



RESOLUTION NO. 2022-19
RESOLUTION NO. PFA-02
ORDINANCE NO. 2022-01

AGENDA

OUR MISSION

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

Regular Board Meeting
Wednesday, February 9, 2022
1:00 p.m.

Calaveras County Water District
120 Toma Court
San Andreas, California 95249

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

The following alternative is available to members of the public to participate in the meeting:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 323-647-8603,,992667616#](#)

Phone Conference ID: 992 667 616#

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

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **ROLL CALL**

2. **PUBLIC COMMENT**

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

BOARD OF DIRECTORS

Cindy Secada, President
Bertha Underhill, Director

Scott Ratterman Vice President
Russ Thomas, Director

Jeff Davidson, Director

3. CONSENT AGENDA

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

- 3a Approval of Minutes for the Board Meeting of January 12, 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for January 2022
(Rebecca Hitchcock, Clerk to the Board)
- 3c Ratify Claim Summary #599 Secretarial Fund in the Amount of \$2,055,512.28 for January 2022
(Catherine Eastburn, Accountant II) **RES 2022-_____**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of the Calaveras County Water District for the Period February 10, 2022, through March 11, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-_____**
- 3e Action regarding Approval of Pasture Grazing Lease – La Contenta Spray Field Property
(Damon Wyckoff, Director of Operations) **RES 2022-_____**

4. NEW BUSINESS

- 4a Discussion/Action Granting PG&E a Public Utility Easement through District-Owned Parcel APN 034-004-062.
(Charles Palmer, District Engineer) **RES 2022-_____**
- 4b Discussion/Action regarding Amendment of the On-call Services Contractor/Consultant List
(Damon Wyckoff, Director of Operations) **RES 2022-_____**

5. OLD BUSINESS

- 5a* Discussion/Direction regarding Redistricting Following the 2020 Census
(Brad Arnold, Water Resources Program Manager)

6. REPORTS

- 6a* Report out of Recent District Accomplishments
(Jessica Self, External Affairs Manager)
- 6b Report on the January 2022 Operations and Engineering Departments
(Damon Wyckoff, Director of Operations)
- 6c* General Manager’s Report
(Michael Minkler)

7.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

*No information included in packet

8. NEXT BOARD MEETINGS

- Wednesday, February 23, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, March 9, 2022, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

9a Conference with Real Property Negotiators Gov. Code § 54956.8
Property: APN 012-011-011, Copperopolis
Agency negotiators: M. Minkler
Negotiating parties: Calaveras Healthy Impact Prod Solutions (CHIPS)
Under negotiation: Price and/or terms of payment

9b Conference with Real Property Negotiators Gov. Code § 54956.8
Property: APN 055-051-008, Copperopolis
Agency negotiators: M. Minkler
Negotiating Parties: CV Developers
Under negotiation: Price and/or terms of payment

10. REPORTABLE ACTION FROM CLOSED SESSION

11. ADJOURNMENT



CALAVERAS COUNTY WATER DISTRICT

Board of Directors

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

Financial Services

Umpqua Bank
US Bank
Wells Fargo Bank

CCWD Committees

*Engineering Committee
*Finance Committee
*Legal Affairs Committee
CCWD/CPUD Coordination Committee

Joint Power Authorities

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

Other Regional Organizations of Note

Calaveras County Parks and Recreation
Committee
Highway 4 Corridor Working Group
Mountain Counties Water Resources
Association (MCWRA)
Mokelumne River Association (MRA)
Tuolumne-Stanislaus Integrated Regional Water
Mgt. JPA Watershed Advisory Committee (WAC)
Eastern San Joaquin Groundwater Authority-Technical
Advisory Committee

Legal Counsel

Matthew Weber, Esq.
Downey Brand, LLP

Auditor

Richardson & Company, LLP

Membership**

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

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

Thomas (alt. Ratterman)

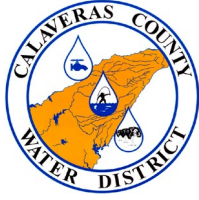
Thomas / Underhill
All Board Members

All Board Members
Brad Arnold

Brad Arnold

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

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



MINUTES

CALAVERAS COUNTY WATER DISTRICT REGULAR BOARD MEETING

JANUARY 12, 2021

- Directors Present: Cindy Secada, President
Scott Ratterman, Vice-President
Bertha Underhill, Director
Russ Thomas, Director
Jeff Davidson, Director
- Staff Present: Michael Minkler, General Manager
Matt Weber Esq, General Counsel
Rebecca Hitchcock, Clerk to the Board
Damon Wyckoff, Director of Operations
Pat Burkhardt, Construction and Maintenance Manager
Jessica Self, External Affairs Manager
Charles Palmer, District Engineer
John Griffin, Senior Civil Engineer
Tiffany Burke, Administrative Technician Senior
- Others Present: Jeffrey Meyer, Senior Vice President Hilltop Securities Inc.
Brian Nash, Richardson & Company, LLP.
Peter Martin

ORDER OF BUSINESS

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

President Davidson called the Regular Board Meeting to order at 1:03 p.m. and led the Pledge of Allegiance. Director Davidson was absent.

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

- 3a Approval of Minutes for the Board Meeting of December 8, 2021
(Rebecca Hitchcock, Clerk to the Board)
- 3b Review Board of Directors Monthly Time Sheets for December 2021
(Rebecca Hitchcock, Clerk to the Board)

- Director Underhill pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #598 Secretarial Fund in the Amount of \$2,198,721.05 for December 2021
(Jessica Self, External Affairs Manager) **RES 2022-_____**
- 3d Re-Authorizing Remote Teleconference Meetings of the Board of Directors of the Calaveras County Water District for the Period January 12, 2022, through February 11, 2022, Pursuant to AB 361
(Rebecca Hitchcock, Clerk to the Board) **RES 2022-01**
- 3e Authorized Signatures on Banking and Investment Accounts
(Michael Minkler, General Manager)
- Umpqua Bank **RES 2022-02**
 - Local Agency Investment Fund **RES 2022-03**
 - Wells Fargo **RES 2022-04**

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

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

OFF CONSENT AGENDA

Director Davidson arrived at 1:09 p.m.

- Director Underhill pulled Item 3c from the Consent Agenda***
- 3c Ratify Claim Summary #598 Secretarial Fund in the Amount of \$2,198,721.05 for December 2021
(Jessica Self, External Affairs Manager) **RES 2022-05**

MOTION: Directors Thomas/Underhill–Ratified Claim Summary #598 Secretarial Fund in the Amount of \$2,198,721.05 for December 2021

DISCUSSION: Director Underhill reminded the other Directors that they can call the Finance department if they have questions on the Claim Summary. Director Thomas asked about the payment for solar units for the AMR/AMI project and a payment for a stream gauging program. Mr. Minkler, Mr. Wyckoff, and Mr. Arnold responded to the questions.

PUBLIC COMMENT: There was no public comment.

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

4. **NEW BUSINESS**

- 4a Presentation of the Audited Financial Statements for the Fiscal Year Ending June 30, 2021 by Richardson & Company, LLP
(Jeffrey Meyer, Senior Vice President Hilltop Securities Inc)

DISCUSSION: Mr. Meyer presented the item and introduced Brian Nash from the auditing firm Richardson & Company. Mr. Nash addressed the Board giving a presentation of the District's audited financial statements for the fiscal year ending June 30, 2021. He provided a summary with highlights of the audit, which included information on the District's Balance Sheet, Water Fund, Capital Asset increases, Pension liability, Sewer Fund, Income Statement, and the management letter. The Board requested that he review the recommendations provided in the management letter. Mr. Nash stated that his auditing firm gave the District "clean opinions". There was discussion between the Board and Mr. Nash regarding the audit findings.

PUBLIC COMMENT: There was no public comment.

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

- 4b Discussion/Action regarding Appointment to Board Committees and Election of Members to Joint Power Authorities
(Cindy Secada, Board President)

MOTION: Director Davidson/Ratterman–Approved by Minute Entry the Slate of Assignments for the Board Committees and Joint Power Authorities Recommended by President Davidson

DISCUSSION: President Secada opted to keep all committee assignments the same as 2021. The Board agreed to the slate of assignments for the Joint Power Authorities.

PUBLIC COMMENT: There was no public comment.

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

- 4c Discussion/Action regarding Urban and Multi-Benefit Drought Relief Program
(John Griffin, Senior Civil Engineer)

MOTION: Director Davidson/Ratterman–Approved Resolutions 2022-06 through 2022-08 approving the filing of three applications for the 2021 Urban and Multibenefit Drought Relief Grant Program

- CIP #11104: Lake Tulloch Submerged Water Line Crossing Project **RES 2022-06**
- CIP #15094: Copper Cove Secondary, Tertiary, and UV Improvements Project **RES 2022-07**
- CIP #15112: Copper Cove Wastewater Treatment Plant Pond 6 Effluent Storage Reservoir Enlargement Project **RES 2022-08**

DISCUSSION: Mr. Griffin reported that the Budget Act of 2021 allocated \$300 million to the Department of Water Resources to deliver grants for interim and immediate drought relief to urban communities and for multibenefit projects. These grants are intended to provide water to communities that face the loss or contamination of their water supplies, to address immediate impacts on human health and safety, and to protect fish and wildlife resources. District staff has identified three high-priority capital improvement projects that meet these project types, CIP #11104 Lake Tulloch Submerged Water Line Crossing Project, CIP #15094 Copper Cove Secondary, Tertiary, and UV Improvements Project, and CIP #15112 Copper Cove Wastewater Treatment Plant Pond 6 Effluent Storage Reservoir Enlargement Project. The grant application requires a Board resolution that authorizes preparing an application and designates a staff person to execute agreements and submit documents required to obtain grant funding. A resolution is required for each project.

PUBLIC COMMENT: There was no public comment.

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

RECESS was called at 1:50 p.m. **SESSION RESUMED** at 1:58 p.m.

5. OLD BUSINESS

5a Discussion/Action regarding Approval of a CEQA Addendum and Authorizing Notice of Determination West Point and Wilseyville Wastewater Treatment Consolidation Project, CWSRF No.C-06-7850-210
(Charles Palmer, District Engineer) **RES 2022-09**

MOTION: Director Davidson/Ratterman–Approved a CEQA Addendum and Authorized Notice of Determination for the West Point and Wilseyville Wastewater Treatment Consolidation Project, CWSRF No.C-06-7850-210

DISCUSSION: Mr. Palmer stated this item relates to CEQA environmental requirements for the West Point and Wilseyville Wastewater Treatment Consolidation Project that is grant funded through the Clean Water State Revolving Fund (CWSRF). During design of the improvements, it was determined that certain minor project changes would be beneficial to the project, including changes to the size and alignment of two new 4-inch sewer pipelines between the West Point and Wilseyville facilities and abandonment of the Wilseyville wastewater treatment pond by breaching a small earthen dam and partially backfilling inside the pond. He explained the original Mitigated Negative Declaration (MND) and Notice of Determination for this project were adopted and authorized by Board Resolution and previously filed with the State Clearinghouse on April 1, 2015. Upon discussing the proposed changes with CWSRF staff, the District was advised that a CEQA Addendum was needed to amend the original MND and satisfy CWSRF procedures and interagency agreements. Our consulting firm Nexgen prepared the necessary CEQA Addendum and staff submitted it to the State Clearinghouse on December 14, 2021 for circulation and review by State agencies. He reviewed the comments submitted by the Central Valley Regional Water Quality Control Board (CVRWQCB) and Department of Transportation (DOT). Staff recommends the Board of Directors authorize the preparation and execution of the attached Notice of Determination and filing with the State Clearinghouse within five working days.

PUBLIC COMMENT: There was no public comment.

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

- 5b Update on the Sustainable Groundwater Management Act (SGMA) including Recognition of Walt Ward for his Contributions to SGMA (Brad Arnold, Water Resources Manager) **RES 2022-10**

MOTION: Director Thomas/Davidson–Adopted the Resolution of Appreciation for Walter Ward.

DISCUSSION: Mr. Arnold gave an update on the Sustainable Groundwater Management Act (SGMA). Mr. Minkler read a Resolution of Appreciation for Walter Ward’s commitment and contributions to SGMA.

PUBLIC COMMENT:

Peter Martin addressed the Board regarding his appreciation for Walter Ward.

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

6. REPORTS

- 6a Report on the December 2021 Operations and Engineering Departments (Damon Wyckoff, Director of Operations)

DISCUSSION: Mr. Wyckoff presented the December 2021 monthly Operations and Engineering reports. He reviewed items of interest and answered questions from the Board.

- 6b General Manager’s Report (Michael Minkler)

DISCUSSION: Mr. Minkler reported on the following activities: 1) notice of interest for FEMA grant opportunities; 2) the Eastside GSA meetings; 3) the District has some new employees; 4) long term infrastructure planning is underway; 5) the mid-year budget review is underway and will be presented to the Board at the next meeting; 6) the virtual Washington D.C. meetings; 7) meetings with the new Calaveras Public Utility District General Manager; 8) he will be participating on the Union Public Utility District interview panel for their General Manager; 9) staff from El Dorado Irrigation District met with District staff regarding advice on water quality issues due to the Caldor Fire; and 10) the COVID-19 outbreak.

7. BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

Director Underhill would like a review done on the Termination of Service Policy.

Director Davidson had nothing to report.

Director Ratterman had nothing to report.

Director Thomas has information regarding brass component recycling and would like to provide it to Operations.

Director Secada reported there would be no IRWM meeting in January.

8. NEXT BOARD MEETINGS

- Wednesday, January 26, 2022, 1:00 p.m., Regular Board Meeting
- Wednesday, February 9, 2022, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

The meeting adjourned into Closed Session at approximately 2:46 p.m. Those present were Board Members: Cindy Secada, Russ Thomas, Bertha Underhill, Jeff Davidson, and Scott Ratterman; staff members Michael Minkler, General Manager; and General Counsel, Matt Weber.

- 9a Conference with Legal Counsel-Anticipated Litigation
Significant Exposure to Potential Litigation - Government Code § 54956.9(d)(2)-2 case

10. REPORTABLE ACTION FROM CLOSED SESSION

The Board reconvened into Open Session at approximately 3:51 p.m. There was no reportable action.

11. ADJOURNMENT

With no further business, the meeting adjourned at 3:51 p.m.

Respectfully Submitted:

ATTEST:

Michael Minkler
General Manager

Rebecca Hitchcock
Clerk to the Board

Agenda Item

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

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 January 2022.

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

FINANCIAL CONSIDERATIONS:

Monthly compensation and mileage reimbursement costs are included in the FY 21-22 budget.

Attachments: Board of Directors Time Sheets for January 2022


CALAVERAS COUNTY WATER DISTRICT 2022 DIRECTOR REIMBURSEMENT FORM

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

Month/Yr January 2022
Name S. Ratterman

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
1-12	CLWD Regular Meeting							\$120.-		0
1-19	Ad Hoc Meeting CCWD/CPUD							120.-		4
Total	<i>For Totals line, multiply miles by the IRS rate:</i>		1/1/2022	\$0.585						4
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>					Totals (use IRS mileage rate)			\$240.-		\$2.34

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: 1/26/22

Orig to Finance Dept.

CALAVERAS COUNTY WATER DISTRICT
2022 DIRECTOR REIMBURSEMENT FORM

For **Payroll**
 Admin Use **Expense**

Month/Yr **Jan-22**
 Name **Cindy Secada**

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
3-Jan	TS-IRWM JPA Meeting remote	X						120		0
12-Jan	CCWD Regular Meeting in Person							120		38.7
19-Jan	CCWD Ad Hoc Committee CPUD	X						120		38.7
21-Jan	CCWD Finance Committee Remote	X						120		0
26-Jan	CCWD Regular Meeting in Person							120		38.7

Total	<i>For Totals line, multiply miles by the IRS rate:</i>	1/1/2022	\$0.585						0	116.1
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<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>				Totals (use IRS mileage rate)				\$600.00	\$0.00	\$67.92
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<p>The undersigned, under penalty of perjury states: This claim and the items set forth herein are true and correct; that expenses incurred, meetings attended and business conducted are necessary to District affairs; that this claim is proper and within the scope of California Water Code Section 20200 et seq, and District Ordinance 2015-02; that the service was actually rendered; and that the amount(s) herein are justly true.</p>	<p>Signature of Claimant:</p> <p><i>Cindy Secada</i></p>
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Administrative Review: <i>M...</i>	Date: <i>1/26/22</i>	<i>Orig to Finance Dept.</i>
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CALAVERAS COUNTY WATER DISTRICT

2022 DIRECTOR REIMBURSEMENT FORM

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

Month/Yr Jan-22
Name Bertha Underhill

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles
		Yes	No	Yes	No	Yes	No	Meeting	Expense	
12-Jan	CCWD Regular Board Meeting-Virtual							120		
21-Jan	CCWD Finance Committee Meeting-Virtual							120		
26-Jan	CCWD Regular Board Meeting							120		64

Total	<i>For Totals line, multiply miles by the IRS rate:</i> 1/1/2022 \$0.585								0	64
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>					Totals (use IRS mileage rate)			\$360.00	\$0.00	\$37.44

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:

Bertha Underhill

Administrative Review: *[Signature]*

Date: 1/26/22

Orig to Finance Dept.

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

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

Month/Yr Jan-22
Name Jeff Davidson

Activity Date	Meeting or Other Expense Description	Designated Rep.		Association List		Prior Approval		Cost		Total Miles		
		Yes	No	Yes	No	Yes	No	Meeting	Expense			
12-Jan	CCWD Regular Board Meeting-Virtual							120				
26-Jan	CCWD Regular Board Meeting							120		28		
Total	<i>For Totals line, multiply miles by the IRS rate:</i>	1/1/2022	\$0.585						0	28		
<i>Pursuant to Board Policy 4030, receipts required; report /materials required.</i>								Totals	<i>(use IRS mileage rate)</i>	\$240.00	\$0.00	\$16.38
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: <i>Jeff Davidson</i>						
Administrative Review: <u><i>[Signature]</i></u>						Date: <u>1/26/22</u>			Orig to Finance Dept.			

Calaveras County Water District
Claim Summary #599
December 2021 -vs- January 2022

	December 2021	January 2022
CCWD Operating Expenditures	\$ 925,246.16	\$ 1,072,899.04
Expenditures to be reimbursed/Fiduciary Payments	-	6,594.08
Capital Improvement Program Projects	567,888.12	398,571.62
Capital Outlay	19,315.42	19,844.85
Sub-Total Vendor Payments	1,512,449.70	1,497,909.59
Payroll Disbursed	645,087.17	556,407.74
Other EFT Payments	5,348.55	1,194.95
Total Disbursements	\$ 2,162,885.42	\$ 2,055,512.28

Vendor	Description	Date	Check No	Amount
A TEEM ELECTRICAL ENG INC	Electrical Engineering for New PLC Control Panel for the Arnold	1/21/2022	139226	540.00
A-1 SHARPENING & SMALL ENGINE REPAIR, LLC	Tires Mounted & Balanced - V 525	1/3/2022	139171	147.00
ACWA/JPIA	Retiree Vision 02/22	1/21/2022	139227	582.59
ACWA/JPIA	Vision 02/22	1/21/2022	139227	934.87
ACWA/JPIA	EAP 02/22	1/21/2022	139227	113.17
ACWA/JPIA	Dental 02/22	1/21/2022	139227	4,616.84
ACWA/JPIA	Retiree Dental 02/22	1/21/2022	139227	2,028.23
ACWA/JPIA	EAP 02/22	1/21/2022	139227	39.14
ACWA/JPIA	Vision 02/22	1/21/2022	139227	345.77
ACWA/JPIA	Retiree Dental 02/22	1/21/2022	139227	750.17
ACWA/JPIA	Dental 02/22	1/21/2022	139227	1,707.61
ACWA/JPIA	Retiree Vision 02/22	1/21/2022	139227	215.49
ADP INC	Payroll Processing	1/21/2022	139228	1,284.76
ADP INC	Payroll Processing	1/21/2022	139228	475.18
AFLAC	Aflac 12/21 JJ325	1/21/2022	139229	460.19
AFLAC	Aflac 12/21 JJ325	1/21/2022	139229	1,244.24
ARNOLD AUTO SUPPLY	Repair Parts - EP	1/21/2022	139230	1,089.78
ARNOLD TIRE AND AUTO CARE	Winter Tires - V 731	1/3/2022	139172	1,429.56
ARNOLD TIRE AND AUTO CARE	Seasonal Tire Change - V 501	1/3/2022	139172	150.00
BARTON OVERHEAD DOOR, INC	Door Repair - EP Barn	1/3/2022	139173	323.22
BAVCO	Backflow Repair Kits - JLWTP	1/21/2022	139231	1,652.76
BAY CITY EQUIPMENT INDUSTRIES INC	Troubleshoot Generator - EP P-47	1/3/2022	139174	1,231.52
BNN, LLC	SASD Sewer Warehouse 780 Industrial Way	1/3/2022	139175	100.44
BNN, LLC	CPUD Water Mechanics Shop 780 Industrial Way	1/3/2022	139175	78.81
BNN, LLC	Mechanics Building A & B Industrial Way 02/22	1/21/2022	139232	1,080.00
BNN, LLC	Mechanics Building A & B 780 Industrial Way	1/3/2022	139175	1,080.00
BNN, LLC	Mechanics Building A & B 780 Industrial Way	1/3/2022	139175	1,920.00
BNN, LLC	Mechanics Building A & B Industrial Way 02/22	1/21/2022	139232	1,920.00
BNN, LLC	SASD Sewer Warehouse 780 Industrial Way	1/3/2022	139175	44.33
BNN, LLC	CPUD Water Mechanics Shop 780 Industrial Way	1/3/2022	139175	44.33
BNN, LLC	SASD Sewer Warehouse 780 Industrial Way	1/3/2022	139175	78.81
BNN, LLC	SASD Sewer Mechanics Shop 780 Industrial Way	1/3/2022	139175	124.22
BNN, LLC	SASD Sewer Warehouse 780 Industrial Way	1/3/2022	139175	56.49
BNN, LLC	SASD Sewer Mechanics Shop 780 Industrial Way	1/3/2022	139175	69.86
CABRAL	Oil Cooler, Gaskets, Seals - V 719	1/3/2022	139176	287.08
CABRAL	Filters, Oil - V 723	1/3/2022	139176	631.66
CAGNO, JOSEPH	UB Refund 123 Raccoon Hollow Loop	1/21/2022	139233	456.75
CALAVERAS AUTO SUPPLY	Brake Fluid, Tubing - SA Shop	1/21/2022	139234	92.27

