



**RESOLUTION NO. 2026-53**  
**RESOLUTION NO. PFA-02**  
**ORDINANCE NO. 2026-02**

## **AGENDA**

### **OUR MISSION**

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

2021-2026 Strategic Plan, Adopted April 28, 2021, and can be viewed at this [link](#).

Regular Board Meeting  
Wednesday June 24, 2026  
1:00 p.m.

[Calaveras County Water District](#)  
120 Toma Court  
San Andreas, California 95249

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

District Board Meetings are open to in-person attendance by the public and are conducted virtually. The public may participate in the District's Board meeting with the link below. Members of the public who participate in the meeting via teleconference or web conference will be given the opportunity to speak and address the Board, and their comments will be included in the recording of the meeting.

While the District makes efforts to facilitate remote participation, please be aware that remote Teams involvement is offered solely for convenience. In the event of a technological malfunction, the Board can only guarantee the receipt of live comments through in-person attendance. With the exception of a noticed teleconference meeting, the Board retains the right to proceed with the meeting without remote access in case of a malfunction.

#### **Microsoft Teams**

**[Join the meeting now](#)**

**Meeting ID: 299 135 245 258**

**Passcode: 5UZ66pb7**

**Dial in by phone**

**[+1 323-647-8603,,932292202#](#)**

**Phone conference ID: 932 292 202#**

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#### **BOARD OF DIRECTORS**

Jack Garamendi, President  
Jeff Robertson, Director

Russ Thomas, Director

Scott Ratterman, Vice President  
Jeff Davidson, Director

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. ROLL CALL

2. PUBLIC COMMENT

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

3. CONSENT AGENDA

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

3a Approval of the Minutes for the Board Meeting of June 10, 2026  
(Rebecca Hitchcock, Clerk to the Board)

3b Report on the Monthly Investment Transactions for May 2026  
(Kelly Zahniser, Director of Administrative Services)

3c Approval of the Memorandum of Understanding with the Management and Confidential Unit  
(Michael Minkler, General Manager) **RES 2026-\_\_\_\_\_**

3d Approval of Final Initial Study/Mitigated Negative Declaration for the  
La Contenta Wastewater Treatment Facility Phase 3 Project CIP #15097  
(Kevin Williams, District Engineer) **RES 2026-\_\_\_\_\_**

4. NEW BUSINESS

4a Discussion/Action to approve an update to the District's Risk and Resilience Assessment  
(Damon Wyckoff, Director of Operations)

4b Discussion/Action regarding Final Draft and Submission of the 2025 Urban Water  
Management Plan

- 2025 Urban Water Management Plan Update **RES 2026-\_\_\_\_\_**
- Water Shortage Contingency Plan **RES 2026-\_\_\_\_\_**

(Andrew Renshaw, Water Resources Manager)

4c Discussion/Direction regarding Bi-Monthly Billing Costs vs. Monthly Billing Costs  
(Kelly Zahniser, Director of Administrative Services)

4d Discussion/Direction regarding Possible Transition of Sewer Service Revenues to County  
Property Tax Roll  
(Kelly Zahniser, Director of Administrative Services)

5. REPORTS

5a\* External Affairs Report  
(Kelly Gerkenmeyer, External Affairs Manager)

\*No information included in packet

5b\* General Manager's Report  
(Michael Minkler)

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

7. **NEXT BOARD MEETINGS**

- Wednesday, July 8, 2026, 1:00 p.m., Regular Board Meeting
- Wednesday, July 22, 2026, 1:00 p.m., Regular Board Meeting

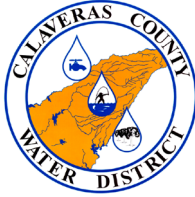
8. **CLOSED SESSION**

8a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar Regarding Negotiations with Employee Organization Service Employees International Union Local 1021

8b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 – one potential case

9. **REPORTABLE ACTION FROM CLOSED SESSION**

10. **ADJOURNMENT**



**MINUTES**  
**CALAVERAS COUNTY WATER DISTRICT**  
**REGULAR BOARD MEETING**

**JUNE 10, 2026**

Directors Present:

Jack Garamendi	President, District 2
Scott Ratterman	Vice President, District 1
Jeff Robertson	Director, District 3
Russ Thomas	Director, District 4
Jeff Davidson	Director, District 5

Staff Present:

Michael Minkler	General Manager
Matt Weber, Esq.	General Counsel, Downey Brand
Rebecca Hitchcock	Clerk to the Board
Kelly Gerkenmeyer	External Affairs Manager
Kelly Zahniser	Director of Administrative Services
Damon Wyckoff	Director of Operations
Jesse Hampton	Plant Operations Manager
Pat Burkhardt	Construction & Maintenance Manager
Kevin Williams	District Engineer
Kate Jesus	Human Resources Technician*
Dylan Smith	Information Systems Administrator*
Josh Fernandez	Information Systems Technician*
Tiffany Burke	Operations Administrative Technician*
Chase King	Civil Engineer*
Amy Behrbaum	Accountant*
Nick Schroven	Water Resources Technician*
Rylie Hubbard	Customer Service Representative*
Robin Patolo	Customer Service Representative*
John Brown	Treatment Plant Operator
Christian DeMasters	Treatment Plant Operator
David Young	Treatment Plant Operator
Charley Robbins	Treatment Plant Operator
Roy Greer	Mechanic
Craig Canepa	Electrician
Tommy Sage	Collections
John Applegate	Treatment Plant Operator
Scott Grutzmacher	Treatment Plant Operator
Doug Turner	Distribution

Others Present:

Kamiko Tsuchida	Eide Bailly*
Andrea Pinkham	SEIU 1021
George Jackson	Member of the public
Michael Rodgers	Member of the public
Roxanne Freitas-Souza	Member of the public

\*Attended virtually

## ORDER OF BUSINESS

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

1. **ROLL CALL**

President Garamendi called the Regular Board Meeting to order at 1:00 p.m. and led the Pledge of Allegiance. All Board members were present.

2. **PUBLIC COMMENT:** Doug Turner provided public comment.

3. **CONSENT AGENDA**

**MOTION:** Directors Davidson/Thomas-Moved to Approve Consent Agenda Items: 3a, 3b, and 3c as presented

3a Approval of the Minutes for the Board Meeting of May 27, 2026  
(Rebecca Hitchcock, Clerk to the Board)

3b Review Board of Directors Monthly Time Sheets for May 2026  
(Rebecca Hitchcock, Clerk to the Board)

3c Ratify Claim Summary #651 Secretarial Fund in the Amount of \$3,993,980.53  
for May 2026  
(Kelly Zahniser, Director of Administrative Services) **RES 2026-42**

***Item 3d pulled from the Consent Agenda***

3d Approval of the Transfer of Funds on Unclaimed Checks to the General District Fund  
(Kelly Zahniser, Director of Administrative Services) **RES 2026-\_\_\_\_\_**

**PUBLIC COMMENT:** No public comment was given.

**AYES:** Directors Davidson, Thomas, Ratterman, Robertson, and Garamendi  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

**OFF CONSENT AGENDA**

***Kelly Zahniser pulled Item 3d from the Consent Agenda***

3d Approval of the Transfer of Funds on Unclaimed Checks to the General District Fund  
(Kelly Zahniser, Director of Administrative Services) **RES 2025-43**

**MOTION:** Directors Davidson/Thomas-Moved to Approve Consent Agenda Item 3d as corrected.

**DISCUSSION:** Kelly Zahniser stated there was a typo on the resolution in the agenda packet. She presented the Board with new copies with the typo corrected.

**PUBLIC COMMENT:** No public comment was given.

**AYES:** Directors Davidson, Thomas, Ratterman, Robertson, and Garamendi

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

#### **4. NEW BUSINESS**

- 4a [Presentation of the JPIA Safety Award](#)  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff recognized the Jenny Lind Water Treatment Plant operators and mechanics for receiving the HR LaBounty Safety Award from Aqua JPIA for their roof hatch safety railing project. The award was given for the design and installation of a roof hatch safety railing at the Jenny Lind Water Treatment Plant, addressing a significant safety hazard for staff and contractors accessing the roof for maintenance. Cameron Edens, Charley Robbins, Roy Greer, John Brown, Christian DeMasters, David Young, and Mike Foeldi were specifically acknowledged for their roles in the project. Director Ratterman congratulated the team and the District on the award.

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

#### **5. PUBLIC HEARING**

President Garamendi opened the Public Hearing at 1:11 p.m.

- 5a [Presentation on the Calaveras County Water District status of Job Position Vacancies and Recruitment and Retention Efforts – AB2561](#)  
(Michael Minkler, General Manager)

**DISCUSSION:** Michael Minkler provided an overview of Assembly Bill 2561, which mandates annual reporting to the Board on workforce vacancies, recruitment strategies, and retention efforts. His presentation detailed the District's performance and initiatives in these areas for the current fiscal year.

Following this, Andrea Colavita Pinkham, representing SEIU Local 1021, delivered a presentation offering the Union's perspective on the same topics, highlighting workforce challenges and recommendations from the labor standpoint.

**PUBLIC COMMENT:** No public comment was heard.

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

President Garamendi closed the Public Hearing at 1:29 p.m.

#### **PUBLIC HEARING**

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

- 5b [Discussion/Action regarding Adoption of Updates to the District's Accessory Dwelling Unit \(ADU\) Ordinance](#)  
(Kevin Williams, District Engineer)

**ORD 2026-02**

**MOTION:** Directors Davidson/Robertson-Adopted Ordinance No. 2026-02- Approving the Accessory Dwelling Unit (ADU) Ordinance Amendment

**DISCUSSION:** Kevin Williams presented proposed updates to the District's ADU ordinance to align with state requirements, including new fee structures based on ADU size, which the board discussed and adopted after a public hearing.

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

**AYES:** Directors Davidson, Robertson, Ratterman, Thomas, and Garamendi  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

President Garamendi closed the Public Hearing at 1:41 p.m.

**PUBLIC HEARING**

President Garamendi opened the Public Hearing at 1:42 p.m.

5c Discussion/Action regarding Annual Standby Assessment Fees  
(Kelly Zahniser, Director of Administrative Services)

- Indian Rock Vineyards Subdivision (Sewer) RES 2026-44
- West Point Improvement District 3 (Water) RES 2026-45
- Ebbetts Pass Improvement District 5 (Water) RES 2026-46
- Jenny Lind Improvement District 6, Copper Cove Improvement District 7 (including Copperopolis Townsite) (Water) RES 2026-47
- Saddle Creek Subdivision Improvement District 7 (Water) RES 2026-49
- Copper Cove/La Contenta Improvement District 8S (Sewer) RES 2026-50

**MOTION:** Directors Thomas/Ratterman-Adopted Resolution No. 2026-44, 2026-45, 2026-46, 2026-47, 2026-49, and 2026-50 in one unified motion.

**DISCUSSION:** Kelly Zahniser presented the annual standby assessment fees for several district service areas, which remain unchanged.

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

**AYES:** Directors Thomas, Ratterman, Robertson, Davidson, and Garamendi  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

President Garamendi closed the Public Hearing at 1:44 p.m.

**RECESS** was called at 1:44 p.m. **SESSION RESUMED** at 1:54 p.m.

**PUBLIC HEARING**

President Garamendi opened the Public Hearing at 1:54 p.m.

5d Discussion/Action regarding the Adoption of the Fiscal Year 2026-27 Operating and Capital Improvement Plan Budget  
(Kelly Zahniser, Director of Administrative Services) **RES 2026-51**

Discussion/Action regarding the Adoption of the Fiscal Year 2026-27  
Personnel Allocation Budget  
(Kelly Zahniser, Director of Administrative Services) **RES 2026-52**

**MOTION:** Directors Davidson/Thomas–Adopted Resolutions 2026-51 and 2026-52 in one unified motion.

**DISCUSSION:** Kelly Zahniser presented the proposed FY 2026-27 Operating and Capital Improvement Program budget, detailing revenue and expenditure adjustments, grant assumptions, and capital projects.

**PUBLIC COMMENT:** Roxanne Freitas-Souza and Michael Rodgers provided public comments.

**AYES:** Directors Davidson, Thomas, Ratterman, Robertson, and Garamendi  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None

President Garamendi closed the Public Hearing at 2:13 p.m.

## 6. **REPORTS**

6a Monthly Operations Report  
(Damon Wyckoff, Director of Operations)

**DISCUSSION:** Damon Wyckoff delivered the Monthly Operations Report for May 2026, summarizing significant points of interest and addressing inquiries from the Board.

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

6b General Manager's Report  
(Michael Minkler)

Mr. Minkler provided updates on several items, including:

1. The Valley Springs PUD Grant Application
2. A comment period is open for Carb Clean Fleets Legislation and Damon Wyckoff is working on the comment letter
3. A meeting with the new City Administrator at the City of Angels Camp
4. The PG&E relicensing meeting
5. The duplicate billing issue
6. The upcoming Finance Committee
7. The upcoming External Relations Committee
8. Introduction of the new Business Services Manager, Monica Remus.
9. The town hall meeting at Forest Meadows.

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

Director Robertson had nothing to report.

Director Ratterman had nothing to report.

Director Davidson had nothing to report.

Director Thomas asked about bio-solid hauling costs.

Director Garamendi had nothing to report.

**8. NEXT BOARD MEETINGS**

- Wednesday, June 24, 2026, 1:00 p.m., Regular Board Meeting
- Wednesday, July 8, 2026, 1:00 p.m., Regular Board Meeting

**9. CLOSED SESSION**

**PUBLIC COMMENT:** No public comment was given.

The meeting adjourned into the Closed Session at 2:44 p.m.

9a Government Code § 54957.6 Agency Negotiators: General Manager Michael Minkler, HR Manager Stacey Lollar Regarding Negotiations with Employee Organization Service Employees International Union Local 1021 and Management and Confidential Unit

9b Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code section 54956.9 – two potential cases

Closed Session Participants:

Board Members: Scott Ratterman, Jeff Robertson, Russ Thomas, Jeff Davidson, and Jack Garamendi

Staff: Michael Minkler, General Manager

General Counsel: Matt Weber

**10. REPORTABLE ACTION FROM CLOSED SESSION**

The Board reconvened the Open Session at 3:50 p.m. There was no reportable action.

**11. ADJOURNMENT**

With no further business, the meeting adjourned at 3:50 p.m.

By:

ATTEST:

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

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

# Agenda Item

DATE: June 24, 2026

TO: Michael Minkler, General Manager

FROM: Kelly Zahniser, Director of Administrative Services

SUBJECT: Report on the Monthly Investment Transactions for May 2026

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**RECOMMENDED ACTION:**

Receive for information.

**SUMMARY:**

In accordance with the District's Investment Policy, staff provide a monthly report on investment activity for the prior month.

