



RESOLUTION NO. 2020-42
RESOLUTION NO. PFA-03
ORDINANCE NO. 2020-01

AGENDA

MISSION STATEMENT

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

Regular Board Meeting
Wednesday, June 24, 2020
1:00 p.m.

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

Based on guidance from the California Governor's Office, social distancing measures are imposed, Board chamber's capacity will be limited to 8 persons during public meetings. Social distancing and cloth facemasks are required.

The following alternatives are available to members of the public to watch these meetings and provide comments to the Board before and during the meeting:

[Join meeting](#)

Meeting number (access code): 126 655 6292

Meeting password: CCWD2020 (22932020 from phones and video systems)

Or join by phone [+1-408-418-9388](tel:+14084189388) Meeting number (access code): 126 655 6292

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

BOARD OF DIRECTORS

Scott Ratterman, Director

Bertha Underhill, President

Jeff Davidson, Vice President

Cindy Secada, Director

Russ Thomas, Director

CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. PUBLIC COMMENT

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

3. CONSENT AGENDA

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

3a Approve Cancellation of the July 8, 2020 Board Meeting
(Rebecca Hitchcock, Clerk to the Board)

3b Amendment of the District's Financial Management Policy No. 5.07, District Credit Card Use Policy
(Rebecca Callen, Director of Administrative Services) **RES 2020-_____**

3c Amendment of the District's Financial Management Policy – No. 5.01, Investment Policy
(Rebecca Callen, Director of Administrative Services) **RES 2020-_____**

4. PUBLIC HEARING

4a Discussion/Action Regarding the Adoption of the Fiscal Year 2020-21 Operating and Capital Improvement Plan Budget
(Rebecca Callen, Director of Administrative Services) **RES 2020-_____**

Discussion/Action Regarding the Adoption of the Fiscal Year 2020-21 Personnel Allocation Budget
(Rebecca Callen, Director of Administrative Services) **RES 2020-_____**

5. NEW BUSINESS

5a Discussion/Action Regarding Approval to Extend the current Memorandum of Understanding with the Service Employees International Union Local 1021
(Stacey Lollar, Human Resources Manager) **RES 2020-_____**

5b -Discussion/Action regarding Approval of an Amendment to the current Management and Confidential Unit Agreement
(Stacey Lollar, Human Resources Manager) **RES 2020-_____**

-Discussion/Action regarding Approval of an Amendment to the current Memorandum of Understanding with the Service Employees International Union Local 1021
(Stacey Lollar, Human Resources Manager) **RES 2020-_____**

5c Discussion/Direction on Discharging Lehman Brothers Outstanding Balances
(Rebecca Callen, Director of Administrative Services)

5d Discussion/Action Regarding Construction Contingency for the Ebbetts Pass Reach 1 Water Pipeline Replacement Project, CIP # 11085
(Charles Palmer, District Engineer) **RES 2020-_____**

5e* Resolution of Appreciation for Joel Metzger
(Michael Minkler, General Manager) **RES 2020-_____**

6.* GENERAL MANAGER REPORT

7.* BOARD REPORTS / INFORMATION / FUTURE AGENDA ITEMS

8. NEXT BOARD MEETINGS

- Wednesday, July 8, 2018, 1:00 p.m., Regular Board Meeting (Proposed cancellation)
- Wednesday, July 22, 2018, 1:00 p.m., Regular Board Meeting

9. CLOSED SESSION

9a Conference with Real Property Negotiators (Gov. Code section 54956.8.)
Property: APN 065-032-001 Agency negotiators: M. Minkler and D. Wyckoff
Negotiating parties: W. Abbott Under negotiation: Price and/or terms of payment.

9b Conference with Legal Counsel – Existing Litigation
Government Code § 54956.9(a) PG&E Corporation and Pacific Gas and Electric Company; United States Bankruptcy Court, Northern District of California; Case No. 19-30088-DM.

10. REPORTABLE ACTION FROM CLOSED SESSION

11. ADJOURNMENT



CALAVERAS COUNTY WATER DISTRICT

Board of Directors

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

Financial Services

Umpqua Bank
US Bank
Wells Fargo Bank

CCWD Committees

*Engineering Committee
*Finance Committee
*Legal Affairs Committee
Strategic Planning Consultant
Selection Committee (ad hoc)

Joint Power Authorities

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

Other Regional Organizations of Note

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

Legal Counsel

Matthew Weber, Esq.
Downey Brand, LLP

Auditor

Richardson & Company, LLP

Membership**

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

Secada / Ratterman

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

Ratterman / Thomas
Thomas (alt. Ratterman)

Thomas / Underhill
All Board Members

All Board Members
Brad Arnold (alt: TBD)

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.

**NOTICE OF PUBLIC HEARING CONCERNING ADOPTION OF
FISCAL YEAR 2020-21 OPERATING BUDGETS
AND
CAPITAL IMPROVEMENT PLAN BUDGETS
FOR THE
CALAVERAS COUNTY WATER DISTRICT**

NOTICE is hereby given that at its Regular Meeting of June 24, 2020, at approximately 1:00 p.m., at its Board Room located at 120 Toma Court, San Andreas, California, the Board of Directors of the Calaveras County Water District will consider the adoption of its Operating and Capital Improvement Plan Budgets for Fiscal Year 2020-21. Copies of the proposed Fiscal Year 2020-21 Operating and Capital Improvement Plan Budgets may be obtained at the Calaveras County Water District office at 120 Toma Court, San Andreas. Interested parties are invited to make oral presentations or send written comments to: Calaveras County Water District, PO Box 846, San Andreas, CA 95249.

Published 6/11/2020 and 6/18/2020

Agenda Item

DATE: June 24, 2020
TO: Board of Directors
FROM: Michael Minkler, General Manager
SUBJECT: Cancellation of Board Meeting of July 8

RECOMMENDED ACTION:

Motion: _____ / _____ by Minute Entry to approve cancellation of the Regular Board Meeting of July 8, 2020.

SUMMARY:

Due to the holiday in July, staff proposes to cancel the first monthly Board Meeting on July 8. If a matter arises, a second Board meeting can be scheduled as needed.

FINANCIAL CONSIDERATIONS:

Board meeting costs.

Agenda Item

DATE: June 24, 2020

TO: Michael Minkler

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Amendment of the District's Financial Management Policy No. 5.07, District Credit Card Use Policy

RECOMMENDED ACTION:

Motion _____/_____ adopting Resolution No. 2020- ____ regarding amending of the District's Financial Management Policy No. 5.07, District Credit Card Use Policy.

SUMMARY:

The District Credit Card Use Policy was adopted on December 8, 2004 and subsequently revised January 13, 2010 with resolution 2010-02. On February 26, 2020, the District approved the participation in the California CalCard Program and on May 27, 2020 replaced the Purchasing Policy 5.02. As part of all of those conversations, I conveyed that I would bring forward a re-written Credit Card Use Policy that would align with these policy changes.

The following are the major changes made in the policy:

- The term credit card was changed to CalCard, as we will no longer use general use credit cards.
- The limitation that credit cards will not be used for convenience was removed. In today's day and age, that is exactly what they are for.
- We will allow use for regular and recurring purchases. Many vendors are providing for discounts if we do.
- We added that no capital expenses will be paid with a CalCard. This is an internal control issue.
- We have changed from "general use" or shared cards to individual cards that the employee will be responsible for.
 - The employee must acknowledge this responsibility and attend virtual training prior to being given a CalCard

These changes will allow for a more transparent review of cardholder charges and will assist departments with making operational purchase timelier.

These changes were brought forward to the Finance Committee on June 16, 2020 in a and approved to bring to the full Board.

FINANCIAL CONSIDERATIONS:

None at this time.

*Attachment: Clean version of District Credit Card Use 5.07
 Red-line version of District Credit Card Use 5.07
 Resolution 2020-__-Amending the Financial Policy 5-07 District Credit Card Use*

5.07.1 Purpose

The purpose of this policy is to establish clear guidelines and procedures for use of Calaveras County Water District CALCards and fuel (charge) cards.

5.07.2 Policy

This policy applies to all District employees and Board of Directors who have been authorized to use Calaveras County Water District CALCard and fuel cards or who are authorized in the future.

5.07.3 General Provisions

- 5.07.31 Prudent Person Rule – Expenses incurred on the Calaveras County Water District CALCard and fuel cards should be consistent with the employee’s job responsibility and the needs of the District and the resources budgeted. An employee is expected to exercise reasonable judgment, diligence, prudence, and care while incurring business expenses on a District credit and fuel card..
- 5.07.32 The District CALCard and fuel card shall be used for official District business only.
- 5.07.33 An authorized user may use the District CALCard and fuel card for business-related expenses provided the purchase is made within the Calaveras County Water District Purchasing Policy guidelines.
- 5.07.34 When a Director or an employee travels on District business, he or she may elect to use the District CALCard to settle hotel, meal, or transportation charges during business travel.
- 5.07.35 District CALCard should be used to pay for regular and recurring purchases, such as Utility autopayments, to take advantage of E-billing and autopay discounts.
- 5.07.36 The District CALCard shall NOT be used to purchase capital equipment.
- 5.07.37 Employees must have prior written authorization from their Department Head to enroll in the District CALCard program (see “CALCard Participation and Cardholder Agreement” forms) or a District fuel card (see “Fuel Card Use Authorization” form).
- 5.07.38 Authorized cardholders will keep District cards in a safe place that is inaccessible to others and will be responsible to validate all charges made on their account unless the card is lost or stolen. Cardholders will also be

expected to be aware of their departmental budgets and to adhere to the single and monthly limits for CALCard or fuel card expenditures BEFORE making a purchase.

- 5.07.39 Any intended purchases for goods or services not budgeted, which may exceed the established credit card limit will require prior approval by the District General Manager.

5.07.4 Administrative Responsibility

- 5.07.41 The Finance Director is responsible for monitoring District CALCard and fuel card use. A minimum of a three-day advance notice is recommended to process a request for a District CALCard or fuel card.
- 5.07.42 With appropriate authorization and a Department Head approved “CALCard Participation” or “Fuel Card Use Authorization” form, CALCards will be ordered for the individual employee. Fuel cards may be “checked out” at the Finance Department. The Employee must sign the Cardholder Agreement after reviewing the CALCard Training and this policy to receive the CALCard or Fuel Card
- 5.07.43 When using a District CALCard or fuel card, the employee or Director must sign his/her name on the credit/fuel card voucher, not “*Calaveras County Water District.*”
- 5.07.44 Under no circumstances shall a cardholder split a transaction (separate a single purchase into numerous transactions) in order to circumvent authorization limits. Coordination with Management should occur to ensure that the correct authorized purchaser is making the purchase.
- 5.07.45 Until the District CALCard and/or fuel card is turned in with the Finance Department, the employee is responsible for all charges made on the card.
- 5.07.46 Within five (5) business days of employee’s return to work after business travel, the District CALCard, accompanied by a travel “claim form” approved by the Department Head, and all credit card purchase receipts, must be returned to the Finance Department and checked-in.
- 5.07.47 In the event receipts are lost or destroyed, the District credit cardholder shall submit a memorandum in lieu of the receipt to their Department Head describing the purpose of the expenditures. This memorandum must be included with the “claim form,” but does not guarantee approval. This should be an infrequent occurrence. Consistent lost credit card receipts will warrant cancelation of the individual CALCard by the Director of Administration.

- 5.07.48 At the end of each month, the fuel cardholder must submit all fuel card receipts and fuel log to his/her Department Head. The Department Head or designee shall review and approve all fuel card purchases and submit receipts and fuel logs for each cardholder to the Finance Department.
- 5.07.49 In the event receipts are lost or destroyed, the fuel cardholder must have the Department Head review, approve and sign the fuel log in lieu of the missing receipts. The signed "in lieu of" fuel log must be submitted to the Finance Department, but does not guarantee approval.
- 5.07.50 Lost or stolen CALCard and fuel cards must be reported immediately to the Finance Department and to the card issuer using their 24-hour telephone number. A lost or stolen CALCard must be reported to U.S. Bank 1-888-994-6722 or the number on the back of your CALCard. A lost or stolen Chevron fuel card must be reported to Chevron at 1-866-435-3201. A lost or stolen Wright Express fuel card must be reported to Wright Express at 1-800-842-0071.
- 5.07.51 In the event a Cardholder leaves District service, the Cardholder will submit, in writing to their Department Head, a final reconciliation or statement of outstanding CALCard and fuel card purchases, and turn in the CALCard and Fuel card prior to leaving District service. The Department Head will contact the Finance Department for a recent list of transactions for use in final reconciliation.

5.07.1 Purpose

The purpose of this policy is to establish clear guidelines and procedures for use of Calaveras County Water District ~~credit (charge) cards~~CALCards and fuel (charge) cards.

5.07.2 Policy

This policy applies to all District employees and Board of Directors who have been authorized to use Calaveras County Water District ~~credit~~CALCard and fuel cards or who are authorized in the future.

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5.07.31 Prudent Person Rule – Expenses incurred on the Calaveras County Water District ~~credit~~CALCard and fuel cards should be consistent with the employee’s job responsibility and the needs of the District and the resources budgeted. An employee is expected to exercise reasonable judgment, diligence, prudence, and care while incurring business expenses on a District credit and fuel card. ~~District credit and fuel cards shall not be used to further the cardholder’s personal interest or be used for the convenience of the cardholder.~~

5.07.32 The District ~~credit~~CALCard and fuel card shall be used for official District business only.

5.07.33 An authorized user may use the District ~~credit~~CALCard and fuel card for ~~limited~~ business-related expenses provided the purchase is made within the Calaveras County Water District Purchasing Policy guidelines.

5.07.34 When a Director or an employee travels on District business, he or she may elect to use the District ~~credit~~CALeCard to settle hotel, meal, or transportation charges during business travel.

~~5.07.35~~ District ~~credit~~CALCard~~cards shall not~~should be used to pay for regular ~~or~~and recurring purchases, such as Utility autopayments, to take advantage of E-billing and autopay discounts. ~~These purchases should be secured by a Contract, Purchase Order or a Request for Payment.~~

~~5.07.35~~5.07.36 The District CALCard shall NOT be used to purchase capital equipment.

5.07.37 Employees must have prior written authorization from their Department Head to use~~enroll in the~~ District ~~credit~~CALCard~~card~~ program (see “Credit

~~Card~~CALCard Participation and Cardholder Agreement Use Authorization” forms) or a District fuel card (see “Fuel Card Use Authorization” form).

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5.07.42 With appropriate authorization and a Department Head approved “~~Credit Card~~CALCard Participation Use Authorization” or “Fuel Card Use Authorization” form, ~~credit~~CALCards will be ordered for the individual employee. ~~and/or fuel~~ cards may be “checked out” at the Finance Department. ~~Check-out procedure requires acknowledgement of credit card policy and employee signature.~~The Employee must sign the Cardholder Agreement after reviewing the CALCard Training and this policy to receive the CALCard or Fuel Card

5.07.43 When using a District ~~credit~~CALCard or fuel card, the employee or Director must sign his/her name on the credit/fuel card voucher, not “*Calaveras County Water District.*”

5.07.44 Under no circumstances shall a cardholder split a transaction (separate a single purchase into numerous transactions) in order to circumvent authorization limits. Coordination with Management should occur to ensure that the correct authorized purchaser is making the purchase.

5.07.45 Until the District ~~credit~~CALCard and/or fuel card is ~~checked~~turned in with the Finance Department, the employee is responsible for all charges made on the card.

- 5.07.46 Within five (5) business days of employee's return to work after business travel, the District ~~credit-CALCard~~, accompanied by a travel "claim form" approved by the Department Head, and all credit card purchase receipts, must be returned to the Finance Department and checked-in.
- 5.07.47 In the event receipts are lost or destroyed, the District credit cardholder shall submit a memorandum in lieu of the receipt to their Department Head describing the purpose of the expenditures. This memorandum must be included with the "claim form," but does not guarantee approval. This should be an infrequent occurrence. Consistent lost credit card receipts will warrant cancelation of the individual CALCard by the Director of Administration.
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- 5.07.49 In the event receipts are lost or destroyed, the fuel cardholder must have the Department Head review, approve and sign the fuel log in lieu of the missing receipts. The signed "in lieu of" fuel log must be submitted to the Finance Department, but does not guarantee approval.
- 5.07.50 Lost or stolen ~~credit-CALCard~~ and fuel cards must be reported immediately to the Finance Department and to the card issuer using their 24-hour telephone number. A lost or stolen ~~Umpqua credit card~~CALCard must be reported to ~~Umpqua Bank at 1-888-352-6455~~U.S. Bank 1-888-994-6722 or the number on the back of your CALCard. A lost or stolen Chevron fuel card must be reported to Chevron at 1-866-435-3201. A lost or stolen Wright Express fuel card must be reported to Wright Express at 1-800-842-0071.
- ~~5.07.50~~
- 5.07.51 In the event a Cardholder leaves District service, the Cardholder will submit, in writing to their Department Head, a final reconciliation or statement of outstanding ~~credit-CALCard~~ and fuel card purchases, and turn in the CALCard and Fuel card prior to leaving District service. The Department Head will contact the Finance Department for a recent list of transactions for use in final reconciliation.

RESOLUTION 2020 –

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

**AMENDING THE DISTRICT FINANCIAL MANAGEMENT
POLICY NO. 5.07 – CREDIT CARD USE POLICY**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT adopted a District Credit Card Use Policy, Financial Management Policy 5.07, on December 8, 2004, by Resolution No. 2004-63; and

WHEREAS, the Board of Directors of CALAVERAS COUNTY WATER DISTRICT amended the District Credit Card use Policy, Financial Management Policy 5.07, on January 13, 2010, by Resolution 2010-02; and

WHEREAS, the District is going to be participating the State of California CalCard program and additional updates and internal controls are required.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors does hereby rescind in its entirety the District Credit Card Use Policy adopted by Resolution No. 2010-02, and any and all prior and/or subsequent resolutions, policies or amendments thereto.

BE IT FURTHER RESOLVED, that the Financial Management Policy No. 5.07 – District Credit Card Use Policy, attached hereto and made a part hereof, is hereby approves by the Board of Directors and shall become effective immediately.

PASSED AND ADOPTED this 24th day of June 2020, by the following vote:

AYES:
NOES;
ABSTAIN:
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill
President, Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 24, 2020

TO: Michael Minkler

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Amendment of the District's Financial Management Policy – No. 5.01, Investment Policy

RECOMMENDED ACTION:

Discussion/Direction regarding the District's Financial Management Policy No. 5.01, Investment Policy.

SUMMARY:

There are substantial changes to the District's Financial Management Policy No. 5.01 – Investment Policy due to regulatory changes and compliance in addition to the change of Chandler providing investment services of our non-operational treasury balances and establishing a directive to Chandler that meets the District's needs.

Discussions regarding the need to make these changes has occurred since December of 2019 and it has taken this time, including delays due to COVID-19, to ensure that the changes being made are mindful of the needs of the District, while complying with regulatory limitations.

Much of the policy revisions are to address compliance to Government Code Section 53600.3, define the responsibilities and methods to conform, removal of the summary of investments (as that is defined between Government Code 53600 and the District's concurrence with duration and diversification thresholds), establishing diversification, market risk allowance, Performance Evaluation methods, and identification of authorized investments and restrictions.

After substantial research and trend analysis, Chandler and the Director of Administrative Services have identified that a modified duration within +/- 10% of the duration of the ICE Bank of America Merrill Lynch 1-5 Year US Treasury and Agency Index gives us the best option to ensure that we are maximizing asset growth, maintaining operational sources of funding, while taking into account risk factors.

Carlos Oblites, Senior Vice President/Portfolio Strategist is also available to answer questions via WebEx.

FINANCIAL CONSIDERATIONS:

None at this time.

*Attachments: Clean version of the District Financial Management Policy No. 5.01 – Financial Investment Policy
Redline of amendments to District Financial Management Policy No. 5.01 – Financial Investment Policy
Resolution No. 2020-__ Amendment of the District’s Financial Management Policy – No. 5.01, Investment Policy*

Calaveras County Water District

5.01.01 Policy Statement

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

5.01.02 Scope

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

5.01.03 Prudent Investor Standard

The District operates its investment portfolio under the Prudent Investor Standard (California Government Code Section 53600.3) which states, "...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

5.01.04 Investment Objectives

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

5.01.04.1 Safety of Principal

Safety of principal is the foremost objective of the District. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the Agency will diversify its investments by investing funds among a variety of securities with independent returns.

5.01.04.2 Liquidity

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

5.01.04.3 Rates of Return

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

5.01.05 Delegation of Authority

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

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

5.01.06 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business

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

5.01.07 Authorized Financial Dealers and Institutions

The General Manager or designee shall establish and maintain a list of the financial institutions and broker/dealers authorized to provide investment and depository services to the District, shall perform an annual review of the financial condition and registrations of the qualified institutions, and require annual audited financial statements to be on file for each approved institution. The District shall send annually, or as updated, a copy of its current Investment Policy to all financial institutions and broker/dealers approved to do business with the District. Receipt of the Investment Policy including confirmation that it has been received and reviewed by the person(s) handling the District's account, shall be acknowledged in writing within thirty (30) days.

Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

5.01.07.1 Depositories

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

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

5.01.07.2 Brokers and Dealers

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

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

5.01.08 Authorized and Suitable Investments

The District is provided a broad spectrum of eligible investments under California Government Code Sections 53600 et al. Authorized investments are described in detail in Appendix A.

5.01.09 Competitive Bidding

Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

5.01.10 Master Repurchase Agreement

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

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

In order to conform with the provisions of the Federal Bankruptcy Code that provides for the liquidation of securities held as collateral for repurchase agreements, the only securities deemed

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acceptable as collateral shall be securities that are direct obligations of and guaranteed by the U.S. Government, U.S Government Agencies or Government Sponsored Enterprises securities as permitted under this policy. The District will maintain a first perfected security interest in the securities subject to the repurchase agreement and shall have a contractual right to the liquidation of purchased securities upon the bankruptcy, insolvency or other default of the counter party.

5.01.11 Investment Pools

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

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

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

5.01.12 Collateralization

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

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

5.01.13 Safekeeping and Custody

All securities owned by the District shall be held in safekeeping by a third-party bank trust department acting as agent for the District under the terms of a custody agreement executed by the

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

5.01.14 Diversification and Risk

Mitigating Credit Risk in the Portfolio

Credit risk is the risk that a security or a portfolio will lose some or all its value due to a real or perceived change in the ability of the issuer to repay its debt. The Agency will mitigate credit risk by adopting the following strategies:

- The diversification requirements included in Appendix A of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
- The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.
- If securities owned by the District are downgraded to a level below the quality required by this investment policy, it will be the District's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - If a security is downgraded, the General Manager or designee will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Board of Directors.

Mitigating Market Risk in the Portfolio

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

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

- The District will maintain a minimum of six months of budgeted operating expenditures in

short term investments to provide sufficient liquidity for expected disbursements.

- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- If the District utilizes a strategy that targets a duration target, the duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the District based on the District's investment objectives, constraints and risk tolerances.

5.01.15 Maximum Maturities

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

5.01.16 Internal Control and Review

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

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

5.01.17 Performance Evaluation

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The General Manager or designee shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The General Manager or designee shall select an appropriate, readily available index to use as a market benchmark.

5.01.18 Reporting

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

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

5.01.18.1 Investment Report

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

5.01.19 Investment Policy Adoption

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

Appendix - A

Description of Authorized Investments and Restrictions

The District's investments are governed by California Government Code, Sections 53600 et seq. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the guidelines listed in this appendix. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity, and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

5.01.19.01 Local Agency Investment Fund (LAIF)

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

5.01.19.02 U.S. Treasuries

U.S. Treasury securities and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There is no percentage limitation on the funds that can be invested in this category; however, a five-year maturity limitation is applicable.

5.01.19.03 Federal Agencies and Government-Sponsored Enterprises

FEDERAL AGENCIES or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. (Legal Authority – Government code Sections 53601 (f)). There is no percentage limitation on the funds that can be invested in this category; however, a five-year maturity limitation is applicable. Moreover, no more than 25% of the portfolio may be invested in any single Agency/GSE issuer, and agency callable securities are limited to 20% of the District's portfolio.

5.01.19.04 Municipal Securities: Registered State Warrants or Treasury Notes or Bonds of the State of California

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

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities
- The maximum maturity does not exceed five (5) years
- No more than 5% of the portfolio may be invested in any single issuer

5.01.19.05 . Municipal Securities: Registered treasury notes or bonds of any of the other 49 United States in addition to California.

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

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities.
- No more than 5% of the portfolio may be invested in any single issuer

5.01.19.06 Municipal Securities: Bonds, Notes, Warrants, or Other Evidences of Indebtedness of Any Local District within the State of California

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

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities
- No more than 5% of the portfolio may be invested in any single issuer

5.01.19.07 Bankers Acceptance

The District may invest in Bankers Acceptances limited to banks which have short-term debt obligations rated “A-1” or its equivalent or better by at least one NRSRO; or long-term debt obligations which are rated in a rating category of “A” or its equivalent or better by at least one NRSRO. The maximum investment maturity will be restricted to 180 days as per Government Code Section 53601(f). Maximum portfolio exposure will be limited to 40 percent. (Legal Authority-Government Code Sections 53601 (g)). No more than 5% of the portfolio may be invested in any single issuer.

