

**June Lake Public Utility District**  
**P O Box 99**  
**June Lake, CA 93529**  
**Office 760-648-7778 Fax 760-648-6801**

THERE WILL BE A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JUNE LAKE PUBLIC UTILITY DISTRICT ON WEDNESDAY DECEMBER 9, 2020 AT 9:00 AM AT 2380 HWY 158, JUNE LAKE, CA. FOR THE FOLLOWING AGENDA FOR THE FOLLOWING AGENDA:

**OPEN MEETING**

Pledge of Allegiance

**ADDITIONS TO AGENDA**

[Government Code Section 54954.2(b)(2)] Additions to the agenda may be considered when two-thirds of the board members present determine a need for immediate action, and the need to act came to the attention of JLPUD after the agenda was posted; this exception requires a degree of urgency. If fewer than two-thirds of the board members are present, all must affirm the action to add an item to the agenda. The Board shall call for public comment prior to voting to add any item to the agenda after posting.

**Interview /appoint new Director to fill vacancy term ending 11/2022.**

**PUBLIC COMMENT**

Speakers should give their name, affiliation if any and the subject they wish to comment on. Comments are limited to three (3) minutes. Discussions will **not** occur at this time. Topics should be of interest to the District. Any person may address the Board at this time upon any subject within the jurisdiction of the JLPUD; however, any matter that requires action will be referred to Staff for report and action at a subsequent Board meeting.

**CONSENT CALENDAR**

ESCB - Check Register for November 2020  
A/R Past Due for November 2020  
LAIF-November 2020 / Cantella Statements October 2020  
Income Statement Water/Sewer for November 2020  
ESCB Credit Card Statement -Unavailable

**APPROVAL OF MINUTES**

Approval of minutes from the Regular Meeting of November 19, 2020

**OLD BUSINESS** - None

**NEW BUSINESS**

1. Review and accept or deny bid given by Four Point Engineering for the Rehabilitation of Sewer Collection System Project.
2. Election of officers (President, Vice President and Treasurer) for calendar year 2021.

**BOARD/COMMITTEE MEMBER REPORT**

**O&M SUPERINTENDENT'S REPORT**

**MANAGER'S REPORT**

**EXECUTIVE (Closed) SESSION**

Pursuant to Government Code Section 54957

**PUBLIC EMPLOYEE PERFORMANCE**

Title: General Manager

**ADJOURNMENT**

Note: at any time during a regular session, the Board may adjourn to a closed session to consider litigation, personnel matters, or to discuss with legal counsel matters within the attorney-client privilege. Authority: Government Code Section 11126(a)(d)(q). In compliance with the Americans with Disabilities Act if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (760) 648-7778. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 13, 102-35, 104 ADA Title II). Any public record, relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection at the District's office, 2380 Hwy 158, June Lake, CA 93529.

12/4/2020

# June Lake Public Utility District

P O Box 99

June Lake, CA 93529

(760) 648-7778 Fax (760) 648-6801

[info@junelakepud.com](mailto:info@junelakepud.com)

## APPLICATION FOR BOARD APPOINTMENT

Name Douglas Smith (applicant must be a June lake resident and U.S. citizen)

Address 193 MTU VISTA DR. June Lake, Ca. 93529 P.O. Box 21

Telephone 530-945-1872 Email dsmith@rossignol.com

- Why do you want to be a Board Member?
  1. FINISH what we started over the last 4 years.
  2. try to develop a better working relationship between staff and Board.
- Please list your experiences that would benefit the P.U.D. Board.
  1. 4 year member of the Board.
  2. worked for 4 years putting in the sewer system in the '70s.
  3. operate a public water system under (SWRCB) at Grant Lake.
  4. small business owner for over 30 years in June Lake.
  5. Lived and worked in June Lake for over 45 years.
- What goals would you set for the P.U.D. over the next five-year period?
  1. operate within the budgets.
  2. Set CapX budgets for the next 10 years.
  3. Receive grants to upgrade the waste water plant.
  4. make sure all operations are up to date with state standards.
  5. Continue to work on financial problem with the district.
  6. Repair all the problems with our Sewer system if possible.
- What other community groups or organizations are you affiliated with?

None

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(760) 648-7778 Fax (760) 648-6801 [iufo@junelakepud.com](mailto:iufo@junelakepud.com)

## APPLICATION FOR BOARD APPOINTMENT

Name Jeff Shariat

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Address: 2535 Highway 158, June Lake, CA, 93529

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Telephone 3106297860

Email [Jeff@JeffShariat.com](mailto:Jeff@JeffShariat.com)

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**1. Why do you want to be a Board Member?**

I'm a new resident of June Lake and want to get involved in the community... and I think I can have a positive impact.

**2. Please list your experiences that would benefit the P.U.D. Board.**

I have a long career of project management and business consulting  
[www.jeffshariat.com](http://www.jeffshariat.com) or [www.linkedin.com/in/jeffshariat](http://www.linkedin.com/in/jeffshariat)

**3. What goals would you set for the P.U.D. over the next five-year period?**

I have no idea what to expect, but transparency and efficiency are always at the top of the list of goals

**4. What other community groups or organizations are you affiliated with?**

None at this time, though I'm also interested in the volunteer fire department

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**APPLICATION FOR BOARD APPOINTMENT**

Name: William A. Hunt \_\_\_\_\_ (applicant must be a June lake resident and U.S. citizen)

Address: PO Box. 485, 52 Raymond Ave., June Lake, CA 93529

Date: November 20, 2020

Telephone: 760-920-3737

Email. [janetbillhunt@gmail.com](mailto:janetbillhunt@gmail.com)

- Why do you want to be a Board Member?

I would like to serve on the Board because I believe the JLPUD is critical infrastructure for the community and our guests. Most people take a functioning water and sewer system for granted. If something does not work, they call a plumber. The reality is that a properly functioning utility district is actually quite complex. The PUD has a greater impact of people's health and well being than any other public service. Serving on the Board would provide an opportunity to use my problem solving and people skills to the betterment of my community.

- Please list your experiences that would benefit the P.U.D. Board.

30+ years math and science teacher  
BS in Physics and Biology  
MA Biology  
Board Member, Big Pine Community Service District 2015

- What goals would you set for the P.U.D. over the next five-year period?

I see it as a three legged stool with equal emphasis on continued fiscal solvency, long term infrastructure planning and maintenance and taking care of our employees, the people who actually do the work.

- What other community groups or organizations are you affiliated with?

Volunteer for Mono Arts Council (June Lake JamFest) and June Lake Loop Chamber of Commerce

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[info@junelakepud.com](mailto:info@junelakepud.com)

## APPLICATION FOR BOARD APPOINTMENT

Name David Naaden (applicant must be a June lake resident and U.S. citizen)

Address 4479 Hwy 158, June Lake, CA 93529

Telephone 760 914-0604 Email reverse@gnet.com

- Why do you want to be a Board Member?

*There is a vacancy and I did apply once before.*

- Please list your experiences that would benefit the P.U.D. Board.

*Business owner in June Lake for past 25 years. I have served on the Mono County Tourism Commission, the June Lake Chamber of Commerce and the June Lake CAC. I am currently a Director of the June Lake Volunteer Fire District.*

- What goals would you set for the P.U.D. over the next five-year period?

*That Board and Staff have an open and honest working relationship and that the PUD is cost effective in delivering it's utilities.*

- What other community groups or organizations are you affiliated with?

*My business of Reverse Creek Lodge.*

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## APPLICATION FOR BOARD APPOINTMENT

Name BRAD JAMES ELLIS (applicant must be a June lake resident and U.S. citizen)

Address 770 MINARET RD. JUNE LAKE, CA

Telephone 760-709-2163 Email ELLIS.BRADJ@GMAIL.COM

- Why do you want to be a Board Member?

I LIVE HERE, I OWN A HOME HERE, AND I WOULD LIKE TO GIVE SOMETHING BACK TO THE COMMUNITY. I BELIEVE THAT MY MIND, EXPERIENCE, AND TEMPERMENT COULD BE A BENEFIT TO THE P.U.D.

- Please list your experiences that would benefit the P.U.D. Board.

I HAVE MORE THAN A DECADE OF MANAGEMENT EXPERIENCE ACROSS VARIOUS INDUSTRIES, MUCH OF IT COMING THROUGH FOOD & BEVERAGE, HOSPITALITY, & BREWERIES. I ALSO HAVE EXPERIENCE IN TECHNICAL/INDUSTRIAL FIELDS THAT SHOULD PROVE USEFUL WHEN MAKING INFORMED DECISIONS CONCERNING OUR WATER SYSTEM.