*Attachment: Investment Activity Report for May 2026*

**CALAVERAS COUNTY WATER DISTRICT  
CHANDLER ASSET MANAGEMENT (General)**

**FOR THE MONTH ENDED May 31, 2026**

INVESTMENT TRUSTEE/TYPE	MARKET VALUE	INVESTMENT COST			Dividends Earned	Interest Earned
		BOOK	PAR Value/Units	CPN RATE		
Asset Backed Security	1,591,931.39	1,588,679.14	1,588,843.67	4.57%		2,679.92
Agency Securities	2,868,900.75	2,844,179.11	2,850,000.00	4.42%		31,913.19
Agency CMBS	2,014,777.67	2,029,452.45	2,132,783.90	4.29%		4,996.41
Corporate Securities	5,619,122.14	5,591,992.14	5,610,000.00	4.51%		66,268.74
Money Market Fund (Cash)	74,062.94	74,062.94	74,062.94	3.26%	0.00	-
Municipal Bonds	205,783.80	201,534.18	200,000.00	5.12%		1,833.33
Supranational Securities	-	-	-	0.00%		-
US Treasury	9,278,983.39	9,329,781.14	9,375,000.00	3.65%		70,084.97
<b>Totals</b>	<b>21,653,562.08</b>	<b>21,659,681.10</b>	<b>21,830,690.51</b>	<b>4.12%</b>	<b>-</b>	<b>177,776.56</b>

**CALAVERAS COUNTY WATER DISTRICT  
INVESTMENT ACTIVITY  
FOR THE MONTH ENDED May 31, 2026**

INVESTMENT TRUSTEE	TYPE OF FUNDS/Availability	MARKET VALUE	INVESTMENT COST				CM INTEREST AND DIVIDEND RECVD
			BOOK	PAR (PRINC)	CPN RATE	DATE INVST	
Local Agency Investment Fund	Restricted to Reserves/ Special Projects	10,467,835.11	10,467,835.11	10,467,835.11	3.810%	Ongoing	-
Chandler Asset Management	Restricted/Reserves.Expansion/AD/CIP	21,653,562.07	21,659,681.10	21,830,690.51	3.840%	Ongoing	73,566.72
Chandler Asset Management	Committed to Specific CIP Projects	16,949,327.63	16,960,610.77	17,033,265.67	3.500%	Ongoing	65,209.73
U.S. Bank - CIP Water Loan	Committed to Specific CIP Projects	5,892,308.51	5,892,308.51	5,892,308.51	4.200%	Ongoing	16,250.22
U.S. Bank - CIP Sewer Loan	Committed to Specific CIP Projects	1,966,410.83	1,966,410.83	1,966,410.83	4.200%	Ongoing	4,775.04
EverBank - CIP Sewer Loan	Committed to Specific CIP Projects	10,162,845.86	10,162,845.86	10,162,845.86	1.240%	Ongoing	-
<b>Totals</b>		<b>67,092,290.01</b>	<b>67,109,692.18</b>	<b>67,353,356.49</b>			<b>159,801.71</b>

**MONTHLY ACTIVITY**

Investment Trustee:	Local Agency Investment Fund Activity:	Chandler	Chandler	U.S. Bank	U.S. Bank	EverBank
Asset Management Activity:	General	General	Water CIP Loan II	Water CIP Loan	Sewer CIP Loan	Sewer CIP Loan II
<b>Book Value at 04/30/2026</b>	<b>10,467,835.11</b>	<b>21,586,114.38</b>	<b>16,895,401.05</b>	<b>6,814,996.10</b>	<b>2,002,549.07</b>	<b>10,162,845.86</b>
Security Purchases		1,781,563.37	4,101,241.01	-		
Interest	-			16,250.22	4,775.04	
Security Sales		(1,699,697.19)	(4,046,798.60)			
Change in Cash, Payables, Receivables	-	20,004.14	1,701.08	(938,937.81)	(40,913.28)	
Principal Paydown		(34,714.64)				
Calls		-	-			
Amortization/Accretion		4,533.93	5,785.83			
Gain/(Loss) on Dispositions		1,877.11	3,280.41			
Withdrawals, Operating Cash	-					
<b>Book Value at 05/31/2026</b>	<b>10,467,835.11</b>	<b>21,659,681.10</b>	<b>16,960,610.78</b>	<b>5,892,308.51</b>	<b>1,966,410.83</b>	<b>10,162,845.86</b>

# Agenda Item

DATE: June 24, 2026

TO: Michael Minkler, General Manager

FROM: Stacey Lollar, Human Resources Manager

SUBJECT: Discussion/Action regarding Approval of the Agreement with the Management and Confidential Unit

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ approving Resolution 2026- \_\_\_\_ approving an Agreement with the Management and Confidential Unit (MCU) for the term of July 1, 2026 through June 30, 2031.

## SUMMARY:

The current Management and Confidential Unit (MCU) Memorandum of Understanding (MOU) is set to expire on June 30, 2026. Calaveras County Water District (CCWD) and designated representatives of the MCU engaged in collaborative negotiations beginning in February 2026 to develop a successor agreement.

The negotiations process was professional, cooperative, and productive, resulting in a mutually agreed-upon successor MOU. Key outcomes of the negotiations include the following:

### **MOU Language Clarification and Alignment with District Policies**

As part of the negotiations process, the parties conducted a comprehensive review of the existing MOU. This review allowed for the clarification, simplification, and correction of outdated or inconsistent language. Additionally, provisions that are more appropriately addressed in District policies were identified and removed or consolidated to ensure consistency and improve administrative efficiency.

### **Five-Year Term**

The proposed successor MOU establishes a five-year term. This extended duration provides the District with greater stability and predictability, allowing staff to focus on key organizational priorities, including safety, employee recognition, wellness, and engagement initiatives. The longer-term agreement also supports more effective long-range financial planning for compensation and benefits.

## **Compensation**

The District's main compensation objectives are to treat employees fairly, to remain competitive in the labor market, and maintain fiscal responsibility and accountability to customers. Achieving these objectives will ensure CCWD is able to recruit and retain the highly-skilled workforce needed to provide safe and reliable water and wastewater services to our community without paying more than the labor market dictates. To inform this effort, CCWD completed a new compensation study that was presented to the Board on May 8, 2026.

This MOU balances the District's objectives by making equity adjustments for classifications that have fallen below market based on our compensation study. Those classifications more than 5% below the median of our comparators, will be brought up to 4% below the median over the next 3 years. The MOU also includes annual COLAs for all classifications that are designed to mirror inflation so the District doesn't fall behind over the life of the MOU. Coupled with a new tier for longevity, the overall package is fair, competitive, consistent with similar agencies in the labor market, and stays within the District's budget and labor cost projections.

The MCU negotiating team and its membership have reviewed the final terms and have expressed their support for the proposed terms.

The CCWD negotiating team extends its appreciation to the MCU representatives for their time, collaboration, and professionalism throughout the negotiations process. The District believes the proposed agreement is fair, fiscally responsible, and positions CCWD to remain competitive in attracting and retaining a high-quality workforce while recognizing current budgetary considerations.

Attachments: Resolution Adopting July 1, 2026 – June 30, 2031 MCU Agreement  
Draft MCU MOU Agreement

**RESOLUTION NO. 2026-**

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

**ADOPTING AN AGREEMENT WITH  
THE MANAGEMENT AND CONFIDENTIAL UNIT  
EFFECTIVE JULY 1, 2026 THROUGH JUNE 30, 2031**

**WHEREAS** the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT recognizes the Management and Confidential Unit (MCU) as the bargaining representative for all regular full and part time exempt and confidential employees of the Calaveras County Water District as identified in the Memorandum of Understanding; and

**WHEREAS** the Board of Director does hereby authorize the execution of a Memorandum of Understanding for the term of July 1, 2026, through June 30, 2031; and

**WHEREAS** the Calaveras County Water District agrees to the terms and conditions set forth in the Memorandum of Understanding, attached hereto and made a part hereof.

**NOW, THEREFOR BE IT RESOLVED**, that the Board President and General Manager are hereby authorized to execute said Memorandum of Understanding.

**PASSED AND ADOPTED** this 27<sup>th</sup> day of May 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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John "Jack" Garamendi, President  
Board of Directors

**ATTEST:**

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Rebecca Hitchcock  
Clerk to the Board

## **Article 1 - Recognition and Definitions**

- A. Recognition – The Calaveras County Water District (District), recognizes the Management and Confidential Union (MCU), per resolution 2003-17 as the exclusive bargaining representative for all regular full-time and regular part-time classifications listed in the attached salary schedule.
- B. Definitions
  - 1. Days - calendar days.
  - 2. Employee - a person in the bargaining unit.
  - 3. Management - the General Manager or designee.

## **Article 2 - MCU Rights**

- A. MCU Communications – The MCU will be afforded the use, without charge, of any District interoffice communications systems for transmission of information concerning MCU matters. Such use will not extend to the use of the U.S. Mail, direct communication to/from employees in violation of federal law, or to the making of long-distance telephone calls, at District expense. MCU communications, phone calls, emails, etc. not unduly interrupt or interfere with normal operations.
- B. MCU Negotiating Representatives – The District will allow up to four (4) MCU representatives release time for negotiations with the District for purposes of reaching a successor memorandum of understanding (MOU). Release time will include travel time and up to one (1) hour prior and up to one (1) hour after each negotiation session. Such representatives will be designated by the MCU in writing to management.
- C. New Hire Orientation – An MCU representative will be allowed an adequate amount of time to inform new employees, at the employee's District orientation, of MCU policies and procedures. The District will notify the MCU's President of the date and time of the employee's orientation.
- D. Right to Representation – Employees have the right to the representation by an MCU representative in all investigative meetings which could lead to discipline.
- E. MCU Dues – Upon certification from the MCU that an employee has signed an authorization for the deduction of MCU dues, the District will make payroll deductions at an amount to be determined by the MCU and communicated to the District annually. The District will promptly remit deductions to the MCU. Employee requests to cancel or change membership dues deductions must be directed to the MCU. Upon notification from the MCU that an employee has canceled or changed membership dues, the District will promptly cease MCU dues deductions from the employee's paycheck. The MCU will hold the District harmless from any and all claims and will indemnify it against any unusual costs in implementing these provisions and will

indemnify the District for any claims made by the employee for deductions made in reliance on that certification, in accordance with Government Code §1157.12(a).

### **Article 3 - Management Rights**

All District rights and functions, except those that are expressly abridged or modified by this agreement, remain vested with the District. Nothing in this Agreement restricts any legal or inherent exclusive District right with respect to matters or general legislative or managerial policy, which include but are not limited to:

- A. To determine the nature and extent of services to be performed, as well as the right to determine and implement its public function and responsibility.
- B. To manage all facilities and operations of the District including the methods, means and personnel by which the District operations are to be conducted.
- C. To assign work and require overtime when District needs require such action.
- D. To direct the work force, including the right to hire, assign, promote, demote, or transfer an employee.
- E. To determine the location of all work assignments and facilities.
- F. To determine the layout and the machinery, equipment, or materials to be used.
- G. To determine processes, techniques, methods and means of all operations, including changes, allocation, or adjustments of any machinery or equipment.
- H. To determine the size and composition of the work force.
- I. To determine the policies and procedures affecting the selection or training of employees.
- J. To establish, assess, and implement employee performance standards, including, but not limited to, quality and quantity standards, the assessment of employee performance, and the procedures for said assessment.
- K. To control and determine the use and location of District employees, property, material, machinery, or equipment.
- L. To determine and enforce safety, health, and property protection measures.
- M. To transfer work from one job site to another or from one location or unit to another.
- N. To introduce new, improved, or different methods of operations or to change existing methods.
- O. To lay off employees from duty for lack of work, lack of funds, or any other legitimate reason.
- P. To reprimand, suspend, discharge, or otherwise discipline employees.
- Q. To discharge probationary employees without right of appeal.
- R. To establish or eliminate job classifications and allocate District positions to such classifications.
- S. To promulgate, modify, and enforce work and safety rules and regulations.
- T. To take such other and further action as may be necessary to organize and operate the District in the most efficient and economical manner and in the best interest of the

public it serves.

- U. To contract or subcontract construction, services, maintenance, distribution or any other work with outside public or private entities.
- V. Make reasonable rules and regulations; and
- W. Take all necessary actions to prepare for and carry out its mission in emergencies.

#### **Article 4 – Compensation**

##### **A. Equity Adjustments**

1. Construction/Maintenance Manager: 4% effective the first pay period in July 2026 or the first pay period after Board approval of the Agreement, whichever occurs last
    - i. 4% effective the first pay period in July 2027
    - ii. 2% effective the first pay period in July 2028
  2. Director of Administrative Services: 4% effective the first pay period in July 2026 or the first pay period after Board approval of the Agreement, whichever occurs last.
    - i. 3.8% effective the first pay period in July 2027
  3. Executive Assistant/Clerk to the Board: 4% effective the first pay period in July 2026 or the first pay period after Board approval of the Agreement, whichever occurs last.
    - i. 4% effective the first pay period in July 2027
    - ii. 3.9% effective the first pay period in July 2028
  4. Information Systems Administrator: 4% effective the first pay period in July 2026 or the first pay period after Board approval of the Agreement, whichever occurs last.
    - i. 4.3% effective the first pay period in July 2027
  5. Manager of Water Resources: 4% effective the first pay period in July 2026 or the first pay period after Board approval of the Agreement, whichever occurs last.
    - i. 2% effective the first pay period in July 2027
  6. Plant Operations Manager: 4% effective the first pay period in July 2026 or the first pay period after Board approval of the Agreement, whichever occurs last
    - i. 4% effective the first pay period in July 2027
    - ii. 2% effective the first pay period in July 2028
- B. The parties recognize that there may be a need to evaluate equity adjustments during the term of this MOU. Any changes will be by mutual agreement.

### C. Salary Increases/Cost-of-Living Adjustment

1. Effective the first pay period in July of 2026 or the first pay period after Board approval which occurs last, all classifications will receive a three percent (3.0%) salary increase. Employees will be paid according to the salary schedule shown in the attached appendix.
2. Effective the first pay period in July 2027, 2028, 2029, and 2030 , all classifications will receive a Coast-of-Living Adjustment equal to the previous year's 12-month December to December percentage change of the CPI-W (West – Size Class B/C) minimum of 2% (two percent) and a maximum of 4% (four percent) each respective year.

### D. Out of Class Pay:

When an employee is assigned to perform duties of a higher classification (defined as a classification with a higher top salary step than the employee's permanent classification) for more than three (3) business days, the employee will receive an additional five percent (5%) of base pay for each pay period of the assignment. If the out-of-class assignment continues beyond sixty (60) days, the employee will receive an additional five percent (5%) of base pay (for a total of ten percent (10%)) for the remainder of the assignment.

Out-of-class assignments must be documented in writing and approved in advance by the Department Head or Manager. The written assignment will specify the date and duration of the out-of-class duties assigned, and the out-of-class compensation will commence upon that date.

If the out-of-class assignment results from an approved leave of absence of the incumbent in the higher classification and the employee is assuming the full duties of the higher-level position, the out-of-class pay will be reported to CalPERS for classic members only as Temporary Upgrade Pay, subject to CalPERS rules, regulations, and interpretations regarding special compensation.

### **Article 5 - Deferred Compensation**

The District will match dollar for dollar Management and Confidential employee contributions to District approved deferred compensation plans up to a maximum of \$4,000 per calendar year (January through December).

## **Article 6 - Longevity Pay**

Employees will receive longevity pay as follows:

- A. The completion of 10 years of continuous service will receive an additional two and a half percent (2.5%) of their base rate of pay
- B. The completion of 15 years of continuous service will receive an additional five percent (5%) of their base rate of pay.
- C. The completion of 20 years of continuous service will receive an additional seven and a half percent (7.5%) of their base rate of pay.
- D. The completion of 25 years of continuous service will receive an additional ten percent (10%) of their base rate of pay.

Longevity pay is not cumulative.