Vendor	Description	Date	Check No	Amount
CALAVERAS AUTO SUPPLY	Brake Pads - V 723	1/21/2022	139234	276.04
CALAVERAS AUTO SUPPLY	Coolant Hose, Clamp - SA Shop	1/21/2022	139234	15.72
CALAVERAS AUTO SUPPLY	Tire Repair String - V 525	1/21/2022	139234	16.08
CALAVERAS AUTO SUPPLY	Starters - CC P 22	1/21/2022	139234	461.72
CALAVERAS AUTO SUPPLY	Fuel Cleaner, DEF, Chain Puller - V 592	1/21/2022	139234	227.55
CALAVERAS AUTO SUPPLY	Heater Fitting & Tester - V 135	1/21/2022	139234	105.58
CALAVERAS AUTO SUPPLY	Connector - V 135	1/21/2022	139234	8.34
CALAVERAS AUTO SUPPLY	Core Credit - V 528	1/21/2022	139234	(59.29)
CALAVERAS AUTO SUPPLY	Battery, Jump Starter, Alternator - V 528	1/21/2022	139234	631.45
CALAVERAS AUTO SUPPLY	Fuse Assortment, Fuse, Shop Towels - V 592	1/21/2022	139234	84.67
CALAVERAS AUTO SUPPLY	DEF - V 723	1/21/2022	139234	26.79
CALAVERAS AUTO SUPPLY	Heater Hose, Fuses, Fuel Mix, Chain Tighteners - V 525	1/21/2022	139234	262.19
CALAVERAS AUTO SUPPLY	Core Credit - V 613	1/21/2022	139234	(41.29)
CALAVERAS AUTO SUPPLY	Alternator, Drop Ball - V 613	1/21/2022	139234	254.26
CALAVERAS AUTO SUPPLY	Spark Plugs - V 719	1/21/2022	139234	86.62
CALAVERAS AUTO SUPPLY	Core Credit - Hunters WTP P-38	1/21/2022	139234	(18.00)
CALAVERAS AUTO SUPPLY	Fuel Filter - V 529	1/21/2022	139234	13.46
CALAVERAS AUTO SUPPLY	Wipers, Straps - V 525	1/21/2022	139234	45.76
CALAVERAS AUTO SUPPLY	Battery, Resisters - Hunters WTP P-38	1/21/2022	139234	179.65
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response/CUPA WPWWTP AR0000793	1/21/2022	139235	262.00
CALAVERAS COUNTY ENVIRONMENTAL HEALTH	Haz Mat Response/CUPA WPWWTP AR0000805	1/21/2022	139235	262.00
CALAVERAS FIRST COMPANY INC	Classified Ad - Recruitment	1/21/2022	139236	30.05
CALAVERAS FIRST COMPANY INC	Classified Ad - Recruitment	1/21/2022	139236	81.27
CALAVERAS LUMBER CO INC	Tools - V 121	1/21/2022	139237	104.49
CALAVERAS LUMBER CO INC	Tools - V 121	1/21/2022	139237	265.95
CALAVERAS LUMBER CO INC	Fittings, PRV - FMWWTP	1/21/2022	139237	182.08
CALAVERAS LUMBER CO INC	Small Engine Fuel - Construction Crew	1/21/2022	139237	49.07
CALAVERAS MATERIALS, INC	3/4 Class II AB - Hunters WTP	1/3/2022	139177	793.43
CALIFORNIA TEES	New EE T-Shirts & Sweatshirts	1/21/2022	139238	619.99
CALIFORNIA TEES	New EE T-Shirts & Sweatshirts	1/21/2022	139238	348.74
CALPERS - RETIREMENT	Retirement 01/15/22 Payroll	2/1/2022	EFT	33,975.22
CALPERS - RETIREMENT	Retirement 01/15/22 Payroll	2/1/2022	EFT	12,539.18
CALPERS (Def Comp)	Deferred Comp Loan Repay 12/31/2021 Payroll	1/4/2022	EFT	846.70
CALPERS (Def Comp)	Deferred Comp 01/15/22 Payroll	2/1/2022	EFT	1,589.70
CALPERS (Def Comp)	Deferred Comp Loan Repay 01/15/22 Payroll	2/1/2022	EFT	1,019.31
CALPERS (Def Comp)	Deferred Comp 01/15/22 Payroll	2/1/2022	EFT	3,006.92
CALPERS (Def Comp)	Deferred Comp Loan Repay 01/15/22 Payroll	2/1/2022	EFT	377.00
CALPERS (Def Comp)	Deferred Comp Loan Repay 12/31/2021 Payroll	1/4/2022	EFT	407.87

Vendor	Description	Date	Check No	Amount
CALPERS (Def Comp)	Deferred Comp 12/31/2021 Payroll	1/4/2022	EFT	2,377.91
CALPERS (Def Comp)	Deferred Comp 12/31/2021 Payroll	1/4/2022	EFT	1,710.60
CALPERS (Health Ins)	Health Insurance, Retirees 1/22	1/4/2022	EFT	2,333.34
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	80.09
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	2.26
CALPERS (Health Ins)	Health Insurance, Retirees 1/22	1/4/2022	EFT	6,308.66
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	152.92
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	12.26
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	100.51
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	11.76
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	27.56
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	6.12
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	33.14
CALPERS (Health Ins)	Health Insurance, Employees 1/22	1/4/2022	EFT	103,307.08
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	37.18
CALPERS (Health Ins)	Health Insurance, Employees 1/22	1/4/2022	EFT	38,209.46
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	20.20
CALPERS (Health Ins)	Health Insurance, Admin Fees 1/22	1/4/2022	EFT	7.47
CANEPA, CRAIG	Electrical Continue Education Course Reimbursement	1/3/2022	139178	57.60
CANEPA, CRAIG	Electrical Continue Education Course Reimbursement	1/3/2022	139178	102.40
CANEPA, CRAIG	Electrical Journeyman Renewal Fee Reimbursement	1/3/2022	139178	36.00
CANEPA, CRAIG	Safety Boot Reimbursement FY 21/22	1/3/2022	139178	128.00
CANEPA, CRAIG	Electrical Journeyman Renewal Fee Reimbursement	1/3/2022	139178	64.00
CANEPA, CRAIG	Safety Boot Reimbursement FY 21/22	1/3/2022	139178	72.00
CARBON COPY INC	Copies, Copier Maintenance 12/21	1/21/2022	139239	2.37
CARBON COPY INC	Copies, Copier Maintenance 12/21	1/21/2022	139239	28.86
CARBON COPY INC	Copies, Copier Maintenance 12/21	1/21/2022	139239	6.43
CARBON COPY INC	Copies, Copier Maintenance 12/21	1/21/2022	139239	10.67
CLARK PEST CONTROL	Pest Control - WP WWTP 1768120	1/21/2022	139240	135.00
CLARK PEST CONTROL	Pest Control - La Contenta WWTP #807360	1/21/2022	139240	87.00
CLARK PEST CONTROL	Pest Control - Wallace 2120969	1/21/2022	139240	127.00
CLARK PEST CONTROL	Pest Control - JLWTP #807549	1/21/2022	139240	66.00
CLARK PEST CONTROL	Pest Control - Hunter Dam 15053008	1/21/2022	139240	100.00
CLARK PEST CONTROL	Pest Control - WP WTP 1297711	1/21/2022	139240	111.00
CLARK PEST CONTROL	Pest Control Acct#807360 La Contenta WWTP	1/3/2022	139179	87.00
COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 01/22	1/21/2022	139241	499.20
COLUMBIA COMMUNICATIONS	Vehicle Cloud Service 01/22	1/21/2022	139241	280.80
CONDOR EARTH TECHNOLOGIES INC	Materials Testing and Special Inspections for the Redwood Tanks	1/3/2022	139180	1,034.25

Vendor	Description	Date	Check No	Amount
CONDOR EARTH TECHNOLOGIES INC	Special Inspections/Soils/Concrete Testing for the Mechanics Bui	1/3/2022	139180	1,423.78
CONDOR EARTH TECHNOLOGIES INC	Geotechnical Investigations for the Sheep Ranch Fire Protection	1/21/2022	139242	747.50
CONDOR EARTH TECHNOLOGIES INC	Materials Testing and Special Inspections for the Redwood Tanks	1/21/2022	139242	79.00
CONDOR EARTH TECHNOLOGIES INC	Special Inspections/Soils/Concrete Testing for the Mechanics Bui	1/21/2022	139242	490.25
CONDOR EARTH TECHNOLOGIES INC	Groundwater Monitoring - District Wide 12/21	1/21/2022	139242	2,906.00
CONFIDENTIAL	COVID Test Reimbursement	1/21/2022	139293	41.30
CONFIDENTIAL	Medical Reimbursement 2021	1/3/2022	139215	292.00
CONFIDENTIAL	Medical Reimbursement 2021	1/3/2022	139215	108.00
CONFIDENTIAL	DOT Physical Reimbursement	1/21/2022	139270	135.00
COPPER COVE AT LAKE TULLOCH	HOA Assessment 2022	1/3/2022	139181	568.08
COPPER COVE AT LAKE TULLOCH	HOA Assessment 2022 CCWTP	1/3/2022	139181	263.00
COPPER COVE AT LAKE TULLOCH	HOA Assessment 2022	1/3/2022	139181	1,009.92
CPPA	Power District Wide 11/21	1/3/2022	139182	16,483.99
CPPA	Power OP HQ 11/21	1/3/2022	139182	164.38
CPPA	Power District Wide 12/21	1/21/2022	139243	23,184.17
CPPA	Power OP HQ 11/21	1/3/2022	139182	444.42
CPPA	Power OP HQ 12/21	1/21/2022	139243	483.85
CPPA	Power District Wide 12/21	1/21/2022	139243	41,216.30
CPPA	Power OP HQ 12/21	1/21/2022	139243	178.95
CPPA	Power District Wide 11/21	1/3/2022	139182	44,567.81
CROSS, LARRY	UB Refund 2931 Silver Rapids Road	1/21/2022	139244	117.20
CWEA Renewal	CSM & PMT1 Renewal - Rose	1/21/2022	139245	182.00
CWEA Renewal	CWEA Membership Renewal - Filippini	1/21/2022	139245	192.00
D&D SEEDS AND FARM EQUIPMENT SALES, INC.	13-Pin Pigtail - V 731 Plow	1/21/2022	139246	76.96
DARBY, JOE	Safety Boot Reimbursement	1/21/2022	139247	200.00
DATAPROSE	UB Statement Processing 12/21	1/21/2022	139248	2,934.52
DATAPROSE	UB Statement Processing 12/21	1/21/2022	139248	1,085.36
DELTA TRUCK CENTER	Fuel Sending Unit - V 135	1/3/2022	139183	44.15
DELTA TRUCK CENTER	Surge Tank, Sensor, Probe - V 126	1/3/2022	139183	221.87
DELTA TRUCK CENTER	Finance Charge	1/3/2022	139183	5.33
DELTA TRUCK CENTER	Fuel Sending Unit Harness - V 135	1/3/2022	139183	26.98
DELTA TRUCK CENTER	Finance Charge	1/3/2022	139183	5.33
EBBETTS PASS LUMBER	Bits, Fasteners, Receptacle, Bag - Electrical Crew	1/21/2022	139249	114.16
EDENS, CAMERON	Safety Boot Reimbursement 2022	1/21/2022	139250	72.00
EDENS, CAMERON	Safety Boot Reimbursement 2022	1/21/2022	139250	128.00
EDGES ELECTRICAL GROUP, LLC	LED Lamps - JLWTP & CCWTP	1/3/2022	139184	530.24
ENTERPRISE FM TRUST	Customer 441657B Vehicle Leasing 01/2022	1/21/2022	139251	4,337.95
ENTERPRISE FM TRUST	Customer 441657B Vehicle Leasing 01/2022	1/21/2022	139251	7,711.92

Vendor	Description	Date	Check No	Amount
ENTERPRISE FM TRUST	Customer 441657B Vehicle Leasing 01/2022	1/21/2022	139251	596.77
ENTERPRISE FM TRUST	Customer 441657B Vehicle Leasing 01/2022	1/21/2022	139251	1,060.94
FASTENAL	Blue Mask - District Use	1/3/2022	139185	151.74
FGL ENVIRONMENTAL	Waste Water Testing 12/15-12/31	1/21/2022	139252	2,377.00
FGL ENVIRONMENTAL	12/01-12/12 Waste Water Testing	1/3/2022	139186	1,779.00
FGL ENVIRONMENTAL	Water Testing 12/15-12/31	1/21/2022	139252	4,226.00
FGL ENVIRONMENTAL	12/01-12/12 Water Testing	1/3/2022	139186	3,163.00
FOOTHILL PORTABLE TOILETS	Rental Portable Toilets 12/07 - 01/03/22 SR	1/21/2022	139253	109.50
FOOTHILL PORTABLE TOILETS	Rental Portable Toilets 12/07 - 01/03/22 Wallace	1/21/2022	139253	109.50
FOOTHILL SANITARY SEPTIC INC	6 Mile Village & L/S Arnold - Storm Relief	1/21/2022	139254	2,338.13
FOOTHILL SANITARY SEPTIC INC	L/S 6 Poker Flat Trip Charge - Storm Relief	1/21/2022	139254	435.00
FRISBY, NEIL & CINDY	UB Refund 5405 June Ave	1/21/2022	139255	700.00
G3 ENGINEERING, INC.	Materials and Labor for EP Meadowmont Pump Station/Rehab Project	1/3/2022	139187	71,512.59
GAMBI DISPOSAL INC.	Bio-Solids Removal - December 2021	1/21/2022	139256	3,972.15
GATEWAY PRESS, INC	T- Shirts	1/21/2022	139257	4,081.34
GATEWAY PRESS, INC	T- Shirts	1/21/2022	139257	129.66
GATEWAY PRESS, INC	T- Shirts	1/21/2022	139257	2,295.75
GATEWAY PRESS, INC	T- Shirts	1/21/2022	139257	230.51
GENERAL PLUMBING SUPPLY CO INC	Tape, Blades - Utility Crew	1/21/2022	139258	198.32
GENERAL SUPPLY COMPANY	Controller - AWWTP Flow Meter	1/21/2022	139259	1,730.75
GENERAL SUPPLY COMPANY	Controller - AWWTP Flow Meter	1/21/2022	139259	3,529.37
GENERAL SUPPLY COMPANY	Credit Controller - AWWTP Flow Meter	1/21/2022	139259	(1,730.75)
GIERLICH-MITCHELL, INC	Pump for Vallecito Lift Station (Collection System Improvements	1/3/2022	139188	13,383.00
GOVCONNECTION, INC	License	1/3/2022	139189	3,485.40
GOVCONNECTION, INC	License	1/3/2022	139189	1,289.12
GRAINGER	Daily Journals - SA Shop	1/3/2022	139190	159.59
GRUTZMACHER, SCOTT	Safety Boot Reimbursement 2022	1/21/2022	139260	200.00
HABITAT FOR HUMANITY	Warehouse Rent 02/22	1/21/2022	139261	1,664.00
HABITAT FOR HUMANITY	Warehouse Rent 01/22	1/3/2022	139191	1,664.00
HABITAT FOR HUMANITY	Warehouse Rent 01/22	1/3/2022	139191	936.00
HABITAT FOR HUMANITY	Warehouse Rent 02/22	1/21/2022	139261	936.00
HAMARI, ANNALIESA	Scholarship 2021	1/3/2022	139192	135.00
HAMARI, ANNALIESA	Scholarship 2021	1/3/2022	139192	365.00
HANSON, KERN & KAREN	UB Refund 3299 Brooks Lane	1/21/2022	139262	542.95
HIBBARD, RICHARD	Safety Boot Reimbursment 2022	1/21/2022	139263	200.00
HIESINGER, KEVIN & BARBARK	UB Refund 1487 Blue Mountain Court	1/3/2022	139193	163.26
HILLTOP SECURTIES INC	Finance Department Assistance 11/21	1/21/2022	139264	115.42
HILLTOP SECURTIES INC	Finance Department Assistance 12/21	1/21/2022	139264	2,550.43

Vendor	Description	Date	Check No	Amount
HILLTOP SECURTIES INC	Finance Department Assistance 12/21	1/21/2022	139264	6,895.64
HILLTOP SECURTIES INC	Finance Department Assistance 11/21	1/21/2022	139264	312.08
HOLT OF CALIFORNIA	Window Assembly, Glass, Hydraulic Oil - WP Backhoe	1/3/2022	139194	1,215.50
HOLT OF CALIFORNIA	Rollers - WP Backhoe	1/3/2022	139194	3.69
HOLT OF CALIFORNIA	Freight Window Assembly, Glass, Hydraulic Oil - WP Backhoe	1/3/2022	139194	34.33
HOLT OF CALIFORNIA	Block Heater - LCWWTP P-27	1/3/2022	139194	906.61
HUNT & SONS, INC	Fuel - CC	1/3/2022	139195	2,639.49
HUNT & SONS, INC	Fuel - CC	1/21/2022	139265	1,214.48
HUNT & SONS, INC	Oil Pump - V 135	1/3/2022	139195	63.70
HUNT & SONS, INC	Fuel - DF VCTO	1/3/2022	139195	461.60
HUTSON, DAMON	Winter Weather Gear 2022	1/21/2022	139266	72.00
HUTSON, DAMON	Winter Weather Gear 2022	1/21/2022	139266	128.00
HYDROSCIENCE ENGINEERS INC	Engineering and Design Services for the Arnold Wastewater Treatm	1/21/2022	139267	4,657.50
INDUSTRIAL ELECTRICAL CO	Motor - CC LS 13	1/21/2022	139268	9,349.83
INTERSTATE TRUCK CENTER	Service Call, Diagnose Check Engine Light - V 736	1/21/2022	139269	517.50
INTERSTATE TRUCK CENTER	Reinstall Driveline - V 736	1/21/2022	139269	239.75
JS WEST PROPANE GAS	Propane Acct#399982 Silver Rapids	1/3/2022	139196	365.03
KRISCHMAN, NATHANIEL	Winter Weather Gear 2021	1/21/2022	139270	128.00
KRISCHMAN, NATHANIEL	Winter Weather Gear 2021	1/21/2022	139270	72.00
KW EMERSON, INC	Construction Contract EP Site Improvements - 10/1/21-12/15/21	1/3/2022	139197	16,788.69
LEDGER DISPATCH	Recruiting - Electrician	1/3/2022	139198	14.05
LEDGER DISPATCH	Recruiting - Electrician	1/3/2022	139198	38.00
LES SCHWAB TIRE CENTER	Tires, Balanced, Valve Stems - V 592	1/21/2022	139271	2,689.63
LIEBERT CASSIDY WHITMORE	Legal Services 11/21 CA045-00001	1/3/2022	139199	42.12
LIEBERT CASSIDY WHITMORE	Legal Services 11/21 CA045-00001	1/3/2022	139199	113.88
LOWE'S	Wrenches, Socket Sets - Utility Crew	1/21/2022	139272	625.54
LUMOS & ASSOC	Contract/Design and Engineering Services - Sheep Ranch	1/3/2022	139200	9,327.50
MATHESON TRI-GAS, INC	Liquid Oxygen - JLWTP	1/3/2022	139201	6,045.27
MID VALLEY AGRICULTURAL INC	Weed Spray - District use	1/3/2022	139202	2,047.71
MID VALLEY AGRICULTURAL INC	Weed Spray - District use	1/3/2022	139202	1,151.84
MIRAMONT HOMES INC	UB Refund 400 Mesquite Drive	1/21/2022	139273	598.99
MIRAMONT HOMES INC	UB Refund 384 Mesquite Drive	1/21/2022	139273	601.99
MIRAMONT HOMES INC	UB Refund 418 Mesquite Drive	1/21/2022	139273	553.12
MIRAMONT HOMES INC	UB Refund 358 Mesquite Drive	1/21/2022	139273	601.99
MODESTO AIRCO GAS & GEAR	Cylinder Rental 12/21	1/21/2022	139274	58.24
MODESTO AIRCO GAS & GEAR	Cylinder Rental 12/21	1/21/2022	139274	32.76
MODESTO STEEL INC	Aluminum Sheets - LCWWTP	1/21/2022	139275	2,068.44
MUNICIPAL MAINTENANCE EQUIP	Unloader Valve, Needle Valve - V 135	1/21/2022	139276	760.96

Vendor	Description	Date	Check No	Amount
MUNICIPAL MAINTENANCE EQUIP	Light Assembly - V 135	1/21/2022	139276	977.87
MUNICIPAL MAINTENANCE EQUIP	Hose, Grease - V 135	1/3/2022	139203	407.95
MUNICIPAL MAINTENANCE EQUIP	Hydraulic Filters - V 746	1/21/2022	139276	934.25
MUNICIPAL MAINTENANCE EQUIP	Hose End - V 135	1/3/2022	139203	165.03
NEW YORK LIFE	Life Insurance 08/21	1/21/2022	139277	733.08
NEW YORK LIFE	Life Insurance 08/21	1/21/2022	139277	271.14
NEXGEN UTILITY MANAGEMENT	Engineering/Design Service - WP/Wilseyville WWTP 06/07-11/09/21	1/3/2022	139204	288,877.94
NORTHSTAR CHEMICAL	Sodium Hypochlorite - AWWTP	1/3/2022	139205	1,952.14
NORTHSTAR CHEMICAL	Sodium Hypochlorite - Hunters WTP	1/3/2022	139205	5,234.14
NORTHSTAR CHEMICAL	Sodium Hypochlorite - JLWTP	1/3/2022	139205	2,892.33
O'CONNELL & DEMPSEY, LLC	Federal Legislative Advocacy Consulting Services 11/21	1/21/2022	139278	1,350.00
O'CONNELL & DEMPSEY, LLC	Federal Legislative Advocacy Consulting Services 12/21	1/21/2022	139278	1,350.00
O'CONNELL & DEMPSEY, LLC	Federal Legislative Advocacy Consulting Services 11/21	1/21/2022	139278	3,650.00
O'CONNELL & DEMPSEY, LLC	Federal Legislative Advocacy Consulting Services 12/21	1/21/2022	139278	3,650.00
OGILVIE, DAVID	2016 Carson Hill Court	1/21/2022	139280	67.85
O'REILLY AUTO PARTS	Oil, Funnel, Wiper Fluid - V 608	1/21/2022	139279	(0.01)
O'REILLY AUTO PARTS	Oil, Funnel, Wiper Fluid - V 608	1/21/2022	139279	30.18
OUTWEST AUTO	Oil & Lube - V 715	1/3/2022	139206	84.13
OUTWEST AUTO	Tires Mounted & Balanced - V 735	1/3/2022	139206	100.00
OUTWEST AUTO	Mount & Balance Tire - V 535	1/21/2022	139281	21.75
OUTWEST AUTO	Oil, Lube, Engine Diagnostic - V 535	1/3/2022	139206	145.21
OUTWEST AUTO	Tire Repair - V 723	1/21/2022	139281	20.00
OUTWEST AUTO	Alignment, Tire Install, Sensors - V 538	1/3/2022	139206	592.95
OUTWEST AUTO	Mount & Balance Tires - V 538	1/21/2022	139281	114.00
OUTWEST AUTO	Thermostat Housing Replacement - V 535	1/21/2022	139281	473.38
P & L CONCRETE PRODUCTS, INC	Concrete Septic Tank - New Install 9135 Cliff Court Southworth	1/3/2022	139207	2,240.00
PAC MACHINE CO INC.	Ready 8 Pump - Collections Crew	1/21/2022	139282	1,357.73
PAC MACHINE CO INC.	Mt Retreat Pump (Collections System Improvements)	1/21/2022	139282	3,085.91
PAC MACHINE CO INC.	Backwash Return Pump - WPWTP	1/21/2022	139282	14,127.92
PAC MACHINE CO INC.	Pump - LS 19	1/21/2022	139282	1,632.23
PACE SUPPLY CORP	Beveler - V710	1/3/2022	139208	96.53
PACE SUPPLY CORP	Meter Adapters for AMI/AMR Project (CIP 11096)	1/21/2022	139283	703.35
PACE SUPPLY CORP	Meter Parts for AMI/AMR Project (CIP 11096)	1/21/2022	139283	493.31
PACE SUPPLY CORP	6" Hymax Flange Adapters (Grip) - EP Barn	1/3/2022	139208	599.08
PACE SUPPLY CORP	Meter adapters for the AMI/AMR Project (CIP 11096)	1/3/2022	139208	515.64
PACE SUPPLY CORP	G5 Boxes - District Use	1/21/2022	139283	3,041.31
PACE SUPPLY CORP	Meter Adapter Parts for AMI/AMR Project (CIP 11096)	1/3/2022	139208	164.44
PACE SUPPLY CORP	Meter Adapter Parts for AMI/AMR Project (CIP 11096)	1/3/2022	139208	1,276.36

