

**SAN JUAN WATER DISTRICT
BOARD MEETING AGENDA
9935 Auburn Folsom Road
Granite Bay, CA 95746**

**October 25, 2023
6:00 p.m.**

This Board meeting will be conducted both in-person at the District's Boardroom at the address above, and via videoconference. The District recommends that members of the public participate in Board meetings via videoconference per the instructions below.

To attend via videoconference, please use the following link:

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/245724141>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 245-724-141

Please mute your line.

Whether attending via videoconference or in person, the public is invited to listen, observe, and provide comments during the meeting. The Board President will call for public comment on each agenda item at the appropriate time.

*****Important Notice:** For any meetings that include a Closed Session, the videoconference will be terminated when the Board adjourns into Closed Session. Members of the public who would like to receive the report out from Closed Session and time of adjournment from Closed Session into Open Session and adjournment of the meeting should provide a valid email address to the District's Board Secretary, Teri Grant, at: tgrant@sjwd.org, before or during the meeting. No other business will be conducted after the Board adjourns from Closed Session into Open Session. Promptly after the meeting, the Secretary will email the written report to all persons timely requesting this information.

The Board may take action on any item on the agenda, including items listed on the agenda as information items. The Board may add an item to the agenda (1) upon a determination by at least three Board members that an emergency situation exists, or (2) upon a determination by at least four Board members (or by three Board members if there are only three Board members present) that the need to take action became apparent after the agenda was posted.

The public may address the Board concerning an agenda item either before or during the Board's consideration of that agenda item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker. Upon request, agenda items may be moved up to accommodate those in attendance wishing to address that item. Please inform the General Manager if you have such a request to expedite an agenda item.

Documents and materials that are related to an open session agenda item that are provided to the District Board less than 72 hours prior to a regular meeting will be made available for public inspection and copying at the District office during normal District business hours.

If you are an individual with a disability and need assistance or accommodation to participate in this Board meeting, please call Teri Grant, Board Secretary, at 916-791-0115, or email Ms. Grant at tgrant@sjwd.org.

Please silence cell phones and refrain from side conversations during the meeting.

I. ROLL CALL

II. PUBLIC FORUM AND COMMENTS

This is the opportunity for members of the public to comment on any item(s) that do not appear on the agenda. During the Public Forum, the Board may ask District staff for clarification, refer the matter to District staff or ask District staff to report back at a future meeting. The Board will not take action on any matter raised during the Public Forum, unless the Board first makes the determination to add the matter to the agenda.

III. CONSENT CALENDAR

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item removed after the motion to approve the Consent Calendar.

1. Minutes of the Board of Directors Meeting, September 27, 2023 (W & R)
Recommendation: Approve draft minutes
2. Treasurer's Report – Quarter Ending September 30, 2023 (W & R)
Recommendation: Receive and file
3. 2022/2023 Water Services Replacement Project (R)
Recommendation: To authorize and approve the award of a construction contract to apparent lowest responsive and responsible bidder for the 2022/2023 Water Services Replacement Project
4. WTP Filter Backwash Hoods Rehabilitation Project (W)
Recommendation: To authorize and approve Amendment No. 1 for professional engineering services to Kennedy Jenks for the WTP Filter Backwash Hoods Rehabilitation Project
5. Bayside Fields Development Project (W)
Recommendation: Adopt Resolution 23-10 accepting a dedicated waterline easement for a new pipeline and fire hydrant installation for the Bayside Fields development project, and authorize staff to accept and process the documents from the property owner

IV. PUBLIC HEARING

1. Delinquent Account Collection Changes (R)
Action: Consider second reading of Ordinance No. 23-01 or waiving second reading
Action: Consider adoption of Ordinance No. 23-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Section 3.5 of Ordinance No. 18000
Action: Approve Revisions to Board Policy No. FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy

V. OLD BUSINESS

1. Proposed ACWA Board Policies (W)
Action: Consider a motion to adopt Resolution 23-11 in opposition to certain proposed amendments to ACWA Board Policies GO-2.1(A), GO-2.9 and GO-2.10
2. Conjunctive Use and Groundwater Banking Activities Update (W & R)
Discussion
3. 2023 Hydrology and Operations Update (W & R)
Discussion