5.01.19.08 Commercial Paper

Prime Commercial Paper with a maturity not exceeding 270 days from the date of purchase with the highest ranking or of the highest letter and numerical rating as provided for by the nationally recognized statistical-rating organization (NRSRO). The entity that issues the

commercial paper shall meet all of the following conditions in either A or B:

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

The District's aggregate investment in commercial paper shall not exceed 25% *of* the District's total portfolio. No more than 5% of the portfolio may be invested in any single issuer. The District may purchase no more than 10% of the outstanding commercial paper of any single issuer. (Legal Authority - Government Code Sections 53601 (h))

5.01.19.09 Negotiable Certificates of Deposit

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

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

Negotiable Certificates *of* Deposit shall not exceed 30 percent *of* the District's surplus money, which may be invested pursuant to this policy. No more than 5% of the portfolio may be invested in any single issuer. Per section 53638 *of* the California Government Code, any deposit shall not exceed the total paid-up capital and surplus *of* any depository bank, nor shall the deposit exceed the total net worth *of* any institution. Maximum investment maturity is restricted to five years. (Legal Authority Government Code Section 53601 (i))

5.01.19.10 Time Certificates of Deposit

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

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

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

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

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

5.01.19.11 Repurchase Agreements

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

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

5.01.19.12 Medium Term Notes

Medium-term notes are obligations of corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating

within the United States. The securities must in in a rating category of "A" or its equivalent or better by a nationally recognized rating organization. Purchase of medium-term notes shall not exceed 30% of the total portfolio, and not have maturity in excess of five (5) years. No more than 5% of the portfolio may be invested in any single issuer. (Legal Authority-Government Code Sections 53601(k))

5.01.19.13 Money Market Mutual Funds

Mutual funds qualifying for District investment must be registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified investment companies and meet either of the following criteria:

- Have attained the highest ranking or the highest letter an numerical rating provided by not less than two (2) NRSROs or
- Have retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five (5) years experience managing money market mutual funds with assets under management of at least five hundred million dollars (\$500,000,000).

Investments in mutual funds shall not exceed 20 percent of the District's portfolio. (Legal Authority-Government Code Section 53601(l))

5.01.19.14 Asset-Backed, Mortgage-Backed, Mortgage Passthrough securities, and Collateralized Mortgage Obligations not defined in Sections 5.01.19.02 and 5.01.19.03

- The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.
- No more that 20% of the portfolio may be invested in these securities.
- No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer.
- The maximum legal final maturity does not exceed five (5) years.

5.01.19.15 Share of Beneficial Interest in a Joint Powers Authority

As authorized by Government Code Section 53601(p).

5.01.19.16 Supranational Securities

- Issues are US Dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.

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- No more that 30% of the portfolio may be invested in these securities.
- No more that 10% of the portfolio may be invested in any single issuer.
- The maximum maturity does not exceed five (5) years.

5.01.19.17 Passbook Deposits

As authorized by Government Code Section 53637.

Appendix B

Glossary of Cash Management Terms

Accrued Interest - Interest earned but not yet received.

Active Deposits - Funds which are immediately required for disbursement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

requirements, and securities valuations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Report standardized performance calculations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy Title: Annual Investment Policy
Policy Number: Financial Management Policy 5.01

Adopted 03/28/07
Revised 10/08/14 (Res. 2014-61)
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Revised 08/14/19 (Res. 2019-60)
Revised 12/11/19 (Res. 2019-80)
Revised 06/24/20 (Res. 2020-XX)

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

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

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

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

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

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

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

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

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

Risk - Degree of uncertainty of return on an asset.

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

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

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

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

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

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

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

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

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

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

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

Swap - Trading one asset for another.

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

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

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

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

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

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

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

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

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

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

that is typically expressed in days or years.

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

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

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

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

Calaveras County Water District

5.01.01 Policy Statement

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

5.01.02 Scope

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

5.01.03 Prudent Investor Standard

The District operates its investment portfolio under the Prudent Investor Standard (California Government Code Section 53600.3) which states, "[...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard.](#) When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District. [Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.](#)"

5.01.04 Investment Objectives

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

5.01.04.1 Safety of Principal

~~Safety of principal is the foremost objective of the District. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the Agency will diversify its investments by investing funds among a variety of securities with independent returns. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they arise from securities defaults, institution default, broker-dealer default, or erosion of market value of securities. The District shall mitigate the risk to the principal of invested funds by limiting credit and interest rate risks. Credit Risk is the risk of loss due to the failure of a security's issuer or backer. Interest Rate risk is the risk that the market value of the District's portfolio will fall due to an increase in general interest rates.~~

~~A) Credit risk will be mitigated by:~~

~~(1) Limiting investments to only the most creditworthy types of securities; and~~

~~(2) Pre-qualifying a list of non-government issuers of securities with which the District will do business; and~~

~~(3) Diversifying the investment portfolio so that the potential failure of any one issue or issuer will not place an undue financial burden on the District.~~

~~(4) The District cannot invest any more than 5% maximum of the portfolio in any single issuer's bond debt, except U.S. Government, its agency or the State of California Local Agency Investment Fund.~~

~~B) Interest rate risk will be mitigated by:~~

~~(1) Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing obligations, thereby reducing the possible need to sell securities on the open market at a loss prior to their maturity to meet those requirements; and~~

~~(2) Investing primarily in shorter term securities as defined in **“(5.01.04.2)”**~~
Liquidity

5.01.04.2 Liquidity

Availability of sufficient cash to pay for current expenditures shall be maintained. An adequate percentage of the portfolio shall be maintained in liquid short-term securities, which can be converted to cash as necessary to meet disbursement requirements. Since cash requirements cannot always be anticipated, sufficient investments in securities with active secondary or resale markets shall be utilized.

These securities will have a low sensitivity to market risk. The Local Agency Investment Fund (LAIF) and short-term money market securities shall also be used as liquid investments. The cash management system of the District shall be designed to accurately monitor and forecast expenditures and revenues to insure the investment of monies to the fullest extent possible.

5.01.04.3 Rates of Return

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

5.01.05 Delegation of Authority

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

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

5.01.06 Ethics and Conflicts of Interest

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

5.01.07 Authorized Financial Dealers and Institutions

The General Manager or designee shall establish and maintain a list of the financial institutions and broker/dealers authorized to provide investment and depository services to the District, shall

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

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

Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price.

5.01.07.1 Depositories

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

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

5.01.07.2 Brokers and Dealers

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

trading practices and be familiar with the California Government Code as it relates to investments by a public entity.

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

5.01.08 Authorized and Suitable Investments

The District is provided a broad spectrum of eligible investments under California Government Code Sections 53600 ~~—53609 (authorized investments), 53630—53686 (deposits and collateral) and 16429.1 (Local Agency Investment Fund) et al.~~ Authorized investments are described in detail in Appendix A. The District may choose to restrict its permitted investments to a smaller list of securities that more closely fits the District's cash flow needs and requirements for liquidity. If a type of investment is added to the Government Code list, it shall not be added to the District's Authorized Investment List until this policy is amended and approved by the Board of Directors. If a type of investment permitted by the District should be removed from the Government Code list, it shall be deemed concurrently removed from the District's Authorized Investment List, but existing holdings may be held until they mature.

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

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

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

Highest ranking by 2 of 3 of the nationally recognized agencies;

LAIF currently allows a maximum of \$65 75 million per account.

For non negotiable certificates of deposit, bank deposits, and time deposits that exceed the insured maximum of \$250,000, approved collateral at the required percentage of market value will be obtained. (Government Code § 53651-53652).

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

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

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

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

5.01.0910 Competitive Bidding

~~Where possible, transactions with broker/dealers shall be selected on a competitive basis and their bid or offering prices shall be recorded. If there is no other readily available competitive offering, best efforts will be made to document quotations for comparable or alternative securities. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities at the same original issue price. It is the District's policy to transact all securities purchases and sales through a formal and competitive process requiring the solicitation and evaluation of at least three bids/offers. The District will accept the offer, which (a) optimizes the investment objectives of the overall portfolio and (b) the highest rate of return.⁺ When selling a security, the District will select the bid that generates the highest sale price. It will be the responsibility of the personnel involved in each transaction to produce and retain written records, including the name of the financial institutions solicited, price/rate quoted, general description of the security, bid/offer selected, and any consideration that had an impact on the decision.~~

5.01.101 Master Repurchase Agreement

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

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

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

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

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securities subject to the repurchase agreement and shall have a contractual right to the liquidation of purchased securities upon the bankruptcy, insolvency or other default of the counter party.

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

5.01.1~~12~~ Investment Pools

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

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

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

5.01.1~~23~~ Collateralization

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

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

5.01.1~~34~~ Safekeeping and Custody

All securities owned by the District shall be held in safekeeping by a third-party bank trust department acting as agent for the District under the terms of a custody agreement executed by the bank and the District. **All securities shall be received and delivered using standard**

delivery versus payment (DVP) procedures. The third-party bank trustee agreement must comply with Section 53608 of the California Government Code. No outside broker/dealer or advisor may have access to District funds; accounts or investments and any transfer of funds must be approved by the General Manager or designee or his/her designee.

5.01.145 Diversification and Risk

Mitigating Credit Risk in the Portfolio

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

- The diversification requirements included in Appendix A of this policy are designed to mitigate credit risk in the portfolio.
- No more than 5% of the total portfolio may be deposited with or invested in securities issued by any single issuer unless otherwise specified in this policy.
- The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.
- If securities owned by the District are downgraded ~~by an NRSRO~~ to a level below the quality required by this investment policy, it will be the District's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - If a security is downgraded, the General Manager or designee will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Board of Directors.

Mitigating Market Risk in the Portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The District recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The District will mitigate market risk by providing adequate liquidity for short-term cash

needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

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

- The District will maintain a minimum of six months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- ~~The maximum percent of callable securities (does not include “make whole call” securities) in the portfolio will be 20%.~~
- If the District utilizes a strategy that targets a duration target, the duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the District based on the District’s investment objectives, constraints and risk tolerances.

5.01.156 Maximum Maturities

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

5.01.167 Internal Control and Review

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

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

5.01.178 Performance Benchmark Evaluation

The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the District’s risk constraints, the cash flow characteristics of the portfolio, and state and local laws, ordinances or resolutions that restrict investments.

The General Manager or designee shall monitor and evaluate the portfolio’s performance relative

~~to the chosen market benchmark(s), which will be included in the Treasurer's quarterly report. The General Manager or designee shall select an appropriate, readily available index to use as a market benchmark. The investment portfolio will be managed in accordance with the standards established within this Investment Policy and will use an industry benchmark of like investment types that maintain a target duration and credit quality that are commensurate with the District's current investment goals.~~

5.01.189 Reporting

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

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

5.01.189.1 Investment Report

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

5.01.1920 Investment Policy Adoption

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

Appendix - A

Description of Authorized Investments and Restrictions

The District's investments are governed by California Government Code, Sections 53600 et seq. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the guidelines listed in this appendix. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity, and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers. ~~The following descriptions of authorized investments are included here to assist in the administration of this policy.~~

5.01.~~1920~~.01 Local Agency Investment Fund (LAIF)

The Local Agency Investment Fund (LAIF) is a special fund in the California State Treasury created and governed pursuant to Government Code Sections 16429.1 *et seq.* This law permits the District, with the consent of the Board of Directors, to remit money not required for the District's immediate need to the State Treasurer for deposit in this special fund for the *purpose* of investment. ~~LAIF currently limits investments to \$7550 million from any one District.~~ Principal may be withdrawn on one days' notice. The fees charged by LAIF as well as investment limits are limited by Statute. (Legal Authority - Government Code Section 16429.1)

5.01.~~1920~~.02 Securities of the U.S. Government Treasuries

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

5.01.~~1920~~.03 Federal Agencies and Government-Sponsored Enterprises

FEDERAL AGENCIES or United States Government-Sponsored Enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. ~~The District can invest in obligations issued by Federal Government agencies and Government Sponsored Enterprises such as Federal Farm Credit Bank (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), and the Federal Home Loan Mortgage Corporations (FIILMC). Such securities are obligations of the agencies themselves but there is also an implied guarantee by the United States Government. All such obligations qualify as legal instruments and are acceptable as security for District deposits.~~ (Legal Authority - Government code Sections 53601 (f)). There is no percentage limitation on the funds that can be invested in

this category; however, a five-year maturity limitation is applicable. Moreover, no more than 25% of the portfolio may be invested in any single Agency/GSE issuer, and agency callable securities are limited to 20% of the District's portfolio.

5.01.19.04 Municipal Securities: Registered State Warrants or Treasury Notes or Bonds of the State of California

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

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities
- The maximum maturity does not exceed five (5) years
- No more than 5% of the portfolio may be invested in any single issuer

5.01.19.05 ~~The maximum maturity does not exceed five (5) years.~~ Municipal Securities: Registered treasury notes or bonds of

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

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

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities.
- No more than 5% of the portfolio may be invested in any single issuer

5.01.19.06 Municipal Securities: Bonds, Notes, Warrants, or Other Evidences of Indebtedness of Any Local District within the State of California

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

- The securities are rated in a rating category of “A” or its equivalent or better by at least one nationally recognized statistical rating organization (“NRSRO”).
- No more than 30% of the portfolio may be in Municipal Securities
- No more than 5% of the portfolio may be invested in any single issuer

5.01.19.07 Bankers Acceptance

The District may invest in Bankers Acceptances limited to banks which have short-term debt

obligations rated “A-1” or its equivalent or better by at least one NRSRO; or long-term debt obligations which are rated in a rating category of “A” or its equivalent or better by at least one NRSRO. The maximum investment maturity will be restricted *to 180* days as per Government Code Section 53601(f). Maximum portfolio exposure will be limited *to 40* percent. (Legal Authority-Government Code Sections 53601 (g)). [No more than 5% of the portfolio may be invested in any single issuer.](#)

5.01.1920.08 Commercial Paper

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

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

The District's aggregate investment in commercial paper shall not exceed 25% of the District's total portfolio. [No more than 5% of the portfolio may be invested in any single issuer. The District may purchase no more than 10% of the outstanding commercial paper of any single issuer.](#) (Legal Authority - Government Code Sections 53601 (h))

5.01.1920.09 Negotiable Certificates of Deposit

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

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

Negotiable Certificates of Deposit shall not exceed 30 percent of the District's surplus money, which may be invested pursuant to this policy. [No more than 5% of the portfolio may be invested in any single issuer.](#) Per section 53638 of the California Government Code, any deposit shall not exceed the total paid-up capital and surplus of any depository bank, nor shall the deposit exceed the total net worth of any institution. Maximum investment- maturity is restricted to five years. ~~[Investments in Negotiable Certificates of Deposit prohibited by Government Code Section 53635 \(i\) shall not be made.](#)~~ (Legal Authority Government Code Section 53601 (i))

5.01.1920.10 Time Certificates of Deposit

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

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

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

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

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

5.01.1920.110 Repurchase Agreements

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

The District shall maintain a first perfected security interest in the securities subject to the

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

5.01.1920.121 ~~Medium Term Notes~~

Medium-term notes are obligations of corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. The securities must in in a rating category of "A" or its equivalent or better by a nationally recognized rating organization. Purchase of medium-term notes shall not exceed 30% of the total portfolio, and not have maturity in excess of five (5) years. No more than 5% of the portfolio may be invested in any single issuer. (Legal Authority-Government Code Sections 53601(k))

5.01.1920.132 ~~Money Market Mutual Funds~~

Mutual funds qualifying for District investment must ~~restrict their portfolios to issues approved by the same state investment statute that defines investment alternatives for cities~~be registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified investment companies and meet either of the following criteria:- ~~Additionally these mutual funds must adhere to Federal statutes regarding the size of the mutual fund and its safety, must attain the~~

- ~~Have attained the highest ranking of two of the three largest rating services and must~~or ~~the highest letter an numerical rating provided by not less than two (2) NRSROs or~~
- ~~retain~~Have retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five (5) years experience ~~investing managing money market mutual funds with~~ assets under management of at least five hundred million dollars (\$500,000,000).

~~Investments in mutual funds shall not exceed 20 percent of the District's portfolio. (Legal Authority-Government Code Section 53601(l))~~

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

5.01.1920.143 ~~Asset-Backed, Mortgage-Backed, Mortgage Passthrough securities, and Collateralized Mortgage Obligations not defined in Sections 5.01.19.02 and 5.01.19.03~~

- The securities are rated in a rating category of "AA" or its equivalent or better by a NRSRO.
- No more that 20% of the portfolio may be invested in these securities.

Policy Title: Annual Investment Policy
Policy Number: Financial Management Policy 5.01

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Revised 08/14/19 (Res. 2019-60)
~~Revised 12/11/19 (Res. 2019-80)~~
~~Revised 06/24/20 (Res. 2020-XX)~~

- No more than 5% of the portfolio may be invested in any single Asset-Backed or Commercial Mortgage security issuer. ~~There is no issuer limitation on any Mortgage security where the issuer is the US Treasury or a Federal Agency/GSE.~~
- The maximum legal final maturity does not exceed five (5) years.

5.01.1920.154 Share of Beneficial Interest in a Joint Powers Authority

As authorized by Government Code Section 53601(p).

5.01.1920.165 Money market Mutual FundsSupranational Securities

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

5.01.1920.176 Passbook Deposits

As authorized by Government Code Section 53637.

Appendix B

Glossary of Cash Management Terms

Accrued Interest - Interest earned but not yet received.

Active Deposits - Funds which are immediately required for disbursement.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

requirements, and securities valuations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Report standardized performance calculations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy Title: Annual Investment Policy
Policy Number: Financial Management Policy 5.01

Adopted 03/28/07
Revised 10/08/14 (Res. 2014-61)
Revised 02/27/19 (Res. 2019-09)
Revised 08/14/19 (Res. 2019-60)
Revised 12/11/19 (Res. 2019-80)
Revised 06/24/20 (Res. 2020-XX)

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

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

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

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

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

Swap - Trading one asset for another.

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

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

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

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

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

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

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

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

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

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

that is typically expressed in days or years.

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

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

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

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

RESOLUTION 2020 –

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

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

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

WHEREAS, the Board most recently adopted Financial Management Policy No. 5.01 – Investment Policy by Resolution No 2019-80 on December 11, 2019; and

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

WHEREAS, a thorough review by the Director of Administrative Services and Chandler Asset Management has made several changes to the policy; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT does hereby amend Financial Management Policy No. 5.01 – Investment Policy, adopted by Resolution 2019-80, as attached hereto and made a part hereof, to be effective June 24, 2020.

PASSED AND ADOPTED this 24th day of June 2020 by the following vote:

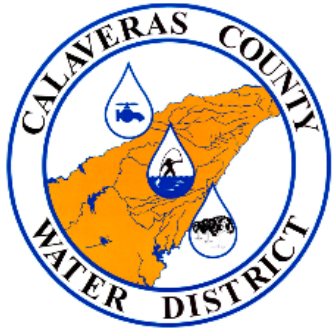
AYES:
NOES:
ABSTAIN:
ABSENT:

CALAVERAS COUNTY WATER DISTRICT

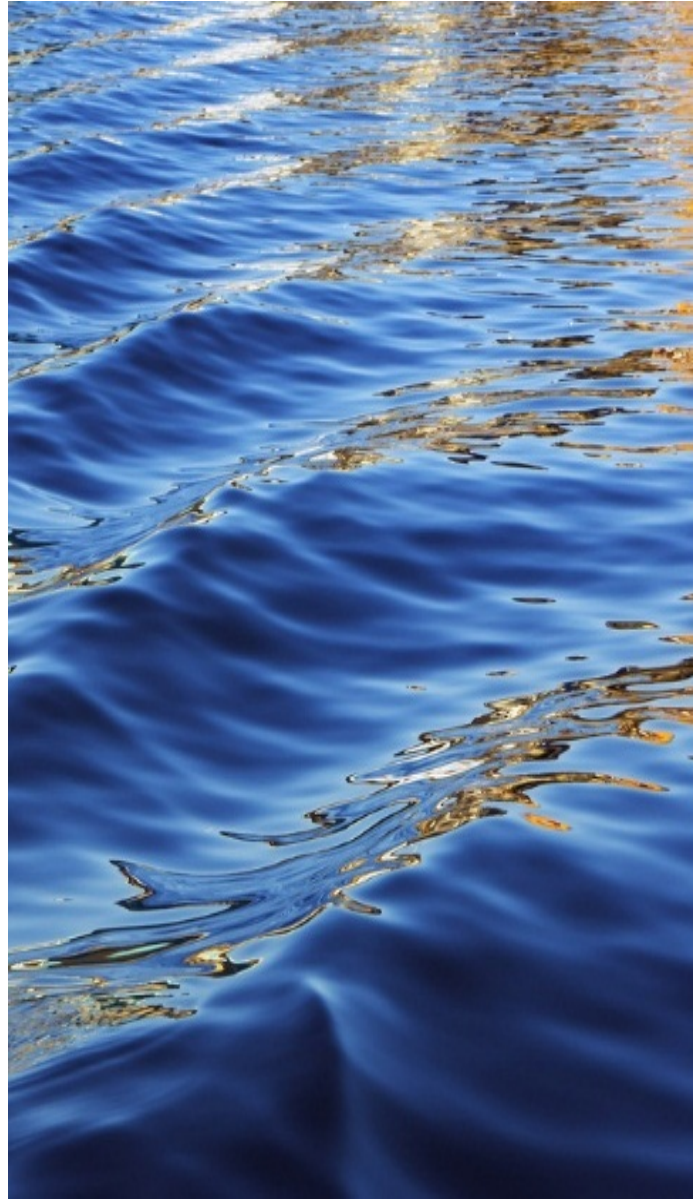
Bertha Underhill
President, Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board



Public Hearing



Agenda Item

DATE: June 24, 2020

TO: Board of Directors

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

SUBJECT: Adoption of the Fiscal Year 2020-21 Operating and Capital Improvement Program (CIP) Budget and Personnel Allocation

RECOMMENDED ACTION

Motion _____ / _____ adopting Resolution No. 2020 - _____ the Fiscal Year 2020-21 Operating and Capital Improvement Program (CIP) Budget; and

Motion _____ / _____ adopting Resolution No. 2020 - _____ adopting the Personnel Allocation Resolution for the Fiscal Year 2020-21 Budget.

SUMMARY

The proposed FY 2020-21 Operating Budget was reviewed and discussed by the Finance Committee on May 19, 2020 and subsequently reviewed and discussed at the Board of Directors meeting on June 10, 2020 Budget Workshop. A detailed staff report summarizing the budget was included in the June 10 agenda packet. This memorandum explains the basis for the budget and identifies minor changes that have been made since the June 10 Board meeting.

BUDGET DEVELOPMENT

The basis for the FY 2020-21 Capital Improvement Program (CIP) budget is the annual Five-Year CIP update, which was reviewed and discussed by the Engineering Committee on May 5, 2020, and by the Board of Directors on June 10, 2020. The operating budget is a result of months of review and analysis by department, finance, and the General Manager. Finance completed revenue projections under the current constraints on COVID-19 and projected rate increases for the third year in the 5-year adopted rate plan. Proposed expenditures are a result of an extensive review of historical trends, evaluation of departmental requests that support daily operations, known impacts related to PSPS, regulatory impacts, and assessing capital outlay equipment and projects.

CHANGES TO THE PROPOSED BUDGET

Since the Board of Director's budget workshop on June 10, 2020 the following changes were made to the proposed budget:

- Identified an error in State Fees where water and sewer needed to be swapped. No net impact to the budget.
- Received the final invoice for the GapVax Vactor truck. Total costs were \$3k higher over 4-year term, for a total of \$470,089.96, causing an annual increase to debt service of just over \$800.
- There was an accounting error in the annual budget for LAFCO. The County of Calaveras had been paying on our behalf by deducting the amount due from the District's property tax proceeds. This caused the District to under report property taxes and under report LAFCO expenses. This was corrected for 2019-20 as an accounting adjustment and the correct revenue and expenses were added to the 2020-21 budget. Net impact to the budget was zero.
- The new Water Resource Manager and the General Manager reviewed the proposed budget for water resources and identified cost reductions of \$65,000 and necessary new expenditures of \$110,000 for a net increase of \$45,000. The proposed budget for new generators was decreased by \$45,000 so there is no net increase in total expenditures.
- Staff previously planned to purchase a generator for approximately \$50,000 in fiscal year 2019/2020. Due to delays in generator availability, the purchase has been postponed and this amount was added to the carryover from FY 19/20. Staff initially planned to propose an increase in the FY 20/21 budget for generators from \$180,000 to \$230,000, however, the proposal was decreased to \$185,000 due to increases in the water resources budget. The total increase between Water Resources and generators amounts to \$50,000, which is offset by an increase in the projected carryover by \$50,000.

CONCLUSION

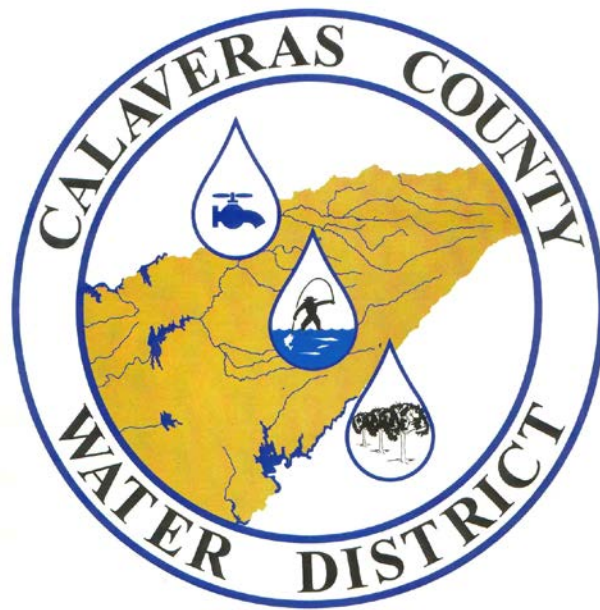
Budgets are detailed work plans that demonstrate an organization's priorities. CCWD, like most water agencies, is grappling with aging infrastructure, capacity limitations in some service areas, ever-increasing regulatory mandates and water resources issues, costly new challenges such as PSPS and COVID-19, and many other challenges. This budget process presented the additional challenge of having to revise downward our projected revenue increases due to the financial uncertainty created by the COVID-19 pandemic.

The proposed budget prioritizes the District's most critical infrastructure needs, addresses some of the District's staffing shortfalls and succession planning concerns, and makes targeted investments that reflect the Board's direction to improve customer service and responsiveness to customer concerns across all departments. These modest investments, including new finance software and a strategic planning process, will provide long-term returns that far exceed the costs.