- What goals would you set for the P.U.D. over the next five-year period?

ANY GOALS I MIGHT OFFER FROM HERE WOULD BE PURELY SPECULATIVE. ALLOW ME THIRTY DAYS TO STUDY THE INFRASTRUCTURE, THE BOOKS, AND TO OBSERVE HOW THE EMPLOYEES & BOARD OPERATE, AND REST ASSURED I WILL HAVE SOME CONCRETE IDEAS CONCERNING NEAR AND LONG TERM TARGETS.

- What other community groups or organizations are you affiliated with?

NONE AT THIS TIME, AND AS SUCH, I AM NOT BEHOLDEN TO OR BIASED AGAINST ANY SUCH GROUPS. IN SIMPLEST TERMS, I VOLUNTEERED TO BE A POLL WORKER IN THE LAST ELECTION AND FOUND PUBLIC SERVICE TO BE GRATIFYING.



CONSENT CALENDAR

ESCB – CHECK REGISTER NOVEMBER 2020

A/R PAST DUE SEPTEMBER 2020 – \$ 3,414.26

LOCAL AGENCY INVESTMENT FUND SUMMARY-NOVEMBER 2020

CANTELLA SUMMARY/TRADE CONFIRM – OCTOBER 2020

INCOME STATEMENT- WATER/SEWER FOR – NOVEMBER 2020

ESCB VISA CARD STATEMENT – *Unavailable*

**Combined Check Register**  
**For the Accounting Period: 11/2020**

Check #	Che T	Vendor/Employee/Payee Number/Name		Check
-89867	P	CALPERS-MISC CALPERS		\$ 13,255.80 11/10/20
-89865	P	FIT EFTPS (Taxes)		\$ 2,586.57 11/13/20
-89855	P	CA SDI STATE OF CALIFORNIA EDD		\$ 1,952.10 12/01/20
-89854	P	FIT EFTPS (Taxes)		\$ 2,790.57 12/01/20
1666	C	215 FERGUSON WATER WORKS #1423 (supplies)		\$ 983.08 11/06/20
1667	C	212 FEDAK & BROWN LLP (Auditor)		\$ 1,150.00 11/06/20
1668	C	26 AQUA OPERATIONS, INC. (GM support)		\$ 11,573.08 11/06/20
1669	C	350 JUNE LAKE FIRE PROTECTION DISTRICT (rent)		\$ 443.00 11/06/20
1670	C	247 GENERAL STORE (small tools/supplies)		\$ 17.72 11/06/20
1675	C	23 AMERIGAS (propane)		\$ 126.56 11/06/20
1676	C	399 MAMMOTH COMM. WATER DISTRICT (samples)		\$ 364.84 11/06/20
1677	C	165 DIGITAL DEPLOYMENT (website)		\$ 200.00 11/06/20
1679	P	HEALTH SDRMA (Insurance)		\$ 6,966.60 11/09/20
1680	P	LOCAL 12 IUOE, LOCAL 12 (Union dues)		\$ 132.00 11/09/20
1682	C	13 AECOM (Update to WWTP elvaluation -Task order #5)		\$ 22,845.50 11/19/20
1683	C	698 AMERICAN LEAK DETECTION (leak detection-Down Canyon survey )		\$ 3,750.00 11/19/20
1684	C	23 AMERIGAS (utility)		\$ 85.04 11/19/20
1685	C	40 BC LABS (lab samples)		\$ 315.00 11/19/20
1686	C	43 BEST, BEST & KRIEGER (Professional services)		\$ 2,816.00 11/19/20
1687	C	97 CHANNEL UNION 76 (fuel)		\$ 1,841.96 11/19/20
1688	C	233 FRONTIER COMMUNICATIONS (communications)		\$ 753.19 11/19/20
1689	C	429 MCMASTER CARR (supplies)		\$ 39.83 11/19/20
1690	C	454 MOSQ & VECTOR CONTROL ASSN (dues/subscriptions/fees)		\$ 500.00 11/19/20
1691	C	606 SOUTHERN CALIFORNIA EDISON (utilities)		\$ 5,990.73 11/19/20
1692	C	612 STERLING WATER TECHN (supplies)		\$ 4,121.69 11/19/20
1693	C	662 USA BLUE BOOK (supplies)		\$ 523.94 11/19/20
1694	C	679 WAGNER & BONSIGNORE (professional services)		\$ 228.75 11/19/20
1695	C	686 WESTERN NEVADA SUPPLY (supplies)		\$ 307.59 11/19/20
1696	C	675 VISA (credit card)		\$ 2,021.91 11/19/20
1699	C	454 MOSQ & VECTOR CONTROL ASSN (dues/subscriptions/fees)		\$ 50.00 11/25/20
1700	C	70 CALIFORNIA DEPARTMENT OF TAX & FE (water rights)		\$ 7,429.76 11/25/20
1701	C	70 CALIFORNIA DEPARTMENT OF TAX & FE (water rights)		\$ 3,716.53 11/25/20
1702	C	251 GOLDEN WEST INDUSTRIAL (supplies)		\$ 241.70 11/25/20
1703	C	165 DIGITAL DEPLOYMENT (website)		\$ 200.00 11/25/20
1704	C	30 ASTRA INDUSTRIAL SERVICE (supplies)		\$ 279.58 11/25/20
1705	C	47 BISHOP WELDING SUPPLY (supplies)		\$ 50.00 11/25/20
1706	C	608 STANDARD INSURANCE (Long Term Disability (LTD) Ins.)		\$ 349.78 11/25/20
			<b>TOTAL</b>	<b>\$ 101,000.40</b>

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

December 02, 2020

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

JUNE LAKE PUBLIC UTILITY DISTRICT

SECRETARY  
P.O. BOX 99  
JUNE LAKE, CA 93529

[Tran Type Definitions](#)

**Account Number:** 85-26-001

November 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
11/20/2020	11/20/2020	RW	1660455	N/A	PAUL STIGLICH	-200,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	1,935,834.98
Total Withdrawal:	-200,000.00	Ending Balance:	1,735,834.98

Statement for the Period October 1, 2020 to October 31, 2020

JUNE LAKE PUBLIC UTILITY DISTRICT - Corporation  
Account Number: A7T-574244



## Account Overview

CHANGE IN ACCOUNT VALUE	Current Period	Year-to-Date
BEGINNING VALUE	\$951,328.62	\$1,191,091.23
Additions and Withdrawals	\$0.00	(\$278,229.16)
Income	\$2,832.77	\$21,233.87
Taxes, Fees and Expenses	\$0.00	\$0.00
Change in Value	(\$1,409.20)	\$18,656.25
<b>ENDING VALUE (AS OF 10/31/20)</b>	<b>\$952,752.19</b>	<b>\$952,752.19</b>
Total Accrued Interest	\$5,773.42	
<b>Ending Value with Accrued Interest</b>	<b>\$958,525.61</b>	

Refer to Miscellaneous Footnotes for more information on Change in Value.

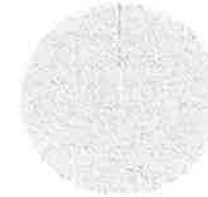
INCOME	Current Period	Year-to-Date
TAXABLE		
Taxable Dividends	\$0.03	\$81.66
Taxable Interest	\$2,832.74	\$21,152.21
<b>TOTAL TAXABLE</b>	<b>\$2,832.77</b>	<b>\$21,233.87</b>
<b>TOTAL INCOME</b>	<b>\$2,832.77</b>	<b>\$21,233.87</b>

Taxable income is determined based on information available to NFS at the time the statement was prepared, and is subject to change. Final information on taxation of interest and dividends is available on Form 1099-Div, which is mailed in February of the subsequent year.

REALIZED GAIN (LOSS)	Current Period	Year-to-Date
Short Term Gain	\$0.00	\$0.00
Short Term Loss	\$0.00	\$0.00
Disallowed Short Term Loss	\$0.00	\$0.00
<b>TOTAL SHORT TERM GAIN (LOSS)</b>	<b>\$0.00</b>	<b>\$0.00</b>

## ACCOUNT ALLOCATION

Money Markets 0.6%



CDs 99.4%

	Percent	Prior Period	Current Period
Money Markets	0.6 %	\$2,609.97	\$5,442.74
CDs	99.4	\$948,718.65	\$947,309.45
<b>TOTAL</b>	<b>100.0 %</b>	<b>\$951,328.62</b>	<b>\$952,752.19</b>

Account Allocation shows the percentage that each asset class represents of your total account value. Account Allocation for equities, fixed income, and other categories may include mutual funds and may be net of short positions. NFS has made assumptions concerning how certain mutual funds are allocated. Closed-end mutual funds and Exchange Traded Products (ETPs) listed on an exchange may be included in the equity allocation. The chart may not reflect your actual portfolio allocation. Consult your broker/dealer prior to making investment decisions.