Vendor	Description	Date	Check No	Amount
PACE SUPPLY CORP	Meter Adapter Parts for AMI/AMR Project (CIP 11096)	1/3/2022	139208	222.84
PARRIS SCOTT ROOFING	Install New Metal Roof - Southworth WWTP	1/3/2022	139209	9,250.00
PATTEE, SANDRA	UB Refund 6372 Garner Place	1/3/2022	139210	253.49
PG&E CFM/PPC DEPARTMENT	Power 000122487392 Non-Res Electric Per Meter Charge	1/3/2022	139211	125.00
PLUMMERBUILT INC	Construction Contract for Site Work Maintenance 11/11-12/15/21	1/3/2022	139212	144,395.91
PLUMMERBUILT INC	Construction Contract Site Work for the Maintenance 12/16-01/14	1/21/2022	139284	76,000.00
POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	1/3/2022	139213	430.08
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	1/21/2022	139285	426.24
POTRERO HILLS LANDFILL	Bio-Solids Disposal - AWWTP	1/3/2022	139213	376.80
POTRERO HILLS LANDFILL	Bio-Solids Disposal - LCWWTP	1/21/2022	139285	386.40
POTRERO HILLS LANDFILL	Bio-Solids Disposal - FMWWTP	1/21/2022	139285	422.40
PROGRESSIVE PRINT SOLUTIONS	Door Tags for EP and CC Service Area for AMI/AMR Project (CIP 11	1/3/2022	139214	1,610.05
RUSS, GORDON & SUE	UB Refund 175 Hawkridge Road	1/21/2022	139286	522.45
RYAN, PETER	UB Refund 2035 Kit Carson Circle	1/21/2022	139287	118.29
SEIU LOCAL 1021	Union Dues 12/21	1/21/2022	139288	715.50
SEIU LOCAL 1021	Union Dues 12/21	1/21/2022	139288	1,934.50
SEIU LOCAL 1021	COPE Donation 12/21	1/21/2022	139288	10.80
SEIU LOCAL 1021	COPE Donation 12/21	1/21/2022	139288	29.20
SENDERS MARKET INC	Screwdriver Set - LC Whse	1/21/2022	139289	25.09
SENDERS MARKET INC	Anti-Siphon Valves - Collections Crew	1/21/2022	139289	126.26
SENDERS MARKET INC	Septic Tank Install Parts - Collections Crew	1/21/2022	139289	117.84
SENDERS MARKET INC	Buckets - SA Shop	1/21/2022	139289	17.34
SENDERS MARKET INC	Paint, Plastic Bags, Sump Pump - LCWWTP	1/21/2022	139289	160.95
SENDERS MARKET INC	Herbicide - LC Whse	1/21/2022	139289	77.20
SENDERS MARKET INC	Fasteners - SA Shop	1/21/2022	139289	121.52
SENDERS MARKET INC	Fasteners - SA Shop	1/21/2022	139289	23.60
SENDERS MARKET INC	Couplers, Blades - LCWWTP P-27	1/21/2022	139289	20.44
SENDERS MARKET INC	Tools - V 121	1/21/2022	139289	193.78
SENDERS MARKET INC	Lumber - Wallace WWTP	1/21/2022	139289	13.51
SIERRA JANITORIAL SUPPLY	Janitorial Supplies	1/3/2022	139216	111.99
SIERRA JANITORIAL SUPPLY	Janitorial Supplies	1/3/2022	139216	302.80
SIGNAL SERVICE	Alarm Service LCWWTP 01/22	1/21/2022	139290	202.40
SIGNAL SERVICE	Alarm Service LCWWTP 01/22	1/21/2022	139290	202.41
SIGNAL SERVICE	Alarm Service SA Mechanic Shop	1/21/2022	139290	524.45
SIGNAL SERVICE	Alarm Service CCWTP 01/22	1/21/2022	139290	542.42
SIGNAL SERVICE	Alarm Service 01/01/22 - 03/31/22 District Wide	1/3/2022	139217	772.63
SIGNAL SERVICE	Alarm Service Warehouse	1/21/2022	139290	194.56
SIGNAL SERVICE	Alarm Service SA Mechanic Shop	1/21/2022	139290	193.97

Vendor	Description	Date	Check No	Amount
SIGNAL SERVICE	Alarm Service LCWWTP 01/22	1/21/2022	139290	542.42
SIGNAL SERVICE	Alarm Service LCWWTP 01/22	1/21/2022	139290	542.42
SIGNAL SERVICE	Alarm Service CCWTP	1/21/2022	139290	714.02
SIGNAL SERVICE	Alarm Service Avery WTP	1/21/2022	139290	787.32
SIGNAL SERVICE	Alarm Service Warehouse	1/21/2022	139290	526.06
SIGNAL SERVICE	Alarm Service 01/01/22 - 03/31/22 District Wide	1/3/2022	139217	1,373.57
SIGNAL SERVICE	Alarm Service Hunters	1/21/2022	139290	787.32
SIGNAL SERVICE	Alarm Service CCWTP 01/22	1/21/2022	139290	542.42
SIGNAL SERVICE	Alarm Service 01/01/22 - 03/31/22 CCWTP	1/3/2022	139217	222.20
SIGNAL SERVICE	Alarm Service Hunters	1/21/2022	139290	716.22
SIGNAL SERVICE	Alarm Service JLWTP	1/21/2022	139290	720.62
STERLING WATER TECHNOLOGIES, LLC	CP 1339 - WPWTP	1/3/2022	139218	1,656.00
SWRCB	Annual Permit Fee (5SS011081) Index#458185 West Point	1/3/2022	139219	3,326.00
SWRCB	Water Treatment Operator Grade 4 Renewal - Rose	1/21/2022	139292	105.00
SWRCB	Annual Permit Fee (5SS011077) Index#458403 Wallace	1/21/2022	139291	3,326.00
SWRCB	Annual Permit Fee (5SS011056) Index#460024 Southworth	1/3/2022	139219	3,326.00
SWRCB	Annual Permit Fee ((5B05NC00022) Index#460966 Arnold WWTP	1/3/2022	139219	7,486.00
SWRCB	Annual Permit Fee (5S05REC0147) Index#460919 LC WWTP	1/3/2022	139219	7,486.00
SWRCB	Annual Permit Fee (5SS010868) Index#459366 Arnold	1/3/2022	139219	3,326.00
SWRCB	Annual Permit Fee (5B050107007_ Index#457646 OP HQ	1/3/2022	139219	2,395.52
SWRCB	Water System Annual (0510016) Ebbetts Pass	1/3/2022	139219	30,569.42
SWRCB	Water System Annual (0510006) Jenny Lind	1/3/2022	139219	22,258.46
SWRCB	Water System Annual (0510017) Copper Cove	1/3/2022	139219	16,443.68
SWRCB	Water System Annual (0510004) Sheep Ranch	1/3/2022	139219	500.00
SWRCB	Annual Permit Fee (5B051003002) Index#460670 Indian Rock	1/3/2022	139219	1,663.00
SWRCB	Annual Permit Fee (5SS010949) Index#458718 Forest Meadows	1/3/2022	139219	3,326.00
SWRCB	Water System Annual (0510005) West Point	1/3/2022	139219	4,870.56
SWRCB	Annual Permit Fee (5SS010978) Index#461028 LC WWTP	1/3/2022	139219	3,326.00
SWRCB	Water System Annual (0510019) Wallace	1/3/2022	139219	917.40
SWRCB	Annual Permit Fee (5B052000001) Index#459198 Wilseyville WWTP	1/21/2022	139291	3,743.00
SWRCB	Annual Permit Fee (5B051012001) Index#458583 LCWWTP	1/21/2022	139291	23,783.00
SWRCB	Annual Permit Fee (5B050106001) Index#458532 Big Trees WWTP	1/3/2022	139219	1,663.00
SWRCB	Annual Permit Fee (5B050105001) Index#458151 CC WWRF	1/21/2022	139291	23,783.00
SWRCB	Annual Permit Fee (5B050107007- Index#457646 OP HQ	1/3/2022	139219	1,347.48
SWRCB	Annual Permit Fee (5B05NC00025) Index# 459844 WPWWTP	1/3/2022	139219	1,663.00
SWRCB	Annual Permit Fee (5SS011500) Index#459315 Six Mile Village	1/21/2022	139291	3,326.00
SWRCB	Annual Permit Fee (5SS010934) Index#460843 DF VCTO	1/3/2022	139219	3,326.00
SWRCB	Annual Permit Fee (5SS010910) Index@458717 Copper Cove	1/3/2022	139219	3,326.00

Vendor	Description	Date	Check No	Amount
SWRCB	Annual Permit Fee (5B05NC00007) Index # 457719 Potable Flushing	1/3/2022	139219	3,326.00
SWRCB	Annual Permit Fee (B050107004) Index#457676 FM WWTP	1/3/2022	139219	23,783.00
SWRCB	Annual Permit Fee (5B051004001) Index# 458692 Seq Woods Mtn Rt	1/3/2022	139219	3,326.00
SWRCB	Annual Permit Fee (5B051003001) Index#460285 Douglas Flat	1/21/2022	139291	7,486.00
SWRCB	Annual Permit Fee (5SS010969) Index#458865 Indian Rock	1/3/2022	139219	3,326.00
TIFCO INDUSTRIES	Electrical Terminals - SA Shop	1/3/2022	139220	305.36
TIFCO INDUSTRIES	Materials & Supplies - SA Shop	1/3/2022	139220	310.99
TIFCO INDUSTRIES	Flap Wheels, Bits - SA Shop	1/3/2022	139220	422.24
TIRE RACK	Tires - V 735	1/3/2022	139221	845.57
TIRE RACK	Tires - V 525	1/3/2022	139221	1,442.80
TIRE RACK	Tires - V 716	1/3/2022	139221	972.04
TIRE RACK	Tires - V 735	1/3/2022	139221	1,060.67
TIRE RACK	Tires - V 732	1/3/2022	139221	876.58
TOOLE'S GARAGE	Service - V621	1/21/2022	139294	141.30
TREATS GENERAL STORE INC	BOD Meeting Supplies	1/21/2022	139295	1.88
TREATS GENERAL STORE INC	BOD Meeting Supplies	1/21/2022	139295	5.10
U.S. BANK	Amazon - Computer Supplies	1/31/2022	EFT	2,924.19
U.S. BANK	AdobeSubscription	1/31/2022	EFT	15.33
U.S. BANK	CANVA Subscription	1/31/2022	EFT	87.17
U.S. BANK	Microsoft 365	1/31/2022	EFT	273.68
U.S. BANK	Microsoft Subscription	1/31/2022	EFT	766.21
U.S. BANK	CCWD Stickers Cancelled	1/31/2022	EFT	(48.24)
U.S. BANK	Postage	1/31/2022	EFT	6.36
U.S. BANK	Hotel ACWA No Show Fee - Self	1/31/2022	EFT	175.76
U.S. BANK	CCWD Stickers Cancelled	1/31/2022	EFT	(130.46)
U.S. BANK	CCWD Stickers	1/31/2022	EFT	134.48
U.S. BANK	Calaveras County Parcel Request Fee	1/31/2022	EFT	27.62
U.S. BANK	Lunch Meeting CPUD GM	1/31/2022	EFT	24.82
U.S. BANK	Flight ACWA	1/31/2022	EFT	574.81
U.S. BANK	Comcast	1/31/2022	EFT	59.50
U.S. BANK	Business Cards	1/31/2022	EFT	124.47
U.S. BANK	Parking ACWA	1/31/2022	EFT	21.90
U.S. BANK	Meals ACWA	1/31/2022	EFT	30.53
U.S. BANK	Cal Net	1/31/2022	EFT	37.07
U.S. BANK	Airfare ACWA	1/31/2022	EFT	250.36
U.S. BANK	Recruitment - CS Supervisor	1/31/2022	EFT	200.08
U.S. BANK	Transportation ACWA	1/31/2022	EFT	44.46
U.S. BANK	Amazon - Heater Control Unit	1/31/2022	EFT	459.43

Vendor	Description	Date	Check No	Amount
U.S. BANK	2022 Calendars	1/31/2022	EFT	1,076.38
U.S. BANK	Calaveras Auto - Battery	1/31/2022	EFT	113.79
U.S. BANK	Office Supplies	1/31/2022	EFT	322.46
U.S. BANK	American Flags	1/31/2022	EFT	31.26
U.S. BANK	California Flags	1/31/2022	EFT	20.84
U.S. BANK	Water Distribution O&M Enrollment- Canepa	1/31/2022	EFT	162.53
U.S. BANK	CA-NV AWWA T1-T2 Review Corsees - Grutzmacher & Applegate	1/31/2022	EFT	600.00
U.S. BANK	Apple Storage	1/31/2022	EFT	0.99
U.S. BANK	Water Codes Update	1/31/2022	EFT	11.58
U.S. BANK	Office Supplies	1/31/2022	EFT	119.26
U.S. BANK	FastTrak Bridge Toll	1/31/2022	EFT	6.00
U.S. BANK	Business Cards	1/31/2022	EFT	46.03
U.S. BANK	CWEA Membership - Crumpacker	1/31/2022	EFT	192.00
U.S. BANK	Training Class Supplies	1/31/2022	EFT	11.08
U.S. BANK	Amazon - Office Supplies	1/31/2022	EFT	34.26
U.S. BANK	UPUD	1/31/2022	EFT	201.00
U.S. BANK	Fuel - District Vehicle	1/31/2022	EFT	47.48
U.S. BANK	Training Materials/Course	1/31/2022	EFT	1,274.42
U.S. BANK	Wrenches, Digging Bar, Hammers, Generator - Utility Crew	1/31/2022	EFT	677.61
U.S. BANK	Verizon December	1/31/2022	EFT	1,001.60
U.S. BANK	Cal Tel	1/31/2022	EFT	440.33
U.S. BANK	Verizon November	1/31/2022	EFT	811.60
U.S. BANK	2022 Calendars	1/31/2022	EFT	398.10
U.S. BANK	Comcast	1/31/2022	EFT	154.18
U.S. BANK	Volcano	1/31/2022	EFT	165.53
U.S. BANK	Cal Net	1/31/2022	EFT	20.85
U.S. BANK	Slakey Bros - PVC Fittings	1/31/2022	EFT	101.56
U.S. BANK	Phone Service - District Wide	1/31/2022	EFT	480.77
U.S. BANK	Cal Waste	1/31/2022	EFT	983.41
U.S. BANK	AT&T	1/31/2022	EFT	22.86
U.S. BANK	Unifroms District Wide	1/31/2022	EFT	1,316.10
U.S. BANK	Easement Recording	1/31/2022	EFT	5.50
U.S. BANK	Flight ACWA	1/31/2022	EFT	212.60
U.S. BANK	Crimping & Banding	1/31/2022	EFT	307.41
U.S. BANK	Dollar General - Cleaning Supplies	1/31/2022	EFT	24.29
U.S. BANK	Slakey Bros - PVC Fittings	1/31/2022	EFT	57.12
U.S. BANK	Parking ACWA	1/31/2022	EFT	8.10
U.S. BANK	Dewalt Grinder, Drill - Utility Crew	1/31/2022	EFT	213.43

Vendor	Description	Date	Check No	Amount
U.S. BANK	Cal Lumber - Heater for Lab	1/31/2022	EFT	96.96
U.S. BANK	Microwave - Hunters	1/31/2022	EFT	96.51
U.S. BANK	Valve Key - Utility Crew	1/31/2022	EFT	329.10
U.S. BANK	Truck Service V- 712	1/31/2022	EFT	80.20
U.S. BANK	Airfare ACWA	1/31/2022	EFT	92.60
U.S. BANK	Meals ACWA	1/31/2022	EFT	11.28
U.S. BANK	Senders - Bushings	1/31/2022	EFT	54.21
U.S. BANK	Alhambra	1/31/2022	EFT	43.88
U.S. BANK	Recruitment - CS Supervisor	1/31/2022	EFT	74.00
U.S. BANK	Alhambra	1/31/2022	EFT	110.38
U.S. BANK	Hach - pH Probe	1/31/2022	EFT	504.08
U.S. BANK	Transportation ACWA	1/31/2022	EFT	16.44
U.S. BANK	CCWD Stickers	1/31/2022	EFT	49.74
U.S. BANK	Cal Waste	1/31/2022	EFT	684.61
U.S. BANK	Tractor Supply - Septic System Treatment Supplies	1/31/2022	EFT	32.31
U.S. BANK	Torque Wrenches - Utility Crew	1/31/2022	EFT	48.12
U.S. BANK	Lunch Meeting CPUD GM	1/31/2022	EFT	9.18
U.S. BANK	Calaveras County Parcel Request Fee	1/31/2022	EFT	10.21
U.S. BANK	Phone Service - District Wide	1/31/2022	EFT	854.71
U.S. BANK	TorqueWrenches - Utility Crew	1/31/2022	EFT	90.10
U.S. BANK	Offset Wrenches - Utility Crew	1/31/2022	EFT	85.76
U.S. BANK	Water Accounting Book (2)	1/31/2022	EFT	329.00
U.S. BANK	Meter Key - Utility Crew	1/31/2022	EFT	92.36
U.S. BANK	IPS Tapping Attachment - Utility Crew	1/31/2022	EFT	109.98
U.S. BANK	Verizon December	1/31/2022	EFT	1,780.62
U.S. BANK	Unifroms District Wide	1/31/2022	EFT	740.30
U.S. BANK	Cal Tel	1/31/2022	EFT	782.80
U.S. BANK	AT&T	1/31/2022	EFT	248.07
U.S. BANK	Verizon November	1/31/2022	EFT	2,194.33
U.S. BANK	Volcano	1/31/2022	EFT	400.25
U.S. BANK	Comcast	1/31/2022	EFT	287.97
U.S. BANK	Cal Tel	1/31/2022	EFT	258.10
U.S. BANK	Postage Certified Mailing	1/31/2022	EFT	15.16
U.S. BANK	Amazon - Computer Supplies	1/31/2022	EFT	1,081.55
U.S. BANK	AdobeSubscription	1/31/2022	EFT	5.66
U.S. BANK	CANVA Subscription	1/31/2022	EFT	32.23
U.S. BANK	Microsoft 365	1/31/2022	EFT	101.22
U.S. BANK	California Flags	1/31/2022	EFT	56.36

Vendor	Description	Date	Check No	Amount
U.S. BANK	American Flags	1/31/2022	EFT	84.52
U.S. BANK	Comcast	1/31/2022	EFT	160.87
U.S. BANK	Locking Fuel Cap	1/31/2022	EFT	32.12
U.S. BANK	Keys	1/31/2022	EFT	4.27
U.S. BANK	Microsoft Subscription	1/31/2022	EFT	283.39
U.S. BANK	Treats - Keys	1/31/2022	EFT	10.73
U.S. BANK	Senders - Magnetic Tape	1/31/2022	EFT	3.41
U.S. BANK	Postage	1/31/2022	EFT	2.34
U.S. BANK	Hotel ACWA No Show Fee - Self	1/31/2022	EFT	65.00
U.S. BANK	Senders - Tape	1/31/2022	EFT	9.85
UNITED PARCEL SERVICE	Shipping Week End 12/18	1/3/2022	139222	8.37
UNITED PARCEL SERVICE	Shipping Week End 12/24	1/21/2022	139296	32.15
UNITED PARCEL SERVICE	Shipping Week End 01/01/22	1/21/2022	139296	14.60
UNITED PARCEL SERVICE	Shipping Week End 12/11	1/3/2022	139222	8.37
UNITED PARCEL SERVICE	Shipping Week End 12/24	1/21/2022	139296	11.88
UNITED PARCEL SERVICE	Shipping Week End 01/01/22	1/21/2022	139296	5.40
UNITED PARCEL SERVICE	Shipping Week End 12/11	1/3/2022	139222	22.63
UNITED PARCEL SERVICE	Shipping Week End 12/18	1/3/2022	139222	22.63
USA BLUE BOOK	Lab Supplies - JLWTP	1/3/2022	139223	609.10
USA BLUE BOOK	Wrenches, Socket Sets - Utility Crew	1/21/2022	139297	960.97
USA BLUE BOOK	Valve Box Locator - LC Whse	1/21/2022	139297	644.53
USA BLUE BOOK	Lab Supplies - Hunters WTP	1/3/2022	139223	217.53
USA BLUE BOOK	Lab Supplies - Hunters WTP	1/3/2022	139223	78.47
USA BLUE BOOK	Lab Supplies - Hunters WTP	1/3/2022	139223	16.88
USA BLUE BOOK	Phosphate Meter, Reagents - WPWTP	1/3/2022	139223	913.04
USA BLUE BOOK	Chlorine Testing kits - Utility Crew	1/21/2022	139297	356.37
USA BLUE BOOK	Sulfuric Acid, Unions - CCWTP	1/21/2022	139297	109.71
USA BLUE BOOK	Replacement Probe Caps - CCWTP	1/21/2022	139297	313.17
USA BLUE BOOK	Pitot Gauges - Utility Crew	1/21/2022	139297	546.98
USDA FOREST SERVICE	Special Use Permit - Water Trans Pipeline Payer#0003294603	1/3/2022	139224	363.07
USDA RURAL DEVELOPMENT	Arnold AD9S4 Loan#09 Case#04-005-0941582070	1/21/2022	139298	617.82
USDA RURAL DEVELOPMENT	Arnold AD9S4 Loan#08 Case#04-005-0941582070	1/21/2022	139298	3,284.49
VALIC	Deferred Comp 12/15/21 Payroll	1/4/2022	EFT	546.88
VALIC	Deferred Comp 01/15/22 Payroll	2/1/2022	EFT	1,494.60
VALIC	Deferred Comp 01/15/22 Payroll	2/1/2022	EFT	552.80
VALIC	Deferred Comp 12/15/21 Payroll	1/4/2022	EFT	1,478.60
VERIFIED FIRST, LLC	New Hire Background Investigation	1/21/2022	139299	22.95
VERIFIED FIRST, LLC	New Hire Background Investigation	1/21/2022	139299	62.05

