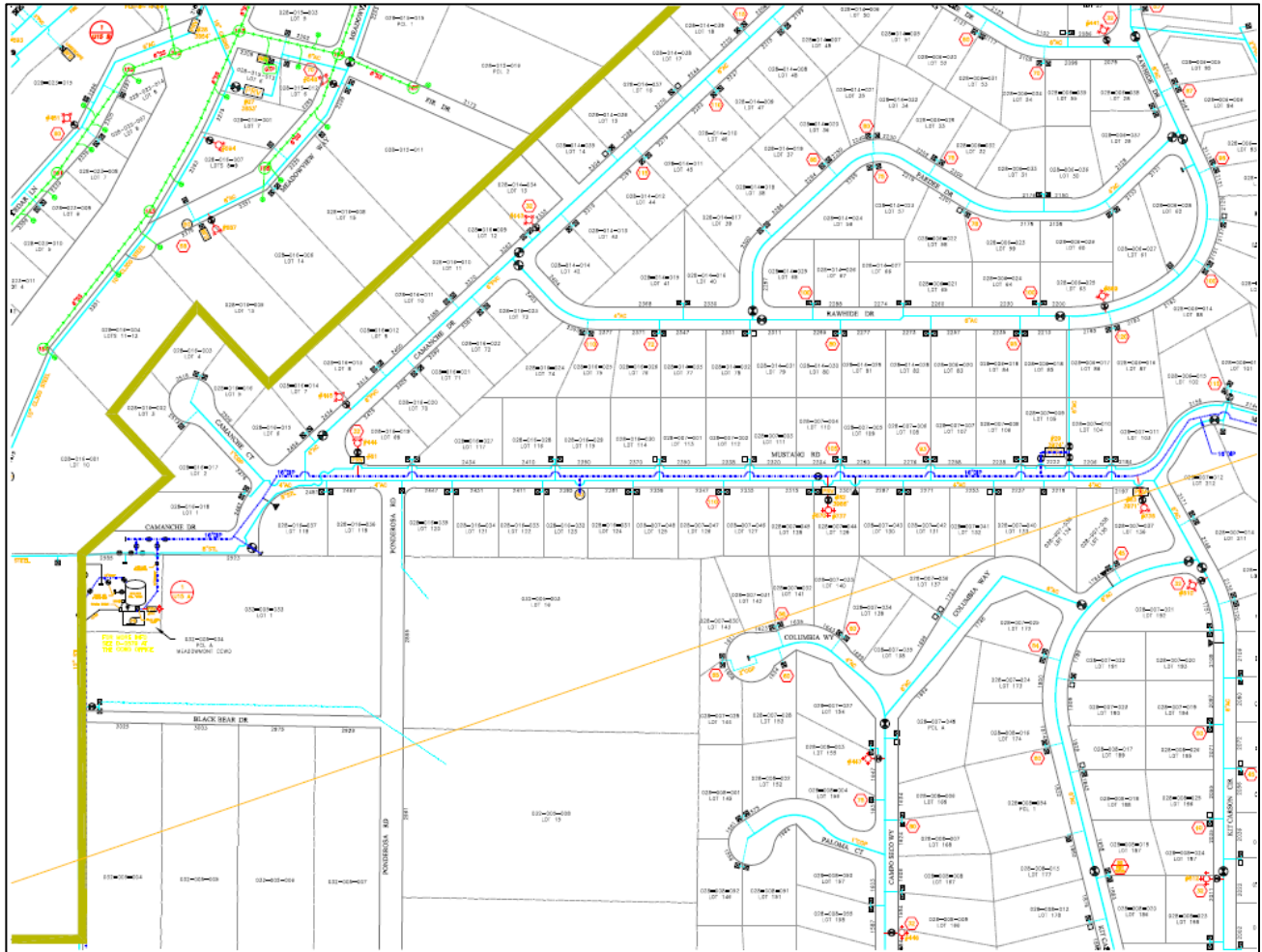


Figure 5-1: Example of District Maintained Collection System Maps

### 5.2. Preventive Maintenance Program

The District's preventative maintenance (PM) program includes cyclical as well as focused maintenance, and cleaning and inspection of the sanitary sewer system. The process of scheduling, documenting and recording these activities is facilitated using a computerized Work Order system as described below.

- Issue scheduled PM work order as specified by maintenance personnel.
- Issue work order for service requests or repair orders including SSO received from customer service.
- Differentiate work order priority for specified areas of the system.

Work orders are "closed" by maintenance staff as work is completed. Typically, the following information is added to the database each time an order is closed.

- Description of work
- Parts used
- Observations on the equipment
- Adjustments to the maintenance schedule
- Equipment identification number(s)
- Initiating party
- Employee or field crew assignment
- Any additional information the maintenance staff believes would be advantageous for future reference
- Maintenance and repair history of any asset
- Closed Circuit Television (CCTV) areas for history or troubleshooting
- Smoke Testing
- Root Control
- Cyclical or Focused cleaning areas and maps
- Spill reports
- Blockages

### 5.3. Preventative Maintenance Schedule

During routine preventative maintenance, staff conduct inspections to gather information, evaluate potential immediate and/or future impacts and adjust Work Order priority and scheduling. PM work schedule may be adjusted as follows:

- Remain on current PM schedule.
- Treat for roots or FOG.
- Place on prioritized PM.
- Removed from prioritized PM.
- Repair.

#### 5.3.1. Lift Station Cleaning and Inspection

Collection system staff perform routine inspections using a station checklist. Checklists are designed to confirm that the station is in normal operating condition and include such items as housekeeping, fluid levels, pump totalizer readings, wet well levels, and instrumentation and generator operations. Maintenance performed, station statistics and observations are recorded in log books kept at the station. Station PM occurs as follows:

- Lift station inspection one to four times per month.
- Wet well cleaning one to four times per year.
- Electrical inspection one time per year.
- Mechanical inspection including pumps one time per year.
- Priority alarms simulated one to four times year.
- Generators operated under load one to four times per month.

Lift stations are inspected and cleaned based on the needs of the individual lift station. High usage lift stations, older lift stations, and lift stations with heavy FOG accumulation are inspected and cleaned more frequently.

#### 5.3.2. Sewer Cleaning and Inspection

Sewer cleaning and inspection occurs as part of PM. The District performs cyclic cleaning and inspection based on the branching structure of the collections system. Starting from the ends of the sub-areas and working toward the wastewater treatment plant, each sub area of the system is cleaned and inspected on a rotating basis. The District takes a proactive approach on non-problem areas through establishing a goal to clean and inspect all gravity lines on a rotating eight (8) year schedule.

As cleaning is completed and condition assessments made, potential trouble areas are documented and prioritized for increased cleaning or remedial action as required. Focused cleaning may include root control or hydro-jetting of the line.

### 5.3.3. Fats, Oils, and Grease Control

The District has a proactive approach to PM that minimizes FOG trouble spots. Mitigation of FOG impacts to the sewer system are discussed in Section 8, FOG Control Program.

### 5.3.4. Quality Control Inspections

The District uses standard operating procedures for proper cleaning, root control, flushing methods and equipment usage. CCTVs are done regularly as part of the preventative maintenance schedule.

### 5.3.5. Service Requests and Repair Orders

Service requests are initiated by customer service staff. Once the collections system staff receives the service request, they investigate the request and generate a prioritized task order. Service requests are prioritized by the nature of the request and initiate any of the following actions: placement on priority schedule, CCTV of the line, referral for further evaluation, or referral directly to the District engineering department for rehabilitation or replacement.

### 5.3.6. Flow Monitoring

Lift stations are designed and constructed with effluent flow meters. However, older stations, built prior to 1990, and stations acquired from other owners generally do not have flow meters. Flow is also measured at all wastewater treatment plants. When flow is available, it is used to evaluate I/I and collection system capacity.

### 5.3.7. Computer Monitoring

Lift stations are monitored by a Supervisory Control and Data Acquisition (SCADA) system protocol using Aveva Wonderware® at the majority of District sites. However, at some locations, high speed data communication is not available. At locations where no SCADA supervision is possible, an auto dialer system is used to indicate alarm conditions.

The District is in the process of updating and expanding the SCADA system with the intent that staff will be able to monitor and respond to issues remotely through a portable device and protected network, i.e. VPN,

smartphone, tablet.

### 5.4. Rehabilitation and Replacement Program

The District has a Capital Improvement Program, and Capital Improvement Plan (CIP) which is updated annually, as well as a Rehabilitation and Replacement (R&R) Program. The CIP and R&R Programs are used to identify and prioritize system deficiencies and implement appropriate short- and long-term actions to address each deficiency. Timing of construction of new and R&R facilities is based on priority, deficiency, and input from the operations staff. Risk assessment, financing, and staffing are also considered in the long-term management of District facilities.

The CIP is funded primarily through wastewater rates, wastewater facility connection charges and municipal bonds. The composition of the finance package for each project is based upon the percentage of new and existing customers that will be served by the new or upgraded facility. R&R projects are funded by a restricted account earmarked for R&R. R&R funding comes from bi-monthly customer service charges and are not subject to reallocation or other use.

#### 5.4.1. Identification of System Deficiencies

1. Review of CCTV surveys.
2. During the process of cleaning a mainline, mainlines and manholes are inspected for structural integrity, roots, and/or I/I problems.
3. The District's lift stations are continually monitored during routine inspections by lift station operators. Discovered defects are reported to supervisors and/or directly to the District's electricians and mechanics.
4. In the fiscal year 2018-2019 the District purchased manhole bypass piping equipment for cleaning and recoating manholes.

#### 5.4.2. Implementation of Short- and Long-Term Rehabilitation Actions

**Short Term.** Facilities that are a priority are investigated immediately and an action plan is developed. Pipelines that are at risk of failure are repaired as soon as possible. Temporary repairs or repairs that are limited in scope are undertaken immediately by District staff.

**Long Term.** Facilities that are not in danger of immediate failure but need rehabilitation or are near the design life expectancy, are either repaired by District crews or are placed on the Capital Improvement Plan (CIP). Facilities that are larger in scope, requiring engineering design, analysis or planning, are also placed on the CIP.



### 5.5. Training

The District provides extensive training for all sewer maintenance staff. Wastewater collections staff are encouraged to become and remain California Water Environment Association (CWEA) certified in maintenance and operation of wastewater collection systems. The District assists with this certification by paying for the preparation course, take home study material, certification exams, and required continuing education to maintain certification. Participation and involvement with other industry organizations such as American Society of Civil Engineers (ASCE), Water Environment Federation (WEF), Central Valley Clean Water Association (CVCWA), and California Association of Sanitation Agencies (CASA) is also encouraged by the District.

Numerous outside vendor-sponsored training courses, in-house trainings lead by experienced staff, and extensive cross training programs are employed to keep operators current with updated maintenance and operation practices. The following training is provided on a yearly or biennial timeframe.

- First-aid
- CPR
- Confined Space Entry
- Trench Safety
- Stand-by Generator Operations
- Traffic Control
- Training on the use of all collection system maintenance equipment.

### 5.6. Contingency Equipment and Replacement Inventories

The District maintains an extensive inventory of critical replacement parts and owns necessary construction equipment to conduct repairs. Additionally, nearly all of the Districts lift stations have stationary emergency power generators, with the goal to also provide emergency storage at all sites.

#### 5.6.1. Contingency Equipment

The District has numerous pieces of portable equipment available in the event of an emergency: pumps, generators, heavy equipment and traffic safety equipment. The District owns and operates a variety of equipment to keep the collection system in working order. At this time, the District's fleet includes the following:

- Three (3) nine yard Vac-Con® trucks; used to clean lift stations and pipelines.

- One (1) 3,400 gallon pumper truck.
- One (1) 2,250 gallon pumper truck.
- One (1) trailer mounted high pressure jetting rodder
- Three (3) Bobcats®.
- One (1) CCTV truck; used to inspect inside gravity and service lines.
- Four (4) portable TV push inspection cameras.
- Five (5) backhoes; earth moving equipment.
- Five (5) dump trucks.
- Three (3) mini excavators.
- Five (5) portable power generators.

Training on the use of all collection system maintenance equipment is provided to collection staff and supervisors.

In compliance with In-Use Off-Road Diesel Vehicle Regulations mandated by California Air Quality Resources Board (CARB), the District is in the process, prior to January 1, 2023, of replacing on-road heavy-duty diesel vehicles with engines older than 2010.

### 5.6.2. Replacement Parts Inventory

A robust inventory of replacement parts is maintained by each District's department. The Collections Department keeps pipe and fitting inventory in a variety of materials and sizes ranging from 2-inch to 10-inches in diameter. Parts that are needed routinely for preventative maintenance are kept on hand or can be easily attained from local vendors. Procedures are in place for unplanned or emergency parts purchases. Parts are also available during emergencies from the District's wastewater treatment facilities or at other District departments.

### 5.7. 2019 Audit Results

The following subsections identify goals identified as part of the 2019 Audit for the District Operations and Maintenance Program.

#### 5.7.1. District Collection System Maps

Operations staff need up-to-date collection system maps to efficiently operate and maintain the sewer system. The District is in the process of converting collection system maps from an AutoCAD® based format to a geographic information system (GIS) based format and developing and

implementing a formal computerized maintenance management system (CMMS). Implementation of a GIS based CMMS could give field staff access to more data in the field, a platform to document and store field data, and would make it easier to identify discrepancies between collection system maps and field conditions.

The District's goal is one database for all uses: planning (system and budgeting), mapping, maintenance and reporting. A collection of data entered into and evaluated using a CMMS could provide information on the state of the collection system, how well O&M activities are working, and changes or improvements that should be made.

Selection of a CMMS will include documenting current practices and determining fundamental program needs; interviewing software companies to assess their program's capabilities; contrasting District needs and practices with the most common software applications; and surveying other agencies to document the software programs used and summarize their basic needs, practices, and technology compatibility requirements. The use of AutoCAD® will continue during the development of project bid documents and until AutoCAD® and ArcGIS® systems are integrated.

### 5.7.2 Preventative Maintenance Schedule

The process of prioritizing PM is somewhat informal and hard to effectively implement. When pipelines are CCTV'd, there is no indexing or rating system, and data is difficult to access and analyze. As part of the 2019 Audit, the District has established a goal to index CCTV videos and enumerate the data in a way that helps objectively prioritize PM scheduling. Additionally, the scheduled goal to clean and CCTV the entire system was reduced from a 5-year rotating schedule to an 8-year rotating schedule. The Operations Department may contract with a third-party contractor to meet scheduled goals for sewer cleaning and inspection.

Without an effective PM scheduling mechanism, scheduling and meeting scheduled PM deadlines has been challenging to the District. As part of the 2019 SSMP Update, the schedule has been adjusted to reflect a prioritized structure, with some lift stations being inspected more frequently than others. A formal procedure, in addition to enumerating CCTV video data, should be in place and used to adjust the PM schedule based on objective data. The District is considering cleaning and inspecting representative samples of the system to determine priority of the whole.

Additionally, there is no formal process for inspecting manholes. As part of the 2019 SSMP Audit, the District's goal is to introduce a formal process for inspecting manholes. One complication the District has found with accomplishing this goal is that several manholes are located on backyard

sewer mains located within public utility easements on private property. Many of these backyard sewer mains and manholes have little or no access, and in some cases property owners are not aware of their existence.

Not having access to sewer mains and manholes is problematic for several reasons. Besides not being able to perform routine maintenance, if there were an SSO, the District may not be able to initiate the Overflow Emergency Response Plan (discussed in Section 7). District staff recently wrote a letter to property owners with backyard sewer mains to bring attention to this matter. Next, the District will identify critical assets that must be accessible and write a second letter to property owners to establish access.

As mentioned in Section 5.7.1, the District's current maintenance and management system lacks the ability to store, access and analyze data. Implementation of a CMMS would be helpful in determining and implementing a PM schedule. A CMMS would also provide a centralized location for maintaining and accessing inspection log books (currently stored at each individual lift station), CCTV records, easements, etc.

### 5.7.3 Flow Monitoring

The District is working toward reducing I/I. In the fiscal year 2018-2019 the District purchased smoke testing equipment to locate areas of high I/I. Additionally, the District is evaluating enhancing the functionality of the existing SCADA system with the purchase and use of AVEVA Wonderware Historian® software. This will allow additional functionality for Engineering to evaluate operations and issues.

### 5.7.4 Contingency Equipment and Replacement Inventories

As part of the 2019 Audit it was discovered that the District does not have a well-defined inventory or inventory management program. An accurate record of inventory is essential to maintaining necessary parts in stock. As part of the 2019 SSMP Update, the District's goal is to develop and implement an inventory management program to ensure critical replacement parts are available during emergencies and can be easily located.

To facilitate this effort the District has received approval from the Board of Directors to purchase a parcel for the construction of a maintenance shop. The District will be evaluating properties to determine the best location for this facility. The benefit of hiring a dedicated purchasing agent is also being considered.

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### 6. DESIGN AND PERFORMANCE PROVISIONS

#### SSS WDR Requirements:

- A. *The SSMP must identify design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems.*
- B. *The SSMP must identify the procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and for rehabilitation and repair projects.*

This section of the SSMP discusses the District's Design and Construction Standards as well as procedures and standards for inspecting new and repaired facilities.

#### **6.1. Design and Construction Standards and Specifications**

The District requires all new sanitary sewer systems, pump stations and other appurtenances, as well as the rehabilitation and repair of existing sewer facilities, to be designed and constructed in accordance with the current version of the *Calaveras County Water District Water, Design and Construction Standards*.

#### **6.2. Inspection and Testing Procedures**

Within the Sewer System Testing Section (02661) of the Technical Specifications are procedures and standards for inspecting and testing the installation of new or rehabilitated sewers, pumps and other appurtenances.

#### **6.3. 2019 Audit Results**

The Districts Design and Construction Standards were last updated in 2008. Periodic review and update of the Design and Construction Standards should be performed every 2 to 5 years to ensure the most current construction methods and acceptable materials. Additionally, during the 2019 Audit the operations staff identified a need for a septic tank design standard. As part of the 2019 SSMP Update the District's goal will be to update its Design and Construction Standards, including an approved materials list, and septic tank and lift station design standards.

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**7. OVERFLOW EMERGENCY RESPONSE PLAN**

*SSS WDR Requirements:* *Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:*

- A. Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner.*
- B. A program to ensure an appropriate response to all overflows.*
- C. Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g., health agencies, Regional Water Boards, water suppliers, etc.) of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with the MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDRs or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification.*
- D. Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained.*
- E. Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities.*
- F. A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.*

*Requirements of the Amended Monitoring and Reporting Program:*

- G. Definitions for Category 1, Category 2, Category 3, and Private Lateral Sewage Discharge (PLSD).*
- H. Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.*



*I. Reporting:*

*Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.*

*Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date.*

*Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred.*

*SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters.*

*“No Spill” Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.*

*Collection System Questionnaire: Update and certify every 12 months.*

*J. Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. These records must be kept of file.*

*K. All SSO event records must be maintained, including any telemetry records if relied upon to document and/or estimate SSO volume.*

This section of the SSMP provides an overview and summary of the District’s emergency response documents and procedures for sewer overflows.

### 7.1. Overflow Emergency Response Plan (OERP)

The District’s overflow emergency response procedure is detailed in a stand-alone document, the Overflow Emergency Response Plan (OERP), included as **Appendix B**. The OERP describes the responsibilities and procedures for field crew to follow when responding to an SSO, from notification of an SSO through corrective actions, sampling, and reporting to the appropriate government agencies. The OERP also contains appendices with detailed sample collection and testing procedures, a list of emergency contacts, a list of approved contract services, and sample spill report and chain of custody forms.

#### 7.1.1. Objectives

The main objectives of the OERP are to protect human health and the environment, satisfy regulatory agency requirements, and minimize risk of enforcement actions against the District. Additional objectives include providing appropriate customer service, and protecting the collection system and facilities, and private and public property.

### 7.1.2. Legal Requirements and Scope

The OERP discusses the **SSS WDR** and the responsibilities of the District.

## 7.2. Spill Response Procedures

The OERP details response procedures from first responders to follow-up measures and final reporting. Sections within the OERP include the following.

### 7.2.1. First Response

Notification of an SSO may be initiated from a variety of sources including the public, an outside agency, District staff, SCADA alarm, or auto dialer. Calls are received by customer service staff during business hours or a live answering service at night. Field staff are available 24 hours per day and are instructed to respond immediately. The notification process and chain of communication were shown in **Figure 3-2**. The OERP provides the initial responsibilities and priorities of the responding personnel and contact numbers for Collection System Workers in each geographical area.

### 7.2.2. Follow-up Measures

This OERP addresses spill classification and notification procedures including contact information and procedures for each type of spill. Follow-up measures consist of procedures for site cleanup and disinfection, water sampling procedures, and the posting of warning signs.

### 7.2.3. Final Reporting

The OERP details responsibilities for completion of the Sewer Spill Report, procedures and responsibilities for Spill Certification, Agency Reporting, and Maintenance of Spill Logs. Appendices to the OERP contain additional procedures and forms.

## 7.3. Traffic and Crowd Control

The District contracts with professional educators to train all maintenance, collections, and inspection personnel in traffic control using a professional development program that was developed specifically for water utility employees by the Association of California Water Agencies (ACWA) and the Joint Powers

Insurance Authority (JPIA).

### **7.4. Spill Prevention, Containment and Mitigation**

The OERP is available to all personnel. It is used as a resource in emergency response training. All wastewater operations and maintenance staff are trained on emergency response procedures. New employees receive this training as part of their orientation and this training is reinforced during tailgate training sessions. Construction Inspectors are also trained in emergency response procedures. The District emphasizes its goal to have no SSOs to construction contractors and contractors are required to submit and obtain approval of all flow bypasses and emergency response plans prior to the start of construction.

**8. FATS, OILS AND GREASE (FOG) CONTROL PROGRAM**

*SSS WDR Requirements:* Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed the Enrollee must provide justification as to why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate.

- A. *A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area.*
- B. *The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG.*
- C. *Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements, best management practice requirements, record keeping and reporting requirements.*
- D. *Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance.*
- E. *An identification of sanitary sewer system sections subject to FOG blockages and establishment of a cleaning maintenance schedule for each section.*
- F. *Development and implementation of source control measures for all sources of FOG discharged to the sanitary sewer system for each section identified in (E) above.*
- G. *An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG.*

SWRCB requires each enrollee to evaluate its service area to determine whether a FOG control program is needed and to develop a program if needed. The District conducted an evaluation of its service area FOG and determined that proactive preventative maintenance is effective in mitigating FOG blockages in the sewer system, and a formal FOG control program is not needed.

**8.1. District Evaluation of Service Area FOG**

The District regulates direct and indirect contributors to the sewer system through the following actions and programs:

- Preventative Maintenance
- Source Control Measures
  1. Industrial Pretreatment and Pollution Prevention Program
  2. Issuance of discharge permits to Food Service Enterprises (FSE)
  3. Enforcement of General Sewer System User Requirements

### 8.1.1 Preventative Maintenance

Cyclical and focused PM schedules consist of hydro-jet cleaning and chemical control measures to inhibit grease accumulation. Hydro-jetting is the most common method of trunk line preventive maintenance.

PM for any sewer system area is prioritized based on qualitative findings of previous PM results, such as observation of grease accumulation or grit deposits. High priority segments are placed on an accelerated PM schedule and the findings are forwarded to the District's Industrial Pretreatment and Pollution Prevention Program (IPP) for follow-up. These segments will remain on accelerated PM until subsequent observations determine that the potential for obstruction or blockage have been reduced or eliminated.

### 8.1.1 Source Control Measures

Source control is not a major issue in the District's collection system owing to primarily serving low density residential housing. The District source control measures consist of the programs detailed in the following subsections.

#### 8.1.1.1. Industrial Pretreatment and Pollution Prevention Program (IPP)

The IPP is administered by the Engineering staff. IPP staff are responsible for permitting, inspecting, monitoring, and assisting in investigations relating to FOG control. All Food Service Establishments (FSE) are considered potential FOG generators. Currently there are 53 FSEs in the service area. To control FOG at its source, the District requires all FSEs to do the following:

- Install Grease Removal Devices (GRD) for all new and existing FSEs.
- Conduct GRD scheduled maintenance a minimum of every three months for grease interceptors and weekly for grease traps.
- Maintain records and grease pick-up logs on site and

available for review by District personnel.

### 8.1.1.2. Discharge Requirement

When a waste permit is issued to an FSE, District staff advise the permittee on the following.

- GRD sizing
- GRD maintenance requirements
- Best management practice requirements
- Record keeping and reporting requirements

FSEs are inspected at least four times per year. Inspection includes reviewing grease traps and grease interceptors cleaning records, FOG best management practices, and ensuring compliance with waste discharge permits.

A copy of the compliance inspection check-list is located in **Appendix F**, the Audit and Update Technical Memorandum (See Section 11). Follow-up tasks, as needed, are performed, such as increasing grease interceptor pumping frequency and requiring grease interceptor repairs.

## 8.2. Enforcement of General Sewer System User Requirements

The District possesses the legal authority to control sources of FOG through District Ordinances and Rules and Regulations as described in subsections 4.2.4 and 4.2.5.

In the event of non-compliance with District Ordinances and Rules and Regulations, the District Enforcement Response Plan (ERP) aims to deal with the noncompliance in a just, efficient and effective manner. The ERP addresses the different types of non-compliance and the nature of the violation, as well as the enforcement response tasks for each non-compliance matter. It also includes an enforcement matrix which shows the title and action allowed by District personnel. The necessary steps are as follows.

- Grease traps are inspected four times per year to Identify and respond to noncompliance as quickly as possible, and to minimize impact to the District's collection system.
- If a grease trap does not pass inspection the owner is given a 30-day notice, followed by a 10-day notice (if needed) to clean or repair the grease trap.
- Thirty (30) days after the initial notice, if the grease trap is not

cleaned or repaired, the District will clean or repair the grease trap and bill the owner.

### **8.3. Public Education and Outreach Program**

In 2017 the District increased public outreach and education regarding the disposal of FOG through a dedicated webpage: <https://ccwd.org/dont-put-fats-oils-grease-drain/>. During the holiday season the District communicates this information in the form of a press release, as well as including the web address in the special message section of service bills. The District continues to update and improve public outreach and education about FOG disposal.

**9. SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN**

*SSS WDR Requirements:* *The Enrollee shall prepare and implement a capital improvement plan that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:*

- a. Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events.*
- b. Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in (a) above to establish appropriate design criteria.*
- c. Capacity Enhancement Measures: The steps needed to establish a short-term and long-term CIP to address identified hydraulic deficiencies, including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.*
- d. Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a) – (c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D.14.*

The District has prepared and implements a 5-year Capital Improvement Plan (CIP) which includes wastewater facilities that have been identified to be deficient or need to be expanded for additional capacity. The CIP is updated and budgeted for on a yearly basis to adjust priorities and respond to new concerns such as when a SSMP is reviewed, or a Master Plan is completed.

The information for the 5-year CIP is taken from the wastewater Master Plans for each service area which are: West Point, Arnold, Vallecito, Copper Cove, Forest Meadows, and La Contenta. These Master Plans contain evaluations, design criteria, and capacity enhancement measures for the build-out of each area and are updated approximately every ten years. Master Plans for Copper Cove and La Contenta were updated in 2018 Forest Meadows was updated in 2004, and Arnold, West Point, and Vallecito were updated in 2005. Each sanitary sewer collection system was evaluated using District



design criteria and treatment plant flow records to compare existing and future peak flows under dry and wet weather conditions. Some collection systems were hydraulically modeled using InfoSewer® software developed and distributed by Innowyze® located in Monrovia, California. The model, together with field personnel observations, identifies those portions of the system that are experiencing overflows or other capacity issues.

### 9.1. 2019 Audit Results

As part of the 2019 Audit, it was discovered that capacity analysis enhancement efforts are somewhat limited. The computerized hydraulic model is not available for all parts of the system, which limits the extent of capacity analysis performed, and indicates developers may be connecting to the existing system with minimal capacity analysis. As the District transitions into a GIS based system map, all three software systems: ArcGIS, AutoCAD and InfoSewer® will be integrated into a single geospatial system. A long-term future goal is for the District to have a hydraulic sewer model of each of the District's service areas, which would dramatically improve the understanding of system capacity. The District is considering requiring developers to participate in the cost of said capacity analyses.

## 10. MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS

SSS WDR Requirements: *The Enrollee shall:*

- A. *Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.*
- B. *Monitor the implementation and, where appropriate, measure the effectiveness of each component of the SSMP.*
- C. *Assess the success of the preventive maintenance program.*
- D. *Identify and illustrate SSO trends, including: frequency, location and volume.*
- E. *Update program components, as appropriate, based on monitoring or performance evaluations.*

This section of the SSMP discusses parameters of how the District monitors the success of the SSMP and how the District plans to keep the SSMP current.

### 10.1. Records Maintenance

The District collects system information including all maintenance activities, SSO data, service and repair history, root control, pipe cleaning, and customer complaints. The data is collected and can be accessed at the main office computer system which is used to generate reports to monitor and prioritize SSMP activities.

The Collections Department manages, reviews, and maintains CCTV records at the Collections Department office located at the Jenny Lind Water Treatment Plant near Valley Springs California and/or the District headquarters in San Andreas. Root abatement and pipe cleaning maps are also maintained by the Collections Department.

### 10.2. Data Reporting and Assessing the Program

The success of the Preventative Maintenance program is assessed through identification and tracking of trends in key performance indicators over time. The District uses the following performance indicators.

- Location of all SSOs.
- SSOs by cause: roots, grease, debris, pipe failure, pump station failure, capacity.
- Length and location of pipeline cleaned.
- Length and location of pipeline cleared of roots.

- Lift station maintenance performed.
- Repairs and rehabilitation projects completed.
- Number of grease interceptors inspected.

### 10.3. Location of all SSOs

Data collected for SSOs is used to plot spill locations on sewer system maps of each collection system. Spill location markers are color coded to identify cause. Marker shape distinguishes Category 1 from Category 2 and smaller spills. Sewer system maps are maintained by the Engineering Department.

### 10.4. Updating Program Components

Program audits are conducted to ensure the SSMP remains current and useful over time. The District assign staff to coordinate the review of the SSMP, and each section of the SSMP is reviewed by the appropriate staff from both the Operations and Engineering Departments.

### 10.5. 2019 Audit Results

The Operations Department is responsible for maintaining regulatory compliance. As part of the 2019 Audit it was discovered that the District is struggling to meet some of these compliance requirements. With numerous responsibilities and limited exposure to many of the regulatory requirements (as-needed basis), it is difficult for the Operations Department to stay current and comply with all of them.

The District is considering the benefit of hiring a Compliance Manager, someone dedicated to knowing and ensuring the District is in compliance with the vast number of regulatory requirements, many of which change from year to year. A compliance officer would be aware of deadlines and reporting requirements associated with the SSMP, as well as other regulatory requirements.

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## 11. SSMP PROGRAM AUDITS

*SSS WDR Requirements:* *As part of the SSMP, the Enrollee shall conduct periodic internal audits appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13), including identification of any deficiencies in the SSMP and steps to correct them.*

*Requirements of the Amended Monitoring and Reporting Program:* *Implementation of the SSMP and changes/updates to the SSMP must be document and kept on file.*

Calaveras County Water District will conduct an internal audit of their SSMP every two years, and focus on the effectiveness of the SSMP and the District's compliance with the SSMP requirements of **SSS WDR**. The audit will include, but is not limited to, the following areas:

- Any significant changes to components of the SSMP, including but not limited to:
  1. Legal Authority
  2. Organization
  3. FOG Control Program, and
  4. Overflow Emergency Response Plan.
- Any significant changes to the referenced compliance documents presented as appendix items to the Sewer System Management Plan or as a plan update. A summary of the 2019 Audit and Update findings is presented in a Technical Memorandum and provided as **Appendix F**, along with the 2019 Program Audit.
- SSMP implementation efforts over the past two years.
- Strategies to correct deficiencies, if identified, will be developed by the responsible District department.

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## 12. COMMUNICATION PROGRAM

*SSS WDR Requirements: The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.*

*The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.*

The District will communicate on a regular basis with the public on the implementation and performance of this SSMP.

The SSMP was made available to the public and public comments were invited at the District Board meetings on July 28, 2010 and December 9, 2015. A draft of this update was made available to the public on April 15, 2019 and comments were invited at the District's Engineering Committee Meeting and Board Meetings on May 15, 2019 and June 12, 2019, respectively.

The District maintains a website at <http://www.ccwd.org>. This website provides information to the public on a wide variety of topics. The website is a valuable and effective communication channel and a source for current District news, features, important announcements, agendas for Board meetings, and information links. Once approved by the Board of Directors, the SSMP will be posted on the web site in an area that will also be used to notify the public of information related to sewer system management.

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### 13. SSMP COMPLETION AND CERTIFICATION

*SSS WDR Requirements:* Both the SSMP and the Enrollee's program to implement the SSMP must be certified by the Enrollee to be in compliance with the requirements set forth above and must be presented to the Enrollee's governing board for approval at a public meeting. The Enrollee shall certify that the SSMP and subparts thereof, are in compliance with the SSS WDR within the time frames identified in the time schedule provided in subsection D.15 below.

*In order to complete this certification, the Enrollee's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to the State Water Board.*

#### 13.1. Approval of Governing Board at Public Meeting

Elements of the SSMP were presented to the District's Engineering Committee and Governing Board of Directors at a public meeting on July 28, 2010 and adopted per Resolution No. 2010-54. The previous update was adopted by the Governing Board of Directors on December 9, 2015 per Resolution No. 2015-68.

The 2019 SSMP Update and Audit was made available for public review and comment through the District's website starting April 24, 2019. The updated SSMP was presented to the District's Governing Board of Directors at a public meeting on June 12, 2019. The 2019 SSMP Update was adopted per Resolution No. 2019-XX.

#### 13.2. Certification of SSMP Elements

Online certification of all elements within the SSMP was completed on July 29, 2010. The updated elements will be recertified June 13, 2019.



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## APPENDIX A

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# State of California



## Office of the Secretary of State

I, FRANK M. JORDAN, Secretary of State of the State of California, hereby certify:

*That I have compared the annexed transcript with the RECORD on file in my office, of which it purports to be a copy, and that the same is a full, true and correct copy thereof.*

IN WITNESS WHEREOF, I hereunto set my hand and  
affix the Great Seal of the State of California

this 6th day of September, 1946



*Frank M. Jordan*  
Secretary of State

By *Chas. J. Gay*  
Deputy

STATE OF CALIFORNIA  
OFFICE OF THE SECRETARY OF STATE  
CERTIFICATE OF INCORPORATION OF CALAVERAS COUNTY WATER DISTRICT

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS pursuant to an order of the Board of Supervisors of the County of Calaveras, State of California, passed and adopted on the 15th day of July, 1946, the proposition whether the territory hereinafter described should be organized as a county water district under the act of the legislature of the State of California, hereinafter mentioned, was duly submitted to the electors of said territory at an election held in said territory on the 27th day of August, 1946;

AND WHEREAS more than a majority of all of the votes cast at said election within the one and only municipal corporation included in said district was in favor of said proposition and authorized the organization and incorporation of said proposed district and more than a majority of all of the votes cast at said election outside of said municipal corporation and within the unincorporated territory included in said district was in favor of said proposition and authorized the organization and incorporation of said proposed district and said proposition carried and was adopted and the result of said election was thereafter duly declared by said Board of Supervisors by an order passed and adopted on the 30th day of August, 1946;

AND WHEREAS said Board of Supervisors did also on said 30th day of August, 1946, by an order duly entered on its minutes declare the territory inclosed within the proposed boundaries of said district duly organized as a county water district under the name of CALAVERAS COUNTY WATER DISTRICT;



AND WHEREAS after said Board of Supervisors made said order lastly hereinabove mentioned, it directed the county clerk of said County of Calaveras, State of California, to file with the Secretary of State of the State of California, a certificate stating that such proposition was adopted and said county clerk has caused to be filed in the office of the Secretary of State of the State of California a certificate as required by law stating that such a proposition was adopted;

NOW, THEREFORE, I, FRANK M. JORDAN, Secretary of State of the State of California, do hereby certify that said certificate stating that said proposition was adopted was filed with the Secretary of State of the State of California on the 6th day of September, 1946, and that CALAVERAS COUNTY WATER DISTRICT has been duly incorporated according to the laws of the State of California under an act of the Legislature of the State of California, entitled, "An act to provide for the incorporation and organization and management of county water districts, and to provide for the acquisition of water rights or construction thereby of water works and for the acquisition of all property necessary therefor, and also to provide for the distribution and sale of water by said districts", approved June 10, 1913, as amended, which act is also known and referred to as the "County Water District Act."