CANTELLA & CO. INC.

MN \_CEBKBRNWBBBFVVN\_BBBBB 20201030

Account carried with National Financial Services LLC, Member  
NYSE, SIPC

10 SEWER

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
4110	T&A Cur Secured		5,333.83		5,333.83	
4120	T&A Cur Unsecured		786.83		786.83	
4130	Unitary Tax		132.98		132.98	
4135	T&A Interest		300.58		300.58	
4310	User Service Charge	36,544.13	221,516.67	472,938.00	-251,421.33	47
4330	Delinquent User Chgs	636.74	3,650.27	3,000.00	650.27	122
4331	Winter Standby			1,600.00	-1,600.00	
4332	Other Serv Chgs	332.55	6,894.87	1,300.00	5,594.87	530
4620	Cell Tower Lease SBA	1,100.00	5,500.00		5,500.00	
4702	Local Bene #2		2,830.12		2,830.12	
4710	Inspection Fees		114.00	100.00	14.00	114
4720	Connection Fees		7,006.00		7,006.00	
4730	Tapping Fee		458.00	300.00	158.00	153
4800	NON OPERATING REVENUE	30.00	315,133.36		315,133.36	119
	<b>Total Revenue</b>	<b>38,643.42</b>	<b>569,657.51</b>	<b>479,238.00</b>	<b>90,419.51</b>	<b>119</b>
Expenses						
5310	Sewer Collection					
110	Salaries	4,719.52	34,048.11	64,224.00	30,175.89	53
210	Supplies	307.59	2,372.19	13,800.00	11,427.81	17
310	Contractual Services		38,525.58		-38,525.58	
320	Utilities	1,376.62	8,907.01	22,524.00	13,616.99	40
	<b>Total Account</b>	<b>6,403.73</b>	<b>83,852.89</b>	<b>100,548.00</b>	<b>16,695.11</b>	<b>83</b>
5330	Sewer Treatment					
110	Salaries	4,034.73	22,817.29	52,368.00	29,550.71	44
210	Supplies	523.94	9,532.08	9,864.00	331.92	97
310	Contractual Services		347.24		-2,567.36	
320	Utilities	2,987.44	13,481.64	35,592.00	22,110.36	38
	<b>Total Account</b>	<b>7,893.35</b>	<b>48,398.37</b>	<b>97,824.00</b>	<b>49,425.63</b>	<b>49</b>
5340	Mosquito					
110	Salaries		1,095.43	12,240.00	11,144.57	9
210	Supplies			7,500.00	7,500.00	
310	Contractual Services	550.00	550.00	1,500.00	950.00	37
	<b>Total Account</b>	<b>550.00</b>	<b>1,645.43</b>	<b>21,240.00</b>	<b>19,594.57</b>	<b>8</b>
6100	Administrative and General					
110	Salaries	7,021.35	41,780.10	86,400.00	44,619.90	48
111	Directors Fees		900.00	6,000.00	5,100.00	15
112	Vac/Hol/SL	6,400.16	18,779.03	24,144.00	5,364.97	78
113	Travel, Meetings & Mileage			2,400.00	2,400.00	
120	PERS Emplr Contribution	2,354.80	12,832.24	20,676.00	7,843.76	62

JUNE LAKE PUBLIC UTILITY DISTRICT  
Income Statement  
For the Accounting Period: 11 / 20

10 SEWER

Account Object	Description	----- Current Year -----				
		Current Month	Current YTD	Budget	Variance	%
121	CalPers Unfunded Liability		7,972.14	48,000.00	40,027.86	17
130	Health Insurance	3,882.28	19,726.62	47,172.00	27,445.38	42
131	Dental/Vision Insurance		80.80	1,500.00	1,419.20	5
132	LTD & Life Ins	174.89	1,320.37	2,460.00	1,139.63	54
140	State Compensation		8,465.30	12,264.00	3,798.70	69
151	Employer Medicare	326.27	1,840.11	5,172.00	3,331.89	36
210	Supplies			2,400.00	2,400.00	
220	Gas, Oil & Fuel	844.84	3,537.90	8,508.00	4,970.10	42
225	Maintenance, Vehicle & Contractual	76.16	3,966.94	3,000.00	-966.94	132
230	Office Utilities			900.00	900.00	
240	Office Expenses	488.31	1,097.93	3,504.00	2,406.07	31
250	Communication	558.06	2,811.72	5,004.00	2,192.28	56
260	USFS Maintenance		693.24		-693.24	
270	Sm Tools & Supplies	129.71	397.93	2,160.00	1,762.07	18
310	Contractual Services	5,923.88	9,622.81	12,000.00	2,377.19	80
320	Utilities	57.50	317.93		-317.93	
330	Publication & Notices			276.00	276.00	
340	Dues, Subsc & Fees	398.00	10,033.92	26,508.00	16,474.08	38
350	Professional Srvs	24,942.88	34,827.72	10,000.00	-24,827.72	348
360	Gen'l Insurance		14,531.79	11,508.00	-3,023.79	126
380	Rents & Leases	150.00	750.00	1,800.00	1,050.00	42
	<b>Total Account</b>	<b>53,729.09</b>	<b>196,286.54</b>	<b>343,756.00</b>	<b>147,469.46</b>	<b>57</b>
6310	USFS MAINT					
110	Salaries	291.13	4,486.25		-4,486.25	
	<b>Total Account</b>	<b>291.13</b>	<b>4,486.25</b>		<b>-4,486.25</b>	
	<b>Total Expenses</b>	<b>68,867.30</b>	<b>334,669.48</b>	<b>563,368.00</b>	<b>228,698.52</b>	<b>59</b>
	Net Income from Operations	-30,223.88	234,988.03			
	Net Income	-30,223.88	234,988.03			

JUNE LAKE PUBLIC UTILITY DISTRICT  
Income Statement  
For the Accounting Period: 11 / 20

20 WATER

Account Object	Description	Current Year				%
		Current Month	Current YTD	Budget	Variance	
Revenue						
4110	T&A Cur Secured		5,333.83		5,333.83	
4120	T&A Cur Unsecured		786.82		786.82	
4130	Unitary Tax		132.97		132.97	
4135	T&A Interest		300.58		300.58	
4310	User Service Charge	31,812.77	228,194.26	423,240.00	-195,045.74	54
4315	Water Sales - Other		3,178.00		3,178.00	
4330	Delinquent User Chgs			3,102.00	-3,102.00	
4331	Winter Standby			2,757.00	-2,757.00	
4332	Other Serv Chgs		6,160.00	9,600.00	-3,440.00	64
4610	Interest From Investments		3.10		3.10	
4710	Inspection Fees		116.00	200.00	-84.00	58
4720	Connection Fees		7,640.00		7,640.00	
4730	Tapping Fee		920.00		920.00	
4750	Fixture Costs		456.00	1,200.00	-744.00	38
						58
	<b>Total Revenue</b>	<b>31,812.77</b>	<b>253,221.56</b>	<b>440,099.00</b>	<b>-186,877.44</b>	<b>58</b>
Expenses						
5410	Source of Supply					
110	Salaries			3,564.00	3,564.00	
	<b>Total Account</b>			<b>3,564.00</b>	<b>3,564.00</b>	
5420	Pumping					
320	Utilities	758.45	5,043.54	13,068.00	8,024.46	39
	<b>Total Account</b>	<b>758.45</b>	<b>5,043.54</b>	<b>13,068.00</b>	<b>8,024.46</b>	<b>39</b>
5430	Water Treatment					
110	Salaries	6,362.13	34,437.31	75,672.00	41,234.69	46
210	Supplies	4,441.10	10,206.92	2,172.00	-8,034.92	470
310	Contractual Services	397.07	12,545.89	9,000.00	-3,545.89	139
320	Utilities	1,079.82	3,428.34	20,628.00	17,199.66	17
	<b>Total Account</b>	<b>12,280.12</b>	<b>60,618.46</b>	<b>107,472.00</b>	<b>46,853.54</b>	<b>56</b>
5440	Transmission and Distribution					
110	Salaries	648.66	3,357.60	10,692.00	7,334.40	31
210	Supplies		3,334.01	4,152.00	817.99	80
310	Contractual Services	3,750.00	4,689.25	3,000.00	-1,689.25	156
	<b>Total Account</b>	<b>4,398.66</b>	<b>11,380.86</b>	<b>17,844.00</b>	<b>6,463.14</b>	<b>64</b>
5450	Meter					
110	Salaries	467.90	3,293.81	9,900.00	6,606.19	33
210	Supplies		6,311.61	9,540.00	3,228.39	66
	<b>Total Account</b>	<b>467.90</b>	<b>9,605.42</b>	<b>19,440.00</b>	<b>9,834.58</b>	<b>49</b>