Vendor	Description	Date	Check No	Amount
VOYA FINANCIAL	Deferred Comp 01/15/22 Payroll	2/1/2022	EFT	925.38
VOYA FINANCIAL	Deferred Comp 12/31/2021 Payroll	1/4/2022	EFT	469.44
VOYA FINANCIAL	Deferred Comp 12/31/2021 Payroll	1/4/2022	EFT	1,269.22
VOYA FINANCIAL	Deferred Comp 01/15/22 Payroll	2/1/2022	EFT	2,501.94
WAGEWORKS	FSA Admin 12/21	1/21/2022	139300	13.50
WAGEWORKS	FSA Admin 12/21	1/21/2022	139300	36.50
WEST POINT LUMBER INC	Pail - WP	1/21/2022	139301	16.06
WEST POINT LUMBER INC	Loppers - WP	1/21/2022	139301	32.16
WEST POINT LUMBER INC	Pipe Insulation, Tape, Hose Bib - WPWTP	1/21/2022	139301	44.77
WESTERN HYDROLOGICS	Stream-Gage Maintenance, Monitoring, Reporting - Bear Creek Dive	1/21/2022	139302	2,301.54
WESTERN HYDROLOGICS	Annual Water Rights Reporting	1/21/2022	139302	9,107.50
WESTERN HYDROLOGICS	Stream-Gage Maintenance, Monitoring, Reporting - Bear Creek Dive	1/21/2022	139302	2,301.54
WESTERN HYDROLOGICS	Water Rights Consulting 11/21	1/21/2022	139302	2,921.25
WESTERN HYDROLOGICS	Annual Water Rights Reporting	1/21/2022	139302	3,355.00
WILLDAN	Local Improvement Distriuct AD DaLee/Cassidy	1/21/2022	139303	471.01
WILLDAN	Overpayment Credit #010-48288	1/21/2022	139303	(119.34)
WILLDAN	Local Improvement Distriuct AD 9S4 (Arnold)	1/21/2022	139303	1,049.82
WILLDAN	Local Improvement Distriuct AD Fly In Acres RAD 2021	1/21/2022	139303	648.25
WILLDAN	Local Improvement Distriuct AD Wallace CSD	1/21/2022	139303	642.03
WILLIAMSON, RICHARD & TERI	UB Refund 429 Main Street	1/3/2022	139225	739.34
YOUNG'S COPPER ACE HARDWARE	Materials & Supplies - CC 12/21	1/21/2022	139304	72.02
TOTAL VENDOR PAYMENTS:				1,497,909.59

RESOLUTION NO. 2022-

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

RATIFYING CLAIM SUMMARY NO. 599

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT has reviewed and considered Claim Summary Number 599 at the Regular Meeting held on February 9, 2022; and

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

NOW, THEREFORE, BE IT RESOLVED that the CALAVERAS COUNTY WATER DISTRICT Board of Directors hereby ratifies Claim Summary Number 598 in the amount of \$2,055,512.28 for the month of January 2022.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: February 9, 2022

TO: Board of Directors

FROM: Rebecca Hitchcock, Clerk to the Board

SUBJECT: Re-Authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of February 10, 2022 through March 11, 2022 Pursuant to AB 361

RECOMMENDED ACTION:

Motion: _____/_____ adopting Resolution No.2022-___ Re-authorizing Remote Teleconference Meetings of the Board of Directors of The Calaveras County Water District for the Period of February 10 through March 11, 2022 Pursuant to AB 361.

SUMMARY:

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

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

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

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

FINANCIAL CONSIDERATIONS:

None at this time.

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

RESOLUTION NO. 2022-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALAVERAS COUNTY WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE BOARD OF DIRECTORS OF THE CALAVERAS COUNTY WATER DISTRICT FOR THE PERIOD FEBRUARY 10 THROUGH MARCH 11, 2022 PURSUANT TO BROWN ACT PROVISIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) March 11, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Calaveras County Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED, this 9TH day of February, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: February 9, 2022
TO: Michael Minkler, General Manager
FROM: Damon Wyckoff, Director of Operations
SUBJECT: Approval of Pasture Grazing Lease – La Contenta Spray Field Property

RECOMMENDED ACTION:

Motion: _____ / _____ to adopt Resolution No. 2022 - _____ Approving a Pasture Grazing Lease for the La Contenta Wastewater Spray Field Property

SUMMARY:

The District solicited proposals to pasture-graze livestock on two District owned parcels off Hogan Dam Road in Valley Springs. The approximate 56-acres (APN's 073-042-127 and 073-042-107) surround the District's La Contenta Wastewater Treatment Plant's effluent storage pond. The water in the pond is used for the irrigation of the La Contenta Golf Course. The District does have plans to construct a spray field on APN 073-042-127 within the next few years.

District staff recommend approving a grazing lease with Shannon and Michael Van Zant for pasture grazing cattle on the mentioned acreage.

The lease is for an initial term of 12-months with a 30-day termination clause and authority for the General Manager to approve time extensions.

FINANCIAL CONSIDERATIONS

None.

*Attachment: Resolution 2022-____ -Approving a Pasture Grazing Lease for the La Contenta Wastewater Spray Field Property
Pasture Grazing Lease and Assessor's Parcel Map*

RESOLUTION NO. 2022-

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CALAVERAS COUNTY WATER DISTRICT
APPROVING A PASTURE GRAZING LEASE
FOR THE
LA CONTENTA WASTEWATER SPRAY FIELD PROPERTY**

BE IT RESOLVED that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby authorize the execution of a Pasture Grazing Lease with Shannon and Michael Van Zant relative to the lease of District property known as the La Contenta Spray Field Property, APN's 073-042-107 and 073-042-127, said terms more particularly set forth in the Lease, attached hereto and made a part hereof.

FURTHER RESOLVED that the General Manager is hereby authorized to execute said Lease and permit extensions as provided under the terms therein.

FURTHER RESOVLED that the Lease will become effective February 9, 2022 and run to February 9, 2023 for the initial 12-month term.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

PASTURE GRAZING LEASE

THIS LEASE made and entered into the ____ day of _____, 2022 by and between the CALAVERAS COUNTY WATER DISTRICT, hereinafter called CCWD, and _____, hereinafter called TENANT.

WITNESSETH:

CCWD hereby leases to TENANT and TENANT leases from CCWD for the use and purpose hereinafter set forth approximately 56 (plus or minus) acres of grazing land representing the CCWD acquired property for a CCWD spray field facility operations located in Rancho Calaveras, more fully described as APN 073-042-127 and APN 073-042-107 on the Assessor's Parcel Map attached hereto and made a part hereof, hereinafter known as PREMISES. It should be noted that the intent of the spray waste fields is to dispose of the stored wastewater safely in order to protect public health and to abide by the California State Water Resources Control Board waste discharge requirement permit.

1. Term of Lease. The term and payment of this Lease is for twelve (12) months, commencing on the date hereof and ending three hundred sixty-five days thereafter unless terminated sooner by CCWD or TENANT in the manner as herein provided. The term of this Lease may be extended for additional year(s) from the date of expiration if CCWD's General Manager approves time extension and deems it appropriate.

2. Purpose. The leased PREMISES shall be used for grazing livestock, and for no other purpose. Species of livestock shall be agreed upon via written consent from CCWD. Changes to what types of livestock shall be grazed on the leased PREMISES will not be allowed without prior written consent of CCWD.

3. Maintenance of Fences. During the term hereof TENANT shall keep the existing fences and gates upon the leased PREMISES in good order and repair, replacing broken posts, wires, or gates, and keeping the wired taut, and provide any new fence as may be required. All such fencing and maintenance work shall be done at TENANT's sole cost and expense.

4. Cross Fences. As this is spray field property, cross fences will not be allowed.

5. Spraying Star Thistle. Either party may decide to spray herbicide to kill star thistle (possibly Transline), assuming all permits and applicable laws are adhered to. The parties will contact one another to coordinate the spraying project.

6. Portable/Temporary Equipment or Facilities. TENANT may place and use on the PREMISES on a temporary basis such facilities and equipment necessary for the grazing of cattle such as water tanks, feeders, portable corrals, chutes, etc. Said equipment and facilities remain the property of TENANT and shall be promptly removed upon termination of this lease.

7. Stock Watering. CCWD is not responsible for stock watering. TENANT is responsible for requesting a hydrant meter from the District and will need to install an approved backflow device. Location of device will be protected by the TENANT.

8. Seeding of Pasture. TENANT may seed pasture areas as TENANT deems appropriate with grass seed of a type approved in advance by CCWD staff.

10. Property Inspection. Prior to placement of cattle on the PREMISES, CCWD staff and TENANT will examine CCWD facilities to determine and record which, if any, spray related equipment is not operational. TENANT shall have no liability for said equipment.

11. Damage to CCWD Facilities. The parties acknowledge that the CCWD spray field facilities are designed and constructed in a manner intended to allow the concurrent use of the PREMISES for cattle grazing without damage to spraying equipment such as sprinkler heads. However, in the unlikely event that cattle damage the spraying equipment, TENANT shall pay the cost of repair or replacement of damaged equipment.

12. Property Management. TENANT shall be responsible to operate the grazing activities on a sound and reasonable basis, so as to avoid injury to any person, or damage to CCWD improvements or equipment.

13. Assignment and Subletting. This Lease shall not be assigned or sublet by TENANT. Any involuntary assignment or other transfer arising out of insolvency or bankruptcy is null and void and will automatically terminate this lease.

14. Premises Leased "As Is". TENANT hereby acknowledges that TENANT has inspected the leased PREMISES, TENANT is familiar herewith, and that the same are fit for the purpose of this Lease. It is understood and agreed that the PREMISES are leased in "as is" condition, and that CCWD shall not be responsible for any injury, loss, or damage sustained by TENANT, TENANT's agents, servants or employees, or by any of TENANT's equipment or livestock, by reason of the condition of the leased PREMISES.

15. Consideration. Because the purpose of this lease is for CCWD weed control, TENANT will not pay cash consideration.

16. Insurance. TENANT shall maintain General Liability and Property Damage insurance in the amount not less than \$1 million per person/occurrence for damages arising out of personal injury, and annual aggregate amount not less than \$1 million per person/occurrence. There shall be a 30-day advance notice of cancellation or change in policy terms. CCWD, its directors, officers, employees and volunteers shall be named as Additional Insured's. TENANT shall waive all rights of subrogation against CCWD, its directors, officers, employees, and authorized agents.

17. Indemnification of CCWD and Others. In consideration for the use of said real property owned by CCWD for purpose of pasture grazing land, TENANT agrees to indemnify CCWD, its officers, agents, and employees, and hold them harmless against and with respect to any and all claims, loss, damage or expense by the TENANT, except for the sole negligence or willful misconduct of CCWD. TENANT also agrees to indemnify the parties named herein above for attorney's fees and other costs of litigation incurred in defending any action brought against said parties because of the land use herein granted or any litigation required for CCWD to enforce the terms of this Lease, except for the sole negligence or willful misconduct of CCWD.

18. Use of Motor Driven Equipment. The only motor-driven equipment allowed upon said demised PREMISES shall be vehicles equipped with rubber pneumatic tires, and it is understood by TENANT that the use of said vehicles may be restricted or terminated in the event that CCWD, in its sole discretion, determines that TENANT's operation upon the demised PREMISES is injurious to the land or grasses, CCWD equipment, thereon.

19. Termination Clause. Both CCWD and TENANT may have the option of 30 days' termination on written notice.

20. Penalty for Breach. In the event that TENANT should breach any of the terms or conditions of this Lease, or fail to obey any order, direction or command of CCWD concerning the use of the demised PREMISES, this Lease shall terminate immediately, and TENANT shall remove TENANT's grazing livestock immediately from the demised PREMISES. In the event that said grazing livestock are not removed immediately, CCWD may remove said livestock at the cost and expense of TENANT.

21. Surrender of Possession. Upon the expiration of the term of this Lease, TENANT shall have caused to be removed all of TENANT's livestock and equipment of every kind, and shall not hold over beyond the term hereof, or if any such holding over occurs, the same shall be construed as a month-to-month tenancy and not as a renewal of this Lease.

In the event of termination of this Lease for reasons mentioned in the paragraph, TENANT shall have no right of refund to any of the rental paid for the term of the Lease.

22. Notice to Parties. All notices and demands or other communications under this Lease shall be in writing and shall be given by one party to the other at the following addresses for each, respectively:

CCWD: Michael Minkler, General Manager
Calaveras County Water District
120 Toma Court
San Andreas, CA 95249
209-754-3543

TENANT: Name
 Address
 Address
 Phone

Any such notice or other communication shall be deemed delivered on the day on which it is mailed by certified mail or, in the case of any such notice or other communication not mailed by certified mail, on the date of actual delivery.

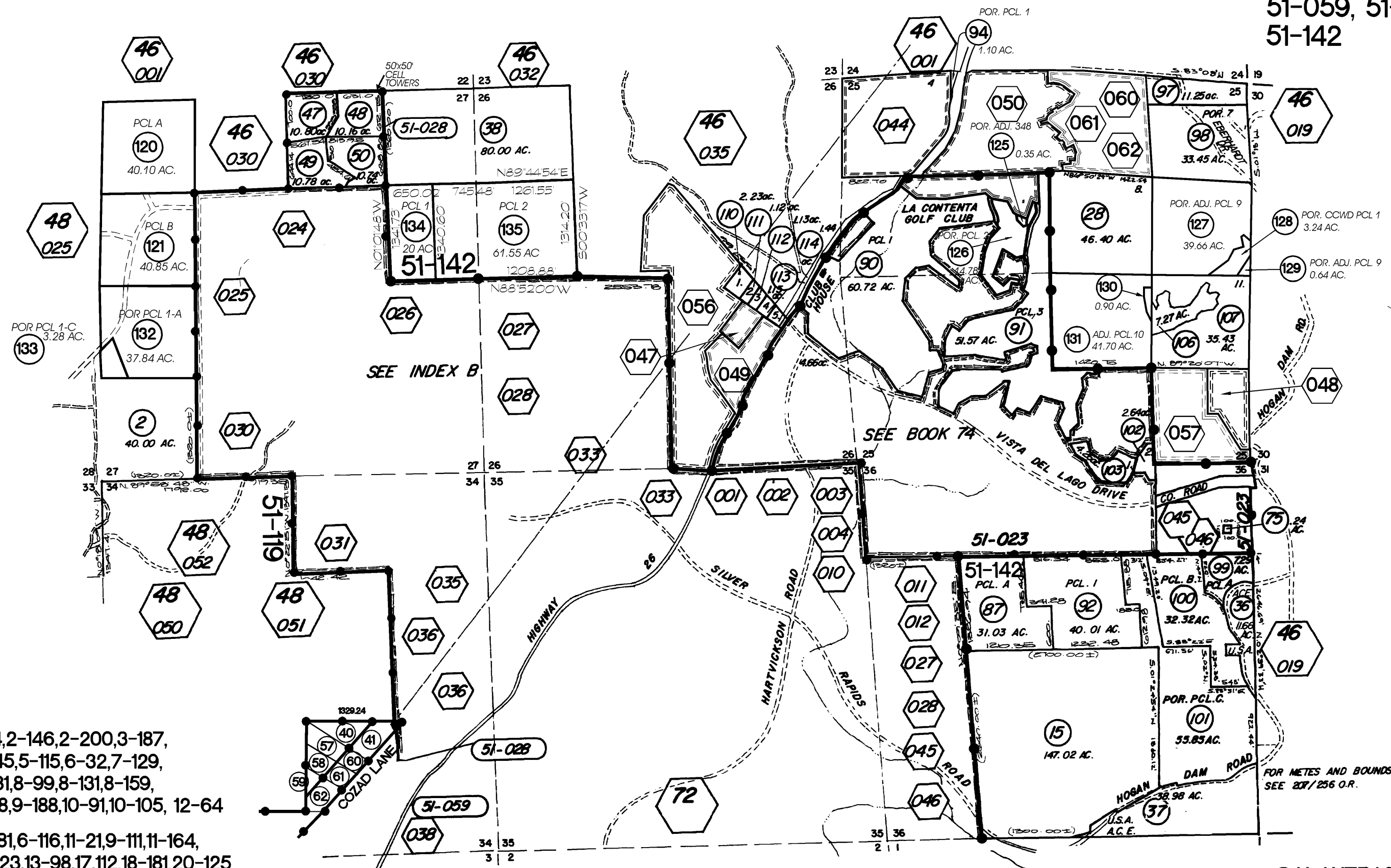
IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first hereinabove written.

CALAVERAS COUNTY WATER DISTRICT

By: _____
 Michael Minkler
 General Manager

TENANT

By: _____



P.M. 2-84,2-146,2-200,3-187,
 4-82,4-145,5-115,6-32,7-129,
 7-146,8-31,8-99,8-131,8-159,
 9-28,9-78,9-188,10-91,10-105, 12-64
 13-81
 R.O.S. 2-81,6-116,11-21,9-111,11-164,
 12-14,13-123,13-98,17,112,18-181,20-125,
 20-183

REV. 57 12/23/2019

ASSESSMENT PURPOSES ONLY
 NO LIABILITY IS ASSUMED FOR THE
 ACCURACY OF THE DATA DELINEATED HEREON

CALAVERAS COUNTY
 ASSESSOR'S MAPS
 BOOK 73 PAGE 042

Agenda Item

DATE: February 9, 2022

TO: Michael Minkler, General Manager

FROM: Damon Wyckoff, Director of Operations

SUBJECT: Discussion/Action Granting PG&E a Public Utility Easement through District owned Parcel APN 034-004-062.

RECOMMENDED ACTION:

Motion: ____/____ to adopt Resolution No. 2022_____ granting PG&E a Public Utility Easement through District owned Parcel APN 034-004-062.

SUMMARY:

Jill Watt and Rob Etches (Property Owners), own APN 034-004-103 (address 0 Buckthorne Road Murphys CA 95247) which is adjacent to two District-owned Parcels just south of the Forest Meadows Subdivision in the Stanislaus River Canyon. The property owners have an existing easement for ingress, egress, and utilities along the southern portion of CCWD's Parcel APN 034-004-062. This easement was provided as part of CCWD's condemnation of the property (North Fork Project) from the owners on December 11, 1986.

The property owners would like to relocate the easement for PG&E utilities along the northern portion (see attachments) of the District's parcel 034-004-062 to provide overhead power to their property. PG&E's proposed easement is a thirty-foot (fifteen feet on either side of the power lines) wide easement and includes provisions for access to maintain the overhead equipment and power lines. The easement also grants PG&E the right to install electric, gas and communication facilities and apportion the easement for use by other public utilities.

District staff and legal counsel have reviewed the proposed PG&E easement and find it acceptable. The only exception noted by staff is that the easement description be amended to clarify that approved communication facilities are limited to linear underground or overhead utilities and utility easement forbids the installation of any cellular or radio towers or related equipment.

FINANCIAL CONSIDERATIONS:

None. The CCWD property APN 034-004-062 has an adjudicated easement on the southern portion. The subject easement would provide a new utility easement on the northern portion.

*Attachments: Resolution No. 2022-__-Granting PG&E a Public Utility Easement through District owned Parcel APN 034-004-062
Proposed Easement
Depiction of easement*

RESOLUTION NO. 2022-

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

**APPROVING / GRANTING A PUBLIC UTILITY EASEMENT
THROUGH CCWD PARCEL APN 034-004-062**

WHEREAS, the property owners of APN 034-004-103 (address 0 Buckthorne Rd., Murphys, CA 95247) have requested that the District grant a public utility easement through District property for the purpose of extending PG&E overhead power and for potential use by other utilities (gas, electric and communications) to serve their adjacent parcel; and

WHEREAS, as shown in attached Exhibit 'A' the subject easement is 30-feet wide (15-feet to each side of the centerline of the PG&E pole line) and starting from the northeast property corner of District parcel APN 034-004-062 and bearing approximately 240 feet west in length and running parallel to the north property line; and

WHEREAS, staff and legal counsel have reviewed all documentation for the easement to be granted to PG&E and finds provisions of granting said easement to be acceptable with the exception that it be amended to specifically "forbid installation of any cellular or radio towers or related equipment" within the easement.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does grant said easement as amended and authorizes the General Manager to execute the necessary documents.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

All PG&E data is for internal use only. Dissemination to any entity outside of PG&E requires the approval of Corporate Security



407

01275693

01275692

01275691

Yellow line depicts possible easement

01275690

38.1640, -120.3831

Untitled Placemark

01275682

01275681

01275687

01275688

01275696

01275695

Dozer Line

Abbot Rd

© 2021 Google

Google Earth

566 ft

1985

lat 38.164312° lon -120.385161° elev 3486 ft eye alt 5588 ft

87000351

WHEN RECORDED MAIL TO:

RECORDED AT REQUEST OF
George A. Huberty
OFFICIAL RECORDS-CALAVERAS CO. CALIF.

1987 JAN 12 PM 1:46

Nadine Jackson
RECORDER FEE \$ 5.13

87000351

1 GEORGE A. HUBERTY
2 Attorney at Law
3 P. O. Box 667
4 San Andreas, Ca 95249
5 Telephone 754-3883
6
7 Attorney For Plaintiff

(ENDORSED)
FILED

DEC 31 1986

CALAVERAS COUNTY
Nadine Jackson, County Clerk
PEGGY CORDEIRO Deputy

8 SUPERIOR COURT OF CALIFORNIA, COUNTY OF CALAVERAS
9 -----

10 CALAVERAS COUNTY WATER DISTRICT,)
11)
12 Plaintiff,)
13 vs.)
14 ARTHUR VERNON HASTINGS, MARY)
15 REBECCA HASTINGS, et al.)
16 Defendants.)
17 -----

No. 13455

FINAL ORDER OF CONDEMNATION

17 Judgment in condemnation having been entered in the
18 above-entitled action on December 11, 1986, in Calaveras County,
19 California, adjudging that Plaintiff is entitled to take by
20 condemnation the property described in Plaintiff's Complaint on
21 file herein and more fully described hereafter; and

22 In accordance with this Judgment, Plaintiff has paid
23 to Defendant said Judgment, in full, and Cost Bill, in full,
24 and receipt of said payment is on file in this action indicating
25 payment in full.