## **Article 7 – Overtime**

- A. Overtime Pay - Non-exempt employees who work in excess of their regularly scheduled workday or forty (40) hours per workweek will be compensated at one and one-half (1-1/2) times their regular rate of pay. The employee must have authorization from the Department head before working overtime unless there is an emergency. Overtime may be taken in cash or in Compensatory Time Off (CTO) at the discretion of the employee.
- B. Double Time Pay – Non-exempt employees who work in excess of twelve (12) hours in a workday will have all hours after twelve (12) compensated at twice the employee's regular rate of pay. The employee must have authorization from the Department head before working in excess of twelve (12) hours. Double time may be taken in cash or in CTO at the discretion of the employee.
- C. Compensatory Time Off (CTO) – Non-exempt employees may accrue up to a maximum of sixty (60) hours of CTO. CTO will be scheduled with the approval of the Department head. An employee may cash out CTO during the year in which it is was earned, any remaining hours will be paid out in the final pay period of the calendar year.

## **Article 8 - Medical and Related Benefits**

- A. Medical Insurance – The District contracts for employee, dependents, retirees and their dependents medical insurance benefit plans through CalPERS Public Employees Medical and Hospital Care Act (PEMHCA). Employees have the option of enrolling in any available plan.

The District will contribute up to the following amounts towards employee medical insurance coverage and cafeteria plan benefits:

<b>Tier</b>	<b>Medical Benefit</b>	<b>Cafeteria Plan Benefit</b>	<b>Total Benefit</b>
Employee only	Note 1	Note 2	Note 3
Employee plus one	Note 1	Note 2	Note 4
Employee plus family	Note 1	Note 2	Note 5

Note 1: The Medical Benefit will be equal to the minimum established annually by CalPERS.

Note 2: Cafeteria Plan Benefit will be equal to the difference between the Medical Benefit and the Total Benefit.

Note 3: The total benefit will be equal to the 100% of the Region 1 CalPERS Platinum plan and 100% of the dental premium.

Note 4: The total benefit will be equal to the 92.5% of the Region 1 CalPERS Platinum plan and 92.5% of the dental premium.

Note 5: The total benefit will be equal to the 90.8% of the Region 1 CalPERS Platinum plan and 90% of the dental premium.

- B. Medical-in-Lieu – Employees who provide proof of coverage under a qualified medical plan may decline to accept medical coverage and receive medical-in-lieu. Employees hired before July 1, 2021, will receive \$231 per pay period. Employees hired after June 30, 2021, will receive a \$116 per pay period contribution to their Retiree Health Savings Account (RHSA).
- C. Dental Insurance - The District will maintain a dental plan. Employees and their dependents must enroll in the dental plan.
- D. Vision Insurance – The District will provide employees and their dependents with a vision insurance plan.
- E. Life Insurance - The District will provide employees with a life insurance policy equal to two times their annual salary up to \$250,000.
- F. Disability Insurance – The District will provide employees with short- and long-term disability insurance in lieu of the employees purchasing California State Disability Insurance.
- G. Retiree Medical - Employees hired prior to the rescission of the vesting schedule, who did not opt out of 22893, will receive a retiree medical benefit equal to 22893, minus the minimum equal contribution as established annually by CalPERS. This vested retiree health benefit right is promised to current retirees and future retirees who qualify under this section when they retire even beyond the term of this MOU.

1. Limited Eligibility Exception for Reinstated Retirees – District retirees who meet the following criteria:
  - a. District retiree who retired from CCWD before the rescension of the vesting schedule; AND
  - b. Reinstates from retirement for the sole purpose to work for CCWD; AND
  - c. Retirees once again from CCWD

will receive a retiree medical benefit equal to 22893, minus the minimum equal contribution as established annually by CalPERS, if all the above conditions are met.

Retiree Health Savings Account – The District will provide employees a retiree health savings account (RHSA). Employees may withdraw from the plan upon separation from District employment per the requirements of the plan. The District will pay the accounting fee as charged by the plan. The bargaining unit may set or adjust the employee contribution amount annually by November 15, to be effective the first pay period in January of the following year. The District will make contributions as follows:

1. For employees hired before the rescension of the vesting schedule in 2021, and who are covered by 22893 the District will contribute fifteen dollars (\$14) per pay period into their RHSA.
2. For employees hired before the rescension of the vesting schedule, took the buy-out option and who are not covered by 22893 the District will contribute Sixty dollars (\$60) per pay period into their RHSA.
3. For employees hired after the rescension of the vesting schedule in 2021, the District will contribute Thirty-seven dollars (\$37) per pay period into their RHSA.

## **Article 9 - Retirement**

A. The District contracts with California Public Employees Retirement System (CalPERS) for a retirement benefit for District employees as follows:

1. For employees hired on or before July 30, 2012 - These employees will be provided a retirement benefit of 2.7% at age 55 formula with the one (1) year final average compensation period, as defined by CalPERS in government code section 20042. These employees will pay one hundred percent (100%) of their eight percent (8%) employee member contribution on a pre-tax basis.
2. For employees hired on or after August 1, 2012, and employees hired on or after January 1, 2013 with reciprocity recognized under CalPERS - These employees will be provided a retirement benefit of 2% at age 60 formula with the three (3) year final average compensation period, as defined by CalPERS in government code section 20037. These employees will pay one hundred percent (100%) of their seven percent (7%) employee member contribution on a pre-tax basis.
3. For employees hired on or after January 1, 2013 without reciprocity recognized under CalPERS - These employees will be provided a retirement benefit of 2% at

age 62 formula with the three (3) year final average compensation period, as defined by CalPERS in government code section 20037. These employees will pay one half the total normal cost as determined annually by CalPERS on a pre-tax basis.

4. Optional Benefits – All retirement plans have the following optional CalPERS retirement benefits:
  - a. Social Security Coverage
  - b. Sick Leave Service Credit
  - c. Standard Non-Industrial Disability
  - d. Pre-Retirement Death Benefit Optional Settlement 2
  - e. Post-Retirement Death Benefits \$600 Lump Sum
  - f. 2% retiree COLA

**Article 10 – Holiday Pay**

A. The District recognizes the following holidays as paid holidays:

- New Year’s Day
- Martin Luther King Jr. Birthday
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- The Day After Thanksgiving Day
- Christmas Eve Day
- Christmas Day

An employee is eligible for holiday pay if they are in paid status on the workday before and the workday after the holiday.

- B. Employees will be provided an eight (8) hour personal holiday annually on January 1. The personal holiday must be taken during the year, or it will be forfeited on December 31.
  - a. Upon hire and represented by this agreement, the employee will receive a prorated amount of personal holiday hours as follows:

<u>Hire Date</u>	<u>Hours</u>
January 1 – March 31	8
April 1 – June 30	6
July 1 – September 30	4
November 1 – December 31	0

- C. Whenever a holiday falls on a Saturday, the preceding Friday will be observed as the holiday. Whenever a holiday falls on a Sunday the following Monday will be observed as the holiday. Exceptions: When Christmas Day falls on Saturday, the preceding Thursday will be observed as the holiday. When Christmas Eve Day falls on a Sunday, the following Tuesday will be observed as the holiday.
- D. The following three (3) holidays may be used as “floating holidays” which can be taken as a regularly scheduled holiday or substituted for an alternative day off within the calendar year with a minimum of two (2) weeks’ notice and prior approval from their department head. If these holidays are not taken prior to December 31 each calendar year, they will be paid out: Martin Luther King Jr. Day, Presidents Day and Juneteenth.

**Article 11 – Leaves**

- A. Paid Time Off (PTO) – Employees will accrue PTO bi-monthly as follows:

<u>Years of Service</u>	<u>Annual Days</u>	<u>Annual Hours</u>	<u>Bi-weekly accrual</u>
0-3	22	176	6.78
3-10	27	216	8.31
10 +	32	256	9.85

Years of service will be defined as current continuous service with the District. PTO leave may not be used to extend an employee’s employment.

Employees who have a PTO leave balance in excess of three hundred and eighty (380) hours on December 31, will have those hours cashed out during the last pay period of the year.

- B. PTO Usage – PTO usage will be on a first accrued first used basis.
- C. PTO Sell-Back – Employees may make an irrevocable decision during the month of November for the succeeding year to sell-back up to the total PTO hours earned between January 1 and August 31 of the following year. Payment for the PTO will be paid during the first full pay period in September. The employee must have a minimum of eighty (80) hours of PTO available after the sell-back occurs.
- D. Management Leave - Exempt employees will receive fifty-six (56) hours per fiscal year of management leave. Up to fifty-six (56) hours of management leave may be rolled over to the beginning of the fiscal year. Any hours in excess of 56 hours on June 30<sup>th</sup> will be forfeited.

Upon hire into an Exempt classification represented by this memorandum of understanding, the employee will receive management leave as follows:

<u>Hire Date</u>	<u>Hours</u>
July 1 – August 31	56 Hours

September 1 – October 31	45 Hours
November 1 – December 31	34 Hours
January 1 – February 28/29	23 Hours
March 1 – April 30	12 Hours
May 1 – June 30	0 Hours

**Article 12 – Uniforms**

- A. District Apparel- Employees will be provided five (5) CCWD shirts and one (1) sweatshirt or sweater annually.
- B. Safety Boot Allowance - Employees will be reimbursed up to two-hundred dollars (\$200.00) per fiscal year for the purchase of safety boots, that satisfy Cal/OSHA footwear standards as noted in the California Code of Regulations, Title 8, § 3385. This provision only applies to those employees whose work tasks require the need at the discretion of the General Manager.
- C. Winter Weather Gear Allowance - Employees will be reimbursed up to two-hundred dollars (\$200.00) every other fiscal year for the purchase and maintenance of winter weather gear. This provision only applies to those employees whose work tasks require the need at the discretion of the General Manager.

**Article 13: TERM OF AGREEMENT**

The term of this Agreement will begin on July 1, 2026 and will expire on June 30, 2030.

# SIGNATURES

## For the District:

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Michael Minkler  
General Manager

Date

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Jack Garamendi  
Board President

Date

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Jeff Bailey  
Chief Negotiator

Date

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Stacey Lollar  
HR Manager

Date

## For the MCU:

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Jesse Hampton  
MCU Negotiator

Date

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Damon Wyckoff  
MCU Negotiator

Date

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Pat Burkhardt  
MCU Negotiator

Date

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Andrew Renshaw  
MCU Negotiator

Date

**Management and Confidential Unit Salary Schedule**  
**Effective 1st Pay Period in July 2026 through June 2027 (3% Salary Increase)**

Classification	Rate Type	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
Business Services Manager	Bi-weekly	\$4,292.05	\$4,506.66	\$4,731.99	\$4,968.59	\$5,217.02	\$5,347.44	\$5,481.13	\$5,618.16	\$5,758.61
	Monthly	\$9,299.45	\$9,764.42	\$10,252.64	\$10,765.27	\$11,303.54	\$11,586.13	\$11,875.78	\$12,172.67	\$12,476.99
	Yearly	\$111,593.37	\$117,173.04	\$123,031.69	\$129,183.28	\$135,642.44	\$139,033.50	\$142,509.34	\$146,072.07	\$149,723.88
Construction & Maintenance Manager (plus 4% equity increase)	Bi-weekly	\$4,527.52	\$4,753.89	\$4,991.59	\$5,241.17	\$5,503.23	\$5,640.81	\$5,781.83	\$5,926.37	\$6,074.53
	Monthly	\$9,809.62	\$10,300.10	\$10,815.11	\$11,355.86	\$11,923.66	\$12,221.75	\$12,527.29	\$12,840.47	\$13,161.48
	Yearly	\$117,715.45	\$123,601.23	\$129,781.29	\$136,270.35	\$143,083.87	\$146,660.97	\$150,327.49	\$154,085.68	\$157,937.82
Director of Administrative Services (plus 4% equity increase)	Bi-weekly	\$5,477.57	\$5,751.44	\$6,039.02	\$6,340.97	\$6,658.02	\$6,824.47	\$6,995.08	\$7,169.96	\$7,349.20
	Monthly	\$11,868.06	\$12,461.46	\$13,084.54	\$13,738.76	\$14,425.70	\$14,786.34	\$15,156.00	\$15,534.90	\$15,923.28
	Yearly	\$142,416.73	\$149,537.56	\$157,014.44	\$164,865.16	\$173,108.42	\$177,436.13	\$181,872.03	\$186,418.83	\$191,079.31
Director of Operations	Bi-weekly	\$5,423.68	\$5,694.86	\$5,979.60	\$6,278.58	\$6,592.51	\$6,757.33	\$6,926.26	\$7,099.42	\$7,276.90
	Monthly	\$11,751.30	\$12,338.87	\$12,955.81	\$13,603.60	\$14,283.78	\$14,640.87	\$15,006.90	\$15,382.07	\$15,766.62
	Yearly	\$141,015.61	\$148,066.39	\$155,469.71	\$163,243.20	\$171,405.36	\$175,690.49	\$180,082.75	\$184,584.82	\$189,199.44
Deputy Director of Operations	Bi-weekly	\$4,571.50	\$4,800.07	\$5,040.08	\$5,292.08	\$5,556.68	\$5,695.60	\$5,837.99	\$5,983.94	\$6,133.54
	Monthly	\$9,904.91	\$10,400.16	\$10,920.17	\$11,466.17	\$12,039.48	\$12,340.47	\$12,648.98	\$12,965.21	\$13,289.34
	Yearly	\$118,858.95	\$124,801.90	\$131,041.99	\$137,594.09	\$144,473.80	\$148,085.64	\$151,787.78	\$155,582.48	\$159,472.04
Distribution/Collections Manager	Bi-weekly	\$4,353.38	\$4,571.05	\$4,799.60	\$5,039.58	\$5,291.56	\$5,423.85	\$5,559.45	\$5,698.43	\$5,840.90
	Monthly	\$9,432.33	\$9,903.94	\$10,399.14	\$10,919.10	\$11,465.05	\$11,751.68	\$12,045.47	\$12,346.61	\$12,655.27
	Yearly	\$113,187.94	\$118,847.33	\$124,789.70	\$131,029.18	\$137,580.64	\$141,020.16	\$144,545.66	\$148,159.31	\$151,863.29
District Engineer	Bi-weekly	\$6,463.43	\$6,786.60	\$7,125.93	\$7,482.23	\$7,856.34	\$8,052.75	\$8,262.12	\$8,468.67	\$8,680.39
	Monthly	\$12,926.86	\$13,573.20	\$14,251.86	\$14,964.46	\$15,712.68	\$16,105.50	\$16,524.24	\$16,937.35	\$17,360.78
	Yearly	\$155,122.33	\$162,878.44	\$171,022.36	\$179,573.48	\$188,552.16	\$193,265.96	\$198,290.88	\$203,248.15	\$208,329.35
Executive Assistant/Clerk to the Board (C) (plus 4% equity increase)	Hourly	\$36.49	\$38.32	\$40.24	\$42.25	\$44.36	\$45.47	\$46.61	\$47.77	\$48.96
	Bi-weekly	\$3,162.88	\$3,321.03	\$3,487.08	\$3,661.43	\$3,844.51	\$3,940.62	\$4,039.13	\$4,140.11	\$4,243.61
	Monthly	\$6,325.77	\$6,642.06	\$6,974.16	\$7,322.87	\$7,689.01	\$7,881.24	\$8,078.27	\$8,280.22	\$8,487.23
	Yearly	\$75,909.22	\$79,704.68	\$83,689.91	\$87,874.41	\$92,268.13	\$94,574.83	\$96,939.20	\$99,362.68	\$101,846.75
External Affairs Manager	Bi-weekly	\$4,292.05	\$4,506.66	\$4,731.99	\$4,968.59	\$5,217.02	\$5,347.44	\$5,481.13	\$5,618.16	\$5,758.61
	Monthly	\$9,299.45	\$9,764.42	\$10,252.64	\$10,765.27	\$11,303.54	\$11,586.13	\$11,875.78	\$12,172.67	\$12,476.99
	Yearly	\$111,593.37	\$117,173.04	\$123,031.69	\$129,183.28	\$135,642.44	\$139,033.50	\$142,509.34	\$146,072.07	\$149,723.88
Human Resources Manager***	Bi-weekly	\$4,505.71	\$4,731.00	\$4,967.55	\$5,215.93	\$5,476.72	\$5,613.64	\$5,753.98	\$5,897.83	\$6,045.28
	Monthly	\$9,762.38	\$10,250.50	\$10,763.03	\$11,301.18	\$11,866.24	\$12,162.89	\$12,466.96	\$12,778.64	\$13,098.10
	Yearly	\$117,148.57	\$123,006.00	\$129,156.30	\$135,614.12	\$142,394.82	\$145,954.69	\$149,603.56	\$153,343.65	\$157,177.24
Human Resources Technician (C)	Hourly	\$33.42	\$35.09	\$36.84	\$38.68	\$40.62	\$41.63	\$42.67	\$43.74	\$44.83
	Bi-weekly	\$2,673.26	\$2,806.92	\$2,947.27	\$3,094.63	\$3,249.36	\$3,330.60	\$3,413.86	\$3,499.21	\$3,586.69
	Monthly	\$5,792.06	\$6,081.66	\$6,385.75	\$6,705.03	\$7,040.29	\$7,216.29	\$7,396.70	\$7,581.62	\$7,771.16
	Yearly	\$69,504.73	\$72,979.97	\$76,628.96	\$80,460.41	\$84,483.43	\$86,595.52	\$88,760.41	\$90,979.42	\$93,253.90