JUNE LAKE PUBLIC UTILITY DISTRICT  
Income Statement  
For the Accounting Period: 11 / 20

20 WATER

Account Object	Description	----- Current Year -----				%
		Current Month	Current YTD	Budget	Variance	
6100	Administrative and General					
110	Salaries	6,858.65	39,647.77	86,400.00	46,752.23	46
111	Directors Fees		900.00	6,000.00	5,100.00	15
112	Vac/Hol/SL	663.72	5,288.09	24,144.00	18,855.91	22
113	Travel, Meetings & Mileage			2,400.00	2,400.00	
120	PERS Emplr Contribution	1,429.43	7,896.31	20,676.00	12,779.69	38
121	CalPers Unfunded Liability		7,972.14	48,000.00	40,027.86	17
130	Health Insurance	2,468.52	11,906.12	47,172.00	35,265.88	25
131	Dental/Vision Insurance		80.80	1,500.00	1,419.20	5
132	LTD & Life Ins	174.89	1,320.35	2,460.00	1,139.65	54
140	State Compensation		8,465.29	12,264.00	3,798.71	69
151	Employer Medicare	218.00	1,195.83	5,172.00	3,976.17	23
210	Supplies		14.59	2,400.00	2,385.41	1
220	Gas, Oil & Fuel	844.82	3,523.27	8,508.00	4,984.73	41
225	Maintenance, Vehicle & Contractual	76.14	3,966.89		-3,966.89	
240	Office Expenses	488.29	1,097.89	3,504.00	2,406.11	31
250	Communication	653.30	3,257.03	4,008.00	750.97	81
270	Sm Tools & Supplies	129.71	397.90	2,160.00	1,762.10	18
310	Contractual Services	5,923.87	9,739.71		-9,739.71	
320	Utilities	57.50	317.89	900.00	582.11	35
330	Publication & Notices			408.00	408.00	
340	Dues, Subsc & Fees	11,544.29	20,895.12	17,208.00	-3,687.12	121
350	Professional Svcs	2,097.37	4,880.19	9,996.00	5,115.81	49
360	Gen'l Insurance		14,531.78	11,508.00	-3,023.78	126
380	Rents & Leases	150.00	750.00	1,800.00	1,050.00	42
	<b>Total Account</b>	<b>33,778.50</b>	<b>148,044.96</b>	<b>318,588.00</b>	<b>170,543.04</b>	<b>46</b>
	<b>Total Expenses</b>	<b>51,683.63</b>	<b>234,693.24</b>	<b>479,976.00</b>	<b>245,282.76</b>	<b>49</b>
	Net Income from Operations	-19,870.86	18,528.32			
	Net Income	-19,870.86	18,528.32			



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
JUNE LAKE PUBLIC UTILITY DISTRICT**

President Strong called the regular meeting of November 19, 2020 of the Board of Directors of the June Lake Public Utility District (JLPUD) to order at 9:00 a.m. at 2380 Hwy 158, June Lake, CA.

**Pledge of Allegiance**

**A. ROLL CALL**

Directors Present: Strong, Miller, Vetter, Smith

Directors absent:

Staff Present: General Manager Stiglich, Superintendent Simmons, Secretary Baldwin & Secretary Morgan

**B. PUBLIC COMMENT**

No public comment.

Secretary Baldwin swore in Justin Walsh as a new Board Member. Director Walsh will start as a new director on 12/1/2020.

**C. CONSENT CALENDAR**

**Board action: to accept Consent Calendar, as written.**

Motion by: Director Smith

Seconded by: Director Miller

Motion: approved unanimously

**D. APPROVAL OF MINUTES**

**1. Board action: to approve Regular Minutes from October 14, 2020.**

Motion by: Director Vetter

Seconded by: Director Miller

Motion: approved unanimously

**E. OLD BUSINESS**

None

**F. NEW BUSINESS**

**1. Board action: Motion of Approve Porter & O'Dell**

Motion by: Director Miller

Seconded by: Director Vetter

Motion: approved unanimously

Don Porter of Porter & O'Dell CPA gave a presentation on the accounting firm and how he will assist the June Lake Public Utility District (JLPUD). Three (3) of his main points in assisting the JLPUD will be, month to month closing process, getting JLPUD assets for the auditors and segregation of duties. Billing for this service will be between \$1,000.00-\$1,500.00 a month (estimation). Mr. Porter also plans for the creation of a JLPUD accounting manual which is estimated to cost about \$4,500.00.

**2. Board action: Motion to Approve 2020 Christmas bonus, was tabled for discussion during Executive Session.**

Motion by:

Seconded by:

Motion:

**G. BOARD MEMBER REPORT**

Director Vetter, Director Smith and General Manager Stiglich met with Don Porter of Porter & O'Dell to review the JLPUD needs and how the services of Porter & O'Dell can help.

**H. O&M SUPERINTENDENT REPORT**

1. Unclogged pump #2 at Silver Lake campground. Unclogged pump #2 at Oh Ridge #1
2. Replaced block heater on the generator at station #1
3. Replace air-vac on the raw water side that feeds train A at Snow Creek water plant.
4. Turn on heaters at June Lake wet wells #1, #2, Gull Lake wet well #2 station #1, #2 and all the water plants.
5. Turn off and drain the water to Gull Lake restrooms.
6. Cleaned the sewer collection system in the highlands.
7. Cleaned the weirs and the center of the clarifier at the Wastewater treatment plant.
8. Moved chlorine and polymer barrels to the water plants for the winter.
9. Did a 1" water taps at 669 Garnet and set meter.
10. Installed the new uranium vessels at June Lake, seven of the vessels leaked. AdEdge sent out a tech to make the repairs on the new eight vessels from manufacturer (AdEdge). The previous techs forget to lube the O-rings and threads.
11. On 10/14/20 – 1065 Nevada St. wet well #9, the pump discharge pipe split, we turned off the pump.
12. On 10/19/20 – Chlorine alarmed at Snow Creek- staff tried to reprime C-17. Had to turn off plant.

**I. MANAGER REPORT**

1. Income Statement discussion on the budget. Gave an explanation as to why the JLPUD is currently over budget, which is in part due to Professional services and buying/suppling for winter months.
2. General Manager Stiglich has given employee evaluations for the Superintendent and Administrative Assistant which was performed on October 23<sup>rd</sup>.
3. The overtime reports for the month of October was 6 hours.
4. Black Mountain Software Budget module training started November 18,2020.
5. General Manager Stiglich received the June Mountains snow making operations plans and specs from Julie Brown this morning, 11/19/2020.
6. Reviewed the Production vs. Consumption meter reads. Trying to get numbers within 5%.
7. Administrative Assistant Baldwin gave an update on Black Mountain Software saying we are currently working on bank reconciliation.
8. There are three (3) new appointed Board of Directors appointed by the County Board of Supervisors. They are Jerry Hallam, Justin Walsh and Sarah Minich. There is still one position for the replacement of Director Hallum, who resigned last month. We will seat that position at the December Board Meeting.
9. General Manager Stiglich attended the Fire district Board meeting on November 10<sup>th</sup>, regarding the District's request for tenant improvements concerning a video security system in the main office and installing a "Dutch Door" with a service counter. General Manager Stiglich says the Fire Board is reluctant to move forward. A few of the Fire Boards issues/concerns are, Privacy for their employees and the Dutch Door will plug up hallway causing congestion.