VI. NEW BUSINESS

1. Strategic Plan Update Process (W & R)
Discussion

VII. INFORMATION ITEMS

1. General Manager's Report
 - 1.1 General Manager's Monthly Report (W & R)
Staff Report on District Operations
 - 1.2 Miscellaneous District Issues and Correspondence
2. Director of Finance's Report
 - 2.1 Miscellaneous District Issues and Correspondence
3. Director of Operations' Report
 - 3.1 Miscellaneous District Issues and Correspondence
4. Director of Engineering Services' Report
 - 4.1 Miscellaneous District Issues and Correspondence
5. Legal Counsel's Report
 - 5.1 Legal Matters

VIII. DIRECTORS' REPORTS

1. Sacramento Groundwater Authority (SGA) – T. Costa
2. Regional Water Authority (RWA) – D. Rich
3. Association of California Water Agencies (ACWA)
 - 3.1 ACWA – P. Tobin
 - 3.2 Joint Powers Insurance Authority (JPIA) – P. Tobin
 - 3.3 Energy Committee – T. Costa
4. Central Valley Project (CVP) Water Association – T. Costa
5. Other Reports, Correspondence, Comments, Ideas and Suggestions

IX. COMMITTEE MEETINGS

1. Finance Committee – October 17, 2023
<https://www.sjwd.org/2023-10-17-committees-meeting-finance>
2. Engineering Committee – October 18, 2023
<https://www.sjwd.org/2023-10-18-committees-meeting-engineering>

X. UPCOMING EVENTS

1. 2023 ACWA Fall Conference
November 28-30, 2023
Indian Wells, CA

President Rich to call for Closed Session

XI. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) - one case
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Section 54956.9)
Citrus Heights Water District, et al. vs. San Juan Water District, Case Number: 23WM000080, Sacramento County Superior Court

XII. OPEN SESSION

Report from closed session

XIII. ADJOURN

UPCOMING MEETING DATES

November 8, 2023
December 13, 2023

I declare under penalty of perjury that the foregoing agenda for the October 25, 2023, regular meeting of the Board of Directors of San Juan Water District was posted by October 20, 2023, on the outdoor bulletin boards at the District Office Building, 9935 Auburn Folsom Road, Granite Bay, California, and was freely accessible to the public. The agenda and the board packet was also posted on the District's website at sjwd.org.

Teri Grant, Board Secretary

SAN JUAN WATER DISTRICT

Board of Director's Board Meeting Minutes
September 27, 2023 – 6:00 p.m.

BOARD OF DIRECTORS

Dan Rich	President
Manuel Zamorano	Vice President
Ted Costa	Director
Ken Miller	Director
Pam Tobin	Director

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Director of Operations
Andrew Pierson	Director of Engineering
Devon Barrett	Customer Service Manager
Adam Larsen	Field Services Manager
Greg Turner	Water Treatment Plant Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Ryan Jones	General Counsel
Elizabeth Ewens	Water Counsel
Kristen Castanos	Water Counsel

OTHER ATTENDEES

Bryan	
Dexter	
Ted	
Rod Wood	Citrus Heights Water District
Sandy Harris	Customer
Alan Driscoll	Forsgren Associates Inc.
Brynn Jensen	Forsgren Associates Inc.
Patrick Dyer	MGT Consulting
Craig Locke	Sacramento Suburban Water District
Mike Spencer	SJWD Employee

AGENDA ITEMS

- I. **Roll Call**
- II. **Public Forum and Comments**
- III. **Consent Calendar**
- IV. **Old Business**
- V. **New Business**
- VI. **Information Items**
- VII. **Directors' Reports**
- VIII. **Committee Meetings**
- IX. **Upcoming Events**
- X. **Adjourn**

President Rich called the meeting to order at 6:00 p.m.

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present: Ted Costa, Ken Miller, Dan Rich, Pam Tobin, and Manuel Zamorano.

II. PUBLIC FORUM

[Due to technical difficulties, the meeting was re-started at this point so that members of the public who were listening remotely could hear the meeting.]
There were no public comments.

III. CONSENT CALENDAR

All items under the consent calendar are considered to be routine and are approved by one motion. There will be no separate discussion of these items unless a member of the Board, audience, or staff request a specific item removed after the motion to approve the Consent Calendar.

1. Minutes of the Board of Directors Meeting, August 23, 2023 (W & R)

Recommendation: Approve draft minutes

2. Air Release Valve Replacement Program (R)

Recommendation: To authorize the Director of Engineering Services to approve a construction contract amendment to increase the construction budget by up to \$70,000 with Navajo Pipelines, Inc. (Navajo) for the Air Release Valve Replacement Program 2022/2023

Director Costa moved to approve the Consent Calendar. Vice President Zamorano seconded the motion and it carried unanimously.