Classification	Rate Type	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
Information Systems Administrator (plus 4% equity increase)	Bi-weekly	\$4,355.20	\$4,572.96	\$4,801.61	\$5,041.69	\$5,293.78	\$5,426.12	\$5,561.78	\$5,700.82	\$5,843.34
	Monthly	\$9,436.28	\$9,908.09	\$10,403.49	\$10,923.67	\$11,469.85	\$11,756.60	\$12,050.51	\$12,351.78	\$12,660.57
	Yearly	\$113,235.31	\$118,897.07	\$124,841.93	\$131,084.03	\$137,638.23	\$141,079.18	\$144,606.16	\$148,221.32	\$151,926.85
Plant Operations Manager (plus 4% equity increase)	Bi-weekly	\$4,754.36	\$4,992.08	\$5,241.68	\$5,503.76	\$5,778.95	\$5,923.43	\$6,071.51	\$6,223.30	\$6,378.88
	Monthly	\$10,301.11	\$10,816.16	\$11,356.97	\$11,924.82	\$12,521.06	\$12,834.09	\$13,154.94	\$13,483.81	\$13,820.91
	Yearly	\$123,613.31	\$129,793.97	\$136,283.67	\$143,097.86	\$150,252.75	\$154,009.07	\$157,859.30	\$161,805.78	\$165,850.92
Manager of Water Resources (plus 4% equity increase)	Bi-weekly	\$4,754.36	\$4,992.08	\$5,241.68	\$5,503.76	\$5,778.95	\$5,923.43	\$6,071.51	\$6,223.30	\$6,378.88
	Monthly	\$10,301.11	\$10,816.16	\$11,356.97	\$11,924.82	\$12,521.06	\$12,834.09	\$13,154.94	\$13,483.81	\$13,820.91
	Yearly	\$123,613.31	\$129,793.97	\$136,283.67	\$143,097.86	\$150,252.75	\$154,009.07	\$157,859.30	\$161,805.78	\$165,850.92

DRAFT

# Agenda Item

DATE: June 24, 2026

TO: Michael Minkler, General Manager

FROM: Kevin Williams, District Engineer

SUBJECT: Approval of Final Initial Study/Mitigated Negative Declaration for the La Contenta Wastewater Treatment Facility Phase 3 Project CIP #15097

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## RECOMMENDED ACTION

Motion: \_\_\_\_\_ / \_\_\_\_\_ Approving Resolution No. 2026-\_\_\_\_\_ Adopting the Final Initial Study/Mitigated Negative Declaration (IS/MND), including the Mitigation Monitoring and Reporting Program (MMRP), and approve the La Contenta Wastewater Treatment Facility Phase 3 Project.

## BACKGROUND

The Calaveras County Water District (CCWD), acting as Lead Agency under the California Environmental Quality Act (CEQA), prepared an Initial Study/Mitigated Negative Declaration (IS/MND) for the La Contenta Wastewater Treatment Facility (WWTF) Phase 3 Project.

The project will replace and improve aging facilities and address capacity limitations at the existing WWTF.

The Draft IS/MND was circulated for public review from April 1, 2026 through May 1, 2026. Two comment letters were received, and responses have been incorporated into the Final IS/MND.

No substantial revisions were required, and recirculation was not necessary.

## DISCUSSION

The Final IS/MND concludes that the project will not result in significant environmental impacts with implementation of mitigation measures.

Environmental considerations primarily relate to biological resources and regulatory permitting. Preconstruction surveys are required for special-status species, including

California red-legged frog and California tiger salamander, with monitoring and agency coordination required if species are detected.

Project activities will avoid aquatic resources to the extent feasible. If impacts occur, regulatory approvals such as Section 401 Water Quality Certification, Section 404 permits, and potential Fish and Wildlife agreements may be required.

The project incorporates standard construction best management practices, including erosion control, biological monitoring, and work restrictions, and is of limited duration, which reduces overall environmental risk.

A Mitigation Monitoring and Reporting Program (MMRP) has been prepared to ensure implementation of all required mitigation measures.

## **FINANCIAL CONSIDERATIONS**

There is no direct fiscal impact associated with adoption of the IS/MND. Project construction costs are included in the District's Capital Improvement Program.

## **STRATEGIC PLAN ALIGNMENT**

This item supports the District's Strategic Plan by advancing the following objectives:

- **Regulatory Compliance:** Maintaining alignment with State laws and requirements
- **Infrastructure Reliability:** Managing system demand as development occurs

### **ATTACHMENTS:**

***Click below to view the fill report.***

[\*Final Initial Study/Mitigated Negative Declaration \(June 2026\)  
Mitigation Monitoring and Reporting Program\*](#)

*Resolution No. 2026-\_\_ Approving the Final Initial Study/Mitigated Negative Declaration for the La Contenta Wastewater Treatment Facility Phase 3 Project CIP #15097*

**RESOLUTION NO. 2026 –**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CALAVERAS COUNTY WATER DISTRICT  
ADOPTING THE FINAL INITIAL STUDY/MITIGATED NEGATIVE DECLARATION,  
ADOPTING THE MITIGATION MONITORING AND REPORTING PROGRAM, AND  
APPROVING THE LA CONTENTA WASTEWATER TREATMENT FACILITY  
PHASE 3 PROJECT**

**WHEREAS**, the CALAVERAS COUNTY WATER DISTRICT (“CCWD”) is the Lead Agency for the La Contenta Wastewater Treatment Facility Phase 3 Project (Project) under the California Environmental Quality Act (CEQA); and

**WHEREAS**, the Project involves replacement and/or improvement of facilities at the existing wastewater treatment facility to address age deterioration and limited capacity; and

**WHEREAS**, an Initial Study/Mitigated Negative Declaration (IS/MND) was prepared for the Project in accordance with CEQA and circulated for a 30-day public review period, during which comments were received and considered; and

**WHEREAS**, responses to comments were prepared and included in the Final IS/MND, and no substantial revisions requiring recirculation were identified; and

**WHEREAS**, the Final IS/MND finds that the Project will not have a significant effect on the environment with implementation of mitigation measures; and

**WHEREAS**, mitigation measures have been incorporated into the Project and a Mitigation Monitoring and Reporting Program (MMRP) has been prepared to ensure compliance.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the CALAVERAS COUNTY WATER DISTRICT hereby adopts the Final Initial Study/Mitigated Negative Declaration, adopts the Mitigation Monitoring and Reporting Program, and approves the La Contenta Wastewater Treatment Facility Phase 3 Project.

**PASSED AND ADOPTED** this 24th day of June 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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John "Jack" Garamendi, President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk of the Board

# Agenda Item

DATE: June 24, 2026

TO: Michael Minkler, General Manager

FROM: Damon Wyckoff, Director of Operations

SUBJECT: Discussion/Action to approve an update to the District's Risk and Resilience Assessment

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## **RECOMMENDED ACTION:**

Approve an update (attached) to the Calaveras County Water District's Risk and Resiliency Assessment (RRA) and authorize Cooley Consulting to submit the RRA update on CCWDs behalf to the U.S. Environmental Protection Agency (USEPA).

## **SUMMARY:**

The America's Water Infrastructure Act of 2018 (AWIA) requires community drinking water systems serving more than 3,300 people to prepare and certify a Risk and Resiliency Assessment (RRA). The purpose of the RRA is to identify risks to the continuity of water service and evaluate options to reduce potential impacts to facilities, operations, and customers. Based on its combined service area population, Calaveras County Water District (CCWD) meets AWIA's definition of a small community water system and is therefore required to periodically update and self-certify its RRA with the USEPA.

CCWD's update to its RRA evaluates vulnerabilities associated with natural hazards, operational disruptions, and malevolent acts that could affect drinking water service. The assessment reviews CCWD's water system facilities, assets, supply conditions, and operational risks and documents those findings in narrative form and supports assessment checklists. It is no surprise that this update to the District's RRA identifies wildfire as the greatest threat to the District.

Because the RRA contains sensitive information regarding water system infrastructure, operational practices, asset management, and potential vulnerabilities, public distribution is limited. A public version of the RRA is provided as an attachment and excludes selected sensitive content, including certain tables, figures, and detailed system information. A confidential internal version containing the complete assessment will be made available to the Board of Directors and staff directly involved in emergency planning and response activities.

The AWIA requires water systems prepare an Emergency Response Plan (ERP) within six months of RRA certification. Cooley Consulting will prepare the ERP this summer. Cooley will also facilitate a tabletop exercise in the early fall. This tabletop exercise will gather a group of first responders, utilities, and community groups and “run through” an emergency scenario, like a wildfire. Tabletop exercises are extremely valuable in that they highlight how these groups coalesce to respond to and address issues associated with a particular emergency. They also identify opportunities for improvement and clarification to ensure that when the next emergency does occur, everyone is ready to react and respond effectively.

### **FINANCIAL CONSIDERATIONS:**

The cost for Phase 1, the RRA update, is \$11,400. The cost for Phase 2, the ERP and tabletop, is \$6,200. Total cost for this effort is \$17,600.

### **STRATEGIC PLANNING:**

This agenda item supports the District’s Strategic Plan by advancing regulatory compliance, strengthening operational preparedness, and informing future planning and investment decisions related to water system resilience and emergency response. It aligns the following Strategic Plan objectives:

OI-06: Monitor and adapt to emerging and existing regulatory requirements and mandates.

OI-07: Communicate CCWD’s operational efforts to effectively deliver water and wastewater services.

PP-05: Closely monitor and engage in relevant policy developments that affect CCWD.

# **CALAVERAS COUNTY WATER DISTRICT**

## **AWIA RISK AND RESILIENCE ASSESSMENT**

Prepared by:

**Cooley Environmental Consulting  
Jeff Cooley- Project Manager**

# AWIA Risk and Resilience Assessment Calaveras County Water District

America's Water Infrastructure Act (AWIA)  
§2013 Compliance

June 24th, 2026

Prepared for:

Calaveras County Water District

Prepared by:

Cooley Environmental Consulting LLC

# Calaveras County Water District Risk and Resilience Assessment

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## **1.0 Certification Statement and Letter of Transmittal**

### AWIA Risk and Resilience Assessment

#### Calaveras County Water District

June 24th, 2026

In accordance with Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) (Public Law 115-270) and the U.S. Environmental Protection Agency's implementing guidance, the Calaveras County Water District has completed this Risk and Resilience Assessment (RRA) for its community water system serving more than 3,300 persons.

This RRA identifies and prioritizes risks to the water system's ability to provide safe and reliable drinking water and presents a phased mitigation and resilience strategy to reduce those risks. The assessment was conducted using the AWWA J100-21 Risk and Resilience Management Standard methodology and the 0.0–1.0 decimal scoring framework accepted by EPA Region 9.

The District intends to submit the required AWIA certification to the U.S. Environmental Protection Agency no later than June 30<sup>th</sup>, 2026, concurrent with the required update to the system's Emergency Response Plan which is due no later than December 31<sup>st</sup>, 2026.

### **1.1 Confidentiality Notice**

This document contains Critical Infrastructure Information (CII) and Sensitive Security Information (SSI) related to the CCWD water system. Pursuant to the Public Records Act (California Government Code §§ 7927.700–7927.705, formerly §§ 6254(aa)–(ab)) and the Freedom of Information Act (5 U.S.C. § 552(b)(4)), this RRA is exempt from public disclosure. It is intended solely for the use of the CCWD, its authorized personnel, and regulatory agencies with need-to-know. Unauthorized distribution is prohibited.

Approved and accepted:

Damon Wyckoff  
Director of Operations

Date: June 24th, 2026

## **2.0 Executive Summary**

Risk and Resilience Assessment (RRA) –

Calaveras County Water District

AWIA §2013 Certification Report-June 30, 2026

### **2.1 Acknowledgment of Public Works Staff**

The CCWD staff deserve special recognition for their outstanding cooperation throughout this Risk and Resilience Assessment (RRA). Staff at every level — from field crews to management, provided detailed operational insights, real-time data, and initiative-taking engagement that were instrumental in producing a thorough and actionable RRA. Their daily commitment to maintaining one of the region’s most reliable water systems is evident in the District’s exemplary performance: minimal interrupted uptime and minimal boil water notices over the past five years, and full compliance with the Environmental Protection Agency (EPA) and Division of Drinking Water (DDW) health-based standards. This assessment builds on an already solid foundation of operational discipline and pride in public service.

### **2.2 Purpose and Scope**

This Risk and Resilience Assessment (RRA) evaluates threats to the CCWD’s water system’s ability to deliver safe, reliable drinking water to its residents. Conducted in full compliance with AWWA J100-21 and EPA’s America’s Water Infrastructure Act (AWIA) §2013, the assessment covers source water, treatment, storage, distribution, SCADA/control systems, and supporting infrastructure.

### **2.3 Methodology-Poisson Model**

- 97 malevolent, natural, and dependency threats were identified through staff workshops, critical asset site visits, and asset reviews.
- The Poisson model is a statistical tool commonly used in risk assessments for rare events (like earthquakes, wildfires, or major cyber-attacks) to calculate the probability of at least one occurrence over a specified period. It is based on the Poisson distribution, which models the number of times an event occurs in a fixed interval (e.g., 30 years) when events happen independently and at a constant average rate. In the context of the RRA, it is ideal for estimating 30-year cumulative probabilities because it converts low annual probabilities into more meaningful long-term risks, helping prioritize mitigations for "rare but catastrophic" threats.