*Attachment: 2020-21 Proposed Operating and CIP Budget and Personnel Allocation
Resolution 2020- ____ Adopting the FY 2020-21 Operating and Capital Improvement Budgets
Resolution 2020 - ____ Adopting the FY 2020-21 Personnel Allocation*

Calaveras County

Water District



FY 2020-21

Adopted

Operating and

Capital Improvement Budgets

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

| | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 | Water Budget FY 2020-21 | Sewer Budget FY 2020-21 |
|-------------------------------------|----------------------|---------------------------------|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------|-------------------------------|
| Revenues | | | | | | | |
| Operating Revenues | 12,753,707 | 13,133,450 | 13,537,501 | 404,051 | 3.2% | 8,505,762 | 5,031,739 |
| Non Operating Revenues | 4,882,726 | 4,674,097 | 4,814,738 | 140,641 | 2.9% | 3,727,913 | 1,086,825 |
| Total Revenues | 17,636,432 | 17,807,547 | 18,352,239 | 544,692 | 3.1% | 12,233,675 | 6,118,564 |
| Expenditures | | | | | | | |
| Salaries and Benefits | 9,910,282 | 10,091,258 | 10,504,252 | 412,994 | 4.2% | 6,963,526 | 3,540,726 |
| Services and Supplies | 6,558,190 | 7,006,906 | 7,299,558 | 292,652 | 4.5% | 4,846,299 | 2,453,259 |
| Total - Operations | 16,468,472 | 17,098,164 | 17,803,810 | 705,646 | 4.3% | 11,809,825 | 5,993,985 |
| Capital Outlay | 396,891 | 510,000 | 800,863 | 290,863 | 73.3% | 511,029 | 289,834 |
| Debt Service | 3,137,925 | 2,980,688 | 3,146,396 | 165,708 | 5.3% | 2,220,066 | 926,330 |
| Total Operating Budget | 20,003,288 | 20,588,852 | 21,751,069 | 1,162,217 | 5.8% | 14,540,920 | 7,210,149 |
| | | | | | | | |
| Revenue Surplus/(Shortfall) | (2,366,856) | (2,781,305) | (3,398,830) | (617,525) | 26.1% | (2,307,245) | (1,091,585) |
| Transfers In | 1,928,796 | 2,787,459 | 2,899,923 | 112,464 | 5.8% | 2,123,199 | 776,724 |
| Surplus Fund Balance | - | - | 500,000 | 500,000 | 100.0% | 243,000 | 257,000 |
| Adjusted Surplus/(Shortfall) | (438,060) | 6,154 | 1,093 | (5,061) | 1.2% | 58,954 | (57,861) |
| By Department | | | | | | | |
| Board of Directors | 138,834 | 161,607 | 162,792 | 1,185 | 0.9% | 118,838 | 43,954 |
| General Management | 1,077,833 | 1,111,697 | 1,072,903 | (38,794) | -3.6% | 783,219 | 289,684 |
| Administrative Services | 1,780,463 | 1,671,519 | 1,890,996 | 219,477 | 12.3% | 1,344,820 | 546,176 |
| Engineering/Tech Services | 909,368 | 1,274,702 | 1,115,320 | (159,382) | -17.5% | 805,926 | 309,394 |
| Utility Services | 11,020,294 | 10,845,869 | 11,632,951 | 787,082 | 7.1% | 7,240,252 | 4,392,699 |
| Water Resources | 788,221 | 1,624,519 | 1,747,858 | 123,339 | 15.6% | 1,275,936 | 471,922 |
| Non Departmental | 4,288,274 | 3,898,939 | 4,128,249 | 229,310 | 5.3% | 2,936,818 | 1,191,430 |
| Total by Department | 20,003,288 | 20,588,852 | 21,751,069 | 1,162,217 | 5.8% | 14,505,811 | 7,245,258 |

Calaveras County Water District
Operating Revenues: FY 2019-20 thru FY 2020-21

| Revenues | Actual FY 18-19 | Budget FY 19-20 | As of 31-Mar-20 | Projected Year-End FY 19-20 | Proposed Budget FY 20-21 | Variance to Budget FY 19-20 | % Change to Budget FY 19-20 |
|---|--------------------|--------------------|--------------------|-----------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Operating Revenue | | | | | | | |
| Rate Revenue | | | | | | | |
| Water | 7,572,936 | 7,876,756 | 5,988,821 | 7,884,016 | 8,061,572 | 184,816 | 2.3% |
| Wastewater | 4,496,384 | 4,716,894 | 3,656,774 | 4,732,698 | 4,949,929 | 233,035 | 4.9% |
| Subtotal - Rate Revenue | 12,069,320 | 12,593,650 | 9,645,594 | 12,616,713 | 13,011,501 | 417,851 | 3.3% |
| Other Operating Revenue | | | | | | | |
| Fees: | | | | | | | |
| Account Establishment Fees | 47,275 | 50,000 | 39,185 | 50,202 | 44,000 | (6,000) | -12.0% |
| Delinquent Account Fees | 212,448 | 210,000 | 162,398 | 175,740 | 213,000 | 3,000 | 1.4% |
| Repairs/Reimbursements | 56,677 | 30,000 | 70,950 | 94,600 | 20,000 | (10,000) | -33.3% |
| Install Water Meter | 18,685 | 15,000 | 17,407 | 23,209 | 55,000 | 40,000 | 266.7% |
| Other Operating Revenue | 805 | - | 1,775 | 7,739 | - | - | 0.0% |
| Misc. Operating Revenue | 126,339 | 45,000 | 4,948 | 8,622 | 10,000 | (35,000) | -77.8% |
| Inspection Fees | 3,619 | 3,000 | 4,747 | 6,452 | 4,000 | 1,000 | 33.3% |
| Plan Check Fee | 1,250 | 3,000 | 80 | 107 | 2,000 | (1,000) | -33.3% |
| Backflow Certification | 2,700 | 3,800 | 3,050 | 4,067 | 3,000 | (800) | -21.1% |
| Wholesale/Irrigation/Hydrant Sales/Lancha Plana | 194,093 | 170,000 | 135,763 | 161,109 | 165,000 | (5,000) | -2.9% |
| Developer Reimbursements | 20,496 | 10,000 | 8,399 | 11,199 | 10,000 | - | 0.0% |
| Subtotal - Other Operating Revenue | 684,387 | 539,800 | 448,702 | 543,046 | 526,000 | (13,800) | -2.6% |
| Total - Operating Revenue | 12,753,707 | 13,133,450 | 10,094,297 | 13,159,759 | 13,537,501 | 404,051 | 3.1% |
| Non-Operating Revenue | | | | | | | |
| Stand-by Fees | 130,430 | 130,000 | 72,088 | 131,069 | 131,000 | 1,000 | 0.8% |
| Property Taxes (net of transfer to reserves) | 2,726,896 | 2,755,226 | 1,537,125 | 2,794,773 | 2,783,238 | 28,012 | 1.0% |
| Investment Income (allocated to operating) | 222,268 | 200,000 | 127,330 | 192,812 | 160,500 | (39,500) | -19.8% |
| Other: | | | | | | | |
| Power Sales, North Fork | 578,583 | 594,000 | 440,164 | 587,232 | 587,000 | (7,000) | -1.2% |
| Power Sales, New Hogan | 224,336 | 165,000 | 131,057 | 147,285 | 160,000 | (5,000) | -3.0% |
| Grants/OES Reimbursements | 31,790 | - | 133,394 | 177,859 | - | - | 0.0% |
| Other Non-Op Revenue | 894,644 | 748,871 | 281,111 | 919,491 | 920,000 | 171,129 | 22.9% |
| Rental Income per schedule | 73,779 | 81,000 | 58,045 | 74,981 | 73,000 | (8,000) | -9.9% |
| Subtotal - Other Revenue, Non-Operating | 1,803,132 | 1,588,871 | 1,043,771 | 1,906,847 | 1,740,000 | 151,129 | 9.5% |
| Total - Non-Operating Revenue | 4,882,726 | 4,674,097 | 2,780,314 | 5,025,501 | 4,814,738 | 140,641 | 3.0% |
| Total Revenue - Operations | 17,636,432 | 17,807,547 | 12,874,611 | 18,185,260 | 18,352,239 | 544,692 | 3.1% |
| Transfers In | | | | | | | |
| Transfer In for Cip Projects - Expansion Funds | 36,637 | - | 611,597 | 611,597 | 33,655 | 33,655 | 0.0% |
| Transfer In for Capital R&R Debt Service - Fund 125 | 1,180,316 | 1,180,406 | 1,180,339 | 1,180,339 | 1,180,406 | (0) | 0.0% |
| Transfer In for Capital R&R Debt Service - Fund 135 | 396,969 | 397,011 | 396,988 | 396,988 | 397,010 | (1) | 0.0% |
| Transfer In for USDA Reach 3a Bond - Fund 125 | 101,243 | 101,249 | 101,248 | 101,248 | 101,232 | (17) | 0.0% |
| Transfer In for OP HQ Interest Payment - Fund 108 | 75,000 | 60,731 | - | 60,731 | 46,107 | (14,624) | -24.1% |
| Transfer In for One-Time Legal Costs - Fund 108 | - | 125,000 | - | 125,000 | 20,000 | (105,000) | -84.0% |
| Transfer In for Water Rights Expenses - Fund 108 | - | 25,000 | - | 25,000 | 411,943 | 386,943 | 1547.8% |
| Transfer In for Capital Equipment/Projects - Fund 108 | 175,269 | 250,000 | - | 250,000 | 85,000 | (165,000) | -66.0% |
| Transfer In for Capital R&R Projects - Fund 125 | - | 363,386 | - | 247,103 | 317,309 | (46,077) | -12.7% |
| Transfer In for Capital R&R Projects - Fund 135 | - | 176,223 | - | 119,831 | 136,854 | (39,369) | -22.3% |
| Transfer In for Studies - Water Expansion Funds | - | 59,917 | - | 31,598 | 27,500 | (32,417) | -54.1% |
| Transfer In for Studies - Sewer Expansion Funds | - | 48,536 | - | 25,853 | 29,950 | (18,586) | -38.3% |
| Transfer from Admin Repl Fund - Fund 104 | - | - | - | - | 30,786 | 30,786 | 0.0% |
| Transfer In for Misc AD Expenses - AD Funds | - | - | 3,176 | 3,176 | 82,171 | 82,171 | 0.0% |
| Total - Transfers In | 1,928,796 | 2,787,459 | 1,678,576 | 3,178,464 | 2,899,923 | 112,464 | 4.0% |
| Total Revenue & Transfers In - Operations | 19,565,228 | 20,595,006 | 14,553,186 | 21,363,724 | 21,252,162 | 657,156 | 3.2% |

Calaveras County Water District
Operating Revenues: FY 2019-20 thru FY 2020-21

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

Calaveras County Water District
Operating Revenues: FY 2019-20 thru FY 2020-21

| Revenues - Water | Actual FY 18-19 | Budget FY 19-20 | As of 31-Mar-20 | Projected Year-End FY 19-20 | Proposed Budget FY 20-21 | Variance to Budget FY 19-20 | % Change to Budget FY 19-20 |
|---|----------------------------|----------------------------|----------------------------|--|---|--|--|
| Operating Revenue | | | | | | | |
| Rate Revenue | | | | | | | |
| Water | 7,572,936 | 7,876,756 | 5,988,821 | 7,884,016 | 8,061,572 | 184,816 | 2.3% |
| Subtotal - Rate Revenue | 7,572,936 | 7,876,756 | 5,988,821 | 7,884,016 | 8,061,572 | 184,816 | 2.3% |
| Other Operating Revenue | | | | | | | |
| Fees: | | | | | | | |
| Account Establishment Fees | 44,476 | 36,500 | 33,928 | 41,963 | 32,120 | (4,380) | -12.0% |
| Delinquent Account Fees | 158,980 | 153,300 | 122,371 | 122,371 | 155,490 | 2,190 | 1.4% |
| Repairs/Reimbursements | 33,437 | 21,900 | 48,061 | 64,081 | 14,600 | (7,300) | -33.3% |
| Install Water Meter | 18,685 | 15,000 | 17,407 | 23,209 | 55,000 | 40,000 | 266.7% |
| Other Operating Revenue | -195 | | 1,775 | 7,739 | - | - | 0.0% |
| Misc. Operating Revenue | 33,364 | 32,850 | 289 | 1,861 | 7,300 | (25,550) | -77.8% |
| Inspection Fees | 183 | 2,190 | 61 | 1,305 | 2,920 | 730 | 33.3% |
| Plan Check Fee | | 2,190 | - | - | 1,460 | (730) | -33.3% |
| Backflow Certification | 2,700 | 3,800 | 3,050 | 4,067 | 3,000 | (800) | -21.1% |
| Wholesale/Irrigation/Hydrant Sales/Lancha Plana | 194,093 | 170,000 | 135,763 | 161,109 | 165,000 | (5,000) | -2.9% |
| Developer Reimbursements | 11,848 | 7,300 | - | - | 7,300 | - | 0.0% |
| Subtotal - Other Operating Revenue | 497,571 | 445,030 | 362,705 | 427,705 | 444,190 | (840) | -0.2% |
| Total - Operating Revenue | 8,070,507 | 8,321,786 | 6,351,526 | 8,311,721 | 8,505,762 | 183,976 | 2.2% |
| Non-Operating Revenue | | | | | | | |
| Stand-by Fees | 96,518 | 94,900 | 53,345 | 96,991 | 95,630 | 730 | 0.8% |
| Property Taxes (net of transfer to reserves) | 2,193,814 | 2,011,314 | 1,237,777 | 2,250,504 | 2,242,083 | 230,769 | 11.5% |
| Investment Income (allocated to operating) | 194,198 | 146,000 | 111,093 | 159,693 | 120,000 | (26,000) | -17.8% |
| Other: | | | | | | | |
| Power Sales, North Fork | 422,366 | 433,620 | 321,320 | 428,679 | 428,510 | (5,110) | -1.2% |
| Power Sales, New Hogan | 163,765 | 120,450 | 91,077 | 102,923 | 116,800 | (3,650) | -3.0% |
| Other Non-Op Revenue | 158,812 | 546,676 | 1,500 | 546,676 | 671,600 | 124,924 | 22.9% |
| Rental Income per schedule | 56,032 | 59,130 | 44,516 | 56,879 | 53,290 | (5,840) | -9.9% |
| Subtotal - Other Revenue, Non-Operating | 800,975 | 1,159,876 | 458,413 | 1,135,157 | 1,270,200 | 110,324 | 9.5% |
| Total - Non-Operating Revenue | 3,285,505 | 3,412,090 | 1,860,628 | 3,642,345 | 3,727,913 | 315,823 | 9.3% |
| Total Revenue - Operations | 11,356,012 | 11,733,876 | 8,212,154 | 11,954,065 | 12,233,675 | 499,799 | 4.3% |
| Transfers In | | | | | | | |
| Transfer In for CIP Projects - Expansion Funds | | | | 611,597 | 15,340 | 15,340 | 0.0% |
| Transfer In for Capital R&R Debt Service - Fund 125 | 1,180,316 | 1,180,406 | 1,180,339 | 1,180,339 | 1,180,406 | (0) | 0.0% |
| Transfer In for USDA Reach 3a Bond - Fund 125 | 101,243 | 101,249 | 101,248 | 101,248 | 101,232 | (17) | 0.0% |
| Transfer In for OP HQ Interest Payment - Fund 108 | 54,750 | 44,334 | | 44,334 | 33,658 | (10,676) | -24.1% |
| Transfer In for One-Time Legal Costs - Fund 108 | | 91,250 | | 91,250 | 14,600 | (76,650) | -84.0% |
| Transfer In for Water Rights Expenses - Fund 108 | | 25,000 | | 25,000 | 411,943 | 386,943 | 1547.8% |
| Transfer In for Capital Equipment/Projects - Fund 108 | 122,278 | 160,000 | | 160,000 | - | (160,000) | -100.0% |
| Transfer In for Capital R&R Projects - Fund 125 | | 363,386 | | 247,103 | 317,309 | (46,077) | -12.7% |
| Transfer In for Studies - Water Expansion | | 59,917 | | 31,598 | 27,500 | (32,417) | -54.1% |
| Transfer from Admin Repl Fund - Fund 104 | | | | | 21,051 | 21,051 | 0.0% |
| Transfer In for Misc AD Expenees - AD Funds | | | | - | 160 | 160 | 0.0% |
| Total - Transfers In | 1,458,587 | 2,025,542 | 1,281,588 | 2,492,469 | 2,123,199 | 97,657 | 4.8% |
| Total Revenue & Transfers In - Operations | 12,814,599 | 13,759,418 | 9,493,741 | 14,446,534 | 14,356,874 | 597,456 | 4.3% |

Calaveras County Water District
Operating Revenues: FY 2019-20 thru FY 2020-21

| Revenues - Sewer | Actual FY 18-19 | Budget FY 19-20 | As of 31-Mar-20 | Projected Year-End FY 19-20 | Proposed Budget FY 20-21 | Variance to Budget FY 19-20 | % Change to Budget FY 19-20 |
|---|--------------------|--------------------|--------------------|-----------------------------------|--------------------------------|-----------------------------------|-----------------------------------|
| Operating Revenue | | | | | | | |
| Rate Revenue | | | | | | | |
| Wastewater | 4,496,384 | 4,716,894 | 3,656,774 | 4,732,698 | 4,949,929 | 233,035 | 4.9% |
| Subtotal - Rate Revenue | 4,496,384 | 4,716,894 | 3,656,774 | 4,732,698 | 4,949,929 | 233,035 | 4.9% |
| Other Operating Revenue | | | | | | | |
| Fees: | | | | | | | |
| Account Establishment Fees | 2,754 | 13,500 | 5,227 | 8,199 | 11,880 | (1,620) | -12.0% |
| Delinquent Account Fees | 53,468 | 56,700 | 40,027 | 53,369 | 57,510 | 810 | 1.4% |
| Repairs/Reimbursements | 23,240 | 8,100 | 22,889 | 30,519 | 5,400 | (2,700) | -33.3% |
| Misc. Operating Revenue | 17,428 | 12,150 | 97 | 678 | 2,700 | (9,450) | -77.8% |
| Inspection Fees | 3,436 | 810 | 4,686 | 5,147 | 1,080 | 270 | 33.3% |
| Plan Check Fee | | 810 | | - | 540 | (270) | -33.3% |
| Developer Reimbursements | 3,845 | 2,700 | | - | 2,700 | - | 0.0% |
| Subtotal - Other Operating Revenue | 104,171 | 94,770 | 72,926 | 97,912 | 81,810 | (12,960) | -13.7% |
| Total - Operating Revenue | 4,600,555 | 4,811,664 | 3,729,700 | 4,830,610 | 5,031,739 | 220,075 | 4.6% |
| Non-Operating Revenue | | | | | | | |
| Stand-by Fees | 33,912 | 35,100 | 18,743 | 34,078 | 35,370 | 270 | 0.8% |
| Property Taxes (net of transfer to reserves) | 533,082 | 743,912 | 299,348 | 544,269 | 541,155 | (202,757) | -27.3% |
| Investment Income (allocated to operating) | 28,070 | 54,000 | 16,237 | 33,119 | 40,500 | (13,500) | -25.0% |
| Other: | | | | | | | 0.0% |
| Power Sales, North Fork | 156,217 | 160,380 | 118,844 | 158,553 | 158,490 | (1,890) | -1.2% |
| Power Sales, New Hogan | 60,571 | 44,550 | 39,980 | 44,362 | 43,200 | (1,350) | -3.0% |
| Other Non-Op Revenue | | 202,195 | | | 248,400 | 46,205 | 22.9% |
| Rental Income per schedule | 17,747 | 21,870 | 13,529 | 18,102 | 19,710 | (2,160) | -9.9% |
| Subtotal - Other Revenue, Non-Operating | 234,535 | 428,995 | 172,353 | 221,017 | 469,800 | 40,805 | 9.5% |
| Total - Non-Operating Revenue | 829,599 | 1,262,007 | 506,681 | 832,483 | 1,086,825 | (175,182) | -13.9% |
| Total Revenue - Operations | 5,430,154 | 6,073,671 | 4,236,381 | 5,663,093 | 6,118,564 | 44,893 | 0.7% |
| Transfers In | | | | | | | |
| Transfer In for CIP Projects - Expansion Funds | 36,637 | | 611,597 | - | 18,315 | 18,315 | 0.0% |
| Transfer In for Capital R&R Debt Service - Fund 135 | 396,969 | 397,011 | 396,988 | 396,988 | 397,010 | (1) | 0.0% |
| Transfer In for OP HQ Interest Payment - Fund 108 | 20,250 | 16,397 | | 16,397 | 12,449 | (3,948) | -24.1% |
| Transfer In for One-Time Legal Costs - Fund 108 | | 33,750 | | 33,750 | 5,400 | (28,350) | -84.0% |
| Transfer In for Capital Equipment/Projects - Fund 108 | 52,991 | 90,000 | | 90,000 | 85,000 | (5,000) | -5.6% |
| Transfer In for Capital R&R Projects - Fund 135 | | 176,223 | | 119,831 | 136,854 | (39,369) | -22.3% |
| Transfer In for Studies - Sewer Expansion | | 48,536 | | 25,853 | 29,950 | (18,586) | -38.3% |
| Transfer from Admin Repl Fund - Fund 104 | | | | | 9,735 | 9,735 | 0.0% |
| Transfer In for Misc AD Expenees - AD Funds | | | 3,176 | 3,176 | 82,011 | 82,011 | 0.0% |
| Total - Transfers In | 506,846 | 761,917 | 1,011,762 | 685,995 | 776,724 | (76,939) | -10.1% |
| Total Revenue & Transfers In - Operations | 5,936,999 | 6,835,588 | 5,248,142 | 6,349,088 | 6,895,288 | (32,046) | -0.5% |

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

| District 300/500 | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|------------------------------------|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Salaries and Benefits | | | | | | | |
| Salaries/Wages | 5,349,656 | 5,668,896 | 4,153,394 | 5,537,859 | 6,393,665 | 724,769 | 12.8% |
| Director Salaries/Wages | 21,024 | 43,200 | 19,929 | 26,572 | 45,690 | 2,490 | 5.8% |
| Overtime | 295,499 | 300,780 | 220,830 | 294,440 | 309,814 | 9,034 | 3.0% |
| Benefits | 2,564,034 | 2,626,612 | 1,909,410 | 2,545,881 | 2,648,786 | 22,174 | 0.8% |
| Director Benefits | 58,066 | 94,157 | 59,929 | 79,905 | 103,869 | 9,712 | 10.3% |
| Medical/Dental Reimbursement | 19,895 | 28,400 | 9,026 | 12,035 | 27,840 | (560) | -2.0% |
| Retirement Expense | 1,078,328 | 623,996 | 453,460 | 604,613 | 721,556 | 97,560 | 15.6% |
| CalPERS UAL | 481,400 | 212,155 | 163,904 | 218,539 | 253,032 | 40,877 | 19.3% |
| Total Salaries and Benefits | 9,867,902 | 9,598,196 | 6,989,882 | 9,319,842 | 10,504,252 | 906,056 | 9.4% |
| Services and Supplies | | | | | | | |
| Power | 911,503 | 849,800 | 615,310 | 820,414 | 850,585 | 785 | 0.1% |
| Water | 5,634 | 5,524 | 4,777 | 6,369 | 6,450 | 926 | 16.8% |
| Sewage | 58,324 | 42,449 | 31,508 | 42,011 | 42,449 | - | 0.0% |
| Telephone Lease Lines | 3,633 | 4,000 | 2,660 | 3,547 | 4,000 | - | 0.0% |
| Telephone | 96,296 | 81,943 | 66,807 | 89,076 | 89,445 | 7,502 | 9.2% |
| Refuse/Disposal | 16,619 | 17,800 | 13,152 | 17,536 | 17,800 | - | 0.0% |
| Materials & Supplies | 108,963 | 144,878 | 120,673 | 160,938 | 147,800 | 2,922 | 2.0% |
| Herbicide | 80,377 | 1,500 | 756 | 1,008 | 1,500 | - | 0.0% |
| Safety Eq Repl Consumables | 39,093 | 40,000 | 26,430 | 35,240 | 40,000 | - | 0.0% |
| Tools | 52,128 | 40,500 | 31,485 | 41,979 | 30,500 | (10,000) | -24.7% |
| Uniforms - New | 9,197 | 22,000 | 12,173 | 16,231 | 12,000 | (10,000) | -45.5% |
| CalFire Expenses | - | - | - | - | 18,000 | 18,000 | 18000.0% |
| Safety Materials & Supplies | 397 | 4,800 | 1,063 | 1,276 | 8,000 | 3,200 | 66.7% |
| Lab Supplies Consumables | 54,911 | 34,000 | 41,719 | 55,625 | 40,000 | 6,000 | 17.6% |
| Ozone System Parts | 690 | 43,600 | 8,679 | 11,572 | 10,000 | (33,600) | -77.1% |
| UV Parts and Supplies | 51,352 | 112,000 | 69,459 | 92,612 | 102,000 | (10,000) | -8.9% |
| Electrical Parts Replacement | 97,361 | 75,000 | 46,403 | 61,871 | 80,000 | 5,000 | 6.7% |
| Leak Repair Supplies | 162,658 | 80,000 | 88,644 | 118,192 | 100,000 | 20,000 | 25.0% |
| Road Repair Materials | 40,897 | 25,000 | 15,997 | 21,329 | 25,000 | - | 0.0% |
| SCADA Radio Supplies | 32,166 | 40,000 | 16,621 | 22,161 | 40,000 | - | 0.0% |
| Septic Tanks - New and Repairs | 5,868 | 10,000 | 7,461 | 9,948 | 20,000 | 10,000 | 100.0% |
| Meters New Conn and Repl | 25,933 | 30,000 | 5,983 | 7,977 | 55,000 | 25,000 | 83.3% |
| Aerator/Compressor etc. repair | 24,611 | 18,000 | 18,973 | 25,297 | 18,000 | - | 0.0% |
| Computers/peripherals | 385 | 13,500 | 23,652 | 31,536 | 6,000 | (7,500) | -55.6% |
| Control Sys/Pressure Transducer | 4,783 | 11,500 | 12,304 | 16,405 | 10,000 | (1,500) | -13.0% |
| Headworks/Solids Removal Rep | 33,412 | 19,000 | 7,871 | 10,495 | 20,000 | 1,000 | 5.3% |
| HVAC | 7,635 | 8,500 | 4,965 | 6,620 | 8,500 | - | 0.0% |
| Mixers | 47,905 | 15,000 | 14,256 | 19,008 | 15,000 | - | 0.0% |
| Monitor Wells Repair | - | 1,000 | - | - | 1,000 | - | 0.0% |
| Pumps/Motors Repair | 77,178 | 80,000 | 78,379 | 104,505 | 100,000 | 20,000 | 25.0% |
| Solids Handling Eqyip Repair | 1,919 | 1,453 | 1,593 | 2,124 | 5,000 | 3,547 | 244.1% |
| Administrative Technology | 197,939 | 37,179 | 37,152 | 37,179 | 20,000 | (17,179) | -46.2% |
| Chemicals | 195,872 | 340,000 | 211,283 | 281,711 | 340,000 | - | 0.0% |
| Outside Services/Repairs | 86,010 | 97,450 | 92,475 | 121,060 | 118,100 | 20,650 | 21.2% |
| Fire Ext. Testing Cust. Base | 1,600 | 1,800 | 1,600 | 2,133 | 2,000 | 200 | 11.1% |
| Spraying - Weeds & Insects | 18,346 | 3,510 | 10,710 | 14,280 | 13,000 | 9,490 | 270.4% |
| Snow Removal | 5,460 | 6,000 | 840 | 1,120 | 6,000 | - | 0.0% |
| Uniform Laundry | 31,020 | 12,100 | 16,888 | 22,517 | 23,000 | 10,900 | 90.1% |
| Fire Hydrant Maintenance | 28,817 | 24,000 | - | - | 47,000 | 23,000 | 95.8% |
| Service Maintenance Contracts | 54,277 | 65,800 | 49,321 | 68,901 | 130,836 | 65,036 | 98.8% |
| Groundwater Monitoring | 48,476 | 45,000 | 20,782 | 27,709 | 45,000 | - | 0.0% |
| Instrumentation Tech | 2,348 | 6,500 | 6,331 | 8,441 | 8,500 | 2,000 | 30.8% |
| Ozone System PM | - | 10,000 | - | - | 10,000 | - | 0.0% |
| Backflow Device Testing | 1,995 | 6,500 | 2,240 | 2,987 | 4,000 | (2,500) | -38.5% |
| SCADA Consulting (A-Teem) | 4,927 | 10,000 | 3,760 | 5,013 | 10,000 | - | 0.0% |
| Hauling / Dig / Crane | 10,455 | 12,000 | 11,052 | 14,736 | 12,000 | - | 0.0% |