Said district includes and embraces therein all of the County of Calaveras, the exterior boundaries of which said County of Calaveras constitute the exterior boundaries of said district and are described as follows:

Beginning at southern corner, at a point in the Stanislaus River where it intersects the eastern line of Stanislaus County, as established in section three thousand nine hundred fifty-eight of the Political Code of California, being a point one mile north of Knight's Ferry, and being the western corner of Tuolumne County; thence up said river and north fork thereof, to the westerly line of Alpine as established in section three thousand nine hundred ten of the said Political Code; thence northerly, on the line of

Alpine, to the southeast corner of Amador, as established in section three thousand nine hundred eleven and section three thousand nine hundred ten of the said Political Code; thence southwesterly, on the southern line of Amador, down the Mokelumne River, to the southwest corner of Amador, on eastern line of San Joaquin County; thence southerly and southeasterly, on line of San Joaquin and Stanislaus, as established in sections three thousand nine hundred forty-seven and three thousand nine hundred fifty-eight of the said Political Code, to the place of beginning.

IN WITNESS WHEREOF I have hereunto set my hand and caused the great seal of the State of California to be affixed hereto this 6th day of September, 1946.

*Frank M. Jordan*  
Secretary of State

BY *Chas. J. Hagerty*  
Deputy



ENDORSED  
FILED  
In the office of the Secretary of State  
of the State of California  
SEP 6 - 1946  
FRANK M. JORDAN, Secretary of State  
by CHAS. J. HAGERTY, Deputy

## APPENDIX B

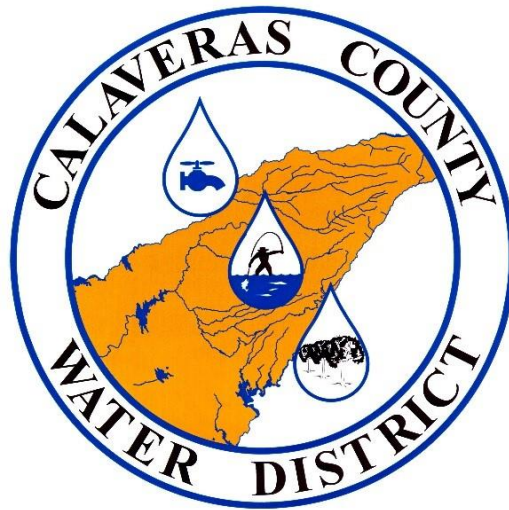


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# CALAVERAS COUNTY WATER DISTRICT

## DRAFT OVERFLOW EMERGENCY RESPONSE PLAN MARCH 13, 2019 UPDATE

In accordance with  
California State Water Resources Control Board  
Order No. 2006-0003-DWQ and No. WQ 2013-0058-EXEC  
General Waste Discharge Requirements for Sanitary Sewer Systems



Post Office Box 846  
120 Toma Court  
San Andreas, California 95249  
(209) 754-3543  
(209) 754-9620 Fax

Updated: 6/5/2019

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## **INTRODUCTION**

The following procedures apply to any spill that occurs within the sewer collection system, or to any overflow, bypass, upset, influent, partially treated waste, sludge or chemical spill for the wastewater treatment facilities. This includes spills from recycled water treatment and distribution systems. Surface waters are defined as creeks, rivers ponds, lakes or drainage systems. The definition of a bypass is the intentional diversion of waste streams from any portion of a treatment facility or collection system, except those portions designed to meet variable effluent limits. The definition of an upset is an exceptional incident in which there is unintentional and temporary noncompliance with effluent limitations because of factors beyond the reasonable control of the discharger. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventative maintenance, failure to implement an appropriate pretreatment program, or careless or improper action. For the purpose of spill response and reporting, recycled water means disinfected secondary 2.2 and/or disinfected tertiary recycled water only; any water of lesser treatment is considered "wastewater".

## **FIRST RESPONSE**

The first concern is to stop any flow or ongoing spill. If a spill is reported during business hours, the Collection System Supervisor (CSS) is immediately notified by customer service staff. During non-business hours the District's answering service will notify on-call field personnel who will immediately notify the CSS. If the CSS is not available, Standby personnel will be designated as second in command, and will respond as the CSS. The CSS will immediately proceed to the spill location. While in route to the spill location, the CSS will contact Collection System Workers in the geographical area of the spill. [An emergency phone list of Collection Workers by geographical area is attached.](#)

The first Collection System Worker at the spill location will take corrective action and assess the need for additional equipment or assistance and, if needed, traffic control measures. If the CSS is not available, Standby personnel have authority to approve expenditures and contract services to stop or cleanup the spill. The approved list of contract services is attached.

## **FOLLOW-UP MEASURES**

The second concern is to protect human health and environment. All sewer spills must be reported on the sewer spill report form regardless of the location or quantity to which CCWD staff responds. The form is then submitted to the appropriate wastewater treatment plant, either Arnold, Vallecito, Copper Cove, West Point, La Contenta or Southworth Ranch depending on where the spill occurred.

## STATEWIDE REPORTING AND NOTIFICATION REQUIREMENTS

Statewide Regulatory reporting requirements are provided in Table 1.

**Table 1. Statewide Regulatory Notification and Reporting Requirements**

Category	Definition	Reporting Requirements <sup>1</sup>
1	Sewer spills, overflows, recycle water discharges and bypasses of any volume that: <ul style="list-style-type: none"> <li>- Reach surface waters and/or drainage channel tributary to a surface water; or</li> <li>- Reach a storm drain system and are not fully recovered and returned to the sewer system. Any volume not recovered from the storm drain system is considered to have reached surface water unless storm drain system discharges to a dedicated storm water or groundwater infiltration basin.</li> </ul>	<ul style="list-style-type: none"> <li>- Discharges <math>\geq</math> 1,000: notify the California Office of Emergency Services (Cal OES) and obtain a notification control number within 2 hours of becoming aware of discharge.</li> <li>- Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</li> <li>- Discharges <math>\geq</math> 50,000 GAL: must submit a SSO Technical Report within 45 calendar days of the SSO end date.</li> <li>- Discharges <math>\geq</math> 50,000 GAL: must conduct water quality sampling within 48 hours after initial SSO notification.</li> </ul>
2	Sewer spills, overflows, recycle water discharges and bypasses of 1,000 gallons or greater that do not reach surface water, drainage channel or storm drain and are not fully recovered.	Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.
3	All other sewer spills, overflows, recycle water discharges and bypasses.	Submit certified report within 30 business days of the end of the month in which SSO occurred.
Private Lateral Sewage Discharge	Sewer spills, overflows and recycled water discharges and bypasses resulting from blockages or other problems within a privately-owned sewer lateral connected to the District's sewer system or from other private sewer assets may be voluntarily reported to the California Integrated Water Quality system (CIWQS) Online SSO Database.	Discharges may be voluntarily reported.
No Spill	No spills have occurred within the month or, if reporting quarterly, no spills have occurred within the quarter.	Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

Notes:

**Source: (SWRCB, 2013)**

- 1) Reports and water quality results must be entered into the CIWQS Online SSO Database at: [\(http://ciwqs.waterboards.ca.gov/\)](http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).

## REGIONAL REPORTING AND NOTIFICATION REQUIREMENTS

- ◆ Spills exceeding 1,000 gallons of wastewater or partially treated recycled water must be reported immediately by the Collection System Supervisor or Standby personnel to the following agencies:
  - California Office of Emergency Services (Cal OES) at (800) 852-7550
  - Calaveras County Office of Emergency Management (OEM) – Albert Alt at (209) 754-6025 or cell at (209) 419-4505
  - County Environmental Health Manager – Lisa Medina at (209) 754-6744
  - Calaveras County Environmental Health REHS – Paul Feriani at (209) 754-6691
  - RWQCB, Kenny Croyle at (916) 464-4676, fax (916) 464-4681
  
- ◆ Spills at or exceeding 50,000 gallons of recycled water must be reported immediately by the Collection System Supervisor or Standby personnel to the following agencies:
  - County Environmental Health – Lisa Medina at (209) 754-6744
  - RWQCB, Kenny Croyle at (916) 464-4757, fax (916) 464-4681
  
- ◆ Spills, overflows, and bypasses to surface water must be reported immediately by the Collection System Supervisor or Standby personnel to the following agencies:
  - Cal OES (800) 852-7550
  - County Environmental Health – Lisa Medina at (209) 754-6744
  - RWQCB, Kenny Croyle at (916) 464-4757, fax (916) 464-4681
  
- ◆ Spills, overflows, and bypasses to surface waters which are a source of potable water must be reported Immediately by the Collection System Supervisor or Standby personnel to the following agency:
  - Department of Drinking Water (DODW) at (209) 948-3881
  
- ◆ Any spills entering the Stanislaus, Mokelumne or Calaveras Watersheds must be reported to:
  - Damon Wyckoff - Director of Operations at (209) 754-3306

## CLEANUP

Cleanup always requires the removal of any visible solid waste material. The area should be lightly raked and should include spraying the area with dilute chlorine bleach solution. Commercial bleach is 12.5%. Household bleach is 5.25% a cup of commercial bleach in one gallon of water is 7500 mg/l and a cup of household bleach in one gallon of water is 3300 mg/l. This is pretty strong, but we do want to kill any pathogenic organisms that may be present. **Do not disinfect if spill is reaching a receiving stream.** A masking agent may be used in areas that have sensitive landscaping.

## SAMPLING

If the wastewater or recycled water spill is discharging to flowing surface waters, such as a creek, pond, lake or drainage system, all attempts must be made to contain the spill and divert it away from surface waters. Samples should be taken as soon as possible after stopping the spill and after the emergency clean up. Samples are to be collected in at least three locations:

- ◆ Up stream from the spill
- ◆ At the spill Mixing zone
- ◆ At some point below the spill, between 1/8 to one mile away from the mixing zone.

Coordinate the sampling with the local Environmental Health Officials.

## SEWAGE SPILL SAMPLE COLLECTION GUIDELINES

Use the following sample method if a sewage spill is discharging into any body of water, including seasonal storm drainages.

- ◆ Collect two samples. One plastic liter container upstream from the spill “mixing zone” (the point where the spill and body of water combine). Label this “#1 Upstream”. Include the name of the stream, lake or drainage, the approximate distance from the mixing zone, the date, the time, and your name. Make sure this sample is taken far enough upstream that the spill does not impact the sample. In addition, collect one Bactee sample bottle. Label this the same as the liter sample; only enter the sample bottle id number on the chain of custody form. An example chain of custody form is provided as an attachment to this document.
- ◆ Collect two samples. One plastic liter container from the mixing zone. Label this “#2 mixing zone”. Include the location, the date, the time, and your name. This should be collected at the exact spot or location where the spill connects with the drainage or creek. In addition, collect one Bactee sample bottle. Label this the same as the liter sample; only enter the sample bottle ID number on the chain of custody form.
- ◆ Collect two samples. One plastic liter container downstream from the mixing zone (between 1/8 and 1mile, If possible). Label this “#3 Downstream”. Include the location, approximate distance from the mixing zone, the date, the time, and your name. In addition, collect one Bactee sample bottle. Label this the same as the liter sample only. Enter the sample bottle ID number on the chain of custody form.

During business hours, these samples should be delivered to the CCWD Main Office. If samples are collected after hours, pack the samples on ice for the next delivery to the lab. The following tests are required for these samples: pH, EC,

ammonia, chlorine residual and fecal coliform. The laboratory staff will assist you in completing the “Chain of Custody” form, should you have any questions.

If you have any questions regarding where or how to sample, please contact the Director of Operation or the Plant Operations Manager.

## **POSTING OF WARNING SIGNS**

The Calaveras County (CC) Department of Environmental Health must be notified of all sewer spills that exceed **1,000 gallons**, or recycled water that exceed **50,000 gallons**. Posting of warning signs will be done by County personnel and at their discretion. Be sure that the county is made aware of the spill location and directions to the site, as well as the nature of the spill.

## **FINAL REPORTING**

The first Collection System Worker or Supervisor on the scene should initiate the sewer spill report form (the form is attached). Specific data must include, the spill description including estimated flow and volume. In the event of a spill which enters flowing drainages, creeks or lakes, the surface water drainage must be identified and any impacts to the drainage must be noted. Please make note of any erosion, fish kill, or increased turbidities that the spill caused (take pictures if a camera is available). This form must be used for **ALL SPILLS**, regardless of the quantity or location.

The Collection System Supervisor is responsible for making sure that the CCWD spill report form is completed correctly, and that all cleanup and notification procedures have been followed. The CCWD spill report form will then be faxed by Collection System Supervisor to the **RWQCB before the end of the next working day for all reportable spills, as defined in Table 1.**

Sewer spill or recycled water spill reports of any amount must be submitted to the closest wastewater plant within 24 hours.

- ◆ Arnold’s fax number is (209) 795-0596
- ◆ Vallecito’s fax number is (209) 728-2769
- ◆ Copper Cove’s fax number is (209) 785-5524
- ◆ West Point’s fax number is (209) 293-1455
- ◆ La Contenta’s fax number is (209) 772-1834

The Arnold, Vallecito, Copper Cove, West Point, or La Contenta plant supervisors **will maintain permanent SSO records at the plants for inspection by the appropriate regulatory agencies**. All records concerning collection system maintenance activities and spill reporting will be kept in a maintenance and tracking system.

**A written report must be submitted to the Regional Water Quality Board within the timeframe described in Table 1.** The report should include the nature, time, and



cause of the spill, how the spill was cleaned up, and what corrective actions have been implemented to prevent a spill from occurring in the future. The CCWD spill report form will provide most of the information. Any additional information should be included.

**EMERGENCY NUMBERS FOR  
SEWER SPILL RESPONSE  
(Revised 03/05/2019)**

<b>I. DISPATCH</b>	<b><u>Pager #</u></b>	<b><u>Office/Plant #</u></b>
After Hours #	209-588-5300 Pin# 4351	209-754-3543
Answering Service		209-736-6106
<b>II. COLLECTIONS SYSTEM/LIFT STATIONS</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Chris Skrbina <sup>1</sup>	209-768-6320	209-772-1385
Amos Roeder	209-768-6319	209-728-9849
Roc Filippini	209-768-5269	209-772-1589
Richard Hibbard	209-768-6258	209-785-2224
Chris Reece	209-768-6249	209-728-9849
<b>III. ELECTRICIANS</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Brian Crumpacker	209-768-1129	209-293-4139
Chris Kinney	209-768-7416	209-785-2224
Clayton Lang	209-768-6201	209-754-9720
<b>IV. MECHANICS</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Bob Carter	209-770-0641	209-754-9720
Mike Samorano	209-768-6202	209-754-9720
Phil McCartney	209-770-0617	209-754-9720
<b>V. EBBETTS PASS WASTEWATER - Includes: ARNOLD WWTP, FOREST MEADOWS WWTP, VALLECITO WWTP</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Ron Rose	209-768-7767	209-728-8156
Scott Lunsford	209-768-6222	209-795-0416
Zach Burke	209-768-8627	209-795-6117
Gabriel DeAmicis	209-768-6206	209-728-2460
Scott Grutzmacher	209-768-6280	209-728-8156

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<sup>1</sup> Collection System Supervisor

**VI. COPPER COVE  
WASTEWATER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Bill Cardinal	209-768-6248	209-785-0519
Jason Knick	209-770-0637	209-785-2224
Bob Hanley	209-768-8681	209-785-0519
John Applegate	209-768-8683	209-785-0519
Jeremy Wood	209-768-6240	209-785-8501
Michael Crank	209-768-6826	209-785-2224

**VII. LA CONTENTA  
WASTEWATER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Ben Stopper	209-217-7757	209-772-9667
Chris Skrbina	209-768-6320	209-772-1385
John Brown	209-753-8319	209-772-1672
Jason Cammisa	209-286-9203	209-772-1672
Brian West	209-768-0053	209-772-1672

**VIII. WEST POINT  
WASTEWATER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Rick Griffin	209-768-5122	209-293-4139
Tony Atnip	209-770-2544	209-293-1433

**IX. INSPECTORS**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Jared Gravette	209-768-5062	209-772-1458
Doug Turner	209-768-5612	209-772-1458

**X. CONSTRUCTION**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Chris Zanardi	209-768-6255	209-728-9849
Ryan Sullivan	209-770-5454	209-728-8964
Roger Tindell	209-419-4633	209-728-9849

**XI. OPERATIONS  
MANAGERS**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Damon Wyckoff	209-768-8682	209-754-3306
Jesse Hampton	209-768-7417	209-754-3316

**XII. ENGINEERIGN  
MANAGER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Charles Palmer	209-642-3209	209-754-3174

**XIII. GENERAL  
MANAGER****Office/Plant #**

# APPROVED CONTRACT SERVICES

## OUTSIDE AID

### PUMPER TRUCKS:

Foothill Sanitary.....	(209) 785-6160
1640 Copper Cove Drive	Cell: (209) 770-6161
Copperopolis, Ca 95243	Pager: (209) 708-0530

Sweet Pea Septic Services.....	(209) 754-0128
3840 Brother St.	
Pine Grove, CA 95667	

### PLUMBING SERVICES:

Angels Sewer & Drain Services.....	(209) 736-0763
2346 Monty Drive	
Angels Camp, CA 95236	

### LABORATORY:

FGL.....	(209) 942-0182
2500 Stagecoach Road	
Stockton, CA 95215	

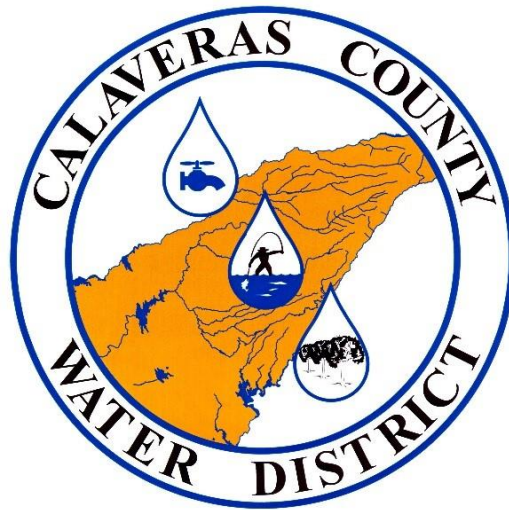
### HAZARDOUS MATERIALS HANDLING:

Hazmat.....	911
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# **CALAVERAS COUNTY WATER DISTRICT**

## **DRAFT OVERFLOW EMERGENCY RESPONSE PLAN MARCH 13, 2019 UPDATE**

In accordance with  
California State Water Resources Control Board  
Order No. 2006-0003-DWQ and No. WQ 2013-0058-EXEC  
General Waste Discharge Requirements for Sanitary Sewer Systems



Post Office Box 846  
120 Toma Court  
San Andreas, California 95249  
(209) 754-3543  
(209) 754-9620 Fax

Updated: 6/5/2019

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## **INTRODUCTION**

The following procedures apply to any spill that occurs within the sewer collection system, or to any overflow, bypass, upset, influent, partially treated waste, sludge or chemical spill for the wastewater treatment facilities. This includes spills from recycled water treatment and distribution systems. Surface waters are defined as creeks, rivers ponds, lakes or drainage systems. The definition of a bypass is the intentional diversion of waste streams from any portion of a treatment facility or collection system, except those portions designed to meet variable effluent limits. The definition of an upset is an exceptional incident in which there is unintentional and temporary noncompliance with effluent limitations because of factors beyond the reasonable control of the discharger. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventative maintenance, failure to implement an appropriate pretreatment program, or careless or improper action. For the purpose of spill response and reporting, recycled water means disinfected secondary 2.2 and/or disinfected tertiary recycled water only; any water of lesser treatment is considered "wastewater".

## **FIRST RESPONSE**

The first concern is to stop any flow or ongoing spill. If a spill is reported during business hours, the Collection System Supervisor (CSS) is immediately notified by customer service staff. During non-business hours the District's answering service will notify on-call field personnel who will immediately notify the CSS. If the CSS is not available, Standby personnel will be designated as second in command, and will respond as the CSS. The CSS will immediately proceed to the spill location. While in route to the spill location, the CSS will contact Collection System Workers in the geographical area of the spill. [An emergency phone list of Collection Workers by geographical area is attached.](#)

The first Collection System Worker at the spill location will take corrective action and assess the need for additional equipment or assistance and, if needed, traffic control measures. If the CSS is not available, Standby personnel have authority to approve expenditures and contract services to stop or cleanup the spill. The approved list of contract services is attached.

## **FOLLOW-UP MEASURES**

The second concern is to protect human health and environment. All sewer spills must be reported on the sewer spill report form regardless of the location or quantity to which CCWD staff responds. The form is then submitted to the appropriate wastewater treatment plant, either Arnold, Vallecito, Copper Cove, West Point, La Contenta or Southworth Ranch depending on where the spill occurred.

## STATEWIDE REPORTING AND NOTIFICATION REQUIREMENTS

Statewide Regulatory reporting requirements are provided in Table 1.

**Table 1. Statewide Regulatory Notification and Reporting Requirements**

Category	Definition	Reporting Requirements <sup>1</sup>
1	<p>Sewer spills, overflows, recycle water discharges and bypasses of any volume that:</p> <ul style="list-style-type: none"> <li>- Reach surface waters and/or drainage channel tributary to a surface water; or</li> <li>- Reach a storm drain system and are not fully recovered and returned to the sewer system. Any volume not recovered from the storm drain system is considered to have reached surface water unless storm drain system discharges to a dedicated storm water or groundwater infiltration basin.</li> </ul>	<ul style="list-style-type: none"> <li>- Discharges <math>\geq</math> 1,000: notify the California Office of Emergency Services (Cal OES) and obtain a notification control number within 2 hours of becoming aware of discharge.</li> <li>- Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.</li> <li>- Discharges <math>\geq</math> 50,000 GAL: must submit a SSO Technical Report within 45 calendar days of the SSO end date.</li> <li>- Discharges <math>\geq</math> 50,000 GAL: must conduct water quality sampling within 48 hours after initial SSO notification.</li> </ul>
2	Sewer spills, overflows, recycle water discharges and bypasses of 1,000 gallons or greater that do not reach surface water, drainage channel or storm drain and are not fully recovered.	Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date.
3	All other sewer spills, overflows, recycle water discharges and bypasses.	Submit certified report within 30 business days of the end of the month in which SSO occurred.
Private Lateral Sewage Discharge	Sewer spills, overflows and recycled water discharges and bypasses resulting from blockages or other problems within a privately-owned sewer lateral connected to the District's sewer system or from other private sewer assets may be voluntarily reported to the California Integrated Water Quality system (CIWQS) Online SSO Database.	Discharges may be voluntarily reported.
No Spill	No spills have occurred within the month or, if reporting quarterly, no spills have occurred within the quarter.	Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred.

Notes:

**Source: (SWRCB, 2013)**

- 1) Reports and water quality results must be entered into the CIWQS Online SSO Database at: [\(http://ciwqs.waterboards.ca.gov/\)](http://ciwqs.waterboards.ca.gov/), certified by enrollee's Legally Responsible Official(s).



## REGIONAL REPORTING AND NOTIFICATION REQUIREMENTS

- ◆ Spills exceeding 1,000 gallons of wastewater or partially treated recycled water must be reported immediately by the Collection System Supervisor or Standby personnel to the following agencies:
  - California Office of Emergency Services (Cal OES) at (800) 852-7550
  - Calaveras County Office of Emergency Management (OEM) – Albert Alt at (209) 754-6025 or cell at (209) 419-4505
  - County Environmental Health Manager – Lisa Medina at (209) 754-6744
  - Calaveras County Environmental Health REHS – Paul Feriani at (209) 754-6691
  - RWQCB, Kenny Croyle at (916) 464-4676, fax (916) 464-4681
  
- ◆ Spills at or exceeding 50,000 gallons of recycled water must be reported immediately by the Collection System Supervisor or Standby personnel to the following agencies:
  - County Environmental Health – Lisa Medina at (209) 754-6744
  - RWQCB, Kenny Croyle at (916) 464-4757, fax (916) 464-4681
  
- ◆ Spills, overflows, and bypasses to surface water must be reported immediately by the Collection System Supervisor or Standby personnel to the following agencies:
  - Cal OES (800) 852-7550
  - County Environmental Health – Lisa Medina at (209) 754-6744
  - RWQCB, Kenny Croyle at (916) 464-4757, fax (916) 464-4681
  
- ◆ Spills, overflows, and bypasses to surface waters which are a source of potable water must be reported Immediately by the Collection System Supervisor or Standby personnel to the following agency:
  - Department of Drinking Water (DODW) at (209) 948-3881
  
- ◆ Any spills entering the Stanislaus, Mokelumne or Calaveras Watersheds must be reported to:
  - Damon Wyckoff - Director of Operations at (209) 754-3306

## CLEANUP

Cleanup always requires the removal of any visible solid waste material. The area should be lightly raked and should include spraying the area with dilute chlorine bleach solution. Commercial bleach is 12.5%. Household bleach is 5.25% a cup of commercial bleach in one gallon of water is 7500 mg/l and a cup of household bleach in one gallon of water is 3300 mg/l. This is pretty strong, but we do want to kill any pathogenic organisms that may be present. **Do not disinfect if spill is reaching a receiving stream.** A masking agent may be used in areas that have sensitive landscaping.

## SAMPLING

If the wastewater or recycled water spill is discharging to flowing surface waters, such as a creek, pond, lake or drainage system, all attempts must be made to contain the spill and divert it away from surface waters. Samples should be taken as soon as possible after stopping the spill and after the emergency clean up. Samples are to be collected in at least three locations:

- ◆ Up stream from the spill
- ◆ At the spill Mixing zone
- ◆ At some point below the spill, between 1/8 to one mile away from the mixing zone.

Coordinate the sampling with the local Environmental Health Officials.

## SEWAGE SPILL SAMPLE COLLECTION GUIDELINES

Use the following sample method if a sewage spill is discharging into any body of water, including seasonal storm drainages.

- ◆ Collect two samples. One plastic liter container upstream from the spill “mixing zone” (the point where the spill and body of water combine). Label this “#1 Upstream”. Include the name of the stream, lake or drainage, the approximate distance from the mixing zone, the date, the time, and your name. Make sure this sample is taken far enough upstream that the spill does not impact the sample. In addition, collect one Bactee sample bottle. Label this the same as the liter sample; only enter the sample bottle id number on the chain of custody form. An example chain of custody form is provided as an attachment to this document.
- ◆ Collect two samples. One plastic liter container from the mixing zone. Label this “#2 mixing zone”. Include the location, the date, the time, and your name. This should be collected at the exact spot or location where the spill connects with the drainage or creek. In addition, collect one Bactee sample bottle. Label this the same as the liter sample; only enter the sample bottle ID number on the chain of custody form.
- ◆ Collect two samples. One plastic liter container downstream from the mixing zone (between 1/8 and 1mile, If possible). Label this “#3 Downstream”. Include the location, approximate distance from the mixing zone, the date, the time, and your name. In addition, collect one Bactee sample bottle. Label this the same as the liter sample only. Enter the sample bottle ID number on the chain of custody form.

During business hours, these samples should be delivered to the CCWD Main Office. If samples are collected after hours, pack the samples on ice for the next delivery to the lab. The following tests are required for these samples: pH, EC,

ammonia, chlorine residual and fecal coliform. The laboratory staff will assist you in completing the “Chain of Custody” form, should you have any questions.

If you have any questions regarding where or how to sample, please contact the Director of Operation or the Plant Operations Manager.

## **POSTING OF WARNING SIGNS**

The Calaveras County (CC) Department of Environmental Health must be notified of all sewer spills that exceed **1,000 gallons**, or recycled water that exceed **50,000 gallons**. Posting of warning signs will be done by County personnel and at their discretion. Be sure that the county is made aware of the spill location and directions to the site, as well as the nature of the spill.

## **FINAL REPORTING**

The first Collection System Worker or Supervisor on the scene should initiate the sewer spill report form (the form is attached). Specific data must include, the spill description including estimated flow and volume. In the event of a spill which enters flowing drainages, creeks or lakes, the surface water drainage must be identified and any impacts to the drainage must be noted. Please make note of any erosion, fish kill, or increased turbidities that the spill caused (take pictures if a camera is available). This form must be used for **ALL SPILLS**, regardless of the quantity or location.

The Collection System Supervisor is responsible for making sure that the CCWD spill report form is completed correctly, and that all cleanup and notification procedures have been followed. The CCWD spill report form will then be faxed by Collection System Supervisor to the **RWQCB before the end of the next working day for all reportable spills, as defined in Table 1.**

Sewer spill or recycled water spill reports of any amount must be submitted to the closest wastewater plant within 24 hours.

- ◆ Arnold’s fax number is (209) 795-0596
- ◆ Vallecito’s fax number is (209) 728-2769
- ◆ Copper Cove’s fax number is (209) 785-5524
- ◆ West Point’s fax number is (209) 293-1455
- ◆ La Contenta’s fax number is (209) 772-1834

The Arnold, Vallecito, Copper Cove, West Point, or La Contenta plant supervisors **will maintain permanent SSO records at the plants for inspection by the appropriate regulatory agencies**. All records concerning collection system maintenance activities and spill reporting will be kept in a maintenance and tracking system.

**A written report must be submitted to the Regional Water Quality Board within the timeframe described in Table 1.** The report should include the nature, time, and

cause of the spill, how the spill was cleaned up, and what corrective actions have been implemented to prevent a spill from occurring in the future. The CCWD spill report form will provide most of the information. Any additional information should be included.

**EMERGENCY NUMBERS FOR  
SEWER SPILL RESPONSE  
(Revised 03/05/2019)**

<b>I. DISPATCH</b>	<b><u>Pager #</u></b>	<b><u>Office/Plant #</u></b>
After Hours #	209-588-5300	209-754-3543
Answering Service	Pin# 4351	209-736-6106
<b>II. COLLECTIONS SYSTEM/LIFT STATIONS</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Chris Skrbina <sup>1</sup>	209-768-6320	209-772-1385
Amos Roeder	209-768-6319	209-728-9849
Roc Filippini	209-768-5269	209-772-1589
Richard Hibbard	209-768-6258	209-785-2224
Chris Reece	209-768-6249	209-728-9849
<b>III. ELECTRICIANS</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Brian Crumpacker	209-768-1129	209-293-4139
Chris Kinney	209-768-7416	209-785-2224
Clayton Lang	209-768-6201	209-754-9720
<b>IV. MECHANICS</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Bob Carter	209-770-0641	209-754-9720
Mike Samorano	209-768-6202	209-754-9720
Phil McCartney	209-770-0617	209-754-9720
<b>V. EBBETTS PASS WASTEWATER - Includes: ARNOLD WWTP, FOREST MEADOWS WWTP, VALLECITO WWTP</b>	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Ron Rose	209-768-7767	209-728-8156
Scott Lunsford	209-768-6222	209-795-0416
Zach Burke	209-768-8627	209-795-6117
Gabriel DeAmicis	209-768-6206	209-728-2460
Scott Grutzmacher	209-768-6280	209-728-8156

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<sup>1</sup> Collection System Supervisor

**VI. COPPER COVE  
WASTEWATER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Bill Cardinal	209-768-6248	209-785-0519
Jason Knick	209-770-0637	209-785-2224
Bob Hanley	209-768-8681	209-785-0519
John Applegate	209-768-8683	209-785-0519
Jeremy Wood	209-768-6240	209-785-8501
Michael Crank	209-768-6826	209-785-2224

**VII. LA CONTENTA  
WASTEWATER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Ben Stopper	209-217-7757	209-772-9667
Chris Skrbina	209-768-6320	209-772-1385
John Brown	209-753-8319	209-772-1672
Jason Cammisa	209-286-9203	209-772-1672
Brian West	209-768-0053	209-772-1672

**VIII. WEST POINT  
WASTEWATER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Rick Griffin	209-768-5122	209-293-4139
Tony Atnip	209-770-2544	209-293-1433

**IX. INSPECTORS**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Jared Gravette	209-768-5062	209-772-1458
Doug Turner	209-768-5612	209-772-1458

**X. CONSTRUCTION**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Chris Zanardi	209-768-6255	209-728-9849
Ryan Sullivan	209-770-5454	209-728-8964
Roger Tindell	209-419-4633	209-728-9849

**XI. OPERATIONS  
MANAGERS**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Damon Wyckoff	209-768-8682	209-754-3306
Jesse Hampton	209-768-7417	209-754-3316

**XII. ENGINEERIGN  
MANAGER**

	<b><u>Cellular #</u></b>	<b><u>Office/Plant #</u></b>
Charles Palmer	209-642-3209	209-754-3174

**XIII. GENERAL  
MANAGER****Office/Plant #**

# APPROVED CONTRACT SERVICES

## OUTSIDE AID

### PUMPER TRUCKS:

Foothill Sanitary.....	(209) 785-6160
1640 Copper Cove Drive	Cell: (209) 770-6161
Copperopolis, Ca 95243	Pager: (209) 708-0530

Sweet Pea Septic Services.....	(209) 754-0128
3840 Brother St.	
Pine Grove, CA 95667	

### PLUMBING SERVICES:

Angels Sewer & Drain Services.....	(209) 736-0763
2346 Monty Drive	
Angels Camp, CA 95236	

### LABORATORY:

FGL.....	(209) 942-0182
2500 Stagecoach Road	
Stockton, CA 95215	

### HAZARDOUS MATERIALS HANDLING:

Hazmat.....	911
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**SANITARY OVERFLOW REPORT**

Report No:

Reported by:

Overflow Location:

Date Reported:

Upstream Manhole No.:

Time Reported:

Downstream Manhole No.:

Time Of Arrival:

Time Halted:

**District Service Area**

**Type Instructure**

- Arnold
- Country Houses
- Copper Cove
- Douglas Flats
- Forest Meadows
- Indian Rock
- La Contenta
- Mountain Retreat
- Sequoia Woods
- Six Mile
- Southworth
- Vallecito
- Wallace
- West Point
- Wilseyville

- Lift Station
- Forcemain
- Manhole
- Recycled Water
- Septic Tank
- Service Lateral
- Sewer Main
- STEP Pipeline
- WWTF/Storage
- Other

Check if blockage/spill on customer side (i.e., customer responsibility).

Is this a recurring overflow location?  Yes  No (explain below):

**SANITARY OVERFLOW DESCRIPTION**

Type of Overflow:  Wastewater  Untreated  Treated  Disinfected  
 Tertiary 2.2  Other (describe below):

Estimated Flow Rate:

Estimated Volume:

**SANITARY OVERFLOW IMPACT**

Did Overflow enter storm system (i.e., catch basin, culvert)?  Yes  No

Did Overflow enter surface water (i.e., creek, lake)?  Yes  No

If yes, describe the affected surface water below (Stanislaus, Mokelumne, Calaveras, etc.). Note any erosion, turbidity, fish kill, etc. caused by the overflow.