- Why the Poisson Model is used in RRAs
  - Manages Rare Events: Annual Exceedance Probability (AEP) for a "100-year" earthquake is 0.01 (1%), which yields low risk scores and can under-prioritize funding. The Poisson model shows the cumulative risk over an asset's lifespan (e.g., 30 years, matching typical utility planning horizons).
  - AWWA & EPA Alignment: AWWA J100-21 and EPA AWIA guidance recommend cumulative probabilities for infrastructure with 30–50 year lifespans, as they better reflect "what's likely to happen in my career" rather than "once in a century".
  - Assumptions: Events are independent (no clustering), constant rate (no changing climate), and rare (low annual probability).
  - 30-Year Cumulative Probability: Using the Poisson model:
    - $30\text{-year} = 1 - (1 - 0.02)^{30} \approx 0.46$  (46%)
- Practical Implications:
  - Using 30-year probabilities highlights hazards with high cumulative likelihoods (e.g., high winds at 0.95, ensuring the District allocates resources to address near-certain or significant risks over the system's lifespan).
  - Annual Exceedance Probability (AEPs) yield low risk scores which may underprioritize mitigations for rare but catastrophic events. In contrast, 30-year probabilities (e.g., 0.78, yielding 0.624, "High") better justify funding for structural or systemic upgrades.
- Scoring used the standard 0.0 – 1.0 decimal framework:
  - Likelihood (next 30 years) × Consequence (public health, outage, financial, regulatory, reputation) × Vulnerability (existing controls)
  - Final Risk Score = Likelihood × Consequence × Vulnerability (0.0 – 1.0)
  - Thresholds:
    - 0.435-0.570 High (11 risks)
    - 0.333-0.426 Medium (5 risks)
    - < 0.333 Low (Remaining Risks not in High-Medium Critical Risk Scores)

## **2.4 Key Findings**

The RRA for CCWD identifies several high-priority vulnerabilities that could significantly impact the reliable delivery of potable water to the community. The assessment, conducted in accordance with America's Water Infrastructure Act (AWIA) §2013 and AWWA J100-21 guidelines, utilized a multiplicative risk scoring methodology (Likelihood × Consequence × Vulnerability) with 30-year cumulative probabilities for events. The highest risks are driven primarily by wildfire hazards, drought/reduced supply and cybersecurity events.

#### **2.4.1 TOP RISKS AND ASSOCIATED FINDINGS INCLUDE:**

**WATER TREATMENT PLANTS – WILDFIRE-DIRECT & POST-FIRE EFFECTS** (Risk Scores: 0.419-0.570): This represents the single highest-priority risk scores. The WTPs are located in a Very High Fire Hazard Severity Zone in dense Sierra forest. The watershed has a history of large fires. Steep slopes and post-fire hydrophobic soils create extreme ash/sediment loading risk during first major storms.

Direct flame/ember attack on structures, power lines, and surrounding vegetation combined with severe post-fire ash, sediment, and debris runoff from the burned Stanislaus River watershed into the raw water source which would overwhelm pre-ozonation, micro-filtration, and disinfection processes. Could cause a complete or extended plant shutdown and long-term increases in turbidity, organics, and manganese requiring major pretreatment upgrades. Additionally, this could cause boil water advisories/notices and potentially major supply disruptions to customers and economic impacts on the local community.

**WATER TREATMENT PLANTS-GROUNDWATER WELLS– DROUGHT/REDUCED SUPPLY** (Risk Scores: 0.426-0.528.):

Drought and reduced water supply represent one of the most significant long-term risks to the CCWD water system, particularly for the surface water treatment plants (Jenny Lind WTP, Copper Cove WTP, Hunters/Ebbetts Pass WTP, and West Point WTP) and the district-wide groundwater wells. CCWD relies on a combination of surface water from the Stanislaus, Calaveras, and Mokelumne River watersheds and fractured-rock groundwater aquifers. Prolonged drought conditions, exacerbated by climate change projections, have historically strained supply reliability, reduced reservoir storage, lowered groundwater levels, and increased treatment challenges.

**SCADA SYSTEM – WILDFIRE, DENIAL OF SERVICE, MALWARE INFECTION, RANSOMWARE, AND SUPPLY CHAIN ATTACK** (Risk Scores ranging from 0.223-0.344): The SCADA platform, while functional, has limited protection for hardware, incomplete network segmentation, and limited foundational cybersecurity controls. Physical damage or cyber incidents could result in loss of remote monitoring and control, leading to operational blind spots, erratic pump/valve behavior, and extended recovery times.

**ADDITIONAL NOTABLE FINDINGS**-Additional notable findings include moderate risks from sabotage/physical tampering at WTPs, tanks and wells, as well as potential cascading effects from prolonged power outages. While CCWD has an adequate security program and benefit from existing countermeasures—such as partial valve exercising, GIS mapping, leak detection surveys, basic SCADA alarms, and participation in mutual aid networks (e.g., CalWARN)—these measures are insufficient to fully address the system’s security vulnerabilities in a high-hazard environment.

Overall, the assessment concludes that without targeted mitigation, a major event could lead to widespread service disruptions lasting days to weeks, compromised public health protection, and significant economic impacts. The highest-priorities underscore the need for key treatment facility retrofits, drought resistant supply alternatives, pipeline replacements with flexible joints, tank upgrades, SCADA hardening (physical and cyber), and enhanced physical security at remote sites. These findings directly inform the phased Mitigation and Resilience Action Plan presented in Section 5, which is projected to achieve approximately 50% average risk reduction across the top risks when fully implemented.

### Top 20 Priority Risks – Ranked by Risk Score

**Table 2.1**

<b>Rank</b>	<b>Asset</b>	<b>Threat</b>	<b>Risk Score</b>
1	Hunters WTP	Wildfire (Direct & Post-Fire Effects)	<b>0.570</b>
2	West Point WTP	Wildfire (Direct & Post-Fire Effects)	<b>0.548</b>
3	Jerry Lind WTP	Wildfire (Direct & Post-Fire Effects)	<b>0.538</b>
4	Copper Cove WTP	Wildfire (Direct & Post-Fire Effects)	<b>0.533</b>
5	West Point WTP	Drought/Reduced Supply	<b>0.528</b>
6	Groundwater Wells	Drought/Reduced Supply	<b>0.476</b>
7	Distribution System	Drought/Reduced Supply	<b>0.460</b>
8	Booster Pump Stations (District Wide)	Wildfire (Direct & Post-Fire Effects)	<b>0.453</b>
9	Hunters WTP	Drought/Reduced Supply	<b>0.453</b>
10	Open Storage Reservoirs (District-Wide)	Harmful Algal Blooms (HAB) & Eutrophication	<b>0.448</b>
11	Copper Cove WTP	Drought/Reduced Supply	<b>0.435</b>
12	Jerry Lind WTP	Drought/Reduced Supply	<b>0.426</b>
13	Groundwater Wells (District-Wide)	Wildfire (Direct & Post-Fire Effects)	<b>0.419</b>
14	Booster Pump Stations (District-Wide)	Extended Power Outage (>12 hours)	<b>0.419</b>
15	Open Water Reservoirs (District-Wide)	Drought/Reduced Supply	<b>0.386</b>

Rank	Asset	Threat	Risk Score
16	Groundwater Wells (District-Wide)	Extended Power Outage (>12 hours)	<b>0.381</b>
17	West Point WTP	Debris Flow -Landslide-Mudslide (Storm Induced)	<b>0.351</b>
18	Open Water Reservoirs (District-Wide)	Wildfire (Direct & Post-Fire Effects)	<b>0.347</b>
19	SCADA/Control Systems (District-Wide)	Cyber Attack-Malware Infection	<b>0.344</b>
20	Copper Cover WTP	Debris Flow-Landslide-Mudslide (Storm Induced)	<b>0.343</b>

## **2.5 Personnel and Facilities Risk Analysis**

District Personnel and Facilities were evaluated separately. See Table 2.2 below. The recommended mitigations reduce average risk 60% at a cost of \$4.9–\$7.5 million.

Although America’s Water Infrastructure Act (AWIA) and AWWA J100-21 focus primarily on assets directly involved in the treatment, transmission, and distribution of drinking water, the assessment team also evaluated two supporting components that are essential to sustained system operation: District personnel and the District Facilities (central maintenance facility, fleet, spare-parts inventory, and backup SCADA server).

These elements were analyzed separately from the primary critical asset register for the following reasons:

- Personnel risks (pandemic, staffing shortages, safety, etc.) are driven by fundamentally different threat pathways and likelihoods than physical infrastructure.
- The facilities function as a single consolidated support facility rather than a distributed water-system asset.
- Separating these risks improves clarity, avoids dilution of the highest-scoring water-delivery threats, and aligns with practices used by numerous California utilities in their certified AWIA submissions.

Nine personnel and facility threat pairs were identified with risk scores ranging from 0.008 to 0.097. Recommended mitigations are presented in Table 2.2 and reduce the average risk in this category by approximately 60% at an estimated cost of \$4.9–\$7.5 million (70–80% grant-eligible).

## District Personnel and Facilities Risk Analysis

**Table 2.2**

Asset-Threat	Immediate (0–18 mo) – <\$500k	Short-Term (18–48 mo) \$0.5–5M	Long-Term (5–10 yr) >\$5M	Est. Cost	Primary Funding Source	Original Risk	Residual Risk	% Reduction
<b>Personnel – Pandemic</b>	Refresh Pandemic Plan; stock 90-day PPE/N95	Cross-train 2 extra D3/D4 and T2 -T3 operators; remote SCADA access	Formal succession planning program	\$85k	Operations Budget + FEMA EMPG	0.097	0.04	59%
<b>Personnel – Health &amp; Safety Incidents</b>	LOTO kits, fall-protection, lone-worker check-in app	Guardrails and interlocks on older equipment; third-party audit	Full ISO-45001 safety system	\$110k	Operations Budget	0.056	0.02	64%
<b>Personnel – Recruitment Retention-Shortages</b>	5–10 % market adjustment + sign-on bonus	3-year retention bonus; college apprenticeship program	Career-ladder to match similar size utilities’ pay	\$1.2M /yr	Annual Budget Adjustment/ Union Negotiations	0.045	0.03	33%
<b>Personnel – Attacks on Personnel</b>	Duress pendants + cellular check-in for lone workers	4K cameras + cellular failover at all reservoirs and booster pump stations	Security contract (high-risk periods)	\$165k	DHS / Operations Budget	0.011	0.004	64%
<b>Personnel – Training Redundancy Gaps</b>	Document redundancy matrix; 40 hr PLC/high-voltage cross-training	Hire 1 instrument tech;	Knowledge capture video library from upcoming retirees	\$240k	Operations Budget + SWRCB grant	0.008	0.002	75%
<b>District Yards – Fire</b>	High-volume sprinklers in garage/warehouse; relocate backup SCADA server	Fire-rated chemical/ spare-parts room	New separate emergency response warehouse	\$680k	FEMA BRIC / CIP	0.074	0.03	59%

Asset-Threat	Immediate (0–18 mo) – <\$500k	Short-Term (18–48 mo) \$0.5–5M	Long-Term (5–10 yr) >\$5M	Est. Cost	Primary Funding Source	Original Risk	Residual Risk	% Reduction
District Yards – Earthquake	Brace tall shelving & racking; anchor fuel tanks	Non-structural mitigation (FEMA P-749)	Full seismic retrofit or new satellite yard	\$1.1–4M	FEMA BRIC / HMGP	0.064	0.02	69%
District Yards – Physical Attack	4K cameras with analytics; ballistic film on windows	Perimeter intrusion detection + 24/7 monitoring	Relocate backup server to cloud/hardened site	\$220k	DHS / CIP	0.042	0.01	76%
District Yards – Power Loss (>24 hr)	Auto-start + remote monitoring on existing generator	Second generator + 7-day fuel tank	Solar + battery micro-grid for critical loads	\$750k	SCE / FEMA HMGP	0.019	0.005	74%

## 2.6 CCWD Water System Resilience Strengths

Calaveras County Water District demonstrates several key strengths that enhance the overall resilience of its water system. These strengths provide a solid foundation for continued improvement and effective emergency response.

**STRONG MULTI-SOURCE WATER SUPPLY PORTFOLIO-** CCWD maintains a diversified water supply portfolio that includes surface water from the Stanislaus River, Calaveras River, and Mokelumne River watersheds. Groundwater wells provide supply in the Wallace service area. This blend of sources provides important flexibility during droughts, wildfires, and other disruptions. The District’s ability to utilize multiple sources of supply for the Ebbetts Pass and West Point Systems during extended dry periods is a significant resilience advantage.

**REDUNDANCY IN STORAGE AND INFRASTRUCTURE-** The District operates approximately 20 treated water storage tanks and several open raw water regulating reservoirs. This storage capacity helps buffer short-term supply interruptions. CCWD has also made steady progress replacing older redwood tanks with modern welded and bolted steel tanks, improving seismic performance and water quality protection.

**ROBUST EMERGENCY PREPAREDNESS AND MUTUAL AID-** CCWD is an active participant in the **CalWARN** (California Water/Wastewater Agency Response Network) mutual aid program. This provides rapid access to emergency generators, specialized equipment, and technical support from other water agencies across the state during major events. The District also maintains emergency interties with neighboring utilities, including the Valley Springs Public Utility District (VSPUD), enhancing supply reliability.

**PROACTIVE PLANNING DOCUMENTS-** CCWD has developed and maintains up-to-date key planning documents, including:

- 2026 Urban Water Management Plan (UWMP) with comprehensive drought contingency measures.
- 2023 Local Hazard Mitigation Plan (LHMP).
- Capital Improvement Program (CIP) that prioritizes tank replacements, pipeline upgrades, and facility improvements.

These documents demonstrate strong organizational commitment to long-term resilience and risk reduction.

**SCADA AND OPERATIONAL MONITORING-** The District utilizes a SCADA system for real-time monitoring of wells, treatment plants, booster stations, and storage facilities. This capability allows for early detection of issues and more rapid response during emergencies.

**PROACTIVE SECURITY MEASURES -**Perimeter fencing at key sites, hatch alarms integrated with SCADA, restricted access signage offer a baseline level of protection. Manual operational procedures are documented, allowing staff to maintain essential functions if remote monitoring is disrupted.

**COMMITTED WORKFORCE AND LOCAL KNOWLEDGE-** CCWD staff possess extensive institutional knowledge of the District’s decentralized system and the unique challenges of serving rural communities in the Sierra foothills. This local expertise is a critical resilience asset during emergency events.

**ONGOING INFRASTRUCTURE IMPROVEMENTS-** Recent and planned projects — including tank replacements, pipeline upgrades, and well improvements — continue to strengthen system reliability and reduce vulnerability to wildfires, drought, and aging infrastructure issues.

These resilience strengths provide a solid operational foundation that has helped CCWD maintain reliable service despite the region’s hazards and growing demands. They serve as a strong base for implementing the targeted mitigation actions outlined in Section 5, which will further reduce the highest-priority risk scores related to the WTPs, storage tanks, open water reservoirs, wells, and SCADA vulnerabilities.