**J. Close Open Session at 9:48 a.m.**

**EXECUTIVE SESSION**

- Opened Executive Session at 9:49 a.m.**  
**K. Closed Executive Session at 11:07 a.m.**  
**Opened Public Session at 11:08 a.m.**

**L. EXECUTIVE SESSION REPORT:**

**Board action: Did not approve/submitted Christmas Bonus plan for employees. Director Strong, Director Miller, Director Vetter, and Director Smith donated their October Director fees toward a lesser Christmas bonus.**

Motion by: Director Strong

Seconded by: Director Miller

Motion: unanimously

**M. ADJOURNMENT**

There being no further business, a motion to adjourn made by President Strong, seconded by Director Miller, and unanimously passed to adjourn at 11:09 a.m.

Respectfully Submitted,

Heather Morgan  
Secretary/Clerk

SCHEDULE OF WORK ITEMS

Item No.	Qty	Description	Unit Price	Total Amount
1	Lump Sum	Mobilization/Demobilization, and Project Signs	120,000	120,000
2	104 Each	Setup of plug in line, excavation and removal of existing damaged pipe segment, furnishing and installation of replacement SDR-25 PVC sewer pipe segment matching existing size (6 to 12 – inches). Includes trenching, new subgrade, backfill, compaction testing, CCTV reinspection to ensure successful repair, and couplings for the unit price per each item of	6,600	686,400
3	Lump Sum	Clearing of blockages. Includes closed circuit television reinspection of pipe to ensure clearance of blockage for the unit of	280,000	280,000

Total Schedule of Work Items 1 Through 3    \$ 1,086,400

SECTION 004100 BID FORM

PROPOSAL TO: JUNE LAKE PUBLIC UTILITY DISTRICT  
FOR THE CONSTRUCTION OF: SEWER SYSTEM REHABILITATION

Name of Bidder: Four Point Engineering  
Business Address: 11 Red Canyon Rd.  
Wellington, NV. 89444 Phone No. (775) 720-2089

TO THE GOVERNING BODY OF THE  
JUNE LAKE PUBLIC UTILITY DISTRICT

Pursuant to and in compliance with your Notice Inviting Sealed Proposals (Bids) and the other documents relating thereto, the undersigned Bidder, being fully familiar with the terms of the Contract Documents, local conditions affecting the performance of the contract, subsurface and physical conditions, the character, quality, quantities, and scope of the work, the cost of the work at the place where the work is to be done, and having given such notice to the ENGINEER of all conflicts, errors and deficiencies that the Bidder has detected and that the resolution thereof by the ENGINEER is acceptable and that the Contract Documents are sufficient to convey an understanding of the terms and conditions for performing the work, hereby proposes and agrees to perform within the time stipulated in the contract, including all of its component parts and everything required to be performed, and to furnish any and all of the labor, material, tools, equipment, transportation, services, permits, utilities, and all other items necessary to perform the contract and complete in a workmanlike manner, all of the work required in connection with the construction of said work all in strict conformity with the plans and specifications and other contract documents, including Addenda Nos. N/A, \_\_\_\_, and \_\_\_\_, for the prices hereinafter set forth.

The undersigned as Bidder, declares that the only persons or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any person, firm, or corporation; and he proposes and agrees, if the proposal is accepted, that he will execute a contract with the OWNER in the form set forth in the Contract Documents and that he will accept in full payment thereof the following prices, to wit:

SCHEDULE OF WORK ITEMS

Item No.	Qty	Description	Unit Price	Total Amount
1	Lump Sum	Mobilization/Demobilization, and Project Signs	120,000	120,000
2	104 Each	Setup of plug in line, excavation and removal of existing damaged pipe segment, furnishing and installation of replacement SDR-25 PVC sewer pipe segment matching existing size (6 to 12 – inches). Includes trenching, new subgrade, backfill, compaction testing, CCTV reinspection to ensure successful repair, and couplings for the unit price per each item of	6,600	686,400
3	Lump Sum	Clearing of blockages. Includes closed circuit television reinspection of pipe to ensure clearance of blockage for the unit of	280,000	280,000

Total Schedule of Work Items 1 Through 3    \$ 1,086,400

The CONTRACTOR shall comply with the Subletting and Subcontracting Act as set forth in Chapter 4100 of the Public Contract Code. As required by Section 4104 of the Public Contract Code, the CONTRACTOR bidding shall hereinafter list the subcontractor(s) who will be the subcontractor(s) on the job for each particular trade or subdivision of the work and will state the firm name and principal location of the mill, shop, or office of each:

Division of Work or Trade	Name of Subcontractor	Subcontractor's License No.	Public Works Contractor Registration No.	Subcontractor's Address and Telephone No.
Sewer Repair Backfill, paving	Four Point engineering	1033039	1000055219	11 Red Canyon Rd. Wellington, NV. 89444

ACCOMPANYING THIS PROPOSAL IS Bid Bond (insert the words "bidder's bond," "cashier's check," "certified check," or appropriate description of substitute security, as the case may be) in an amount equal to at least 10% of the total amount of the bid, payable to the

JUNE LAKE PUBLIC UTILITY DISTRICT

The undersigned deposits the above-named security as a proposal guarantee and agrees that it shall be forfeited to the OWNER in case this proposal is accepted by the OWNER and the undersigned fails to execute a contract with the OWNER as specified in the Contract Documents or fails to furnish the required payment and performance bonds, or substitute, and insurance

certificates and endorsements. Should the OWNER be required to engage the services of an attorney in connection with the enforcement of this bid, Bidder promises to pay OWNER's reasonable attorneys' fees, incurred with or without suit.

The names of all persons interested in the foregoing proposals as principals are as follows: (NOTICE - If Bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a general partnership, state true name of firm, also names of all individual partners composing firm; if a limited partnership, the names of all general partners and limited partners; if Bidder or other interested person is an individual, state first and last names in full; if the Bidder is a joint venture, state the complete name of each venturer).

William Wulfin - President \_\_\_\_\_

Cyndi Wulfin - Secretary \_\_\_\_\_

Josh Rasmussen - Treasurer \_\_\_\_\_

Bidder hereby confirms that it has all licenses and permits required by federal, state, and local statutes, regulations, and ordinances. The following are the CONTRACTOR's applicable license numbers (add pages if needed):


<u>CONTRACTOR's License No.</u>	<u>Expiration Date</u>
1033039 _____	11-30-2021 _____

<u>PUBLIC WORKS CONTRACTOR</u>	
<u>REGISTRATION No.</u>	<u>Expiration Date</u>
1000055219 _____	6-30-2022 _____

Pursuant to the requirements of California Business and Professions Code Section 7028.15(e), a bid submitted to the OWNER by a contractor who is not licensed pursuant to Chapter 9 of Division 3 of the Business and Professions Code shall be considered nonresponsive and shall be rejected as provided for by law.



Signature of Bidder:

  
\_\_\_\_\_  
\_\_\_\_\_  
*Four Point Engineering Inc.*  
\_\_\_\_\_

Dated: 11-27, 2020

NOTE: If Bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation and the corporate seal; if Bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; if the Bidder is an individual, his signature shall be placed above; if the Bidder is a joint venture, the name of the joint venture shall be set forth above with the signature of an authorized representative of each venturer.

(SPACE LEFT BLANK INTENTIONALLY)

NONCOLLUSION AFFIDAVIT

Cynthia Wulfinq, being first duly sworn, deposes and says that he/she is the Secretary of Four Point Engineering, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository or to any member or agent thereof to effectuate a collusive or sham bid.

Cynthia Wulfinq  
Bidder Four Point Engineering

State of Nevada )  
~~California~~ )  
County of Douglas ) ss.

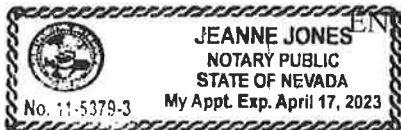
On Nov 30, 2020 before me, Jeanne Jones,  
(Insert name and title of officer)  
personally appeared Cynthia Wulfinq

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

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

WITNESS my hand and official seal.

Jeanne Jones (Notary Seal)  
Signature of Notary Public



END OF SECTION

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SECTION 006110 BID BOND

We, Four Point Engineering

as Principal, and Travelers Casualty and Surety Company of America  
as Surety, jointly and severally, bind ourselves, our heirs, representatives, successors and assigns,  
as set forth herein, to the

JUNE LAKE PUBLIC UTILITY DISTRICT

(herein called OWNER) for payment of the penal sum of \_\_\_\_\_

Ten Percent of the Bid Amount

\_\_\_\_\_ Dollars (\$ 10% of the Bid Amount ), lawful money of the  
United States. Principal has submitted the accompanying bid for the construction of

SEWER SYSTEM REHABILITATION

If the Principal is awarded the contract and enters into a written contract, in the form prescribed by the OWNER, at the price designated by his bid, and files two bonds with the OWNER, or substitute security in lieu thereof, one to guarantee payment for labor and materials and the other to guarantee faithful performance, in the time and manner specified by the OWNER, and carries all insurance in type and amount which conforms to the Contract Documents and furnishes required certificates and endorsements thereof, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Forfeiture of this bond, or any deposit made in lieu thereof, shall not preclude the OWNER from seeking all other remedies provided by law to cover losses sustained as a result of the Principal's failure to do any of the foregoing.