Was Overflow confined to an isolated area?  Yes  No (Provide description below):



**CAUSE OF SANITARY OVERFLOW:**

- Blockage       Grease       Roots       Pump Failure       Power Outage  
 Rainfall/Flooding       Line Break       Collapse       Const./Excavation       Instrumentation  
 Other (described below)

**SANITARY OVERFLOW CONTROL MEASURES:**

- Hydro/Vac       Hand Rod       Dig Up       Berms/Barriers  
 Other (describe below):

**CLEAN UP MEASURES:**

- Hydro/Vac       Pump       Disinfection       Samples Collected       Other:

**WITNESSES: (If available):**

Name:	Name:
Address:	Address:
Tel. No.:	Tel. No.:

**AGENCIES NOTIFIED:** (Include names, date, and time of notification):

Office of Emergency Services

Report No:  Name:  Supervisor:   
Tel. No. (800) 852-7550 Date:  Time:

SWRCB

Tel. No. (209) 754-6399  
Fax (209) 754-6722

RWQCB - Kenny Croyle

Tel. No. (916) 464-4757, Fax (916) 464-4681

RWQCB - Mohammad

Tel No. (916) 464-1181, Fax (916) 464-4681

Name:  Name:   
Date:  Time:  Date:  Time:

Calaveras County Depart. of Environmental Health

Tel. No. (209) 754-6399, Fax (209) 754-6722

Other

Agency

Name:  Name:   
Date:  Time:  Date:  Time:

**Daily updates are required while the overflow is in affect.**

**FAX THIS REPORT WITHIN 24 HOURS TO:**

Arnold WWTF  
(209) 795-0596

Copper Cove WWTF  
(209) 785-5524

La Contenta WWTF  
(209) 772-1834

REPORT COMPLETED BY:

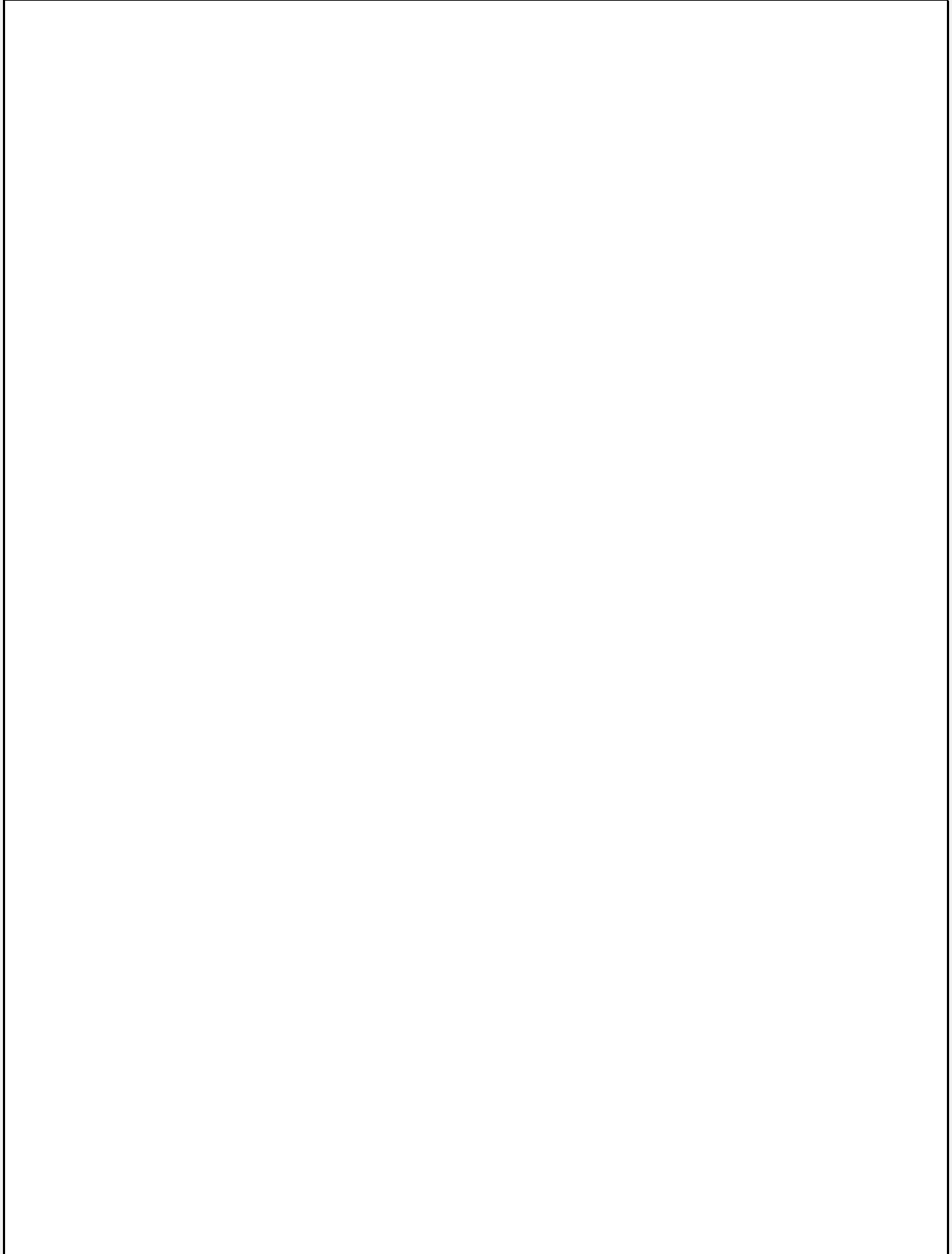
Name/Department:

Date:

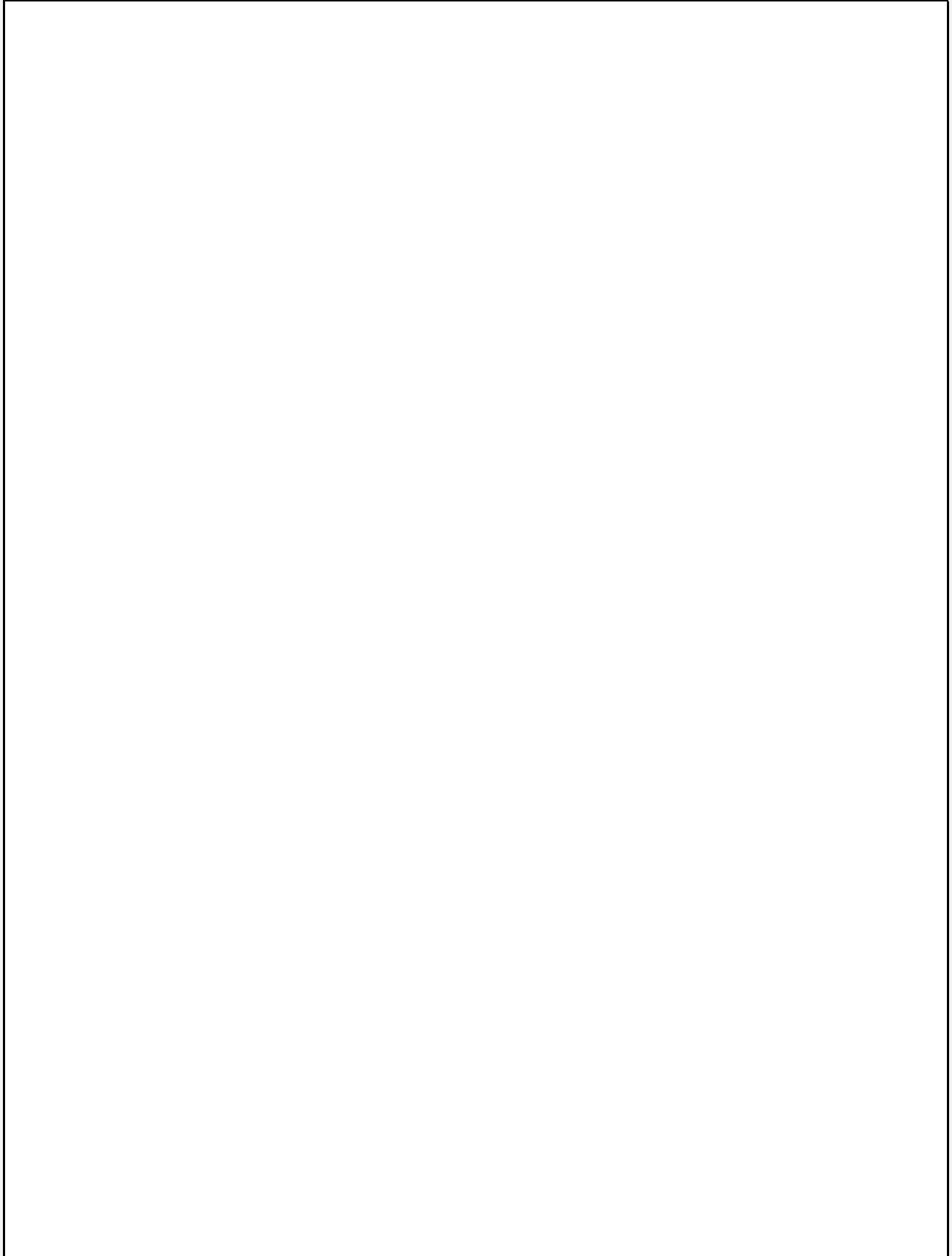
Area Supervisor Signature:

Date:

**SAMPLE LOCATION DRAWING:**



**PHOTOS:**



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				<b>Lab Number:</b>	<b>TEST DESCRIPTION AND ANALYSES REQUESTED</b>											
Client: Customer Number: Address:  Phone: _____ Fax: _____ Email Address: Contact Person: Project Name: Purchase Order Number: Quote Number:				Method of Sampling: Composite (C) Grab (G)  Number of Containers  Type of Containers: Glass (G) Plastic (P) VOA (V) Metal Tube (MT)  Potable (P) Non-Potable (NP) Ag Water (AgW)  Surface Water (SW) Monitoring Well (MW) Ground Water (GW) Travel Blank (TB) Waste Water (WW) Drinking Water (DW)  Soil (S) Sludge (SLG) Solid (SLD) Oil (O)  Bact. System (Sys) Source (SRC) Waste (W)  Bact. Routine (ROUT) Repeat (RPT) Other (OTH) Replace (RPL) Special (SPL)  Leaf Tissue (LT) Petiole Tissue (PET) Produce (PRD)  Preservative: (1) NaOH + ZnAc. (2) NaOH, (3) HCl (4) H2SO4, (5) HNO3, (6) Na2S2O3, (7) Other _____												
Sampler(s):  Sampling Fee: _____ Pickup Fee: _____ Compositor Setup Date: _____ Time: _____																
<b>Samp Num</b>	<b>Location Description</b>	<b>Date Sampled</b>	<b>Time Sampled</b>													
<b>Remarks</b>				Relinquished	Date:	Time:	Relinquished	Date:	Time:	Relinquished	Date:	Time:				
				Received By:	Date:	Time:	Received By:	Date:	Time:	Received By:	Date:	Time:				

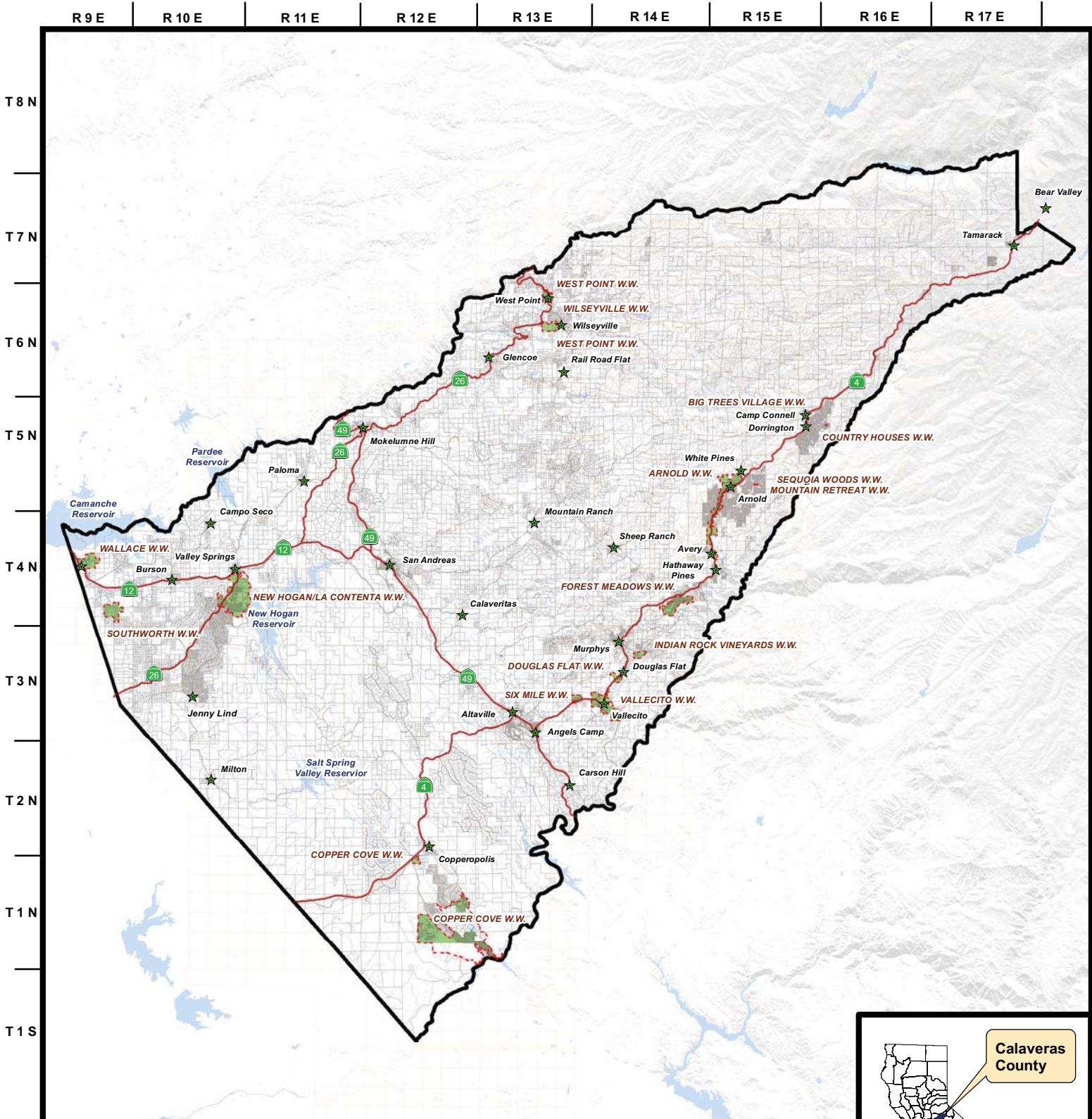
## APPENDIX C

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# Calaveras Local Agency Formation Commission

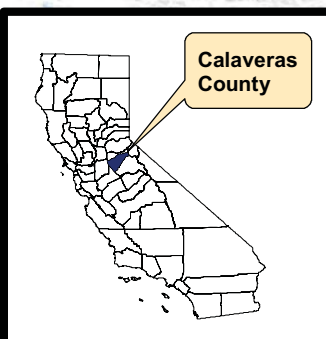
## Calaveras County Water District Sewer Service Zones



**LEGEND**

	Highways		Towns		CCWD Sewer Service Zones
	Parcels		Waterbodies		CCWD Sewer Service Zones Proposed SOI
	Roads				

0 3 6 12 Miles  
 Map Created 10/30/2016





# Calaveras County Water District (Sewer Service Zones)

R 15 E

R 16 E

T 5 N

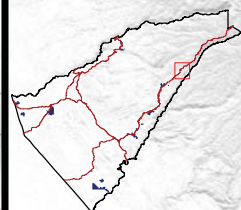
BIG TREES VILLAGE W.W.

Camp Connell

COUNTRY HOUSES W.W.

Dorrington

Calaveras County



LEGEND

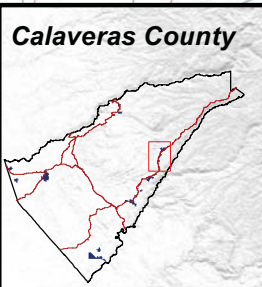
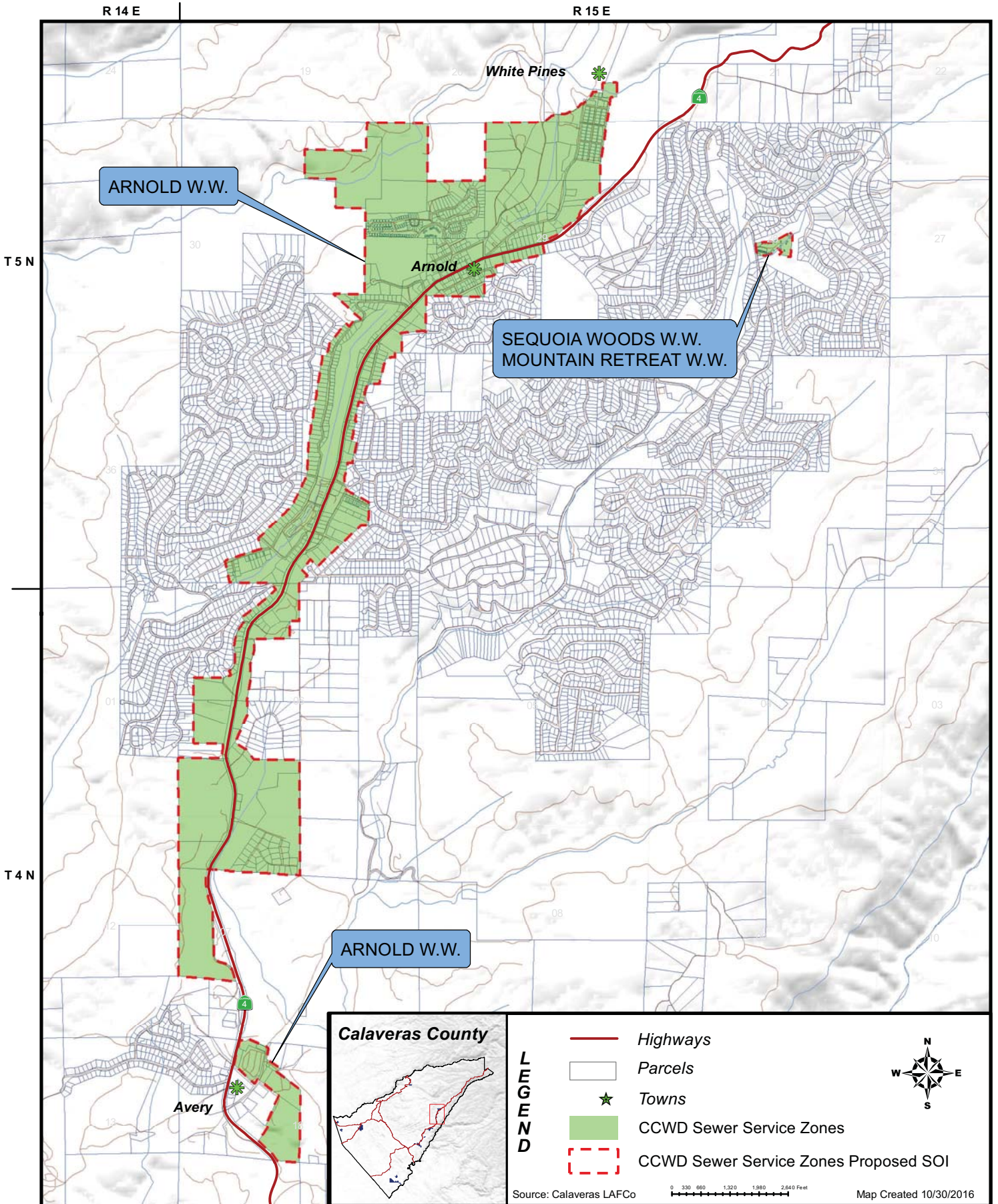
- Highways
- Parcels
- Towns
- CCWD Sewer Service Zones
- CCWD Sewer Service Zones Proposed SOI



Source: Calaveras LAFCo 0 330 660 1,320 1,980 2,640 Feet Map Created 10/30/2016



# Calaveras County Water District (Sewer Service Zones)



**LEGEND**

- Highways
- Parcels
- Towns
- CCWD Sewer Service Zones
- CCWD Sewer Service Zones Proposed SOI

Source: Calaveras LAFCo

0 330 660 1320 1980 2640 Feet

Map Created 10/30/2016



# Calaveras County Water District (Sewer Service Zones)

R 14 E

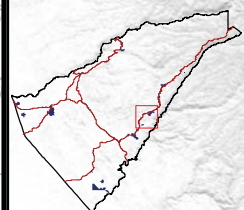
FOREST MEADOWS W.W.

INDIAN ROCK VINEYARDS W.W.

T 4 N

T 3 N

Calaveras County

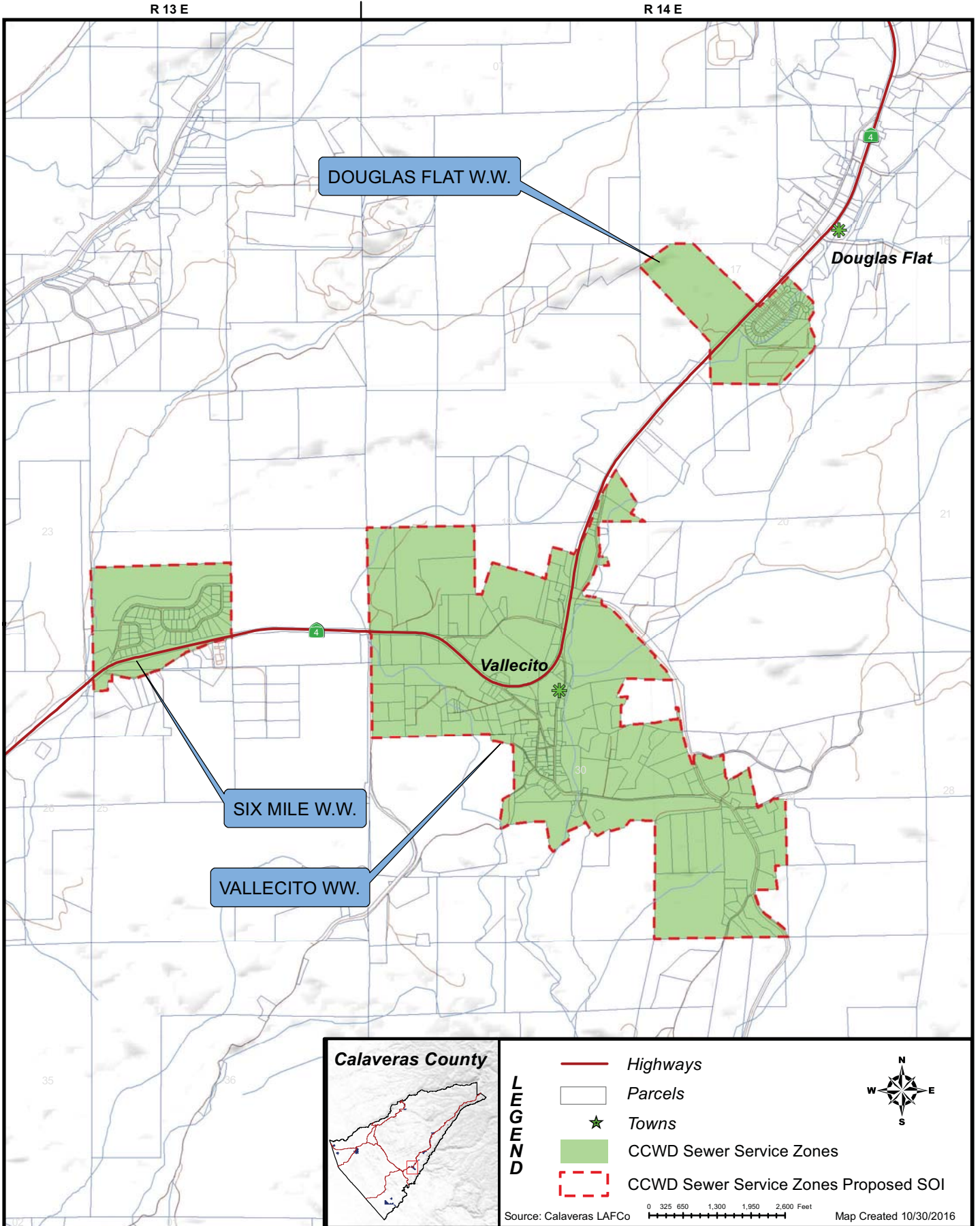


LEGEND

- Highways
- Parcels
- Towns
- CCWD Sewer Service Zones
- CCWD Sewer Service Zones Proposed SOI



# Calaveras County Water District (Sewer Service Zones)



DOUGLAS FLAT W.W.

Douglas Flat

SIX MILE W.W.

VALLECITO W.W.

Vallecito

T 3 N

R 13 E

R 14 E



# Calaveras County Water District (Sewer Service Zones)

R 12 E

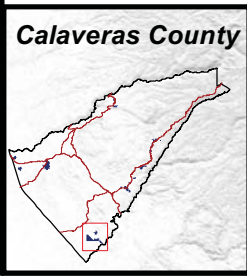
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COPPER COVE W.W.

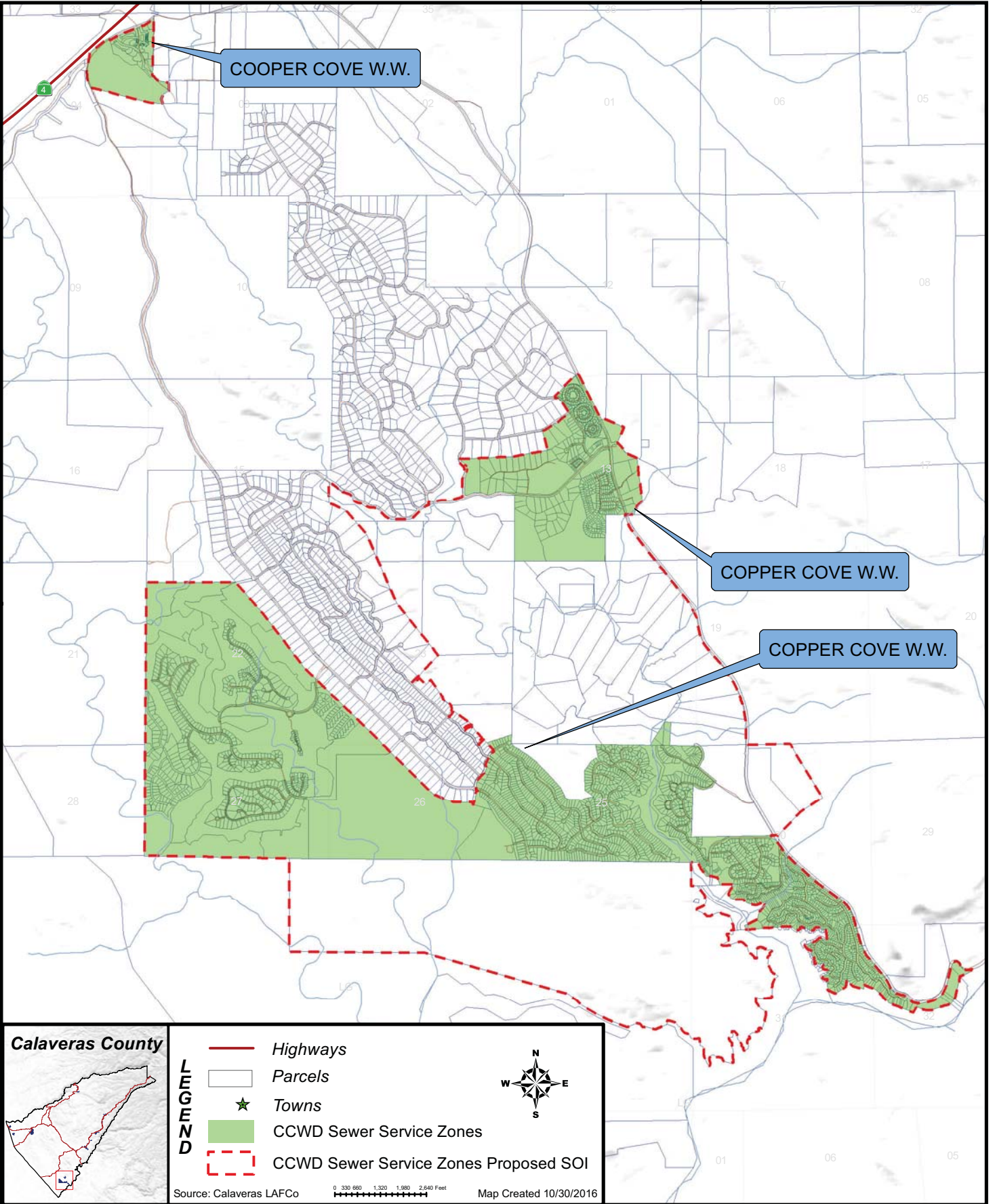
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**LEGEND**

- Highways
- Parcels
- Towns
- CCWD Sewer Service Zones
- CCWD Sewer Service Zones Proposed SOI

Source: Calaveras LAFCo      0 330 660 1,320 1,980 2,640 Feet      Map Created 10/30/2016



# Calaveras County Water District (Sewer Service Zones)

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T 4 N

Wallace

WALLACE W.W.

SOUTHWORTH W.W.

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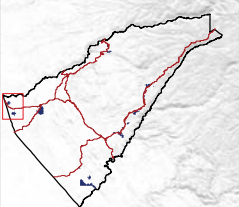
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Calaveras County



LEGEND

- Highways
- Parcels
- Towns
- CCWD Sewer Service Zones
- CCWD Sewer Service Zones Proposed SOI

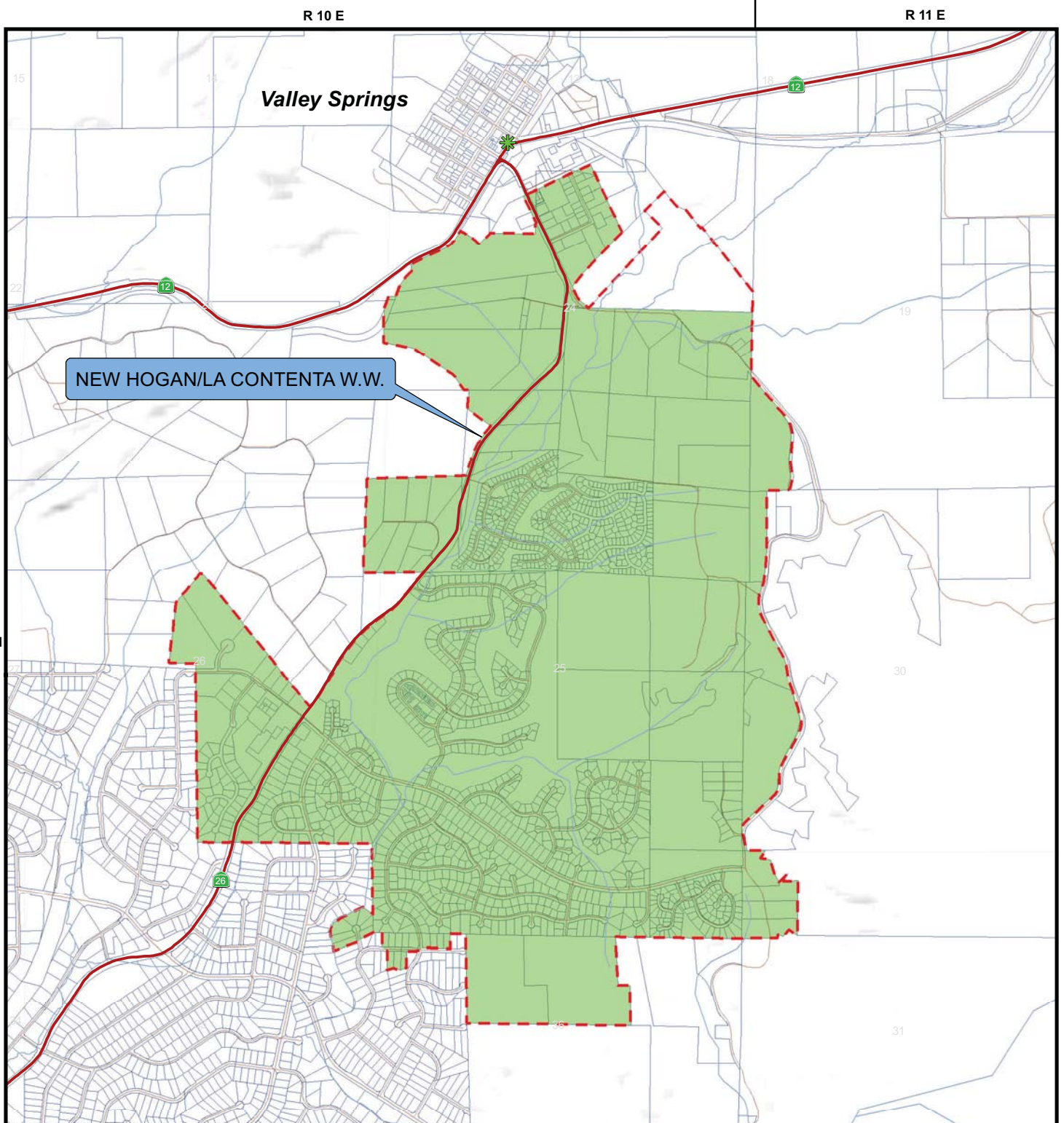


0 330 660 1,320 1,980 2,640 Feet

Source: Calaveras LAFCo Map Created 10/30/2016



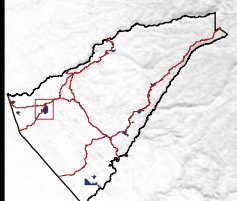
# Calaveras County Water District (Sewer Service Zones)



NEW HOGAN/LA CONTENTA W.W.