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

| District 300/500 | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Pave / Seal / Asphalt Repair | 112,759 | 94,200 | 73,148 | 97,531 | 100,000 | 5,800 | 6.2% |
| Drug & Alcohol Testing | 1,820 | 1,700 | 1,350 | 1,620 | 2,200 | 500 | 29.4% |
| Telemetry / Radio | - | 3,000 | - | - | 3,000 | - | 0.0% |
| Septic Hauling | 21,406 | 29,000 | 27,147 | 36,196 | 31,000 | 2,000 | 6.9% |
| Tank Cleaning | 32,134 | 74,000 | 71,040 | 94,720 | 60,000 | (14,000) | -18.9% |
| Building Repairs | 13,646 | 40,000 | 13,567 | 18,089 | 40,000 | - | 0.0% |
| UV System PM | - | 5,000 | - | - | 5,000 | - | 0.0% |
| Recruiting | 27,907 | 13,000 | 8,276 | 9,931 | 12,850 | (150) | -1.2% |
| Claims/Damages | 125 | 5,000 | 1,960 | 2,613 | 5,000 | - | 0.0% |
| Computer Licenses and Maint Agreements | 19,977 | 44,913 | 36,983 | 49,058 | 65,414 | 20,501 | 45.6% |
| Janitorial Services | 23,220 | 23,200 | 17,415 | 23,220 | 23,220 | 20 | 0.1% |
| Laboratory Services | 151,937 | 145,000 | 117,857 | 157,143 | 165,000 | 20,000 | 13.8% |
| Rental (Non Vehicle and Equip) | 33,050 | 21,000 | 30,000 | 40,000 | 36,000 | 15,000 | 71.4% |
| Outside Legal Fees | 336,754 | 385,000 | 251,614 | 335,485 | 275,000 | (110,000) | -28.6% |
| Accounting/Auditing | 39,850 | 41,600 | 33,500 | 41,600 | 41,600 | - | 0.0% |
| Advertising/Publicity | 816 | 2,165 | 1,018 | 1,222 | 2,000 | (165) | -7.6% |
| Professional Services | 501,337 | 457,272 | 165,940 | 263,515 | 509,400 | 52,128 | 11.4% |
| Operating Exp Gas and Oil | 218,276 | 210,000 | 217,218 | 289,624 | 231,000 | 21,000 | 10.0% |
| Repair Exp/ Parts and Repairs | 164,347 | 80,294 | 100,664 | 134,219 | 75,000 | (5,294) | -6.6% |
| Fuel/Repair - Generators | 33,245 | 30,000 | 66,588 | 88,784 | 50,000 | 20,000 | 66.7% |
| Rental Exp/Vehicle and Equip. | 86,575 | 54,473 | 15,790 | 21,053 | 54,473 | - | 0.0% |
| Vehicle Lease & Maintenance | - | 144,017 | 70,600 | 94,133 | 8,245 | (135,772) | -94.3% |
| Forms and Supplies | 242 | 2,950 | 4,198 | 1,950 | 3,350 | 400 | 13.6% |
| Permits & Licenses | 13,853 | 15,000 | 7,798 | 10,397 | 15,000 | - | 0.0% |
| Postage | 16,610 | 17,300 | 10,863 | 14,484 | 17,520 | 220 | 1.3% |
| Publications and Subscriptions | 375 | 1,350 | - | - | 2,750 | 1,400 | 103.7% |
| Dues and Memberships | 122,154 | 110,238 | 113,193 | 136,428 | 125,783 | 15,545 | 14.1% |
| Recording Title Reports | 211 | 427 | 427 | 512 | - | (427) | -100.0% |
| Printing | - | 500 | - | - | 500 | - | 0.0% |
| Training, Conferences and Travel | 75,004 | 92,200 | 70,654 | 95,882 | 84,000 | (8,200) | -8.9% |
| Other Travel Costs | 10,832 | 9,484 | 4,699 | 7,392 | 6,484 | (3,000) | -31.6% |
| Purchased Water | 295,612 | 298,262 | 1,489 | 295,247 | 298,262 | - | 0.0% |
| Retired Employee Costs | 570,457 | 599,000 | 462,617 | 616,823 | 620,000 | 21,000 | 3.5% |
| Bad Debt Expense | 48,433 | 52,000 | 27,199 | 36,265 | 52,000 | - | 0.0% |
| Rate Assistance Program | 28,698 | 60,000 | 39,576 | 52,768 | 60,000 | - | 0.0% |
| Unemployment Claims | 2,164 | 2,000 | - | - | 2,000 | - | 0.0% |
| Insurance | 160,550 | 206,231 | 206,031 | 206,031 | 216,333 | 10,102 | 4.9% |
| Fed, State & County Wtr/Swr Fees | 394,107 | 230,000 | 213,842 | 285,123 | 236,000 | 6,000 | 2.6% |
| Federal Dam & Admin Fees | 3,282 | - | - | - | - | - | 0.0% |
| State Water Right Fees | 770,267 | 785,000 | 313,676 | 418,235 | 786,000 | 1,000 | 0.1% |
| Mandated Plans | 5,091 | 20,000 | - | - | 140,000 | 120,000 | 600.0% |
| Strategic Plans/Updates. | - | 50,000 | - | - | - | (50,000) | -100.0% |
| Water Conservation | 1,818 | 3,000 | 2,298 | 3,064 | 3,000 | - | 0.0% |
| Merchant Credit Card Discount | 71,081 | 72,500 | 57,169 | 76,225 | 83,989 | 11,489 | 15.8% |
| Agent Fees | 7,500 | - | 7,500 | 7,500 | 7,500 | 7,500 | 7500.0% |
| Calaveras County Fees | 9 | - | 103 | 137 | - | - | 0.0% |
| LAFCO Contribution | - | - | - | 14,099 | 14,100 | 14,100 | 14100.0% |
| Misc. Non-Operating Costs | 292 | 7,500 | 1,137 | 1,141 | 16,120 | 8,620 | 114.9% |
| Total Services and Supplies | 7,157,193 | 7,089,362 | 4,720,331 | 6,540,151 | 7,299,558 | 210,196 | 3.0% |
| Grand Total - Operations | 17,025,095 | 16,687,558 | 11,710,212 | 15,859,993 | 17,803,810 | 1,116,252 | 6.7% |
| Capital Outlay | | | | | | | |
| Vehicles / Equipment | 365,022 | 510,000 | 308,361 | 580,778 | 460,000 | (50,000) | -9.8% |
| Vehicles Capital Lease | | | | | 128,983 | 128,983 | 128983.0% |
| Projects | - | - | 7,700 | 55,000 | 211,880 | 211,880 | 211880.0% |
| Total Capital Outlay | 365,022 | 510,000 | 316,061 | 635,778 | 800,863 | 290,863 | 57.0% |
| Total Operations & Capital Outlay | 17,390,118 | 17,197,558 | 12,026,273 | 16,495,771 | 18,604,673 | 1,407,115 | 8.2% |

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

District 300/500

| | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Debt Service | | | | | | | |
| Interest - PERS Side Fund | 2,880 | - | - | - | - | - | 0.0% |
| Principal - PERS Side Fund | 256,916 | - | - | - | - | - | 0.0% |
| Interest - Umpqua UAL Loan | - | 188,482 | 188,482 | 188,482 | 176,475 | (12,007) | -6.4% |
| Principal - Umpqua UAL Fund | - | 268,000 | 268,000 | 268,000 | 328,000 | 60,000 | 22.4% |
| Interest - Umpqua Capital R&R Loan | 89,966 | 58,083 | 249,181 | 58,083 | 25,103 | (32,980) | -56.8% |
| Principal - Umpqua Capital R&R Loan | 2,043,823 | 1,519,334 | 1,519,334 | 1,519,334 | 1,552,314 | 32,980 | 2.2% |
| Interest - USDA Reach 3a Bond | 57,543 | 56,548 | 56,548 | 56,548 | 55,532 | (1,016) | -1.8% |
| Principal - USDA Reach 3a Bond | 43,700 | 44,700 | 44,700 | 44,700 | 45,700 | 1,000 | 2.2% |
| Interest - Vac-Con Loan | - | 24,064 | - | - | 12,398 | (11,666) | -48.5% |
| Principal - Vac-Con Loan | - | 7,453 | - | - | 112,363 | 104,910 | 1407.6% |
| Interest - New Hogan | - | 14,627 | - | 14,627 | 12,142 | (2,485) | -17.0% |
| Principal - New Hogan | - | 55,242 | - | 55,242 | 55,242 | - | 0.0% |
| Interest - Admin Building Loan | - | 60,731 | - | 60,731 | 46,107 | (14,624) | -24.1% |
| Principal - Admin Building Loan | - | 585,010 | - | - | 599,635 | 14,625 | 2.5% |
| Interest - Sewer Loan | - | 13,014 | - | 13,014 | 18,370 | 5,356 | 41.2% |
| Principal - Sewer Loan | - | 85,400 | - | 85,400 | 107,014 | 21,614 | 25.3% |
| Total Debt Service | 2,494,828 | 2,980,688 | 2,326,245 | 2,364,161 | 3,146,396 | 165,708 | 5.6% |
| Total Operations & Debt Service | 19,884,945 | 20,178,246 | 14,352,519 | 18,859,932 | 21,751,069 | 1,572,823 | 7.8% |
| Funded Positions (FTE) -> | - | 66.00 | | 66.00 | 68.00 | 2.00 | 3.0% |

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

| District General 73 (W)/27 (S) | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Salaries and Benefits | | | | | | | |
| Salaries/Wages | 24,605 | 1,950,984 | 61,314 | 81,752 | - | (1,950,984) | -100.0% |
| Director Salaries/Wages | | 43,200 | - | - | - | (43,200) | -100.0% |
| Overtime | 11,701 | 9,410 | 29,204 | 38,939 | - | (9,410) | -100.0% |
| Benefits | 17,758 | 717,442 | 37,689 | 50,252 | - | (717,442) | -100.0% |
| Director Benefits | | 94,157 | - | - | - | (94,157) | -100.0% |
| Medical/Dental Reimbursement | 19,895 | 10,000 | 8,645 | 11,527 | - | (10,000) | -100.0% |
| Retirement Expense | 4,139 | 185,336 | 7,758 | 10,344 | - | (185,336) | -100.0% |
| CalPERS UAL | 2,256 | 67,596 | 2,461 | 3,281 | - | (67,596) | -100.0% |
| Total Salaries and Benefits | 80,353 | 3,078,125 | 147,071 | 196,095 | - | (3,078,125) | -100.0% |
| Services and Supplies | | | | | | | |
| Power | 9,607 | 7,800 | 6,310 | 8,413 | - | (7,800) | -100.0% |
| Water | 2,635 | 2,800 | 2,682 | 3,576 | - | | |
| Telephone | 11,478 | 9,300 | 7,313 | 9,751 | - | | |
| Refuse/Disposal | 2,594 | 2,600 | 1,798 | 2,397 | - | | |
| Materials & Supplies | | 48,800 | 52,390 | 69,853 | - | (48,800) | -100.0% |
| Herbicide | 79,373 | - | - | - | - | | |
| Tools | 783 | 500 | 291 | 388 | - | (500) | -100.0% |
| Safety Materials & Supplies | 397 | 4,800 | 1,062 | 1,416 | - | (4,800) | -100.0% |
| Administrative Technology | 45,865 | 37,179 | 37,152 | 49,536 | - | (37,179) | -100.0% |
| Outside Services/Repairs | 41,016 | 31,700 | 23,870 | 31,827 | - | (31,700) | -100.0% |
| Service Maintenance Contracts | 54,277 | 65,800 | 49,321 | 65,761 | - | (65,800) | -100.0% |
| Drug & Alcohol Testing | 1,820 | 1,700 | 1,350 | 1,800 | - | (1,700) | -100.0% |
| Building Repairs | 39 | 5,000 | 3,005 | 4,007 | - | (5,000) | -100.0% |
| Recruiting | 27,907 | 13,000 | 8,276 | 11,035 | - | (13,000) | -100.0% |
| Claims/Damages | 125 | 5,000 | 1,960 | 2,613 | - | (5,000) | -100.0% |
| Computer Licenses and Maint Agreements | 16,526 | 28,735 | 20,422 | 27,229 | - | (28,735) | -100.0% |
| Janitorial Services | 23,220 | 23,200 | 17,415 | 23,220 | - | (23,200) | -100.0% |
| Outside Legal Fees | 336,754 | 385,000 | 251,614 | 335,485 | - | (385,000) | -100.0% |
| Accounting/Auditing | 39,850 | 41,600 | 33,500 | 44,667 | - | (41,600) | -100.0% |
| Advertising/Publicity | 816 | 2,165 | 1,018 | 1,357 | - | (2,165) | -100.0% |
| Professional Services | 348,449 | 431,139 | 139,010 | 185,347 | - | (431,139) | -100.0% |
| Forms and Supplies | 242 | 2,950 | 1,759 | 2,345 | - | (2,950) | -100.0% |
| Permits & Licenses | 206 | - | - | - | - | - | 0.0% |
| Postage | 16,610 | 17,300 | 10,863 | 14,484 | - | (17,300) | -100.0% |
| Publications and Subscriptions | 375 | 350 | - | - | - | (350) | -100.0% |
| Dues and Memberships | 114,383 | 95,738 | 104,831 | 139,775 | - | (95,738) | -100.0% |
| Recording Title Reports | 211 | 427 | 427 | 569 | - | (427) | -100.0% |
| Printing | | 500 | - | - | - | (500) | -100.0% |
| Training, Conferences and Travel | 39,727 | 57,200 | 41,701 | 55,601 | - | (57,200) | -100.0% |
| Other Travel Costs | 9,985 | 9,300 | 4,516 | 6,021 | - | (9,300) | -100.0% |
| Purchased Water | 293,262 | 293,262 | - | - | - | (293,262) | -100.0% |
| Retired Employee Costs | 570,457 | 599,000 | 462,617 | 616,823 | - | (599,000) | -100.0% |
| Bad Debt Expense | | 52,000 | - | - | - | (52,000) | -100.0% |
| Unemployment Claims | 2,164 | 2,000 | - | - | - | (2,000) | -100.0% |
| Insurance | 160,550 | 206,231 | 206,031 | 274,708 | - | (206,231) | -100.0% |
| Federal Dam & Admin Fees | 3,282 | | - | - | - | - | 0.0% |
| State Water Right Fees | 770,267 | 785,000 | 313,676 | 418,235 | - | (785,000) | -100.0% |
| Mandated Plans | 5,091 | 20,000 | - | - | - | (20,000) | -100.0% |
| Strategic Plans/Updates. | | 50,000 | - | - | - | (50,000) | -100.0% |
| Water Conservation | 1,818 | 3,000 | 2,298 | 3,064 | - | (3,000) | -100.0% |
| Merchant Credit Card Discount | 71,081 | 72,500 | 610 | 813 | - | (72,500) | -100.0% |
| Agent Fees | 7,500 | | 7,500 | 10,000 | - | - | 0.0% |
| Calaveras County Fees | 9 | | 103 | 137 | - | | |
| Misc. Non-Operating Costs | 292 | 7,500 | 12 | 16 | - | (7,500) | -100.0% |
| Total Services and Supplies | 3,111,041 | 3,422,076 | 1,816,703 | 2,422,271 | - | (3,407,376) | -99.6% |
| Grand Total - Operations | 3,191,394 | 6,500,201 | 1,963,774 | 2,618,365 | - | (6,485,501) | -99.8% |

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

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

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

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

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

| District Water | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| UV System PM | | | - | - | 5,000 | 5,000 | 5000.0% |
| Recruiting | | | - | - | 9,381 | 9,381 | 9380.5% |
| Claims/Damages | | | - | - | 3,650 | 3,650 | 3650.0% |
| Computer Licenses and Maint Agreements | 335 | 4,726 | 8,642 | 11,523 | 45,376 | 40,650 | 860.1% |
| Janitorial Services | | - | - | - | 16,951 | 16,951 | 16950.6% |
| Laboratory Services | 98,312 | 92,800 | 80,202 | 106,936 | 105,600 | 12,800 | 13.8% |
| Rental (Non Vehicle and Equip) | 21,120 | 13,440 | 19,200 | 25,600 | 36,000 | 22,560 | 167.9% |
| Outside Legal Fees | | - | - | - | 200,750 | 200,750 | 200750.0% |
| Accounting/Auditing | | - | - | - | 30,368 | 30,368 | 30368.0% |
| Advertising/Publicity | | - | - | - | 1,460 | 1,460 | 1460.0% |
| Professional Services | 107,911 | 18,546 | 16,008 | 21,344 | 396,080 | 377,534 | 2035.7% |
| Operating Exp Gas and Oil | 139,722 | 134,400 | 140,370 | 187,160 | 147,840 | 13,440 | 10.0% |
| Repair Exp/ Parts and Repairs | 105,192 | 51,388 | 65,858 | 87,811 | 48,000 | (3,388) | -6.6% |
| Fuel/Repair - Generators | 26,118 | 18,000 | 40,261 | 53,681 | 32,000 | 14,000 | 77.8% |
| Rental Exp/Vehicle and Equip. | 60,327 | 34,863 | 9,652 | 12,869 | 34,863 | (0) | 0.0% |
| Vehicle Lease & Maintenance | | 92,171 | 45,184 | 60,245 | 5,277 | (86,894) | -94.3% |
| Forms and Supplies | | - | 2,439 | 3,252 | 2,446 | 2,446 | 2445.5% |
| Permits & Licenses | 8,666 | 9,600 | 4,935 | 6,580 | 9,600 | - | 0.0% |
| Postage | | - | - | - | 12,790 | 12,790 | 12789.6% |
| Publications and Subscriptions | | 640 | - | - | 1,828 | 1,188 | 185.5% |
| Dues and Memberships | 3,316 | 6,235 | 6,766 | 9,021 | 92,837 | 86,602 | 1389.0% |
| Printing | | - | - | - | 365 | 365 | 365.0% |
| Training, Conferences and Travel | 21,501 | 21,000 | 22,070 | 29,427 | 63,770 | 42,770 | 203.7% |
| Other Travel Costs | 846 | 118 | 183 | 244 | 4,746 | 4,628 | 3922.2% |
| Purchased Water | 2,349 | 5,000 | 1,489 | 1,985 | 219,081 | 214,081 | 4281.6% |
| Retired Employee Costs | | - | - | - | 452,600 | 452,600 | 452600.0% |
| Bad Debt Expense | 30,661 | - | 13,483 | 17,977 | 26,000 | 26,000 | 26000.0% |
| Rate Assistance Program | 14,599 | 30,000 | 18,447 | 24,596 | 28,440 | (1,560) | -5.2% |
| Unemployment Claims | | - | - | - | 1,460 | 1,460 | 1460.0% |
| Insurance | | - | - | - | 157,923 | 157,923 | 157923.1% |
| Fed, State & County Wtr/Swr Fees | 234,101 | 138,000 | 62,016 | 82,688 | 68,440 | (69,560) | -50.4% |
| State Water Right Fees | | - | - | - | 573,780 | 573,780 | 573780.0% |
| Mandated Plans | | - | - | - | 102,500 | 102,500 | 102500.0% |
| Water Conservation | | - | - | - | 2,190 | 2,190 | 2190.0% |
| Merchant Credit Card Discount | | - | 37,459 | 49,945 | 55,601 | 55,601 | 55600.7% |
| Agent Fees | | - | - | - | 5,475 | 5,475 | 5475.0% |
| LAFCO Contribution | | - | - | - | 10,293 | 10,293 | 10293.0% |
| Misc. Non-Operating Costs | | - | - | - | 11,768 | 11,768 | 11767.6% |
| Total Services and Supplies | 2,521,649 | 2,197,288 | 1,723,795 | 2,298,393 | 4,846,299 | 2,649,011 | 120.6% |
| Grand Total - Operations | 9,328,063 | 6,370,134 | 6,299,792 | 8,399,723 | 11,809,825 | 5,439,691 | 85.4% |
| Capital Outlay | | | | | | | |
| Vehicles / Equipment | 203,164 | 274,361 | 176,714 | 580,778 | 257,100 | (17,261) | -6.3% |
| Vehicles Capital Lease | | | | | 82,549 | 82,549 | 82549.1% |
| Projects | - | | 14,260 | 55,000 | 171,379 | 171,379 | 171379.4% |
| Total Capital Outlay | 203,164 | 274,361 | 190,974 | 635,778 | 511,029 | 236,668 | 86.3% |
| Total Operations & Capital Outlay | 9,531,226 | 6,644,495 | 6,490,766 | 9,035,501 | 12,320,854 | 5,676,359 | 85.4% |
| Debt Service | | | | | | | |
| Interest - PERS Side Fund | 1,893 | | | - | - | - | 0.0% |
| Principal - PERS Side Fund | 172,134 | | | - | - | - | 0.0% |
| Interest - Umpqua UAL Loan | | 126,283 | 126,283 | 126,283 | 118,238 | (8,045) | -6.4% |
| Principal - Umpqua UAL Fund | | 179,560 | 179,560 | 179,560 | 219,760 | 40,200 | 22.4% |
| Interest - Umpqua Capital R&R Loan | 67,308 | 43,449 | 43,382 | 43,449 | 18,778 | (24,671) | -56.8% |
| Principal - Umpqua Capital R&R Loan | 1,113,008 | 1,136,957 | 1,136,957 | 1,136,957 | 1,161,628 | 24,671 | 2.2% |
| Interest - USDA Reach 3a Bond | 57,543 | 56,548 | 56,548 | 56,548 | 55,532 | (1,016) | -1.8% |
| Principal - USDA Reach 3a Bond | 43,700 | 44,700 | 44,700 | 44,700 | 45,700 | 1,000 | 2.2% |

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

| District Water | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|------------------------------|--|--------------------------------------|---------------------------------|---|--|--|
| Interest - Vac-Con Loan | | 17,567 | | 17,567 | 7,935 | (9,632) | -54.8% |
| Principal - Vac-Con Loan | | 5,441 | | 5,441 | 71,913 | 66,472 | 1221.7% |
| Interest - New Hogan | | | | - | 8,864 | 8,864 | 8863.7% |
| Principal - New Hogan | | | | - | 40,327 | 40,327 | 40326.7% |
| Interest - Admin Building Loan | | | | - | 33,658 | 33,658 | 33658.1% |
| Principal - Admin Building Loan | | | | - | 437,734 | 437,734 | 437733.6% |
| Total Debt Service | 1,455,585 | 1,610,505 | 1,587,430 | 1,610,505 | 2,220,066 | 609,561 | 37.8% |
| Total Operations & Debt Service | 10,986,812 | 8,255,000 | 8,078,196 | 10,646,006 | 14,540,920 | 6,285,920 | 76.1% |
| Funded Positions (FTE) -> | - | 66.00 | | 66.00 | 68.00 | 2.00 | 3.0% |