## 2.7 Mitigation Roadmap (2026–2032)

This Mitigation Roadmap outlines prioritized actions and projects designed to reduce the highest risks identified in the Risk Assessment Matrix. The roadmap is organized into **Short-Term (2026–2027)**, **Medium-Term (2028–2029)**, and **Long-Term (2030–2032)** horizons. Projects are prioritized based on risk scores, consequence severity, feasibility, and alignment with CCWD’s Capital Improvement Program (CIP), 2023 LHMP, and 2020 UWMP.

### SHORT-TERM PRIORITIES (2026–2027)

#### 1. CYBERSECURITY ENHANCEMENTS

- Implement full network segmentation between IT and OT/SCADA systems.
- Deploy multi-factor authentication (MFA) and role-based access control across all remote access points if not complete already.
- Conduct comprehensive SCADA vulnerability assessment and patching program.
- To strengthen coordination and ensure reliable support for critical operational technology systems, the IT and OT teams should collaboratively develop and implement a formal Customer Service Level Agreement (SLA). This agreement would clearly define roles, responsibilities, response times, prioritization protocols, and escalation procedures for IT support of OT/SCADA systems, thereby enhancing overall system reliability and resilience.
- Priority: High

#### 2. PHYSICAL SECURITY UPGRADES

- Install or upgrade fencing, locked hatches, and intrusion alarms at remote wells, booster stations, and open reservoirs.
- Add CCTV coverage at high-risk sites.
- **Priority:** High

#### 3. BACKUP POWER IMPROVEMENTS

- Install Tier 4 CARB compliant permanent or semi-permanent generators with auto-transfer switches at critical booster pump stations and key wells.
- Expand on-site diesel fuel storage at priority locations.
- **Priority:** High

#### 4. WILDFIRE PREPAREDNESS

- Expand defensible space and vegetation management around all treatment plants, wells, and storage facilities.
- Install post-fire water quality monitoring equipment at raw water intakes and open reservoirs.
- **Priority:** High

## MEDIUM-TERM PRIORITIES (2028–2029)

### 1. WATER STORAGE IMPROVEMENTS

- Complete replacement of remaining redwood tanks with modern bolted steel tanks.
- Increase storage capacity at Bummerville Regulating Reservoir.
- Install floating covers or other protection on priority open reservoirs to reduce contamination risks.
- **Priority:** High

### 2. DISTRIBUTION SYSTEM HARDENING

- Accelerate replacement of aging asbestos cement and cast-iron pipelines in high-risk wildfire and seismic zones.
- Install additional isolation valves to improve system segmentation during emergencies.

### 3. DROUGHT & SUPPLY RELIABILITY

- Develop additional groundwater wells or deepen existing wells in strategic service areas.
- Expand emergency intertie capabilities with neighboring agencies (CPUD and others).

## LONG-TERM PRIORITIES (2030–2032)

### 1. ADVANCED WATER TREATMENT & REDUNDANCY

- Evaluate and implement advanced treatment upgrades (e.g., additional filtration or UV disinfection) at vulnerable treatment plants.
- Construct new strategic storage facilities to increase system-wide redundancy.

### 2. COMPREHENSIVE SCADA MODERNIZATION

- Replace legacy RTUs and PLCs with modern, secure hardware and software.
- Implement a fully redundant backup control center or cloud-based failover system.

### 3. WATERSHED & SOURCE PROTECTION

- Partner with local agencies on long-term watershed management and erosion control projects to reduce sedimentation and debris flow risks.
- Implement invasive species prevention and Harmful Algal Bloom (HAB) management programs for open reservoirs.

### 4. FULL SYSTEM RESILIENCE ASSESSMENT

- Conduct a comprehensive climate change vulnerability study and update the Risk Assessment Matrix accordingly.

## IMPLEMENTATION CONSIDERATIONS

- Projects will be phased based on available funding through grants (e.g., DWR, EPA, CDBG), low-interest loans (SWRCB), and CCWD rate revenues.
- Annual review and updating of this roadmap is recommended as part of the Capital Improvement Program process.
- Progress will be tracked through CCWD's annual budget and board reporting.

This Mitigation Roadmap transforms the findings of the Risk Assessment Matrix into actionable steps that will meaningfully strengthen the resilience of CCWD's water system over the next six years.

### 2.7.1 KEY MITIGATION STRATEGIES

The following key mitigation strategies represent the highest-priority actions for reducing risk and improving the overall resilience of the CCWD water system. These strategies are derived directly from the findings of the Risk Assessment Matrix and are organized by major risk categories.

**1. CYBERSECURITY AND OPERATIONAL TECHNOLOGY PROTECTION** Strengthen the security and reliability of the District's SCADA and remote telemetry systems. Key actions include full network segmentation between IT and OT environments, implementation of multi-factor authentication, regular vulnerability assessments, patching programs, and staff cybersecurity training. This strategy addresses one of the fastest-growing threats to water utilities.

**2. WILDFIRE AND POST-FIRE RESILIENCE** Enhance protection of facilities and water quality against wildfire and post-fire impacts. Strategies include expanded defensible space vegetation management around all critical facilities, installation of post-fire monitoring equipment at raw water intakes and open reservoirs, and improved emergency response procedures for ash and sediment management.

**3. SEISMIC AND STRUCTURAL RESILIENCE** Reduce vulnerability to earthquake damage through targeted retrofits. This includes seismic upgrades to storage tanks, earthen reservoirs (particularly Bummerville), booster pump stations, and critical transmission pipelines, along with installation of seismic shutoff valves and flexible piping connections where needed.

**4. PHYSICAL SECURITY ENHANCEMENTS** Improve protection against sabotage and physical tampering, particularly at remote assets. This includes upgraded fencing, locked well vaults and tank hatches, CCTV coverage at high-priority sites, intrusion alarms integrated with SCADA, and strengthened coordination with local law enforcement.

**5. BACKUP POWER AND POWER OUTAGE RESILIENCE** Increase system reliability during extended power outages and Public Safety Power Shutoffs (PSPS). Priority actions include upgrades of diesel generators at critical WTPs, wells, booster stations, and key facilities to Tier 4 CARB-compliant units with automatic transfer switches and expanded onsite fuel storage (minimum 72-hour runtime at 75% load). Install fuel-polishing systems, secondary containment, and remote fuel-level monitoring. Pilot solar + battery hybrid systems at select wells and tanks to reduce diesel dependence and provide microgrid capability during prolonged outages. These measures will eliminate current runtime limitations and ensure continued pumping, pressure maintenance, and blending of groundwater with imported supply for 3–7 days following a seismic or storm-related grid failure.

**6. WATER STORAGE AND SUPPLY REDUNDANCY** Enhance storage capacity and source diversification. Key efforts include completing the replacement of remaining redwood tanks, expanding capacity at the Bummerville Regulating Reservoir, evaluating floating covers on open reservoirs, and developing additional groundwater wells in Wallace to improve drought resilience.

**7. DISTRIBUTION SYSTEM HARDENING** Accelerate the replacement of aging and vulnerable pipelines (particularly asbestos cement and cast iron) in high wildfire and seismic risk areas and install additional isolation valves to improve the District’s ability to isolate and respond to main breaks.

These Key Mitigation Strategies provide a focused framework for implementing the broader Mitigation Roadmap. They emphasize high-consequence risks (wildfire, seismic, cybersecurity, and drought) while building upon CCWD’s existing strengths in mutual aid and emergency planning.

### **2.7.2 PHASED TIMELINE (2026–2032)**

The following phased timeline translates the Mitigation Roadmap into a realistic implementation schedule. Projects are prioritized based on risk reduction potential, regulatory drivers, funding availability, and operational impact.

#### **SHORT-TERM PHASE (2026–2027)**

Focus: Immediate risk reduction in high-priority areas (Cybersecurity, Physical Security, and Backup Power)

- Cybersecurity enhancements (network segmentation, MFA, SCADA vulnerability assessment)
- Physical security upgrades at remote wells, booster stations, and open reservoirs
- Installation of permanent generators at critical booster pump stations and key wells
- Expanded defensible space and wildfire preparedness measures
- Completion of high-priority tank replacements

- **Target Completion:** End of 2027

#### **MEDIUM-TERM PHASE (2028–2029)**

Focus: Major infrastructure hardening and storage improvements

- Seismic retrofits of storage tanks, earthen reservoirs (including Bummerville), and critical pipelines
- Full replacement of remaining redwood tanks with bolted steel tanks
- Accelerated distribution main replacements in high wildfire and seismic zones
- Expansion of Bummerville Regulating Reservoir capacity

**Target Completion:** End of 2029

#### **LONG-TERM PHASE (2030–2032)**

Focus: System-wide modernization and long-term resilience

- Comprehensive SCADA system modernization and replacement of legacy RTUs/PLCs
- Development of new or deepened groundwater wells for supply redundancy
- Enhanced emergency interties with neighboring agencies
- Watershed management and source protection projects
- Implementation of advanced treatment upgrades and Harmful Algal Bloom (HAB) management programs

**Target Completion:** End of 2032

#### **IMPLEMENTATION NOTES**

- This timeline assumes steady funding through a combination of CCWD rates, state/federal grants (DWR, SWRCB, EPA), and low-interest loans.
- Projects will be reviewed and adjusted annually during the Capital Improvement Program (CIP) update process.
- High-risk items (cybersecurity and backup power) are front-loaded to deliver rapid resilience gains.
- Coordination with ongoing operations will be maintained to minimize service disruptions during construction.

This phased approach ensures that the most critical risks are addressed first while building toward a more resilient and sustainable water system by 2032.

## **2.8 Strategic Outcome**

Implementation of the Mitigation Roadmap and Key Mitigation Strategies outlined in this RRA will significantly strengthen the CCWD's ability to withstand and recover from major threats. The following strategic outcomes are anticipated by 2032:

**ENHANCED SYSTEM RESILIENCE** CCWD will achieve a more robust and adaptable water system capable of maintaining reliable service during wildfires, earthquakes, extended power outages, droughts, and cyber incidents. Redundancy improvements, particularly in backup power, storage capacity, and supply sources, will reduce the duration and severity of service disruptions.

**REDUCED RISK EXPOSURE** Targeted investments in cybersecurity, seismic retrofits, physical security, and wildfire preparedness are expected to substantially lower the highest risk scores identified in the Risk Assessment Matrix. This proactive approach will minimize potential public health risks, water quality incidents, and regulatory violations.

**IMPROVED EMERGENCY RESPONSE CAPABILITY** Through upgraded SCADA systems, expanded backup power, strengthened physical security, and continued CalWARN participation, the District will be better positioned to detect, respond to, and recover from emergencies more quickly and effectively.

**INCREASED OPERATIONAL RELIABILITY** Modernization of aging infrastructure (tank replacements, pipeline hardening, and SCADA upgrades) will reduce the frequency of unplanned outages, lower long-term maintenance costs, and improve overall system efficiency.

**GREATER SUPPLY RELIABILITY AND DROUGHT RESILIENCE** Expanded storage capacity, additional groundwater development, and enhanced interties will strengthen the District's ability to meet customer demand during multi-year droughts and other supply disruptions.

**COMMUNITY AND ECONOMIC BENEFITS** A more resilient water system will protect public health, support local businesses and tourism (particularly in the Ebbetts Pass and Copper Cove areas), and maintain community confidence in CCWD's ability to deliver safe, reliable drinking water.

**REGULATORY COMPLIANCE AND FUNDING POSITION** Successful implementation of these strategies will position CCWD as a leader in water system resilience, improving eligibility for future state and federal grant funding while ensuring compliance with evolving regulatory requirements related to climate change, cybersecurity, and emergency preparedness.

**LONG-TERM ORGANIZATIONAL STRENGTH** By embedding risk-informed decision making into its planning processes, CCWD will build a culture of resilience that guides future capital investments and operational practices for decades to come.

Leadership approval of the prioritized mitigation plan is requested to authorize the phased action plan outlined in this RRA. Full implementation will reduce average high-priority risk scores by approximately 50%, achieving measurable resilience targets outlined in Section 7 and positioning CCWD as a benchmark for resilience among utilities in Central/Sierra CA.

# Agenda Item

DATE: June 19, 2026

TO: Michael Minkler, General Manager

FROM: Andrew Renshaw, Water Resources Manager

SUBJECT: Discussion/Action regarding Final Draft and Submission of the 2025 Urban Water Management Plan including the Water Shortage Contingency Plan

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## RECOMMENDED ACTION:

Motion: \_\_\_\_\_ / \_\_\_\_\_ Adopting Resolution No. 2026-\_\_ Approving the final draft and submittal of the 2025 Urban Water Management Plan and Water Shortage Contingency Plan.

Motion: \_\_\_\_\_ / \_\_\_\_\_ Adopting Resolution No. 2026-\_\_\_ Approving the Water Shortage Contingency Plan.

## BACKGROUND

Urban Water Management Plans (UWMPs) are long-range planning documents that California urban water suppliers must prepare every five years under the Urban Water Management Planning Act (Water Code §§10610–10657). Suppliers serving more than 3,000 connections or delivering more than 3,000 acre-feet annually must prepare a UWMP to assess current and future demands, evaluate supply reliability, and plan for drought, emergencies, and long-term water sustainability over a 20-year horizon. UWMPs also support local decision-making, eligibility for state grants and loans, and public transparency.

On May 1, 2026, CCWD – in compliance with the Act – published a Public Review Draft of CCWD’s 2025 UWMP which includes the Water Shortage Contingency Plan (WSCP). The Public Review Draft was announced through CCWD’s various email distribution lists and through social media. Digital copies of the documents are located on CCWD’s website at: <https://ccwd.org/water-resources/>.

On May 27, 2026, CCWD held a public hearing to present and receive comments on the draft 2025 UWMP. CCWD also provided a public comment period between May 1, 2026, and May 31, 2026.

## DISCUSSION

CCWD received seven separate comment submissions from four entities. The comments generally contain the following themes:

- System water loss conditions, data uncertainty, and regulatory compliance
- Public outreach and transparency including requests for a Town Hall meeting
- Broader financial concerns such as, rates, budgeting, debt service, and capital improvement planning
- Technical accuracy and clarity of the document including editorial and typographical errors

CCWD has fully reviewed the written comments and solicited verbal public comments at the May 27, 2026, public hearing. As part of the comment review, CCWD individualized specific comments from each written submission and provided a specific response. Below are summarized responses to the comment themes presented above:

### *System water loss conditions, data uncertainty, and regulatory compliance*

Reducing water loss is an ongoing effort that continues to be a priority for CCWD. As noted in the UWMP, the District recognizes that additional work is needed to better understand and address water loss, particularly under the Making Conservation a California Way of Life framework.

A key issue raised in the comments was the Infrastructure Condition Factor (ICF), a parameter used in the State Water Board's water loss model. An ICF of 1.0 reflects no infrastructure degradation. The 2025 UWMP evaluates whether a higher ICF may better reflect the condition of CCWD's aging system. Any adjustment to CCWD's current ICF of 1.0 would require review and approval by the State Water Board, and the final value may differ from the assumption used in the UWMP.

One commenter asserted that comparable foothill districts operate with validated ICFs between 1.2 and 1.4; however, published State data does not indicate that those agencies have formally adjusted their default ICF of 1.0.

The District, however, is committed to refining its understanding of water loss, improving distribution loss data, and working with the State Water Board to pursue a standard that better reflects local system conditions and operational realities. Staff will keep the Board and public informed as this work progresses.