Valley Springs

## Calaveras County



## LEGEND

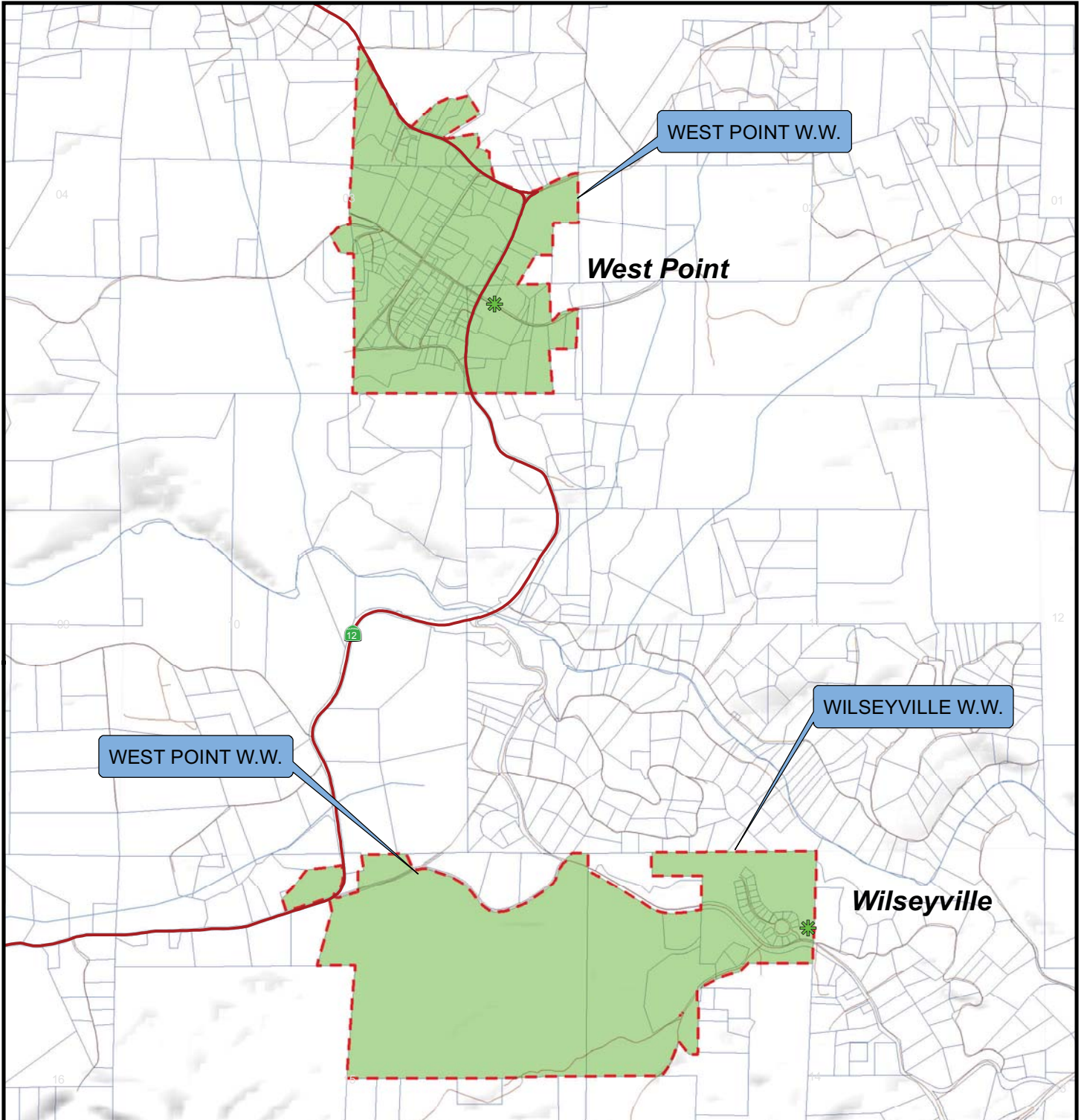
- Highways
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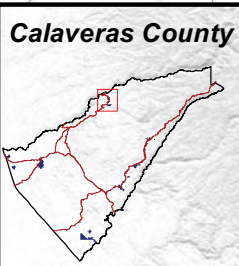


# Calaveras County Water District (Sewer Service Zones)

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T 6 N



Calaveras County

## LEGEND

- Highways
- Parcels
- Towns
- CCWD Sewer Service Zones
- CCWD Sewer Service Zones Proposed SOI



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## APPENDIX D

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ORDINANCE NO. 84-1

CALAVERAS COUNTY WATER DISTRICT WASTEWATER DISTRICT REGULATION ORDINANCE  
REGULATING THE USE, INSTALLATION AND MAINTENANCE AND REGULATING SEWERING OF  
WASTEWATER DISTRICTS AS ESTABLISHED BY CALAVERAS COUNTY WATER DISTRICT

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

ARTICLE I

Definitions

Section 1. 1. Definitions. For the purpose of this Ordinance the terms used herein are defined as follows:

Section 1. 2. District is the CALAVERAS COUNTY WATER DISTRICT.

Section 1. 3. Board is the Board of Directors of said District.

Section 1. 4. Secretary is the Secretary of the Board.

Section 1. 5. County is the County of Calaveras.

Section 1. 6. Engineer is the Engineer appointed by and acting for the Board and shall be a Registered Engineer.

Section 1. 7. District Inspector is the Inspector acting for the Board and may be the District Superintendent, District Engineer or Inspector appointed by the Board or General Manager of the District.

Section 1. 8. Person is any human being, firm, company, partnership, association and private, public or municipal corporations, the United States of America, the State of California, districts and all political subdivisions, governmental agencies and mandatories thereof.

Section 1. 9. Permit is any written authorization required pursuant to this or any other rule, regulation or ordinance of District for the installation of any sewage works.

Section 1.10. Building is any structure used for human habitation or a place of business, recreation or other purposes and containing sanitary facilities.

Section 1.11. Applicant is the person making application for a permit for a sewer installation and shall be the owner of premises to be served by the sewer for which a permit is requested, or owner's authorized agent.

Section 1.12. Contractor is an individual, firm, corporation, partnership or association duly licensed by the State of California to perform the type of work to be done under the permit or shall be the owner or owner's agent.

Section 1.13. Street is any public highway, road, street, avenue, alley, way, easement or right of way.

Section 1.14. Sewage Works are all facilities for collection, pumping, treating and disposing of sewage.

Section 1.15. Sewage is a combination of water-carried wastes from buildings and industrial establishments connected to sewage works of the District.

Section 1.16. Industrial Wastes are the liquid wastes from industrial processes as distinct from sewage.

Section 1.17. Sewer is a pipe or conduit which carries sewage and/or industrial wastes to which storm, surface and ground waters are not intentionally admitted.

Section 1.18. Public Sewer is a sewer lying within a street or easement and which is controlled by or under the jurisdiction of the District.

Section 1.19. Side Sewer is the part of the horizontal piping beginning at the foundation wall of any building and terminating in the main sewer or septic tank.

Section 1.20. House Sewer is any sewer beginning at the plumbing or drainage outlets of any buildings and running to the property line or to a point of connection as provided by the District.

Section 1.21. Lateral Sewer is the portion of the side sewer within a public street or easement.

Section 1.22. Outside Sewer is a private sewer beyond the limits of the District.

Section 1.23. Private Sewer is one which has an independent sewage disposal not connected with a public sewer and which is beyond the limits of the District.

Section 1.24. Wastewater District is any Improvement District, Assessment District or any other District or Area of Service established by the Board to provide for public sewer service.

Section 1.25. Improvement Standards are the Improvement Standards adopted by the District and all subsequent additions, deletions or revisions thereto.

Section 1.26. Standard Construction Specifications are the Standard Construction Specifications adopted by the District and all subsequent additions, deletions or revisions thereto.

## ARTICLE II

### General Provisions

Section 2. 1. Rules and Regulations. The following rules and regulations respecting sewer construction and disposal of sewage and drainage of buildings and connection to the sewage works of said District are hereby adopted, and all work in respect thereto shall be performed as herein required and not otherwise.

Section 2. 2. Purpose. This Ordinance is intended to provide certain minimum standards, provisions and requirements for design, methods of construction and use of materials in sanitary sewage facilities in lateral sewers hereafter installed, altered or repaired.

Section 2. 3. Short Title. This Ordinance shall be known as the Calaveras County Water District Wastewater District Regulation Ordinance.

Section 2. 4. Posting. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be posted in three (3) public places in the District within ten (10) days following its passage and shall take effect thirty (30) days from the date of its adoption.

Section 2. 5. Violation Unlawful. Following the effective date of this Ordinance it shall be unlawful for any person to connect to, construct, install or provide, maintain and use any other means of sewage disposal from any building in an established Wastewater District except by connection to the public sewer in the manner as herein provided.

Section 2. 6. Relief on Application. When any person by reason of special circumstances is of the opinion that any provision of this Ordinance is unjust or inequitable as applied to his premises, he may make written application to the Board, stating the special circumstances, citing the provision complained of, and requesting suspension or modification of that provision as applied to his premises.

If such application be approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises, to be effective as of the date of the application and continuing during the period of the special circumstances.

Section 2. 7. Relief on Own Motion. The Board may, on its own motion, find that by reason of special circumstances any provision of this regulation and Ordinance should be suspended or modified as applied to a particular premises and may, by resolution, order such suspension or modification for such premises during the period of such special circumstances, or any part thereof.

## ARTICLE III

### Use of Public Sewers Required

Section 3. 1. Disposal of Wastes. It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner upon public or private property within any established Wastewater District any human excrement, garbage or other objectionable waste.



Section 3. 2. Treatment of Wastes Required. It shall be unlawful to discharge to any stream or water course any sewage, industrial wastes or other polluted waters, except where suitable treatment has been provided in accordance with the provisions of this Ordinance.

Section 3. 3. Unlawful Disposal. Except as herein provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, seepage pit or other facility intended or used for disposal of sewage within an established Wastewater District.

Section 3. 4. Occupancy Prohibited. No building, industrial facility or other structure within an established Wastewater District shall be occupied until the owner of the premises has complied with rules and regulations of the District and this Ordinance.

Section 3. 5. Sewer Required. The owner of any building situated within an established Wastewater District and which is to be occupied is hereby required (at owner's expense) to connect said building directly with the public sewer in accordance with the provisions of this Ordinance, within ninety (90) days after the date of official notice to do so.

#### ARTICLE IV

##### Private Sewage Disposal Within Established Wastewater Districts

Section 4. 1. Sewer Not Available. Where a public sewer is not available under the provisions of Section 3.5 (Sewer Required), the building sewer shall be connected to a private sewage disposal system complying with the rules, regulations and Ordinances of the County.

Section 4. 2. Permit Required. Prior to securing a permit from the County for the construction of a private sewage disposal system, the owner shall first obtain a written permit signed by the District Superintendent indicating that public sewer service is not available.

Section 4. 3. Cost of Maintenance by Owner. The owner shall operate and maintain the permitted private sewage disposal facilities in a sanitary manner at all times, at no expense to the District.

Section 4. 4. Additional Requirements. No statement contained in this Article shall be construed to interfere with any additional requirements that may be imposed by any law, ordinance, rule or regulations, or by the Health Officer of the County.

#### ARTICLE V

##### Building Sewers, Lateral Sewers and Connections

Section 5. 1. Permit Required. In accordance with Article X (Miscellaneous Provisions) of this Ordinance, no person shall construct a building sewer, lateral sewer or make a connection with any public sewer without first obtaining a written permit from the District and paying all fees and connection charges as required herein and as required by the Resolution establishing Sewer Service Charges for the Wastewater District of concern.



Section 5. 2. Construction Requirements. Construction and inspection of building sewers and lateral sewers shall be in accordance with the Standard Construction Specifications and Improvement Standards of the District.

Section 5. 3. Separate Sewers. No two adjacent lots fronting on the same street shall be permitted to join in the use of the same side sewer. Every building, commercial or industrial facility must be separately connected with a public sewer if such public sewer exists in the street upon which the property abuts or in an easement which will serve said property.

Section 5. 4. Old Building Sewers. Old building sewers may be used in connection with the new buildings only when they are found, upon examination and test by the District Inspector, to meet all requirements of the District.

Section 5. 5. Sewer Too Low. In all buildings in which any building sewer is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building sewer shall be lifted by artificial means, approved by the District Inspector, and discharged to the public sewer at the expense of the owner.

Section 5. 6. Protection of Excavation. All excavations for side sewer installation shall be adequately guarded with barricades or lights so as to protect the public from hazard. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be restored in a manner satisfactory to the District and/or the County or any other agency having jurisdiction thereover.

Section 5. 7. Maintenance or Repair of Side Sewer. Side sewers shall be maintained or repaired by the owner of the property served thereby.

## ARTICLE VI

### Public Sewer Construction

Section 6. 1. Permit Required. In accordance with Article VIII (Permits and Fees) of this Ordinance, no person shall construct, extend or connect to any public sewer without first obtaining a written permit from the District and paying all fees and connection charges and furnishing bonds as required therein. The provisions of this Section requiring permits shall not be construed to apply to contractors constructing sewers and appurtenances under contracts awarded and entered into by the District.

Section 6. 2. Design and Construction Standards. Minimum standards for the design and construction of sewers within the District shall be in accordance with the applicable provisions of the ordinances, rules, regulations and with the Improvement Standards and Standard Construction Specifications heretofore or hereafter adopted by the District, copies of which are on file in the District office. The District or the District Engineer may permit modifications or may require higher standards where unusual conditions are encountered.

"As-built" drawings showing the actual location of all mains, structures, Ys, Ts, laterals and cleanouts shall be filed with the District before final acceptance of the work.

## ARTICLE VII

### Use of Public Sewers

Section 7. 1. Drainage Into Sanitary Sewers Prohibited. No leaders from roofs and no surface drains for rain water shall be connected to any sanitary sewer. No surface or subsurface drainage, rain water, seepage, cooling water or unpolluted industrial process waters shall be permitted to enter any sanitary sewer by any device or method whatsoever.

Section 7. 2. Types of Wastes Prohibited. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

- (a) Any liquid or vapor having a temperature higher than 150°F.
- (b) Any water or waste which may contain more than 100 parts per million, by weight, of fat, oil or grease.
- (c) Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid or gas.
- (d) Any garbage that has not been properly shredded. Properly shredded garbage shall mean the wastes from the preparation, cooking and dispensing of food that has been shredded to such degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-half (1/2) inch in any dimension.
- (e) Any ashes, cinder, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
- (f) Any waters or wastes having a pH lower than 5.5 or higher than 9.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.
- (g) Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to human or animals, or create any hazard in the receiving waters of the sewage treatment plant.
- (h) Any waters or wastes containing suspended solids or dissolved matter of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.
- (i) Any noxious or malodorous gas or substance capable of creating a public nuisance.
- (j) Any septic tank sludge.

Section 7. 3. Interceptors Required. Grease, oil and sand interceptors (traps) shall be provided when, in the opinion of the District Inspector, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for buildings used for residential purposes. All interceptors shall be of a type and capacity approved by the District Inspector and shall be located as to be readily and easily accessible for cleaning and inspection.

Section 7. 4. Maintenance of Interceptors (Traps). All grease, oil and sand interceptors shall be maintained by the owner, at owner's expense, in continuously efficient operation at all times.

Section 7. 5. Preliminary Treatment of Wastes. The admission into the public sewers of any waters or wastes having (a) a 5-day Biochemical Oxygen Demand greater than 300 parts per million by weight, or (b) containing more than 350 parts per million by weight of suspended solids, or (c) containing any quantity of substance having the characteristics described in Section 7.2, or (d) having an average daily flow greater than two per cent (2%) of the average daily sewage flow of the District, shall be subject to the review and approval of the District Inspector. Where necessary in the opinion of the District Inspector, the owner shall provide, at owner's expense, such preliminary treatment as may be necessary to (a) reduce the Biochemical Oxygen Demand to 300 parts per million and the suspended solids to 350 parts per million by weight, or (b) reduce objectionable characteristics or constituents to within the maximum limits provided for in Section 7.2, or (c) control the quantities and rates of discharge of such waters or wastes.

Plans, specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the District Inspector and of the Water Pollution Control Board of the State of California and no construction of such facilities shall be commenced until said approvals are obtained in writing.

Section 7. 6. Maintenance of Pretreatment Facilities. Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at owner's expense.

Section 7. 7. Control Manholes. When required by the District the owner of any property served by a side sewer carrying industrial wastes shall install a suitable control manhole in the side sewer to facilitate observation, sampling and measurement of wastes. Such manhole, when required, shall be accessibly and safely located, and shall be constructed in accordance with plans approved by the District Engineer. The manhole shall be installed by the owner, at owner's expense, and shall be maintained by owner so as to be safe and accessible at all times.

Section 7. 8. Measurement and Tests. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in Sections 7.2 and 7.5 shall be determined in accordance with standard methods and shall be determined at the control manhole provided for in Section 7.7, or upon suitable samples taken at said control manhole. In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the side sewer is connected.

Section 7. 9. Special Agreements. No statement contained in this Article shall be construed as preventing any special agreement or arrangement between the District and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the District for treatment, subject to payment therefor by the industrial concern and subject to such terms and conditions as might be required by District.

Section 7.10. Swimming Pools. It shall be unlawful for any person to discharge the contents of a swimming pool into a sanitary sewer without first giving notice and receiving written permission from the District Inspector.

## ARTICLE VIII

### Permits and Fees

Section 8. 1. Permit Required. No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance or perform any work on any sewer or drainage system without first obtaining a written permit from the District.

Section 8. 2. Application for Permit. Any person, legally entitled to apply for and receive a permit, shall make such application on forms provided by the District for that purpose. Applicant shall give a description of the character of the work proposed to be done and the location, ownership, occupancy and use of the premises in connection therewith. The District may require plans, specifications or drawings and such other information as may be deemed necessary.

If the District determines that the plans, specifications, drawings, descriptions or information furnished by the applicant is in compliance with the ordinances, rules and regulations of the District, it shall issue the permit applied for upon payment of the required fees as hereinafter fixed.

Section 8. 3. Compliance With Permit. After approval of the application, evidenced by the issuance of a permit, no change shall be made in the location of the sewer, the grade, materials or other details from those described in the permit or as shown on the plans and specifications for which the permit was issued except with written permission from the District, the District Inspector or other authorized representative.

Section 8. 4. Agreement. The applicant's signature on an application for any permit as set forth in Section 8.5 hereof shall constitute an agreement to comply with all of the provisions, terms and requirements of the ordinances, rules, regulations, Improvement Standards and Standard Construction Specifications of the District, and with the plans and specifications filed with the application, if any, together with such corrections or modifications as may be required by the District. Such agreement shall be binding upon the applicant and may be altered only by the District upon written request for alteration from the applicant.

Section 8. 5. Classes of Permits. There shall be four (4) classes of permits, as follows:

- (a) Single family residential building sewer permit.
- (b) Multi-family residential, commercial or industrial building sewer connection permit.
- (c) Public sewer construction permit.
- (d) Private sewage permit as defined in Article IV, Section 4.2 (Private Sewage Disposal, Permit Required) of this Ordinance.

Section 8. 6. Fees and Connection Charges. All connection charges, fees and other charges in the District and in areas annexed thereto, as set forth in the ordinances, rules and regulations of the District as heretofore and hereafter fixed, shall be paid and complied with in the manner provided in said ordinances, rules and regulations.

Section 8. 7. Disposition of Fees. All fees collected on behalf of the District shall be deposited with the proper authority provided by the District to receive such funds.

Section 8. 8. All Work to be Inspected. All sewer construction work shall be inspected by an inspector acting for the District to insure compliance with all requirements of the District. No sewer shall be covered at any point until it has been inspected and passed for acceptance. No sewer shall be connected to the District's public sewer until the work covered by the permit has been completed, inspected and approved by the District Inspector. If the test proves satisfactory, the Inspector shall issue a certificate of satisfactory completion.

Section 8. 9. Notification. It shall be the duty of the person doing the work authorized by permit to notify the office of the District in writing that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the person doing the work to make sure that the work will stand the tests required by the District before giving the above notification.

Section 8.10. Condemned Work. When any work has been inspected and the work condemned and no certification of satisfactory completion given, a written notice to the effect shall be given instructing the owner of the premises, or the agent of such owner, to repair the sewer or other work authorized by the permit in accordance with the ordinances, rules and regulations of the District.

Section 8.11. All Costs Paid by Owner. All costs and expenses incident to the installation and connection of any sewer or other work for which a permit has been issued shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the work.



Section 8.12. Permits for Outside Sewers. Permission shall not be granted to connect any lot or parcel of land outside the District to any public sewer in or under the jurisdiction of the District unless a permit therefor is obtained. The applicant shall first enter into a contract in writing whereby applicant shall bind applicant, applicant's heirs, successors and assigns to abide by all ordinances rules and regulations in regard to the manner in which such sewer shall be used, the manner of connecting therewith and drainage in connection therewith, and also shall agree to pay in advance all fees required for securing the permit and a monthly or annual fee in the amount set by the District for the privilege of using such sewer.

Section 8.13. Permit Optional. The granting of such permission in any event shall be optional with the Board.

Section 8.14. Special Outside Agreements. Where special conditions exist relating to an outside sewer, they shall be the subject of a special contract between the applicant and the District.

Section 8.15. Street Excavation Permit. A separate permit must be secured from the State, County or any other Agency having jurisdiction thereover by owners or contractors intending to excavate in a public street for the purpose of installing sewers or making sewer connections.

Section 8.16. Liability. The District and its officers, agents and employees shall not be answerable for any liability or injury or death to any person or damage to any property arising during or growing out of the performance of any work by any such applicant. The applicant shall be answerable for, and shall save the District and its officers, agents and employees harmless from any liability imposed by law upon the District or its officers, agents or employees, including all costs, expenses, fees and interest incurred in defending same or in seeking to enforce this provision. Applicant shall be solely liable for any defects in the performance of applicant's work or any failure which may develop therein.

Section 8.17. Time Limit on Permits. If work under a permit be not commenced within six (6) months from the date of issuance or if after partial completion the work be discontinued for a period of one year, the permit shall thereupon become void and no further work shall be done until a new permit shall have been secured. A new fee shall be paid upon the issuance of said new permit.

## ARTICLE IX

### Enforcement

Section 9. 1. Investigation Powers. The officers, inspectors, managers and any duly authorized employees of District shall carry evidence establishing their position as an authorized representative of District and upon exhibiting the proper credentials and identification shall be permitted to enter in and upon any and all buildings, industrial facilities and properties for the purposes of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of the ordinances, rules and regulations of the District.

Section 9. 2. Violation. Any person found to be violating any provision of this or any other ordinance, rule or regulation of District, except Section 10.1 hereof, shall be served by the Inspector or other authorized person with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. Said time limit shall be not less than two (2) nor more than seven (7) working days. The offender shall, within the period of time stated in such notice, permanently cease all violations. All persons shall be held strictly responsible for any and all acts of agents or employees done under the provisions of this or any other ordinance, rule or regulation of the District. Upon being notified by the Inspector of any defect arising in any sewer or of any violation of this Ordinance, the person or persons having charge of said work shall immediately correct the same.

Section 9. 3. Public Nuisance. Continued habitation of any building or continued operation of any industrial facility in violation of the provisions of this or any other ordinance, rule or regulation of District is hereby declared to be a public nuisance. District may cause proceedings to be brought for the abatement of the occupancy of the building or industrial facility during the period of such violation.

Section 9. 4. Disconnection. As an alternative method of enforcing the provisions of this or any other ordinance, rule or regulation of District, the District shall have the power to disconnect the user or subdivision sewer system from the sewer mains of the District. Upon disconnection the Inspector shall estimate the cost of disconnection from and re-connection to the system and such user shall deposit the cost, as estimated, of disconnection and re-connection before such user is re-connected to the system. The District shall refund any part of the deposit remaining after payment of all costs of disconnection and re-connection.

Section 9. 5. Abatement. During the period of such disconnection, habitation of such premises by human beings shall constitute a public nuisance, whereupon District shall cause proceedings to be brought for the abatement of the occupancy of said premises by human beings during the period of such disconnection. In such event, and as a condition of re-connection, there is to be paid to District a reasonable attorney's fee and cost of suit arising in said action.

Section 9. 6. Water Cut Off. As an alternative remedy for such violations, District may cause District water service to said premises to be discontinued during the period of violation.

Section 9. 7. Means of Enforcement Only. District hereby declares that the foregoing procedures are established as a means of enforcement of the terms and conditions of its ordinances, rules and regulations, and not as a penalty.

Section 9. 8. Liability and Penalties for Violation. Any person violating any of the provisions of the ordinances, rules or regulations of District shall become liable to District for any expense, loss or damage occasioned by District by reason of such violation.

(a) Pursuant to Section 4766 of the California Health and Safety Code a violation of any provision of this Ordinance is a misdemeanor, punishable by a fine of not to exceed One Thousand Dollars (\$1,000.00), imprisonment not to exceed thirty (30) days, or both.

(b) Each and every day during any portion of which any violation occurs shall constitute a separate offense.

ARTICLE X

Miscellaneous Provisions

Section 10. 1. Protection From Damage. No unauthorized person shall maliciously, wilfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment which is part of the District's sewage works. Any person violating this provision shall be subject to the penalties provided by law.

Section 10. 2. Separability. If any section, sub-section, sentence, clause or phrase of this Ordinance or the application thereof to any person or circumstances is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or the application of such provisions to other persons or circumstances. The Board hereby declares that it would have passed this Ordinance or any section, sub-section, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, sub-sections, sentences, clauses or phrases be declared to be unconstitutional.

PASSED AND ADOPTED this 13th day of September, 1984, by the following vote:

AYES: Directors Johnson, Neilsen, Clark, Silveira and Queirolo

NOES: None

ABSENT: None

CALAVERAS COUNTY WATER DISTRICT



\_\_\_\_\_  
President

ATTEST:



\_\_\_\_\_  
Secretary

Effective Date of Ordinance: October 12, 1984



LAW OFFICES OF  
**GEORGE A. HUBERTY**  
7 N. MAIN STREET  
P. O. BOX 667  
SAN ANDREAS, CALIFORNIA 95249  
TELEPHONE (209) 754-3863

October 3, 1985

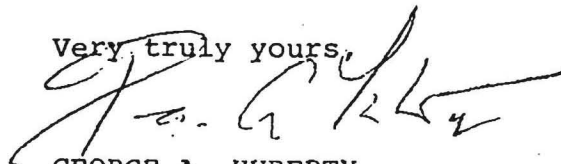
TO WHOM IT MAY CONCERN:

I am an attorney authorized to practice law in the State of California and the attorney for Calaveras County Water District. I have reviewed the Grantee's enacted Sewer Use Ordinance. This Ordinance meets the requirements of Federal Regulations 40 CFR 35.2130 in that:

1. It prohibits any new connections from inflow sources to the sanitary sewer portions of the sewer system; and
2. It requires new sewers and connections to the sewer system to be properly designed and constructed.

It is my opinion that the Grantee has the legal authority to enforce these provisions of the Sewer Use Ordinance upon all existing and future users of the wastewater treatment works.

Very truly yours,



GEORGE A. HUBERTY

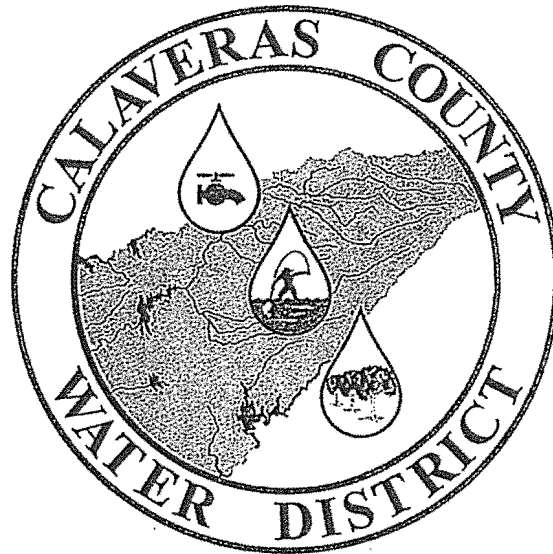
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ORIGINAL IN ADMINISTRATIVE/GENERAL--  
SEWER ORDINANCE

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## APPENDIX E

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

**MARCH 2014**

# CCWD Rules & Regulations

## Governing the Furnishing of Water and/or Wastewater Services

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CALAVERAS COUNTY WATER DISTRICT  
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ARTICLE I  
GENERAL PROVISIONS

Section 1. Any reference herein to "District" is a reference to the Calaveras County Water District.

Section 2. Any reference herein to the "Board of Directors" or "Board" is a reference to the Board of Directors of Calaveras County Water District.

Section 3. Any reference herein to "President", "General Manager", "Secretary" and "Engineer" means the persons holding the respective offices designated of the District.

Section 4. The word "extension" or "main" used herein shall be construed to mean the pipeline and all necessary appurtenances laid or to be laid along any street, alley or right-of-way, for the distribution or transmission of water and/or sewer service and shall not be deemed to include as a part thereof any connection or service pipe as hereafter defined.

Section 5. "Connection", "service pipe" or "service" as used herein shall mean and include the pipe laid or to be laid for the purposes of sewer service and conveying water from the water main extending along any street, alley or right-of-way to the location of the meter, together with the fittings and appurtenances necessary to connect said service pipe to the water main and to such meter.

Section 6. Any reference herein to "Improvement District" means the areas subject to the lien of special assessment bonds or the liability for the acquisition, construction or improvement of a water and/or sewer system or portion thereof.

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Section 11. Extent of Rules and Regulations. The water and/or sewer systems to which these regulations apply shall embrace the property and places now served with water and/or sewer service at the date of the passage of this resolution by the present water and/or sewer systems of the District and such additional property and places within the District to which water and/or sewer systems of the District may hereafter from time to time be extended or wherein new elements of the systems are developed.

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Section 12. District Property and Authorized Personnel. All the rights-of-way, ditches, mains and laterals, pipelines, engines, pumps, valves, gates, meters, reservoirs, tanks and all other equipment, appliances and apparatus, and other property used with or as a part of the water and/or sewer system, shall be the exclusive property of the District, and no person except the General Manager of the District, or such other person(s) as are especially authorized by the General Manager, or by the Board of Directors, shall have any right or authority to obstruct, interfere with, use or remove any part of the water and/or sewer system or to turn the water and/or sewer service off from or on to any property.

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Section 13. Extent of District Responsibility. The District will not be responsible for the installation and maintenance of the ditches or pipelines beyond the end of the District's service connection or meter.

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Section 14. District Right of Ingress and Egress. The District or its duly authorized agents shall have the right of ingress to and egress from the customer's premises at all reasonable times for any purpose properly connected with the service of water and/or sewer to the customer

Extent of District Liability in re Inspections, etc. Any inspection work or recommendations made by the District or its agents in connection with plumbing or appliances or any use of water and/or sewer on the customer's premises either as a result of a complaint or otherwise will be made without charge and without assumption of any liability in connection therewith.

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Section 15. Extent of District Responsibility Due to Customer's Negligence. The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or his/her authorized representatives in installing, maintaining, operating or using any or all appliances, facilities or equipment for which water and/or sewer service is supplied.

Customer's Responsibility for Damages. The customer will be held responsible for damage to District meters and other property resulting from the use or operation of appliances and facilities on the customer's premises, including damage caused by steam, hot water, chemicals, etc.

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Section 16.1. Customer's Negligence or Wasteful Use of Water.

Where negligent or wasteful use of water exists on a customer's premises, seriously affecting the District's ability to fully serve all reasonable and beneficial water needs of all existing customers without interruption or limitation, the District may discontinue the service to the customer making such negligent or wasteful use of water if such conditions are not corrected within five (5) days after giving customer written notice of intent to do so.

Section 16.2 Prevention of Water Waste

16.2.1 Declaration of Purpose and Intent.

The Board of Directors of the Calaveras County Water District hereby finds it necessary to establish an ordinance to prohibit the waste of water in order to:

- a. Manage and protect the water resources of Calaveras County per the County Water District Law, Water Code § 30000 et seq.
- b. Maintain compliance with the Memorandum of Understanding regarding Urban Water Conservation in California adopted by the California Urban Water Conservation Council (CUWCC) of which the District is a member.
- c. Maintain compliance with AB1420, codified at Water Code Sections 10631.5 (added) and 10631.7 (revised), which mandates full implementation of all locally cost effective CUWCC conservation best management practices for an urban water supplier to be eligible for state water management grants and loans.

16.2.2 No person shall use or permit the use of water in the District's service areas in Calaveras County as specified:

- a. No excessive Water Flow or Run-Off: Any use of water that results in excessive water runoff from the property and/or gutter flooding.
- b. Limited Washing Down of Hard or Paved Surfaces: Hosing down paved surfaces is only allowed to alleviate health or safety hazards.

c. Free Flowing Hoses Prohibited for Any Use. All hoses must have an automatic shutoff device.

d. Single-pass Cooling Systems Prohibited: All new water connections are prohibited from having single-pass cooling systems.

e. Non-recirculating Washing Systems Prohibited: All new conveyor car wash and commercial laundry systems are prohibited from having non-recirculating washing systems.

f. Re-circulating Water Required for Water Fountains and Decorative Water Features: All pools, spas, fountains, and other water displays must use a recirculation pump and be maintained leak free. "Dump and Fill" maintenance practice for pools is prohibited.

Ordinance 2010-02, adopted July 14, 2010



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Section 17. Maintenance and Testing of Private Sanitary Sewer Facilities.

17.01 Maintenance and Testing of Private Sanitary Sewer Facilities

The owner or their agent of a property served by the District's sanitary sewer shall be responsible for the operation and maintenance of the private sanitary sewer facilities, including all devices or safeguards required by this section, which are located upon said property. The owner or their agent's operation and maintenance responsibility is from the building to the connection at the sanitary sewer easement or property line.

The owner or their agent shall, at their own risk and expense, install, keep and maintain in good repair all *sanitary sewer facilities* (sanitary sewer pipelines, force mains, manholes, equipment, pump stations, and related appurtenances) situated on the premises so served. The District shall not be responsible for any loss or damage caused by improper or defective installation of sanitary sewer facilities, whether inspected and/or approved by the District. All such installations of sanitary sewer facilities shall conform with all federal, state, county, town and local laws, rules, regulations and ordinances.

The owner or their agent served by the District's sanitary sewer system shall be responsible for all costs involved in the repair of all damages caused by the owner, customer, or agents thereof, to the District's sanitary sewer facilities, including but not limited to sewer obstructions, wherever located.

All sanitary sewer facilities found in need of repair as a result of testing procedures required by this chapter shall be repaired and/or installed to the standards set forth in the District Standards.

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Section 17. Maintenance and Testing of Private Sanitary Sewer Facilities.

17.02 Conditions Required Testing of Existing Sanitary Sewer Facilities

It shall be unlawful for any owner of a house, building, or property connected to the District's sanitary sewer system to maintain private sanitary sewer facilities in a condition such that the tests contained herein cannot be successfully accomplished.

All private sanitary sewer facilities, including those serving residential, multiple residential, commercial, and industrial connected to the District's sanitary sewer system shall be tested when any of the following conditions occur:

- (a) remodeling of the house, building or property served to an extent of more than 50 percent of the assessed valuation, as determined by Calaveras County, or
- (b) Installation of additional plumbing fixtures in the house, building or property served and/or installation of additional building lateral pipeline, or
- (c) change of use of the house, building or property serviced from residential to business or commercial, or from non restaurant commercial to restaurant commercial, or
- (d) repair or replacement of all or part of the building lateral(s), force main pipeline, or private lift station components, or
- (e) the addition of living quarters, such as guest cabins on the property served or conversion of garages into living quarters with plumbing fixtures, or addition of structures on the parcel that impact an existing building lateral or force main, or
- (f) prior to the close of escrow upon a sale of the house, building or property served, or
- (g) the transfer of ownership or interest in the parcel, the facility, or the business. (A transfer of ownership between immediate family members shall not require testing), or
- (h) change in tenant of facility or business, or

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(i) change of ownership (multiple owners) on the deed selling their portion to other partner/investors, or

Section 17. Maintenance and Testing of Private Sanitary Sewer Facilities.

(17.02 Conditions Required Testing of Existing Sanitary Sewer Facilities (continued)

(j) an inspection by the District indicates reasonable cause, or

(k) upon determination of the General Manager that testing or sanitary sewer facility replacement is required for the protection of the public health, safety and welfare.

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17.03 Testing Procedures for Existing Sanitary Sewer Facilities

The owner or their agent of a house, building, or property connected to the District's sanitary sewer system shall conduct all sanitary sewer facility upgrades and testing required at their sole expense and shall notify the District 48 hours prior to testing. Testing shall be witnessed by a District Inspector.

Sanitary Sewer Pipelines: All building laterals, joint laterals, and privately owned main pipelines shall be tested by either an air or water method, at the discretion of the District.

Privately owned main pipelines shall be tested their full length.