Principal and Surety agree that if the OWNER is required to engage the services of an attorney in connection with the enforcement of this bond, each shall pay OWNER's reasonable attorney's fees incurred with or without suit.

Executed on November 25, 2020

Four Point Engineering

PRINCIPAL

(Seal if Corporation)

By 

Title president

(Attach Acknowledgment of Authorized Representative of Principal)

Any claims under this bond may be addressed to:

Travelers Casualty and Surety Co of America (name and address of Surety)

11070 White Rock Road, #130

Rancho Cordova, CA

Leavitt United Ins Services, Inc.  
Christine Emmons

(name and address of Surety's agent for service of process in California, if different from above)

2358 Maritime Drive, #100

Elk Grove, CA 95758

559-302-4473

(telephone number of Surety's agent in California)

(Attach Acknowledgment)

Travelers Casualty and Surety Co. of America

SURETY

By 

(Attorney-in-Fact)

Christine Emmons

NOTICE:

No substitution or revision to this bond form will be accepted. Sureties must be authorized to do business in and have an agent for service of process in California. Certified copy of Power of Attorney must be attached.

END OF SECTION

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **CHRISTINE M EMMONS** of **ELK GROVE California**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 17th day of January, 2019.



State of Connecticut

City of Hartford ss.

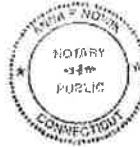
By: \_\_\_\_\_

Robert L. Raney, Senior Vice President

On this the 17th day of January, 2019, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 25<sup>th</sup> day of November, 2020



Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney-in-Fact and the details of the bond to which this Power of Attorney is attached.

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

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

State of California )  
County of TULARE )

On November 25, 2020 before me, O. Brown Heagstedt, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared CHRISTINE MARY EMMONS  
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.  
Signature [Handwritten Signature]  
Signature of Notary Public



Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Bio Bond - Travelers Casualty And Surety Company of America  
Document Date: November 25, 2020 Number of Pages: 2  
Signer(s) Other Than Named Above: N/A

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Christine Mary Emmons  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_  
 Corporate Officer — Title(s): \_\_\_\_\_  
 Partner —  Limited  General  
 Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  
 Other: \_\_\_\_\_  
Signer Is Representing: \_\_\_\_\_

**Four Point Engineering**

**11 Red Canyon Road**

**Wellington, NV 89444**

**775-465-1216**

**fourpointengineering@gmail.com**

## **QUALIFICATION STATEMENT**

Carson City BMX lighting project- 2014 \$40,000.00

Carson City Public Works

Zack Doane 775-721-5006 (Four Point was a sub)

Bridge Street and East River Street repair project- 2015 \$150,000.00

Town of Truckee, CA

Mike Vaughan 530-414-3344

CSMS Army National Guard- curb, gutter, retaining wall project-2015  
\$120,000.00

State of Nevada Public Works

Dan Daily 775-684-4141



Driscoll's Strawberry and Associates- Infrastructure for new blueberry expansion, infrastructure for new blackberry expansion, Drainage improvements and fertilizer lift stations for strawberry division- 2015 \$450,000.00

Dan McClure 530-736-8497

Mammoth Elementary School Paving Lot Upgrades-2015 \$100,000.00

Haislip Hayes 760-934-8989

Lone Pine Paiute Shoshone Reservation- Well #5 upgrades-2016 \$120,000.00

John Bowden 760-264-3316

Bridgeport Sewer Force Main- 2016 \$30,000.00

BUPD

Tom Mullinax 760-932-7251

Carson City Indian Colony Sewer Lateral Project-2016 \$50,000.00

Louis Bernasconi 760-215-1946

Trout Creek Pocket Park-2016 \$200,000.00

Alexis Ollar 808-551-9262

Myron Drive Water Quality Improvement Project-2016 \$150,000.00

Jennifer Roman 775-588-7178

Pa-Me Lane Loop Water Line-2016 \$100,000.00

Terry Tye 760-920-1472

Johnson Lane Park Site Improvement Project-2016 \$580,000.00

Scott McCullough 775-790-5215

Big Pine Water Systems Improvements-2017 \$900,000.00

Alan Bacock 760-264-6706

Coleville Camp Antelope Demolition-2017 \$600,000.00

John Bowden 760-264-3316

Fort Independence Road Bore and Water Main Connection-2017 \$200,000.00

Carl Dahlberg 760-8785151

Sierra Lakes County Water District-2017 \$62,000.00

Bill Quesnel 530-913-7393

Bridgeport PUD HWY 182 Sewer Replacement-2017-2018 \$300,000.00

Tom Mullinax 909-730-8827

Bridgeport PUD Stock Drive CIPP Project-2018 \$150,000.00

Tom Mullinax 909-730-8827

Centennial Park Sewer Project-2017-2018 \$180,000.00

Rick Cooley 775-443-5352

Camp Antelope Improvement Project- 2018 \$1,000,000.00

John Bowden 760-264-3316

Smith Valley Fiber Optic Placement Project- 2018 \$300,000.00

Doug Curtis 775-721-0704

Town of Minden Water Line- 2018 \$200,000.00

Jeff Cady 775-721-8671

Fort McDermitt Paiute-Shoshone Tribe, Transfer station-2018 \$69,000.00

Louis Bernasconi 760-215-1946

Town of Gardnerville, Borda Storm Drain- 2018 \$31,874.00

Erik Nilssen 775-790-7975

Bridgeport PUD, Sinclair St. Cure in Place Pipe Project-2018 \$162,050.00

Tom Mullinax 760-932-7251

Big Pine Paiute Tribe, Irrigation Standpipe Replacement-2019/2020 \$290,160.00

Alan Bacock 760-264-6706

Fort McDermitt Paiute-Shoshone Tribe, Septage Ponds-2019 \$256,604.00

Louis Bernasconi 760-215-1946

Town of Gardnerville, High School Street Storm Drain-2020 \$93,285.00

Erik Nilssen 775-790-7975

Carson City Purchasing, Rifle Range-2020 \$768,882.05

Jeff Freeman 775-636-0802

Beatty Water and Sanitation District, Beatty Alley Water Main Replacement-2020

\$434,00.00

Marty Ugalde 775-315-7732

# Superintendent Board Report

November 2020

## Daily activities – Monday through Sunday

- Check and Record sewage pump operational hours at 29 lift stations
- Check and record all water plants, change chlorine canisters and poly as required (June Lake, Snow Creek, Peterson and Clark water plants)
- Check and record Snow Creek and Clark Diversions – (*Wednesday's*)
- Check and record sewage pump operational hours at Station 1 and Station 2
- Clean sludge beds when needed, inspect percolation ponds
- Safety Training

## Scheduled and Unscheduled activities which occurred during the normal workday

- Removed the buoy from the main intake to June Lake water plant.
- Drain the water line that feeds Silver Lake Resort and Silver Lake campground and blow out the line. Drain the Silver Lake Tract main water line for the winter.
- Repair the backflow device at Clark water plant.
- Cut up tree that was across the road to Snow Creek water plant.
- Put spare air compressor to Main Station #1.
- Drain Oh Ridge campground for the winter.
- Brought down the propane tank from Clark water plant to be refill and reinstalled the tank.

## On Call Activities for the month

- No Call Out

# June Lake Public Utility District Board Meeting December 9, 2020

## Manager's Report

1. Income Statement attached herein and discussion on the budget.
2. Overtime Report, 3.5 hours total for the Month of November.
3. Production vs. Consumption meter reads, please see attachments.
4. Black Mountain Software system update.
5. Sole bid on sewer line rehabilitation,
6. Covid-19 Industry **Guidance**: Energy and Utilities.

## guidance

[ˈɡɪdəns]

NOUN

1. advice or information aimed at resolving a problem or difficulty, especially as given by someone in authority.