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

| District - Sewer | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|------------------------------------|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Salaries and Benefits | | | | | | | |
| Salaries/Wages | 1,630,375 | 1,338,448 | 1,352,197 | 1,802,929 | 2,148,628 | 810,180 | 60.5% |
| Director Salaries/Wages | | | 5,381 | 7,175 | 12,493 | 12,493 | 12493.1% |
| Overtime | 96,131 | 104,893 | 68,733 | 91,644 | 111,799 | 6,906 | 6.6% |
| Benefits | 790,712 | 687,301 | 622,002 | 829,337 | 899,575 | 212,274 | 30.9% |
| Director Benefits | | - | 16,181 | 21,575 | 28,387 | 28,387 | 28386.7% |
| Medical/Dental Reimbursement | | 6,624 | | - | 9,355 | 2,731 | 41.2% |
| Retirement Expense | 320,751 | 157,918 | 148,079 | 197,438 | 243,821 | 85,903 | 54.4% |
| CalPERS UAL | 143,167 | 52,041 | 54,241 | 72,321 | 86,669 | 34,628 | 66.5% |
| Total Salaries and Benefits | 2,981,136 | 2,347,225 | 2,266,814 | 3,022,418 | 3,540,726 | 1,193,501 | 50.8% |
| Services and Supplies | | | | | | | |
| Power | 304,027 | 303,120 | 219,557 | 292,743 | 305,438 | 2,318 | 0.8% |
| Water | 2,389 | 2,152 | 1,620 | 2,160 | 3,097 | 945 | 43.9% |
| Sewage | 57,102 | 41,600 | 30,663 | 40,885 | 41,176 | (424) | -1.0% |
| Telephone Lease Lines | | 1,440 | | - | - | (1,440) | -100.0% |
| Telephone | 30,978 | 25,410 | 21,367 | 28,489 | 31,305 | 5,895 | 23.2% |
| Refuse/Disposal | 8,095 | 8,664 | 6,354 | 8,472 | 9,153 | 489 | 5.6% |
| Materials & Supplies | 31,028 | 28,823 | 23,514 | 31,352 | 49,086 | 20,263 | 70.3% |
| Herbicide | 383 | 600 | 272 | 363 | 540 | (60) | -10.0% |
| Safety Eq Repl Consumables | 13,659 | 14,400 | 12,241 | 16,322 | 18,280 | 3,880 | 26.9% |
| Tools | 8,085 | 10,000 | 5,752 | 7,669 | 5,685 | (4,315) | -43.2% |
| Uniforms - New | 3,984 | 9,460 | 4,411 | 5,882 | 4,320 | (5,140) | -54.3% |
| CalFire Expenses | | | | | 6,480 | 6,480 | 6480.0% |
| Safety Materials & Supplies | | | | - | 2,160 | 2,160 | 2160.0% |
| Lab Supplies Consumables | 6,514 | 4,080 | 12,259 | 16,345 | 12,240 | 8,160 | 200.0% |
| UV Parts and Supplies | 51,352 | 112,000 | 69,459 | 92,611 | 102,000 | (10,000) | -8.9% |
| Electrical Parts Replacement | 55,555 | 43,500 | 26,789 | 35,718 | 34,400 | (9,100) | -20.9% |
| Leak Repair Supplies | 6,989 | 4,000 | 624 | 832 | 800 | (3,200) | -80.0% |
| Road Repair Materials | 6,392 | 4,000 | 1,717 | 2,290 | 2,125 | (1,875) | -46.9% |
| SCADA Radio Supplies | 11,189 | 14,000 | 7,249 | 9,665 | 17,440 | 3,440 | 24.6% |
| Septic Tanks - New and Repairs | 5,868 | 10,000 | 7,461 | 9,949 | 20,000 | 10,000 | 100.0% |
| Aerator/Compressor etc. repair | 8,090 | 5,940 | 10,109 | 13,479 | 1,764 | (4,176) | -70.3% |
| Computers/peripherals | 143 | 4,995 | 8,547 | 11,396 | 2,160 | (2,835) | -56.8% |
| Control Sys/Pressure Transducer | 2,293 | 5,520 | 8,807 | 11,743 | 3,600 | (1,920) | -34.8% |
| Headworks/Solids Removal Rep | 32,854 | 19,000 | 7,871 | 10,495 | 20,000 | 1,000 | 5.3% |
| HVAC | 4,047 | 4,505 | 2,064 | 2,752 | 3,536 | (969) | -21.5% |
| Mixers | 34,185 | 10,650 | 11,766 | 15,688 | 12,375 | 1,725 | 16.2% |
| Monitor Wells Repair | | 1,000 | | - | - | (1,000) | -100.0% |
| Pumps/Motors Repair | 64,747 | 67,200 | 64,236 | 85,648 | 80,000 | 12,800 | 19.0% |
| Solids Handling Eqyip Repair | 1,919 | 1,453 | 1,593 | 2,124 | 5,000 | 3,547 | 244.1% |
| Administrative Technology | 152,075 | - | 81,640 | 108,854 | 5,400 | 5,400 | 5400.0% |
| Chemicals | | 146,200 | | - | 133,960 | (12,240) | -8.4% |
| Outside Services/Repairs | 15,102 | 19,550 | 7,479 | 9,972 | 24,687 | 5,137 | 26.3% |
| Fire Ext. Testing Cust. Base | 576 | 648 | 800 | 1,067 | 720 | 72 | 11.1% |
| Spraying - Weeds & Insects | 13,399 | | 5,161 | 6,881 | 6,500 | 6,500 | 6500.0% |
| Snow Removal | | 600 | | - | - | (600) | -100.0% |
| Uniform Laundry | 11,167 | 4,356 | 6,080 | 8,106 | 8,280 | 3,924 | 90.1% |
| Fire Hydrant Maintenance | | 8,640 | | - | 16,920 | 8,280 | 95.8% |
| Service Maintenance Contracts | | | | - | 35,326 | 35,326 | 35325.7% |
| Groundwater Monitoring | 48,476 | 45,000 | 20,782 | 27,709 | 45,000 | - | 0.0% |
| Instrumentation Tech | 335 | 910 | 2,660 | 3,546 | 3,570 | 2,660 | 292.3% |
| SCADA Consulting (A-Teem) | 4,596 | 3,600 | 3,000 | 4,000 | 7,980 | 4,380 | 121.7% |
| Hauling / Dig / Crane | 340 | 4,320 | 3,501 | 4,668 | 6,000 | 1,680 | 38.9% |
| Pave / Seal / Asphalt Repair | | 14,130 | | - | - | (14,130) | -100.0% |

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

| District - Sewer | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Drug & Alcohol Testing | | | | - | 594 | 594 | 594.0% |
| Telemetry / Radio | | 1,080 | | - | - | (1,080) | -100.0% |
| Septic Hauling | 21,406 | 29,000 | 27,147 | 36,196 | 31,000 | 2,000 | 6.9% |
| Building Repairs | 5,344 | 12,600 | 1,338 | 1,784 | 5,795 | (6,805) | -54.0% |
| UV System PM | | 5,000 | | - | - | (5,000) | -100.0% |
| Recruiting | | | | - | 3,470 | 3,470 | 3469.5% |
| Claims/Damages | | | | - | 1,350 | 1,350 | 1350.0% |
| Computer Licenses and Maint Agreee | 3,115 | 11,452 | 7,919 | 10,559 | 20,038 | 8,586 | 75.0% |
| Janitorial Services | | | | - | 6,269 | 6,269 | 6269.4% |
| Laboratory Services | 53,625 | 52,200 | 37,655 | 50,207 | 59,400 | 7,200 | 13.8% |
| Rental (Non Vehicle and Equip) | 11,930 | 7,560 | 10,800 | 14,400 | - | (7,560) | -100.0% |
| Outside Legal Fees | | | | - | 74,250 | 74,250 | 74250.0% |
| Accounting/Auditing | | | | - | 11,232 | 11,232 | 11232.0% |
| Advertising/Publicity | | | | - | 540 | 540 | 540.0% |
| Professional Services | 44,977 | 7,587 | 10,923 | 14,564 | 113,321 | 105,734 | 1393.6% |
| Operating Exp Gas and Oil | 78,554 | 75,600 | 76,848 | 102,464 | 83,160 | 7,560 | 10.0% |
| Repair Exp/ Parts and Repairs | 59,155 | 28,906 | 34,806 | 46,408 | 27,000 | (1,906) | -6.6% |
| Fuel/Repair - Generators | 7,127 | 12,000 | 26,328 | 35,104 | 18,000 | 6,000 | 50.0% |
| Rental Exp/Vehicle and Equip. | 26,247 | 19,610 | 6,138 | 8,184 | 19,610 | 0 | 0.0% |
| Vehicle Lease & Maintenance | | 51,846 | 25,416 | 33,888 | 2,968 | (48,878) | -94.3% |
| Forms and Supplies | | | | - | 905 | 905 | 904.5% |
| Permits & Licenses | 4,981 | 5,400 | 2,863 | 3,818 | 5,400 | - | 0.0% |
| Postage | | | | - | 4,730 | 4,730 | 4730.4% |
| Publications and Subscriptions | | 360 | | - | 923 | 563 | 156.3% |
| Dues and Memberships | 4,455 | 8,265 | 1,597 | 2,129 | 32,946 | 24,681 | 298.6% |
| Printing | | | | - | 135 | 135 | 135.0% |
| Training, Conferences and Travel | 13,776 | 14,000 | 6,883 | 9,177 | 20,230 | 6,230 | 44.5% |
| Other Travel Costs | | 66 | | - | 1,738 | 1,672 | 2533.0% |
| Purchased Water | | | | - | 79,181 | 79,181 | 79180.7% |
| Retired Employee Costs | | | | - | 167,400 | 167,400 | 167400.0% |
| Bad Debt Expense | 17,772 | | 13,717 | 18,289 | 26,000 | 26,000 | 26000.0% |
| Rate Assistance Program | 14,099 | 30,000 | 21,130 | 28,173 | 31,560 | 1,560 | 5.2% |
| Unemployment Claims | | | | - | 540 | 540 | 540.0% |
| Insurance | | | | - | 58,410 | 58,410 | 58409.9% |
| Fed, State & County Wtr/Swr Fees | 160,006 | 92,000 | 151,827 | 202,436 | 167,560 | 75,560 | 82.1% |
| State Water Right Fees | | | | - | 212,220 | 212,220 | 212220.0% |
| Mandated Plans | | | | - | 37,500 | 37,500 | 37500.0% |
| Water Conservation | | | | - | 810 | 810 | 810.0% |
| Merchant Credit Card Discount | | | 19,100 | 25,467 | 28,388 | 28,388 | 28388.3% |
| Agent Fees | | | | - | 2,025 | 2,025 | 2025.0% |
| LAFCO Contribution | | | | | 3,807 | 3,807 | 3807.0% |
| Misc. Non-Operating Costs | | | | - | 4,352 | 4,352 | 4352.4% |
| Total Services and Supplies | 1,524,503 | 1,469,998 | 1,179,836 | 1,573,115 | 2,453,259 | 983,261 | 66.9% |
| Grand Total - Operations | 4,505,638 | 3,817,223 | 3,446,650 | 4,595,533 | 5,993,985 | 2,176,762 | 57.0% |
| Capital Outlay | | | | | | | |
| Vehicles / Equipment | 142,077 | 235,639 | 126,284 | 580,778 | 202,900 | (32,739) | -13.9% |
| Vehicles Capital Lease | | | | | 46,434 | 46,434 | 46433.9% |
| Projects | | | 3,490 | 55,000 | 40,501 | 40,501 | 40500.6% |
| Total Capital Outlay | 142,077 | 235,639 | 129,774 | 635,778 | 289,834 | 54,195 | 23.0% |
| Total Operations & Capital Outlay | 4,647,715 | 4,052,862 | 3,576,424 | 5,231,311 | 6,283,819 | 2,230,957 | 55.0% |

Debt Service

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

| District - Sewer | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Interest - PERS Side Fund | 988 | | | | - | - | 0.0% |
| Principal - PERS Side Fund | 84,782 | | | | - | - | 0.0% |
| Interest - Umpqua UAL Loan | | 62,199 | 62,199 | 62,199 | 58,237 | (3,962) | -6.4% |
| Principal - Umpqua UAL Fund | | 88,440 | 88,440 | 88,440 | 108,240 | 19,800 | 22.4% |
| Interest - Umpqua Capital R&R Loan | 22,658 | 14,634 | 205,799 | 14,634 | 6,325 | (8,309) | -56.8% |
| Principal - Umpqua Capital R&R Loan | 930,815 | 382,377 | 382,377 | 382,377 | 390,686 | 8,309 | 2.2% |
| Interest - Vac-Con Loan | | 6,497 | | 6,497 | 4,463 | (2,034) | -31.3% |
| Principal - Vac-Con Loan | | 2,012 | | 2,012 | 40,451 | 38,439 | 1910.5% |
| Interest - New Hogan | - | | | - | 3,278 | 3,278 | 3278.3% |
| Principal - New Hogan | - | | | - | 14,915 | 14,915 | 14915.3% |
| Interest - Admin Building Loan | - | | | - | 12,449 | 12,449 | 12448.9% |
| Principal - Admin Building Loan | - | | | - | 161,901 | 161,901 | 161901.5% |
| Interest - Sewer Loan | - | 13,014 | | 13,014 | 18,370 | 5,356 | 41.2% |
| Principal - Sewer Loan | - | 85,400 | - | 85,400 | 107,014 | 21,614 | 25.3% |
| Total Debt Service | 1,039,243 | 654,573 | 738,815 | 654,573 | 926,330 | 271,757 | 41.5% |
| Total Operations & Debt Service | 5,686,958 | 4,707,435 | 4,315,239 | 5,885,884 | 7,210,149 | 2,502,714 | 53.2% |
| Funded Positions (FTE) -> | - | 66.00 | | 66.00 | 68.00 | 2.00 | 3.0% |

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

| District 300/500/Other | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 |
|------------------------------------|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|
| Salaries and Benefits | | | | | | |
| Salaries/Wages | 5,354,494 | 6,036,509 | 4,361,209 | 5,977,645 | 6,402,619 | 366,110 |
| Director Salaries/Wages | 28,800 | 43,200 | 19,929 | 26,572 | 43,200 | - |
| Overtime | 298,079 | 220,780 | 238,699 | 318,131 | 316,333 | 95,553 |
| Benefits | 2,568,521 | 3,653,514 | 1,988,361 | 2,652,273 | 2,642,233 | (1,011,281) |
| Director Benefits | 79,542 | 94,157 | 59,929 | 79,905 | 98,442 | 4,285 |
| Medical/Dental Reimbursement | 19,895 | 28,400 | 9,026 | 21,733 | 27,600 | (800) |
| Retirement Expense | 1,079,015 | 9,990 | 470,378 | 627,171 | 721,418 | 711,428 |
| CalPERS UAL | 481,936 | 4,708 | 168,496 | 224,661 | 252,407 | 247,699 |
| Total Salaries and Benefits | 9,910,282 | 10,091,258 | 7,316,027 | 9,928,091 | 10,504,252 | 412,994 |
| Services and Supplies | | | | | | |
| Power | 911,503 | 849,800 | 615,310 | 820,414 | 850,585 | 785 |
| Water | 5,634 | 4,724 | 4,777 | 6,369 | 6,450 | 1,726 |
| Sewage | 58,324 | 57,449 | 31,508 | 42,011 | 42,449 | (15,000) |
| Telephone Lease Lines | 3,633 | 4,000 | 2,660 | 3,547 | 4,000 | - |
| Telephone | 96,296 | 16,943 | 66,807 | 89,076 | 89,445 | 72,502 |
| Refuse/Disposal | 16,619 | 12,100 | 13,152 | 17,536 | 17,800 | 5,700 |
| Materials & Supplies | 278,630 | 148,800 | 120,673 | 160,938 | 147,800 | (1,000) |
| Herbicide | 1,004 | 1,500 | 756 | 1,008 | 1,500 | - |
| Safety Eq Repl Consumables | 39,093 | 40,000 | 26,430 | 35,240 | 40,000 | - |
| Tools | 52,128 | 25,500 | 31,485 | 41,979 | 30,500 | 5,000 |
| Uniforms - New | 9,197 | 12,000 | 12,173 | 16,231 | 12,000 | - |
| CalFire Expenses | - | - | - | - | 18,000 | 18,000 |
| Safety Materials & Supplies | 397 | 4,800 | 1,063 | 1,276 | 8,000 | 3,200 |
| Lab Supplies Consumables | 54,911 | 34,000 | 41,719 | 55,625 | 40,000 | 6,000 |
| Ozone System Parts | 690 | 43,600 | 8,679 | 11,572 | 10,000 | (33,600) |
| UV Parts and Supplies | 51,352 | 112,000 | 69,459 | 92,612 | 102,000 | (10,000) |
| Electrical Parts Replacement | 97,361 | 75,000 | 46,403 | 61,871 | 80,000 | 5,000 |
| Leak Repair Supplies | 162,658 | 80,000 | 88,644 | 118,192 | 100,000 | 20,000 |
| Road Repair Materials | 40,897 | 25,000 | 15,997 | 21,329 | 25,000 | - |
| SCADA Radio Supplies | 32,166 | 40,000 | 16,621 | 22,161 | 40,000 | - |
| Septic Tanks - New and Repairs | 5,868 | 10,000 | 7,461 | 9,948 | 20,000 | 10,000 |
| Meters New Conn and Repl | 25,933 | 30,000 | 5,983 | 7,977 | 55,000 | 25,000 |
| Aerator/Compressor etc. repair | 24,611 | 18,000 | 18,973 | 25,297 | 18,000 | - |
| Computers/peripherals | 385 | 6,000 | 23,652 | 31,536 | 6,000 | - |
| Control Sys/Pressure Tranducer | 4,783 | 10,000 | 12,304 | 16,405 | 10,000 | - |
| Headworks/Solids Removal Rep | 33,412 | 19,000 | 7,871 | 10,495 | 20,000 | 1,000 |
| HVAC | 7,635 | 8,500 | 4,965 | 6,620 | 8,500 | - |
| Mixers | 47,905 | 15,000 | 14,256 | 19,008 | 15,000 | - |
| Monitor Wells Repair | - | 1,000 | - | - | 1,000 | - |
| Pumps/Motors Repair | 77,178 | 75,000 | 78,379 | 104,505 | 100,000 | 25,000 |
| Solids Handling Equip Repair | 1,919 | - | 1,593 | 2,124 | 5,000 | 5,000 |
| Administrative Technology | 36,545 | 34,000 | 37,152 | 37,179 | 20,000 | (14,000) |
| Chemicals | 347,946 | 340,000 | 211,283 | 281,711 | 340,000 | - |
| Outside Services/Repairs | 80,066 | 92,450 | 92,475 | 121,060 | 118,100 | 25,650 |
| Fire Ext. Testing Cust. Base | 1,600 | 1,800 | 1,600 | 2,133 | 2,000 | 200 |
| Spraying - Weeds & Insects | 18,346 | 11,700 | 10,710 | 14,280 | 13,000 | 1,300 |

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

| District 300/500/Other | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|
| Snow Removal | 5,460 | 6,000 | 840 | 1,120 | 6,000 | - |
| Uniform Launder | 31,020 | 12,100 | 16,888 | 22,517 | 23,000 | 10,900 |
| Fire Hydrant Maintenance | 28,817 | 24,000 | - | - | 47,000 | 23,000 |
| Service Maintenance Contracts | 48,157 | 65,800 | 49,321 | 68,901 | 130,836 | 65,036 |
| Groundwater Monitoring | 48,476 | 45,000 | 20,782 | 27,709 | 45,000 | - |
| Instrumentation Tech | 2,348 | 6,500 | 6,331 | 8,441 | 8,500 | 2,000 |
| Ozone System PM | - | 10,000 | - | - | 10,000 | - |
| Backflow Device Testing | 1,995 | 6,500 | 2,240 | 2,987 | 4,000 | (2,500) |
| SCADA Consulting (A-Teem) | 4,927 | 10,000 | 3,760 | 5,013 | 10,000 | - |
| Hauling / Dig / Crane | 10,455 | 12,000 | 11,052 | 14,736 | 12,000 | - |
| Pave / Seal / Asphalt Repair | 112,759 | 94,200 | 73,148 | 97,531 | 100,000 | 5,800 |
| Drug & Alcohol Testing | 1,820 | 1,700 | 1,350 | 1,620 | 2,200 | 500 |
| Telemetry / Radio | - | 3,000 | - | - | 3,000 | - |
| Septic Hauling | 21,406 | 29,000 | 27,147 | 36,196 | 31,000 | 2,000 |
| Tank Cleaning | 32,134 | 74,000 | 71,040 | 94,720 | 60,000 | (14,000) |
| Building Repairs | 13,646 | 40,000 | 13,567 | 18,089 | 40,000 | - |
| UV System PM | - | 5,000 | - | - | 5,000 | - |
| Recruiting | 27,907 | 13,000 | 8,276 | 9,931 | 12,850 | (150) |
| Claims/Damages | 125 | 5,000 | 1,960 | 2,613 | 5,000 | - |
| Computer Licenses and Maint Agreements | 31,099 | 31,000 | 36,983 | 49,058 | 65,414 | 34,414 |
| Janitorial Services | 23,220 | 23,220 | 17,415 | 23,220 | 23,220 | - |
| Laboratory Services | 151,937 | 165,000 | 117,857 | 157,143 | 165,000 | - |
| Rental (Non Vehicle and Equip) | 33,050 | - | 30,000 | 40,000 | 36,000 | 36,000 |
| Outside Legal Fees | 357,431 | 385,000 | 251,614 | 335,485 | 275,000 | (110,000) |
| Accounting/Auditing | 48,420 | 41,600 | 33,500 | 41,600 | 41,600 | - |
| Advertising/Publicity | 1,111 | 2,000 | 1,018 | 1,222 | 2,000 | - |
| Professional Services | 562,139 | 457,272 | 165,940 | 263,515 | 509,400 | 52,128 |
| Operating Exp Gas and Oil | 218,276 | 210,000 | 217,218 | 289,624 | 231,000 | 21,000 |
| Repair Exp/ Parts and Repairs | 164,347 | 65,000 | 100,664 | 134,219 | 75,000 | 10,000 |
| Fuel/Repair - Generators | 33,245 | 30,000 | 66,588 | 88,784 | 50,000 | 20,000 |
| Rental Exp/Vehicle and Equip. | 86,575 | 30,000 | 15,790 | 21,053 | 54,473 | 24,473 |
| Vehicle Lease & Maintenance | - | 210,017 | 70,600 | 94,133 | 8,245 | (201,772) |
| Forms and Supplies | 1,275 | 2,950 | 4,198 | 1,950 | 3,350 | 400 |
| Permits & Licenses | 13,647 | 15,000 | 7,798 | 10,397 | 15,000 | - |
| Postage | 14,234 | 17,300 | 10,863 | 14,484 | 17,520 | 220 |
| Publications and Subscriptions | 375 | 1,350 | - | - | 2,750 | 1,400 |
| Dues and Memberships | 99,623 | 110,238 | 113,193 | 136,428 | 125,783 | 15,545 |
| Recording Title Reports | 211 | - | 427 | 512 | - | - |
| Printing | - | 500 | - | - | 500 | - |
| Training, Conferences and Travel | 75,611 | 92,200 | 70,654 | 95,882 | 84,000 | (8,200) |
| Other Travel Costs | 11,734 | 9,300 | 4,699 | 7,392 | 6,484 | (2,816) |
| Purchased Water | 295,612 | 298,262 | 1,489 | 295,247 | 298,262 | - |
| Retired Employee Costs | 570,621 | 599,000 | 462,617 | 616,823 | 620,000 | 21,000 |
| Bad Debt Expense | 44,306 | 52,000 | 27,199 | 36,265 | 52,000 | - |
| Rate Assistance Program | - | 60,000 | 39,576 | 52,768 | 60,000 | - |
| Unemployment Claims | 2,164 | 2,000 | - | - | 2,000 | - |
| Insurance | 160,550 | 206,231 | 206,031 | 206,031 | 216,333 | 10,102 |
| Fed, State & County Wtr/Swr Fees | 394,107 | 230,000 | 213,842 | 285,123 | 236,000 | 6,000 |