IV. OLD BUSINESS

1. Cost Allocation Plan (W & R)

GM Helliker began his report; however, it was determined that access to the meeting remotely was compromised due to the speaker system being on mute. The meeting was restarted at Agenda Item II - Public Forum.

GM Helliker reviewed his written staff report which was included in the Board packet. In response to President Rich's question, GM Helliker explained that his cost allocation was the same as the previous general manager's at 90% wholesale and 10% retail, which was arrived at after a time study was completed. He recently completed an analysis and arrived at an 85% wholesale and 15% retail cost allocation. GM Helliker informed the Board that CHWD and FOWD suggested different methodologies for cost allocation. Ms. Silva informed the Board that taking an average of their various methodologies would result in an estimated \$187,500 decrease to the wholesale division, or \$55-60,000 per year decrease per agency. GM Helliker informed the Board that the consultant did not recommend any of CHWD and FOWD's suggested methodologies.

GM Helliker informed the Board that CHWD and FOWD provided comments that were responded to then he reviewed the components of the cost allocation plan. A copy of the plan was attached to the staff report. The plan document covered: Project Scope; Materiality of Expense; Summary of Currently Allocations and Direct Charges Methods;

Items of Cost – With Current Allocation and Direct Charge Methods; Current Labor Allocations; and MGT Recommendations.

In response to President Rich's question, Ms. Silva informed the Board that there were only five positions that were reviewed in detail and 4 of those positions received a cost allocation adjustment as seen on page 13 of the plan. In addition, she informed the Board that going forward the number of employees percentage of 37.4% wholesale and 62.6% retail will be used for such items as all-staff training.

President Rich called for public comments.

Rod Wood, a Citrus Heights Water District representative, addressed the Board and provided a copy of the April 25, 2023, letter from CHWD and FOWD, which can be found: <https://www.sjwd.org/files/caafb6dfb/CHWD+FOWD+CAP+Letter+to+SJWD+Board+4-25-23+with+Attachments.pdf>. He stated that the two agencies do not agree with the final plan and have issues with some elements of the plan which were addressed in the letter. In addition, he mentioned that CHWD is excited to work with SJWD through the 2x2 ad hoc committee to have joint meetings with the staffs, review the issues, discuss the wholesale rate plan, discuss use of existing wells as backup during drought conditions, and an endless number of opportunities to move forward with. He stated that a joint board meeting with CHWD, FOWD and SJWD would be beneficial to discuss the cost allocation plan.

Mr. Patrick Dyer, MGT consultant, informed the Board that the information that they have summarizes a lot of the back and forth between the agencies. He stated that cost allocation for SJWD is complex and is different than how the stakeholders' agencies allocate costs. Director Costa explained how SJWD was formed and how the Granite Bay retail service area was put under SJWD wholesale at that time.

The Board discussed setting up a joint board meeting with the agencies and that topics could be submitted to GM Helliker for the agenda. Director Miller voiced concern regarding setting up a joint board meeting and noted that the 2x2 committees were set up to resolve issues but that is not happening. In addition, there was concern regarding the pending lawsuit that CHWD and FOWD filed against SJWD. Vice President Zamorano agreed with Director Miller's concerns.

Director Tobin did not agree with those concerns and asked CHWD to share what their specific goal was in attending the meeting tonight. Mr. Wood commented that the benefit of a joint board meeting would be that the policy makers can listen to both sides and make decisions. In addition, he stated that an independent third party (the courts) could be used to come to agreement should there be no agreement regarding the cost allocation plan. He commented that he felt that ongoing discussions via the 2x2 committee is an effective way to start the process to open the channels of communication. Director Costa commented that the 2x2s were set up for the purpose of discussing groundwater banking. Director Costa asked what CHWD wanted the cost allocation for the general manager to be and Mr. Wood would not elaborate.

Director Tobin commented that there may be some basic misunderstandings of how the process worked and how the costs were allocated but does not feel that a lawsuit is the answer and that the agencies can work through this. She suggested that Mr. Dyer facilitate a meeting to discuss the cost allocation plan. Director Miller reiterated his

concern regarding the lawsuit and further discussions with the agencies. GM Helliker recommended that the Board take into consideration Mr. Wood's suggestion then respond back to CHWD.

2. Conjunctive Use and Groundwater Banking Activities Update (W & R)

GM Helliker reported that the 2x2 CHWD/SJWD Ad Hoc Committee met on September 5, 2023. The agenda included discussion on groundwater banking, water transfers, cost allocation plan, and the financial plan; however, the main topic discussed was the cost allocation plan. He reported that the next meeting was not scheduled.