"he looked to his father for inspiration and guidance"

*synonyms:*

advice · counsel · direction · instruction · teaching · counseling ·

[more]

2. the directing of the motion or position of something, especially a missile.

"a surface-to-air missile guidance system"

*synonyms:*

direction · control · leadership · management · supervision · superintendence ·

[more]

7. Preamble to the United States of America Constitution

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

8. First Amendment of the Constitution

***Congress shall make no law*** respecting an establishment of religion, or prohibiting the free exercise thereof; ***or abridging the freedom of speech***, or of the press; ***or the right of the people peaceably to assemble***, and to petition the Government for a redress of grievances.

June Lake PUD Water PRODUCED VS. SOLD in the Village for 2020 (Millon Gallons)					
		ACTUAL			
		Produced (MG)	Sold (MG)	Sold/Produced %	Total Water Sales \$
January		2.388	1.139	47.71%	
February		2.009	1.375	68.42%	
March		1.691	1.121	66.30%	
April		1.434	0.858	59.83%	
May		3.929	2.886	73.46%	
June		5.574	3.004	53.89%	
July		7.234	7.860	108.65%	
August		6.585	7.061	107.22%	
September		4.861	4.645	95.57%	
October		3.755	3.850	102.51%	
November		2.313	1.843	79.66%	<b>\$16,323.42</b>
December		-0.037	0.000	0.00%	
Total Actual		41.736	35.642	85.40%	

June Lake PUD Water PRODUCED VS. SOLD in the Down Canyon for 2020 (Millon Gallons)					
		ACTUAL			
		PRODUCED (MG)	SOLD (MG)	Sold/Produced %	Total Water Sales \$
January		1.428	1.091	76.41%	
February		1.485	0.857	57.71%	
March		1.159	0.851	73.46%	
April		1.018	0.676	66.40%	
May		2.588	2.289	88.46%	
June		4.227	2.318	54.84%	
July		5.323	2.725	51.20%	
August		4.343	4.337	99.86%	
September		3.314	5.341	161.17%	
October		2.673	2.351	87.95%	
November		1.622	1.532	94.46%	<b>\$17,160.92</b>
December		-0.037	0.000	0.00%	
Total Actual		29.144	24.370	83.62%	

SCHEDULE OF WORK ITEMS

Item No.	Qty	Description	Unit Price	Total Amount
1	Lump Sum	Mobilization/Demobilization, and Project Signs	120,000	120,000
2	104 Each	Setup of plug in line, excavation and removal of existing damaged pipe segment, furnishing and installation of replacement SDR-25 PVC sewer pipe segment matching existing size (6 to 12 – inches). Includes trenching, new subgrade, backfill, compaction testing, CCTV reinspection to ensure successful repair, and couplings for the unit price per each item of	6,600	686,400
3	Lump Sum	Clearing of blockages. Includes closed circuit television reinspection of pipe to ensure clearance of blockage for the unit of	280,000	280,000

Total Schedule of Work Items 1 Through 3    \$ 1,086,400





# COVID-19 INDUSTRY GUIDANCE: Energy and Utilities

July 29, 2020

[covid19.ca.gov](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/industry-guidance-energy-and-utilities.aspx)



## OVERVIEW

On March 19, 2020, the State Public Health Officer and Director of the California Department of Public Health issued an order requiring most Californians to stay at home to disrupt the spread of COVID-19 among the population.

The impact of COVID-19 on the health of Californians is not yet fully known. Reported illness ranges from very mild (some people have no symptoms) to severe illness that may result in death. Certain groups, including people aged 65 or older and those with serious underlying medical conditions, such as heart or lung disease or diabetes, are at higher risk of hospitalization and serious complications. Transmission is most likely when people are in close contact or in a poorly ventilated area with an infected person, even if that person does not have any symptoms or has not yet developed symptoms.

Precise information about the number and rates of COVID-19 by industry or occupational groups, including among critical infrastructure workers, is not available at this time. There have been multiple outbreaks in a range of workplaces, indicating that workers are at risk of acquiring or transmitting COVID-19 infection. Examples of these workplaces include hospitals, long-term care facilities, prisons, food production, warehouses, meat processing plants, and grocery stores.

As stay-at-home orders are modified, it is essential that all possible steps be taken to ensure the safety of workers and the public.

Key prevention practices include:

- ✓ physical distancing to the maximum extent possible,
- ✓ use of face coverings by workers (where respiratory protection is not required) and customers/clients,
- ✓ frequent handwashing and regular cleaning and disinfection,
- ✓ training workers on these and other elements of the COVID-19 prevention plan.

In addition, it will be critical to have in place appropriate processes to identify new cases of illness in workplaces and, when they are identified, to intervene quickly and work with public health authorities to halt the spread of the virus.

## PURPOSE

This document provides guidance for the energy and utilities industry to support a safe, clean environment for workers.

**NOTE:** Employers engaged in construction of energy and utilities infrastructure should also refer to the guidelines for construction employers available on the [COVID-19 Resilience Roadmap website](#).

The guidance is not intended to revoke or repeal any worker rights, either statutory, regulatory or collectively bargained, and is not exhaustive, as it does not include county health orders, nor is it a substitute for any existing safety and health-related

regulatory requirements such as those of Cal/OSHA.<sup>1</sup> Stay current on changes to public health guidance and state/local orders, as the COVID-19 situation continues. Cal/OSHA has more comprehensive guidance on their [Cal/OSHA General Guidelines on Protecting Workers from COVID-19 webpage](#). CDC has additional guidance [for businesses and employers](#).

## Required Use of Face Coverings

On June 18, CDPH issued [Guidance on the Use of Face Coverings](#), which broadly requires the use of face coverings for both members of the public and workers in all public and workplace settings where there is a high risk of exposure.

People in California must wear face coverings when they are engaged in work, whether at the workplace or performing work off-site, when:

- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
- Working in any space where food is prepared or packaged for sale or distribution to others;
- Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
- In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
- Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.

Complete details, including all requirements and exemptions to these rules, can be found in the [guidance](#). Face coverings are strongly encouraged in other circumstances, and employers can implement additional face covering requirements in fulfilling their obligation to provide workers with a safe and healthful workplace. Employers must provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them.

Employers should develop an accommodation policy for any worker who meets one of the exemptions from wearing a face covering. If a worker who would otherwise be required to wear a face covering because of frequent contact with others cannot wear one due to a medical condition, they should be provided with a non-restrictive alternative, such as a face shield with a drape attached to the bottom edge, if feasible, and if the medical condition permits it.

Businesses that are open to the public should be cognizant of the exemptions to wearing face coverings in the [CDPH Face Covering Guidance](#) and may not exclude any member of the public for not wearing a face covering if that person is complying with the [guidance](#). Businesses will need to develop policies for handling these exemptions among customers, clients, visitors, and workers.



## Worksite Specific Plan

- Establish a written, workplace-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas and work tasks, and designate a person at each establishment to implement the plan.
- Incorporate the [CDPH Face Covering Guidance](#) into the Workplace Specific Plan and include a policy for handling exemptions.
- Identify contact information for the local health department where the operation is located for communicating information about COVID-19 outbreaks among workers or customers.
- Train and communicate with workers and worker representatives on the plan and make the plan available to workers and their representatives.
- Regularly evaluate the establishment for compliance with the plan and document and correct deficiencies identified.
- Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.
- Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- Identify close contacts (within six feet for 15 minutes or more) of an infected worker and take steps to isolate COVID-19 positive worker(s) and close contacts.
- Adhere to the guidelines below. Failure to do so could result in workplace illnesses that may cause operations to be temporarily closed or limited.



## Strategic Operation Plan

- Identify whether decisions to increase/suspend/reduce operations at key accounts will impact load balancing.
- Determine whether the organization has identified facilities critical to the operation of the energy grid and has made accommodations for sequestering at those facilities (on-site food/water/hygiene/medical, family services, personal protective equipment, etc.).
- Develop a plan and process to prioritize work in areas involving exposure to hazardous substances, including prioritization of work orders and



requests and response times for leaks.

- Implement or expand programs that provide utility assistance such as the low-income home energy assistance program or similar methods that provide financial assistance for home air conditioner use.