### *Public Outreach and Transparency*

Per the Water Code, the District is required to hold a Public Hearing where the public can provide comment on information presented in the UWMP. In addition to this opportunity for public involvement, the District also held a formal public comment period for 30 days. Currently, the District is not required to nor planning to hold a Town Hall regarding the submission of the 2025 UWMP.

### *Financial Concerns*

Many comments addressed District financial matters that are outside the primary scope of the 2025 UWMP. The UWMP is not a financial planning document; it is a long-range water supply planning document that provides a realistic evaluation of available and projected water supplies, anticipated water use, and the conditions that could trigger implementation of the Water Shortage Contingency Plan. While the UWMP may inform future District decisions, it does not analyze rates, budgets, debt service, or capital financing.

### *Technical Accuracy and Clarity*

Several comments related to editorial or typographical errors within the draft 2025 UWMP. These errors included the mention of an erroneous appendix and inconsistencies with data presented in various tables. These errors have been rectified and clarifying narrative has been included in descriptions of tabulated data where needed.

The full list of individualized comments with associated CCWD responses is provided as Attachment A.

After considering public comments and making appropriate revisions, CCWD is presenting the final 2025 UWMP for adoption. Following Board approval, CCWD will append the adopting resolution to the final document and submit the UWMP to the Department of Water Resources by July 1, 2026.

### **STRATEGIC PLAN INITIATIVES:**

Several of the objectives that fall under the goal of implementing programs, projects, and initiatives to ensure water reliability for the prosperity and wellbeing of our residents, businesses, and watershed are captured in the UWMP.

### **FINANCIAL CONSIDERATIONS:**

The costs associated with the development of the 2025 UWMP update are directly related to the financial considerations and financial mechanisms necessary to execute CCWD's regulatory planning requirements. Submitting the 2025 UWMP also ensures CCWD is permitted to apply for various State and local grants.

*Attachments:* Attachment A: Responses to Public Comment  
Resolution 2026-\_\_ Adopting the UWMP Update  
Resolution 2026-\_\_ Adopting the Water Shortage Contingency Plan

Responses to Public Comments

Comment Letter	Comment Number	Commenter	Date Submitted	Reference	Response
A	A-1	Francisco de la Cruz	5/9/2026	UWMP Appendix A, Table 7-4	The table has been updated and re-exported for inclusion in the Final Draft.
A	A-2	Francisco de la Cruz	5/9/2026	UWMP Section 9.4	Appendix O is erroneously referenced in Section 9.4 of the public draft as the most recent Annual Water Use Report for FY24-25. The reference has been updated to Appendix G.
B	B-1	Roxanne Freitas-Souza	5/12/2026	Water Loss	As noted in the UWMP, the District recognizes that more work is needed in the area of water loss particularly in light of the Making Conservation a California Water of Life regulations. Staff will update the Board and public on this as an approach to addressing water loss is formulated.
B	B-2	Roxanne Freitas-Souza	5/12/2026	Financial impacts and rates	This comment discusses infrastructure deferral and its impact on financial performance; it is not directly related to information presented in the Urban Water Management Plan.
B	B-3	Roxanne Freitas-Souza	5/12/2026	Public Outreach	Per the Water Code, the District is required to hold a Public Hearing where the public can provide comment on information presented in the UWMP. In addition to this opportunity for public involvement, the District also held its public comment period for 30 days. At this time, the District is not planning to hold a Town Hall.
C	--	Roxanne Freitas-Souza	5/15/2026	Public Outreach	As noted by the commenter, the District is required to hold a Public Hearing prior to adoption of the Urban Water Management Plan where the public can provide comment on information presented in the UWMP. The Public Hearing was held during a regularly scheduled Board meeting. For those not able to attend in person, the District allows online participation. In addition to this opportunity for public involvement, the District also held its public comment period for 30 days.
D	D-1	Francisco de la Cruz & The Accountability Group	5/7/2026	Public Outreach	Per the Water Code, the District is required to hold a Public Hearing prior to adoption of the Urban Water Management Plan where the public can provide comment on information presented in the UWMP. The District held a Public Hearing on May 27, 2026. At this time, the District is not planning to hold a Town Hall.
D	D-2	Francisco de la Cruz & The Accountability Group	5/7/2026	Financial impacts and rates	This comment is related to the District's budget; it is not directly related to information presented in the Urban Water Management Plan.
D	D-3	Francisco de la Cruz & The Accountability Group	5/7/2026	Capital Improvement Program	This comment is related to the Capital Improvement Program; it is not directly related to information presented in the Urban Water Management Plan.
D	D-4	Francisco de la Cruz & The Accountability Group	5/7/2026	Section 3.5, Financial Impacts and rates	This comment is related to the District's capital budget; it is not directly related to information presented in the Urban Water Management Plan.

Responses to Public Comments

Comment Letter	Comment Number	Commenter	Date Submitted	Reference	Response
D	D-5	Francisco de la Cruz & The Accountability Group	5/7/2026	Section 4.3	The potential adjusted 2028 Real Water Loss Standards presented in the 2025 UWMP, Table 4-15 are based on an ICF of 2.5, which is considered a conservative estimate based on systems similar to CCWD. This assumption is noted on page 4-21 of the Draft 2025 UWMP. The District is currently in the process of reviewing the Water Loss Standards and therefore does not have an exact ICF value approved by the State Water Board to share at this time.
D	D-6	Francisco de la Cruz & The Accountability Group	5/7/2026	Budget	This comment discusses budget variances and is not directly related to information presented in the Urban Water Management Plan.
D	D-7	Francisco de la Cruz & The Accountability Group	5/7/2026	Annual Budget	This comment discusses the District-Wide Budget and is unrelated to information presented in the Urban Water Management Plan.
E	E-1	Francisco de la Cruz & The Accountability Group	5/12/2026	Performance Tracking Portal	This comment is related to the development of a tracking portal; it is not directly related to information presented in the UWMP.
E	E-2	Francisco de la Cruz & The Accountability Group	5/12/2026	Capital Improvement Program	This comment is related to the District's financial reports and capital projects; it is not directly related to information presented in the UWMP.
E	E-3	Francisco de la Cruz & The Accountability Group	5/12/2026	Capital Improvement Program	This comment is related to the District's Capital Improvement Program; it is not directly related to information presented in the UWMP.
E	E-4	Francisco de la Cruz & The Accountability Group	5/12/2026	Water Loss	As noted in the UWMP and during the Public Hearing, the District recognizes that a better understanding of water loss is needed. Based on best professional judgement, an ICF of 2.5 was used in the 2025 UWMP. However, the District is fully aware that it will need to engage the State Board to adjust its current ICF of 1.0 and the final number may be different than what is assumed in the UWMP. The commenter notes that "comparable foothill districts operate with validated [IC] factors of 1.2-1.4," though it is unclear where these numbers are sourced from. Based on Table 2 in the following link from the State Water Resources Control Board, no neighboring foothill agencies have adjusted their ICF: <a href="https://www.waterboards.ca.gov/conservation/docs/waterlosscontrol/standards-released.xlsx">https://www.waterboards.ca.gov/conservation/docs/waterlosscontrol/standards-released.xlsx</a> .
E	E-5	Francisco de la Cruz & The Accountability Group	5/12/2026	Debt Service & Water Loss	This comment is related to the District's debt service coverage ratio and conducting an analysis of a link between the ratio and the ICF. At this time, the District has not conducted an analysis of any link. As stated in the response to comment E-4, the District recognizes that a better understanding of water loss is needed. Part of this effort will include engaging the State Board to adjust its current ICF of 1.0 and the District recognizes that this final number may be different than what is assumed in the UWMP.

Responses to Public Comments

Comment Letter	Comment Number	Commenter	Date Submitted	Reference	Response
E	E-6	Francisco de la Cruz & The Accountability Group	5/12/2026	Debt Service	This comment is related to the District's debt service ratio; it is not directly related to information presented in the UWMP.
E	E-7	Francisco de la Cruz & The Accountability Group	5/12/2026	Water Loss	The District is committed to engaging the State Board in revising the current ICF of 1.0. When a final, approved ICF value is agreed upon, the District will, at that time, develop an approach to meeting its new water loss standard.
F	F-1	Central Sierra Environmental Resource Center	5/27/2026	Water Loss	As noted in the UWMP and during the Public Hearing, the District recognizes that a better understanding of water loss is needed. Staff is committed to developing an approach to address water loss, which will include engaging the State Board to adjust its current water loss standard to be more reflective of the District's service area and operational realities.
F	F-2	Central Sierra Environmental Resource Center	5/27/2026	Pg 1-2 & Table 2-1; Pg 1-4 & Table 3-1	The correct value for the number of West Point connections is 572 based on the most recent AWWA Water Audit. References to the West Point total connections have been corrected to this 572 value.  Table 2-1 in the Draft UWMP reported total volumes based on the FY2025 AWWA Water Audits. These values have been adjusted to represent totals based on billing data. Table 2-1 volumes and connections are for municipal water use only and do not include agricultural or golf course irrigation. A footnote clarifying this has been added to Table 2-1.
F	F-3	Central Sierra Environmental Resource Center	5/27/2026	Pg 3-13	The UWMP does not promise water to new developments. Any new, large-scale development wishing to connect to District supply must complete a Water Supply Assessment per SB 610 and SB 221 which ensures that projects have adequate, legally secured water supplies.
F	F-4	Central Sierra Environmental Resource Center	5/27/2026	Water Loss	As stated in the response to comment F-1, the District recognizes that a better understanding of water loss is needed and is committed to developing an approach to address water loss. This will include engaging the State Board to adjust its current water loss standard to be more reflective of the District's service area and operational realities. It will also likely include efforts at collecting more consistent, reliable data related to distribution losses. Once a clearer picture of the District's water loss is understood, the District can begin to more proactively address reducing water loss which may include water conservation programs and capital projects. As noted during the Public Hearing, recently completed District projects have already contributed to reducing water loss.
F	F-5	Central Sierra Environmental Resource Center	5/27/2026	Table 4-18	The broken table reference has been updated to the correct Table 4-6.

**Responses to Public Comments**

<b>Comment Letter</b>	<b>Comment Number</b>	<b>Commenter</b>	<b>Date Submitted</b>	<b>Reference</b>	<b>Response</b>
G	--	Lake Tulloch Weed & Environmental Alliance	5/27/2026	Local Hazard Mitigation Plan	This comment letter pertains to the District's Local Hazard Mitigation Plan and is not directly related to information presented in the Urban Water Management Plan. While the LHMP is appended to the UWMP, it is provided as a reference only.

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CALAVERAS COUNTY WATER DISTRICT  
ADOPT THE CALAVERAS COUNTY WATER DISTRICT  
2025 URBAN WATER MANAGEMENT PLAN UPDATE**

**WHEREAS**, Urban Water Management Plans (UWMPs) must be prepared by urban water suppliers every five years to support long-term resource planning to ensure that adequate water supplies are available to meet existing and future water needs; and

**WHEREAS**, the California Urban Water Management Planning Act (Act), as codified in Water Code §10610-10657 and §10608, requires that every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to develop an updated UWMP; and

**WHEREAS**, the District developed its 2025 UWMP Update consistent with the California Department of Water Resources' (DWR) 2025 Urban Water Management Plan Guidebook for Water Suppliers (Guidebook); and

**WHEREAS**, per the Act, a Public Review Draft of CCWD's 2025 UWMP Update was made available for public review and comment from May 1 to May 31, 2026 (Public Comment Period), during which a public hearing was held on May 27, 2026, used to provide an overview of UWMP contents and to receive direct public feedback; and

**WHEREAS**, an adopted 2025 UWMP Update must be submitted to DWR by July 1, 2026, for their review of UWMP compliance with the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors (Board) of CALAVERAS COUNTY WATER DISTRICT hereby adopts the CCWD 2025 UWMP Update, its contents and analyses, attached hereto and made a part hereof.

**BE IT FURTHER RESOLVED** that the 2025 UWMP Update addresses the comments received during the Public Comment Period.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of June, 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

\_\_\_\_\_  
John "Jack" Garamendi, President  
Board of Directors

ATTEST:

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

**RESOLUTION NO. 2026-**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CALAVERAS COUNTY WATER DISTRICT  
ADOPT THE CALAVERAS COUNTY WATER DISTRICT  
2025 WATER SHORTAGE CONTINGENCY PLAN**

**WHEREAS**, the California Urban Water Management Planning Act (Act), as codified in Water Code §10610-10657 and §10608, requires that every urban water supplier that either provides over 3,000 acre-feet of water annually, or serves more than 3,000 urban connections is required to develop an updated Urban Water Management Plan (UWMP) every five years; and

**WHEREAS**, per the Act, the 2025 UWMP update includes requirements for a separate 2025 Water Shortage Contingency Plan (WSCP), defining how CCWD will implement drought water shortage stages, provide water use notices, implement water conservation measures, and engage with the public during future drought conditions; and

**WHEREAS**, the District developed its 2025 WSCP consistent with the California Department of Water Resources' (DWR) 2025 Urban Water Management Plan Guidebook for Water Suppliers (Guidebook); and

**WHEREAS**, per the Act, a Public Review Draft of CCWD's 2025 WSCP was made available for public review and comment from May 1 to May 31, 2026 (Public Comment Period), during which a public hearing was held on May 27, 2026, used to provide an overview of WSCP contents and to receive direct public feedback; and

**WHEREAS**, an adopted 2025 WSCP must be submitted to DWR by July 1, 2026, to comply with the Act.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors (Board) of CALAVERAS COUNTY WATER DISTRICT hereby adopts the CCWD 2025 WSCP, its contents and analyses, attached hereto and made a part hereof.

**BE IT FURTHER RESOLVED** that the 2025 WSCP addresses the comments received during the Public Comment Period.

**PASSED AND ADOPTED** this 24<sup>th</sup> day of June, 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

CALAVERAS COUNTY WATER DISTRICT

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John "Jack" Garamendi, President  
Board of Directors

ATTEST:

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Rebecca Hitchcock  
Clerk to the Board

# Agenda Item

DATE: June 24, 2026  
TO: Michael Minkler  
FROM: Kelly Zahniser, Director of Administrative Services  
SUBJECT: Information Regarding Utility Billing Options

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## **RECOMMENDED ACTION:**

Receive information regarding potential monthly billing options for water and wastewater services.

## **SUMMARY:**

The purpose of this item is to present alternatives to the Calaveras County Water District's (District) current bi-monthly billing structure and evaluate the operational, customer service, and financial impacts associated with transitioning to monthly billing.

The District currently bills customers on a bi-monthly basis for water and wastewater services. Under the existing structure, each customer receives six bills per year that include two months of water base charges, water consumption charges, and for approximately 5,400 customers, wastewater charges.

During recent discussions regarding customer utility costs and potential alternatives for wastewater billing, concerns have been expressed regarding the size of bi-monthly bills. While customer charges are not increased by billing frequency, more frequent billing may provide customers with smaller, more predictable payments and improve household budgeting. Customers currently have the option to pay on a monthly basis, but the District only bills every other month.

Staff evaluated several alternative billing structures and estimated the operational and financial impacts associated with each option. The analysis focuses primarily on direct billing costs, including printing, postage, and field operations associated with utility billing.

## **Alternatives Under Consideration**

### **Option 1 – Separate water and sewer charges and bill for each in alternating months**

Currently, water and sewer customers are divided roughly in half into two billing cycles. The customers in each cycle receive bi-monthly bills in alternating months (cycle 1 in even months, cycle 2 in odd months). Each bi-monthly bill includes charges for two months of water and sewer charges, as applicable. For water and sewer customers, this results in a “bill-shock” since they are paying for two months of sewer service and two months of water service in one combined bill.