GM Helliker reported that the 2x2 FOWD/SJWD Ad Hoc Committee met September 26, 2023. He stated that a FOWD member complained that there was not much progress made after five meetings and this was the 6th meeting. GM Helliker explained that the first meeting was to discuss the approach, the 2nd meeting was a briefing from Trevor Joseph (RWA), the 3rd meeting covered topics to address as part of a partnership, and the 4th and 5th meetings were presentations from FOWD regarding aquifer storage and recovery permit. He explained that the most recent meeting included discussing the permit further and directing the General Managers to develop a scope for doing the permit for wells, not just in Fair Oaks, but in Citrus Heights and Orangevale. GM Helliker reviewed the slides from RWA regarding the Sacramento Regional Water Bank, which was presented at the committee meeting. He informed the Board that the project description still needs to be finalized and they are working with legal counsel on the comments. Director Costa suggested that the RWA slides be shared at a joint board meeting.

3. 2023 Hydrology and Operations Update (W & R)

GM Helliker reviewed data on Folsom Reservoir, which included the current storage level, data on releases, temperature and precipitation outlooks, and storage levels and projections.

GM Helliker reviewed the drought forecast, which showed this region to be in normal conditions. He informed the Board that Folsom Reservoir is projected to be at 519,000 acre feet by the end of December.

V. NEW BUSINESS

1. Delinquent Account Collection Changes (R)

Mr. Barrett reviewed the staff report which was included in the Board packet. He explained that the revision to the ordinance is to introduce the property tax roll process as a means of collecting delinquencies. He explained that if the Board decides to move forward with this ordinance revision, then there will be a public hearing at the October Board meeting. Ms. Silva explained that if this process is used then Mr. Barrett would return for Board approval to place the delinquent accounts on the property tax rolls in the summer of each year.

Vice President Zamorano expressed concern regarding renters being delinquent on an account, yet the homeowner's property would face a tax roll lien. Ms. Silva explained that the property owner is already responsible for payment of the water bill, and they would have to take the issue up with the tenant. In addition, she explained that there are many utility agencies that use the tax roll lien process as their only way to collect their

fees on an annual basis. Mr. Barrett explained that the property owner is already the one to receive the water bill and a courtesy copy is sent to the tenant when requested.

Director Costa moved to introduce and waive the first reading of Ordinance No. 23-01 – An Ordinance of the Board of Directors of the San Juan Water District Amending Section 3.5 of Ordinance 18000. Director Tobin seconded the motion and it carried with 4 Aye votes and one No vote (Zamorano).

VI. INFORMATION ITEMS

1. GENERAL MANAGER’S REPORT

1.1 General Manager’s Monthly Report (W & R)

GM Helliker provided the Board with a written report for August which was included in the Board packet.

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that the Water Board is holding a workshop on conservation standards on October 4th, and they have been working with a group that ACWA has organized. He informed the Board that written comments are due on October 17th. In addition, a Sacramento Bee journalist is writing an article on the standards.

2. DIRECTOR OF FINANCE’S REPORT

2.1 Miscellaneous District Issues and Correspondence

Ms. Silva reported that the property insurance bill was received in the amount of \$130,000 as compared to the budgeted amount of \$129,000. In addition, she reported that she received approval from the State Water Resources Control Board to submit reimbursement requests for the construction costs of the Hinkle Reservoir project. Therefore, she submitted a request for approximately \$19 million and anticipates the funds in about 6 weeks.

Ms. Silva informed the Board that she will be attending the CalPERS Education Forum next week to receive updates on pension and healthcare. She reported that the next meeting of the ad hoc committee on benefits will be scheduled shortly thereafter.

3. DIRECTOR OF OPERATIONS’ REPORT

3.1 Miscellaneous District Issues and Correspondence

No report.

4. DIRECTOR OF ENGINEERING SERVICES’ REPORT

4.1 Miscellaneous District Issues and Correspondence

No report.

5. LEGAL COUNSEL’S REPORT

5.1 Legal Matters

No report.

VII. DIRECTORS' REPORTS

1. SACRAMENTO GROUNDWATER AUTHORITY (SGA)

No report.

2. REGIONAL WATER AUTHORITY (RWA)

No report.

3. ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

3.1 ACWA - Pam Tobin

Director Tobin reviewed her written report which was included in the Board packet. She reported that she will also be attending the State Board workshop on conservation standards to provide testimony as ACWA President.