26 IT IS HEREBY ORDERED, ADJUDGED AND DECREED THAT:
27 The property described below is taken for and condemned to
28 plaintiff for the public purpose of the North Fork-Stanislaus

1 Hydroelectric Project. Title to the real property taken will
2 vest in Plaintiff on the date that a certified copy of the
3 Final Order of Condemnation is recorded in the office of the
4 Recorder of Calaveras County, California.

5 The real property referred to in this Order and the
6 title to which shall vest in Plaintiff is described in the
7 attached Exhibit "A".

8 DATED: DEC 31 1986

9
10 ORRIN K. AIROLA

Judge of the Superior Court

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JAN 12 1987

MADINE JACKSON, County Clerk
and ex-officio clerk of the Superior
Court of the State of California in and
for the County of Calaveras.

Rain

LEGAL DESCRIPTION

All that certain real property in the N.1/3 of the N.1/2 of the N.E.1/4 and the N.1/3 of the N.E.1/4 of the N.W.1/4 of Section 36, T.4 N., R.14 E., M.D.M., County of Calaveras, State of California; more particularly described as follows:

Commencing at the 1/4 corner common to Section 36 and Section 25, T.4 N., R.14 E., as shown in book 2, page 111A, of Subdivisions, Official Records, County of Calaveras, State of California; thence N.88°26'10"E., 158.39 feet along the North line of the N.E.1/4 of Section 36; thence South 438.69 feet, more or less, to the North line of the S.2/3 of the N.1/2 of the N.E.1/4; thence S.88°24'33"W., 674.01 feet along said North line and the North line of the S.2/3 of the N.E.1/4 of the N.W.1/4 of Section 36; thence N.37°37'53"E., 91.97 feet to a point on the Southwesterly edge of the existing Darby Knob Access Road; thence the following six courses along the Southwesterly edge of the existing Darby Knob Access Road:

1st.) N.50°40'51"W., 167.34 feet; thence
2nd.) N.33°49'50"W., 113.16 feet; thence
3rd.) S.88°49'08"W., 97.02 feet; thence
4th.) N.87°12'26"W., 205.24 feet; thence
5th.) N.22°52'25"W., 138.92 feet; thence
6th.) N.45°39'27"E., 22.01 feet, more or less, to
a point on the North line of the N.E.1/4 of the N.W.1/4 of
Section 36, thence leaving said right of way, N.88°20'07"E., 992.38
feet along said North line to the point of beginning, containing
8.66 acres, more or less.

Reserving or granting unto Arthur Vernon Hastings and Mary Rebecca Hastings an easement for ingress, egress and utilities over the Southerly boundary of the above described real property or real property owned by Calaveras County Water District which is contiguous to the Southerly boundary of the real property described above.

Reserving unto the State of California the mineral rights and those rights as set forth in the Patent from the State of California recorded August 26, 1948, in Book 9 of Patents, page 172, Calaveras County Records.

EXHIBIT "A"

RECORDING REQUESTED BY AND RETURN TO:

PACIFIC GAS AND ELECTRIC COMPANY
245 Market Street, N10A, Room 1015
P.O. Box 770000
San Francisco, California 94177

Location: City/Uninc _____
Recording Fee \$ _____
Document Transfer Tax \$ _____

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

Signature of declarant or agent determining tax

LD 2104-14-10002

EASEMENT DEED

35254193

CALAVERAS COUNTY WATER DISTRICT, a public body of the State of California,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation,, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, together with a right of way therefor, on, over and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the unincorporated area of the County of Calaveras, State of California, described as follows:

(APN 034-004-062)

The parcel of land described in the Final Order of Condemnation between Calaveras County Water District and Arthur Vernon Hastings and others dated December 1986 and recorded in Book 794 of Official Records at page 56, Calaveras County Records.

The easement area is described as follows:

The strip of land of the uniform width of 30 feet, lying 15 feet on each side of the alignment of the facilities as initially installed hereunder. The approximate locations of said facilities are shown upon Grantee's Drawing marked Exhibit "A" attached hereto and made a part hereof; together with such anchors, guy wires and cables, guy stubs, and fixtures as Grantee deems necessary, extending outside of said strip of land installed as such locations as Grantee shall from time to time deem necessary

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

Grantor further grants to Grantee the right to apportion to another public utility (as defined in Section 216 of the California Public Utilities Code) the right to excavate for, construct, reconstruct, replace, remove, maintain, inspect, and use the communications facilities within said easement area including ingress thereto and egress therefrom.

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", Exhibit "B", attached hereto and made a part hereof.

The legal description herein, or the map attached hereto, defining the location of this utility distribution easement, was prepared by Grantee pursuant to Section 8730 (c) of the Business and Professions Code.

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: _____, _____.

CALAVERAS COUNTY WATER DISTRICT

By:

Print name and title

By

Print name and title

I hereby certify that a resolution was adopted on the _____ day of _____, 20____, by the _____ authorizing the foregoing grant of easement.

By _____

Title _____

Attach to LD: 2104-14-10002
Area, Region or Location: 6
Land Service Office: Stockton
Line of Business: Electric Distribution (43)
Business Doc Type: Easements
MTRSQ: 21.04.14.36.41,
FERC License Number: N/A
PG&E Drawing Number: 35254193
Plat No.: Q-33 & BA121-119
LD of Affected Documents: N/A
LD of Cross Referenced Documents: 2104-14-0231 & 2104-14-0232
Type of interest: Electric Pole Line Easements (3), Utility Easement (86)
SBE Parcel: N/A
% Being Quitclaimed: N/A
PM: 35254193
JCN: N/A
County: Calaveras
Utility Notice Number: N/A
851 Approval Application No: N/A; Decision: N/A
Prepared By: jep
Checked By: gpy

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

State of California
County of _____)

On _____, before me, _____ Notary Public,
Insert name
personally appeared _____

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

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

WITNESS my hand and official seal.

Signature of Notary Public

(Seal)

CAPACITY CLAIMED BY SIGNER

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other _____

Exhibit "A"

APN 034-092-002

Section 25

Section 36

Existing PG&E easement
LD 2104-14-0024

Approximate location S 1/4 corner

Approximate centerline location
of proposed 30' wide PG&E
utility easement

Existing PG&E easement
LD 2104-14-0231
LD 2104-14-0232




CALAVERAS COUNTY WATER DISTRICT
Final Order of Condemnation
dated December 31, 1986
Book 794 - Official Records - Page 56

APN 034-004-103

APN 034-004-062

ROBERT J. ETCHES
JILLIAN M. WATT
Deed dated March 23, 2021
Document Number 2021-006200

APN 034-004-094

-  - Existing pole
-  - Proposed pole
-  - Proposed anchor



UNLESS OTHERWISE SHOWN ALL COURSES EXTEND TO OR ALONG
BOUNDARIES OR LINES

Applicant:				Electric extension to 0 Buckthorne Road, Murphys		SCALE	DATE
						1" = 150'	Dec. 14, 2021
SECTION	TOWNSHIP	RANGE	MERIDIAN	COUNTY OF:	City of:	CITY OF:	
36 NW4	4N	14E	MDM	Calaveras	N/A	N/A	
PLAT MAP				F.B.:	DR. BY:	CH. BY:	
REFERENCES				PG&E	DIVISION	AUTHORIZ	DRAWING NO.
Q-33 & BA121-119				N/A	Sierra	35254193	35254193
LD 2104-14-0231 & 0232							



EXHIBIT "B"

GRANT OF EASEMENT DISCLOSURE STATEMENT

This Disclosure Statement will assist you in evaluating the request for granting an easement to Pacific Gas and Electric Company (PG&E) to accommodate a utility service extension to PG&E's applicant. **Please read this disclosure carefully before signing the Grant of Easement.**

- You are under no obligation or threat of condemnation by PG&E to grant this easement.
- The granting of this easement is an accommodation to PG&E's applicant requesting the extension of PG&E utility facilities to the applicant's property or project. Because this easement is an accommodation for a service extension to a single customer or group of customers, PG&E is not authorized to purchase any such easement.
- By granting this easement to PG&E, the easement area may be used to serve additional customers in the area and **may be used to install additional utility facilities**. Installation of any proposed facilities outside of this easement area will require an additional easement.
- Removal and/or pruning of trees or other vegetation on your property may be necessary for the installation of PG&E facilities. You have the option of having PG&E's contractors perform this work on your property, if available, or granting permission to PG&E's applicant or the applicant's contractor to perform this work. Additionally, in order to comply with California fire laws and safety orders, PG&E or its contractors will periodically perform vegetation maintenance activities on your property as provided for in this grant of easement in order to maintain proper clearances from energized electric lines or other facilities.
- The description of the easement location where PG&E utility facilities are to be installed across your property must be satisfactory to you.
- The California Public Utilities Commission has authorized PG&E's applicant to perform the installation of certain utility facilities for utility service. In addition to granting this easement to PG&E, your consent may be requested by the applicant, or applicant's contractor, to work on your property. Upon completion of the applicant's installation, the utility facilities will be inspected by PG&E. When the facility installation is determined to be acceptable the facilities will be conveyed to PG&E by its applicant.

By signing the Grant of Easement, you are acknowledging that you have read this disclosure and understand that you are voluntarily granting the easement to PG&E. Please return the signed and notarized Grant of Easement with this Disclosure Statement attached to PG&E. The duplicate copy of the Grant of Easement and this Disclosure Statement is for your records.

Agenda Item

DATE: February 9, 2022

TO: Michael Minkler, General Manager

FROM: Damon Wyckoff, Director of Operations

SUBJECT: Dicsussion/Action regarding Amendment of the On-call Contractor/Consultant List

RECOMMENDED ACTION:

Motion: _____/_____ to approve Res. 2022 - _____, approving the attached list of consultants/contractors to provide services that support the design, construction, and ongoing maintenance of District facilities on an on-call basis

SUMMARY:

CCWD often finds itself in need of assistance to resolve unanticipated issues in both the Engineering and Operations departments and can at times find that necessary work tasks or project requirements are beyond the skills of District staff to perform. An on-call list of consultants/contractors is designed to facilitate the speedy delivery of such services by streamlining the requirements of the purchasing policy. Staff can “sole source” consultant and/or contract services to those firms on the list based on expertise and ability to respond. A price and schedule for the desired work will be obtained prior to work being authorized, and a no-hire decision may result from the time or price submitted, in which case another consultant/contractor may be contacted. Funds for the “sole-sourced” work must be available in either the approved operating or project budgets; project manager sign-off is required. Purchase Order authorization is obtained in accordance with the levels prescribed by the District’s Purchasing Policy.

This approval allows the District to work directly with the listed consultants and/or contractors and waives Sections 5.02.10 and 5.02.12 of the Purchasing Policy requiring multiple bids and authorizing the General Manager to execute a two-year contract not-to-exceed \$50,000 per project, for use on projects with Board-approved budgets or within a department’s Board-authorized operating expenditures.

FINANCIAL CONSIDERATIONS

None.

*Attachment: Resolution 2022-__ - Authorization of On-Call Consultants/Contractors
Draft On Call Consultants & Contractors List
Purchasing Policy 5.02*

RESOLUTION NO. 2022 -

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

APPROVAL OF ON-CALL CONSULTANTS/CONTRACTORS LIST

WHEREAS, the District requires from time to time to use of either consultants or contractors to facilitate prompt execution of work for the District, and

WHEREAS, the Board has provided such approval in the past, waiving sections 5.02.10 and 5.02.12 of the Purchasing Policy to ensure prompt or emergency execution of work needed by the District,

NOW, THEREFORE, BE IT RESOLVED that the *On-call Services Approval List 2021/22* be approved for a two (2) year period ending December 2023.

BE IT FURTHER RESOLVED that the General Manager is authorized to add consultants or contractors to the list during the two (2) year approval period, upon request of a consultant or contractor firm and receipt and review of detailed documentation covering the business' history and its successful completion of projects similar to or typical of projects performed for the water and wastewater industry.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Cindy Secada, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

On-Call Service Agreements – Approval List FY 2021/2022

The Engineering and Operations Departments desire to have authority to establish or maintain on-call services agreements with any of the firms listed below on an “on-call” basis to facilitate moving a project forward when a required assignment is of short duration or limited cost, or in the case of an emergency. Such assignments may be part of a larger overall contract needing a specific task to be completed without delay. Those currently listed have all performed work for the District previously and are available to perform additional projects for the District.

Any company not listed may obtain documents and bid on District projects. Any firm not listed may request to be included in future on-call lists by submitting qualifications, project histories, and references of work successfully performed that would be typical of water/wastewater industry projects.

Having been cleared for on-call work, a firm has already in place the required insurance documentation and can be issued a purchase order and agreed-upon scope to perform work for the District. In accordance with the District’s Purchasing Policy, for purchases above \$2,500 in estimated cost, firms on this list are still called on a per-project basis to provide verbal or written quotes, and the firm with the lowest responsible cost able to meet the District’s schedule will be given the work.

ENGINEERING / ENVIRONMENTAL / DESIGN	
Company	Services
Augustine Planning Associates 270 S. Baretta, Suite C P.O. Box 3117 Sonora, CA 95370 (209) 532-7376	Environmental studies
Beth Smiley Professional Services P.O. Box 16 Mount Aukum, CA 95656	Storm water pollution prevention plans
Blackwater Consulting Engineers, Inc. 602 Lyell Drive Modesto, CA 95356 (209) 322-1820	Engineering and design services
Condor Earth Technologies 21663 Brian Lane Sonora, CA 95370 (209) 532-0361	Engineering design, studies, sampling events, surveying, geotechnical, hydrogeology, geologic, mapping, and inspection
Domenichelli & Associates, Inc. 5180 Golden Foothill Parkway, Ste220 El Dorado Hills, CA 95762	Engineering and design services
Dudek 1102 R Street Sacramento, CA 95811	Environmental and engineering

(916) 443-8335	
Dunn Environmental, a NV5 Company 5060 Robert J Mathews Pkwy, #2 El Dorado Hills, CA 95762 (916) 941-3850	Environmental studies, groundwater monitoring
ECORP Consulting, Inc. 2505 Warren Drive Rocklin, CA 95677 (916) 782-9100	Water flow modeling, environmental engineering
Environmental Science Associates 2600 Capital Avenue, Suite 200 Sacramento, CA 95816 (916) 564-4500	Environmental engineering
HydroScience Engineers, Inc. 10569 Old Placerville Road Sacramento, CA 95827 (916) 364-1490	Engineering and design services
KASL Consulting Engineers 7777 Greenback Lane, Suite 104 Citrus Heights, CA 95610 (916) 722-1800	Engineering and design services
Keller Associates 1325 Airmotive Way, Suite 375 Reno, NV 89502 (775) 451-7288	Engineering and design services
Larry Walker Associates 1480 Drew Avenue, Suite 100 Davis, CA 95618 (530) 753-6401	Permitting, environmental studies/engineering
Lumos & Associates 308 N. Curry Street, Suite 200 Carson City, NV 89703 (775) 883-7077	Engineering and design services
Nexgen Utility Management 4010 Lennane Drive Sacramento, CA 95834 (916) 564-8000	Engineering and design services
Peterson Brustad, Inc. 80 Blue Ravine Road Folsom, CA 95630 (916) 608-2212	Planning, studies, civil engineering design, estimating, construction administration/management
Stantec 555 Capital Mall, Suite 650 Sacramento, CA 95814 (916) 442-3230	Engineering and design services

Weber, Ghio & Associates, Inc. P.O. Box 251 San Andreas, CA 95249 (209) 754-1824	Planning, civil engineering design, estimating
Youngdahl Consulting 1234 Glenhaven Court El Dorado Hills, CA 95762 (916) 933-0633	Geotechnical, geoscience, environmental testing
Western Hydrologics Systems 3652 Camino Hills Drive Camino, CA 95709 (530) 547-9477	Water and hydropower consulting

CONTRACTORS / CONSTRUCTION RELATED	
Company	Services
Aqua Tech Company 6101 Homesweet Way Carmichael, CA 95608 (916) 482-3703	Tank cleaning
Cole Tiscornia Construction P.O. Box 643 Angels Camp, CA 95222 (209) 471-0286	Concrete work, construction
Cooper General Engineering P.O. Box 1186 Arnold, CA 95223 (209) 795-5475	Paving
DRM Construction 90 Copper Cove Drive, Unit B Copperopolis, CA 95228 (209) 324-0272	Septic system repair and construction
Forsgren Associates, Inc. 3110 Gold Canal Drive, Suite C Rancho Cordova, CA 95670	Project management, construction inspection
George Reed, Inc. P.O. Box 548 Sonora, CA 95370	Aggregates, paving, concrete, associated equipment and services
ICM Group, Inc. 21 E. Natoma Street, Suite 150 Folsom, CA 95630	Construction inspection services, project management, engineering design
Mozingo Construction, Inc. 751 Wakefield Court Oakdale, CA 95361 (209) 848-0160	Excavation, construction, underground utilities

Nordahl Land Surveying 6625 Stabulis Road Valley Springs, CA 95252 (209) 772-2931	Surveying, staking
Piper Environmental 11600 California Street Castroville, CA 95012 (831) 632-2700	Ozone towers/system inspection, maintenance
Sutton Enterprises, Inc. P.O. Box 305 Vallecito, CA 95251 (209) 736-5959	Grading, paving, excavation
Tap Master Inc. 5060 Forni Drive, Suite A2 Concord, CA 94520 (925) 439-7975	“hot-tap” water lines during repairs to functioning lines, other line repair services
Teichert Construction 8811 Kiefer Blvd. Sacramento, CA 95851 (916) 438-8500	Grading, paving, excavation

ELECTRICAL / COMMUNICATIONS – DESIGN / INSTALLATION	
Company	Services
A.T.E.E.M. Electrical Engineering, Inc. 3841 N Freeway Blvd., Suite 145 Sacramento, CA 95834 (916) 457-8144	Electrical engineering, communication, SCADA
Bruce Whittle Electric P.O. Box 817 Angels Camp, CA 95222 (209) 736-0465	Electrical installation and repair
Bay City Electric Works 322 Lindbergh Avenue Livermore, CA 94551 (866) 938-8200	Generator service and repairs
Columbia Communications Inc. 22480 Parrotts Ferry Road Columbia, CA 95310 (209) 533-0252	Communication system equipment, repairs
Delta Wireless 1700 W Fremont Street Stockton, CA 95203 (209) 948-9611	SCADA, radio communication

G3 Engineering, Inc. P.O. Box 2148 Granite Bay, CA 95746 (916) 797-1880	Pump and process equipment components and installation
Gaspers Electric 6828 Da Lee Road Valley Springs, CA 95252 (209) 601-1171	Electrical troubleshooting, repair installation
Gold Electric, Inc. P.O. Box 1008 Murphys, CA 95247 (209) 728-3371	Electrical troubleshooting, repair, installation
Industrial Electric Company 1417 Coldwell Avenue Modesto, CA 95350 (209) 527-2800	Electrical and motor components, installation and repair
Sarkis Power 845 Vintage Oak Avenue Galt, CA 95632 (209) 745-6738	Electrical design, ground fault testing

OTHER	
AAA Wesco Carpet Cleaning 18222 Berry Lane Sonora, CA 95370 (209) 532-9676	Emergency cleanup
Angels Sewer and Drain Services 38 S Main Street Angels Camp, CA 95222 (209) 736-0763	Plumbing services
Ashworth Appraisal Services of Sutter Creek 12120 Jackson Pines Drive Jackson, CA 95642 (209) 296-3885	Property appraisals
El Dorado Water & Shower Services 5821 Mother Lode Drive Placerville, CA 95667 (530) 622-8995	Trucked potable water
Clark Pest Control 429 E. Mono Way Sonora, CA 95370 (209) 213-7700	Pest control services

<p>Corrpro Waterworks 1055 W Smith Road Medina, OH 44256 (330) 725-6681</p>	<p>Service cathodic protection systems</p>
<p>Foothill-Sierra Pest Control 11072 Mt Brow Road Sonora, CA 95370 (209) 532-7378</p>	<p>Pes control services and week spraying</p>
<p>Foothill Sanitary Septic 3566 Spangler Lane, Suite 5 Copperopolis, CA 95228 (209) 785-6163</p>	<p>Septic cleanout</p>
<p>Garrett's Cross Connection Control P.O. Box 1026 Angels Camp, CA 95222 (209) 736-9540</p>	<p>Backflow inspection, repair</p>
<p>Mother Lode Answering Service, Inc. 71 S Shepherd Street Sonora, CA 95370 (209) 533-1206</p>	<p>Answering service</p>
<p>Night Owl Lock Service 1257 Sanguinetti Road, Suite 145 Sonora, CA 95370 (209) 533-3001</p>	<p>Locksmith</p>
<p>Rainbow International P.O. Box 1023 Valley Springs, CA 95252 (888) 426-3533</p>	<p>Emergency clean up</p>
<p>Republic Services 1145 W Charter Way Stockton, CA 95206 (209) 466-3604</p>	<p>Forward landfill, for receiving sludge</p>
<p>Restoration Management Company 2479 Station Drive, Suite B Stockton, CA 95215 (800) 400-5058</p>	<p>Water and sewer damage clean up and restoration</p>
<p>Rowley's Snow Removal P.O. Box 4520 Camp Connell, CA 95223 (209) 795-6500</p>	<p>Snow removal</p>
<p>Sapient Tree Service & Logging P.O. Box 236 Avery, CA 95224 (209) 795-6135</p>	<p>Tree trimming services</p>

Signal Service 1211 S. Main Street Angels Camp, CA 95222 (800) 983-5300	Security services, various facilities
Sweet Pea Septic 11761 Sweet Pea Way Sutter Creek, CA 95685 (209) 267-5010	Septic cleanout
Synagro Technologies, Inc 3845 Bithell Lane Suisun City, CA 94585 (707) 438-3730	Silva Ranch Landfill, for receiving sludge
Tim's Tree Service 5137 Bane Road Valley Springs, CA 95252 (209) 772-9833	Tree trimming services
Top Quality Insulation 105 Main Street Valley Springs, CA 95252 (209) 772-2501	Insulation, garage doors and rollups
Wright Appraisals, Inc. 21 Theall Street Sonora, CA 95370 (209) 532-6079	Property appraisals

5.02.01 Purpose

The purpose of the Purchasing Policy (“Policy”) is to provide the Calaveras County Water District (“District”) with a means of assuring continuity and uniformity in its purchasing operation, and to define the responsibilities for purchasing supplies, services and equipment for the District. These guidelines are not intended to address every issue, exception, or contingency that may arise in the course of purchasing activities. The basic standard that should always prevail is to exercise good judgment in the use and stewardship of District resources, including keeping within the budget authorized by the Board of Directors.

5.02.02 Policy

The policy outlined herein is to be adhered to by all personnel when procuring supplies, services and equipment. This Policy strives to define decision making with prudent review and internal control procedures and to maintain departmental responsibility and flexibility in evaluating, selecting, and purchasing supplies, equipment and services.