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

| District 300/500/Other | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|
| Federal Dam & Admin Fees | 3,282 | - | - | - | - | - |
| State Water Right Fees | 30,110 | 785,000 | 313,676 | 418,235 | 786,000 | 1,000 |
| Mandated Plans | 30,783 | 20,000 | - | - | 140,000 | 120,000 |
| Strategic Plans/Updates. | - | 50,000 | - | - | - | (50,000) |
| Water Conservation | 2,023 | 3,000 | 2,298 | 3,064 | 3,000 | - |
| Merchant Credit Card Discount | 71,175 | 72,500 | 57,169 | 76,225 | 83,989 | 11,489 |
| Agent Fees | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | - |
| Calaveras County Fees | 9 | - | 103 | 137 | - | - |
| LAFCO Contribution | - | - | - | 14,099 | 14,100 | 14,100 |
| Misc. Non-Operating Costs | 312 | - | 1,137 | 1,141 | 16,120 | 16,120 |
| Total Services and Supplies | 6,558,190 | 7,006,906 | 4,720,331 | 6,540,151 | 7,299,558 | 292,652 |
| Grand Total - Operations | 16,468,472 | 17,098,164 | 12,036,358 | 16,468,242 | 17,803,810 | 705,646 |
| Capital Outlay | | | | | | |
| Vehicles / Equipment | 396,891 | 167,100 | 308,361 | 580,778 | 460,000 | 292,900 |
| Vehicles Capital Lease | - | - | - | - | 128,983 | 128,983 |
| Projects | - | 342,900 | 7,700 | 55,000 | 211,880 | (131,020) |
| Total Capital Outlay | 396,891 | 510,000 | 316,061 | 635,778 | 800,863 | 290,863 |
| Total Operations & Capital Outlay | 16,865,363 | 17,608,164 | 12,352,419 | 17,104,020 | 18,604,673 | 996,509 |
| Debt Service | | | | | | |
| Interest - PERS Side Fund | 2,880 | - | - | - | - | - |
| Principal - PERS Side Fund | 256,916 | - | - | - | - | - |
| Interest - Umpqua UAL Loan | - | 188,482 | 188,482 | 188,482 | 176,475 | (12,007) |
| Principal - Umpqua UAL Fund | - | 268,000 | 268,000 | 268,000 | 328,000 | 60,000 |
| Interest - Umpqua Capital R&R Loan | 89,966 | 58,083 | 249,181 | 58,083 | 25,103 | (32,980) |
| Principal - Umpqua Capital R&R Loan | 2,043,823 | 1,519,334 | 1,519,334 | 1,519,334 | 1,552,314 | 32,980 |
| Interest - USDA Reach 3a Bond | 57,543 | 56,548 | 56,548 | 56,548 | 55,532 | (1,016) |
| Principal - USDA Reach 3a Bond | 43,700 | 44,700 | 44,700 | 44,700 | 45,700 | 1,000 |
| Interest - Vac-Con Loan | - | 24,064 | - | - | 12,398 | (11,666) |
| Principal - Vac-Con Loan | - | 7,453 | - | - | 112,363 | 104,910 |
| Interest - New Hogan | 17,115 | 14,627 | - | 14,627 | 12,142 | (2,485) |
| Principal - New Hogan | 55,242 | 55,242 | - | 55,242 | 55,242 | - |
| Interest - Admin Building Loan | - | 60,731 | - | 60,731 | 46,107 | (14,624) |
| Principal - Admin Building Loan | 570,741 | 585,010 | - | 585,010 | 599,635 | 14,625 |
| Interest - Sewer Fund Loan | - | 13,014 | - | 13,014 | 18,370 | 5,356 |
| Principal - Sewer Fund Loan | - | 85,400 | - | 85,400 | 107,014 | 21,614 |
| Total Debt Service | 3,137,925 | 2,980,688 | 2,326,245 | 2,949,171 | 3,146,396 | 165,708 |
| Total Operations & Debt Service | 20,003,288 | 20,588,852 | 14,678,664 | 20,053,191 | 21,751,069 | 1,162,217 |
| Funded Positions (FTE) -> | 65.00 | 66.00 | | 66.00 | 68.00 | 2.00 |

Proposed Capital Outlay Budget
 FY 2020-21

| Dept | Qty | N or R* | Location | Description | Water | Sewer | Cost |
|-----------|-----|---------|----------------|------------------------------------|----------------|----------------|----------------|
| Utilities | 1 | | West Point | Fencing around Bummerville Tank | 30,000 | - | 30,000 |
| Utilities | 1 | | | New Dumptruck and Heavy Equipment | 138,700 | 51,300 | 190,000 |
| Utilities | 1 | | | Hydrojet Trailer | - | 85,000 | 85,000 |
| Utilities | 14 | | | Septic Tank Transfer Switches PSPS | - | 14,100 | 14,100 |
| Utilities | 10 | N | | 10 Addl Capital Vehicles | 54,740 | 30,791 | 85,531 |
| Utilities | 10 | | | Lease Payments on 2019/20 Lease | 27,809 | 15,643 | 43,452 |
| Utilities | 1 | N | | WTP Flow Meters | 70,000 | - | 70,000 |
| Utilities | | | | Generators | 118,400 | 66,600 | 185,000 |
| Adm Svc | 1 | R | Admin Building | Fin/UB Replacement | 71,379 | 26,401 | 97,780 |
| | | | | TOTAL | 511,029 | 289,834 | 800,863 |

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

| <i>Project No</i> | <i>Non-CIP CapitalSewer</i> Projects Project Description | 2019/20 Approved Project | | Reserves | Capital R & R | Grants |
|-----------------------|---|--------------------------------|-------------------|-------------|-------------------|-------------|
| | | | FY 19-20 | | | |
| | Turbidimeter/Analyzer replacement project | 11,000 | 11,000 | | 11,000 | |
| | Lift Station Pump and motor replacements (10) | 100,000 | 100,000 | | 100,000 | |
| | Total Non-CIP Capital Sewer Projects | \$ 111,000 | \$ 111,000 | \$ - | \$ 111,000 | \$ - |

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

| | Final 2017-18 | Adopted 2018-19 | Adopted 2019-20 | Amended 2019-20 | Proposed 2020-21 |
|---|------------------|--------------------|--------------------|--------------------|---------------------|
| Utility Services | | | | | |
| Director of Operations | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plant Operations Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Construction and Maintenance Manager | | | | | 1.00 (13) |
| Operations, Senior Supervisor | 1.00 | 1.00 | 1.00 | 4.00 (11) | 4.00 |
| Water/Wastewater Plant Operator OIT/I/II/III/Sr | 12.00 | 12.00 | 12.00 | 10.00 (12) | 10.00 (12) |
| Construction/Inspection I/II/III/Sr | 2.00 | - (2) | - | - | - |
| Construction Worker I/II/III/Sr | 3.00 | 3.00 | 7.00 (6) | 7.00 | 7.00 |
| Controls/Communication Senior Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Controls/Communication Technician I/Sr | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Electrician I/II/Sr | 2.00 | 2.00 | 1.00 (8) | 1.00 | 1.00 |
| Facilities Maintenance Worker | - | - | 1.00 (9) | 1.00 | 1.00 |
| Mechanic I/II/Sr | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Collection System Worker I/II/III/IV/Sr | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Distribution Worker I/II/III/Sr | 10.00 | 10.00 | 7.00 (6/7) | 7.00 | 7.00 |
| Meter Reader Trainee/I/II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Purchasing Agent | - | - | 1.00 (8) | 1.00 | 1.00 |
| Administrative Technician I/II/Senior | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total - Utility Services | 46.00 | 44.00 | 46.00 | 47.00 | 48.00 |
| General Management | | | | | |
| General Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Manager of Human Resources | - | - | 1.00 (4) | 1.00 | 1.00 |
| Director of Human Resources/Customer Service | 1.00 | 1.00 | - (4) | - | - |
| Human Resources Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total - General Management | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Engineering/Technical Services | | | | | |
| District Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Civil Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Civil Engineer | - | - | 1.00 (3) | 1.00 | 1.00 |
| Construction Inspector I/II/III/Sr | - | 2.00 (2) | 2.00 | 1.00 (7) | 1.00 |
| Engineering Analyst | 1.00 | 1.00 | 1.00 | 1.00 (10) | - (14) |
| Engineering Coordinator | | | | | 1.00 (14) |
| Engineering Technician I/II/Sr | 1.00 | 1.00 | 1.00 | 1.00 (10) | 1.00 (14) |
| Administrative Technician I/II/Sr | 1.00 | 1.00 | 1.00 | 1.00 | - (14) |
| Total - Engineering/Technical Services | 5.00 | 7.00 | 8.00 | 7.00 | 6.00 |
| Administrative Services | | | | | |
| Director of Administrative Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I/II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 (15) |

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

| | Final 2017-18 | Adopted 2018-19 | Adopted 2019-20 | Amended 2019-20 | Proposed 2020-21 |
|--|------------------|--------------------|--------------------|--------------------|---------------------|
| Accounting Technician I/II | - (1) | - | - | - | 1.00 (15) |
| Manager of External Affairs | - | - | 1.00 (5) | 1.00 | 1.00 |
| Customer Service Representative I/II/III/Sr | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Facilities Maintenance Worker | 1.00 | 1.00 | 1.00 | - (9) | - |
| Information System Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total - Administrative Services | 8.00 | 8.00 | 9.00 | 8.00 | 9.00 |
| Water Resources | | | | | |
| Manager of Water Resources | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Manager Ex Affairs, Conservation & Grants I/II | 1.00 | 1.00 | - (5) | - | - |
| Total - Water Resources | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Total - Personnel Allocation | 65.00 | 65.00 | 68.00 | 67.00 | 68.00 |

Notes

FY 2017-18

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

FY 2018-19

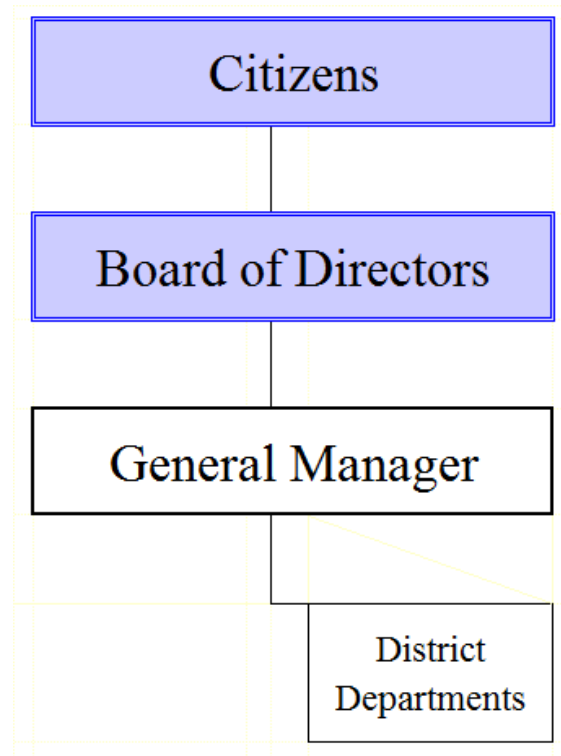
- (2) Moved 2.0 FTE Construction Inspector I/II/III/Sr from Utilities to Engineering/Technical Services
- (3) Added 1.0 FTE Civil Engineer in Engineering/Technical Services
- (4) Deleted 1.0 FTE Director of Human Resources/Customer Service and added 1.0 FTE Manager of Human Resources
- (5) Deleted 1.0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

FY 2019-20

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

FY 2020-21

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



Board of Directors

- Department Summary
- Budget Summary

Department Summary

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

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

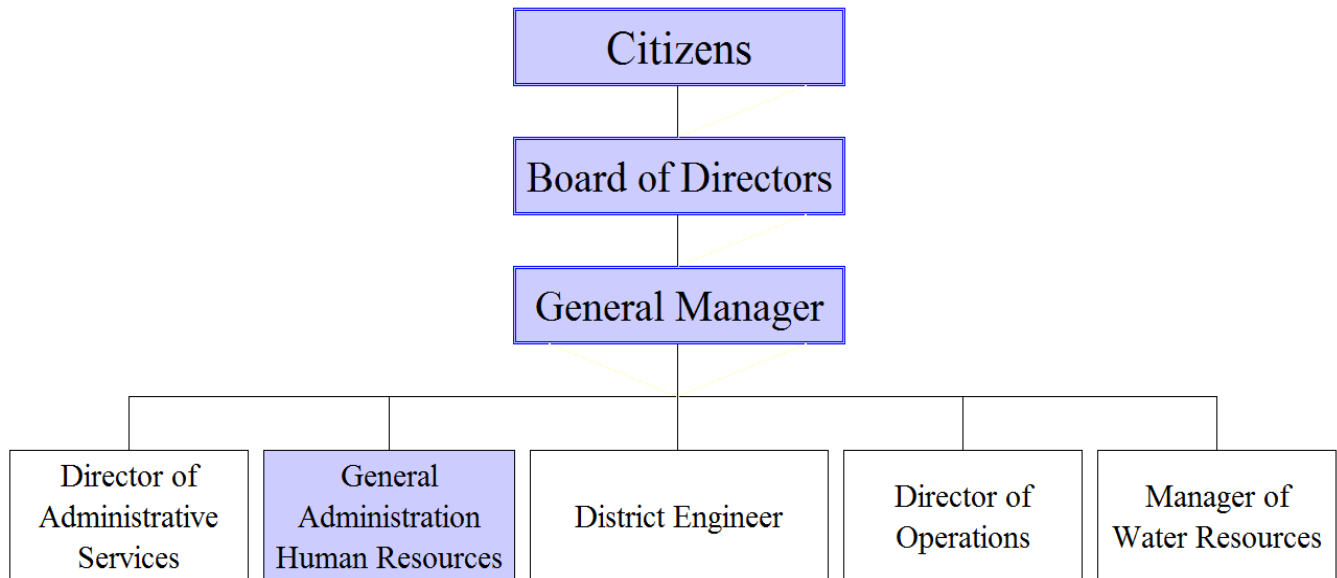
The five (5) members of the Board are elected from five (5) County divisions, within which each Director must reside. The Officers of the Board are the President and Vice President. Officers are elected annually at the first regular Board meeting in December and serve a one-year term, January through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

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

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

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

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



General Management

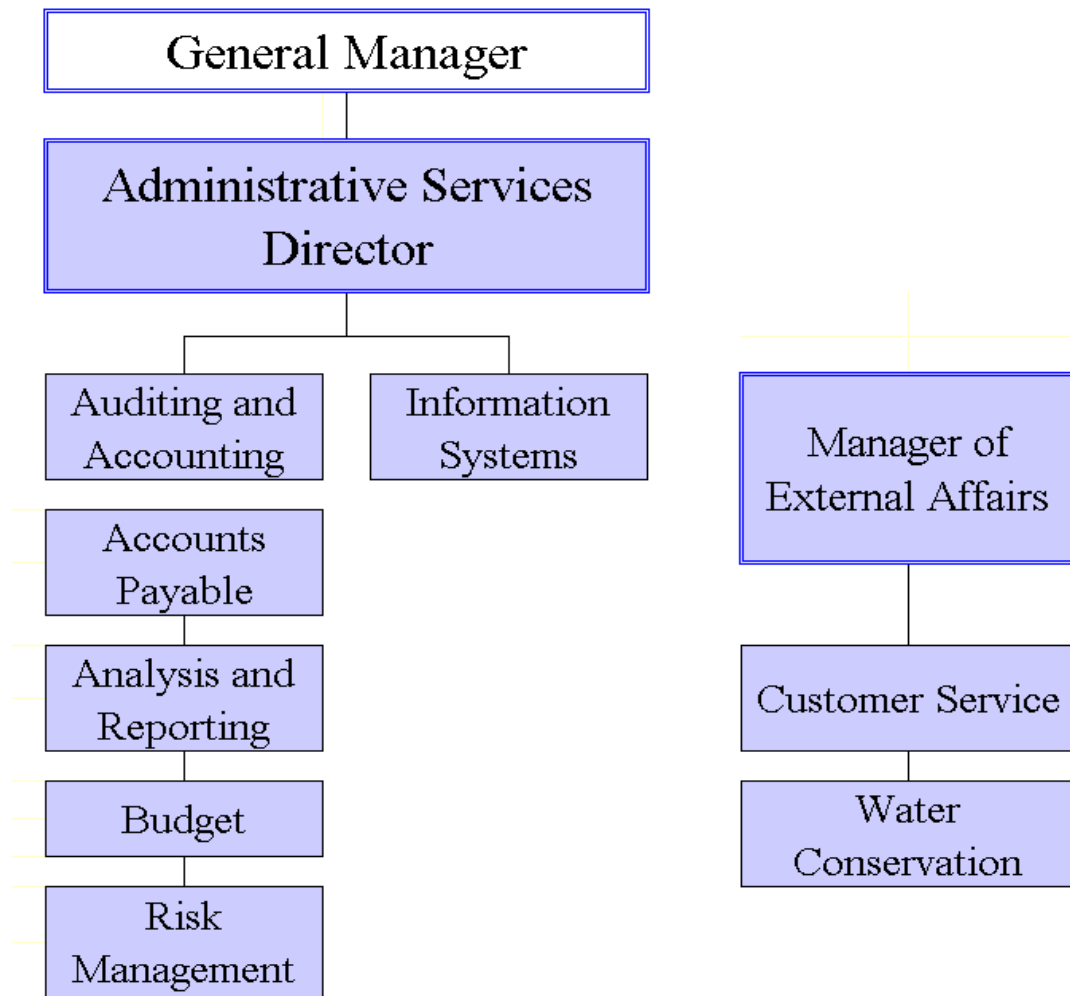
- Department Summary
- Budget Summary

Department Summary

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

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

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



Administrative Services

- Department Summary
- Budget Summary

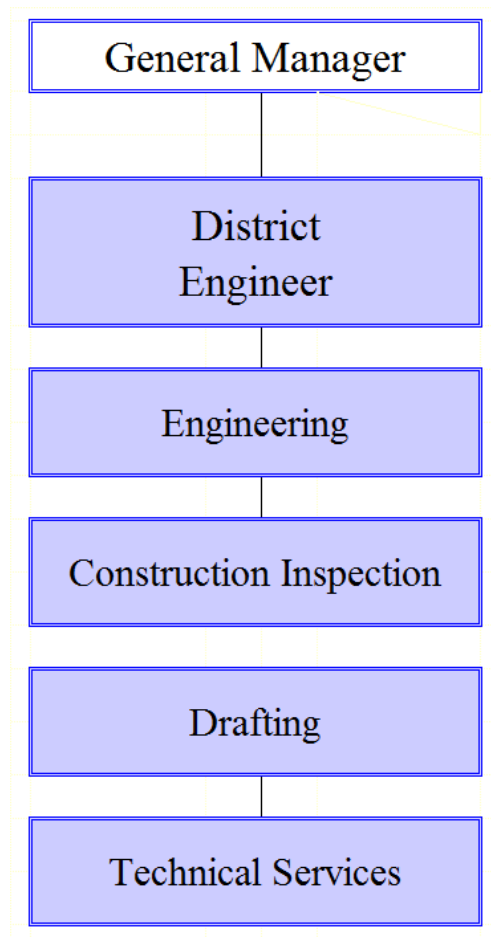
Department Summary

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

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

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

| Administrative Services | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|------------------------------|--|--------------------------------------|---------------------------------|---|--|--|
| Salaries and Benefits | | | | | | | |
| Salaries/Wages | 724,818 | 765,240 | 550,569 | 734,092 | 807,821 | 42,581 | 5.6% |
| Overtime | 4,741 | 2,970 | 4,268 | 5,691 | 4,044 | 1,074 | 36.2% |
| Benefits | 326,887 | 425,409 | 237,647 | 316,863 | 336,598 | (88,811) | -20.9% |
| Medical/Dental Reimbursement | 2,866 | 3,200 | 400 | 533 | 2,800 | (400) | -12.5% |
| Retirement Expense | 155,852 | | 54,762 | 73,016 | 82,337 | 82,337 | 82337.0% |
| CalPERS UAL | 72,238 | | 18,876 | 25,168 | 21,617 | 21,617 | 21617.0% |
| Total Salaries and Benefits | 1,287,401 | 1,196,819 | 866,522 | 1,155,363 | 1,255,217 | 58,398 | 4.9% |
| Services and Supplies | | | | | | | |
| Materials & Supplies | 37 | 1,250 | 257 | 600 | 750 | (500) | -40.0% |
| Administrative Technology | 30,922 | 34,000 | 33,973 | 34,000 | 20,000 | (14,000) | -41.2% |
| Outside Services/Repairs | 5,614 | 6,450 | 6,930 | 7,000 | 9,100 | 2,650 | 41.1% |
| Service Maintenance Contracts | 33,891 | 49,500 | 33,785 | 49,500 | 107,931 | 58,431 | 118.0% |
| Computer Licenses and Maint Agreements | 22,505 | 23,000 | 13,794 | 18,392 | 39,014 | 16,014 | 69.6% |
| Accounting/Auditing | 48,420 | 41,600 | 33,500 | 41,600 | 41,600 | - | 0.0% |
| Advertising/Publicity | 245 | - | - | - | - | - | 0.0% |
| Professional Services | 157,746 | 86,625 | 47,660 | 80,500 | 85,850 | (775) | -0.9% |
| Forms and Supplies | 1,138 | 1,950 | 4,198 | 1,950 | 1,950 | - | 0.0% |
| Postage | 14,234 | 17,300 | 10,863 | 14,484 | 17,520 | 220 | 1.3% |
| Dues and Memberships | 530 | 725 | 445 | 725 | 495 | (230) | -31.7% |
| Printing | - | 500 | - | - | 500 | - | 0.0% |
| Training, Conferences and Travel | 2,146 | 10,000 | 4,042 | 5,000 | 6,000 | (4,000) | -40.0% |
| Other Travel Costs | 983 | 800 | 28 | 300 | 800 | - | 0.0% |
| Bad Debt Expense | 44,306 | 52,000 | 27,199 | 36,265 | 52,000 | - | 0.0% |
| Rate Assistance Program | - | 60,000 | 39,576 | 52,768 | 60,000 | - | 0.0% |
| Water Conservation | - | 3,000 | 2,298 | 3,064 | 3,000 | - | 0.0% |
| Merchant Credit Card Discount | 71,175 | 72,500 | 57,169 | 76,225 | 83,989 | 11,489 | 15.8% |
| Agent Fees | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | - | 0.0% |
| Misc. Non-Operating Costs | 20 | - | 1,125 | 1,125 | - | - | 0.0% |
| Total Services and Supplies | 441,412 | 468,700 | 324,342 | 430,999 | 537,999 | 69,299 | 14.8% |
| Grand Total - Operations | 1,728,813 | 1,665,519 | 1,190,864 | 1,586,361 | 1,793,216 | 127,697 | 7.7% |
| Capital Outlay | | | | | | | |
| Vehicles / Equipment | 51,650 | 6,000 | - | 6,000 | | (6,000) | -100.0% |
| Projects/Software | - | - | - | - | 97,780 | 97,780 | 97780.0% |
| Total Capital Outlay | 51,650 | 6,000 | - | 6,000 | 97,780 | 91,780 | 1529.7% |
| Total Operations & Capital Outlay | 1,780,463 | 1,671,519 | 1,190,864 | 1,592,361 | 1,890,996 | 219,477 | 13.1% |
| Funded Positions (FTE) -> | 8.00 | 8.00 | | 8.00 | 9.00 | 1.00 | 12.5% |



Engineering - Technical Services

- Department Summary
- Budget Summary

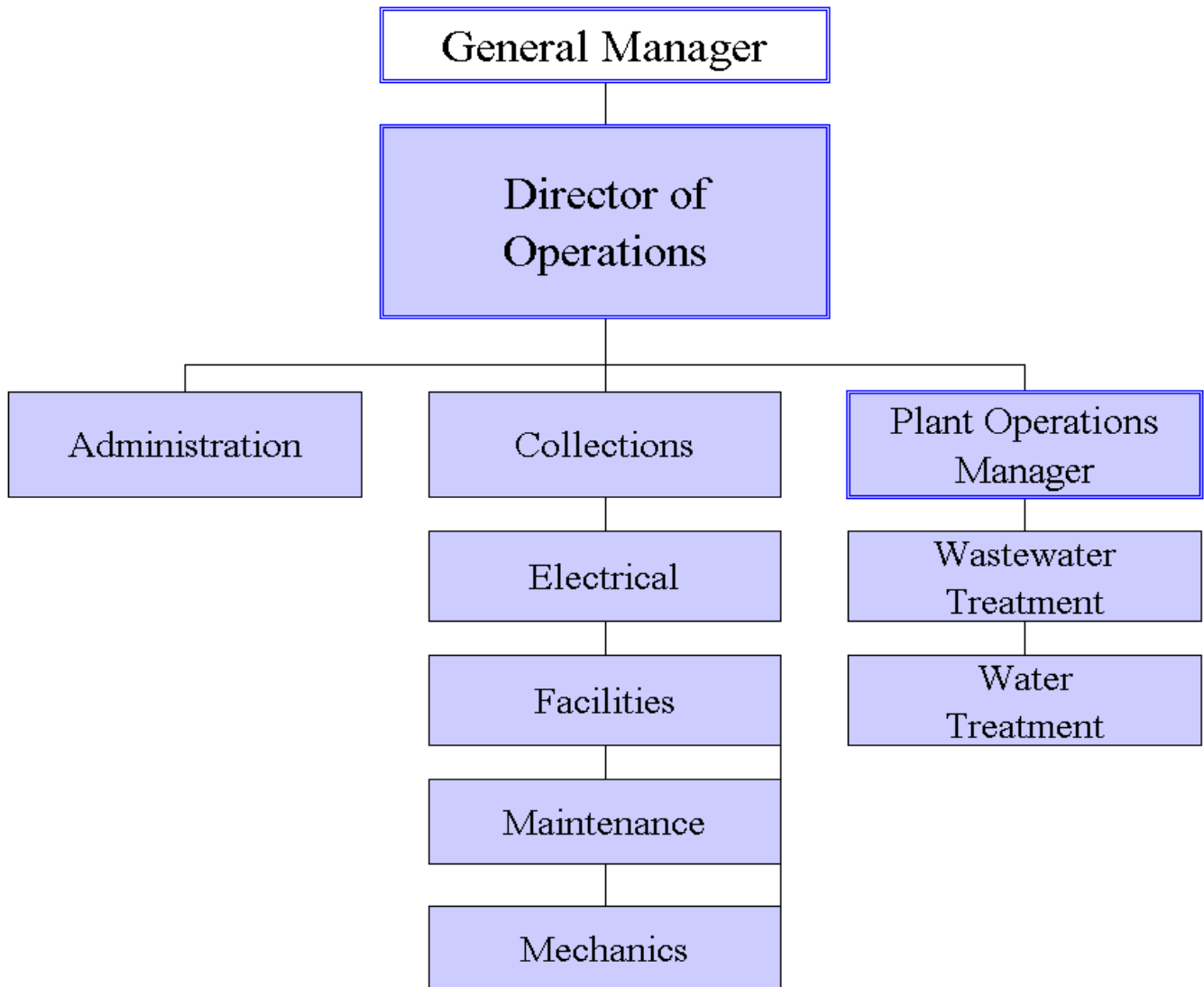
Department Summary

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

Calaveras County Water District

Engineering/Technical Services Operating Budget: FY 2020-21

| Engineering/Tech Services | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|----------------------|---------------------------------|-----------------------------|-------------------------|----------------------------------|-------------------------------------|-------------------------------------|
| Salaries and Benefits | | | | | | | |
| Salaries/Wages | 458,111 | 751,888 | 538,110 | 717,480 | 679,084 | (72,804) | -9.7% |
| Overtime | 4,474 | 5,720 | 17,767 | 23,689 | 20,220 | 14,500 | 253.5% |
| Benefits | 175,039 | 410,176 | 193,512 | 258,016 | 233,331 | (176,845) | -43.1% |
| Medical/Dental Reimbursement | 1,600 | 2,800 | 800 | 1,067 | 2,400 | (400) | -14.3% |
| Retirement Expense | 88,122 | | 54,954 | 73,272 | 73,032 | 73,032 | 73032.0% |
| CalPERS UAL | 47,864 | | 19,241 | 25,655 | 23,798 | 23,798 | 23798.0% |
| Total Salaries and Benefits | 775,209 | 1,170,584 | 824,384 | 1,099,179 | 1,031,865 | (138,719) | -11.9% |
| Services and Supplies | | | | | | | |
| Materials & Supplies | 108,808 | 3,500 | 1,686 | 2,500 | 1,000 | (2,500) | -71.4% |
| Safety Materials & Supplies | - | 800 | 137 | 164 | - | (800) | -100.0% |
| Administrative Technology | 5,623 | - | 3,179 | 3,179 | - | - | 0.0% |
| Service Maintenance Contracts | 8,639 | 10,500 | 9,855 | 11,826 | 15,105 | 4,605 | 43.9% |
| Computer Licenses and Maint Agreements | 1,895 | - | 1,895 | 2,274 | - | - | 0.0% |
| Rental (Non Vehicle and Equip) | 50 | | | | | | |
| Professional Services | 5,865 | 80,000 | (5,300) | 25,000 | 57,450 | (22,550) | -28.2% |
| Forms and Supplies | | 500 | - | - | 600 | 100 | 20.0% |
| Publications and Subscriptions | 310 | 200 | | - | 600 | 400 | 200.0% |
| Dues and Memberships | 275 | 618 | 230 | 276 | 600 | (18) | -2.9% |
| Recording Title Reports | 211 | - | 427 | 512 | - | - | 0.0% |
| Training, Conferences and Travel | 2,468 | 7,500 | 7,926 | 9,511 | 7,500 | - | 0.0% |
| Other Travel Costs | 15 | 500 | - | - | 600 | 100 | 20.0% |
| Total Services and Supplies | 134,159 | 104,118 | 20,200 | 55,441 | 83,455 | (20,663) | -19.8% |
| Grand Total - Operations | 909,368 | 1,274,702 | 844,584 | 1,154,620 | 1,115,320 | (159,382) | -12.5% |
| Funded Positions (FTE) -> | 5.00 | 7.00 | | 7.00 | 6.00 | (1.00) | -14.3% |