3.2 Joint Powers Insurance Authority (JPIA) - Pam Tobin

Director Tobin reviewed her written report which was included in the Board packet. She reported that ACWA JPIA recently completed their healthcare premium analysis.

3.3 Energy Committee - Ted Costa

No report.

4. CVP WATER USERS ASSOCIATION

Director Costa reported that CVP Water Users Association met August 31, 2023.

5. OTHER REPORTS, CORRESPONDENCE, COMMENTS, IDEAS AND SUGGESTIONS

Director Tobin reported that she attended the Sacramento LAFCo advisory meeting and met the other board members.

Director Costa informed the Board that he would be attending the Air Resources Board meeting regarding hydrogen power – Mr. Barela asked that he share the information with him.

VIII. COMMITTEE MEETINGS

1. Finance Committee – September 19, 2023

The committee meeting minutes were included in the Board packet.

At 7:34 p.m., President Rich announced that the Board was adjourning to Closed Session.

IX. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to California Government Code Section 54956.9(d)(2) - one case

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Section 54956.9)

Citrus Heights Water District, et al. vs. San Juan Water District, Case Number: 23WM000080, Sacramento County Superior Court

X. OPEN SESSION

The Board gave direction to Legal Counsel.

XI. ADJOURN

The meeting was adjourned at 8:29 p.m.

DAN RICH, President
Board of Directors
San Juan Water District

ATTEST: _____
TERI GRANT, Board Secretary

The meeting minute attachments are located under Meeting Minutes – *Draft* on the webpage.

STAFF REPORT

To: Finance Committee
From: Donna Silva, Director of Finance
Date: October 25, 2023
Subject: Treasurer's Report – Quarter Ending September 30, 2023

RECOMMENDED ACTION

This report is for information only and will be filed with the meeting minutes.

BACKGROUND

The purpose of the treasurer's report is to update the Board and the public on the status of the District's cash balances and investments, and highlight material changes from one period to another. The scope of this report covers the first quarter of fiscal year 2023-2024, ending September 30, 2023.

The District's investment objectives are established by the Board approved Investment Policy. The Investment Policy is guided and constrained by the California Government Code. The Board periodically reviews and adjusts the Investment Policy to ensure ongoing compliance with the government code and to maximize investment flexibility as permitted. The current Investment Policy has the following objectives for the portfolio:

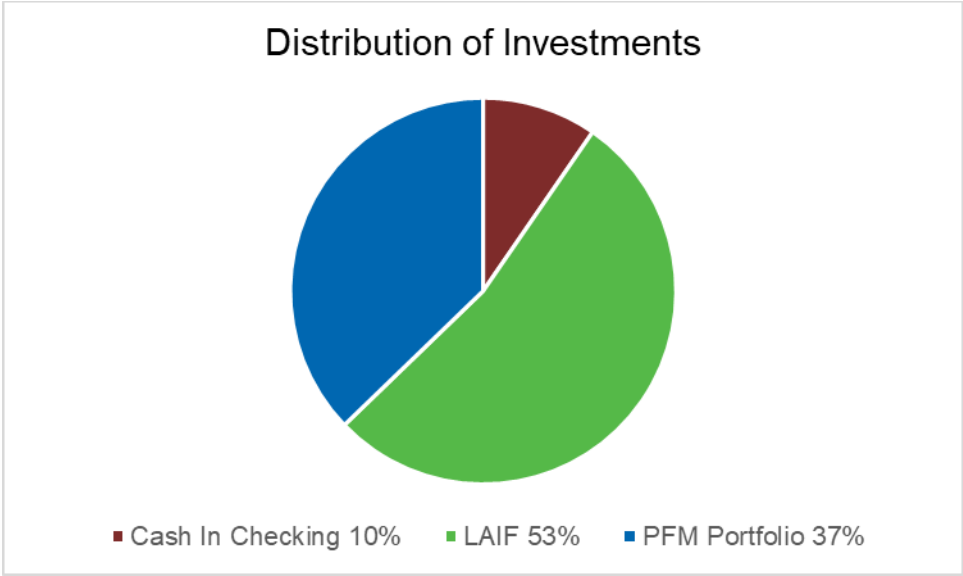
1. Safety
2. Liquidity
3. Yield

Attached is the quarterly Treasurer's Report for the three months ended September 30, 2023.