5.02.03 Unauthorized Purchases

Except for emergencies, departmental purchases in excess of \$500, or \$2500 for a singular Vendor for similar goods, or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without an authorized purchase order. Otherwise:

- A. Such purchases are void and not considered an obligation of the District.
- B. Invoices without an authorized purchase order may be returned to the vendor unpaid.
- C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract.
- D. Purchases over budget are prohibited with the exception of emergencies. [See Section 8(D).]

Purchase orders shall be issued prior to ordering supplies, equipment and services and not “after the fact.”

5.02.04 Vendor Relations

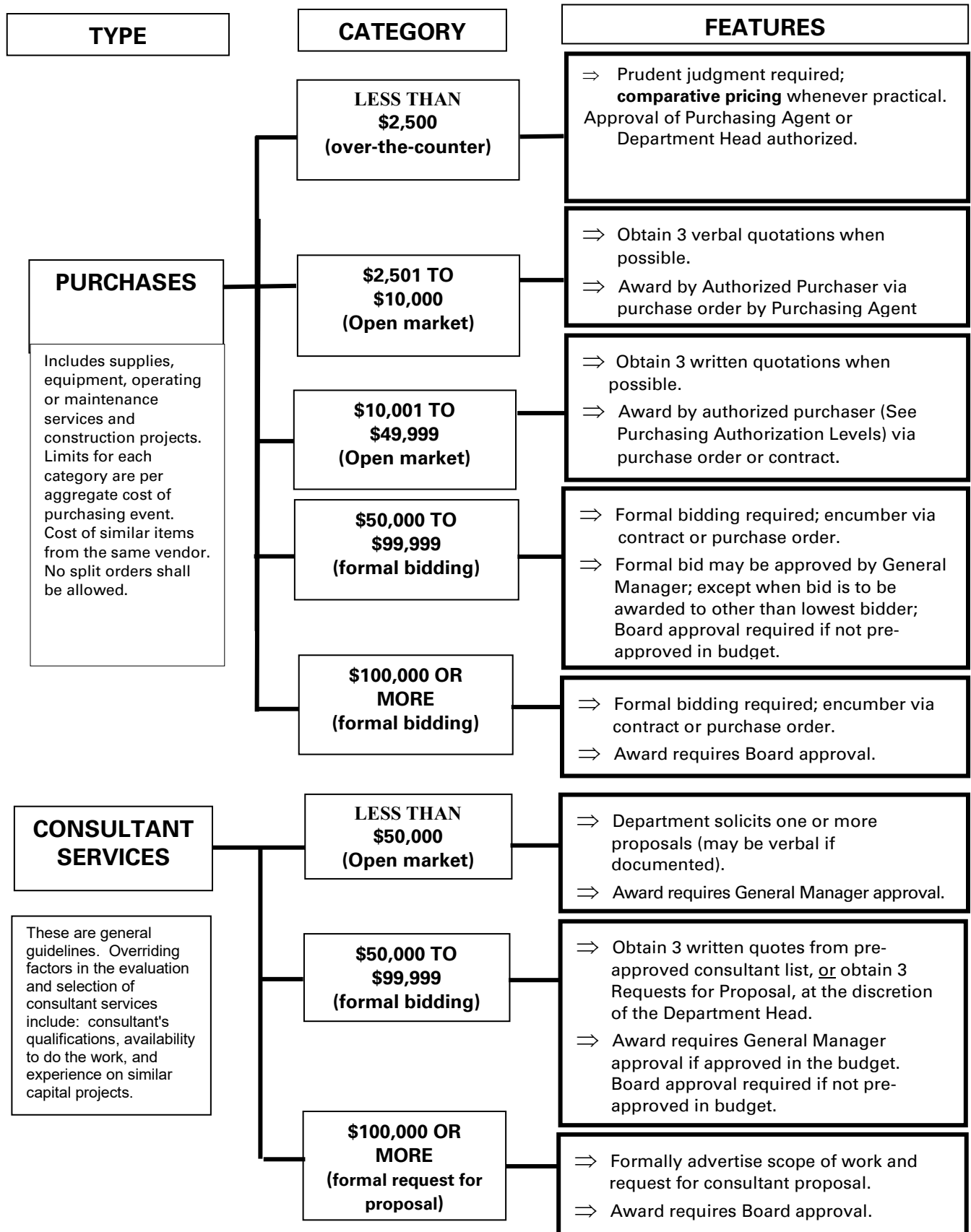
It is to the District’s advantage to promote and maintain good relations with vendors. District staff shall conduct their dealings with vendors in a professional manner and shall promote equal opportunity and demonstrate fairness, integrity, and courtesy in all vendor relations.

No employee participating in the purchasing process shall:

- A. Accept any fee, compensation, gift, or payment of expenses which results in private gain in return for preferential treatment.
- B. Grant any special consideration, treatment, or advantage to any person beyond that which is available to every other person in similar circumstance.

When feasible to do so, vendors within the County service area should be utilized for supplies, services and equipment.

PURCHASING SYSTEM OVERVIEW



5.02.05 Responsibilities of the Authorized Purchaser

An authorized purchaser is responsible for 1) the procurement of general supplies, services and equipment; and 2) the administration of the purchasing policy. To perform these functions efficiently, the authorized purchaser shall:

- A. Be charged with the responsibility and authority for coordinating and managing the procurement of the District's general supplies, services and equipment from the lowest responsive and responsible bidder when required by this policy.
- B. Ensure full and open competition on all purchases as required by this policy.
- C. Identify, evaluate and utilize purchasing methods which best meet the needs of the District (i.e. blanket purchase orders, contractual agreements, etc.).
- D. Coordinate vendor relations, locate sources of supply, and evaluate vendor performance.
- E. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.
- F. Comparison of quantities billed on the invoice with quantities listed on the Purchase Order and shown on receiving documents.

5.02.06 Responsibilities of Department Heads

Each Department Head is responsible for the following:

- A. To provide the Finance Department a current list of positions delegated the authority to make purchases per the policies and procedures as described herein.
- B. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods and/or services in accordance with the best purchasing practices.
- C. To communicate and coordinate purchases with the Finance Department and such other departments, as necessary.
- D. To provide detailed, accurate specifications to ensure goods and services obtained are consistent with requirements and expectations.
- E. To prepare purchase orders in accordance with instructions, including documentation of the bid process, so as to minimize the processing effort and to establish an audit trail
- F. To inform the Finance Department of any vendor relations problems, shipping problems (i.e., damaged goods, late delivery, wrong items delivered, incorrect quantity delivered, etc.) and any situations which could affect the purchasing function.
- G. To minimize emergency and sole source purchases in accordance with this Policy, and to provide written documentation when such purchases may be necessary.

- H. To review all bids received for compliance with specifications, and provide the Finance Department with written documentation regarding their findings.
- I. To notify vendors of purchase awards.
- J. To not “split” orders for the purpose of avoiding procurement requirements. See Definitions.
- K. To require that an individual other than purchaser of the product verify receipt of purchased goods. Receipt of such goods shall be evidenced on a copy of the Purchase Order or a receiving form, referred to as receiving documentation throughout this section. Authorization of receiving documentation without actual verification of product’s receipt and proper condition is strictly prohibited. The receiving employee must sign the receiving documentation. Bills of lading and shipping documents that are included with the products shall be attached to the evidence of receipt and forwarded to the Accounts Payable Department.
- L. Approve claims for payment that don’t require a purchase order by signing the Accounts Payable Claim or CALCard Statement. (Department Head)

5.02.07 Responsibilities of the Purchasing Agent

The Purchasing Agent is responsible for the following:

- A. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods and/or services in accordance with the best purchasing practices.
- B. To communicate and coordinate purchases with the Finance Department and such other departments, as necessary.
- C. To provide detailed, accurate specifications to ensure goods and services obtained are consistent with requirements and expectations.
- D. To prepare purchase orders in accordance with instructions, including documentation of the bid process, so as to minimize the processing effort and to establish an audit trail.
- E. To inform the Finance Department of any vendor relations problems, shipping problems (i.e., damaged goods, late delivery, wrong items delivered, incorrect quantity delivered, etc.) and any situations which could affect the purchasing function.
- F. To minimize emergency and sole source purchases in accordance with this Policy, and to provide written documentation when such purchases may be necessary.
- G. To review all bids received for compliance with specifications, and provide the Finance Department with written documentation regarding their findings.
- H. To notify vendors of purchase awards.
- I. To not “split” orders for the purpose of avoiding procurement requirements. See Definitions.
- K. To require that an individual other than purchaser of the product verify receipt of purchased

goods. Receipt of such goods shall be evidenced on a copy of the Purchase Order or a receiving form, referred to as receiving documentation throughout this section. Authorization of receiving documentation without actual verification of product's receipt and proper condition is strictly prohibited. The receiving employee must sign the receiving documentation. Bills of lading and shipping documents that are included with the products shall be attached to the evidence of receipt and forwarded to the Accounts Payable Department.

5.02.08 Responsibilities of the Finance Department

- A. The Director of Administrative Services is responsible for administering the internal financial policies and procedures of the District and to provide a supportive role in assuring budget accountability. In addition, the Director of Administrative Services and authorized employees in the Finance Department have an obligation to look for "loose ends" and make sure that all pieces of a transaction come together and make sense; this is called a "reasonableness review." Authorized Finance Department personnel, therefore, shall do the following:
1. Review the Purchase Order for completeness.
 2. Review the Accounts Payable entries and/or CalCard Statements signed by the Department Head for completeness.
 3. Assign the vendor number if it is not already on the form.
 4. Determine that the appropriate approvals are included.
 5. Determine that the account and project numbers charged are appropriate for the item being acquired.
 6. Review for availability of funds or determine that the Request for Budget Appropriation Transfer has been completed.
 7. Verify invoices for payment, including the following:
 - Comparison of invoice with Purchase Order
 - Comparison of prices, discounts, and terms with those specified on the Purchase Order.
 - Proof of clerical accuracy of the invoice with respect to extensions, footings, and deduction of discounts
- B. If the Purchase Order, Accounts Payable Claim, or CALCard Statement has missing, or what appears to be incorrect, information, authorized Finance Department personnel shall use their best judgment in handling the problem in accordance with these guidelines:
1. If there is a minor problem, such as an incomplete or misspelled name, address, telephone number, etc., the appropriate department personnel will be contacted.
 2. If the required bids or approvals have not been obtained, the Purchase Order, Accounts Payable Claim, or CALCard Statement is returned to the initiator with an explanation of the problem and suggested corrective action.

3. If the account number appears to be incorrect, the authorized Finance Department personnel will, depending on the amount of the purchase, either correct the account number and notify the initiator or return the Purchase Order, Accounts Payable Statement, or CALCard Statement to the initiator with a request for clarification.
4. If budgeted funds are not available and the Request for Budget Appropriation Transfer has not been completed, the appropriate department personnel will be contacted.

5.02.09 Purchasing Methods - General Purchase Items

- A. Purchasing dollar limits are “per monthly order.” This Policy specifically prohibits splitting an order to circumvent the specified dollar limits. Departments shall contact an authorized purchaser (see Exhibit A) to coordinate volume bids or repetitive requirements (i.e., the frequent purchase of items such as chemicals, paper goods, office supplies, etc.).

1. Purchases of Less than \$2,500 – Over-the-Counter

Comparative pricing is not required but shall be used when practical. Prudent judgment shall be used at all times. All departments may purchase supplies, equipment, and services, of less than \$2,500 without competitive bidding. A Purchase Order is not required for any monthly orders under \$500, or under \$2500 for a singular Vendor of similar product. However, an Accounts Payable Claim or CALCard Statement must be authorized by the department head and/or Purchasing Agent.

2. Purchases Between \$2,500 and \$10,000 – Open Market

Purchases between \$2,501 and \$10,000 by authorized purchaser (see Exhibit A). All departments shall obtain three (3) verbal competitive quotations whenever possible for purchases. The department shall submit a Purchase Order, authorized by the department head or designee, which includes the recommended vendor, with all supporting documentation to the Finance Department. Supporting documentation shall include competitive price quotes obtained, names of vendors contacted, and a description of the items required.

3. Purchases Between \$10,001 and \$49,999 – Open Market

Purchases between \$10,001 and \$49,999 by authorized purchaser (see Exhibit A). Staff shall not award purchase orders for \$10,001 - \$49,999 without the approval of the Authorized Purchaser, except in the event of an emergency (see section 8D) or other exception herein. All departments shall obtain three (3) written competitive quotations whenever possible for purchases. The department shall submit a Purchase Order, authorized by the department head, which includes the recommended vendor, with all supporting documentation to the Finance Department. Supporting documentation shall include competitive price quotes obtained, names of vendors contacted, description of the items required, and such other supporting information as may be required by the General Manager.

4. Purchases Between \$50,000 and \$99,999 – Formal Bid

Purchases that exceed \$50,000 require a Formal Bid Process except in the event of an emergency (See Section 8E) or other exception herein. Formal bids shall be approved by the

General Manager if pre-approved by adopted budget. If a bid is recommended to be awarded to other than the lowest bidder, or the expenditure has not been pre-approved by adopted budget, then Board approval shall be required.

5. Purchases of \$100,000 or More – Formal Bid

Purchases that exceed \$100,000 require a Formal Bid Process except in the event of an emergency (See Section 8D) or other exception herein. All formal bids over \$100,000 shall be approved by the Board.

B. Contract Purchase Orders

Contract Purchase Orders are the preferred method of purchasing repetitive-use items or services which may be common to several departments or within one department. Establishing Contract Purchase Orders provides a means of obtaining volume pricing based upon the combined needs of all departments; reduces the administrative costs associated with seeking redundant competitive bids and processing a purchase order each time an order is placed; and allows departments to order items and services as needed, thus reducing the requirement to maintain large inventories of stock.

If a Contract Purchase Order exists, departments shall order all of their requirements from the successful vendor. No other source shall be used without prior approval of the Director of Administrative Services. Departments shall submit, in writing to the Finance Department, any performance problem encountered immediately following the occurrence so that corrective action may be taken.

Contract Purchase Orders are issued annually with the budget process and may include renewal option for specific products, product types, or services at agreed upon prices or pricing structure and for a specified period of time.

C. Sole Source Purchases

Commodities and services which can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may also include proprietary items sold directly from the manufacturer; items that have only one locally authorized distributor; or a certain product or vendor that has been proven to be the only acceptable provider. All sole source purchases shall be supported by written documentation signed by the appropriate department head and forwarded to the Finance Department. Final determination that an item is a valid sole source purchase will be made by the General Manager.

D. Emergency Purchases

In the event of an emergency affecting the ability to maintain water or wastewater service to District customers or other health/safety concerns that result from damage to District facilities, the General Manager, or designee, shall have the authority to make any purchases necessary to restore service to customers or prevent a Public Health & Safety risk to any individual. Bidding requirements and authorization levels as specified in this policy shall be waived for these purchases by authority of the General Manager.

Subject to the Brown Act rules, upon occurrence of the emergency, immediate notification shall be given to members of the Board of Directors through reasonable communication channels. An emergency meeting of the Board of Directors, if necessary, will be held to apprise the Board of the circumstances surrounding the emergency and obtain after-the-fact budget authorization for purchases not previously authorized within the fiscal year budget.

E. Uniform Guidance Requirements

For contracts funded with federal awards containing applicable Federal State and local procurement laws and regulations as noted in Title 2 U.S. Code of Federal Regulation (CFR) Section 200.318, the District must comply with the procurement requirements set forth in the Uniform Guidance. These requirements, such as record retention and required documentation, are detailed in Appendix A - Section 200.318 General Procurement Standards, and include, but are not limited to:

- a. Verification that procurement provides for full and open competition.
- b. Documentation for the cost or price analysis resulting in contractor selection.
- c. Grantee and subgrantee procedures will provide for a review of proposed procurements to avoid purchase of unnecessary or duplicative items.
- b. Proof that the District has verified via the Federal EPLS website (www.sam.gov) that each contractor has not been suspended or debarred from bidding on federally funded projects.
- c. Certification from the contractor that subcontractors used by the approved contractor have not been suspended or debarred.
- d. Justification for lack of competition when competitive bids are not obtained.
- e. Grantees and subgrantees will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency.

F. Purchase Order Exemptions

Certain purchases are not readily adaptable to the open market and formal bidding process. These purchases are generally for items where (1) the competitive bid process is not applicable; (2) where a check is required to accompany the order; and (3) where the expenditure is re-occurring. The following is a list of allowable exemptions:

- | | |
|---------------------------------------|------------------------------------|
| Petty Cash Replenishment | Employee Reimbursements |
| Insurance Claims and Premiums | Subscription Renewals |
| Medical/Dental Reimbursement Payments | Travel Expense/Advances |
| Membership Dues | Real Property/Easement Acquisition |
| Utility/Refuse Payments | payable through Escrow |
| Vehicle Fuel Purchases | Over the Counter Purchases (8A(1)) |
| Recruitment Costs | Legal Fees |
| Including Labs, Finger Printing | Legal Ads |

Exemptions to purchase order requirements are limited to those items listed above. Departments may submit written requests for additional exemptions to the Finance Department. If warranted, additional exemptions will be added to this list by approval of the General Manager.

G. Purchase Award

1. Lowest Responsive and Qualified Bidder

- a. Bids shall be awarded to “responsive” and “qualified” bidder who submits the lowest bid.
- b. In determining the lowest “responsive” bid, the following elements shall be considered in addition to price:
 - 1) A responsive bid is one which is in substantial conformance with the requirements of the invitation to bid, including specifications, the District’s contractual terms and conditions, delivery dates, delivery charges, and the inclusion of sales or other transaction taxes. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify or limit their liability shall be considered non-responsive bidders.
 - 2) Conformance with the requirements of the invitation to bid may also include providing proof of insurance, completing all forms, including references, and all other information as requested in the bid document.
 - 3) The successful bidder must demonstrate the ability to successfully fulfill a contract, including rendering of subsequent and continuing service. Staff may request proof of a prospective bidder’s reliability. Prospective bidders may be requested to furnish proof of financial resources, a list of current or previous customers, and other pertinent data. Such action may also be taken after receipt of bids.
 - 4) A bidder may be determined to be non responsive if a prospective bidder fails to furnish proof of qualifications when required.
- c. In determining the lowest “qualified” bidder, the following elements shall be considered in addition to price:
 - 1) That the products offered provide the quality, fitness, and capacity for the required usage. This may include providing the make and/or model specified, or a substitute make and/or model of equal or greater value.
 - 2) That the bidder has the ability, capability and skill to perform the contract satisfactorily and within the time required.
 - 3) That the bidder’s experience regarding past purchases by the District or other public agencies demonstrates the reliability of the bidder to perform on the contract.
- d. When a bid is recommended to be awarded to other than the low bidder, written justification is required. The written statement, signed by the appropriate department head, shall be attached to the Purchase Order.

2. Rejection of Bids

The General Manager or requesting department may recommend rejection of any or all bids if it is determined to be in the best interests of the District. Reasons for rejection may include, but are not limited to: a bid is determined to be non-responsive; the number of bids received

is inadequate; bids received are not reasonably uniform in price; or the lowest bid received is deemed to be too high. The General Manager or requesting department may in any given case, reject all bids with or without cause and submit the supplies, equipment or service involved to a new bidding process. If all bids are rejected an authorized purchaser may wish to re-solicit bids or abandon the purchase.

3. Tie Bids

If two or more bids are received which are in all respects equal, the General Manager may accept the one deemed to be in the best interests of the District.

4. Local Preference Program

A responsive and responsible bid may qualify for the Local Preference Program. See Section 5.02.12 for details and requirements.

H. Modified Purchase Orders

Any substantial change to a Purchase Order shall be documented as a modification to an existing Purchase Order. These changes can include but are not limited to: a change in quantity, description, size or color; vendor name or address change; a change in unit price, delivery location, or terms and conditions; and to add or delete to the order. A modification shall also be used to terminate a purchase order and to correct errors in the original purchase order.

Modified Purchase Orders shall be reviewed by the authorized purchaser and approved by the General Manager. A purchase order may not be increased by more than 10% or \$2,500, whichever is less, without a formal modification, except for taxes, shipping and handling. Taxes, shipping and handling may cause the purchase order to exceed the authorized purchase order amount, but do not require a formal modification, even if they exceed 10% of the original purchase order amount. Modified Purchase Orders resulting in an additional \$50,000 or more require Board approval.

I. Construction Contract Change Orders

An authorized Contract Change Order (CCO) is required for all changes in the Contract amount for construction contracts. Refer to the General Conditions of the Project Contract Documents and Specification for the requirements of Authorized Changes in the Work.

1. Authorized Amounts

The District Engineer and the Director of Operations are authorized to approve CCO's, singular or cumulative, up to the amount of contingency presented to and approved by the Board at the time of Contract award. Approval shall require the signatures of both the District Engineer and the Director of Operations on the District's CCO form. The General Manager may, at his/her discretion, authorize amounts over the approved contingency, but within the approved Project budget.

2. Contract Change Order Process

All CCO's are to be processed on District forms approved by the General Manager and in

compliance with the provisions of the General Conditions of the Project Specifications. The District Engineer and the Director of Utilities shall sign all CCO's after the approval of the contractor. After all signatures are complete, the Progress Payment is to be revised to show the CCO and new Contract Amount. A copy of the CCO is to be attached to the Progress Payment.

Construction Contract Change Orders must be completed as follows:

1. Contract Change Orders should be processed on District forms.
2. Description of the change and the contract increase/decrease in costs.
3. Include a justification or explanation along with a cost estimate.
4. Address increase/decrease in contract time.
5. Have the contractor counter-sign the Contract Change Order.
6. The District Engineer and the Director of Operations shall sign the Contract Change Order.

J. Construction Progress Payments

The General Manager, the District Engineer, and the Director of Operations are authorized to approve Construction Progress Payments up to the amount of the Project budget as approved by the Board at the time of the contract award. Such Progress payments shall be processed on District forms as approved by the General Manager.

5.02.10 Informal and Formal Bidding Process

Except as otherwise exempted in the policy, supplies, services and equipment with an estimated cost of up to \$49,999 shall be purchased following an Informal Bid Process and purchases of \$50,000 or more shall be made following a Formal Bid Process.

To initiate the informal/formal bid process, the department making the request shall provide specifications for the item to be purchased and documentation showing the existence of an unencumbered appropriation for the item in the current approved budget. The requesting department shall solicit informal/formal bids as prescribed by the policy.

Informal bids may be posted at the District Administrative Office, mailed to prospective bidders, or solicited over the phone, via e-mail, fax, or on the District's website and/or the District's Public Purchase Portal. Formal bids shall be posted at the District Administrative Office, on the District's website and/or the District's Public Purchase Portal, and shall be published at least once in a newspaper of general circulation, and if applicable, in appropriate trade or other publications. The date of publication shall be at least fifteen (15) days before the due date. All formal bids shall be sealed and shall be publicly opened and read at the date, time, and place indicated in the published notice.