Testing shall be in accordance with one of the following:

- o Air test consisting of plugging each end of the pipeline and applying a pressure of 3.5 pound per square inch to the section being tested. The pipeline shall be allowed a maximum loss in pressure of ½ pound per square inch in 5 minutes. If the loss exceeds ½ pound per square inch, the test may be attempted one additional time. A second loss of pressure constitutes a failure of the pipeline, whereupon the pipeline shall be replaced, as needed, and retested in accordance with this section.
- o Water test consisting of plugging the downstream end of a pipeline, placing a section(s) of pipe in the vertical branch of the building cleanout and filling the test section with water. At least 8 vertical feet of water (measured from the highest point of the pipeline to the top of the water column on the upstream cleanout riser of the test section) shall be used for the test. In pipelines with minimal fall, cleanout risers may need to be temporarily extended above ground to achieve the 8 vertical foot static water level. In no case shall the vertical distance measured from the lowest point of the pipeline test section to the water surface in the cleanout rise exceed 15 feet. Additional cleanouts may have to be installed in steep pipelines and the pipeline tested in sections.

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(17.03 Testing Procedures for Existing Sanitary Sewer Facilities (continued))

- o The pipeline shall be allowed a maximum loss of water level of 1 inch and in 5 minutes for a 4-inch or 6-inch pipeline per 100 feet in length. If the loss exceeds the allowable, the pipeline may be retested one additional time. A second loss exceeding the allowable constitutes a failure of the pipeline, whereupon the pipeline shall be replaced, as needed, and tested in accordance with this section.

If a cleanout has not been installed at the easement/property line, a cleanout shall be installed prior to testing. If there is no cleanout located outside the building foundation (within 18 inches of the foundation wall), then a cleanout shall be installed. If the building lateral exits the foundation under an existing deck or concrete patio, the location of the building cleanout near the foundation may be modified on a case-by-case basis as determined by the General Manager. The owner or their agent shall be responsible for such installation. A cleanout underneath the house is not acceptable.

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17.04 Time Limits for Completion of Testing Procedures

Testing shall be completed in a timely manner as follows:

- o Prior to the close of escrow upon the sale of the residence, building, or property, or transfer of ownership or interest in the parcel, the facility, or the business, or
- o Within 30 days of standard notification by the District, or
- o Immediately if it is determined by the General Manager that testing and repair are necessary to protect public health and the integrity of the sanitary sewer system.

In the event that testing would be required during the period from October 15 to April 15 or during such other periods when such work would be impractical due to weather conditions, the General Manager may defer such requirement upon posting of a performance bond with the District. The posting of the performance bond is intended to assure funds are available to repair and replace the sanitary sewer facilities in question when weather conditions permit. The amount of the performance bond shall be based on the lineal footage of the building lateral, the number of cleanouts and other related appurtenances to be installed, as well as the removal and replacement of existing physical obstacles and structures affected by the test.

In place of the performance bond, the owner may choose to hold an equal amount of funds in an escrow account, if the property or business is being sold or transferred. Funds held in escrow will not be released without written notification by the District to the Title company holding such funds. In such case, the testing must be performed by the following June 15.

If a sanitary sewer facility fails any of the above described tests, the owner or their agent shall cause corrective work and retesting to be performed within 30 days from the date of the original test. All repairs shall be approved by the District.

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(17.04 Time Limits for Completion of Testing Procedures (continued))

Repairs or replacement of 50 percent or more of a sanitary sewer pipeline or force main may be cause for total pipeline replacement as determined by the District. In the case of a total pipeline replacement, the pipeline shall be installed in accordance with the requirements of the District Standards.

After a second failure of any sanitary sewer facility, the owner shall be charged an additional inspection fee for further inspections.

In the event that a sanitary sewer facility has not been tested within the required time period, the District shall initiate procedures for sewer disconnection.

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17.05 Waiver of Testing Requirements

The General Manager shall have the power to waive testing requirements if:

- (a) the sanitary sewer facility has been installed and tested within a prior 8 year period,  
or
- (b) the existing sanitary sewer facility was tested within a prior 5 year period and there is  
good reason to believe that such testing is not necessary, or
- (c) the sanitary sewer pipeline or force main is of such a length that testing is not  
practical, or
- (d) the sanitary sewer facilities are part of a central private sanitary sewer system and  
the District has an established written agreement concerning specific testing  
requirements.

Nothing herein shall constitute a warrant by the District of the soundness or ability of the  
sanitary sewer facility to accomplish its purpose or remain in compliance with the  
District Standards.



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

Resolution 1883, July 30, 1975

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

Amended by Resolution 2014-58, Sept. 17, 2014

Resolution 92-57, May 14, 1992

Resolution 84-5, January 12, 1984

A2. Temporary Water Service.

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

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

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

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

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

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

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

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

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

**Temporary Construction Water Service:** Temporary construction water services will be allowed for owners and/or contractors who have a one-time short-term need for construction-related water on unimproved lots where the owner intends to acquire but has not yet obtained a valid building permit. The period of the temporary service under this provision shall run until a valid building permit is issued for the property, not to exceed ninety (90) days.

Owners or contractors must submit a signed application at least forty-eight (48) hours prior to the requested service installation date. The District will charge the owner or contractor a \$30 installation fee. Additionally, if the service is to be in the contractor's name, the contractor must remit a deposit for three (3) times the base monthly charge in the service area prior to the service being installed. The owner or contractor must remit all fees and deposits to the District prior to installation of the service.

The owner or contractor must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) in advance for a request for termination of service. The owner or contractor is responsible for all charges related to the service through the date of termination in addition to a \$30 removal fee. Deposit monies will be applied to the final balance, if applicable, and a refund of deposit monies due or a request for additional payment will be made to the responsible party.

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

Amended by Resolution 99-55, October 13, 1999

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**Hydrant Meter Service:** The fill station and hydrant meters are available only to provide temporary construction water for construction use. The customer is required to fill out and sign an application for service which includes a description of intended water use and an estimate of anticipated usage. The application includes a service agreement establishing liability for any accrued costs for water consumption/base daily charges, District staff and administration, damage to District infrastructure, and unscheduled maintenance to the District water system, including flushing, due to improper use of hydrant meter equipment/facilities.

Installation fees and deposits are required in accordance with the Hydrant Meter/Fill Station Service Fees chart below. Once an application has been authorized by the District, service will be provided within one business day, subject to availability of equipment and facilities. Any unauthorized use of the water or District equipment will be subject to immediate termination of the service.

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

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

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

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

Amended by Resolution 98-73  
December 23, 1998

**Effect on Existing Temporary Service Connections:** Temporary service connections that exist as of the effective date of this Resolution will not be subject to the provisions set forth in this Resolution until the end of the temporary service period then in effect. Owners should re-apply at a later date for temporary irrigation services that had been in existence for consecutive years immediately prior to the re-application date will be charged connection and assessment fees based on the first consecutive year of service. All other provisions of this Resolution will apply in full force and effect at the time [of] renewal for temporary services.

Amended by Resolution 99-55  
October 13, 1999

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

Each non-owner customer receiving service who is to be billed directly will be required to pay a cash deposit of \$50.

A customer's water and/or sewer service may be discontinued if the total charges applicable thereto are not paid (as set forth in Section 22). Service will not be discontinued however until the amount of the deposit, if any, has been fully applied toward the bill. Before re-establishment of these services, a new cash deposit will be required.

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Upon establishment of one year's credit during which a customer has paid all bills promptly without disconnection for nonpayment, the deposit plus interest at \_\_\_% per annum will be applied to the customer's account or refunded upon final notice of discontinuance of service by the customer.

Resolution 2492  
January 25, 1979

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

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

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

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

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

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The owner must notify the District at least forty-eight (48) hours (excluding weekends and Holidays) 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.

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

Resolution 2010-78  
November 23, 2010

E.1 Granting and Accepting Capacity Transfers.

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

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

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- iv. Adjacent to existing distribution and/or collection system infrastructure. Capacity transfer is not available where distribution or collection system extensions are required.
- v. Current on all fees or assessments owed to any other jurisdiction, association or individual, including CCWD.
- vi. Without recorded water usage.
- b. Lot transferring capacity:
  - i. All original fees are documented as paid.
  - ii. Current CCWD account in good standing.
  - iii. No structures on the property.
  - iv. With transfer forfeits all rights to water and/or sewer capacity to receiving lot.
  - v. May not subsequently receive capacity via this process.
- c. Lot receiving capacity:
  - i. No account established with CCWD.
  - ii. No structures on the property.
  - iii. With transfer receives all rights to water and sewer capacity from transferring lot.
  - iv. May not subsequently transfer capacity via this process.



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

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

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

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

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

Resolution 2014-17, March 12, 2014

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

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

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

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

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

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

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

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

The District may refuse to furnish water and/or wastewater service to any property/parcel having [a] delinquent water and/or wastewater account. Whenever a bill for such services remains delinquent and unpaid for twenty-five (25) days from the date of mailing, the District may then act accordingly, applying a ten (\$10) dollar late fee to the customer's billing account and mailing a ten (10) day "reminder notice" to the delinquent account's deeded property owner and any other person/entity permitted by the owner. Such notice shall state (a) the final "pay by" date, and (b) provide the date of projected shut-off or disconnect. This is the date that, if the account is not fully paid, the water will be turned off and/or the wastewater line severed or plugged and water and/or wastewater service will be discontinued. Bringing the account current following receipt of the "reminder notice" will not relieve a customer of this fee.

If the delinquent account is not paid within the ten (10) calendar day reminder notice period, a "Door Tag" reminder Notice, giving 48 hour notice of service disconnection, shall be placed in a prominent location at the property and a fee of eighteen (\$18) dollars for placing said tag shall be charged to a customer's account. Bringing the account current following District delivery of the "door tag" will not exempt a customer from this fee.

Section 22(A). Disconnection – Charges.

A charge of thirty-six dollars (\$36.00) shall be due for each occasion that an employee of the District is dispatched to disconnect or shut off a service line pursuant to the provisions of Section 22.

Section 22(B). Reconnection – Charges.

A disconnected service line shall only be reconnected when payment of all charges and indebtedness for water and/or wastewater service theretofore furnished to the property, or arrangement for payment satisfactory to the District, has been made by the owner of the property or tenant, or agent of the owner of the customer requesting reconnection. A charge of thirty-six dollars (\$36.00) shall be made for each reconnection. Per Public Utilities Code, a tenant of record with

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the District shall not be responsible for the prior delinquent charges of the owner or any prior tenant of record.

Section 22(C).      Returned Checks.

For each customer check tendered for payment of water and/or wastewater services that is returned unpaid to the District by its financial institution, the following charge will be added to that customer's account:

Returned Check Fee	\$25.00
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Section 22(D).      Annual Review of Charges.

Except for the initial \$10.00 Late Fee, all other fees and charges outlined in this section will be reviewed annually for possible adjustment relative to actual costs involved with each notification or action.

Section 22(E).      Responsibilities and Authorities.

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

Resolution 2006-70, June 28, 2006

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Section 23. Responsibility of Service Account Transfers.

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

Resolution 84-5, January 12, 1984

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Section 24. Service Billing Procedure.

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

Resolution 1460, September 20, 1972

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Section 25.

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

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

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

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

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Section 26.

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

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



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Section 27. Meter Testing.

Upon making written application and paying the sum of \$15, any customer may have the accuracy tested of the meter through which water is being furnished to his/her premises by the District. If the meter is found to register more than 2% in excess of the actual quantity of water passing through, correction shall be made, and the sum of \$15 refunded to the customer.

Resolution 1867  
June 18, 1975

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

APPLICATION FOR SERVICE RATES AND BILLING

Section 28. Account Establishment Fee Applicability.

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

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

Resolution 93-07.  
February 11, 1993

CALAVERAS COUNTY WATER DISTRICT  
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APPLICATION FOR SERVICE RATES AND BILLING

Section 29. Sewer Service Charge Rebate Policy.

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

Conditions of Eligibility:

1. All capacity and connection fees for the new service must be paid after the effective date of this resolution.
2. New connections must be for new dwelling/structure where there is no use of the sewer system during the construction period.
3. Customer must notify Customer service at the time of physical connection to the sewer system so that the District may perform an inspection and approve the connection.
4. Customers desiring rebate must present a copy of the final Certificate of Occupancy issued by the Calaveras County Building Department within 180 days of issuance of the Certificate of Occupancy with an application for the rebate.
5. Customer account must not be in delinquent status.

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

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

Resolution 2002-63, July 31, 2002

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APPLICATION FOR SERVICE RATES AND BILLING

Section 30. Quotes for New Services

1. Findings.

Requests for general information on fee schedules within an area serviced by a District facility are free of charge. Quotes for new service capacity and connection fees will be given to all interested parties requesting them for specific properties wishing to connect to the established facilities. The applicant shall fill out an application that will establish the type of residence/commercial business that is to use the new service(s) prior to a quote being provided. Additionally, a \$15.00 (fifteen dollar) and a \$45.00 (forty-five dollar) application fee is required to be paid for residential and commercial quotes, respectively, prior to the final issuance of a quote for capacity and equivalent assessment fees for new services.

CCWD will guarantee capacity and equivalent assessment fees quoted to customers for sixty (60) days from the date of the written quote if the following conditions exist:

- The quote is given for a new service;
- The applicant is the property owner of either the residential or commercial property as of the date of the quote; and
- The property is within an area that is serviced by the District where all infrastructure has been constructed and accepted by the District.

This guarantee of capacity and equivalent assessment fees does not include a guarantee of service. Application fees shall be waived for quotes that are not eligible for a sixty (60) day guarantee. All new service fees need to be paid in full and building permit requirements must be satisfied within the sixty (60) day time period for the guaranteed fees to be valid.

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

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2. Rates, Tolls, Fares and Charges

The establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, and other changes by this Ordinance are for the purpose of meeting operating expenses, including employee wage rates and fringe benefits; purchasing or leasing supplies, equipment, or materials; meeting financial reserve needs and requirements; or obtaining funds for capital projects necessary to maintain service within existing service areas.

Resolution No. 2002-80, December 10, 2002  
Incorporating Ordinance No. 2002-01, November 13, 2002

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Section 31. Filing of Application for Service. The owner of any property lying within an improvement district who desires his/her property to be connected with any existing water and/or sewer facilities system for the purpose of obtaining water and/or sewer service for domestic purposes therefrom, for use upon such property, shall file an application on a form provided by the District.

Section 32. Sharing of Original System Costs. Applicants not joining in the original cost of building a distribution system for their area, prior to obtaining service for their premises, will be required to contribute their proportionate share of the cost of the original system, plus all other costs applicable for service in that system.

A. Fees: Assessment Connection Charges. In addition to other fees and charges established by ordinance, resolutions, rules and regulations of the District, there shall be collected, prior to connection to the water and/or sewer facilities systems of any unit, lot, parcel or any part thereof, which abuts on or can be directly served by an existing or future water and/or sewer facilities of the District constructed or acquired pursuant to special assessment proceedings or improvement district proceedings, an additional connection charge equal to the amount which said property would have been assessed for said water and/or sewer facilities improvements. Said additional connection charges shall be imposed for a period of forty (40) years from the date for which the original assessment cash payments were requested, and all be deposited to a restricted fund, "Special Assessment Districts' Restricted Funds", benefitting only the water and/or sewer facilities systems for which the assessments were levied and to be used therein as the Board of Directors of the District may direct.

Resolution 3024, May 8, 1980

Section 33. Non-Obligation of Applicant. The application is merely a written request for service and does not bind the applicant to take service for a period of time longer than that upon which the rates and minimum charges of the applicable rate schedule are based; neither does it bind the District to serve, except under reasonable conditions and pursuant to its rates, rules and regulation as they are from time to time established and amended by the Board.

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Section 34. District Procedure to Service Connections. The District will, upon receipt of an application and the required connection fees from the applicant (See Schedules 15 and 15A for Line Connection Fees), proceed with all reasonable diligence to furnish and install a service connection of suitable capacity, from its water distribution main to the curb line or property line of the premises abutting upon a street, other thoroughfare, District right-of-way or easement on which said main is located.

Only duly authorized employees or agents of the District will be permitted to install a service connection from the District's main to the customer's premises.

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Section 35.

Residential Service. The District will install a meter for each legal parcel with an individual home.

Commercial Service. Separate business units on the same legal parcel, under a single control or management, may be served, at the option of the applicant, by either of two methods:

1. Through separate service connections and meters to each unit, provided that the piping system for each unit is independent of the others and is not interconnected; or
2. Through a single service connection and meter to the entire premises

Cost of the meter will be borne by the customer, and no water will be furnished or supplied through any connection except through a meter.

Resolution 2006-10, January 25, 2006



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Section 35. (continued)

Meter Ownership and Control. Ownership and control of the meter shall be in each and every instance become, be and remain in the District. It is expressly understood that where a meter and other facilities including housings and connections are located in a customer's premises; no rent or other charge will be paid by the District therefor. All meters will be sealed by the District at the time of installation, and no seal shall be altered or broken except by one of the District's authorized employees or agents.

A. Accessory Dwelling: Water service for an accessory dwelling can be provided from the meter of the primary residence only if:

- 1) The accessory dwelling has been approved by Calaveras County in accordance with the Calaveras County Code Title 17, Chapter 17.66, as may be amended;
- 2) An accessory dwelling permit from the County is attached to the CCWD application for service;
- 3) A licensed plumber has verified in writing the adequacy of the water meter size "*based on the total number of fixture units to be serviced by the meter;*" and
- 4) The maximum total floor area does not exceed nine hundred (900) square feet.

Should the meter size increase because of the accessory dwelling, additional capacity fees will be charged. Accessory dwellings that no longer qualify as an accessory dwelling, through actions such as a lot split, shall be required to have a separate connection and meter. Application for service and payment of the appropriate capacity fees and rates shall be required.

Resolution 2007-114, December 12, 2007

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Section 36(A) Water Line Cross-Connections. When any water pipe on a customer's premises is cross-connected to another source of water supply or to any possible source of system contamination, the District may refuse or immediately discontinue service until there shall be installed at the expense of the customer a suitable protective device to protect against back flow into the District's system. To further implement a Cross-Connection Program, the District adopts its own requirements, those stated in the California Administrative Code, Title 17, Section 7583 through 7605, inclusive, as adopted by the California State Legislature, June 1987, and as from time to time additions and amendments are made thereto by the California State Legislature.

Section 36(A.1) Detector Check Meter Charge Policy. Where a Detector Check Meter is required by Board policy, the property owner will be required to pay CCWD the standard monthly base charge applicable to a 5/8 metered water service as established by the CCWD Board.

Resolution 2011-09, January 26, 2011

Section 36(B) Pressure Evaluation Restrictions. When a customer receiving service elevates or increases the pressure of the water received by means of a pump of any kind, the pump shall not be attached to any pipe directly connected to the District's main or service pipe.

Such pumping or boosting of pressure shall be done from a sump, cistern or storage tank. Such sump, cistern or storage tank will be directly connected with the District's distribution facilities.

Section 36(C) Quick Closing or Opening Valves. Quick closing or opening valves shall not be installed on customer's pipes which are directly attached to the mains or service pipes. A customer whose operation requires the use of a quick-opening or closing valve must operate such device from a tank cistern, sump or other facility directly connected with the District's distribution mains or service pipes.

Section 36(D) District Authority to Install Regulators. Under the subsections A, B, and C above, where a customer has installed and is operating the prohibited device, the District may install on its own mains or service pipes adequate regulating or flow control valves or other devices designed to prevent the customer's facilities from interfering with normal pressures maintained in the District's mains and as a safeguard against contamination of the District's water supply, all at the customer's expense.

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Section 37. Type and Size of Distribution Main. All mains shall be of such type as is approved by the Board of Directors, and no main shall be less than 4 inches in diameter.

Section 38. High Pressure Policy. All owners shall be required to accept such conditions of water pressure and service as are provided by the distribution system at the point of connection, and the District shall not be liable for any damage arising from high or low water pressure.

The District shall strive to maintain normal operating water pressures below 80 psi (static) at the service connection. However, where it is not feasible to reduce system pressure below 80 psi, the service shall be equipped with a pressure regulator set to 60 psi. The regulator shall be installed, owned, and maintained by the owner and at the owner's expense. The regulator shall be on the owner's side of the service.

Section 39. Low Pressure Policy. When a minimum daily water pressure at a lot's water meter is less than 30 psi, CCWD will either furnish a pressure booster system to the property owner or, at CCWD's option, reimburse the property owner up to Seven Hundred Dollars (\$700) for a pressure booster system purchase upon proof of such purchase. Whether CCWD furnishes a pressure booster system or reimburses the property owner, the property owner shall be responsible for installation, insulation, maintenance, repair, operation, and replacement of the said pressure booster system. Only one (1) pressure booster system per lot will be furnished or reimbursed for by CCWD.

Property owner shall enter into a Pressure Booster System Agreement with the District. Said Agreement shall be recorded and run with the property title. Either the General Manager or the District Engineer of CCWD is hereby authorized to enter into a Pressure System Agreement.

Resolution 2001-39, July 11, 2001

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ARTICLE V  
IRRIGATION SERVICE INSIDE IMPROVEMENT DISTRICT

Section 41. Surplus Water.

Only when there is a surplus of water available over and above the required supply for domestic requirements will water be sold by the District for irrigation purposes. Judgment as to the availability of irrigation water shall be solely at the discretion of the District.

(See Schedule 31 or subsequent policy amendments for Temporary Irrigation Water Supply Rates.)

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ARTICLE V  
IRRIGATION SERVICE INSIDE IMPROVEMENT DISTRICT

Section 42. Landscape Irrigation Meters.

(A) Separate meters for landscape irrigation are required for commercial developments and for multi-family developments where residential units are not individually metered.

(B) Landscape meters shall have a dedicated service tap (except as noted in "C" below) and shall incur the standard water capacity charges and monthly charges as established by Board action.

(C) A 5/8" landscape meter may be located downstream of a primary service meter (as a "sub meter"). In this case, neither capacity charges nor monthly service charges shall be levied against a 5/8" landscape meter so installed. Only one such 5/8" landscape meter is permitted per parcel.

(D) A landscape irrigation service shall only be used for the development as accepted by CCWD.

(E) Other fees as established by CCWD are still applicable including, but not limited to, the cost of meter installation.

(F) Backflow devices shall be required per CCWD policy.

Resolution 2007-94

October 24, 2007

CALAVERAS COUNTY WATER DISTRICT  
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ARTICLE VI  
IRRIGATION SERVICE OUTSIDE IMPROVEMENT DISTRICTS

Section 51. Surplus Water.

A water system within an Improvement District shall be devoted exclusively to the furnishing of water to the areas of the Improvement District created to construct or acquire it, and the inhabitants thereof, and no water shall be sold, distributed or furnished outside thereof unless a surplus of water actually exists. Recognition of the availability of surplus water shall be established by resolution of the Board of Directors.

Section 52. Temporary Service Contract.

All surplus water sold or distributed outside of any Improvement District shall be by special contract and for a period not to exceed six months.

Resolution 331, March 6, 1956

Section 53. Reservation to Determine When Surplus Water Exists.

The District hereby expressly declares that it will not furnish surplus water or any water outside of the Improvement District if thereby a right is or could be created to require the District to furnish water, except as expressly contracted for, and the exclusive power is hereby reserved to the District to determine when a surplus of water exists and the amount of such surplus.

Section 54. Inclusion Requirements for Permanent Service.

Applications for water and/or sewer service of a permanent nature outside of Improvement Districts must be made in compliance with procedures for inclusion in Division 13, Chapter 2, Paragraphs 32400-32474 and Article 5, Paragraphs 32490-32494 of the State Water Code.

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ARTICLE VII  
PENALTIES

Section 61. Offenses Subject to Court Action.

Every person who shall without lawful authority take or obtain water from any ditch, main service pipe, storage facility or fire hydrant of the District, or injure, damage, obstruct or remove any part of the water system, or who shall turn any water onto any premises without such authority, shall be guilty of a misdemeanor, and upon conviction thereof in court of competent jurisdiction, shall be punishable by a fine not to exceed \$600 or by imprisonment in the county jail of the County of Calaveras not to exceed 30 days, or both, such fine and imprisonment in the discretion of the Court.

Resolution 93-41, May 13, 1993  
Water Code Sec. 31029

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ARTICLE VIII  
LIABILITY

Section 71. Non-Liability of District for Damages Beyond Meter.

The District will make all extensions, connections and installations according to approved methods, but will not be liable or responsible for any injury or damage caused by water after it has passed through the customer's meter.

(NOTE: Under these circumstances, it is strongly recommended that the customer install a valve in his/her own line, whereby he/she can control the flow of water to the premises supplied.)



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ARTICLE IX  
AMENDMENT

Section 81. District Right to Amend or Repeal.

The right to amend or repeal these Rules and Regulations at any time or to enact new and different regulations, when necessary in the public interest, exists, and notice thereof, is hereby given; and no person shall gain any right by virtue of these Rules and Regulations or acts done pursuant thereto to the continuation of any policy or practice prescribed herein.

CALAVERAS COUNTY WATER DISTRICT  
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ARTICLE X  
MAIN EXTENSIONS

Section 91. Applicability.

(A) General Contract Provisions. All extensions of distribution mains from the District's main transmission system or existing distribution to serve new customers, except for those specifically excluded below, shall be made under the provisions of this rule unless specific authority is first obtained from the Board of Directors to deviate therefrom. The main extension contract shall be executed by the District and the applicant(s) for the main extension before construction work commences on said extensions.

(B) Fire Hydrants, Private, Etc. Extensions solely for fire hydrants, private fire protection, resale, temporary, standby or supplemental service shall not be made under this rule. *(See Article XVII. Fire Hydrants.)*

(C) Easements, Road and Street Grade Restrictions. The District may but will not be required to make extensions under this rule in easements or rights-of-way where final grades have not been established or where street grades have not been brought to those established by public authority. If extensions are made when grades have not been established and there is a reasonable probability that the existing grades will be changed, the District shall require that the applicant(s) for the main extension deposit at the time of execution of the main extension agreement the estimated net cost of relocating, raising or lowering facilities upon establishment of final grades.

Provisions for Adjustment of Costs. Adjustment of any difference between the amount so deposited and the actual cost of relocating, raising or lowering facilities shall be made within 10 days after the District has ascertained such actual cost. Entire deposit related to the proposed relocation, raising or lowering shall be refunded when such displacements are determined by proper authority to be not required.

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ARTICLE X  
MAIN EXTENSIONS

Section 92. Definitions.

(A) Bona Fide Customers, A "bona fide customer" for the purposes of this rule shall be a customer (excluding any customer formerly served at the same location) who has given satisfactory evidence that service will be reasonably permanent to the property which has been improved with a building of a permanent nature and to which service has commenced. The provision for service to a real estate developer or builder during the construction or development period shall not establish him/her as a bona fide customer.

(B) Real Estate Developer or Builder. A "real estate developer" or "builder" for the purposes of this rule shall include any individual(s), association, partnership or corporation who/which contemplate the building of a structure of permanent nature.

(C) Adjusted Construction Cost, The "adjusted construction cost" for the purposes of this rule shall be reasonable and shall not exceed the costs recorded in conformity with generally accepted District accounting practices of installing facilities of adequate capacity for the service requested.

If the District, at its option, should install facilities with a larger capacity or resulting in greater footage of extension than required for the service requested, the "adjusted construction cost" for the purposes of this rule shall be determined by the application of an adjustment factor to actual construction cost of facilities installed. This factor shall be the ration of estimated cost of required facilities to estimated cost of actual facilities installed.

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ARTICLE X  
MAIN EXTENSIONS

Section 93. Ownership; Design and Construction of Facilities.

(A) District Ownership. Any facilities installed hereunder shall become sole property of the District upon acceptance by the District. The serving of water through the main extension and/or sewer service shall be only done after acceptance of the facility.

(B) Construction According to District Plans and Specifications. The size, type, quality of materials and their location shall be specified by the District; and the actual construction shall be done by the District or by others provided facilities are constructed in accordance with District specifications.

(C) Decision Regarding Main Extension or Road Crossing. Where the property of an applicant is located adjacent to a right-of-way exceeding 50 feet in width and where the existing main is on the other side of the street, highway or other public purpose, regardless of the width of the traveled way or pavement, or a freeway or waterway, the District may elect to install a main extension on the same side thereof as the property of the applicant; the estimated and adjusted construction costs in such case shall be based upon such an extension.

(D) Consideration of Public Authority in Costs. When an extension must comply with an ordinance, regulation or specification of a public authority, the estimated and adjusted construction costs of said extension shall be based upon the facilities required to comply therewith.

(E) Advance of Funds for Highway and Road Crossings. The crossing of streets, highways or other public thoroughfares, regardless of the width of the traveled way will be made at the discretion of the District and at locations determined by the District to serve areas rather than individual customers. If District funds are not immediately available to make such crossings, the money may be advanced by those requesting service. Money advanced for such highway crossings is refundable by the District under Sections (C) 2 a (Schedule for Refund) and (C) 2 b (Method of Refund).

(F) Provision for Storage Facilities. Where storage for each potential service cannot be provided, the applicant shall pay to the District \$60.00 (sixty dollars) for each potential service for which storage cannot be provided prior to acceptance of the distribution system or main extension.

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ARTICLE X  
MAIN EXTENSIONS

(G) Provision for Pressure Regulators. When a pressure reduced assembly over three (3) inches is required, the cost of said pressure reducer will be refunded by the District in accordance with Section (C) 2 b (Refund at 22% of Revenues).

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ARTICLE X  
MAIN EXTENSIONS

Section 94. Estimates, Plans and Specifications.

(A) District Provision for Preliminary Plan and Cost Estimates. Upon request by a potential applicant for a main extension, the District shall prepare, without charge, a preliminary sketch and rough estimates of the cost of installation of the extension.

(B) Deposit Required for Detailed Plans and Cost Estimates. Any applicant for a main extension requesting the District to prepare detailed plans, specifications and cost estimates shall be required to deposit with the District an amount equal to the estimated cost of preparation of such material. The District shall, upon request, make available within 45 days after receipt of the deposit referred to above, such plans, specifications and cost estimates of the proposed main extension.

Oversizing of Facilities. If the extension is to include oversizing of facilities, the additional cost of oversizing shall be at the District's expense and appropriate details shall be set forth in the cost estimates relative to oversizing.

(C) Provisions for Deposit to Apply to Advance for Contract Payment. In the event a main extension contract with the District is executed within 180 days after the District furnished the detailed plans and specifications, the deposit shall become a part of the advance.

Forfeiture of Deposit. If such contract is not so executed, the deposit to cover the cost of preparing plans, specifications and cost estimates shall be forfeited by the applicant for the main extension and the amount of the forfeited deposit shall be credited to the account(s) to which the expense of preparing said material was charged.

(D) Maps and Contouring Information. When detailed plans, specifications and cost estimates are requested, the applicant for a main extension shall furnish a map to 1" = 100' scale, showing the street and lot layouts and, when requested by the District, contours or other indication of the relative elevation of the various parts of the area to be developed. The District, at the applicant's request, may procure the above information, but at the applicant's expense.

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ARTICLE X  
MAIN EXTENSIONS

Plan Change Costs. If changes are made subsequent to the presentation of this map by the applicant, and these changes require additional expense in revising plans, specifications and cost estimates, this additional expense shall be borne by the applicant, not subject to refund, and the additional expense thus recovered shall be credited to the account(s) to which the additional expense was charged.

(E) Option for Applicant to Provide Detailed Plans. In lieu of provisions provided for in Sections 94(A) [District Provision of Preliminary Plans and Cost Estimates] and B [Applicant Deposit Provisions], the applicant may at his/her own option, provide the District with detailed plans, specifications and cost estimates, at his/her own expense, provided such plans and specifications are prepared and signed by a qualified engineer.

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ARTICLE X  
MAIN EXTENSIONS

Section 95. Timing and Adjustment of Advances.

(A) Advance of Cost When Construction by District. Unless the applicant for the main extension elects to arrange for the installation of the extension himself/herself, the full amount of the required advance or an acceptable surety bond must be provided to the District at the time the main extension is executed.

(B) Surety Bond Replaced by Cash. If the applicant for a main extension posts a surety bond in lieu of cash, such surety bond must be replaced with cash in not less than 10 (ten) calendar days before construction is to commence.

(C) Cost Statement Requirement. An applicant for a main extension who advances funds shall be provided with a statement of actual construction costs and adjusted construction cost showing in reasonable detail the costs incurred for material, labor, any other direct or indirect costs, overheads and total costs; or unit costs; or contract costs, whichever are appropriate.

(D) Time Limitation or Submitting Cost Statement. Said statement shall be submitted within 60 days after the actual construction costs of the installation have been ascertained by the District. In the event that the actual construction costs for the entire installation shall not have been determined within 120 days after completion of construction work, a preliminary determination of actual and adjusted construction costs shall be submitted, based upon the best available information at that time.

(E) Time Schedule for Adjustments. Any differences between the adjusted construction costs and the amount advanced shall be shown as a revision of the amount of advance and shall be payable within 30 days of the date of submission of statement.

*Sections 96-97 re Line Extension rescinded by Resolution No. 96-56, April 10, 1996*



CALAVERAS COUNTY WATER DISTRICT  
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ARTICLE XI  
ACQUISITION OF EXISTING SYSTEMS

Section 107. Existing Systems Modified to District Specifications.

The District will connect to and assume the maintenance and operation of existing systems, which when modified then meet Specifications for Distribution Systems to be Maintained and Operated by the District.

Section 108. Existing Systems Not Meeting District Specifications.

The District will connect to existing systems with delivery of water through a master meter, when such systems do not meet District Specifications, but will require storage in the area. Such storage requirements will be determined by the District Engineer. The District will not assume maintenance and operation of the system. Such maintenance and operation must be conducted by the mutual water company, or homeowners association, or other owners responsible for the system.

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ARTICLE XII  
EXISTING SUBDIVISION AND SERVICE AREAS  
WITHOUT WATER DISTRIBUTION SYSTEMS

Section 118. District Construction at Group Request.

The District will connect to the systems subsequently built in existing subdivisions and service areas when they comply with Specifications for Distribution Systems to be Maintained and Operated by the District.

CALAVERAS COUNTY WATER DISTRICT  
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ARTICLE XII  
EXISTING SUBDIVISION AND SERVICE AREAS  
WITHOUT WATER DISTRIBUTION SYSTEMS

Section 119. Procedure for Group Participation.

When an individual or a group of individuals wish to construct a water distribution system that will meet specifications, the following method will be used:

(A) Group Petition and Pledge of Funds. The people to be served by a proposed system will petition the Board of Directors of the District on a form of petition provided by the District, setting forth their desires to have a water distribution system and obligating themselves individually in the amount of \$500, together with a map of the area showing the individual ownerships upon the map so submitted.

(B) Preliminary Plan and Cost Study by the District. Upon receipt of said petition and required information, the District will make a study of the area and arrive at an approximate cost per unit or service or area or front footage, at which time petitioners will be so advised of the District's findings.

(C) Free Preliminary Study. No charge will be made for the preliminary investigations and determination of approximate costs of proposed distribution systems.

(D) Detailed Design for Construction Bids. Should petitioners so direct, the District would then design for bid purposes a water system for the area and proceed to advertise for bids for construction of said distribution system.

(E) Group Responsibility for Detailed Design Costs. All engineering costs relative to design necessary for actual construction must be paid for by the party [parties] requesting the construction of such distribution systems.

(F) Group Deposit of Funds. Upon receipt of bids, petitioners would be advised of the actual amount to be subscribed by each petitioner and the money would necessarily be deposited with the District within 30 days. The District would then proceed with the construction of the system.

(G) Alternate Plan for Construction by a Group. As an alternate method, said group of petitioners may elect to build such system in accordance with Specifications for distribution systems to be maintained and operated by the District under inspection by the District, and transfer of ownership to the District upon completion.

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ARTICLE XIII  
FORMATION OF ASSESSMENT OR IMPROVEMENT DISTRICT

Section 129. Bonding of Property.

Should either of the above methods, as outlined in Article XII, be inadequate or not meet the special requirements of an area contemplating a distribution system, it may be necessary to consider the formation of an assessment or improvement district. This may be accomplished under the appropriate one of several special statutes which generally provide that property owners may cause public works to be done and paid for either in cash or over a period of years.