Utility Services

- Department Summary
- Budget Summary

Department Summary

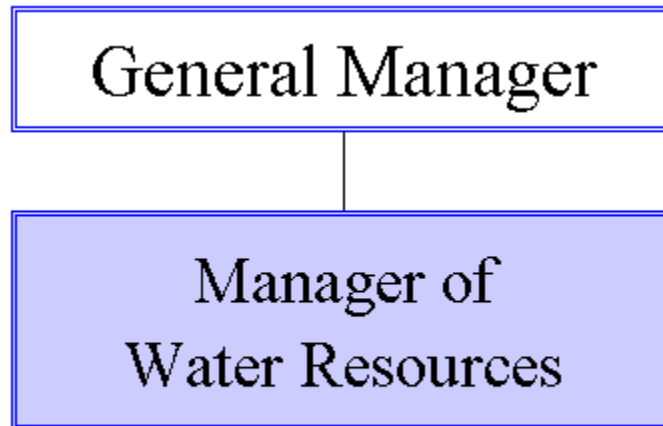
The Utility Services Department is responsible for maintaining, repairing and improving Calaveras County Water District's treatment and distribution facilities to ensure their reliable and efficient operation as well as providing a safe working environment for employees. The Utility Services Department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

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

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

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

| Utilities | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|------------------------------|--|--------------------------------------|---------------------------------|---|--|--|
| UV System PM | | 5,000 | | - | 5,000 | - | 0.0% |
| Computer Licenses and Maint Agreements | 6,699 | 8,000 | 21,294 | 28,392 | 26,400 | 18,400 | 230.0% |
| Laboratory Services | 151,937 | 165,000 | 117,857 | 157,143 | 165,000 | - | 0.0% |
| Rental (Non Vehicle and Equip) | 33,000 | | 30,000 | 40,000 | 36,000 | 36,000 | 36000.0% |
| Professional Services | 91,091 | 84,300 | 41,479 | 55,305 | 89,300 | 5,000 | 5.9% |
| Operating Exp Gas and Oil | 218,276 | 210,000 | 217,218 | 289,624 | 231,000 | 21,000 | 10.0% |
| Repair Exp/ Parts and Repairs | 164,347 | 65,000 | 100,664 | 134,219 | 75,000 | 10,000 | 15.4% |
| Fuel/Repair - Generators | 33,245 | 30,000 | 66,588 | 88,784 | 50,000 | 20,000 | 66.7% |
| Rental Exp/Vehicle and Equip. | 86,575 | 30,000 | 15,790 | 21,053 | 54,473 | 24,473 | 81.6% |
| Vehicle Maintenance | - | 210,017 | 70,600 | 94,133 | 8,245 | (201,772) | -96.1% |
| Permits & Licenses | 13,647 | 15,000 | 7,798 | 10,397 | 15,000 | - | 0.0% |
| Publications and Subscriptions | | 1,000 | - | - | 2,000 | 1,000 | 100.0% |
| Dues and Memberships | 7,685 | 14,500 | 8,362 | 11,149 | 14,500 | - | 0.0% |
| Training, Conferences and Travel | 34,969 | 35,000 | 28,953 | 38,604 | 35,000 | - | 0.0% |
| Other Travel Costs | 846 | - | 183 | 244 | 184 | 184 | 184.0% |
| Purchased Water | 2,349 | 5,000 | 1,489 | 1,985 | 5,000 | - | 0.0% |
| Fed, State & County Wtr/Swr Fees | 394,107 | 230,000 | 213,842 | 285,123 | 236,000 | 6,000 | 2.6% |
| Total Services and Supplies | 3,922,967 | 3,606,733 | 2,804,943 | 3,739,924 | 3,742,551 | 135,818 | 3.8% |
| Grand Total - Operations | 10,675,054 | 10,341,869 | 7,735,714 | 10,481,052 | 10,929,868 | 587,999 | 5.7% |
| Capital Outlay | | | | | | | |
| Vehicles / Equipment | 345,241 | 161,100 | 308,361 | 574,778 | 460,000 | 298,900 | 185.5% |
| Vehicles Capital Lease | | | | | 128,983 | 128,983 | 128983.0% |
| Projects | | 342,900 | 7,700 | 55,000 | 114,100 | (228,800) | -66.7% |
| Total Capital Outlay | 345,241 | 504,000 | 316,061 | 629,778 | 703,083 | 199,083 | 39.5% |
| Total Operations & Capital Outlay | 11,020,294 | 10,845,869 | 8,051,775 | 11,110,830 | 11,632,951 | 787,082 | 7.3% |
| Funded Positions (FTE) -> | 46.00 | 46.00 | | 46.00 | 48.00 | 2.00 | 4.3% |



Water Resources

- Department Summary
- Budget Summary

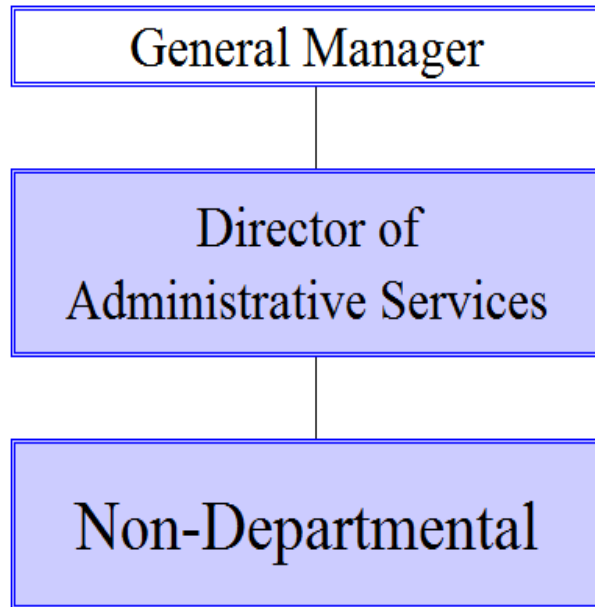
Department Summary

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

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

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

| Water Resources | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|-------------------------------------|------------------------------|--|--------------------------------------|---------------------------------|---|--|--|
| Salaries and Benefits | | | | | | | |
| Salaries/Wages | 206,831 | 124,623 | 88,159 | 117,545 | 135,512 | 10,889 | 8.7% |
| Benefits | 97,711 | 54,739 | 38,086 | 50,781 | 52,063 | (2,676) | -4.9% |
| Medical/Dental Reimbursement | 400 | 400 | 400 | 533 | - | (400) | -100.0% |
| Retirement Expense | 22,161 | 9,990 | 6,263 | 8,351 | 19,235 | 9,245 | 92.5% |
| CalPERS UAL | 773 | 4,708 | 430 | 573 | 8,593 | 3,885 | 82.5% |
| Total Salaries and Benefits | 327,876 | 194,460 | 133,338 | 177,784 | 215,403 | 20,943 | 10.8% |
| Services and Supplies | | | | | | | |
| Materials & Supplies | 9,642 | 500 | 457 | 609 | 500 | - | 0.0% |
| Outside Legal Fees | 153,942 | 155,000 | 72,427 | 96,569 | 115,000 | (40,000) | -25.8% |
| Advertising/Publicity | 50 | 500 | - | - | 500 | - | 0.0% |
| Professional Services | 197,756 | 73,547 | 31,328 | 41,771 | 129,000 | 55,453 | 75.4% |
| Dues and Memberships | 31,310 | 47,500 | 60,365 | 80,487 | 63,443 | 15,943 | 33.6% |
| Training, Conferences and Travel | 4,052 | 4,000 | 1,466 | 1,955 | 4,000 | - | 0.0% |
| Other Travel Costs | 677 | 750 | - | - | 750 | - | 0.0% |
| Purchased Water | - | 293,262 | - | 293,262 | 293,262 | - | 0.0% |
| State Water Right Fees | 30,110 | 785,000 | 313,676 | 418,235 | 786,000 | 1,000 | 0.1% |
| Mandated Plans | 30,783 | 20,000 | - | - | 140,000 | 120,000 | 600.0% |
| Strategic Plans/Updates. | - | 50,000 | - | - | - | (50,000) | -100.0% |
| Water Conservation | 2,023 | - | - | - | - | - | 0.0% |
| Total Services and Supplies | 460,345 | 1,430,059 | 479,719 | 932,887 | 1,532,455 | 102,396 | 7.2% |
| Grand Total - Operations | 788,221 | 1,624,519 | 613,057 | 1,110,671 | 1,747,858 | 123,339 | 7.6% |
| Funded Positions (FTE) -> | 2.00 | 1.00 | | 1.00 | 1.00 | - | 0.0% |



Non-Departmental

- Department Summary
- Budget Summary

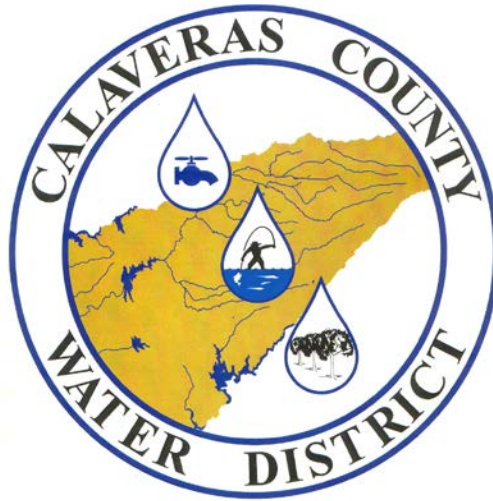
Department Summary

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

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

| Non-Departmental | Actual FY 2018-19 | Adopted Budget FY 2019-20 | Y-T-D as of 31-Mar-20 | Projected FY 2019-20 | Proposed Budget FY 2020-21 | Variance to Budget FY 2019-20 | % Change to Budget FY 2019-20 |
|--|------------------------------|--|--------------------------------------|---------------------------------|---|--|--|
| Services and Supplies | | | | | | | |
| Power | 9,607 | 7,800 | 6,310 | 8,414 | 8,585 | 785 | 10.1% |
| Water | 2,635 | 2,800 | 2,682 | 3,576 | 3,650 | 850 | 30.4% |
| Telephone | 11,454 | 9,300 | 7,313 | 9,750 | 9,945 | 645 | 6.9% |
| Refuse/Disposal | 2,594 | 2,600 | 1,798 | 2,397 | 2,600 | - | 0.0% |
| Materials & Supplies | 48,900 | 40,000 | 47,659 | 63,545 | 40,000 | - | 0.0% |
| Tools | 783 | 500 | 291 | 387 | 500 | - | 0.0% |
| Safety Materials & Supplies | 397 | | | - | | - | 0.0% |
| Outside Services/Repairs | 16,362 | 11,000 | 6,380 | 8,506 | 9,000 | (2,000) | -18.2% |
| Service Maintenance Contracts | 5,627 | 5,800 | 5,681 | 7,575 | 7,800 | 2,000 | 34.5% |
| Building Repairs | 39 | 5,000 | 3,005 | 4,007 | 5,000 | - | 0.0% |
| Claims/Damages | 125 | 5,000 | 1,960 | 2,613 | 5,000 | - | 0.0% |
| Janitorial Services | 23,220 | 23,220 | 17,415 | 23,220 | 23,220 | - | 0.0% |
| Professional Services | 600 | - | 80 | 107 | | - | 0.0% |
| Purchased Water | 293,262 | | | - | | - | 0.0% |
| Retired Employee Costs | 570,621 | 599,000 | 462,617 | 616,823 | 620,000 | 21,000 | 3.5% |
| Insurance | 160,550 | 206,231 | 206,031 | 206,031 | 216,333 | 10,102 | 4.9% |
| Federal Dam & Admin Fees | 3,282 | | | - | | - | 0.0% |
| LAFCO Contribution | | | | 14,099 | 14,100 | 14,100 | 14100.0% |
| Misc. Non-Operating Costs | 292 | | 12 | 16 | 16,120 | 16,120 | 16120.0% |
| Total Services and Supplies | 1,150,349 | 918,251 | 769,234 | 971,067 | 981,853 | 63,602 | 6.9% |
| Grand Total - Operations | 1,150,349 | 918,251 | 769,234 | 971,067 | 981,853 | 63,602 | 6.9% |
| Debt Service | | | | | | | |
| Interest - PERS Side Fund | 2,880 | - | - | - | - | - | 0.0% |
| Principal - PERS Side Fund | 256,916 | | - | - | - | - | 0.0% |
| Interest - Umpqua PERS UAL | - | 188,482 | 188,482 | 188,482 | 176,475 | (12,007) | -6.4% |
| Principal - Umpqua PERS UAL | - | 268,000 | 268,000 | 268,000 | 328,000 | 60,000 | 22.4% |
| Interest - Umpqua Capital R&R Loan | 89,966 | 58,083 | 249,181 | 58,083 | 25,103 | (32,980) | -56.8% |
| Principal - Umpqua Capital R&R Loan | 2,043,823 | 1,519,334 | 1,519,334 | 1,519,334 | 1,552,314 | 32,980 | 2.2% |
| Interest - USDA Reach 3a Bond | 57,543 | 56,548 | 56,548 | 56,548 | 55,532 | (1,016) | -1.8% |
| Principal - USDA Reach 3a Bond | 43,700 | 44,700 | 44,700 | 44,700 | 45,700 | 1,000 | 2.2% |
| Interest - Vac-Con Loan | | 24,064 | | - | 12,398 | (11,666) | -48.5% |
| Principal - Vac-Con Loan | | 7,453 | | - | 112,363 | 104,910 | 1407.6% |
| Interest - New Hogan | 17,115 | 14,627 | | 14,627 | 12,142 | (2,485) | -17.0% |
| Principal - New Hogan | 55,242 | 55,242 | | 55,242 | 55,242 | - | 0.0% |
| Interest - Admin Building Loan | - | 60,731 | | 60,731 | 46,107 | (14,624) | -24.1% |
| Principal - Admin Building Loan | 570,741 | 585,010 | | 585,010 | 599,635 | 14,625 | 2.5% |
| Interest - Sewer Fund Loan | - | 13,014 | | 13,014 | 18,370 | 5,356 | 41.2% |
| Principal - Sewer Fund Loan | - | 85,400 | | 85,400 | 107,014 | 21,614 | 25.3% |
| Total Debt Service | 3,137,925 | 2,980,688 | 2,326,245 | 2,949,171 | 3,146,396 | 165,708 | 5.6% |
| Total Operations & Debt Service | 4,288,274 | 3,898,939 | 3,095,479 | 3,920,238 | 4,128,249 | 229,310 | 5.9% |

CALAVERAS COUNTY WATER DISTRICT



Capital Improvement Program (CIP)

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

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

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

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

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

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

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

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

| | Final 2017-18 | Adopted 2018-19 | Adopted 2019-20 | Amended 2019-20 | Proposed 2020-21 |
|---|------------------|--------------------|--------------------|--------------------|---------------------|
| Utility Services | | | | | |
| Director of Operations | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Plant Operations Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Construction and Maintenance Manager | | | | | 1.00 (13) |
| Operations, Senior Supervisor | 1.00 | 1.00 | 1.00 | 4.00 (11) | 4.00 |
| Water/Wastewater Plant Operator OIT/I/II/III/Sr | 12.00 | 12.00 | 12.00 | 10.00 (12) | 10.00 (12) |
| Construction/Inspection I/II/III/Sr | 2.00 | - (2) | - | - | - |
| Construction Worker I/II/III/Sr | 3.00 | 3.00 | 7.00 (6) | 7.00 | 7.00 |
| Controls/Communication Senior Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Controls/Communication Technician I/Sr | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Electrician I/II/Sr | 2.00 | 2.00 | 1.00 (8) | 1.00 | 1.00 |
| Facilities Maintenance Worker | - | - | 1.00 (9) | 1.00 | 1.00 |
| Mechanic I/II/Sr | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Collection System Worker I/II/III/IV/Sr | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Distribution Worker I/II/III/Sr | 10.00 | 10.00 | 7.00 (6/7) | 7.00 | 7.00 |
| Meter Reader Trainee/I/II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Purchasing Agent | - | - | 1.00 (8) | 1.00 | 1.00 |
| Administrative Technician I/II/Senior | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total - Utility Services | 46.00 | 44.00 | 46.00 | 47.00 | 48.00 |
| General Management | | | | | |
| General Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Manager of Human Resources | - | - | 1.00 (4) | 1.00 | 1.00 |
| Director of Human Resources/Customer Service | 1.00 | 1.00 | - (4) | - | - |
| Human Resources Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total - General Management | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Engineering/Technical Services | | | | | |
| District Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Civil Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Civil Engineer | - | - | 1.00 (3) | 1.00 | 1.00 |
| Construction Inspector I/II/III/Sr | - | 2.00 (2) | 2.00 | 1.00 (7) | 1.00 |
| Engineering Analyst | 1.00 | 1.00 | 1.00 | 1.00 (10) | - (14) |
| Engineering Coordinator | | | | | 1.00 (14) |
| Engineering Technician I/II/Sr | 1.00 | 1.00 | 1.00 | 1.00 (10) | 1.00 (14) |
| Administrative Technician I/II/Sr | 1.00 | 1.00 | 1.00 | 1.00 | - (14) |
| Total - Engineering/Technical Services | 5.00 | 7.00 | 8.00 | 7.00 | 6.00 |
| Administrative Services | | | | | |
| Director of Administrative Services | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I/II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 (15) |
| Accounting Technician I/II | - (1) | - | - | - | 1.00 (15) |
| Manager of External Affairs | - | - | 1.00 (5) | 1.00 | 1.00 |

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

| | Final 2017-18 | Adopted 2018-19 | Adopted 2019-20 | Amended 2019-20 | Proposed 2020-21 |
|--|------------------|--------------------|--------------------|--------------------|---------------------|
| Customer Service Representative I/II/III/Sr | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Facilities Maintenance Worker | 1.00 | 1.00 | 1.00 | - (9) | - |
| Information System Administrator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total - Administrative Services | 8.00 | 8.00 | 9.00 | 8.00 | 9.00 |
| Water Resources | | | | | |
| Manager of Water Resources | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Manager Ex Affairs, Conservation & Grants I/II | 1.00 | 1.00 | - (5) | - | - |
| Total - Water Resources | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 |
| Total - Personnel Allocation | 65.00 | 65.00 | 68.00 | 67.00 | 68.00 |

Notes

FY 2017-18

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

FY 2018-19

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

FY 2019-20

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

FY 2020-21

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

RESOLUTION NO. 2020-

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

**ADOPTING THE FISCAL YEAR 2020-21 OPERATING
AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT Has reviewed the projected revenues and expenditures for the 2020-21 fiscal year; and

WHEREAS, the Board of Directors has, as a result of the review, identified those programs and expenditures that will be most beneficial to the needs of the CALAVERAS COUNTY WATER DISTRICT.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT that the Fiscal Year 2020-21 Operating Budget in the amount of \$21,751,069 is hereby approved and adopted.

BE IT FURTHER RESOLVED, by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT that the Fiscal Year 2020-21 Capital Improvement Program (CIP) Budget in the amount of \$14,914,705 is hereby approved and adopted.

PASSED AND ADOPTED this 24th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

RESOLUTION NO. 2020-

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

ADOPTING THE FISCAL YEAR 2020-21 PERSONNEL ALLOCATION

WHEREAS, the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT Has reviewed the projected revenues and expenditures for the 2020-21 fiscal year; and

WHEREAS, the Board of Directors has, as a result of the review, identified those programs and expenditures that will be most beneficial to the needs of the CALAVERAS COUNTY WATER DISTRICT.

WHEREAS, the Board of Director approved and adopted the Fiscal Year 2020-21 Operating Budget on June 24, 2020.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT that the Fiscal Year 2020-21 Personnel Allocation, attached hereto and made a part hereof, is hereby approved and adopted.

PASSED AND ADOPTED this 24th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 24, 2020

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, Human Resources Manager

SUBJECT: Discussion/Action regarding Approval to Extend the Current Memorandum of Understanding with the Service Employees International Union Local 1021

RECOMMENDED ACTION:

Motion: _____/_____ approving Resolution 2020- ___ approving the Extension of the current Memorandum of Understanding (MOU) with the Service Employees International Union (SEIU) Local 1021 to extend the term of the MOU by one-year.

SUMMARY:

CCWD and members of the SEIU bargaining unit have been involved in collaborative negotiations since January of this year as SEIU's current MOU is scheduled to expire on June 30, 2020. CCWD's Management along with the SEIU negotiating committee were working diligently to come to an agreement until negotiations stalled with the issuance of stay at home orders due to the COVID-19 pandemic.

The District is facing significant financial uncertainty due to economic effects of the COVID-19 response. The increased financial uncertainty is not conducive to bargaining, therefore, the District and SEIU agree that is in the best interest of the District and its employees to suspend bargaining and extend the current MOU for one year. This extension will not change any existing benefits for the employees nor will it provide a Cost of Living Adjustment (COLA). The existing wage schedule, dated on July 1, 2019, will remain in effect through June 30, 2021.

The District will use this extended time period to work on critical issues to the District such as retiree health and on-call needs, items which had been identified early on in this year's negotiating efforts. District management expects contract negotiations to resume in early 2021.

FINANCIAL CONSIDERATIONS:

The one-year extension will result in no additional cost to the District, other than step increases for those employees eligible as a result of a satisfactory performance evaluation.

Attachments: *SEIU Side Letter Agreement*
Resolution No. 2020-___-Approving the extension of the current SEIU Contract

AMENDMENT TO
JULY 1, 2017 – JUNE 30, 2020
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE CALAVERAS COUNTY WATER DISTRICT AND
SEIU, LOCAL 1021

ONE-YEAR EXTENSION OF MOU THROUGH JUNE 30, 2021

Pursuant to Article 28(C) of the Memorandum of Understanding (“MOU”) between the Calaveras County Water District (“District”) and SEIU, Local 1021 (“Union”), the District and Union hereby agree to this Amendment to the MOU between the parties to provide for a one-year extension of the existing terms and conditions of the MOU through June 30, 2021. In effecting this Amendment, the parties agree to replace Article 30 (Term of MOU) in the existing MOU as follows:

ARTICLE 30 TERM OF MOU

The term of this MOU shall commence at 12:01 am on July 1, 2017, and shall expire and otherwise be fully terminated at 12:00 am (midnight) of June 30, 2021. All elements shall take effect as noted herein or upon ratification.

By agreeing to this one-year extension, the parties also agree to extend through June 30, 2021, any time sensitive benefits in the Agreement that were otherwise agreed upon only through the original term of July 1, 2018 – June 30, 2020, with such benefits now extended under the same terms and conditions through June 30, 2021.