Bids shall be reviewed for compliance with specifications by the requesting department. All deviations from the specifications shall be fully documented by the requesting department and the impact of the deviations on the performance or suitability of the bid item shall be detailed. The Department Head will prepare and forward a recommendation for approval of purchase to the Director of Administrative Services. Informal bids shall be approved by the Department Head. Formal bids shall be approved by the General Manager, except when a bid is recommended to be awarded to other than the lowest bidder, or when the bid otherwise requires Board approval.

A. Exemptions from the Competitive Process

The award of contracts without competitive bidding shall be permitted in cases where the Board of Directors has approved findings which support and justify exceptions to the competitive bidding process. Those circumstances may include, but are not limited to:

1. Competitive bidding would not be in the public's best interest because of an emergency as defined in section 8(D); or
2. The unique nature of the property or services required precludes competitive bidding; or
3. Competitive bidding would produce no economic benefit to the District; or
4. All of the following requirements are met with respect to the item:
 - a. The item may be purchased from a vendor that has a contract with another public agency of this state, an alliance of this state, or an alliance of the local public agencies within the state for the purchase of the item; and
 - b. The contract was awarded utilizing a competitive bidding process substantially the same as that utilized by the District; and
 - c. The item and terms of the transaction are the same or substantially the same; or
5. Special circumstances exist such that the purchase must be made within a limited period of time in order to secure for the District an advantageous price for the item that would not be achievable through competitive bidding. Such purchases shall be reported to the Board at its next regularly scheduled meeting; or
6. It is in the best interest of the District to extend a contract award from the previous contract period for up to one additional contract term provided the contractor agrees to furnish such products or services at the same contract price and under the same terms and conditions as the prior contract. This finding shall be made only when one of the following conditions exists:
 - a. The extension is necessary to avoid the interruption of District business; or
 - b. The extension makes good business sense; or
7. The products or services are needed by the District pending a bid award and the contractor with the most recently awarded contract for such product or services agrees to extend that contract for an interim period at the same contract price, terms, and conditions as the previous award. Such interim period contracts shall not exceed the greater of ninety (90) days, or until the conclusion of a bidder's appeal, if applicable, of the pending bid process.
8. Sole source vendors, in accordance with Section 5.02.08 C.
9. Negotiated contracts following solicitation of competitive proposals.
10. Any public works project where the Board of Directors finds that the "design-build" procurement process would save money or result in faster project completion. In such situations, the District may negotiate and award a "design-build" contract without having to award the contract to the lowest responsible bidder.

A comparative market analysis shall be included in the written findings of fact for purchases made pursuant to Exemptions to the Bidding Process for items 4, 5 or 6 hereinabove. Except in emergencies, no contract shall be awarded pursuant to the exceptions provided hereunder unless findings to support and justify such exception have been approved by the Board of Directors.

5.02.11 Specifications

It is the responsibility of each department to provide detailed, accurate specifications when requesting supplies, equipment and services. Accurate specifications are essential for effective bidding.

A. Sole Source Specifications

Sole source specifications shall be avoided whenever possible, as they minimize or eliminate competition. The appropriate authority (General Manager if total purchase is less than \$50,000; Board if total purchase is \$50,000 or more) may waive bidding requirements if sufficient written justification for a sole source purchase exists. An example of sole source is where equipment or supplies are required in order to be compatible with existing equipment or to perform a complex or unique function. Written documentation signed by the appropriate Department Head shall accompany the request for any sole source request. General purchase items specifically exempt from competitive bidding include: telecommunications, data processing, and information technology equipment and services.

B. Standardization

Standardization of specifications for items common to several departments can facilitate the purchasing process. The departments shall work together to establish standard specifications for such items.

C. Vendor Assistance in Writing Specifications

There may be occasions when vendor assistance is required to develop a specification. Such specifications shall be written in general terms and the vendor shall be informed that the information they provide may be used to develop specifications for a competitive bid process. The vendor shall be allowed to submit a bid, but will not be given any preference over the other bids.

5.02.12 Professional Consultant Selection

The following Policy shall apply to selection of certain professional consultants for services in connection with public improvement projects and governmental operations of the District. For purposes of this Policy, consultants include individuals, partnerships, corporations, joint ventures, associations or other legal entities, or any other combination of firms or persons competent to perform the required services. The selection of consultants shall be based upon the experience of the consultant, knowledge of the subject matter, demonstrated ability to perform similar services within budget and the time allowed, and the total estimated cost to the District. Above all, the goal of this Policy shall be to create a competitive environment where the best value can be achieved.

The General Manager has the authority to issue contracts for consultant services up to \$99,999 when funds have been approved in the budget for such services. For projects estimated at \$100,000 or more, at least three requests for proposals should be solicited and evaluated if possible. All consultants will

submit written proposals in response to requests for services. A consultant may qualify for the Local Preference Program. See Section 5.02.12 for details and requirements.

The evaluation and a subsequent recommendation to the General Manager for consultant services shall be conducted by the individual responsible for the project. Before a recommendation is made to the Board, as may be required above, the fee for the services shall be negotiated. If a mutually satisfactory fee cannot be agreed upon, negotiations shall be terminated; thereupon another consultant shall be selected and fee negotiations undertaken.

Award of a contract to a consultant shall be made only when sufficient funds have been appropriated in the project budget and all other applicable provisions in any applicable agreements are satisfied. The only exceptions are those services which relate to the processing of development plans that will be paid for by the developer.

5.02.13 Local Preference Program

A. Purpose

In recognition that wages earned by County residents benefit Calaveras County's overall economy, the Board wishes to establish a local preference program for the contracting of construction and professional services.

B. Application in Construction Contracting

A local preference comparison amount may be applied to construction projects that exceed \$50,000. The comparison amount is for bid comparisons only; it shall be five percent (5%) of the total bid amount, up to a maximum comparison amount of \$50,000; and can be applied to local prime contractors or prime contractors using qualified local subcontractors. The comparison amount is deducted from the submitted bid.

1. Local Prime Contractor – Comparison amount equals five percent (5%) of bid amount, with a maximum comparison amount of \$50,000.

- or -

2. Prime Contractor using Qualified Local Subcontractors – If the sum of all qualified local subcontractors' costs is at least ten percent (10%) of total bid, then the comparison amount equals five percent (5%) of prime contractors' total bid, with a maximum comparison amount of \$50,000.

C. Application in Professional Services Contracting

A local preference may be applied to Professional Services contracts that exceed \$50,000 for a given project. The maximum local preference comparison amount shall not exceed a weighting factor of five percent (5%) of the total evaluation criteria outlined in the Request for Proposal. The local preference can be applied to local consultants, or to consultants using local sub-consultants as described above under applications for construction contractors.

D. Definition

A local contractor or professional services consultant is any contractor or consultant able to demonstrate that, for the calendar year prior to bid opening, at least fifty percent (50%) of that contractor's or consultant's payroll was paid to employees who are residents of Calaveras County. Contractors, subcontractors, and consultants seeking a local preference must submit the District's form certifying compliance with the local payroll criterion.

E. Award Review

After deducting the local preference comparison amount from the bid amount, the result will be compared to competing bids. The project will be awarded to the lowest responsive and responsible bidder. The price paid by the District will be the bid amount quoted by the winning bidder.

F. Exceptions in the Application of Local Preference:

1. No local preference shall be applied on projects using federal funds, or funds administered by a state agency where the funding originated from a federal source, or as may be otherwise disallowed by funding agency or regulation.
2. The District may, at its sole discretion, waive seeking local business or any offer of local preference if:
 - a. An emergency exists that requires the contract to be executed immediately.
 - b. No local firm is available to provide the service, equipment, or material.
 - c. The product or service required is proprietary in nature.
 - d. Staff determines, and Board approves, that the local preference is not in the best interests of the District's needs.

G. Right to Terminate

The Board of Directors reserves the right to terminate the local preference at any time if, in its sole discretion, (a) the program does not appear to be providing the desired economic benefit, and/or (b) the justification cited for the program appears no longer to be valid.

5.02.14 Encumbrances

YEAR END PROCESS FOR ENCUMBRANCES/PURCHASE ORDERS

An encumbrance is an outstanding purchase order for goods or services; a portion of the budget appropriation is reserved in the amount of the purchase order. Encumbrances help to ensure administrative and budgetary compliance. Purchase Orders for Operating and Capital Improvement Projects (CIP) may be carried forward to the future fiscal year provided there are sufficient funds available and approval by the Department Head and General Manager via the budget process.

Due to the large volume of Purchase Order requests presented at year-end, the Finance Department will accept Purchase Orders, greater than \$500, each fiscal year up to May 31. Purchase Orders submitted after May 31 of each fiscal year shall require prior approval by the Director of Administrative Services. As of May 31, all accounts must have an available balance greater than or equal to the amount of the purchase order requested. If a budget transfer is required, Department Heads must provide a **Budget Transfer Request** prior to submitting a **Purchase Order**.

GLOSSARY OF TERMS

Agreement	A written understanding between two or more parties. See “ <i>Contract</i> ” and <i>Purchase Order</i> .”
Appropriation	District authorization to expend public funds for a specific purpose.
Award	The acceptance of a <i>Bid</i> or <i>Proposal</i> .
Bid	The executed document submitted by a <i>Bidder</i> in response to a <i>Notice Inviting Bids (NIB)</i> , a <i>Proposal</i> , or a <i>Request for Quotation</i> .
Bidder	A person or legal entity who submits a <i>Bid</i> in response to a solicitation. See also <i>Bid</i> or <i>Proposal</i> .
Brand Name	A trade name that serves to identify a product or particular manufacturer.
Competitive Bidding	The submission of prices by individuals or firms competing for a <i>Contract</i> , privilege, or right to supply merchandise or services.
Consultant Services	A person who facilitates organizational change and/or provides subject matter expertise on technical, functional, and business topics during development or implementation of a project.
Contract	A written, legally binding and mutual promise between two separate parties. e.g. an accepted <i>Purchase Order</i> .
Contract Change Order (CCO)	Written modification or addition to a <i>Construction Contract Purchase Order</i> or <i>Construction Contract Agreement</i> authorized by the appropriate authority.
Contract Purchase Order	A <i>Purchase Order</i> (usually issued for one year) that outlines unit prices to be charged by the Vendor for the term of the <i>Purchase Order</i> . This type of <i>Purchase Order</i> is generally used for such things as electrical, plumbing, and other goods and services that are anticipated to be needed periodically throughout the year. The <i>Bids</i> are usually expressed at hourly rates plus parts expressed at a specific <i>Discount</i> below list price.
Design-Build	For purposes of this policy, “design-build” means a procurement process in which certain elements of both the design and construction of the project are procured from a single entity.
Discount	An allowance or deduction from the normal or list price extended by a seller to a buyer to make the unit price more competitive.
Emergency Purchase	See <i>Emergency Purchases – page 7</i> .
Encumbrance	Committing budgeted funds prior to receiving supplies, equipment, or services; committed funds are shown as an encumbrance until supplies and equipment are received or service rendered, at which time funds are actually expended.
Formal Bid	A <i>Bid</i> that must be submitted in a sealed envelope and in conformance with a prescribed format, and only to be opened and announced at a specified time at a public opening.

Guarantee	A pledge or assurance that something is represented and will be replaced or repaired if it fails to meet the stated <i>Specifications</i> .
Informal Bid	Written or verbal <i>Quotations</i> for supplies, equipment and services which pursuant to this policy are not required to meet the formal bidding requirements. <i>Informal Bids</i> include unsealed written quotes, verbal quotes and quotes received via fax and email.
Lowest (Responsive & Responsible) Bidder	The <i>Bidder</i> submitting the lowest price who has also demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience necessary to perform the proposed Contract. See also “ <i>Responsible Bidder</i> ” and “ <i>Responsive Bidder</i> .”
Non-Responsive Bidder	A <i>Bid</i> that does not conform to the essential requirements of the Notice Inviting <i>Bids</i> . Non-conforming <i>Bid</i> . Unresponsive <i>Bid</i> .
Notice Inviting Bids (NIB)	A formal notice, published in the newspaper or elsewhere or sent directly to potential Bidders, notifying them that the District is accepting Bids for a specific purpose.
Professional Services	Any work performed by an auditor, attorney, doctor, architect, engineer, land surveyor, appraiser, expert, etc.
Proposal	The executed document submitted as an offer, or in response to a <i>Request for Proposals</i> (and the basis for subsequent negotiations).
Public Contract Code	Shall mean <i>Public Contract Code</i> of the State of California.
Public Project	(definition is from State of California Public Contract Code) <ol style="list-style-type: none">1. A project for the erection, improvement, or repair of public buildings and works.2. Work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow.3. Street or sewer work except maintenance or repair.4. Furnishing supplies or materials for any such project, including maintenance or repair of streets and sewers.
Purchase Order	A <i>Purchaser's</i> document to formalize a <i>Purchase</i> transaction with a <i>Vendor</i> . Acceptance of a <i>Purchase Order</i> constitutes a Contract; a <i>Purchaser's</i> written offer to a supplier stating all terms and conditions of a proposed transaction.
Purchaser	A prospective buyer.
Purchases	Goods or services.
Purchasing Division	The employee, division, and/or department within the organization to which the purchasing function has been delegated.
Qualified Bidder	A “qualified” <i>Bidder</i> is a <i>Bidder</i> that demonstrates the following characteristics:

1. Can provide product quality, fitness, and capacity for the required usage.
2. Has the ability, capacity, and skill to perform the contract or provide the service required.
3. Has demonstrated character, integrity, reputation, good judgment, experience, and efficiency, particularly with reference to past purchases by the District or other public agencies.
4. Has the ability to perform within the time required.
5. Has shown quality of performance and/or of products provided in previous contracts or services with the District or other public agencies.
6. Note: Previous documented incidents of unsatisfactory performance and/or unsatisfactory delivery, materials, or services may result in a determination of unqualified.

Quotation A *Bid*. A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a *prospective Purchaser*, usually for *Purchases* below the amount requiring *Formal Bidding*.

Request For Proposal (RFP) All documents, whether attached or incorporated by reference, utilized for soliciting competitive *Proposals*. The *RFP* procedure permits the negotiation of *Proposals* and prices as distinguished from *Competitive Bidding* and a *Notice Inviting Bids*. The procedure allows changes to be made after *Proposals* are opened and contemplates that the nature of the *Proposal* and/or prices offered will be negotiated prior to the *Award*.

Request For Quotation (RFQ) The document generally used for seeking competition on small *Purchases* or on any *Purchase* that does not require competitive *Sealed Bidding*. Can be used for obtaining price and delivery information for *Sole Source* and emergencies. Also, see "*Quotation*."

Responsible Bidder A person who has the capability in all respects to perform in full the *Contract* requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder (1) A person who has submitted a *Bid* which conforms in all material respects to the *Notice Inviting Bids*, or (2) One whose *Bid* conforms in all material respects to the terms and conditions, *Specifications*, and other requirements of the *NIB*.

Sealed Bid A *Bid* which has been submitted in a sealed envelope to prevent its contents from being revealed or known before the deadline for the submission of all *Bids*; required on *Formal Bids*.

Sole Source An *Award* for a commodity or service to the only reasonably known and capable supplier due to the unique nature of the requirement, the supplier, or market conditions.

Specifications A description of what the *Purchaser* seeks to buy or accomplish, and consequently, what a *Bidder* must be responsive to in order to be considered for *Award* of a *Contract*. A *Specification* may be a description of the physical or functional characteristics, or the nature of a supply or service. It may include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.

Split To divide a *Purchase* into two or more parts in order to avoid the requirements of the *Purchasing Policy*. This is an action prohibited by the *Policy*.

Example:

Split –

If a department knows it will use \$52,000 of a particular supply in one fiscal year and they place two orders six months apart to keep each order below the \$50,000 limit, the action is considered *Splitting* and is not allowed under the *Policy*.

Not Split -

If a department hires ABC Engineering to prepare a fee study for \$28,000 and also hires the same company to oversee a capital improvement project for \$29,000, the action is not considered *Splitting*.

Supplies Office *Supplies*, janitorial *Supplies*, materials, goods, tools, or other commodities used in the general conduct of the District business, excepting *Supplies* or materials for a public work which is regulated under the *Public Contract Code* section of 20160 et seq.

Vendor A supplier of goods or services.

Warranty The representation that something is true. Not to be confused with “*Guarantee*.” A representation of utility, condition, and durability made by a *Bidder* for a product offered, that shall include a time period.

APPENDIX A –

Section 200.318 General Procurement Standards

- (a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.
- (b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- (c)
 - (1) The Non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.
 - (2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- (d) The Non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- (e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- (f) The Non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

- (g) The Non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- (h) The Non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also § 200.213 Suspension and debarment.
- (i) The Non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- (j)
 - (1) The Non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:
 - (i) The actual cost of materials; and
 - (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
 - (2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- (k) The Non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

Agenda Item

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

RECOMMENDED ACTION:

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

SUMMARY:

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

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

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

FINANCIAL CONSIDERATIONS:

None.

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

Operations and Engineering Departments Report

January 1st, 2021 through January 31st, 2022

Director of Operations:

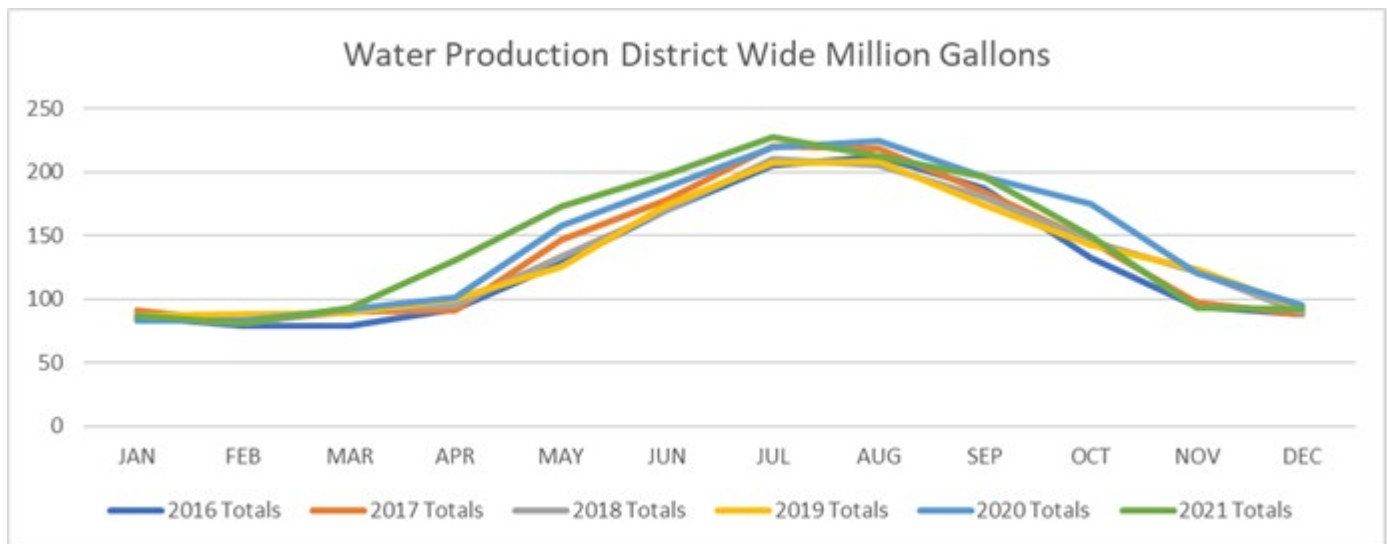
1. Participated in the kick-off meeting for the design of the Old Hunter's Pump Station Replacement Project with both District Staff and Blackwater Engineering
2. On-going work with all District Departments, the In-House Project Manager, and Mueller Meters Inc. related to the on-going meter replacement and network installation work effort. (AMI Project)
3. Participated in the review of the amended proposal from Keller and Associates for the design of the Copper Cove WWTP Improvements Project
4. On-going work with Operations and Engineering Staff on multiple in-house construction projects, developer projects, and design efforts.
5. Conducted a site visit with the C&M Manager and the new owner of the Meadowmont Shopping Center in Arnold to discuss how potable water is conveyed to the Center
6. On-going work with The District's consultant, General Manager, and District Engineer related to Capacity Fee development for the Copperopolis and La Contenta/Jenny Lind Service Areas
7. On-going work with operations and engineering staff to begin to develop a detailed worksheet of production vs consumption and available capacity to facilitate effective infrastructure replacement, upgrades, and planning.
8. Participated and presented in the ACWA Clean Fleet's Group Call with CARB Board Member Davina Hurt to discuss the challenges the Clean Fleets Rule places on small rural Utilities.
9. Conducted a meeting with applicable staff to review the implementation plan for the newly created Underground Crew
10. Provided support to District Crews and their multiple efforts related to the Holiday Storms
11. On-going participation in the Project Update Meetings for the District in-process projects including the AMI project, Redwood tanks, District Corp Yard, Sheep Ranch Master Plan, RRA's, Filter rehabs, Arnold WW Improvements design, etc.

Administrative Technician:

1. December Spray Reporting
2. Maintained Field Calendar
3. Received/Tracked All USA North Line 811 Locates – Handled Associated Calls
815 District Line Locates – 01/01 – 01/31
4. Facilitated with Employee Reimbursements & Certificate Renewals
5. Field Training Course Ordering/Registrations
6. Process Operations Purchase Order Batches
7. On Call Reminders, Transfers, Logs
8. Electronic Lab Report Filing
9. Organizing and Archiving Operations Department Documents
10. Safety Tailgate Meetings: Create, Track, & Archive
11. Attended Various Meetings
12. Continued Work Efforts for the 2021 Backflow Testing Program
13. Permit Renewals
14. Miscellaneous Administrative Functions

Plant Operations Manager:

1. Completed the review and acceptance of the monthly and quarterly State Water Reports for all the Districts Water Systems and submitted them to the State
2. Completed the monthly, quarterly, semiannual, and annual Wastewater Reports for all the Districts WW Systems and submitted them to the State. 34 in total.
3. Working very closely with the new operator in West Point to ensure that all system needs are met.
4. Ongoing meetings with NexGen engineering for the West Point WWTP for the discussion of the consolidation project of Wilseyville and West Point WWTP's
5. On-going work associated with PO's and ordering supplies for different District facilities and projects
6. Continued work efforts on annual backflow testing
7. Ongoing work efforts associated with the Ebbetts Pass HAA5 violation for purposes of public notification and data collection
8. Ongoing conversations with PBI for the design of the second filter at West Point Water Treatment Plant
9. Working with Hydro Science about upgrades at Arnold WWTP
10. On-going work efforts with the Districts CERS (California Environmental Reporting System) annual reporting
11. Participated in an interview for a new Copper Cove Treatment Operator
12. Participated in an interview for a new District electrician
13. Discussion on the selection of engineering firm for Copper Cove wastewater
14. Attended meeting with Blackwater on old Hunter's intake
15. Participated in USA North board meeting
16. Conducted meeting with other Operations staff about climbing numbers for disinfection byproducts in the Jenny Lind water system
17. Participation with Lumos and Associates workshop for the Sheep Ranch water system study
18. Coordinated maintenance on cathodic protection with an outside contractor
19. Updated the District's monthly conservation reports
20. Below is the water production for the month of December



Construction and Maintenance Manager:

1. Participated in the AMI project update meetings
2. Participated in the monthly Distribution/Customer Service coordination meeting
3. Site visit to the Meadowmont Shopping Center to describe the water system to the new property owner
4. Coordinated with the Copper Cove Distribution Crew to provide site visits to Alley Tree Services to obtain quotes for herbicide spraying

5. Met with the Underground Supervisor, the Senior Supervisor of Construction and Inspection, and the Calaveras County Public Works Inspector to discuss the objectives of the Underground Crew and properly align with
6. Participated in an onsite meeting with CCWD Staff to review the Grit Chamber install at Vallecito.
7. Site visit with a District Contractor and HOA leadership in Connor Estates to review odor control filter installs on three manholes.
8. Onsite meeting with CCWD Collections Crew Members to review a planned Smartcover manhole monitoring equipment install
9. Assisted the Crews on Ebbetts Pass during multiple atmospheric river storm events with re-fueling generators.
10. Provided support on multiple levels to Crews working during the multiple atmospheric river storms on the Pass.
11. Moved the AMI digital message board from West Point to Copperopolis.
12. Coordinated work effort and game plan with the new Utility Supervisor for service lateral replacements.
13. Participated in Customer Service Supervisor interviews
14. Multiple Field/site visits with crews.
15. Worked to resolve multiple Customer concerns/issues calls.