## Topics for Worker Training

- Information on [COVID-19](#), how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work:
  - If a worker has symptoms of COVID-19 as [described by the CDC](#), such as a fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea, OR
  - If a worker was diagnosed with COVID-19 and has not yet been released from isolation, OR
  - If, within the past 14 days, a worker has had contact with someone who has been diagnosed with COVID-19 and is considered potentially infectious (i.e. still on isolation).
- To return to work after a worker receives a COVID-19 diagnosis only if 10 days have passed since symptoms first appeared, their symptoms have improved, and the worker has had no fevers (without the use of fever reducing medications) for the last 72 hours. A worker without symptoms who was diagnosed with COVID-19 can return to work only if 10 days have passed since the date of the first positive COVID-19 test.
- To seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
- The importance of frequent handwashing with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol (preferred) or 70% isopropanol (if the product is inaccessible to unsupervised children) when workers cannot get to a sink or handwashing station, per [CDC guidelines](#)).
- The importance of physical distancing, both at work and off work time

(see Physical Distancing section below).

- Proper use of face coverings, including:
  - Face coverings do not protect the wearer and are not personal protective equipment (PPE).
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Face coverings must cover the nose and mouth.
  - Workers should wash or sanitize hands before and after using or adjusting face coverings.
  - Avoid touching the eyes, nose, and mouth.
  - Face coverings must not be shared and should be washed or discarded after each shift.
- Information contained in the [CDPH Guidance for the Use of Face Coverings](#), which mandates the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings. Training should also include the employer's policies on how people who are exempted from wearing a face covering will be handled.
- Ensure any independent contractors, temporary, or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Information on paid leave benefits the worker may be entitled to receive that would make it financially easier to stay at home. See additional information on [government programs supporting sick leave and workers' compensation for COVID-19](#), including workers' sick leave rights under the [Families First Coronavirus Response Act](#) and workers' rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's [Executive Order N-62-20](#) while that Order is in effect.



## Individual Control Measures and Screening

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any personnel entering the facility. Non-workers entering the facility should be restricted to only those classified as essential by management and they must complete a temperature and/or symptom screening before entering. Make sure the temperature/symptom screener avoids close contact with workers to the extent possible.
- If requiring self-screening at home, which is an appropriate alternative to providing it at the establishment, ensure that screening was performed prior to the worker leaving the home for their shift and follows [CDC guidelines](#), as described in the Topics for Worker Training section above.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Employers must provide and ensure workers use all required protective equipment, including eye protection and gloves where necessary.
- Employers should consider where disposable glove use may be helpful to supplement frequent handwashing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.
- Provide the necessary equipment and accommodations for line crews that may need to respond to grid disruption, including all required safety equipment for crews operating in areas with high numbers of infections.
- Conduct daily safety briefings prior to field workers going on service calls and develop internal communications that can be regularly updated on the use of PPE and other mitigation requirements.



## Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas, such as break rooms, lunch areas, and changing areas, and areas of ingress and egress, including stairways and stairwells, handrails, and elevator controls. Frequently disinfect commonly used surfaces, including doorknobs, toilets, and handwashing facilities.
- Clean touchable surfaces between shifts or between users, whichever is more frequent, including but not limited to working surfaces, tools, handles and latches, and controls on stationary, hand-held, and



mobile equipment (including surfaces in the cabs of vehicles, two-way radios, gas detectors, electricity meters, and controls in aerial lift buckets).

- Avoid sharing phones, handheld mobile communications, office supplies, other work tools, or equipment wherever possible. Individually-assigned peripheral equipment (keyboards, handsets, headsets, chairs, etc.) should be provided wherever possible. Never share PPE.
- Ensure that sanitary facilities stay operational and stocked at all times and provide additional soap, paper towels, and hand sanitizer when needed. Provide additional sanitary facilities if several workers need to take use the restroom at the same time, e.g., during scheduled breaks.
- To minimize the risk of [Legionnaires' disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features are safe to use after a prolonged facility shutdown.
- Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the worker's job duties.
- When choosing disinfecting chemicals, employers should use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 70% alcohol that are appropriate for the surface. Provide workers training on the chemical hazards, manufacturer's directions, ventilation requirements, and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product instructions. Follow the [asthma-safer cleaning methods](#) recommended by the California Department of Public Health and ensure proper ventilation.
- For those field technicians using such equipment, require that hard hats and face shields be sanitized at the end of each shift. Clean the inside of the face shield, then the outside, then wash hands. Provide hand sanitizer to all field staff.
- Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and

ventilation in offices and other spaces.

- Modify offerings in on-site cafeterias, including using prepackaged foods, and safe options for drink, condiment, and flatware dispensing.



## Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between workers. These can include use of physical partitions or visual cues (e.g., floor markings or signs to indicate where workers should stand).
- Develop a process workflow with questions and talking points for workers to use at the customer's door to identify suspected COVID-19 concerns. The workflow will give workers the flexibility to gauge the situation when the response requires entering a home/building.
- Contact customers before visits to confirm appointments and check if there are infected people on premises; check again when workers are at the door. Request customers use face coverings during the visit and maintain safe distancing of at least six feet from workers.
- Consider offering workers who request modified duties options that minimize their contact with customers and other workers (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- Allow field personnel to call a "safety stop" when they are reluctant to enter a dwelling or other building. A field worker should call a supervisor and discuss what work is essential to complete immediately and proper precautions to take.
- Limit exposure for field technicians and personnel by implementing remote diagnostics and self-install/repair strategies, e.g., support through video calls and instruction videos, wherever possible.
- Adjust safety meetings to ensure physical distance and implement smaller safety meetings at facilities to maintain physical distancing guidelines.
- Transition all meetings and interviews to phone or virtual platforms or hold outside or in a space allowing for at least six feet of physical distance between workers.
- Utilize work practices, when feasible, to limit the number of workers on-site at one time. This may include scheduling (e.g., staggering shift start/end times) or rotating access to a designated area during a shift.

Stage facilities to stagger work and limit overlap of work crews. Place additional limitations on the number of workers in enclosed areas to ensure at least six feet of separation to limit transmission of the virus.

- Where physical distancing cannot be maintained, crews responding to outages or other service calls should drive separate vehicles if feasible. If not feasible, require that workers keep the cab well ventilated and do not reassign or comingle crew members.
- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- Designate separate entrances and exits and post signage to this effect.
- Reassign lockers or limit or stagger locker use to increase distance between workers.
- Information and communications technology resources should be appropriate to accommodate increased use of remote work arrangements consistent with business continuity plans, without compromising security. Consider conducting planned stress tests for these arrangements.
- For field workers operating in a restricted area or containment zone, organizations should consider:
  - Offering alternate lodging, such as mobile homes and RVs equipped with washer/dryers, showers, and kitchens.
  - Dividing workers into small teams and keeping those teams separated with assigned vehicles and different base camp/staging area locations. Consider rental options to keep the number of workers in a single vehicle low.
  - Instituting triple wellness checks with mandatory temperature and/or symptom screenings at arrival, at mid-shift, and when going off-duty, with a health survey.



## Additional Considerations for Protecting Control Centers

- Identify essential workers to develop effective strategies for mitigating their risk of infection. Develop a plan if they need to be removed from the workforce.
- Crews on shift work schedules should be segregated. System operators should be split (days/nights or split individual shifts) between primary and backup control centers. Operating night shifts and day shifts in different locations will provide a 12-hour window between occupation to allow for enhanced cleaning.
- Outside visitors should not be allowed in control centers (e.g., no tours or non-essential personnel from the same organization).
- Consider which, if any, personnel can perform their jobs in spaces adjacent to an existing control room.
- In any scenario where a shift of control center personnel is not in the same room, the lines of communication between workers should remain open, clear, and easily accessible.
- Workstations should allow for at least six feet of space between workers. Take into account room design and other physical space limitations, including the placement of wiring that may restrict options for where workstations can be located. Physical barriers between workers can be used for additional protection when six feet of distance is not possible.
- Contractors/vendors should be screened with a health questionnaire and/or temperature check before being allowed onsite for deliveries, repairs, etc. Access should be limited to critical activities only.
- Consider control room functions that can be performed remotely, like monitoring or data analytics.
- Control center support staff (engineering, transmission scheduling, compliance, etc.) should be allowed to work remotely (e.g., VPN) to the extent permissible.
- Logistics plans for housing operators onsite, including bedding, hygiene facilities, entertainment, and food accommodations, should be developed.

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<sup>1</sup>Additional requirements must be considered for vulnerable populations. The energy and utilities industry must comply with all [Cal/OSHA](#) standards and be prepared to adhere to its guidance as well as guidance from the [Centers for Disease Control and Prevention \(CDC\)](#) and the [California Department of Public Health \(CDPH\)](#). Additionally, employers should be prepared to alter their operations as those guidelines change.