A special assessment bond is a document which is issued by the entity to represent the amount of the assessment and which constitutes an unpaid lien on the property owner to insure the payment of the assessment and in turn the payment of the bond. The formation of such an entity and the procedure for the authorization and issuance of bonds is highly technical and those to whom this general information is of particular importance or who propose to form an entity should seek the advice of an attorney and a stock and bond brokerage firm familiar with special assessment procedures and special assessment bonds. For the guidance and assistance of those who may be interested, additional information may be found in "Special Assessment Districts, Procedures and Bonds", which though incomplete and in summary form, is available upon request at the District office.

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ARTICLE XIV  
INDIVIDUAL CONNECTIONS TO MAIN TRANSMISSION LINE

Section 139. Special Condition for Individual Service from Transmission Line.

The District is adverse to individual connections to the transmission line. In all cases where it is feasible, individual connections shall be made to a distribution main. Individual services may be allowed by resolution of the Board of Directors in hardship cases when there are no distribution mains in the immediate area and it is not anticipated that there will be in the immediate future.

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ARTICLE XV  
COST OF CONNECTING TO THE MAIN TRANSMISSION LINE

Section 149. Line Size Cost Schedule.

Connections to the main transmission line will be paid for by the applicant in accordance with Schedule No. 15. (The cost of a pressure reducing valve when required is not included in Schedule No. 15.)

Section 150. Pressure Control Fee.

When a pressure reducing valve is required, an additional charge will be made under Schedule No. 15A.

Section 151. Conditions for Refund.

Refunding on connections to the main line will be made only when said connections are larger than 3 inches and will be made in accordance with Sections 97 C (2) (a) (Refunds) and C (2) (b) (Methods of Extension Cost Refund.)

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ARTICLE XVII  
FIRE HYDRANTS

Section 171. Installation.

Installation of fire hydrants shall be included in all distribution systems constructed for acceptance by the District for maintenance and operation. Hydrants being specifically requested by a fire district must necessarily be paid for by the fire district. In any event, the cost of fire hydrants and installation thereof, including necessary valve, pipe and other appurtenances thereto, shall be borne by the applicant.

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Section 172. Maintenance and Operations.

The following policy sets forth the responsibilities of participating Fire Protection Agencies and CCWD with respect to operation, maintenance, repair and replacement of public fire hydrants within CCWD's service areas:

(A) Definitions of Terms

1. CCWD – Calaveras County Water District
2. Agencies – The fire protection providers are collectively referred to as the “Agencies.” It is the intent of this policy to address only those Agencies within CCWD water service areas.
3. Public Fire Hydrant – Any fire hydrant that is not exclusively used as a private fire hydrant and is accessible to the public. This shall include wharf hydrants and standpipes.
4. Private Fire Hydrant – Any fire hydrant which is not available or not accessible for public use on a continuous basis and is exclusively for the use of specific property and is located on that property.
5. Operation – The operation of the fire hydrant shall be the physical operating of the hydrant including flushing, flow testing and fire fighting.
6. Maintenance – Maintenance of the fire hydrant is defined as inspection and minor repairs including but not limited to replacing cap and chain, lubricating cap, repainting, remarking, staking, safety barriers, clearing of surrounding area etc. Maintenance shall be performed in accordance with standard practices and procedures.
7. Repair and Replacement – Repair is defined as including replacement of any parts and/or any work which includes dismantling of hydrant. Replacement is defined to include a complete removal and replacement of an existing hydrant. The repair and replacement definition shall include the lateral pipeline and any other appurtenance serving the hydrant.



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(B) Operation and Maintenance Responsibilities

1.) It is the intent of this section that all public fire hydrants shall be inspected by the Agencies on an annual basis. It is understood that due to the number of hydrants in some areas, this may not always be possible. Inspections shall include the following elements per Insurance Service Offices and American Water Works Association recommendations:

a. Physical examination of the area surrounding the hydrant, correction of any obstructions associated with visibility (brush/weeds/dirt, etc.) and snow stake if needed.

b. Physical examination of the hydrant. Check operation and perform maintenance as defined above. CCWD shall supply the Agencies with replacement caps and chains as required.

c. Flow test of hydrant capacity.

d. Lubrication and paint if necessary.

e. Mark (placard) out-of-service and high pressure hydrants.

f. Document inspection and flow test results.

2.) The Agencies shall provide all labor, insurance, tools, vehicles and fuel needed to perform maintenance. CCWD shall pay for the paint, snow stakes and lubricant. Additionally, CCWD will provide replacement caps and chains, and loan flow test metering devices to the Agencies.

3.) CCWD is responsible for the repair and/or replacement of defective hydrants identified by the Agencies.

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4.) For each fully completed inspection (Items 1a-1f above), the Agencies shall be reimbursed by CCWD at the rate of \$5.00 (five dollars) per hydrant per year. Payment shall be made on an annual basis within 30 days of CCWD receiving both an invoice and the inspection documentation from the Agencies. Invoice and inspection documentation shall be submitted to the Operations Superintendent for approval no later than December 31 of each year. CCWD shall not compensate the Agencies for inspection of private fire hydrants.

5.) Water may be drawn from any hydrant by the Agencies or third parties for fire suppression.

6.) The CCWD Operations Superintendent shall be notified by fax of water to be drawn from any hydrant for training or hydrant testing.

7.) The Agencies shall submit reports every three months stating approximate volume of water used for testing, training, etc., for those hydrants flowed over 5,000 gallons. Volume of water used shall be roughly estimated using the determined capacity of the hydrant over the duration of the test or training event.

(C) Indemnification and Liability

CCWD does not make any guarantee to any Agencies as to operating pressures or flows.

To the fullest extent permitted by law, the participating Fire Protection Agencies shall indemnify, hold harmless and defend CCWD, its directors, officers, employees or authorized volunteers, and each of them, from and against any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, including attorneys fees, in law or in equity, of every kind and nature whatsoever for, but not limited to injury to or death of any person, and damages to or destruction of property of any person arising out of or in any manner directly or indirectly connected with the work to be performed under this agreement, however caused, except arising out of the sole negligence or willful misconduct or active negligence of CCWD, or its directors, officers, employees or authorized volunteers.

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(D) Conditions of Participation

1.) To participate in the hydrant maintenance program and to receive the reimbursement defined under this policy, the Board of an individual Agency must enter into an agreement with CCWD accepting the terms and conditions under Section 172.

2.) The Agencies or CCWD may cancel their participation in this program after giving 120 days notice to the other party.

Resolution 98-19, March 11, 1998

Amended by Resolution 98-39, June 10, 1998 and Resolution 99-2, April 14, 1999

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## APPENDIX F

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11 April 2019

## **Technical Memorandum**

To: Bob Godwin, Jesse Hampton, Damon Wyckoff, CCWD

From: Chantelle Garvin, Kennedy/Jenks

Reviewed By: Jennifer Lau Larsen, Kennedy/Jenks

Subject: Sewer System Management Plan – 2019 Audit and Update  
K/J 1870013.00

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### **Background**

On 2 May 2006, the State Water Resources Control Board (State Water Board) adopted the *Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ* (SSS General Order)<sup>1</sup> to provide a consistent, statewide regulatory approach to address sanitary sewer overflows (SSOs). The SSS General Order applies to all entities that own or operate a sanitary sewer system greater than one mile in length that collect and/or convey untreated or partially treated wastewater.

Qualifying entities are required to comply with the following provisions of the SSS General Order:

- Submit a complete Sewer System Management Plan (SSMP) (Provision D.11);
- Conduct SSMP audits every two years (Provision D.13(x));
- Update its SSMP every five years (Provision D.14); and
- Report SSO's (Provision D13(ii)).

### **Purpose**

Calaveras County Water District (CCWD or District) directed Kennedy Jenks to conduct the 2019 Audit and 2019 Update of its SSMP. This technical memorandum (TM) provides a summary of that effort.

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<sup>1</sup> The Monitoring and Reporting Program of the SSS General Order was revised to include additional monitoring and reporting requirements. The amended Monitoring and Reporting Program was adopted as on 6 August 2013 as Order No. WQ 2013-0058-EXEC (MRP). All references to the General Order include the amended MRP.

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### **2019 Audit**

The purpose of the SSMP Program Audit (Audit) is to determine:

- 1) The success of CCWD in implementing the programs and processes identified in its SSMP (SSMP Compliance and Effectiveness); and
- 2) The success of those programs and processes in achieving the goals of the SSMP (Monitoring and Measurement).

### **SSMP Compliance and Effectiveness**

The Compliance and Effectiveness part of the SSMP Audit evaluates the requirements of the SSS General Order Waste Discharge Requirements (WDRs), the District's programs and processes to comply with WDRs, and the success of the District in implementing those programs and processes. The WDR elements<sup>2</sup> are:

- Goal
- Organization
- Legal Authority
- Operation and Maintenance Program
- Design and Performance Provisions
- Overflow Emergency Response Plan
- FOG Control Program
- System Evaluation and Capacity Assurance Plan
- Monitoring, Measurement, and Program Modifications
- SSMP Program Audits
- Communication Program

Each element has several requirements. For each requirement, the programs and processes described in the District's SSMP were summarized and presented to the District in table format. On 12 December 2018 a meeting was held at CCWD to discuss the success of the District in implementing those programs and processes. The following CCWD staff were in attendance at the meeting:

- Director of Operations – Damon Wyckoff
- Operations Manager – Jesse Hampton
- Collection System Supervisor – Chris Skrbina

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<sup>2</sup> [www.waterboards.ca.gov](http://www.waterboards.ca.gov)



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- Collections System Worker – Amos Roeder
- Engineering – Bob Godwin

During the meeting we determined which of the District's programs and processes were being implemented successfully, and which ones needed to be re-evaluated. For the programs and processes not being implemented, or needing improvement, a series of questions were developed, distributed to, and completed by the District to gain a better understanding of how these programs and processes could be improved.

A detailed account of this process is documented in the Compliance and Effectiveness Section of the 2019 Program Audit, provided as Attachment F.1. A summary of these results is presented in Table 1.

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**Table 1: Summary of Compliance and Effectiveness Recommendations**

Section in SSMP	2019 Audit Result - Deficiencies	2019 Audit Result – Recommendation	Year of Update
3.4	No formal procedure to guide customer service staff through receiving and responding to customer complaints	Develop a procedure to gather detailed information from customers making a complaint, and provide customers with cleanup procedures when necessary, a timeframe for District response, and an opportunity to evaluate services provided.	2019
4.3	Board Policies and Administrative Regulations referenced in the 2015 SSMP were incorrect	References corrected in 2019 SSMP. Reviewing and updating current Ordinances and Rules and Regulations to be consistent with WDRs and State requirements.	2019
5.7.1	The District’s PDF system maps are an improvement, but GIS based maps have many more applications and can interface with many more software programs.	In progress of converting collection system maps from AutoCAD to GIS and implementing a geospatially referenced CMMS.	2019
5.7.2	The District’s current maintenance and management system lacks the ability to store, access and analyze data.	In progress of implementing a formal computerized maintenance management system (CMMS) to create one database for all uses: planning, mapping, maintenance and reporting.	2019
5.7.2	No formal process for inspecting manholes. Access to manholes is limited in some areas.	Develop a formal procedure for inspecting manholes. Establish access to critical facilities within backyard utility easement alignment.	2019
5.7.3	The District has little data to locate areas of high Infiltration and Inflow (I/I).	The District has purchased equipment to locate I/I (smoke testing) and is looking at additional I/I locating equipment/technologies/methods.	2019

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Section in SSMP	2019 Audit Result - Deficiencies	2019 Audit Result – Recommendation	Year of Update
5.7.4	No well-defined inventory, inventory management program, or a purchasing agent.	Develop and implement an inventory management program to ensure critical replacement parts are available during emergencies and can be easily located. Consider property alternatives for constructing a maintenance shop.	2019
6.3	Districts Design and Construction Standards were last reviewed and updated in 2008	Review and Update District’s Design and Construction Standards and include a guide standard for septic tanks.	2019
6.3	The operations staff identified a need for a septic tank design standard		
9.1	Capacity analysis enhancement efforts are somewhat limited.	Develop a sewer model of each of the District's service areas; Consider requiring developers to participate in said capacity analyses.	2019
9.1	The computerized hydraulic model is not available for all parts of the system		
10.5	With numerous responsibilities and limited exposure to many of the regulatory requirements (as-needed basis), it is difficult for the Operations Department to stay current and comply with all regulatory requirements.	Consider the benefit of hiring a compliance officer.	2019

**SWRCB 2013 Monitor and Reporting Program Requirements**

Although not all of these requirements are required to be included in the SSMP directly, in order to ensure that these requirements (many of which are time-sensitive) are met, it is recommended that they be included in the SSMP and response plans in the appropriate sections. These include: Definitions, Reporting, Water Quality, Record Keeping, and Monitoring and Measurements.

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### Definitions

It is suggested that a definition page be added to the SSMP for easy reference. The list of definitions should include Category 1, 2, and 3 spills, as well as the definition for Private Lateral Sewage Discharge, if applicable.

### Reporting

The State Water Board 2013 Monitoring and Reporting Program Update includes time-sensitive reporting requirements based on the volume and location of the SSO. It is recommended that these requirements are included in the SSMP for easy reference, for example in Table 1 of the OERP.

### Water Quality

Water quality results are required to be uploaded into CIWQS for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters. It is recommended that this be added to OERP.

### Record Keeping

It is recommended that a table listing the sections updated, a description of the update, and the year of the update be included in the SSMP to meet the requirements of the MRP. In this way, the authorization of the update will be included as part of the authorization/certification of the SSMP update by the Legally Responsible Officials.

It should be noted that self-maintained records by the District concerning the sanitary sewer system are required to be available for inspection upon request. These include SSO event records, SSMP implementation/update documentation, water quality monitoring for SSOs of 50,000 gallons or more spilled to surface waters, and collection system telemetry records (if applicable).

## **Monitoring and Measurement**

The Monitoring and Measurement part of the SSMP Audit measures the success of the District's programs and processes in achieving the goals of the SSMP:

- 1) Protect the health and safety of people and the environment;
- 2) Minimize number and impact of SSOs that occur;
- 3) Meet all applicable regulatory notification and reporting requirements;
- 4) Cost effectively minimize infiltration/inflow (I/I);

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- 5) Implement regular, proactive maintenance of the system to remove roots, debris and fats oils and grease (FOG) in areas prone to blockages that may cause sewer backups or overflows; and
- 6) Involve employees in the collection system strategic planning process.

The Monitoring and Measuring portion of the Audit includes collecting and summarizing the necessary data to evaluate the performance of the collection system and success of the preventative maintenance program based on the following key performance indicators presented in Section 10 of the SSMP:

- Location of SSOs
- SSOs by cause: roots, grease, debris, pipe failure, pump station failure, capacity
- Length and location of pipeline cleaned
- Length and location of pipeline cleared of roots
- Lift station maintenance performed
- Repairs and rehabilitation projects completed
- Number of grease interceptors inspected

A detailed account of this process is documented in the Monitoring and Measurement Section of the 2019 Program Audit. The 2019 Audit is provided as Attachment F.2.

### **Overall Comments**

The SSMP generally contains the required information for compliance with the SSS WDRs. Additional detail was added to the Overflow Emergency Response Plan in order to ensure that the 2013 MRP requirements are carried out in the required timeframe.

It is suggested that any statements that are made regarding future improvements or adoption of new technologies are reviewed and updated as applicable.

Element	Number	Requirement	Code	Location in the SSMP	Meets Requirement?	How SSMP Element is Being Implemented
Goals	1	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.	SSS WDR D.13.(i)	Section 2	Yes	The SSMP has 8 goals: 1. Protect public health 2. Ensure employee safety (NEW per Bob) 3. Meet all applicable regulatory notification and reporting requirements 4. Minimize the number and impact of SSOs that occur 5. Cost-effectively minimize infiltration/inflow (I/I) 6. Maintain and improve the condition of the collection system infrastructure in order to provide reliable service now and into the future 7. Implement regular, proactive maintenance of the system to remove roots, debris and FOG in areas prone to blockages that may cause sewer backups or SSOs 8. Involve employees in the strategic planning process for the collection system
Organization	1	The name of the responsible or authorized representative	SSS WDR D.13.(ii)(a)	Section 3.1 (Title) Appendix A (Names)	Yes	Collections System Supervisor, Chris Skrbina
	2	The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation	SSS WDR D.13.(ii)(b)	Figure 3-1 (Title) Appendix A (Names)	Yes	Appendix A provides a list of names and contact information
	3	The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).	SSS WDR D.13.(ii)(c)	Figure 3-2	No	Get information from the District to improve narrative in 5.3.7 and possibly move to Section 3 to explain Figure and and update Figure 3-2
Legal Authority	1	Legal Authority: Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:	SSS WDR D.13.(iii)			
	2	Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc...)	SSS WDR D.13.(iii)(a)	Section 4.2.1	Yes	District Board Policies and Administrative Regulations. Do these include I/I, storm water, roots, etc...?
	3	Require that sewers and connections be properly designed and constructed	SSS WDR D.13.(iii)(b)	Section 4.2.2	Yes	District Design and Construction Standards
	4	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency	SSS WDR D.13.(iii)(c)	Section 4.2.3	Yes	District Board Policies and Administrative Regulations.
	5	Limit the discharge of fats, oils, and grease and other debris that may cause blockages	SSS WDR D.13.(iii)(d)	Section 4.2.4	Yes	District Board Policies and Administrative Regulations.
	6	Enforce any violation of its sewer ordinances	SSS WDR D.13.(iii)(e)	Section 4.2.5	Yes	District Board Policies and Administrative Regulations.
O&M Program	1	Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities	SSS WDR D.13.(iv)(a)	Section 5.1	Yes	District Collection System Maps and Toshiba Tough Pros
	2	Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders	SSS WDR D.13.(iv)(b)	Section 5.2	Yes	Cyclical inspections of the Lift Stations Is there cyclical inspection of the the sewer mains, it is not stated?  Cyclical cleaning of the sewers. Focused cleaning of the sewers.  Is there anything done by the contractors? could there be?
	3	Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan	SSS WDR D.13.(iv)(c)	Section 5.4	Yes	Determination of risk and consequence
	4	Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained	SSS WDR D.13.(iv)(d)	Section 5.5	Yes	CWEA certified. Bi-yearly training for: - First-aid - CPR - Confined Space Entry - Trench Safety - Stand-by Generator Operations - Traffic Control - Use of all collection system maintenance equipment  Is there any training requirements for contractors?
	5	Provide equipment and replacement part inventories, including identification of critical replacement parts.	SSS WDR D.13.(iv)(e)	Section 5.6	Yes	Backup generators, portable generators, vector trucks and pump trucks.  How else does the District define and stock for critical replacement parts, to be answered by each District Subset: - Collections - Electricians - Mechanics
Design and Performance Provisions	1	Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems	SSS WDR D.13.(v)(a)	Section 6.1	Yes	Design Criteria and Standards Standard Sewer Construction Details Technical Specifications; Materials and Construction Standards
	2	Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects	SSS WDR D.13.(v)(b)	Section 6.2	Yes	Within the Sewer Section of the Technical Specifications, procedures and standards for inspecting and testing installations
	1	Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner	SSS WDR D.13.(vi)(a)	Figure 3.2	Yes	Responding personnel must immediately notify the area Supervisor, via dispatch, telephone, pager, or cellular phone. In the event that area supervisors are not available, Standby personnel have authority to approve expenditures and contract services to stop or cleanup the spill.
	2	A program to ensure appropriate response to all overflows	SSS WDR D.13.(vi)(b)	OERP	Yes	Sewer Spill Response Procedures to be renamed Overflow Emergency Response Plan
	3	Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc...) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification	SSS WDR D.13.(vi)(c)	OERP	Yes	Sewer Spill Response Procedures to be renamed Overflow Emergency Response Plan: - First Response - Follow up (Reporting, Notifications, clean-up, sampling, warning signs) - Spill Reporting Form

Element	Number	Requirement	Code	Location in the SSMP	Meets Requirement?	How SSMP Element is Being Implemented
Overflow ERP	4	Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained	SSS WDR D.13.(vi)(d)	OERP	Yes	Sewer Spill Response Procedures to be renamed Overflow Emergency Response Plan.  Overflow ERP used as a resource to train staff. New employees receive this training as part of orientation and then reinforced during tailgate training sessions. Construction inspectors are also trained. Contractors must submit and obtain approval of all flow bypasses and emergency response plans prior to the start of construction.
	5	Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities	SSS WDR D.13.(vi)(e)	SSMP Chapter 7.2.6.	Yes	District contracts with professional educators to train maintenance, collections and inspection personnel in traffic control.
	6	A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge	SSS WDR D.13.(vi)(f)	OERP	Yes	Overflow ERP used as a resource to train staff. New employees receive this training as part of orientation and then reinforced during tailgate training sessions. Construction inspectors are also trained. Contractors must submit and obtain approval of all flow bypasses and emergency response plans prior to the start of construction.  In combination with the Preventative Maintenance Program.
FOG Control Program	1	D.13.(vii) Fats, Oils, and Grease (FOG) Control Program: Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:	SSS WDR D.13.(vii)			
	2	An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG	SSS WDR D.13.(vii)(a)	Section 8.3	Yes	The District uses press releases and bill inserts to direct customers to <a href="https://ccwd.org/dont-put-fats-oils-grease-drain/">https://ccwd.org/dont-put-fats-oils-grease-drain/</a> .
	3	A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area	SSS WDR D.13.(vii)(b)		No	The County does not have a FOG receiving facility
	4	The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG	SSS WDR D.13.(vii)(c)	Section 8.4	Yes	Administrative Regulations
	5	Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements	SSS WDR D.13.(vii)(d)	Section 8.2.1.1	Yes	Industrial Pretreatment and Pollution Prevention Program (IPP) (Ask Robbie about the current status of this program). There are 53 Food Service Establishments (FSEs) in the existing plan. Waste Discharge requirements issued to FSE. (who issues this WDR?)
	6	Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance	SSS WDR D.13.(vii)(e)	Section 8.2.1.2	Yes	Administrative Regulations - FSEs inspected 4 times per year or Ch.10 says annually. Compliance inspection check-list (Appendix E of the SSMP). Enforcement Response Plan is enacted if found in non-compliance which is: <ul style="list-style-type: none"> <li>Identify and respond to noncompliance as quickly as possible, in order to minimize impact on the District's collection system.</li> <li>Document and investigate noncompliance thoroughly and expeditiously.</li> <li>Ensure that enforcement actions are dictated by the severity of the violation.</li> <li>Take enforcement action in a timely manner.</li> <li>Respond to noncompliance in a consistent and objective manner.</li> </ul>
	7	An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section	SSS WDR D.13.(vii)(f)	Section 8.2.1	Yes	cyclical chemical preventative maintenance schedules for hydro-jetting and chemical control measures to inhibit grease accumulation. Prioritized based on previous PM results and High Priority segment findings forwarded to the IPP Program.
	8	Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above	SSS WDR D.13.(vii)(g)	Section 8.0	Yes - not needed	Source contro measures are not needed as the collection system is primarily low density residential.
System Evaluation and Capacity Assurance Plan	1	System Evaluation and Capacity Assurance Plan: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:	SSS WDR D.13.(viii)			
	2	Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events	SSS WDR D.13.(viii)(a)	Section 9	Yes	Master Plans and hydraulic modeling are used to inform the CIP
	3	Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in "a" above to establish appropriate design criteria	SSS WDR D.13.(viii)(b)	Section 9	Yes	Master Plans contain evaluations, design criteria and capacity enhancement measures for buildout of each area , updated approximately evry 10 years
	4	Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding	SSS WDR D.13.(viii)(c)	Section 9	Yes	5-year CIP which is updated every year
	5	Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14	SSS WDR D.13.(viii)(d)	Section 9	No	Does the 5-year CIP include a schedule of completion for each project?
	1	Monitoring, Measurement, and Program Modifications: The Enrollee shall:	SSS WDR D.13.(ix)			
	2	Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities	SSS WDR D.13.(ix)(a)	Section 10.1	Yes	Are the maintenance records being properly maintained, including SSO data, service and repair history, root control, pipe cleaning, CCTV reports and customer complaints?

Element	Number	Requirement	Code	Location in the SSMP	Meets Requirement?	How SSMP Element is Being Implemented
<b>Monitoring, Measurement and Program Modifications</b>	3	Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP	SSS WDR D.13.(ix)(b)	Section 10.4	Yes	Is the District monitoring the implementation and effectiveness of each element of the SSMP and maintaining records (Audit records)? The SSMP says this is done annually, but audits are only required every two years....
	4	Assess the success of the preventative maintenance program	SSS WDR D.13.(ix)(c)	Section 10.2	Yes	The District tracks the following: <ul style="list-style-type: none"> <li>• Location of all SSOs.</li> <li>• SSOs by cause: roots, grease, debris, pipe failure, pump station failure, capacity.</li> <li>• Length and location of pipeline cleaned.</li> <li>• Length and location of pipeline cleared of roots.</li> <li>• Lift station maintenance performed.</li> <li>• Repairs and rehabilitation projects completed.</li> <li>• Number of grease interceptors inspected.</li> </ul>
	5	Update program elements, as appropriate, based on monitoring or performance evaluations	SSS WDR D.13.(ix)(d)	Section 10.4	Yes	Has the SSMP been updated? Have deficiencies revealed during the audit been addressed?
	6	Identify and illustrate SSO trends, including: frequency, location, and volume	SSS WDR D.13.(ix)(e)	Section 10.3	Yes	Have SSO trends been identified and evaluated for frequency, location and volume?
<b>SSMP Program Audits</b>	1	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them	SSS WDR D.13.(x)	Section 11	Yes	Has the District met auditing deadlines (every two years)?
<b>Communications Program</b>	1	The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.  The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system	SSS WDR D.13.(xi)	Section 12	Yes	Has the public been adequately informed? Is the website being maintained?
<b>Spill Categories and Definitions</b>	1	Definitions for Category 1, Category 2, Category 3, and Private Lateral Sewage Discharge (PLSD)	Section A of MRP	Overflow ERP, Table 1	No	
<b>Notification</b>	1	Within two hours of becoming aware of any Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Section B of MRP	Overflow ERP, Table 1	No	
<b>Reporting</b>	1	-Category 1 SSO: Submit draft report within three business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. -Category 2 SSO: Submit draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of the SSO end date. -Category 3 SSO: Submit certified report within 30 calendar days of the end of month in which SSO the occurred. -SSO Technical Report: Submit within 45 calendar days after the end date of any Category 1 SSO in which 50,000 gallons or greater are spilled to surface waters. -"No Spill" Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month or, if reporting quarterly, the quarter in which no SSOs occurred. -Collection System Questionnaire: Update and certify every 12 months.	Section C of MRP	Overflow ERP, Table 1	No	
<b>Water Quality Monitoring</b>	1	Conduct water quality sampling within 48 hours after initial SSO notification for Category 1 SSOs in which 50,000 gallons or greater are spilled to surface waters.	Section D of MRP	Overflow ERP, Table 1	No	
<b>Record Keeping</b>	1	-SSO event records.		Section 10.1		The District collection collects system information including all maintenance activities, SSO data, service and repair history, root control, pipe cleaning, and customer complaints. The data is collected and can be accessed at main office computer system
	2	-Records documenting Sanitary Sewer Management Plan (SSMP) implementation and changes/updates to the SSMP.	Section E of MRP			Documentation of SSMP implementation: -cleaning and inspection activities -Audits -Updates -SSOs -etc...
	3	-Records to document Water Quality Monitoring for SSOs of 50,000 gallons or greater spilled to surface waters.			No	No mention of maintainin these records
	4	-Collection system telemetry records if relied upon to document and/or estimate SSO Volume.			No	Is this applicable? Are there any scada records to document SSOs



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## **Sewer System Management Plan - 2019 Program Audit**

4/11/2019

Prepared for

### **Calaveras County Water District**

120 Toma Ct  
San Andreas, CA 95249

K/J Project No. 1870013\*00

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## **Section 1: Introduction**

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As required by the State Water Resources Control Board, Calaveras County Water District (District) conducts audits of its Sewer System Management Plan (SSMP) every two years. This document represents the District's *SSMP – 2019 Program Audit* (Audit) and may be used as a template to complete future program audits.

In addition to updating the information contained in this Audit, the following tasks, at a minimum, shall be performed:

1. Compare records to the data reported to the California Integrated Water Quality System (CIWQS). Review annual performance metrics tracked by the District to identify trends.
2. Review preventative maintenance and condition assessment data and rehabilitation strategies with the Collection Systems Supervisor.
3. Review records from previous internal audits, to ensure noted deficiencies have been addressed.
4. Review the sewer system Overflow Emergency Response Plan (OERP) and identify improvements, if needed.
5. Identify accomplishments in improving the collection system and improvement plans for the succeeding year.
6. Record all findings during the audit process. This report will be kept on file along with other relevant SSMP documents.

## **Section 2: SSMP Program Audit Summary**

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Date: 11/29/2018

Date of last SSMP Program Audit: NA

Audit Team:

- Director of Operations – Damon Wyckoff
- Operations Manager – Jesse Hampton
- Engineering – Bob Godwin
- Collection System Supervisor – Chris Skrbina
- Collections System Worker – Amos Roeder

The purpose of this SSMP Program Audit (Audit) is to determine the success of Calaveras County Water District (District) in implementing the programs and processes identified in its SSMP, as well as the success of those programs and processes in achieving the goals of the SSMP. If deficiencies in the SSMP or the District's implementation of it are identified during this Audit, corrective actions will also be identified.

This Audit is completed in compliance with the processes described in Sections 10 and 11 of the SSMP, Monitoring, Measurement, and Program Modifications, and SSMP Program Audits, respectively, and is organized into three sections:

- Section 3 – Monitoring and Measurement;
- Section 4 – SSMP Compliance and Effectiveness; and
- Section 5 – Corrective Actions

## **Section 3: Monitoring and Measurement**

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This section evaluates how successful the programs and processes of the SSMP are at achieving the SSMP goals. It includes collecting and summarizing the necessary data to evaluate the performance of the collection system and success of the preventative maintenance program based on the following key performance indicators presented in Section 10 of the SSMP:

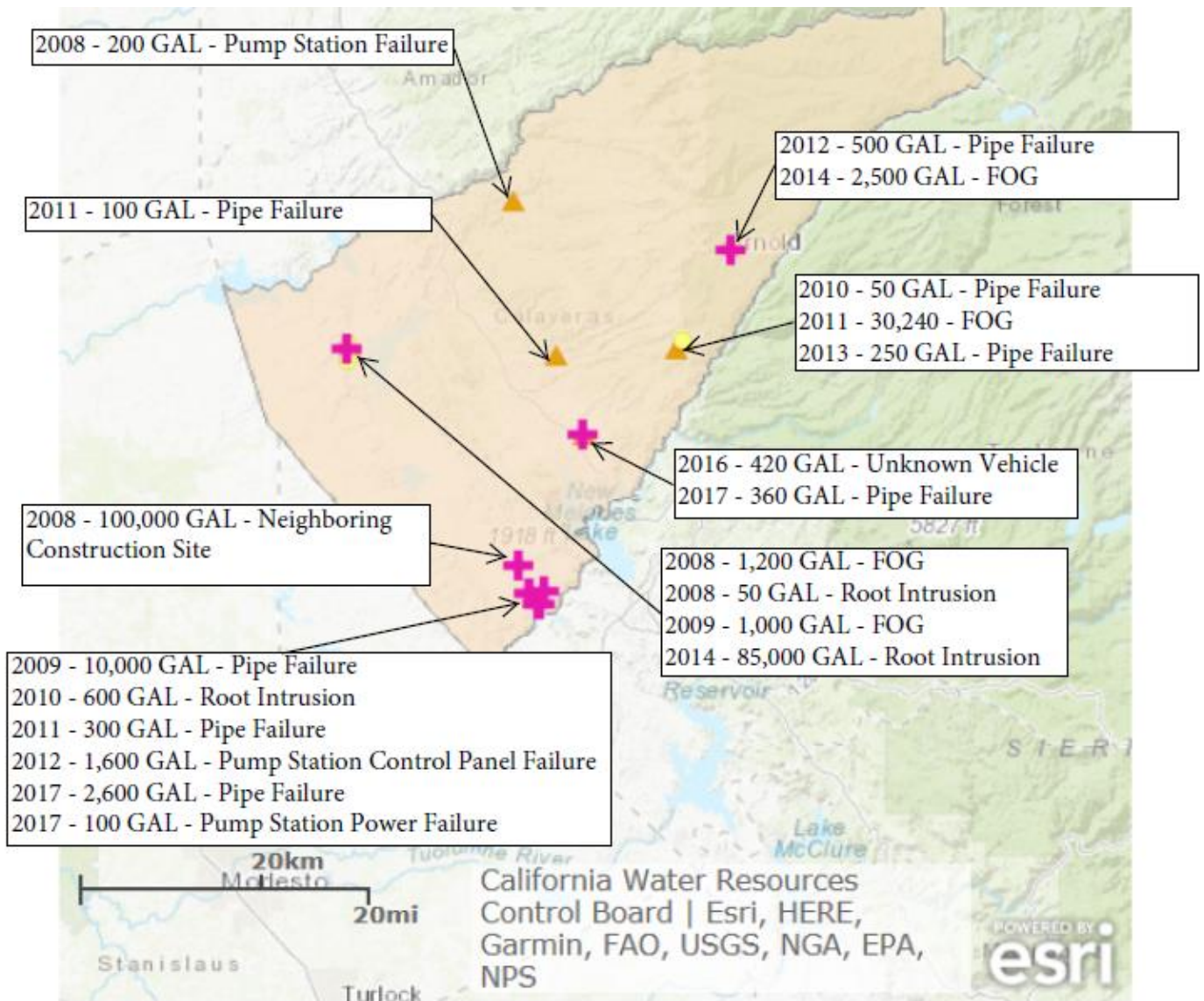
- Location of SSOs
- SSOs by cause: roots, grease, debris, pipe failure, pump station failure, capacity
- Length and location of pipeline cleaned
- Length and location of pipeline cleared of roots
- Lift station maintenance performed
- Repairs and rehabilitation projects completed
- Number of grease interceptors inspected

### **3.1 SSOs**

The District's SSOs are summarized in Table 1 and Figures 1-4 for years 2007 to 2018.