At June 30, 2023, the end of the previous quarter, the value of the District's total portfolio was \$26.9 million. Since that time, the value of the District's portfolio decreased by \$1.1 million for an ending balance of \$25.9 million as of September 30, 2023. The decline in the portfolio is due to cash outlay for the Hinkle Reservoir project. Staff has been working diligently to draw down on the loan from the State Revolving Loan Fund (SRF), but the process is long and arduous. Cash and short-term investments decreased by \$1,919,694. Medium term investments increased by \$28,684 and long-term investments increased by \$770,647.

The funds are currently held as follows:

Cash at Banking Institutions	\$2,485,260.68
Local Agency Investment Fund (LAIF)	13,756,483.73
PFM Managed Investment Portfolio	<u>9,623,593.36</u>
	\$25,865,337.77

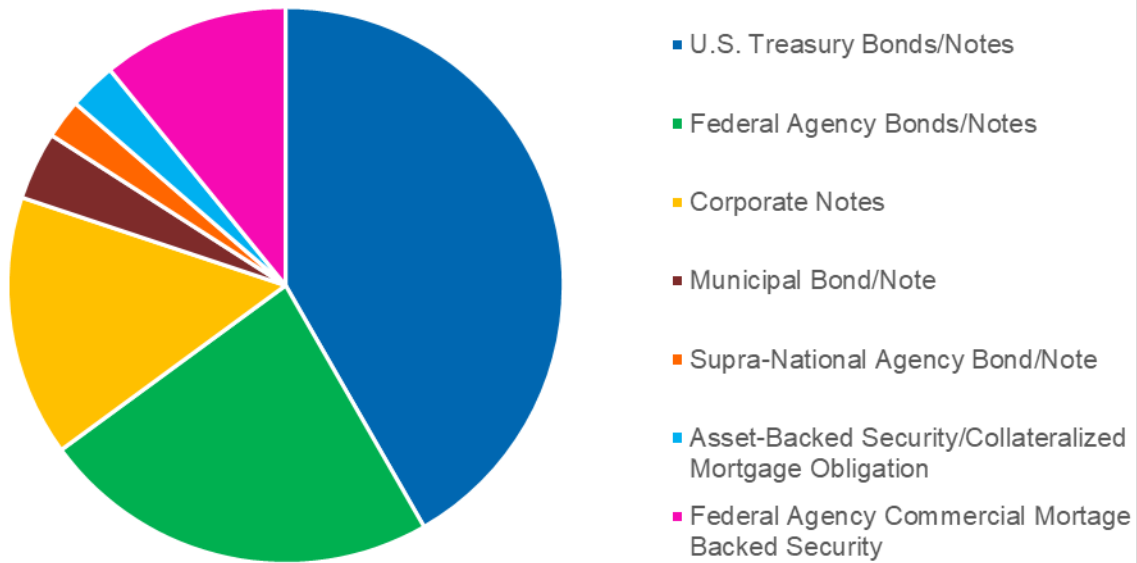


The overall portfolio is diversified with 37% invested in marketable securities (PFM Portfolio), 53% invested in short-term investments that are considered liquid (LAIF) and 10% on deposit with US Bank. Staff, in conjunction with your financial advisors, periodically review the mix of liquid and long-term investments and adjusts the portfolio according to the market conditions and the District's short term cash needs.

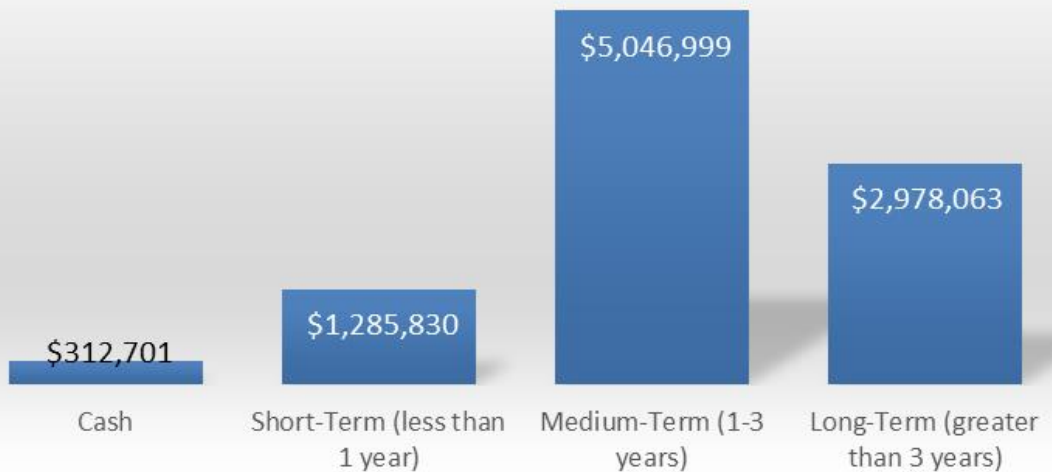
All securities held are in conformance with those permitted by the District's Investment Policy. There are sufficient funds to meet the District's expenditure requirements for the next six months.

