

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."

Special Meeting Date:
Wednesday, September 22, 2004
8:30 a.m.

Calaveras County Water District
423 E. St. Charles St. (PO Box 846)
San Andreas, California 95249

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Administration Office at 209-754-3543, ext. 28. Notification in advance of the meeting will enable CCWD to make reasonable arrangements to ensure accessibility to this meeting.

ORDER OF BUSINESS

8:30 a.m.

CALL TO ORDER / ROLL CALL
ANNOUNCEMENT OF CLOSED SESSION ITEM(S)
PUBLIC COMMENT AS TO CLOSED SESSION ITEM(S)

1. ADJOURN TO CLOSED SESSION

None.

RECESS

9:00 a.m.

RECONVENE OPEN SESSION / PLEDGE OF ALLEGIANCE

2. A. REPORT ON CLOSED SESSION

B. 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 members 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 five minutes per person / 15 minutes per subject.

BOARD OF DIRECTORS

Charles Hebrard, President
Leroy Fonseca, Director

Bertha Underhill, Vice-President
Don Deem, Director

Jeff Davidson, Director

3. **CONSENT AGENDA**

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

3a. Approval of Minutes: Special Meeting September 2, 2004

AGENDA

4. **RECURRING BUSINESS**

None.

5. **OLD BUSINESS**

5a. Discussion / Action On a Proposed Budget Adjustment Authorizing Purchase of Automated Time Keeping and Payroll System
(Alan Turner, General Manager / Chief Counsel) **RES. 2004 - _____**

6. **NEW BUSINESS**

6a. Discussion / Action Proclaiming October 4 - October 8, 2004 Customer Service Week
(Gail Steinman, Administrative Assistant / Paralegal) **RES. 2004 - _____**

6b. Discussion / Action Authorizing HDR to Prepare and Present a Cost / Scope of Work Proposal for Finance Master Plan and Completion of Remaining Facilities Master Plans
(Alan Turner, General Manager / Chief Counsel)

6c. Discussion / Action On Approval of Bartle Wells Associates Finance Master Plan Project
(Alan Turner, General Manager / Chief Counsel) **RES. 2004 - _____**

6d. Discussion / Direction Regarding Proposal of HRC for First Right of Refusal for District Real Property
(Alan Turner, General Manager / Chief Counsel)

6e. Discussion / Direction Regarding Proposed Policy for Training / Certification of Employees
(Alan Turner, General Manager / Chief Counsel)

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7. INFORMATION ITEMS (MONTHLY)

7a. Field Operations

- Discussion of Staff Activities Related to Pattison Complex Fire and Ross Drive Project Improvement (Bill Perley, Fred Burnett and Steve Hutchings)
- July and August, 2004 Flow and Remaining Capacity Reports; New Connection Reports

7b. Finance Department

- Staff Presentation of July 2004 Financial Statements Under the New Format for Fiscal Year 2004/2005
- Report on Future Agenda Items For October Regarding:
 - Petty Cash Statement
 - Update on UPA Loans
 - \$300,000 CIP/SERP Defunded Projects
 - Purchase Policy
 - Travel Policy

7c. Engineering

None.

8. GENERAL MANAGER'S REPORT

8a. Oral Report - Update on Credit Card Payment Plan

9. BOARD COMMENTS, COMMITTEE REPORTS, FUTURE AGENDA ITEMS

10. NEXT BOARD MEETING(S)

- Wednesday October 13, 2004 Regular Meeting
- Wednesday October 27, 2004 Special Meeting

11. ADJOURNMENT

BOARD OF DIRECTORS

Charles Hebrard, President Bertha Underhill, Vice-President
Leroy Fonceca, Director Don Deem, Director Jeff Davidson, Director