As witness to their agreement to this MOU extension under these terms, the undersigned hereby affix their signatures to approve this agreement:

For the District:

Michael Minkler
General Manager

Date

Bertha Underhill
Board President

Date

For the Union:

Richard Hibbard
SEIU Local 1021 Chapter President

Date

Mike Samorano
SEIU Local 1021 Chapter Vice-President

Date

Patrick Burkhardt
SEIU Local 1021 Negotiating Team Member

Date

Kelly Gerkenmeyer
SEIU Local 1021 Negotiating Team Member

Date

Tiffany Burke
SEIU Local 1021 Negotiating Team Member

Date

Doug Turner
SEIU Local 1021 Negotiating Team Member

Date

Dennis Mallory
SEIU Local 1021 Field Representative

Date

Mike Fouch
SEIU Local 1021 Field Representative

Date

John Stead-Mendez
SEIU Local 1021 Executive Director

Date

RESOLUTION NO. 2020-

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

**APPROVING AN AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING (MOU) WITH SEIU LOCAL 1021
EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2020**

WHEREAS, both the Board of Directors of the Calaveras County Water District (CCWD) and SEIU Local 1021 entered into a Memorandum of Understanding (MOU) having an effective date of July 1, 2017 through June 30, 2020, the terms of which the MOU are incorporated herein by this reference; and

WHEREAS, CCWD management staff and the representatives of SEIU Local 1021 began to meet and negotiate in good faith on a successor MOU; and

WHEREAS, negotiations with the SEIU Local 1021 bargaining team were delayed for a few weeks as a result of the COVID-19 national emergency as declared by the President of the United States and the subsequent stay at home order issued by California's Governor in mid-March; and

WHEREAS, it is anticipated that the effects of the COVID-19 national emergency will have an impact on the District short- and long-term finances; and

WHEREAS, the District management staff and SEIU Local 1021 bargaining team believe it is in the best interest of the District and its employees to extend the current expiration date of the MOU to June 30, 2021 with no changes to the benefits and no Cost of Living Adjustment for fiscal year 20/21.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Calaveras County Water District authorize approval of the Amendment to the SEIU Local 1021 MOU currently in effect, attached hereto and made a part hereof.

PASSED AND ADOPTED by this 24th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 24, 2020

TO: Board of Directors

FROM: Michael Minkler, General Manager
Stacey Lollar, Human Resources Manager

SUBJECT: Discussion/Action regarding Approval of Side Letter Agreements to the current Memoranda of Understanding with the Service Employees International Union Local 1021 and the Management and Confidential Unit.

RECOMMENDED ACTION

Motion: _____/_____ approving Resolution 2020- ____ approving a Side Letter Agreement to the current Memorandum of Understanding (MOU) with the Service Employees International Union (SEIU) Local 1021 updating the Wage Schedule.

Motion: _____/_____ approving Resolution 2020- ____ a Side Letter Agreement to the current Agreement with the Management and Confidential Unit (MCU) to update the salary schedule.

SUMMARY

As positions become vacant, management takes the opportunity to determine the greatest organizational need of the District rather than automatically backfilling the vacancy. The objective is to create an organizational structure that sets the District up for long term success, while recognizing that the dynamic nature of CCWD requires frequent reassessment of staffing needs.

The District's financial position makes it difficult to address personnel needs even in a strong economy. The financial uncertainty created by the COVID-19 pandemic and the impact it could have on District revenue makes it even harder. Despite the financial uncertainty, the District cannot fail at its core functions of providing wastewater and water services to our communities and County-wide water resources planning. In light of these circumstances, the actions described below will help ensure the continuity of District services in a financially responsible manner.

ENGINEERING DEPARTMENT VACANCIES

Over the last several months, management staff worked collaboratively to identify the highest priority staffing needs that could be addressed with the two current vacancies in the Engineering Department. The Engineering Department has a heavy workload with several large construction projects simultaneously underway and many more in the

design and planning stages. Adding an engineer to the department last year helped to manage that workload and provided significant benefit to the District.

While the Engineering Department still has a need for both current vacancies, a greater staffing need exists in the management of the Operations Department. Accordingly, the difficult decision was made not to fill the Engineering Technician vacancy and instead hire a Construction and Maintenance Manager to oversee and coordinate efforts among the collections, distribution, construction, and meter reader crews. The District previously had four managers in the Operations Department, including the Director of Operations, to oversee its 40+ staff members. It currently has only two and there is a critical need for a third manager to assist the Director of Operations with coordination of the many work efforts the department has underway on any given day.

As a corollary to the Construction and Maintenance Manager, the current Plant Operations Manager job duties will now include increased regulatory compliance responsibilities and will oversee the Electrical/SCADA and Mechanics crews. This will further improve coordination of the Operations Department work flow. As a result, the District proposes to increase the current Plant Operations Manager from the current pay range of 27 to range 28.

The other vacancy in the Engineering Department will be filled by a newly created position that better suits the specific needs of the Department. The Engineering Coordinator will provide administrative support to Engineering Department staff, assist District customers with engineer-related requests, such as cost-to-serve, will assist in the implementation of District policies and construction standards, process bid documents, assist in construction contract administration, and coordinate Engineering Committee meetings and agendas. The Engineering Coordinator will be a single-classification position at Range 17 in the Union pay schedule.

A key function of the Engineering Coordinator and the Construction and Maintenance Manager will be to improve communication and coordination across departments and with the Customer Service Representatives. The objective is to increase the District's responsiveness to customer requests and improve the overall customer experience.

In short, instead of filling the Engineering Analyst and Engineering Tech positions, new Engineering Coordinator and Construction and Maintenance Manager positions will be filled. After extensive deliberation, management believes these positions are the best use of the two current vacancies in the Engineering Department.

FINANCE DEPARTMENT CHANGES

The functions of the District's finance staff have changed over-time and there is a need to update the job classifications to match the District's needs. The District has been moving from a data entry focused junior Accountant or Accounting Technician position to one that has more technical and analytical responsibilities to provide that support throughout the District. With this in mind, the Administrative Services Department needs a skilled accounting technician to provide support for fiscal functions in addition to its high-level Accountant. Management also recognizes some overlapping duties in the

Accounting Technician series and the Accountant I and proposes consolidating the Accounting Technician I/II/Senior into two levels for an Accounting Technician I/II. Management has also taken this opportunity to update the Accountant job description and will consolidate a portion of the duties of the Accountant I into the duties of the Accountant II. This will result in two levels within the Accountant classification series and will therefore be reassessed as an Accountant I and II.

With this change the current Accountant I would be reclassified as an Accounting Technician II, resulting in a lateral move, as the updated Accounting Technician II position will be a range 17. The current Accountant III will be reclassified to an Accountant II, resulting in a lateral move at the same range, as well.

Management has met with the officers of SEIU and MCU and will continue to work with the Union and all affected employees as the updates and changes occur.

FINANCIAL CONSIDERATIONS:

The Construction Maintenance Manager and the Engineering Coordinator will be slightly higher pay ranges than the vacancies they replace, resulting in an annual increase of approximately \$5k-\$15k in salaries and benefits. The change to the range of the Plant Operations Manager will result in an annual increase of approximately \$6k to \$10k annually. The changes to the Accountant and Accounting Tech classifications will result in no additional cost to the District.

Attachments: *MCU Side Letter Agreement*
 Proposed Salary Schedule effective July 1, 2020
 Resolution No. 2020-__-Approving a Side Letter to the MCU Agreement
 SEIU Side Letter Agreement
 Proposed Salary Schedule effective July 1, 2020
 Resolution No. 2020-__-Approving a Side Letter to SEIU MOU Agreement

**AMENDMENT TO
JULY 1, 2018 THROUGH JUNE 30, 2021
AGREEMENT BETWEEN THE CALAVERAS COUNTY WATER DISTRICT
AND THE MANAGEMENT & CONFIDENTIAL UNIT**

Effective July 1, 2020, the Calaveras County Water District (the District) and the Management and Confidential Unit (MCU) agree to the following side letter amending the Agreement for the term July 1, 2018 through June 30, 2021. All Agreement language not included in this amendment remains the same and continues to be valid.

APPENDIX C SALARY SCHEDULE EFFECTIVE JULY 1, 2020

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Signed and agreed:

For the District:

For the MCU:

Michael Minkler
General Manager

Rebecca Callen
MCU Representative

Date: _____

Date: _____

Damon Wyckoff
MCU Representative

Date: _____

APPENDIX C

**MANAGEMENT & CONFIDENTIAL UNIT EMPLOYEES
PROPOSED SALARY SCHEDULE EFFECTIVE JULY 1, 2020**

| POSITION | PAY RANGE | MONTHLY SALARY RANGES | | | | | | | | |
|---|--------------|-----------------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
| Director of Administrative Services | 30 | \$9,279 | \$9,743 | \$10,230 | \$10,741 | \$11,278 | \$11,560 | \$11,849 | \$12,145 | \$12,449 |
| Director of Operations | 30 | \$9,279 | \$9,743 | \$10,230 | \$10,741 | \$11,278 | \$11,560 | \$11,849 | \$12,145 | \$12,449 |
| Deputy Director of Operations | 28 | \$8,416 | \$8,837 | \$9,279 | \$9,743 | \$10,230 | \$10,485 | \$10,748 | \$11,016 | \$11,292 |
| Distribution/Collections Manager | 27 | \$8,015 | \$8,416 | \$8,837 | \$9,279 | \$9,743 | \$9,987 | \$10,236 | \$10,492 | \$10,754 |
| District Engineer | 31 | \$9,743 | \$10,230 | \$10,741 | \$11,278 | \$11,842 | \$12,138 | \$12,441 | \$12,752 | \$13,071 |
| Executive Assistant/Clerk to the Board (C) | 18 | \$5,168 | \$5,426 | \$5,697 | \$5,982 | \$6,281 | \$6,438 | \$6,599 | \$6,764 | \$6,933 |
| External Affairs Manager I | 25 | \$7,270 | \$7,634 | \$8,015 | \$8,416 | \$8,837 | \$9,058 | \$9,284 | \$9,516 | \$9,754 |
| External Affairs Manager II | 26 | \$7,634 | \$8,015 | \$8,416 | \$8,837 | \$9,279 | \$9,511 | \$9,749 | \$9,992 | \$10,242 |
| Human Resources Manager* | 27 | \$8,015 | \$8,416 | \$8,837 | \$9,279 | \$9,743 | \$9,987 | \$10,236 | \$10,492 | \$10,754 |
| Human Resources Technician (C) | 17 | \$4,922 | \$5,168 | \$5,426 | \$5,697 | \$5,982 | \$6,132 | \$6,285 | \$6,442 | \$6,603 |
| Construction & Maintenance Manager | 27 | \$8,015 | \$8,416 | \$8,837 | \$9,279 | \$9,743 | \$9,987 | \$10,236 | \$10,492 | \$10,754 |
| Plant Operations Manager | 27 28 | \$8,416 | \$8,837 | \$9,279 | \$9,743 | \$10,230 | \$10,485 | \$10,748 | \$11,016 | \$11,292 |
| Manager of Water Resources | 28 | \$8,416 | \$8,837 | \$9,279 | \$9,743 | \$10,230 | \$10,485 | \$10,748 | \$11,016 | \$11,292 |

(C) denotes Confidential Position

*denotes position technically outside of bargaining unit

| POSITION | YEARLY RANGE |
|-----------------|-----------------------|
| General Manager | \$150,000 - \$200,000 |

Revision Adopted 5.15.19 - Res. No. 2019-30

Eliminate Director of HR and Customer Service

Reinstate Human Resources Manager

Reclassify Manager of External Affairs, Conservation, and Grants I / II to External Affairs Manager I / II

Revision Adopted 6.24.2020 - Res. No. 2020-

Rename Maintenance Manager to Construction & Maintenance Manager

Update pay range for the Plant Operations Manager from 27 to 28 due to increased regulatory responsibilities and increased number of direct reports.

**AMENDMENT TO
JULY 1, 2017 –THROUGH JUNE 30, 2021
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE CALAVERAS COUNTY WATER DISTRICT
AND SEIU, LOCAL 1021**

Effective July 1, 2020, the Calaveras County Water District (the District) and the SEIU, Local 1021 (“Union”), the District and Union hereby agree to the following side letter amending the Agreement for the term July 1, 2018 through June 30, 2021. All Agreement language not included in this amendment remains the same and continues to be valid.

Wage Schedule Effective July 1, 2020

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Signed and Agreed:

For the District:

Michael Minkler
General Manager

Date

Bertha Underhill
Board President

Date

For the Union:

Richard Hibbard
SEIU Local 1021 Chapter President

Date

Mike Samorano
SEIU Local 1021 Chapter Vice-President

Date

Mike Fouch
SEIU Local 1021 Field Representative

Date

Proposed Updated Union Wage Schedule for 2017-2021 via Resolution 2020-____
Effective 7/01/2020

| Job Title | Pay Range | Step 1 | | Step 2 | | Step 3 | | Step 4 | | Step 5 | | Annual Step 5 |
|---|-----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------------|
| | | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | |
| Accountant I | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Accountant II - Accountant I | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Accountant III - Accountant II | 21 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | \$96,685 |
| Accounting Technician I | 10 | 3,875 | 22.36 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | \$56,519 |
| Accounting Technician II - Accounting Technician I | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Accounting Technician, Senior Accounting Technician II | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Administrative Technician I | 10 | 3,875 | 22.36 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | \$56,519 |
| Administrative Technician II | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Administrative Technician, Senior | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Collection System Worker Trainee | 9 | 3,690 | 21.29 | 3,875 | 22.36 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | \$53,828 |
| Collection System Worker I | 11 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | \$59,352 |
| Collection System Worker II | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Collection System Worker III | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Collection System Worker IV | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Collection System Worker, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Construction Inspector I | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Construction Inspector II | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Construction Inspector III | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Construction Inspector, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Construction Worker I | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Construction Worker II | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Construction Worker III | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Construction Worker, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| SCADA Technician I | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| SCADA Technician, Senior | 21 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | \$96,685 |
| Electrical/SCADA, Senior Supervisor | 23 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | 8,883 | 51.25 | \$106,595 |
| Customer Service Representative I | 10 | 3,875 | 22.36 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | \$56,519 |
| Customer Service Representative II | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Customer Service Representative III | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Customer Service Representative, Senior | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Distribution Worker Trainee | 9 | 3,690 | 21.29 | 3,875 | 22.36 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | \$53,828 |
| Distribution Worker I | 11 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | \$59,352 |
| Distribution Worker II | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Distribution Worker III | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Distribution Worker IV | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Distribution Worker, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Electrician/Instrumentation Tech I | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Electrician/Instrumentation Tech II | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Electrician/Instrumentation Tech, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Engineer - Associate | 23 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | 8,883 | 51.25 | \$106,595 |
| Engineer - Civil | 25 | 8,057 | 46.48 | 8,460 | 48.81 | 8,883 | 51.25 | 9,327 | 53.81 | 9,793 | 56.50 | \$117,521 |
| Engineer - Civil Senior | 27 | 8,883 | 51.25 | 9,327 | 53.81 | 9,793 | 56.50 | 10,283 | 59.33 | 10,797 | 62.29 | \$129,567 |
| Engineering Analyst | 24 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | 8,883 | 51.25 | 9,327 | 53.81 | \$111,925 |
| Engineering Coordinator | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Engineering Technician I | 16 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | \$75,755 |
| Engineering Technician II | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Engineering Technician, Senior | 22 | 6,960 | 40.15 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | \$101,519 |
| Facilities Maintenance Technician | 12 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | \$62,316 |
| Information Systems Administrator | 24 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | 8,883 | 51.25 | 9,327 | 53.81 | \$111,925 |
| Information Systems Analyst | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Mechanic I | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| Mechanic II | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| Mechanic, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Meter Reader Trainee | 9 | 3,690 | 21.29 | 3,875 | 22.36 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | \$53,828 |
| Meter Reader I | 11 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | \$59,352 |
| Meter Reader II | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| Purchasing Agent | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Senior Supervisor, Construction / Inspection | 22 | 6,960 | 40.15 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | \$101,519 |
| Senior Supervisor, Distribution and Collections | 22 | 6,960 | 40.15 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | \$101,519 |
| Senior Supervisor, W/WW Operations | 22 | 6,960 | 40.15 | 7,308 | 42.16 | 7,673 | 44.27 | 8,057 | 46.48 | 8,460 | 48.81 | \$101,519 |
| W/WW Treatment Plant Operator OIT | 11 | 4,069 | 23.48 | 4,272 | 24.65 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | \$59,352 |
| W/WW Treatment Plant Operator I | 13 | 4,486 | 25.88 | 4,710 | 27.17 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | \$65,432 |
| W/WW Treatment Plant Operator II | 15 | 4,946 | 28.53 | 5,193 | 29.96 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | \$72,148 |
| W/WW Treatment Plant Operator III | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |
| W/WW Treatment Plant Operator, Senior | 19 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | 6,960 | 40.15 | 7,308 | 42.16 | \$87,696 |
| Water Conservation Coordinator | 17 | 5,453 | 30.84 | 5,726 | 33.03 | 6,012 | 34.69 | 6,313 | 36.42 | 6,629 | 38.24 | \$79,543 |

Updates Include:

- Addition of Purchasing Agent Classification
- Controls/Communication Technician titles updates to SCADA Technician
- Controls/Communication Senior Supervisor title updates to Electrical/SCADA Technician
- Electrician titles updated to Electrician/Instrumentation Technician
- Engineer - Civil updated to Engineer - Associate
- Engineer - Civil Associate updated to Engineer - Civil

Resolution 2020-____ Included the following Updates:

- Accountant I at Range 17 eliminated.
- Accountant II renamed to Accountant I
- Accountant III renamed to Accountant II
- Accounting Technician II renamed to Accounting Technician I
- Accounting Technician, Senior renamed to Accounting Technician II
- Added Engineering Coordinator Job Classification

RESOLUTION NO. 2020-

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

**APPROVING A SIDE LETTER TO THE AGREEMENT BETWEEN
THE CALAVERAS COUNTY WATER DISTRICT
AND THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 1021
EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2021**

WHEREAS, both the Board of Directors of the Calaveras County Water District (CCWD) and SEIU entered into an Agreement with an effective date of July 1, 2017 through June 30, 2020, the terms of which the Agreement are incorporated herein by this reference; and

WHEREAS, the Board of Directors and the SEIU agreed to a one-year extension of the agreement with no other changes to the agreement for fiscal year 20/21; and

WHEREAS, the Board of Directors agree to the proposed reorganization of Accounting Department positions – Accounting Technician and Accountant which will allow for the upcoming increased workload due to a finance software change, new audit requirements, and a more technical and analytical approach to the duties of the department; and

WHEREAS, the Board of Directors agree to the addition of an Engineering Coordinator classification which will also allow for increased coordination efforts between departments and in-turn an improved customer experience; and

WHEREAS, District management staff satisfied the MOU's requirement to meet and conferred with the SEIU regarding the title changes and revised job duties and will continue to collaborate with the union as these changes are implemented.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Calaveras County Water District authorize approval of 1) the addition of the Engineering Coordinator job classification, 2) the consolidation of the Accounting Technician I, II, and Senior to Accounting Technician I and II, and 3) the consolidation of the Accountant I, II, and III to Accountant I and II as depicted in the wage schedule effective July 1, 2020 attached hereto and made a part hereof.

PASSED AND ADOPTED by this 24th day of June, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill, President
Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board

Agenda Item

DATE: June 24, 2020

TO: Michael Minkler

FROM: Rebecca Callen, Director of Administrative Services

SUBJECT: Discussion/Direction on Discharging Lehman Brothers Outstanding Balances

RECOMMENDED ACTION:

Give direction to the Director of Administrative Services to discharge the outstanding balance of Lehman for the purposes of reporting on our monthly investment report to the Board and for the purposes of reporting on the District General Ledger balances.

SUMMARY:

The District had invested part of our holding with Lehman Brothers. During the initial fallout of the "Great Recession" Lehman Brothers defaulted. Their bankruptcy was declared on September 2008 and CCWD submitted a claim with the US Bankruptcy Court in New York on December 23, 2008.

At that time, the District made the associated adjustments on our books to recognize the loss and worked through the bankruptcy to collect whatever we could. To date we have received \$664,741.52 of the total Par value of \$1,425,000. Each month we continue to report out to the District Board the Lehman Brothers Holdings which includes the Premium (Discounts), Par (Principal) and Coupon Rate. We are working on some cleanup of our assets on the General Ledger and what is getting reported out as true Investments with the Board.

We would like to move forward with fully discharging the remaining balance of Lehman assets value on our books, remove the holdings from our monthly investment report to the Board, and make all necessary journal entries to facilitate that.

The current Market Value of the Lehman Holdings with Wells Fargo was \$23,797.50 as of June 30, 2019. We have received \$8,008.93 year-to-date. The amount that we will discharge is \$15,788.57 and any additional monies received will be treated as interest income at the time of receipt.

Upon approval of the full Board, we will adjust the Monthly Investment Reports going forward to remove the Lehman Brothers Holdings asset line.

This action gives no forgiveness for the purposes of any outstanding payments available under the bankruptcy owed the District. It only cleans up our monthly and annual reporting.

These changes were brought forward to the Finance Committee on June 16, 2020 and approved to bring to the full Board.

FINANCIAL CONSIDERATIONS:

None at this time.

*Attachment: May 2020 Investment Report
Example of the Investment Report with Lehman Discharge*

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

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

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

* as of 05/27/2020

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

| INVESTMENT TRUSTEE/TYPE | MARKET VALUE | INVESTMENT COST | | | CPN RATE | INVESTMENT DATE | MATURITY DATE | CM INTEREST RECVD |
|------------------------------------|----------------------|----------------------|-------------|----------------------|----------|-----------------|---------------|-------------------|
| | | COST | Prem/(Disc) | PAR (PRINC) | | | | |
| Wells Fargo Money Market | 13.04 | 13.04 | - | 13.04 | 0.010% | ongoing | n/a | 4.96 |
| Sub-totals Wells Fargo Bank | 13.04 | 13.04 | - | 13.04 | | | | 4.96 |
| Umpqua Bank Money Market | 1,819,107.60 | 1,819,107.60 | - | 1,819,107.60 | 0.050% | 06/14/07 | n/a | 77.25 |
| Local Agency Investment Fund | 32,564,889.21 | 32,564,889.21 | - | 32,564,889.21 | 1.310% * | ongoing | n/a | - |
| Totals | 34,384,009.85 | 34,384,009.85 | - | 34,384,009.85 | | | | \$82.21 |

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

* as of 05/27/2020

Agenda Item

DATE: June 24, 2020

TO: Michael Minkler, General Manager

FROM: Charles Palmer, District Engineer

SUBJECT: Discussion/Action Regarding Construction Contingency for the Ebbetts Pass Reach 1 Water Pipeline Replacement Project, CIP # 11085

RECOMMENDED ACTION:

Motion ____/____ adopting Resolution No. 2020-____ approving 5% contingency funds for the Construction Contract for the Ebbetts Pass Reach 1 Pipeline Replacement Project, CCWD CIP #11085.

SUMMARY:

On March 13, 2019, the Calaveras County Water District Board of Directors awarded a construction contract to Mozingo Construction for the Ebbetts Pass Reach 1 Pipeline Replacement Project in the amount of \$6,744,390. At the time of Contract Award, staff did not present a contingency for change orders during construction, but a 5% contingency is common. Change orders for the Ebbetts Pass Reach 1 Pipeline project are summarized below and total \$136,005.30 or about 2% of the total contract amount.

SUMMARY OF CHANGE ORDERS

| NO. | DESCRIPTION | AMOUNT |
|------|--|---------------------|
| P003 | Caltrans Permit Fees | \$ 2,829.00 |
| P004 | Corrosion Protection / V-Bio Wrap | \$ 14,027.89 |
| P005 | Cla-Val / Add Low Flow Bypasses at Hydrants (5) | \$ 12,054.00 |
| P007 | Change 8" to 12" DIP STA 8+17 to 17+90 | \$ 22,247.65 |
| P009 | Additional 12" Gate Valves (8) | \$ 28,000.00 |
| P010 | Add PRV's to Water Services (7) | \$ 28,169.79 |
| P011 | Services Moved to Fire Hydrant Leads (3) | \$ 3,621.00 |
| P012 | Add / Delete - Jack and Bore Changes | \$ 3,100.00 |
| P017 | Add X101 Valve Position Indicators to Cal-Val's | \$ 5,440.77 |
| P021 | Add Air Release Valves to Temp Bypass Piping (6) | \$ 16,515.20 |
| | TOTAL | \$136,005.30 |

FINANCIAL CONSIDERATIONS:

In Section 5.02.02 of the District's Purchasing Policy, it states the following:

1. Authorized Amounts

The District Engineer and the Director of Operations are authorized to approve Contract Change Order's (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.

Staff is requesting that the Board of Directors approve a 5% contingency for construction change orders for the Ebbetts Pass Reach 1 Pipeline Replacement Project including all changes to date and any future changes. At this time, the current project budget is sufficient to cover project costs and the contingency. Staff will return to the Board to request a budget adjustment if and when deemed necessary closer to project completion this fall.

Attachments: *Resolution 2020-___ Authorizing a Construction Contract Contingency for the Ebbetts Pass Reach 1 Pipeline Replacement Project, CIP #11085*

RESOLUTION NO. 2020-

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

**APPROVING A CONSTRUCTION CONTINGENCY FOR THE
EBBETTS PASS REACH 1 WATER PIPELINE REPLACEMENT PROJECT
CCWD CIP #11085**

WHEREAS, on March 13, 2019, the Board of Directors of the Calaveras County Water District approved Resolution No.2019-20 awarding a construction contract to Mozingo Construction in the amount of \$6,744,390 for the Ebbetts Pass Reach 1 Water Pipeline Replacement; and

WHEREAS, so far during the on-going construction of the subject project, the District has incurred \$136,005 in change orders or approximately 2% of the contract amount for either unavoidable extra work or for discretionary items, and

WHEREAS, the District's Purchasing Policy requires a contingency to be presented to and approved by the Board for the construction contract related change orders.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT approves a contingency not to exceed 5% of the initial construction contract amount (or \$337,220) for the Ebbetts Pass Reach 1 Pipeline Replacement Project for change orders to be made in accordance with the District's Purchasing Policy.

PASSED AND ADOPTED this 24th day of June 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CALAVERAS COUNTY WATER DISTRICT

Bertha Underhill
President, Board of Directors

ATTEST:

Rebecca Hitchcock
Clerk to the Board