The mix and duration of investments are displayed in the following charts:

Mix of Investments - PFM Portfolio



Duration of PFM Portfolio



In spite of continued rate hikes, inflation remained relatively unchanged from the previous quarter end. In response to those rate hikes interest rates on investments have continued to increase, creating an opportunity for the District to add higher yielding investments to the portfolio.

The portfolio is still performing well relative to the benchmark (Bank of America Merrill Lynch "BAML" 0-5 year Treasury Index) on an historical basis.

Total Returns – period ending September 30, 2023

	Duration (years)	Quarter Ending 9/30/2023	Past Year	Since Inception
San Juan Water District	2.14	.46%	-.78%	1.23%
BAML 0-5 Year Treasury Index	1.98	.50%	-1.04%	.96%

**San Juan Water District
Treasurer's Report
September 30, 2023**

	Yield %	Par Value	Cost	Current Market Value	Maturity Date
CASH & DEMAND DEPOSITS - US Bank:	0.25	2,485,260.68	2,485,260.68	2,485,260.68	na
LOCAL AGENCY INVESTMENT FUND (LAIF)	3.534%	13,756,483.73	13,756,483.73	13,756,483.73	na
PFM MONEY MARKET ACCOUNT	na	312,700.82	312,700.82	312,700.82	na
LONG-TERM INVESTMENTS (PFM Investment Portfolio):					
<i>U.S. Treasury Bonds/Notes:</i>					
US Treasury Notes	2.52%	155,000.00	152,226.95	154,176.56	11/30/2023
US Treasury Notes	2.56%	15,000.00	15,044.53	14,896.88	12/31/2023
US Treasury Notes	0.35%	34,000.00	35,751.80	33,575.00	2/29/2024
US Treasury Notes	0.34%	150,000.00	149,619.14	146,578.13	3/15/2024
US Treasury Notes	1.90%	125,000.00	125,566.41	122,519.53	4/30/2024
US Treasury Notes	1.78%	150,000.00	151,546.88	146,179.68	6/30/2024
US Treasury Notes	1.39%	15,000.00	15,525.59	14,589.84	7/31/2024
US Treasury Notes	0.33%	30,000.00	31,327.73	28,767.19	10/31/2024
US Treasury Notes	2.72%	190,000.00	181,954.69	180,084.38	1/15/2025
US Treasury Notes	0.64%	120,000.00	118,715.63	111,225.00	4/30/2025
US Treasury Notes	0.67%	145,000.00	142,564.45	131,927.35	9/30/2025
US Treasury Notes	0.78%	100,000.00	97,882.81	90,640.62	10/31/2025
US Treasury Notes	1.02%	175,000.00	170,515.63	158,511.71	11/30/2025
US Treasury Notes	0.77%	125,000.00	122,753.91	112,968.75	12/31/2025
US Treasury Notes	2.95%	250,000.00	227,343.75	225,000.00	1/31/2026
US Treasury Notes	3.19%	260,000.00	235,381.25	234,000.00	1/31/2026
US Treasury Notes	1.15%	310,000.00	301,644.53	279,048.42	2/28/2026
US Treasury N/B Notes	0.81%	85,000.00	84,731.05	76,314.06	5/31/2026
US Treasury N/B Notes	2.99%	135,000.00	123,725.39	121,204.69	5/31/2026
US Treasury N/B Notes	0.79%	200,000.00	199,562.50	179,562.50	5/31/2026
US Treasury N/B Notes	2.77%	135,000.00	124,300.20	120,466.41	9/30/2026
US Treasury Notes	3.21%	160,000.00	140,662.50	137,050.00	6/30/2027
US Treasury Notes	3.40%	130,000.00	123,251.17	118,807.81	8/15/2027
US Treasury N/B Notes	3.93%	295,000.00	294,216.41	285,965.63	12/31/2027
US Treasury N/B Notes	3.83%	220,000.00	221,598.44	214,328.14	2/29/2028
US Treasury N/B Notes	3.53%	220,000.00	220,962.50	210,925.00	3/31/2028
US Treasury N/B Notes	3.61%	245,000.00	243,832.42	233,515.63	4/30/2028
Subtotal		4,174,000.00	4,052,208.26	3,882,828.91	
<i>Supra-National Agency Bond/Note</i>					
Int'l Bk Recon & Develop Corp Notes	0.32%	75,000.00	74,838.75	74,437.50	11/24/2023
Inter-American Devel Bk Notes	0.52%	145,000.00	144,892.70	138,004.91	9/23/2024
Subtotal		220,000.00	219,731.45	212,442.41	
<i>Municipal Bonds/Notes</i>					
CA ST Taxable GO Bonds	1.87%	100,000.00	102,001.00	100,000.00	10/1/2023
Mississippi St-A-Txbl Municipal Bonds	0.57%	100,000.00	100,000.00	94,620.00	11/1/2024