In FY26/27, the bi-monthly water base rate will be \$184.23, and the bi-monthly water bill for a water customer using a full first tier allotment of 1,500 cubic feet (11,221 gallons) will be about \$225. The bi-monthly sewer charge will be \$312.68. The combined bi-monthly bill including 1,500 CF of consumption, will be \$537.68.

Under this approach, water and sewer charges would be separated so there would be no combined bills. All water customers would be moved to the same cycle and all sewer customers would be billed in the alternating cycle. Water customers would continue to receive bi-monthly bills for water service, although there would be a one-time shift to consolidate water customers.

Under FY 26/27 rates, customers who receive water and sewer service would receive a sewer bill one month for \$312.68 and a water bill the next month for the base rate of \$182, plus consumption. This would significantly reduce the bill shock customers currently experience from combined billing.

#### **Potential Benefits:**

- Clearly separates water and wastewater charges.
- Provides greater visibility into water consumption.
- Eliminates the bill shock customers experience from combined bills and makes monthly budgeting easier for customers.

#### **Potential Challenges:**

- Customers receiving both services would receive 12 bills per year instead of 6.
- Increases printing, mailing, and administrative costs.

#### **Estimated Annual Cost:**

- Current annual billing cost: approximately \$97,700.
- Estimated annual cost under this option: approximately \$130,295.
- Estimated annual increase: approximately \$32,595. Staff will seek to minimize the cost increase through business process efficiencies and customer adoption of paperless billing and autopay.

## **Option 2 – Monthly Water and Sewer Base Charges with Bi-Monthly Water Consumption Charges**

Under this approach, customers would receive monthly bills for fixed water and wastewater service charges, while water consumption charges would continue to be billed every two months based on meter readings.

In FY 26/27, the monthly bill for the water base rate would be \$91. The monthly bill for sewer would be \$156, for a base combined bill of \$247 per month.

Water consumption charges would be added to the base amounts every other month. For 1,500 CF, it would be about \$42 for a combined total of \$289.

### **Potential Benefits:**

- Reduces the size of individual customer bills to eliminate bill shock.
- Provides more frequent customer contact and billing consistency.
- Maintains the existing bi-monthly meter reading schedule and consumptive tiers.

### **Potential Challenges:**

- Doubles the number of bills produced annually.
- Requires billing system modifications and additional administrative effort.
- Does not address the confusion caused by combined water and sewer bills.

### **Estimated Annual Cost:**

- Current annual billing cost: approximately \$97,700.
- Estimated annual cost under this option: approximately \$177,200.
- Estimated annual increase: approximately \$79,500. Staff will seek to minimize the cost increase through business process efficiencies and customer adoption of paperless billing and autopay.

### **Additional Customer Service Improvements**

Staff recognize that billing frequency is only one factor influencing customer satisfaction and understanding of utility bills. Regardless of whether the District changes its billing frequency, additional improvements may be considered, including:

- Outreach and education to encourage customers to set up monthly payments under the current billing structure.
- Enhanced bill design that clearly separates water and wastewater charges.
- Expanded customer education regarding Additional online account management and payment tools.

**FINANCIAL CONSIDERATIONS:**

The District currently produces approximately 79,800 utility bills annually at an estimated direct cost of approximately \$97,700, including printing, postage, and field operations associated with utility billing.

Estimated annual cost impacts are summarized below:

- Current Billing Structure: \$97,700
- Option 1 – Alternate bi-monthly water and sewer bills: \$130,295
- Option 2 – Monthly Water and Sewer Base Charges with Bi-Monthly Water consumptive charges: \$177,200

**REQUESTED ACTION:**

Staff is seeking Board direction regarding any additional analysis of the billing scenarios presented. Staff recommends continuing to evaluate customer service enhancements, including improvements to bill design, customer communications, and online account services, which may address many of the concerns raised regarding utility bills while minimizing additional administrative costs to the District.

# Agenda Item

DATE: June 24, 2026

TO: Michael Minkler, General Manager

FROM: Kelly Zahniser, Director of Administrative Services

SUBJECT: Discussion/Direction regarding Possible Transition of Sewer Service Revenues to County Property Tax Roll

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**RECOMMENDED ACTION:**

For information only.

**PURPOSE:**

The purpose of this item is to outline the required steps, costs, administrative procedures, and communication requirements associated with moving sewer service charges from Calaveras County Water District's (CCWD) bi-monthly billing system to the Calaveras County (County) property tax roll.

**BACKGROUND:**

California sewer agencies may collect sewer service charges from county property tax rolls rather than directly billing customers. The pros and cons of tax roll billing vary for different agencies, but may include:

- Convenience for customers due to reduced billing frequency, especially for customers whose property taxes are incorporated into their mortgage payments.
- Improved collection rates under the County's Teeter Plan, whereby the County remits collected amounts regardless of individual property owners' delinquencies (less applicable County administrative fees).
- Administrative efficiencies associated with eliminating routine sewer billing.
- More predictable annual revenue collections.

Potential challenges include:

- Revenue is received primarily through two tax distributions (January and April) rather than monthly throughout the year.
- A 1% County administrative fee applies to all charges.

- Amounts due on customers' property tax bills will increase to cover sewer charges.
- Annual submission deadlines limit flexibility for rate and account adjustments.
- Significant public outreach and customer education would be required during implementation.
- Administrative set-up and additional challenges include County negotiations, data preparation, and internal fund lending and cash flow management.

**DISCUSSION:**

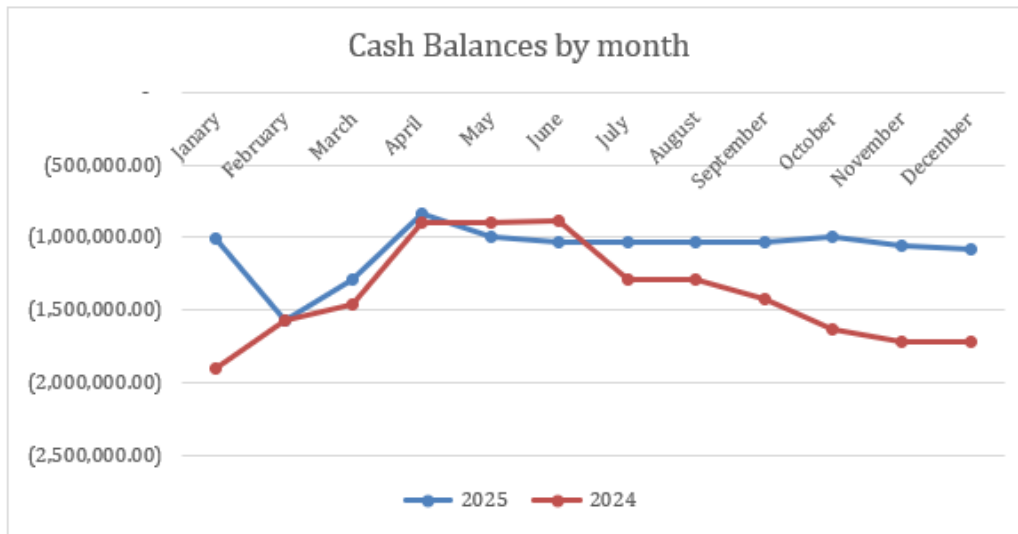
**Overall Process Steps**

1. Adopt Resolutions
  - a. Both CCWD Board of Directors and Calaveras County Board of Supervisors will need to adopt resolutions authorizing placement of sewer charges on the County property tax roll.
  
2. Prepare and Submit Direct Charge File
  - a. Annually prepare the parcel-level sewer charges for submission to the County Auditor-Controller including parcel numbers, charge amounts and other data required by the County.
  
3. Submit Required Documentation
  - a. Direct charge data file
  - b. Signed certification form
  - c. Adopted resolution
  - d. Any other required reports or written justification
  
4. Customer Communications
  - a. Provide public notices, website updates, FAQ sheets, and bill inserts explaining when bi-monthly billing will cease; how charges will appear on the tax bill; and contact information for inquiries.
  
5. Ongoing annual requirements
  - a. Update any rate changes and submit updated direct charge roll to the County.

Cash Flow Considerations

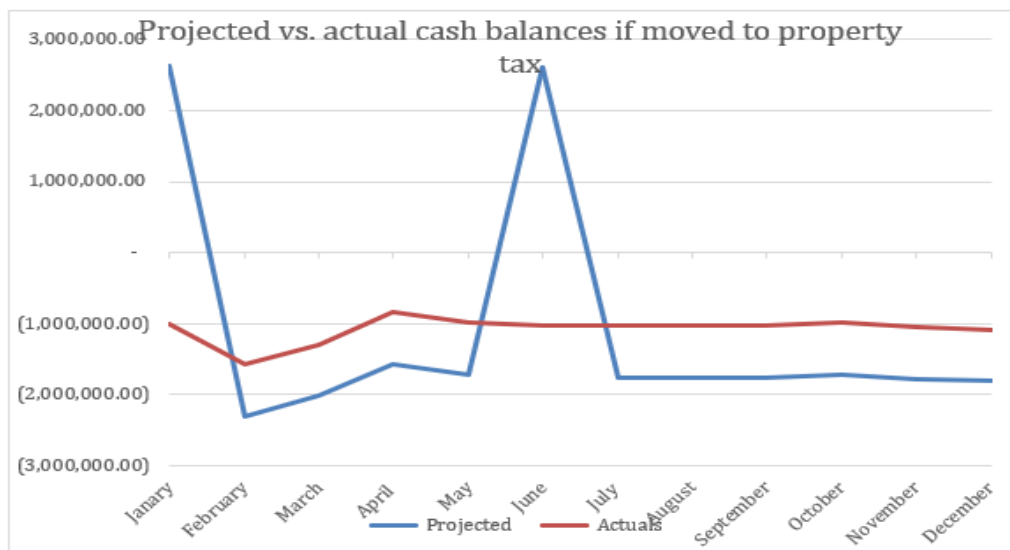
CCWD's Sewer Fund currently experiences periodic cash flow deficits throughout the year. Exhibit A illustrates the historical cash position of the Sewer Fund under the current billing structure.

**Exhibit A**



Transitioning to property tax collection would significantly alter the timing of the revenue receipts. As shown in Exhibit B, the Sewer Fund would require additional working capital to support operations during periods when tax-roll revenues have not yet been received.

**Exhibit B**



Regular sewer billing could cease as soon as July 2027. The first significant tax-roll distribution would not be received until January 2028. In the first year, this would result in an estimated six-month transition period during which wastewater operating expenses would continue while little or no sewer revenue is received. In subsequent years, no sewer funds would be received from May through January each year.

In FY 2025-26, wastewater-related costs average approximately \$700,000 per month. During the first year of the transition period, the District would need sufficient cash reserves to cover approximately:

<b>Item</b>	<b>Estimated Amount</b>
Average Monthly Wastewater Expenses	~\$700,000
Months Without Sewer Revenue (Year 1)	6
Cash Required During Transition	\$4.2 million

The primary financial consideration is not the amount of revenue collected, but the timing of revenue receipts. While the District would ultimately receive 99% of the revenues through the property tax process, it would be on a substantially different schedule than under the current billing system.

Prior to implementation, the District would need to identify sufficient working capital or other funding sources to support wastewater operations during the transition period and to address the ongoing timing differences between expenditures and revenue receipts.

Based on current projections, the Water Fund would not have sufficient available cash to loan to the Sewer Fund during the transition-period. Staff will review potential funding sources from unrestricted wastewater reserves to continue operating the wastewater system until tax roll revenues begin to arrive.

Conclusion:

Transitioning sewer service charges from the District's bi-monthly billing system to the County property tax roll may provide long-term customer benefits, administrative efficiencies, and improved collection certainty. However, implementation would require ordinance amendments, coordination with County staff, public outreach, and careful planning to address cash flow impacts.

Consideration should be given to the transition-period funding requirements and the ongoing timing differences between wastewater expenditures and property tax revenue distributions. Additional financial analysis would be necessary before implementation to identify an appropriate funding strategy and ensure the continued financial stability of the Sewer Fund.

**REQUESTED ACTION:**

Provide direction to staff regarding whether to continue evaluating the transition of sewer service charges to the County property tax roll.

If the Board wishes to further explore the concept, staff will continue evaluating the financial, operational, and cash flow impacts identified in this report and develop a more detailed implementation plan.

Staff will return to the Board in August 2026 with the survey results (as outlined in attached Tentative Implementation Plan), additional financial analysis, and recommendations regarding whether to proceed with the next phase of implementation.

*Attachments: Tentative Implementation Schedule*

## **Tentative Implementation Schedule: Sewer Charges to County Tax Roll (Beginning FY28)**

### **Phase 1: Planning for Initial Customer Outreach Effort (Feb – August 2026)**

- Establish internal project team (External Affairs, Finance, Billing, Legal, IT)
- Develop communication and customer outreach plan
- Develop initial Cash Flow Analysis

### **Phase 2: Initial Customer Outreach (July – September 2026)**

- External Affairs to implement initial customer outreach plan, including customer survey, to determine if adjusting customer billing is viewed favorably by customers

### **Phase 3: Data Development & Policy Framework (September – December 2026)**

- Compile and validate parcel-level data (APNs and service status)
- Identify parcel dataset requirements and data gaps
- Internal review of policies, exemptions, and appeals process
- Provide Status Update to Finance Committee

### **Phase 4: Public Outreach & Stakeholder Engagement (January – June 2027)**

- Launch full public outreach campaign:
  - Website updates and FAQ to inform customers of changes to billing
  - Bill inserts / direct mail notices
  - Public workshops (at least 2–3 meetings across service areas)
- Present draft program at Finance Committee and Board Meetings
- Collect and respond to community feedback

### **Phase 5: Formal Adoption Process (January – March 2027)**

- Board of Directors Meeting
  - CCWD hearing and adoption of resolution approving sewer charges for tax roll placement
- Coordinate with Calaveras County/Treasurer Tax Collector:
  - Submit documentation for County Board of Supervisors agenda
  - Request County to adopt resolution approving placement on tax roll

### **Phase 6: Final Data Certification & Submission (April – August 10, 2027)**

- Finalize parcel file in County-required format
- Perform internal QA/QC:
  - Verify APNs, charge amounts, and totals
- Update District systems to cease direct sewer billing
- Submit parcel data file to Treasurer-Tax Collector by August 10, 2027

### **Phase 7: Post-Submission & Implementation Support (August – December 2027)**

- Coordinate with County on any data corrections or rejections
- Confirm tax roll integration and billing preview
- Continue public communication:
  - Explain how charges will appear on property tax bills
  - Provide customer support resources

### **Phase 8: Go-Live FY 2027–28 Tax Roll Billing (Fall 2027 – Spring 2028)**

- Sewer charges appear on secured property tax bills
- Monitor collections and coordinate with County on reporting
- Address customer inquiries and appeals
- Conduct post-implementation review (lessons learned, adjustments for FY29)

### **Key Milestones Summary**

- Public Outreach Begins: July 2026
- Public Hearings & District Adoption: January–March 2027
- County Board Adoption: January-March 2027
- Parcel Data Submission Deadline: August 10, 2027
- Tax Roll Billing Begins: Fall 2027