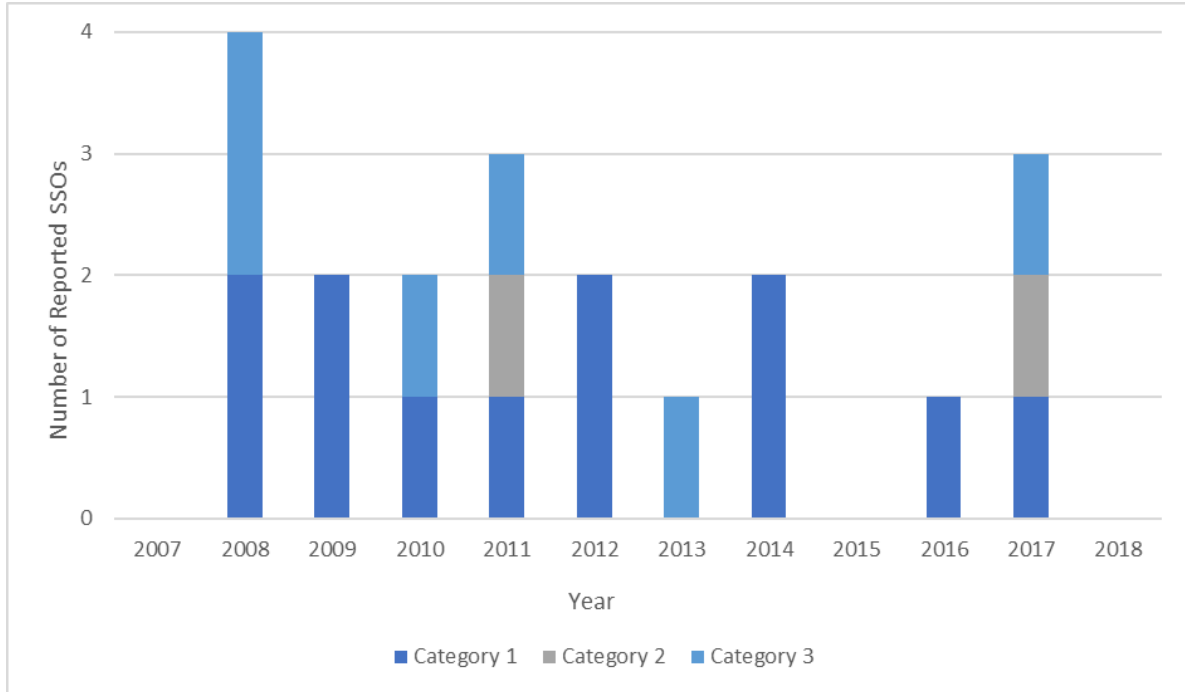
**Table 1: Sanitary Sewer Overflow (SSO) Description and Corrective Action Taken**

SSO ID #	CIWQS Category	Year	Appearance Point	Spill Volume (gal)	Spill Volume Recovered (gal)	Reach Surface Water (gal)	Cause of SSO	Corrective Action Taken
711427	1	2008	Manhole	100,000	50,000	50,000	Others - construction debris	Enforcement action against contractor
			Gravity sewer					
720183	3	2008	Manhole	50	0	0	Root intrusion	
722689	3	2008	Manhole	200	0	0	Pump station failure	
731112	1	2008	Clean-out	1,200	1,000	200	FOG	Adjusted schedule of preventative maintenance
735411	2	2009	Manhole	1,000	0	0	FOG	
745588	1	2009	Force main	10,000	2,000	500	Pipe failure	Repaired sewer
752431	1	2010	Manhole	600	0	500	Root intrusion	Repaired sewer
758251	3	2010	Force main	50	0	0	Pipe failure	
760469	2	2011	Manhole	30,240	1,000	0	FOG	NA
767128	3	2011	Force main	100	50	0	Pipe failure	
773045	1	2011	Force main	300	100	200	Pipe failure	Repaired sewer
			Pump station Bldg.					
779603	1	2012	Pump station	500	0	100	Pipe failure	Repaired sewer
			Pump station					
781956	1	2012	Force main	1,600	0	1,600	Pump station - UPS failure	Installed bypass relay in case of UPS failure
797314	3	2013	Force main	250	0	0	Pipe failure	
			Manhole					Adjusted schedule of preventative maintenance from every 5 years to every year
810061	2	2014	Manhole	85,000	84,500	0	Root intrusion	Adjusted schedule/method of preventative maintenance
811807	2	2014	Manhole	2,500	0	0	FOG	
			Force main					
830923	1	2016	clean-out	420	0	210	Others - vehicle	Installed traffic box on clean-out
			Force main					
831757	3	2017	clean-out	360	100	0	Pipe failure	
			Pump station					
839630	1	2017	Force main	100	0	100	Pump station - power failure	Added SCADA alarm to indicate generator is on
840406	2	2017	Force main	2,600	0	0	Pipe failure	Repaired sewer

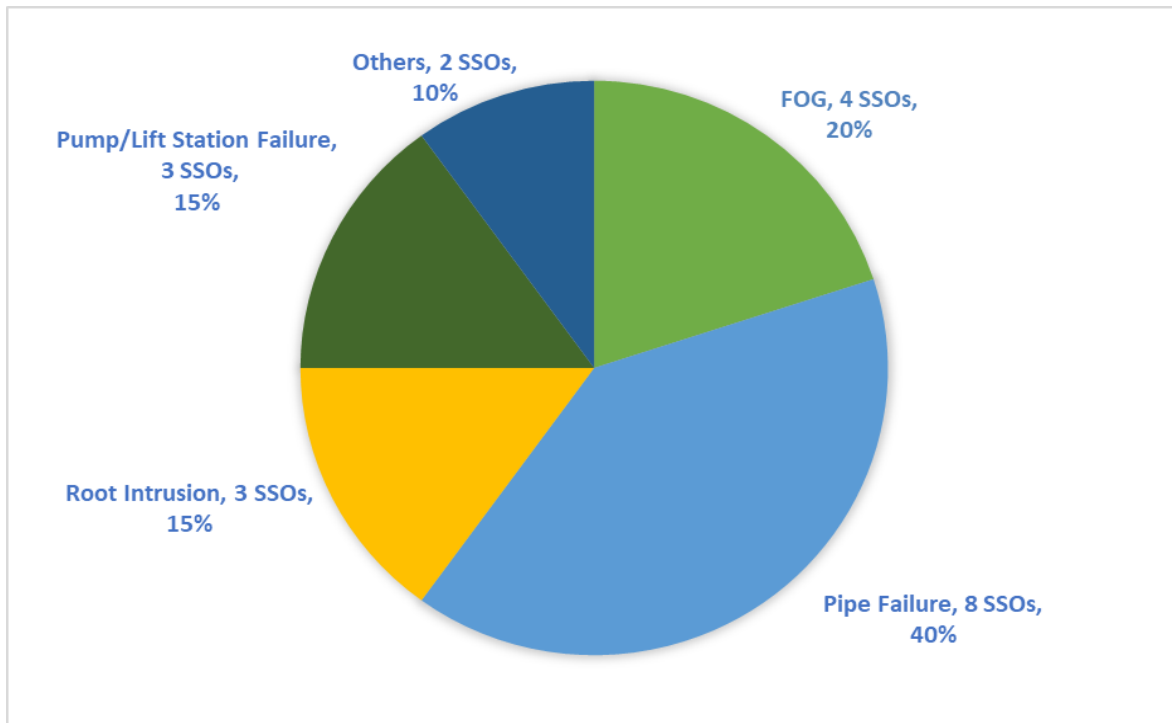


**Figure 1: SSO Locations**

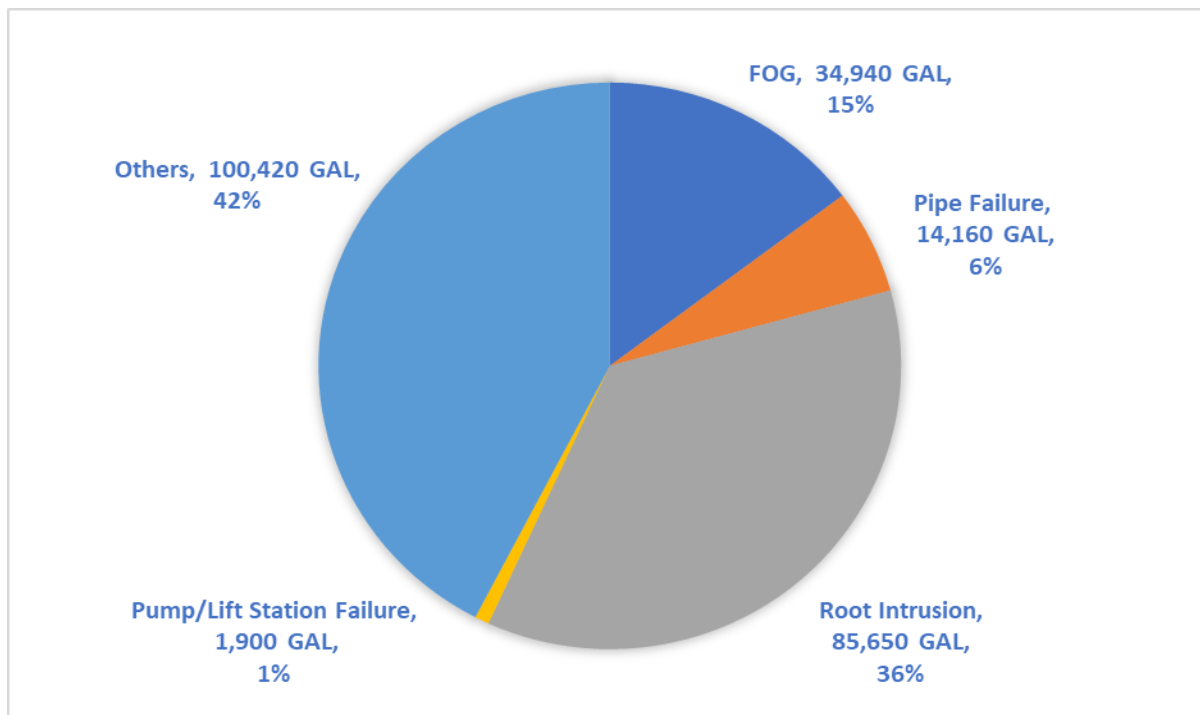




**Figure 2: Number of SSOs by Year and Category**



**Figure 3: Number and Percent of SSOs by Cause**



**Figure 4: Volume and Percent Volume of SSOs by Cause**

### 3.2 Preventative Maintenance Program

The District's preventative maintenance (PM) program includes cyclical as well as focused cleaning and inspection of the sanitary sewer system as described in Section 5.3 of the SSMP, Preventative Maintenance Program. During routine PM, staff conduct condition assessment and gather information to evaluate the PM schedule. PM for any sewer system area is prioritized based on qualitative findings of previous PM results, such as observation of accumulated FOG or root intrusion. Observation of FOG accumulation during routine PM is forwarded to the District's Industrial Pretreatment and Pollution Prevention Program (discussed in Section 8.1 of the SSMP). Table 2 provides a summary of the District's PM activities for years 2016 to 2018.

**Table 2: Sewer Flushing and CCTV and Lift Station Inspections**

Year	Miles of Collection System Flushed/Cleaned	Miles of Collection System CCTV	Number of Lift Station Inspections
2016	17	17	2,496
2017	27	27	2,496
2018	4.5	4.5	2,496

The process of prioritizing PM is somewhat informal and the District is having difficulty meeting its scheduled deadlines. As part of the 2019 SSMP Update, the schedule has been adjusted to

reflect a prioritized structure, with some lift stations being inspected more frequently than others. A formal procedure should be in place and used to adjust the PM schedule based on objective data. Smaller, representative samples of the system may be used to determine priority. The operations department may contract with a third-party contractor to meet scheduling goals for sewer cleaning and inspection.

Additionally, there is no formal process for inspecting manholes.

### 3.3 Sewer System Rehabilitation and Replacement Program

The District has a rehabilitation and replacement program that identifies system deficiencies, prioritizes improvement projects, and implements appropriate short- and long-term actions to address each deficiency as described in Section 5.4 of the SSMP, Rehabilitation and Replacement Program. Facilities at risk of immediate failure are repaired as soon as possible. Facilities not at risk of immediate failure but in need of rehabilitation, or near the end of the design life expectancy, are either repaired by District crews or included in the Capital Improvement Plan. The schedule for rehabilitation and replacement is adjusted as informed by the PM program. Tables 3 and 4 provide a summary of the District’s rehabilitation and replacement activities for years 2016 to 2018.

**Table 3: Annual Summary of Pipeline Repairs**

Year	Total Number of Repairs	Number of Preventative Maintenance Repairs	Brief Description of Repairs Made
2016			To be completed by CCWD
2017			To be completed by CCWD
2018			To be completed by CCWD

**Table 4: Annual Summary of Lift/Pump Station Maintenance Repairs**

Year	Total Number of Repairs	Number of Preventative Maintenance Repairs	Brief Description of Repairs Made
2016			To be completed by CCWD
2017			To be completed by CCWD
2018			To be completed by CCWD

### 3.4 Industrial Pretreatment and Pollution Prevention Program (IPP)

The Industrial Pretreatment and Pollution Prevention Program (IPP) is the District’s source control measure for FOG. All food service establishments (FSEs) are considered potential FOG generators and are permitted, inspected and monitored by the IPP. FSEs are required to install grease removal devices (GRDs) such as grease interceptors or grease traps and must comply with District’s maintenance and inspection requirements. FSEs are inspected at least annually. Inspections include reviewing GRD cleaning records and best management practices and

ensuring compliance with waste discharge permits. Table 5 provides a summary of the District’s IPP GRD inspection activities for years 2016 to 2018.

**Table 5: Grease Interceptor Inspection**

<b>Year</b>	<b>Number of Inspections</b>	<b>Number of Violations</b>	<b>Number of SSOs Caused by FOG</b>	<b>Education Outreach Activities Implemented</b>
2016	To be completed by CCWD			
2017	To be completed by CCWD			
2018	To be completed by CCWD			

## **Section 4: SSMP Compliance and Effectiveness**

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This section evaluates the programs and processes of the SSMP in meeting State requirements<sup>1</sup> and how successful the District is at implementing them. It includes reviewing the SSMP for compliance with the 11 elements of the SSMP and determining if and how the District is implementing each element. The 11 elements of the SSMP are:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan (OERP)
7. Fats, Oils and Grease (FOG) Control Program
8. Capacity Management
9. Monitoring, Measurement and Program Modifications
10. SSMP Internal Audits
11. Public Outreach Communication Program

Table 6 provides a summary the compliance and effectiveness of each SSMP element. Detailed documentation of the compliance and effectiveness of each SSMP requirement is provided in Attachment F.1.

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<sup>1</sup> Statewide General Waste Discharge Requirement for Sanitary Sewer Systems (Order No. 2006-0003-DWQ) and amended Monitoring and Reporting Program (Order No. WQ 2013-0058-EXEC).

**Table 6: SSMP Compliance and Effectiveness**

<b>SSMP Element</b>	<b>SSMP Compliance (In compliance, Not in Compliance, N/A provide justification)</b>	<b>How SSMP element is being implemented? (narrative explanation)</b>	<b>Effectiveness of implementing SSMP element (i.e. what is working well, what needs improvement)</b>	<b>Identified Deficiencies, issues that may lead to non-compliance, areas of non-compliance</b>
Goal/Organization	yes	The SSMP has 6 goals and a clearly illustrated chain of communication for reporting SSOs		Chain of communication not illustrated in a figure
Legal Authority	yes	District Board Policies and Administrative Regulations		Incorrectly referenced Ordinances and Rules and Regulations
Operation and Maintenance Program	yes	Toshiba Tough Pros, Work Orders, Preventative Maintenance Program, Rehabilitation and Replacement Program, Industrial Pretreatment and Pollution Prevention Program, Critical replacement parts, training	Improved electronic maps available to field staff	No CMMS – difficult to analyze O&M activities. No inventory management program. Schedule is not realistic.
Design and Performance Provisions	yes	Design Criteria and Standards, Standard Sewer Construction Details, Technical Specifications for Materials and Construction Standards, procedures and standards for inspecting and testing installations	Design criteria is used for new construction and inspection.	Standards have not been updated since 2008.
Overflow Emergency Response Plan	yes	Sewer spill response procedures: 1- First responders 2- Follow up responders 3- Spill Reporting Form Staff training, contractor flow bypass and emergency response plans	Stand-alone document can be updated easily.	Does not include definition of spill categories or reporting requirements as required by the new amended monitoring requirements.
System Evaluation and Capacity Assurance Plan	yes	Hydraulic modeling and master plans		Modeling software is not being utilized. Minimal I/I and capacity analyses.
Monitoring, Measurement, and Program Modifications	yes	Maintenance records, SSMP Updates, SSMP Program Audits, SSO reporting and notification calls, water quality monitoring	The SSMP has been updated and adopted by the Board of Directors. SSOs have been reported	Difficult to locate maintenance records for PM programs.
SSMP Internal Program Audits	no	Biennial Audits		Program audit requirements should be reviewed.
Communication Program	yes	Public announcements and public meetings	Aggressive public outreach program	

## Section 5: Corrective Actions

Corrective actions included in the SSMP - 2019 Update are listed in Table 7.

**Table 7: Summary of Compliance and Effectiveness Recommendations**

Section in SSMP	2019 Audit Result - Deficiencies	2019 Audit Result – Recommendation	Year of Update
3.4	No formal procedure to guide customer service staff through receiving and responding to customer complaints	Develop a procedure to gather detailed information from customers making a complaint, and provide customers with cleanup procedures when necessary, a timeframe for District response, and an opportunity to evaluate services provided.	2019
4.3	Board Policies and Administrative Regulations referenced in the 2015 SSMP were incorrect	References corrected in 2019 SSMP. Reviewing and updating current Ordinances and Rules and Regulations to be consistent with WDRs and State requirements.	2019
5.7.1	The District's PDF system maps are an improvement, but GIS based maps have many more applications and can interface with many more software programs.	In progress of converting collection system maps from AutoCAD to GIS and implementing a geospatially referenced CMMS.	2019
5.7.2	The District's current maintenance and management system lacks the ability to store, access and analyze data.	In progress of implementing a formal computerized maintenance management system (CMMS) to create one database for all uses: planning, mapping, maintenance and reporting.	2019
5.7.2	No formal process for inspecting manholes. Access to manholes is limited in some areas.	Develop a formal procedure for inspecting manholes. Establish access to critical facilities within backyard utility easement alignment.	2019
5.7.3	The District has little data to locate areas of high Infiltration and Inflow (I/I).	The District has purchased equipment to locate I/I (smoke testing) and is looking at additional I/I locating equipment/technologies/methods.	2019

<b>Section in SSMP</b>	<b>2019 Audit Result - Deficiencies</b>	<b>2019 Audit Result – Recommendation</b>	<b>Year of Update</b>
5.7.4	No well-defined inventory, inventory management program, or a purchasing agent.	Develop and implement an inventory management program to ensure critical replacement parts are available during emergencies and can be easily located. Consider property alternatives for constructing a maintenance shop.	2019
6.3	Districts Design and Construction Standards were last reviewed and updated in 2008	Review and Update District's Design and Construction Standards and include a guide standard for septic tanks.	2019
6.3	The operations staff identified a need for a septic tank design standard		
9.1	Capacity analysis enhancement efforts are somewhat limited.	Develop a sewer model of each of the District's service areas; Consider requiring developers to participate in said capacity analyses.	2019
9.1	The computerized hydraulic model is not available for all parts of the system		
10.5	With numerous responsibilities and limited exposure to many of the regulatory requirements (as-needed basis), it is difficult for the Operations Department to stay current and comply with all regulatory requirements.	Consider the benefit of hiring a compliance officer.	2019



# Agenda Item

DATE: June 12, 2019

TO: Michael Minkler, General Manager

FROM: Joel Metzger, External Affairs Manager

SUBJECT: Discussion / Direction Regarding Proposed Changes to District Capacity Fees and Base Rates Related to State-Mandated Fire Sprinkler Systems

---

## **RECOMMENDED ACTION:**

Discussion / Direction only

## **SUMMARY:**

As of January 1, 2011, the California Building Code (CBC) has required automatic sprinkler systems in all new construction of one- and two-family dwellings (including townhouses). The CBC recommends automatic fire sprinkler systems be designed and installed in accordance with the National Fire Protection Association's Standard for Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes (NFPA-13D). The NFPA-13D regulation recommends sizing water meters to accommodate the required fire sprinkler demand flow, plus a 5 gallon-per-minute (GPM) domestic allowance. The fire sprinkler requirement was passed into law with the intent to provide the occupants of residential homes with 10 minutes to exit the structure in the event of a fire.

Several developers and contractors approached CCWD staff and Board members to express concerns that the District's standard 5/8-inch meters are not rated to meet the state-mandated emergency fire sprinkler system flow requirements for new residential construction. The CBC requires a minimum flow of 31 GPM – two fire sprinklers running at 13 gallons per minute, plus a 5 GPM domestic allowance. The District's standard 5/8-inch meters are rated for a maximum flow of 20 GPM. The stakeholders who approached CCWD requested the District provide the option to increase the meter size for new residential construction from 5/8-inch to 1-inch (maximum flow rating of 50 GPM flow) to comply with state-mandate fire sprinkler flow requirements, without requiring these customers to pay additional capacity fees and bimonthly base rates.

However, when staff followed up with the contractors and developers who had expressed these concerns, it was discovered that none of them had been required to purchase 1-inch meters in order to pass fire sprinkler inspections. In fact, every one of

the 200+ homes that have been built since 2011 have used CCWD's standard 5/8-inch meters. Fire sprinkler flow tests were performed by the Calaveras County Building Department and every system passed.

While this may imply there is no pressing urgency compelling the CCWD Board to adopt a policy allowing contractors and homeowners to install 1-inch meters to meet fire sprinkler design requirements, that view may be shortsighted. Given CCWD's 5/8-inch meters are capable of producing flows well above their official rating, and the County Building Department is approving fire sprinkler systems using 5/8-inch meters, does not mean it is appropriate or advised to continue using meters that are undersized to meet fire sprinkler flow requirements.

The Board must choose whether to continue with the current policies, which have not led to any new homes being denied approval by the County Building Department, or changing policy to allow for larger meters to be installed when new homes are constructed at very little additional cost to the homeowner.

If the Board decides to move forward with a new policy, it must adopt amendments (attached) to Ordinance No. 2006-03 Setting of Water and Wastewater Capacity Charges and Setting and Revising Charges for Special Services (attached) and Ordinance No. 2018-01 Modifying Rates for Water and Wastewater Service (attached).

Per the requirements of Government Code Sections 66013 and 66016, the District must publish a Notice of Public Hearing two weeks in advance to consider adopting proposed amendments to Ordinances No. 2006-03 and No. 2018-01. If the Board directs staff to proceed with these amendments, staff will bring both ordinances back to the Board on June 26, 2019, for consideration of amendment adoptions.

#### **POLICY CHANGE CONSIDERATIONS:**

If the Board decides to move forward with a policy change, there are several impacts worthy of consideration.

In order to prevent customers from using large volumes of water through 1-inch meters – intended for emergency fire sprinkler use only – without paying the corresponding capacity fees and base rates for the larger meter, new customers with 1-inch meters for emergency fire sprinkler demands will be required to sign an agreement stating they will not exceed the 95<sup>th</sup> percentile of maximum daily water use for customers with 5/8-inch meters in their service area. The District's Customer Service Department will conduct monthly water audits on residential accounts that have 1-inch, emergency fire sprinkler meters. Following the installation of a 1-inch meter for emergency fire sprinklers, if a customer's water consumption exceeds the 95<sup>th</sup> percentile of maximum daily demand for a 5/8-inch meter in that customer's service area, they will be sent a letter warning them they have three billing periods to reduce their usage, or they will be charged a full 1-inch meter capacity fee and base rates moving forward. If after three billing periods

the customer's water use continues to exceed the 95<sup>th</sup> percentile, they will be required to pay capacity fees and bimonthly base rates for a 1-inch meter. If they refuse to pay, the District will follow the standard collections procedures, which include sending reminder notices, hanging door tags, discontinuing water service to the property and submitting the outstanding balance to County tax rolls. These water use audits, and the customer interactions stemming from them, will increase the Customer Service Department's workload.

The Information and Technology (IT) Department will need to update the District's Customer Information System (CIS), Springbrook, to create a special category for customers who have 1-inch meters to meet emergency fire sprinkler demands, but are only being charged capacity fees and bimonthly base rates for a standard 5/8-inch meter.

District staff will need to communicate this policy change to developers, contractors, County Building Department staff and residents who are building new homes to make sure they are informed they will have the option to install 1-inch meters at very little extra cost, if their fire sprinkler system design necessitates it.

Any structure with fire sprinklers must have a backflow prevention device installed to protect the public water system, unless a passive purge system has been installed and approved by the Calaveras County Building Department. CCWD has a rigorous program in place to ensure compliance with state regulations to annually test and certify backflow prevention devices.

#### **STAFF RECOMMENDATION:**

Option 1: Take no action. Postpone the decision on these policy changes until a situation is presented where the flow from a 5/8-inch meter is demonstrated to be inadequate for a residential home to be approved by the County Building Department, at which time staff could quickly bring these policy changes before the Board for consideration.

Option 2: Adopt the proposed amendments to Ordinance 2006-03 and Ordinance 2018-01 at the June 26, 2019, Board meeting in order to comply with state-mandated fires sprinkler system flow requirements and 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.

#### **FINANCIAL CONSIDERATIONS:**

Depending on the service area, CCWD capacity fees range between \$7,691 and \$12,001 for a 5/8-inch meter, and between \$19,227.50 and \$30,002.50 for a 1-inch meter. Bimonthly

base rates for 5/8-inch meters are \$112.28, and bimonthly rates for 1-inch meters are \$280.71.

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.

*Attachments:*

- Ordinance No. 2006-03*
- Draft Ordinance No. 2019-\_\_\_\_\_ amending Ordinance No. 2006-03 Setting of Water and Wastewater Capacity Charges and Setting and Revising Charges for Special Services.*
- Draft Amended Schedule A Capacity Charges*
- Ordinance No. 2018-01*
- Draft Ordinance No. 2019-\_\_\_\_\_ amending Ordinance No. 2018-01 Modifying Rates for Water and Wastewater Service.*
- Draft Amended Exhibit 1, Schedule A, Bi-Monthly Water Rate Charges*

ORDINANCE NO. 2006- 03

**SETTING OF WATER AND WASTEWATER CAPACITY CHARGES  
AND  
SETTING AND REVISING CHARGES FOR SPECIAL SERVICES**

**WHEREAS**, in order to better serve current and future water and sewer/wastewater customers of Calaveras County Water District (CCWD), Facilities Master Plans were developed for CCWD's primary service areas; and

**WHEREAS**, said Plans were presented at a number of public meetings at various locations throughout the County in 2005 for the purpose of receiving public comment and concerns; and

**WHEREAS**, said Plans were adopted by the CCWD Board; and

**WHEREAS**, the funding recommendations for the cost of buying into and the expanding of facilities capacity within said Plans were addressed by a comprehensive Financial Master Plan; and

**WHEREAS**, said Financial Master Plan recommends that certain CCWD service areas increase capacity charges to levels sufficient to meet facilities expansion costs; and

**WHEREAS**, public meetings were held in 2005 in the CCWD Board room at which presentations were made regarding the Financial Master Plan and proposed capacity charges; and

**WHEREAS**, a Notice of Public Hearing to be held on September 27, 2006, was published in a Calaveras County newspaper of general circulation on September 12 and September 19, 2006; and

**WHEREAS**, CCWD made available for public review supporting data for the capacity charge changes as of September 15, 2006; and

**WHEREAS**, charges for special services related to the provision of water and sewer connections have been consolidated with this action; and

**WHEREAS**, an official public hearing was held on Wednesday, September 27, 2006, at 9:00 a.m., and all public present were given an opportunity to comment.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Section 1 – Findings

**1.1) Capacity Charges - Schedule A attached hereto**

**1.1.1) Purpose and Use**

The establishment, modification, structuring, or approval of capacity charges by this Ordinance are exclusively for the purpose of paying the cost of facilities in existence at the time the charge is imposed or charges for new facilities to be constructed in the future that are of benefit to the person or property being charged pursuant to California Government Code §66013.

The capacity charges established by this Ordinance will be collected to fund construction of all or a portion of certain facilities deemed necessary by the above-referenced Facilities Master Plans to provide additional water or sewer capacity.

Adoption of this Ordinance and Schedule A attached hereto acknowledges that a reasonable relationship has been established between the projected cost of expanding said facilities and the charge per connection. The Board may periodically review and by Ordinance or Resolution amend the charges within this Ordinance upon substantiating the need for such changes.

**1.1.2) Basic Capacity Charges** - The CCWD water and sewer capacity charges established by Ordinance 2001-48 are superseded by the fees listed in Capacity Charge **Tables 1 and 2** of **Schedule A** for the specified service areas. Ordinance 2001-48 is hereby rescinded.

Any and all Resolutions and Ordinances previously adopted by the Board of Directors for the specified service areas that reference expansion fees or capacity charges or any deviation thereof will utilize the new capacity charges as the basis for future charges.

**1.1.3) Water Capacity Charge for Large Meters** - Meter capacity multiples as established by Ordinance 99-01 will be multiplied by the 5/8-inch charge to determine the capacity charge for water meters larger than 5/8-inch.

**1.1.4) Commercial Sewer Capacity Charge** - Commercial sewer connections shall be charged based upon estimated capacity demand for wastewater facilities in accordance with District policy. The estimated capacity demand may be a multiple of a Single Family Dwelling Equivalent (**SFDE**) as defined by District policy.

**1.1.5) Annual Adjustment of Capacity Charge** - On July 1<sup>st</sup> of each year, the water and sewer capacity charges of **Schedule A Table 1**, shall increase or decrease in accordance with the change in the *Engineering News Record* (ENR) Construction Cost Index (CCI) as of December of the previous year. The first index change shall occur on July 1, 2007 based upon the ENR CCI as of December 31, 2006.

A December 2005 CCI base value of 7647 shall be used as shown in the following example:

$$\text{Adjusted Capacity Charge} = (\text{Table 1 Cap. Chrg.}) * (\text{Dec. Future Yr. CCI}) / 7647$$

1.1.6) Capacity Charge Administrative Facility Component - \$135 from every capacity charge collected for a 5/8" meter or, for larger meters, \$135 multiplied by the appropriate capacity multiple, shall be transferred to an account for the specific purpose of funding a new administrative facility.

## 1.2) Special Services Fees and Charges - Schedule B attached hereto

### 1.2.1) Purpose and Use

The establishment of Special Services Fees and Charges by this Ordinance are for the purpose of recovering the cost of providing services which are generally realized in the course of connecting to the water and sewer systems. The charges established by this Ordinance under this section will be collected to fund the portion of the operations budget impacted by providing said services.

Adoption of this Ordinance and Schedule B attached hereto acknowledges that a reasonable relationship has been established between the cost of the service provided by the District and the charge to the customer. The Board may periodically review and by Ordinance or Resolution amend the charges within this Ordinance upon substantiating the need for such changes.

Any and all Resolutions and Ordinances previously adopted by the Board of Directors for the purposes under this section will utilize the new fees and charges as the basis for future charges.

1.2.2) Multiplier – This multiplier adopted as **Item 1 of Schedule B** is to be applied against direct salary charges for services performed by District personnel for third parties as permitted by policy. The multiplier is the sum of a direct benefits factor plus a general overhead factor.

1.2.3) Heavy Equipment Rates - The charge out rates for use of certain pieces of District heavy equipment are adopted as **Item 2 of Schedule B**. Pickup trucks are intentionally excluded from this list and will not be separately charged.

1.2.4) Services Performed At Cost - **Item 3 of Schedule B** provides that installation or other services performed under the listed items shall be at the total cost of labor, materials and equipment as those terms are defined under Schedule B.

1.2.5) Services Performed At Fixed Cost - **Item 4 of Schedule B** is a list of services that will be performed at fixed costs as shown. On July 1<sup>st</sup> of each year, the fees under **Item 4 of Schedule B** shall increase or decrease in accordance with the December to December percentage change in the Consumer Price Index All Urban Consumers (CPI-U) U.S. City

Average / All Items of the previous year. The first index change shall occur on July 1, 2007 based upon the CPI as of December 2006. For example:

$$2007 \text{ Adjusted Charge} = \text{Item 4 Charge} * (1 + (\text{Dec. 05 to Dec. 06 \% CPI change}) / 100)$$

Section 2 – Effect of Prior Actions

All provisions of prior Resolutions, Ordinances, rules and regulations of CCWD not inconsistent with this Ordinance shall remain in force and effect.

Section 3 – Severability

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

Section 4 – Effective Date

To allow for the 60-day timeframe prescribed by Government Code Section 66017, the new fees and charges adopted by this Ordinance shall take effect on December 4, 2006.

Section 5 – Re-evaluation of Charges

The rates and charges established by this Ordinance shall be re-evaluated as determined by the Board of Directors but no later than December 31, 2011 in conformance with Section 4 of the "Budget and Fiscal Policies" adopted on 1.12.05 requiring that facilities master plans be updated every five years.

**PASSED AND ADOPTED** this 27<sup>th</sup> day of September 2006, by the following vote:

AYES: Davidson, Ricca, Dean

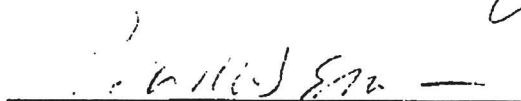
NOES:

ABSTAIN:

ABSENT: Underhill, Hebrard

CALAVERAS COUNTY WATER DISTRICT

ATTEST:

  
Pat Emerson, Secretary

  
Jeff Davidson, Vice-President



## Schedule A Capacity Charges

CAPACITY CHARGE TABLE 1

Service Area	Water (\$ For 5/8-inch Meter)	Sewer (\$ Per SFDE)
West Point	8,700	-
Copper Cove	8,520	8,670
Ebbetts Pass <sup>2</sup>	10,280	-
Jenny Lind	8,425	-
Inside Assess. Dist. 604		8,270 <sup>3</sup>
Outside Assess. Dist. 604		14,100
Arnold	-	8,325
Forest Meadows	-	9,375
Vallecito / Douglas Flat	-	10,000
Six Mile Village	-	As set by City of Angels Camp

**Table 1 Notes:**

- 1) Table 1 Capacity Charges list those charges modified by Ord. 2006 - 03. These fees will be adjusted annually as provided by Section 1.1.5 of the ordinance.
  
- 2) Ebbetts Pass water charges also apply to Fly-In Acres and Snowshoe Springs Mutual Water Companies.
  
- 3) Consistent with Res. 2003-13, Section 1.2, the fee established for "Inside Assessment District 604" is effective only if assessments are paid current and not in delinquency status.

CAPACITY CHARGE TABLE 2

Service Area	Water (\$ For 5/8-inch Meter)	Sewer (\$ Per SFDE)
Sheep Ranch	5,500	-
Southworth Ranch Est.	-	5,500
Indian Rock Vineyards	-	5,500
Sequoia Woods/Mt. Retreat	-	5,500
West Point	-	5,500
Wilseyville	-	5,500
Mill Woods	-	0

**Table 2 Notes:**

- 1) Table 2 restates Capacity Charges initially established by Res. 2001-48. These fees are not being modified or subjected to annual adjustment.

## Schedule B Special Services Fees and Charges

1) **Multiplier = 2.5** (Applied to direct salary cost where permitted by policy.)

2) **Heavy Equipment Rates**

	<b>Equipment Type</b>	<b>\$ Per Hour</b>
2.1	Vac Con	80
2.2	Backhoe	55
2.3	Dump Truck	50
2.4	Mini Push Camera	95
2.5	TV Van & Equip.	150
2.6	Boom Truck	70

3) **Services Performed "At Cost"**

"At Cost" defined as total of :

- 3.1) Direct Labor Cost x Multiplier approved under Schedule B
- 3.2) Materials Cost including purchase price, tax and shipping
- 3.3) Heavy Equipment Cost per approved Schedule B rates
- 3.4) Cost of contractors, sub-contractors, agencies, services or consultants
- 3.5) Administrative charge of 10% of (3.2 + 3.4)

Applicable Installation or Other Services under this section:

- Meter Boxes
- Water Meters >5/8"
- Water or Sewer Line extensions
- Water or Sewer Service taps
- Septic tanks and tank pumps
- Pressure reducing valves
- Backflow devices
- Assistance to Other Water/Sewer Service Providers

4) **Services Performed for Fixed Cost** – (Annually adjusted per Sect. 1.2.5 of Ordinance)

<b>Service</b>	<b>Charge - \$</b>
Inspection of connection to the sewer system	110.00
Installation of standard 5/8" radio read water meter	353.00
Account establishment or account transfer	37.50
After-hours account establishment or account transfer	60.00
Residential or commercial cost-to-serve letter on lot without service stub to parcel	145.00

ORDINANCE NO. 2019-\_\_\_\_\_

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

AMENDMENT TO ORDINANCE NO. 2006-03  
SETTING OF WATER AND WASTEWATER CAPACITY CHARGES  
AND  
SETTING AND REVISING CHARGES FOR SPECIAL SERVICES

**WHEREAS**, the Board of Directors of the Calaveras County Water District (District) adopted Ordinance No. 2006-03 on September 27, 2006, and;

**WHEREAS**, the Board of Directors of the Calaveras County Water District has determined that the water capacity fees are to be updated; and

**WHEREAS**, the Board of Directors published a notification and provided for a public meeting, in compliance with Government Code Sections 66013 and 66016, to receive comments regarding the proposed updates to water capacity fees; and

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

**Section 1.** Ordinance No. 2006-03 shall be amended with the attached, updated Schedule A Capacity Charges, Capacity Charge Table 1, which adds a stipulation that residential customers requiring 1" meters to meet state mandated fire sprinkler system flow requirements will be charged the same capacity fees as residential customers with 5/8" meters; and

**Section 2.** Effect on prior actions. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this Ordinance shall remain in full force and effect.