District Engineer:

1. Conducted the bid walk for the design RFP for the A to B Transmission Main Project
2. Assisted NexGen in preparing and filing CEQA Addendum for the West Point and Wilseyville Consolidation Project
3. Participated in the Sheep Ranch Water Supply Assessment preliminary plan review
4. Reviewed Keller's amended scope for the Copper Cove WWTP Improvements project
5. Conducted a site visit with HydroScience and A-TEEM to discuss and assess the electrical improvement component of the Arnold Sewer Treatment Plant improvements project
6. Worked with Staff to review and approve both design and enviro work for the Old Hunters Pump Station replacement project
7. Worked with Staff and the District's consultant to review the pre-purchased equipment submittal for the West Point WTP redundant filter project.
8. On-going work to develop the five-year CIP
9. Worked with Staff and the District's consultant to finalize updates to the Copper Cove, Jenny Lind, and La Contenta Capacity Fees

Purchasing Agent:

1. On-going work associated with material inventory
2. Processed multiple invoices
3. Delivered ordered material and equipment to departments District-wide.
4. Worked to develop an order for flushing signage for the Jenny Lind Distribution Crew
5. Ordered additional COVID rapid tests and other sanitary supplies.
6. Participated in a training for the District's Smartcover manhole Covers in Copperopolis
7. Completed an assessment of the new warehouse with the Project Manager and the Mechanical Supervisor to develop next phase of the project.
8. Worked to jockey new fleet vehicles to and from the Ford Dealer in Sonora for Recall inspections and retrofits
9. Worked with the C&M Manager and the Underground Crew Supervisor to locate a Dump truck for purchase
10. Routine Material orders for multiple departments

Engineering Department

1. Conducted Weekly internal engineering department meetings
2. Participated in Bi-weekly Coordination meetings (Engineering, Ops & Customer Service)
3. Coordinated and participated in meetings with CV Developers
4. Participated in the Sheep Ranch Master Plan preliminary estimate review

5. CA AquaStore onsite at the Sheep Ranch Tank site to erect the raw water tank. Tank Erection is complete
6. On-going work associated with the AMI/AMR Meter Project – meter installations almost complete in Copperopolis
7. On-going work associated with the West Point Redundant Filter Project (PBI) – ordered the second trident filter – Completed a pre-purchased material review with the Design Engineer
8. On-going work associated with the West Point/Wilseyville WWTP Consolidation Project – Amendments to CEQA complete. SHPO work continues – project will be out to bid in February
9. On-going work associated with the Redwood Tanks replacement Project (K.W. Emerson + CA Aquastore) – Site work at tank 8 complete – the roof structure and the first level run for the Big Trees 8 Tank is erected. Site Work for the Heather Tank Replacement in Forest Meadows is beginning
10. On-going work associated with the Hunters Dam Raw Water Pump Station Replacement Project (HMGP). Selected BlackWater as the design consultant and Cardno Stantec as the Environmental Consultant
11. Coordination and inspection of the construction of the new District Warehouse-building complete
12. On-going work associated with the Arnold WWTP Project (HydroScience).
13. Continued work associated with developing an effective Water & Wastewater Capacity and Demand Matrix (spreadsheet, draft report, whiteboard)
14. Selected Keller and Associates as the Design Engineering Firm for the Copper Cove WWTP design project and presented to the full Board for acceptance.
15. Site visits with field staff to refine the RFP for the Design of Water System Improvements in Copper Cove. B Tank and Pump Station, the Clearwell, and a Pipeline and pump station to C Tank.
16. Worked to complete grant applications for the “Urban & Multi-Benefit Drought Relief Grant Program
17. Participated in a kickoff meeting with Wagner Bonsignore to refresh the design of the Copper Cove WWTP Pond 6 dam raise.
18. Completed the Quarterly Reports for grant and State funded projects
19. Prepared progress payment #3 for Plummerbuilt for the Warehouse and Shop Construction Project
20. Worked to complete the objective for pasture grazing for the newly purchased La Contenta area wastewater property (approx.50 Acres) – Solicited bids, evaluated proposals, and prepared the Agenda item(s) for the Engineering Committee and full Board
21. Updated the Contractors/Consultants On-Call list and prepared the associated Staff Report for the Engineering Committee and Board
22. Fire Hydrant Meter Reading/Billing (policy change letter distribution)
23. Customer Issues = (Grease Trap)
24. Request for Comments
25. Termination of Service = 1 (EP)
26. Cost To Serve Applications = 2 (Wal, Val)
27. PUE Vacate = 2(CC)
28. Commercial Rate Evaluation
29. Service Connection Inspections = 5
30. Inspected developer project Gold Creek unit 3, coordinated work schedule with developer. Developed punch-list items for the project
31. Attended project meetings.
32. Reviewed plans for multiple projects.
33. Worked with contractor on Unit 7B of Saddle Creek unit 7. Accepted water system additions
34. On-going work associated with AD-604 timeline and narrative
35. On-going work associated with Capacity Fee Update Development in Copperopolis, La Contenta, and Jenny Lind Service Areas.

Water Treatment Plants:

Copper Cove Water Treatment Plant:

1. Operations as usual

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

1. Operations as usual
2. Clean-up post multiple Holiday storm related issues

Jenny Lind Water Treatment Plant:

1. Operations as usual
2. Training of new operator

Sheep Ranch Water Treatment Plant:

1. Operations as usual
2. Adjustments due to the Holiday Storms
3. Preliminary Master Plan re
4. Fire-Protection Tank Installation effort complete

Wallace Lake Estates Well System:

1. Operations as usual

West Point Water Treatment Plant:

1. Operations as Usual
2. Multiple adjustments to address issues created by the Holiday Storms

Wastewater Treatment Plants:

Arnold Wastewater Treatment Plant:

1. Operations as usual
2. Multiple adjustments to address issues created by the Holiday Storms
3. Training of New Operator
4. Facilities Maintenance Tech built protective coverings over split-units to protect them from snow

Copper Cove Wastewater Treatment Plant:

1. Routine operations as required by permit.
2. Pond six is filling quickly
3. Aerator failed in Pond 1 – awaiting new motor

Copper Cove Wastewater Reclamation Plant:

1. RCP Offline
2. No room in the NC-2D pond on the golf course for reclaim discharge. Golf Course currently does not need the water

Country House Wastewater Facility:

1. Operations as usual

Forest Meadows Wastewater Treatment Plant:

1. Operations as usual
2. Multiple issues and adjustments associated with the Holiday Storms
3. Multiple UV issues – worked with the electricians to resolve
4. Training of New Operator

Indian Rock Vineyards Wastewater Facility:

1. Operations as Usual - Weekly inspection of facility. Switched leach fields, tested pumps, changed chart, weekly reads for state compliance.
2. Collections pumped the septic tanks down
3. The Construction Crew cleaned the Return Tank Baskets – very dirty
4. Training of New Operator

La Contenta Wastewater Treatment Plant:

1. Operations as usual

Mountain Retreat / Sequoia Woods Wastewater Facility:

1. Operations as usual

Six Mile Wastewater Collection System:

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

Southworth Wastewater Treatment Plant:

1. Operations as usual

Vallecito / Douglas Flat Wastewater Treatment Plant:

1. Operations as usual
2. Multiple adjustments during the Holiday Storms to ensure effective operation.
3. Training of New Operator

West Point Wastewater Treatment Plant:

1. Operations as usual
2. On-going work with the District's consultant to facilitate plan development for the West Point/Wilseyville WWTP consolidation project.
3. Multiple operational issues to address because of the Holiday Storms

Wilseyville Wastewater Facility:

1. Operations as usual

Distribution:

Copperopolis Distribution System:

SERVICE LINE WORK

1. Little John 1" 3 Gpm
2. Foothill 1" 3 Gpm
3. Papoose 1" 2 Gpm
4. Council 1" 14 Gpm
5. Sequoia 1" 2 Gpm
6. Poker Flat 1" 7 Gpm
7. Foothill 3/4 3 Gpm
8. Feather 1 1/2" 12 Gpm
9. Foothill 1" 4 Gpm
10. Cheyenne 1" 5 Gpm
11. Sawmill 1" 3 Gpm

MAIN LINE WORK

1. None during this time

Additional Work

1. USA's
2. 40 valves turned
3. 151,341 Gals. Flushed
4. PRV work on Bear Claw
5. Hyd. Rebuild on Knolls
6. New Meter install assistant, leaks, locates

Ebbett's Pass Distribution System:

SERVICE LINE WORK

1. Ute Place
2. Highway 4
3. Foxglove Court
4. Highway 4

MAIN LINE WORK

None during this time

Additional Work

1. Service Requests
2. USA Line Locates -570
3. Rebuilt CRD on PRV #96
4. Replaced 1" District-Side PRV at address off Circle Drive

Jenny Lind Distribution System:

SERVICE LINE WORK

1. Bartelink
2. Bartelink
3. Hartvickson
4. Hartvickson
5. Silver Rapids
6. Baldwin
7. Baldwin
8. Dunn
9. Jenny Lind Vista Ct

MAIN LINE WORK

1. 2" Main on Jenny Lind Vista Court
2. 6" Main off Paolini

ADDITIONAL WORK

1. Service Requests for the JL area including issues such as pressure problems, leak checks, meter installs, illegal tie ins, re-reads etc.
2. USA line locates for JL area.
3. Weekly tank and pump station checks
4. Monthly Tank Checks
5. Monthly Flushing including flushing on the lower end to resolve water quality issues
6. Vehicle inspections
7. Pressure reads for engineering department in regards to possible new subdivision development on Vista Del Lago West
8. Weed Spraying at all tank and pump station sites
9. Meeting with the Director of Ops, the C&M Manager, and JL operators regarding implementation of a full system water main flushing and valve turning program
10. Full system water main flushing of Wallace Lake Estates
11. Repairs and maintenance on multiple distribution system PRV's with repairs logged in to our new link2valves software program
12. Work Orders for meter installations, leak checks, pressure problems and change of occupancies etc..
13. Fire hydrant replacement project and new guard valve installation on Montero Dr
14. Fire hydrant replacement project and new guard valve installation on Rippon Rd
15. Meeting with new customer service supervisor
16. Meeting with Underground Construction Company about staging equipment at our Huckleberry yard for a large PG&E utility replacement project

West Point Distribution System:

SERVICE LINE WORK

1. None during this time

MAIN LINE WORK

1. None during this time

ADDITIONAL WORK

1. USA Line locates
2. Service Requests ranging from Read/Leave Ons, Restores, Pressure issues, Re-reads.
3. Month-end fire hydrant, fill station, and Lancha Plana Program reads

Construction

1. Provided leak repair assistance to the Copper Cove, Jenny Lind, and Ebbetts Pass Distribution Crews
2. Widened the road at the Arnold WWTP
3. Completed a FEMA Request for Information (RFI) related to the HMGP Critical Facility Standby Generator Implementation Project.
4. Cleaned recirculation baskets at the Indian Rock WWTP
5. Worked with the La Contenta Distribution Crew on a fire hydrant installation
6. Met with the C&M Manager to review the need for potholing at the West Point WTP as part of the redundant filter project
7. Plowed snow and helped re-fuel generators to keep all systems operational on Ebbetts Pass during the last round of atmospheric river storms.

Electrical:

1. Afterhours emergency troubleshoot of radio telemetry system on Ebbetts pass, Hunters WTP antenna, mast and coax destroyed during storm event
2. Afterhours emergency troubleshoot and repair of automatic transfer switch at Avery middle school lift station during storm event
3. Emergency replacement of antenna, mast, and coax at Hunters WTP for the T96SR radio system due to storm event

4. Troubleshoot Arnold WWTP effluent pump #1 tripping problem, wire has failed, used spare wire for temporary fix
5. Reestablished telemetry radio communications at Copper Cove WWTP Pond 4 after failure due to power outage
6. Performed meter calibration of the automatic transfer switch at Avery middle school lift station after second failure in a week, tested unit, this remedied the problem
7. Troubleshoot bad phone line at Arnold lift station #3, I.T department coordinated repair with the phone company
8. Added heat tape to outdoor check valves and piping at Arnold lift station #3 to prevent freezing at the request of the Collections crew
9. Troubleshoot and repaired the automatic transfer switch at Avery Tank pump station, performed meter calibration and adjusted the transfer timer to the correct time
10. Pulled new wire to effluent pumps at Arnold WWTP, terminated and tested functionality
11. Troubleshoot and repaired control system at Copper Cove lift station #8, adjusted pump set points in SCADA, preventing the control system from going into backup prematurely
12. Troubleshoot and repaired Pond 4 radio communication issue at Copper Cove WWTP, found wiring issue, rewired appropriately
13. Troubleshoot Arnold WWTP RAS pump over break fault code in VFD, determined problem was likely due to a momentary spike in PG&E service voltage
14. Installed sludge basin mixer and control panel at Forest Meadows WWTP, pulled wire and put unit in service
15. Troubleshoot Jenny Lind WTP ozone UPS alarm, changed dirty air filter on unit and cleared alarm
16. Troubleshoot and repaired water intrusion into the Vallecito WWTP electric room switchgear, repaired stuck float on existing vault sump pump which remedied the problem
17. Adjusted hysteresis, ramp time and stator saturation settings in the soft starters for the effluent pumps at Hunters WTP
18. Replaced and calibrated Red Lion display at Copper Cove lift station #15 after failure of old unit
19. Rewired aerator at Copper Cove WWTP after the old power supply cord sucked into the impeller
20. Troubleshoot and repaired Copper Cove lift station #8, level was dropping out periodically, problem was a loose connection of the pressure transducer
21. Troubleshoot and repaired radio communication failure at Moran valve, problem was a failed UPS and tripped micro circuit breakers after the storm event, replaced UPS and reset breakers
22. Wired in new M.O.V at Wallace WWTP after failure of old valve
23. Troubleshoot and repaired sludge mixer at Forest Meadows WWTP, adjusted trip settings
24. Troubleshoot and repaired erroneous Big Trees 4&5 utility power fail alarm in Hunters WTP SCADA, problem was a loose output wire connection at the tank site
25. Reprogrammed plant controls in the Hunters WTP SCADA system to include new PID controls and eliminate old Honeywell chart recorder controller
26. Troubleshoot and repaired a valve malfunction at Wallace WWTP, found loose connection in control panel
27. Reprogrammed the SCADA system and PLC at Hunters WTP to stagger start effluent pumps and backwash pump for lower inrush currents while on generator power
28. Added new employee and deleted old employees from Win911, SCADA Alarm, and SCADA system databases at Arnold WWTP, Vallecito WWTP, Forest Meadows WWTP and Hunters WTP
29. Wired in new pump motor at Wilseyville pressure station, confirmed proper phase rotation
30. Lowered well #3 VFD GPM set point to match chemical dosing pump output at Wallace WTP per operator request
31. Troubleshoot Pinebrook tank radio communications failure, replaced polyphaser
32. Troubleshoot and repaired telemetry radio at the Copper Valley golf course irrigation wet well
33. Pulled ground wires in for new electric/pneumatic filter valves at Jenny Lind WTP
34. Ran new underground conduits for electrical and signal at the new mechanics shop in San Andreas
35. Troubleshoot and repaired DAF unit #1 control system at Forest Meadows WWTP, tightened wire connections in control cabinet
36. Troubleshoot and repaired M.O.V at the Vallecito WWTP MBR system, tightened loose neutral wire and tested with plant running
37. Afterhours emergency troubleshoot and repair of control system wiring at Copper Cove lift station #13, underground wires are compromised, pulled in new float wires and transducer cable
38. Wired in new sewer pump #2 at Arnold WWTP after replacement pump was installed
39. Replaced PLC backplane at Forest Meadows WWTP DAF unit #1 control cabinet

40. Troubleshoot unscheduled generator running at Copper Cove lift station #12
41. Wired in new backwash return pump at West Point WWTP after new pump was installed by mechanical crew, tested phase rotation and operation

Collections:

1. Monthly SSO reporting
2. Called out to lift station 3 in Arnold due to high level. Pumps would not pump had to pull pump 2 to get rags out. Pump 1 effluent line was frozen – restored to normal ops
3. Insulated pump 1 line at LS 3 in Arnold
4. Pumped and cleaned Vallecito LS
5. Monthly lift station and pump can checks
6. Called out to LS 8 in Copper high-level – resolved issue
7. Pumped and cleaned lift stations 1,2,3 and 7 in Copperopolis
8. Sprayed and weed eated lift stations in La Contenta
9. Pumped and cleaned LS 5 in Poker Flat
10. Tv'd lateral location for address off Fong Drive in Copper for new home build
11. Updated cost to serve for septic system at address off Canepa Lane in Vallecito
12. Brought gravel to grade on ARV vaults on lower cross-country force main
13. Checked on clean out issue at address off Main Street in Valley Springs – was customer drainage issue
14. Called out to address off Smith Lane. Septic Tank issue. Tank effluent line was plugged
15. Checked grease traps in La Contenta
16. Collected fire extinguishers in copper for inspection
17. Pulled pump 2 at LS 4 in copper, plugged with rags
18. Checked grease traps in copper
19. Assisted the Ebbetts Pass Distribution Crew with Distribution System Repairs
20. Checked grease traps in West Point
21. Pumped septic tank at address off Smith Lane in West Point
22. Hydro'd main line into Willeysville Pond
23. Called to backed up lateral at address off Green Stone in Copper - lateral was packed with sand. Cleared lateral
24. Called to lateral back up at address off Lakeshore – cleared backup issue
25. Marked USA's for underground construction in La Contenta for PGE line replacements
26. Called to LS 6 in Copper - high level pump 1 – pump lost prime
27. Tv'd unit 7 in Copper Valley for warranty inspection – noted necessary repairs
28. Called to high level at LS 3 in Arnold. Pump 1 breaker had tripped - restored
29. Pumped return tanks at Indian rock leach fields
30. Called to an address off Ospital Rd- septic tank issue. Effluent line had come apart. Had to pump the tank with a pumper truck so it could be repaired
31. Called out to an address off Ospital Rd in Southworth - septic tank alarm - resolved
32. Called out to LS 13 in Copperopolis - high level alarm backup control system had gone out which wouldn't allow the system to work in auto
33. Called to an address off bald mountain Rd. in West Point Septic tank alarm - pump had gone bad - replaced
34. Called to an address off Parrot's Ferry in Vallecito - effluent line was broken had to dig up and repair

Mechanical:

1. System-wide Generator Checks and Re-fuel regimen
2. Extensive pump, generator, and equipment troubleshooting and repair during the Holiday Storms
3. Extensive re-fueling efforts during the power fails that resulted from the Holiday Storms
4. Take old pump from Arnold L/S 2 to Industrial Electric in Modesto.
5. Take V716 (2016 F-150) to Stockton Ford for fan issue, take spare Ranger V533 to Arnold WWTP and swapped with an Operator. Take V739 from Arnold to Sonora Ford (recall work on a new Ranger). Pick up V733 from the dealer (recall work) and return to Copper.

6. Set Indian rock Generator at the East Field, Plumbed the gas line in and test operated.
7. Draw roof parts and panels in Auto CAD and cnc cut on plasma table for the Facilities Maintenance Tech's to repair JLWTP building roof. Bent them to the roof pitch in sheet metal brake.
8. Change oil in V592 (F-350) and cleaned.
9. Replace unloader valve in Vac-Con 135 so pressure system would quit over pressurizing. Test and verify repair.
10. Installed new treated water pump at the Big Trees 4&5 Pump Station
11. Replace failed rotary actuator on valve @ Wallace WWTP.
12. Replace failed block heater at Jenny Lind WTP generator, verify low water temperature alarm went off after replacement.
13. Install and plumb Scrubber at L/S 13 in Copperopolis. Wire motor to nearby outlet.
14. Participated in a site walk of the new Mechanics Shop with the Project Manager.
15. Willseyville P/S Pump replacement and replumb.
16. Install fuel transfer tank, fuel pump, fuel meter, hose reel and nozzle on 747 (new F-550 Mechs Truck).
17. Backflow re-test after repairs. Jenny Lind WTP, Copper Cove WTP and Hunters WTP all passed after repairs.
18. Install new belt press return pump at Arnold WWTP. Confined Space Permit to gain access down into the wet well.
19. Replace valve with stuck hand wheel for sand filters at Forest Meadows WWTP.
20. Vac-con 135 air leak, bad ABS valve. Replace valve and verify truck builds air pressure and compressor kicks out.
21. Corrected frozen piping issue at Lift Station 3 in Arnold.
22. Ebbetts Pass V731 plow harness repair. Splice new truck side 14-pin connector in due to bent prongs and damaged original harness. Verify repair and plow operation.

Underground:

1. Discussion and plan review with the newly hired (in-house) Utility Worker II
2. Worked with eh District's Purchasing Agent to secure and store materials for service lateral replacements
3. Jockeyed equipment to stage in the Jenny Lind Service Area for Service Lateral Replacement
4. Worked with the District's Purchasing Agent to locate possible 10-Wheel Dump Trucks for purchase
5. Continued to line out heavy-equipment needs such as the Cat Excavator, Cat Skid Steer, F-350 and F-550 Dump Trucks, and the Cat 416 Backhoe with the other Crews

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