**Section 3.** Severability. This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

**Section 4.** Publication/Effective Date. Within ten (10) days of adoption, this Ordinance shall be published in a newspaper of general circulation within Calaveras County. This Ordinance shall take effect thirty (30) days after its adoption.

**PASSED AND ADOPTED** this 26th day of June 2019, after a noticed Public Hearing by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

DRAFT

# Schedule A

## Capacity Charges

CAPACITY CHARGE TABLE 1<sup>1</sup>

Service Area	Water	Sewer
	5/8-inch Meter <sup>4</sup>	Per SFDE
West Point	\$12,346	\$5,500
Copper Cove	\$12,091	\$12,303
Ebbetts Pass <sup>2</sup>	\$7,912	
Jenny Lind	\$11,956	
Inside Assess. Dist. 604		\$11,736 <sup>3</sup>
Outside Assess. Dist. 604		\$20,006
Arnold		\$11,812
Forest Meadows		\$13,302
Vallecito / Douglas Flat		\$14,190
Wallace	\$9,000	\$9,000

**Table 1 Notes:**

- 1) Table 1 Capacity Charges list those charges modified by Ord. 2006-03. These fees will be adjusted annually as provided by Section 1.1.5 of the ordinance.
- 2) Ebbetts Pass water charges also apply to Fly-In Acres and Snowshoe Springs Mutual Water Companies
- 3) Consistent with Res. 2003-13, Section 1.2, the fee established for “Inside Assessment District 604” is effective only if assessments are paid current and not in delinquency status.
- 4) Residential customers who require a 1-inch meter to comply with state-mandated fire sprinkler system flow requirements will be charged the same capacity fees as customers with 5/8-inch meters. Customers requiring meters larger than 1-inch to meet state-mandated fire sprinkler system flow requirements must pay full capacity fees.

**ORDINANCE NO. 2018-01**

**AN ORDINANCE OF CALAVERAS COUNTY WATER DISTRICT  
MODIFYING RATES FOR  
WATER AND WASTEWATER SERVICES**

**WHEREAS**, the Board of Directors of the Calaveras County Water District (District) has responsibility for establishing rates for the provision of District services and corresponding implementation policies; and

**WHEREAS**, the District has prepared financial and policy information in respect to the provision of water and wastewater services over the next five years for review by the Board of Directors and the public, and caused to be prepared *Water and Sewer Rate Studies* dated April 2018 that recommended adjustments to water and wastewater rate schedules; and

**WHEREAS**, the Board of Directors held fifteen public meetings starting in April 2017 on the need to increase water and wastewater rates, including Board of Director meetings on July 26, August 9, September 27, and December 13, 2017; and February 14, February 28, March 14 and March 28, 2018, and held seven town hall meetings and other public outreach meetings in communities throughout the District between April 3 and May 18, 2018 regarding Water and Wastewater financial and rate issues; and

**WHEREAS**, the Board of Directors has received considerable community input during the public meetings and town hall community meetings and has considered this input in formulating the proposed rates; and

**WHEREAS**, the District has, in accordance with Article XIID, Section 6 of the California State Constitution, provided written notices containing detailed descriptions of proposed water and wastewater rate changes for property owners who receive water and/or wastewater services from the District; and

**WHEREAS**, the Notice of Proposed Water and Wastewater Rate Increase, mailed April 5, 2018, included notification of a Public Hearing on May 23, 2018 to consider rate increases, said date having been established by Board action at its meeting on March 28, 2018; and

**WHEREAS**, the officially noticed Public Hearing was held Wednesday, May 23, 2018, and all members of the public present were given an opportunity to comment on the proposed Ordinance; and

**WHEREAS**, written protests received in accordance with the procedures outlined in Article XIID, Section 6 numbered less than half of the property owners served; and

**WHEREAS**, the Board of Directors finds that it is now necessary to modify existing rates relative to the provision of water and wastewater services.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Calaveras County

Water District as follows:

**Section 1. Purpose.** The purpose of this Ordinance is to increase water and wastewater rates as necessitated by the cost of providing and maintaining water and wastewater services, including, but not limited to, operations and maintenance, debt service, the capital improvement program, and meeting financial reserve requirements.

**Section 2. Findings.** The Board of Directors finds and determines as follows:

- The water and wastewater service rates implemented by this ordinance, in conjunction with other estimated revenue sources, have been fixed in an amount sufficient to pay the operating and maintenance expenses of the District's water and wastewater systems, pay the principal and interest on existing debt, provide sufficient revenues for reserve requirements, and continue funding the District's Capital Renovation and Replacement ("Capital R&R") program.
- The increased water and wastewater rates are reasonably related to, and do not exceed, the District's cost of providing water and wastewater services.
- The revenues derived from the water rates do not exceed the funds required to provide water service and are not used for any other purpose than in the provision of water services.
- The revenues derived from the wastewater rates do not exceed the funds required to provide wastewater services and are not used for any other purpose than in the provision of wastewater services.
- The amount of the water and wastewater rates imposed on each water and wastewater service customer does not exceed the proportional cost of the water and/or wastewater service actually delivered or made available to every identified parcel of real property and/or customer within the District's service boundary.
- Every property subject to the rates established by this Ordinance actually uses the underlying service or the service is immediately available for that property's use.
- The District has, in accordance with Article XIID of the California State Constitution, provided written notices containing detailed descriptions of proposed water and wastewater rate changes to District property owners who receive service from the District and written protests presented to the District for the proposed rates did not exceed fifty percent (50%) of the property owners.
- The District conducted a duly noticed Public Hearing on May 23, 2018 concerning the proposed rate increases at which time the public had the opportunity to speak to the Board of Directors regarding the proposed increases and the Board of Directors considered the testimony received prior to making a final decision to implement the rate increases.

**Section 3. Water and Wastewater Rate Schedule.** The water and wastewater rates are established in accordance with the provisions of EXHIBIT 1 attached hereto and incorporated herein. The rates shown replace monthly water and wastewater charges established and adjusted by previous actions of the Board of Directors.

**Section 4. Effect on Existing Policies.** Any provision of any ordinance, resolution, fee, charge and/or other policy of the District in conflict with this Ordinance 2018-01 is hereby modified to the extent, and only to the extent, necessary to conform with the requirements provided herein. If any existing fees, charges and/or regulations in effect on the date of adoption of this ordinance are not in conflict herewith, said existing fees, charges and/or regulations shall remain in effect without modification.

**Section 5. Effective Date.** Consistent with Water Code Section 31105, this Ordinance shall become effective July 16, 2018.

#### **Section 6. Rates.**

The District's water and wastewater rates will be implemented as set forth in this Section.

1.1) **Bi-Monthly Water Rates – EXHIBIT 1, Schedule A** attached hereto shall be the basis for minimum water charges to customers receiving service.

1.1.1) **Base Rates – EXHIBIT 1, Table 1 of Schedule A** represents the bi-monthly water base rates charged for the sale of potable water through various meter sizes within the District service area.

1.1.1.1) **Effective Date** - The bi-monthly water base rates shown in **EXHIBIT 1, Table 1 of Schedule A** shall become effective July 16 of each year as shown. The first base rate increase shall occur on July 16, 2018.

1.1.2) **Consumptive Rates – EXHIBIT 1, Table 2 of Schedule A** represents the bi-monthly tiered consumptive rates in cubic feet (**cf**) applied to the average Residential meters, and the consumptive rates in cubic feet (**cf**) applied to the average Non-Residential and Irrigation/Landscape/Other meters. The usage charge is shown in dollars per hundred cubic feet (**\$/100 cf**).

1.1.2.1) **Effective Date** - The bi-monthly tiered rates shown in **EXHIBIT 1, Table 2 of Schedule A** shall become effective July 16 of each year as shown. The first tiered rate increase shall occur on July 16, 2018.

1.1.3) **Water Shortage Rates – EXHIBIT 1, Table 3 of Schedule A** represents the tiered consumptive rates applied to average bi-monthly water usage in cubic feet (**cf**) for Residential, Non-Residential and Irrigation/Landscape/Other meters. The usage charge is shown in dollars per hundred cubic feet (**\$/100 cf**).



1.1.3.1) **Effective Date** - The bi-monthly water shortage rates shown in **EXHIBIT 1, Table 3 of Schedule A** shall become effective July 16 of each year as shown. The first tiered rate increase shall occur on July 16, 2018.

1.2.1) **Bi-Monthly Residential Wastewater Rates – EXHIBIT 1, Table 1 of Schedule B** attached hereto represents the bi-monthly wastewater flat rate charged for residential sanitary sewer service within the District service area.

1.2.1.1) **Table 1 in EXHIBIT 1, Schedule B** represents the charge for a standard single family residential connection (also referred to in Board policy documents as a single family dwelling equivalent (“SFDE”) or equivalent single-family unit (“ESFU”).

1.2.1.2) **Effective Date** - The residential bi-monthly wastewater rates shown in **EXHIBIT 1, Table 1 of Schedule B** shall become effective July 16 of each year shown. The first rate increase shall occur on July 16, 2018.

1.2.2) **Bi-Monthly Non-Residential Wastewater Rates – EXHIBIT 1, Table 2 of Schedule B** attached hereto represents the bi-monthly wastewater flat rate charged for non-residential sanitary sewer service within the District service area.

1.2.2.1) **Table 2 in EXHIBIT 1, Schedule B** represents the charge for a standard single family residential connection (also referred to in Board policy documents as a single family dwelling equivalent (“SFDE”) or equivalent single-family unit (“ESFU”).

1.2.2.2) **Effective Date** - The non-residential bi-monthly wastewater rates shown in **EXHIBIT 1, Table 2 of Schedule B** shall become effective July 16 of each year shown. The first rate increase shall occur on July 16, 2018.

1.3) **Agricultural Water Rates – EXHIBIT 1, Schedule C** attached hereto shall be the basis for minimum raw water charges to agricultural customers receiving service.

1.3.1) **Agricultural Water Rates – EXHIBIT 1, Table 1 of Schedule C** represents the per acre foot rate charged for the sale of raw water to Calaveras agricultural users.

1.3.2.1) **Effective Date** - The agricultural raw water rates shown in **EXHIBIT 1, Table 1 of Schedule C** shall become effective January 1 of each year as shown. The first rate increase shall occur on January 1, 2019.

1.4) **Future Rate Adjustments** - Within six months of July 16, 2023, the District will undertake a water and wastewater rate review.

**PASSED AND ADOPTED** this 23rd day of May 2018, after a noticed Public Hearing by the following vote:


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

CALAVERAS COUNTY WATER DISTRICT



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

**ATTEST:**



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

# EXHIBIT 1

## Schedule A Bi-Monthly Water Rate Charges

The bi-monthly water base rates by meter size shall be effective as indicated in Table 1. The base rate charge does not include any water or consumption use.

**Table 1**

### Bi-Monthly Water Base Rate Charges by Meter Size

Meter Size	Bi-Monthly Base Rate Charge				
	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
5/8"	\$112.28	\$114.23	\$116.22	\$118.26	\$120.35
3/4"	\$168.43	\$171.34	\$174.33	\$177.39	\$180.53
1"	\$280.71	\$285.57	\$290.55	\$295.65	\$300.89
1.5"	\$561.43	\$571.14	\$581.10	\$591.31	\$601.77
2"	\$898.28	\$913.83	\$929.76	\$946.09	\$962.83
3"	\$1,796.57	\$1,827.66	\$1,859.52	\$1,892.19	\$1,925.66
4"	\$2,807.14	\$2,855.71	\$2,905.50	\$2,956.54	\$3,008.85
6"	\$5,614.00	\$5,711.50	\$5,811.00	\$5,913.00	\$6,017.50
8"	\$8,982.40	\$9,138.40	\$9,297.60	\$9,460.80	\$9,628.00

In addition to the above bi-monthly base rate charges, the bi-monthly water usage rate charges indicated in Table 2 shall apply for each 100 cubic feet (cf) of water used, based on customer type.

**Table 2**

### Bi-Monthly Water Tiered and Consumption Rate Charges (\$/100 cf)

Bi-Monthly Tiered Rates per 100 cf - Residential					
Water Use (cf)	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
0 - 1,000	\$1.09	\$1.11	\$1.13	\$1.15	\$1.17
1,001 - 6,000	\$1.14	\$1.16	\$1.18	\$1.20	\$1.22
6,001 - 12,000	\$1.56	\$1.59	\$1.62	\$1.65	\$1.68
Over 12,000	\$1.77	\$1.80	\$1.83	\$1.86	\$1.90

<b>Bi-Monthly Water Consumption Rates per 100 cf - Non-Residential</b>					
Water Use (cf)	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
0 - 1,000	\$1.47	\$1.49	\$1.52	\$1.55	\$1.57
1,001 - 6,000					
6,001 - 12,000					
Over 12,000					

<b>Bi-Monthly Water Consumption Rates per 100 cf - Irrigation/Landscape/Other</b>					
Water Use (cf)	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
0 - 1,000	\$1.78	\$1.81	\$1.84	\$1.87	\$1.91
1,001 - 6,000					
6,001 - 12,000					
Over 12,000					

**Table 3**

**Bi-Monthly Water Shortage Rate Charges (\$/100 cf)**

Only if implemented by the Calaveras County Water District Board of Directors, the bi-monthly water shortage rate charges will be in addition to the water base rate charges indicated in Table 1 and the water usage rate charges indicated in Table 2, and shall apply for each 100 cubic feet of water used.

<b>Bi-Monthly Water Shortage Rate Charges per 100 cf - All</b>					
Stage / Target	Jul 16, 2018	Jul 16, 2019	Jul 16, 2020	Jul 16, 2021	Jul 16, 2022
1 - 10%	\$0.15	\$0.15	\$0.16	\$0.16	\$0.17
2 - 13%	\$0.20	\$0.21	\$0.22	\$0.23	\$0.24
3 - 21%	\$0.35	\$0.36	\$0.37	\$0.38	\$0.39
4 - 38%	\$0.80	\$0.82	\$0.84	\$0.86	\$0.88
5 - 50%	\$1.29	\$1.32	\$1.35	\$1.38	\$1.41

**Schedule B**  
**Bi-Monthly Wastewater Rate Charges**

The following bi-monthly residential and non-residential wastewater rates represents the charge for a standard single family residential connection (also referred to in Board policy documents as a single family dwelling equivalent (“SFDE”) or equivalent single family unit (“ESFU”), and shall be effective as indicated below:

**Table 1**

<b>Bi-Monthly Residential Wastewater Rate Charges</b>				
<b>July 16, 2018</b>	<b>July 16, 2019</b>	<b>July 16, 2020</b>	<b>July 16, 2021</b>	<b>July 16, 2022</b>
\$179.91	\$187.23	\$194.78	\$202.78	\$210.63

**Table 2**

<b>Bi-Monthly Non-Residential Wastewater Rate Charges</b>				
<b>July 16, 2018</b>	<b>July 16, 2019</b>	<b>July 16, 2020</b>	<b>July 16, 2021</b>	<b>July 16, 2022</b>
\$176.25	\$183.38	\$190.74	\$198.33	\$206.18

**Schedule C**

The following Calaveras agricultural raw water rates, per acre foot, shall be effective as indicated below:

**Table 1**

<b>Agricultural Water Rates - Per Acre Foot</b>				
<b>Jan 1, 2019</b>	<b>Jan 1, 2020</b>	<b>Jan 1, 2021</b>	<b>Jan 1, 2022</b>	<b>Jan 1, 2023</b>
\$12.00	\$15.00	\$18.00	\$18.00	\$18.00

ORDINANCE NO. 2019-\_\_\_\_\_

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

AMENDMENT TO ORDINANCE NO. 2018-01  
MODIFYING RATES FOR WATER AND WASTEWATER SERVICES

**WHEREAS**, the Board of Directors of the Calaveras County Water District (District) adopted Ordinance No. 2018-01 on May 23, 2018, and;

**WHEREAS**, the Board of Directors of the Calaveras County Water District has determined that the rates for water service required for residential fire sprinklers are to be updated; and

**WHEREAS**, the Board of Directors published a notification and provided for a public meeting, in compliance with Government Code Sections 66013 and 66016, to receive comments regarding the proposed updates to rates for water and wastewater service; and

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

**Section 1.** Ordinance No. 2018-01 shall be amended with the attached updated Exhibit 1, Schedule A, Bi-Monthly Water Rate Charges, which adds a customer class with 1" meters that have state-mandated fire sprinkler system flow requirement that will be charged the same bimonthly base rates as residential customers with 5/8" meters; and

**Section 2.** Effect on prior actions. All provisions of prior ordinances and resolutions of CCWD not inconsistent with this Ordinance shall remain in full force and effect.

**Section 3.** Severability. This Ordinance and the various sections thereof are hereby declared to be severable. To the extent the terms and provisions of this Ordinance are in conflict or are otherwise inconsistent with the terms and provisions of any prior District ordinances, resolutions, rules, and other actions, the terms and provisions of this Ordinance shall prevail with respect thereto.

**Section 4.** Publication/Effective Date. Within ten (10) days of adoption, this Ordinance shall be published in a newspaper of general circulation within Calaveras County. This Ordinance shall take effect thirty (30) days after its adoption.

**PASSED AND ADOPTED** this 26th day of June 2019, after a noticed Public Hearing by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

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Russ Thomas, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

# EXHIBIT 1

## Schedule A Bi-Monthly Water Rate Charges

The bi-monthly water base rates by meter size shall be effective as indicated in Table 1. The base rate charge does not include any water or consumption use.

**Table 1**

### Bi-Monthly Water Base Rate Charges by Meter Size

Meter Size	Bi-Monthly Base Rate Charge <sup>1</sup>				
	July 16, 2018	July 16, 2019	July 16, 2020	July 16, 2021	July 16, 2022
5/8" <sup>2</sup>	\$ 112.28	\$ 114.23	\$ 116.22	\$ 118.26	\$ 120.35
3/4"	\$ 168.43	\$ 171.34	\$ 174.33	\$ 177.39	\$ 180.53
1"	\$ 280.71	\$ 285.57	\$ 290.55	\$ 295.65	\$ 300.89
1.5"	\$ 561.43	\$ 571.14	\$ 581.10	\$ 591.31	\$ 601.77
2"	\$ 898.28	\$ 913.83	\$ 929.76	\$ 946.09	\$ 962.83
3"	\$ 1,796.14	\$ 1,827.66	\$ 1,859.52	\$ 1,892.19	\$ 1,925.66
4"	\$ 2,807.14	\$ 2,855.71	\$ 2,905.50	\$ 2,956.54	\$ 3,008.85
6"	\$ 5,614.00	\$ 5,711.50	\$ 5,811.00	\$ 5,913.00	\$ 6,017.50
8"	\$ 8,982.40	\$ 8,982.40	\$ 9,297.60	\$ 9,460.80	\$ 9,628.00

**Table 1 Notes:**

- 1) In addition to the above bi-monthly base rate charges, the bi-monthly water usage rate charges indicated in Table 2 shall apply for each 100 cubic feet (cf) of water used, based on customer type.
- 2) Residential customers who require a 1-inch meter to comply with state-mandated fire sprinkler system flow requirements will be charged the same bi-monthly base rates as customers with 5/8-inch meters. Customers requiring meters larger than 1-inch to meet state-mandated fire sprinkler system flow requirements must pay full bimonthly rates.

**Table 2**

### Bi-Monthly Water Tiered and Consumption Rate Charges (\$/100 cf)

Bi-Monthly Tiered Rates per 100 cf - Residential					
Water Use (cf)	July 1, 2018	July 16, 2019	July 16, 2020	July 16, 2021	July 16, 2022
0 – 1,000	\$1.09	\$1.11	\$1.13	\$1.15	\$1.17
1,001 – 6,000	\$1.14	\$1.16	\$1.18	\$1.20	\$1.22
6,001 – 12,000	\$1.56	\$1.59	\$1.62	\$1.65	\$1.68
Over 12,000	\$1.77	\$1.80	\$1.83	\$1.86	\$1.90



# Agenda Item

DATE: June 12, 2019  
TO: Michael Minkler, General Manager  
FROM: Damon Wyckoff, Director of Operations  
RE: Report on the May 2019 Operations Department

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## **RECOMMENDED ACTION:**

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

## **SUMMARY:**

Attached is the monthly Operations Department Report for May 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: May 2019 Operations Department Report for Division 1 through 5*

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# Operations Department Report

May 1<sup>st</sup> 2019 through May 31<sup>st</sup> 2019

## **Director of Operations:**

1. Attended the annual Spring Conference of the Association of California Water Agencies (ACWA) in Monterey, CA.
2. On-going work associated with Calaveras County's Department of Public Works Draft "Dig Once" policy. Worked to provide comments on the draft document to the Department of Public Works.
3. Field visit with a meter test consultant to analyze the viability of in-situ large meter testing / verification
4. Along with the General Manager and the Water Resources Manager, conducted field visits with the Department of Fish and Wildlife to facilitate the District's work toward long-term maintenance agreements of raw water intake facilities.
5. Attended the Jenny Lind Distribution System's Supervisor training of the Jenny Lind Fire Department's staff RE: proper fire hydrant operation.
6. Continued work to develop and Emergency Action Plan (EAP) related to PG&E's Public Safety Power Shutoff Program (PSPSP).

## **Admin Assistant:**

1. April Spray Reporting
2. Maintained Field Calendar
3. Daily Distribution of Line Locates (400 received from 05/01 – 05/31)
4. Collect, Organize, and Enter Department Purchase Orders (152 PO's entered from 05/01-05/31)
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, CMMS Committee, Cartegraph Demo, Cityworks Demo
13. Updated AWWA Standards Binders
14. Organized Data for Monthly Vehicle Inspection Reports

## **Plant Operations Manager:**

1. On-going work associated with the annual Budget review
  2. Attend Computer Maintenance Management System (CMMS) presentations with the CMMS committee in an effort to choose a CMMS software
  3. Completed monthly water and wastewater Regulatory Compliance Reports and submitted them to the State
  4. Attended the District's Copper Cove HOA meeting RE the District's Lift Station Renovation Project
  5. Provided a Tour of the Copper Cove WTP and WWTP to Copperopolis Elementary School Students
-

6. Provided a Tour of the Jenny Lind Pre-Treatment Project to the District's Sanitary Engineer from the Division of Drinking Water (DDW)
7. Met with Conifer Communications to discuss opportunities to work together RE additional internet access near District Tank Sites
8. Completed lead testing at Avery Middle School, Hazel Fischer, and Copperopolis Elementary Schools. Awaiting Test results
9. Submitted certification the District's Consumer Confidence Report was completed to the State
10. Attended FEMA's introductory meeting RE the Federal Disaster Declarations for the Valentine's Day 2019 Storm Event

## **Water Treatment Plants:**

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

1. Operations as usual
2. Began prepping for solids removal from the backwash water return ponds
3. Reinstalled screen over Adsorption Clarifier #1
4. With the assistance of the Plant Operations Manager and the District Public Information Officer (PIO), conducted a Tour of the Plant with Copperopolis Elementary School

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

1. Operations as usual

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

1. Operations as usual

### **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
2. May 8th – switched back to the Regulator because of rain storms.
3. May 20th – switched back to the Diversion.
4. May 22nd – switched back to the Regulator, Bear Creek too dirty.
5. May 21st – WTP was struck by lightning. Took out Raw 1720E, effluent pumps, Bummerville transducer, hot water tank, CW temperature probes, and triggered both electrical mains. The District's SC-100 turbidity analyzer and 1720E turbidimeter are no longer made. The District is looking into replacing 1720E turbidimeters and 2100N's District wide.
6. May 28th – switched back to the Diversion. Turbidity is good.

## **Wastewater Treatment Plants:**

### **Arnold Wastewater Treatment Plant:**

1. Operations as usual
2. Clarifier Arm broken. Temporarily repaired.

### **Copper Cove Wastewater Treatment Plant:**

1. Routine operations as required by permit.
2. Road work began around Pond 4.
3. Began preparations for pilot study of Microvi denitrification system.
4. Rainy weather slowed the discharge of stored Pond 6 to the Reclaim Plant.
5. Copper Elementary School tour of water and WWTP's.

### **Copper Cove Wastewater Reclamation Plant:**

1. Plant in operation during the month

### **Country House Wastewater Facility:**

1. Operations as usual

### **Forest Meadows Wastewater Treatment Plant:**

1. Operations as usual
2. Replaced purge valve on both Diffused Air Flotation (DAF) Units

**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
2. Weeds removed from aeration basin diffusers lines, clarifier drape and sludge lagoon.
3. Biosolids removal scheduled throughout the month for twice a week.
4. Biosolids dewatered with belt press and full maintenance of belt press over the course of the month.
5. During dry weather reclaimed water released to golf course for irrigation.
6. Weed eating completed on the entire lower pond dam and around WW Treatment Plant by Vallecito crew.
7. Scheduled Vallecito crew to clear and burn brush at Jenny Lind WTP.
8. Compressor 2 fail and fixed.
9. Power fail frying SC100, replaced and calibrated turbidimeter 1720E.

**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. With the assistance of Electrical and our vendor Aquionics, continue to troubleshoot the UVT output signal issues and High flow shutdown alarms (even when no high flow)

**West Point Wastewater Treatment Plant:**

1. Operations as usual

**Wilseyville Wastewater Facility:**

1. Operations as usual

**Distribution:**

**Copperopolis Distribution System:**

**SERVICE LINE WORK**

1. Sunrise - 5 gpm
2. Brett Hart - 10 gpm
3. Brett Hart - 10 gpm
4. Indian Hills - 5 gpm
5. Indian Hills - 2 gpm
6. Innocent Way - 4 gpm
7. Yana lane - 5 gpm
8. Thomson Lane - 4 gpm
9. 165 Poker Flat - 15 gpm
10. 613 Innocent Way - 4 gpm
11. 625 Sunrise RD – 3 gpm
12. Foothill - 7 gpm
13. Quail Hill - 3 gpm
14. Mother Shipton - 5 gpm
15. 333 Sunrise RD - 5 gpm
16. 515 Sunrise RD - 10 gpm

**MAIN LINE WORK**

None at this time

**Additional Work**

1. Repaired the Poker Flat PRV
2. Flushed Fire Hydrants (10,456 gallons)
3. Exercised 30 valves

4. USA Line Locates

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

#### **SERVICE LINE WORK**

1. Pine Drive – 5 gpm
2. 5<sup>th</sup> Green – 5 gpm

#### **MAIN LINE WORK**

1. HWY 4 Reach 1 – 25 gpm
2. Glen Echo – 10 gpm

#### **Additional Work**

1. Customer Service Work Orders
2. Marked and exercised 48 valves
3. USA Line Locates
4. Relocated 1" service on Stag Drive (tapped main and abandoned old line)

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

#### **SERVICE LINE WORK**

1. Hieronymus – 3 gpm
2. Kirby – 5 gpm
3. Gabor – 10 gpm
4. Clements Place (2) – 5 gpm ea.
5. Baldwin (4) – 3 approx. 5- 10 gpm – 1 approx. 40 gpm
6. Hedgepeth – 5 gpm
7. West Hill – 10 gpm
8. Berkesey – 5 gpm
9. Cane – 3 gpm
10. Cox – 10 gpm
11. Orms – 5 gpm
12. Jenny Lind Vista – 10 gpm
13. Hartvickson – 10 gpm
14. Hautley – 5 gpm
15. Sparrowk – 5 gpm
16. Rippon – 3 gpm

#### **MAIN LINE WORK**

1. Abandoned Service Line at the Main on Silver Rapids Road – 50 gpm
2. Repaired failed fire hydrant runner on Rippon Road – 25 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. Conducted Fire Hydrant Operation Training at the Jenny Lind Fire House
4. Worked to repair entrance gate to the shop damaged as a result of vandalism

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

#### **SERVICE LINE WORK**

1. 308 Barney – 3 gpm

#### **MAIN LINE WORK**

1. Intertie at 5050 June – 5 gpm

#### **ADDITIONAL WORK**

1. Cleaned Middle Fork and Wilseyville Pump Stations
2. Minor repairs and adjustments to the Wilseyville Pump Station
3. Removed the approximately 10 abandoned fire hydrants, standpipes, and wharf hydrants (replaced during our 2008 Distribution System Upgrade Project)
4. Worked on a power outage assessment report for the Director of Operations
5. USA Line Locates

6. Met with Calaveras Healthy Impact Project Solutions (CHIPS) and its sub-contractor regarding establishing a fire break behind the District's Wilseyville and West Point WWTPs. Provided access to the project site through our facilities
7. Restored the raw water feed from the Regulating Reservoir to the WTP – had been running directly off the Bear Creek Diversion for approximately one month.
8. Service restores, lock – offs and door-tags

## **Collections:**

1. Pumped and cleaned lift stations 8 and 12 in Copper
2. Weekly tailgate safety meetings
3. Line locates district wide
4. Weekly lift station checks x4
5. No spill reports for April through CIWQS
6. Vehicle inspections
7. Finished LS 21 project
8. Second pump at Huckleberry pulled and delivered to SHAPE for re build
9. Septic tank maintenance in West Point
10. Pumped solids out of the Jenny Lind WTP's Backwash ponds
11. Pumped solids out of the West Point WTP's Backwash Ponds
12. Pumped activated sludge from Vallecito WWTP and dumped at Forest Meadows WWTP for Ron Rose – Two different days
13. Pumped thickener tank at Jenny Lind WTP
14. Completed the Annual service on hydro trailer
15. Hydro flushed the Copper sewer bench easement around Lake Tulloch
16. Hydro flushed known sewer main hot spot on Foothill Rd. in Poker Flat - Copperopolis
17. Responded to lift station problems at 20 in Copper, Lakeside in Forest Meadows, and Lift Station 2 in Arnold
18. Completed the sewer spill cleanup and state report for spill at lift station 2 in Arnold
19. Pumped and cleaned wet wells at lift stations 4,15 and 18 in Copper
20. Helped distribution crews with water leaks and repairs in La Contenta, Copper, and West Point on multiple occasions
21. Dug up and repaired 2" broken sewer main on Bald Mountain Rd. in West Point
22. Disconnected illegal sewer service tie in out in Wallace Lakes Estates
23. Serviced all dry cans in Copper and Forest Meadows including a sump pump re plumb at Lakeside lift station
24. Fabricated a carbon filter for lift station 21 to help resolve odor complaints in that area

## **Construction:**

1. On-going road repair at the Copper Cove WTP / WWTP and Maintenance Facility
2. Performed maintenance on the Construction Crew's heavy equipment
3. Began construction of the treated wastewater recycling pump station at the Vallecito Wastewater Treatment Plant
4. Assisted the Copper Cove Distribution Crew in the repair of three service line leaks
- 5.

## **Electrical:**

1. Headworks Pump and float failure repair at the Copper Cove Wastewater Treatment Plant
2. Replaced limit switch on top of sand filter at FMWWTP
3. Ran conduit, pulled wire, and integrated new DAF air valves into SCADA system at FMWWTP
4. Created and installed labels on electrical panels at Wallace WTP
5. Placed electrical stock order for truck #720
6. Worked on filter clarifier turbidity resolution in SCADA at WPWTP
7. Fixed scaling issue for A tank to B tank flow meter in Valley Springs
8. Fixed scaling issue for A tank to B tank readout in the JLWTP SCADA system

9. Created and installed labels on flow meters at WPWTP
10. Cleaned solar panel and replaced internal battery at Wilseyville Pond flow meter
11. Power outage at Cedar Ridge lift station, met with PG&E and coordinated an afterhours repair
12. Reset clock in MPAC 1500 transfer switch at Cedar Ridge lift station
13. Replaced burned out panel lamps at Wallace WTP electrical panels
14. Inspected HVAC at the West Point regulator building and adjusted thermostat to summer setting
15. Removed alerts in GPS program for truck #519 after we recovered vehicle
16. Replaced float at Lakeside lift station
17. Replaced all floats and transducer at LS #20
18. Cleaned/lubricated motor starters at LS #20
19. Replaced SC100 turbidimeter at LCWWTP and adjusted scaling in SCADA system
20. Repaired multiple electrical system components afterhours at WPWTP and Bummerville Tank after lightning strike
21. Ran conduit and pulled Cat 6e wire for sheriff's department security camera system at Sawmill Tank
22. Repaired VNC remote access server problem at FMWWTP SCADA system
23. Adjusted timers in control panels at WPWWTP to insure proper operation
24. Replaced wet well sewer pump at Wallace WWTP
25. Replaced pump motor at B-Tank pressure system in Valley Springs
26. Repaired Win911 SCADA alarming software at AWWTP after crash
27. Repaired flow meter at Huckleberry lift station
28. Configured Bummerville Pump fail alarms to call out in WPWTP SCADA system
29. Succession plan with Oliver Tarap

## **Mechanical:**

1. Repaired Skimmer Arm on the Clarifier at the Arnold WWTP
2. Installed new Adsorption Clarifier screens at the Copper Cove WTP
3. Inspected air compressors at the La Contenta Wastewater Treatment Plant
4. In the process of completing a Generator worksheet for each generator to inform the Districts Emergency Action Plan (EAP) associated with PG&E's Public Safety Power Shutoff Program (PSPSP)
5. Installed new skimmer rubber at the Arnold Clarifier
6. Repaired Belt Press – Arnold WWTP
7. Repaired the tail lights on truck 509
8. Installed new purge valves on DAF Units one and two at the Forest Meadows WWTP
9. Adjusted diffusers and improved aerator operation at the West Point Regulating Reservoir
10. Onsite review of needed improvements at the West Point Regulator with the Construction Supervisor and the Director of Operations
11. Repaired leaking control valve on pump #2 at the A Tank Pump Station in Rancho Calaveras
12. Replaced main bearing assembly on the pull -behind mower in Southworth
13. Repaired Generator at C- Tank in Copperopolis – failed block heater
14. Replaced butterfly valve on filter #6 at the Jenny Lind WTP
15. Repaired Air conditioner – truck #132, Replaced rear brakes and beacon light – Truck #525, Replaced leaking A/C line - Truck #123, Resealed oil pan – Truck #125, Repaired broken shift linkage – Truck #124, Replaced control valve for rear hatch – Truck 126 (VacCon), replaced failed alternator – Truck #134, repaired leaking transfer case – Truck #131, changed front brakes – Truck #303, lifted suspension for snow plow clearance – Truck #713, Repaired left side brake lines – Truck #713
16. BIT Inspections on Truck #509, #126, and #128
17. Annual Service on Hydro Trailer
18. Found leaking injector on Generator at the Middle Fork Pump Station
19. Removed and replaced weather station at the Vallecito WWTP
20. Installed aerator in influent pond Copper Cove WWTP
21. Generator inspections – West Point, Ebbetts Pass, and La Contenta area

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