continued next page.....

...continued	Yield %	Par Value	Cost	Value	Date
OR ST Dept Trans Txbi Rev Bonds	0.57%	70,000.00	70,000.00	66,427.20	11/15/2024
FL ST Board of Admin Txbi Rev Bonds	1.11%	20,000.00	20,141.40	18,587.80	7/1/2025
FL ST Board of Admin Txbi Rev Bonds	1.26%	55,000.00	55,000.00	51,116.45	7/1/2025
Los Angeles CCD, CA Taxable GO Bonds	0.77%	40,000.00	40,000.00	36,966.00	8/1/2025
Subtotal		385,000.00	387,142.40	367,717.45	

Federal Agency Commercial Mortgage-Backed Security

Fannie Mae - ACES	2.14%	23,322.86	24,456.19	23,058.61	3/1/2024
FHMS K043 A2	1.95%	100,000.00	104,953.13	96,934.48	12/1/2024
FHMA K061 A2	4.31%	105,000.00	101,767.97	99,446.83	11/1/2026
FHMS K064 A2	4.98%	100,000.00	94,328.13	93,834.65	3/1/2027
FHLMC Multi-family Structured	4.97%	55,000.00	51,856.84	51,505.54	4/1/2027
FHLMC Multi-family Structured	5.01%	90,000.00	84,164.06	83,784.99	6/1/2027
FHMS K507 A1	5.19%	100,000.00	98,430.70	97,771.36	4/1/2028
FHMS KJ46 A1	4.78%	79,922.65	79,920.65	78,431.61	6/1/2028
FHMS K505 A2	4.59%	10,000.00	100,998.80	98,160.45	6/1/2028
FNA 2023-M6 A2	4.58%	100,000.00	98,304.69	95,546.82	7/1/2028
FHMS K506 A2	4.99%	100,000.00	98,520.70	97,157.04	8/1/2028
FHMS K507 A2	5.07%	100,000.00	98,804.70	98,188.68	9/1/2028
Subtotal		963,245.51	1,036,506.56	1,013,821.06	

Federal Agency Bonds/Notes:

Fannie Mae Notes (Callable)	0.31%	125,000.00	124,987.50	124,211.88	11/16/2023
Fannie Mae Notes	0.20%	100,000.00	100,152.00	99,204.30	11/27/2023
Freddie Mac Notes	0.28%	45,000.00	44,955.45	44,596.94	12/4/2023
Federal Home Loan Bank Notes	2.72%	50,000.00	51,485.00	49,800.40	12/8/2023
Freddie Mac Notes	1.52%	250,000.00	249,807.50	237,458.00	2/12/2025
Federal Home Loan Bank Notes	0.60%	100,000.00	99,504.00	93,047.30	4/14/2025
Fannie Mae Notes	0.67%	125,000.00	124,742.50	116,400.75	4/22/2025
Fannie Mae Notes	0.61%	160,000.00	160,118.40	148,992.96	4/22/2025
Fannie Mae Notes	0.54%	145,000.00	144,699.85	133,884.16	6/17/2025
Freddie Mac Notes	0.48%	90,000.00	89,551.80	82,603.62	7/21/2025
Fannie Mae Notes	0.47%	100,000.00	99,532.00	91,422.60	8/25/2025
Fannie Mae Notes	0.49%	135,000.00	134,269.65	123,420.51	8/25/2025
Fannie Mae Notes (Callable)	4.00%	315,000.00	314,984.25	307,207.53	8/28/2025
Freddie Mac Notes	0.44%	140,000.00	139,578.60	127,671.18	9/23/2025
Freddie Mac Notes	0.47%	175,000.00	174,177.50	159,588.98	9/23/2025
Fannie Mae Notes	0.51%	105,000.00	104,960.10	95,511.36	11/7/2025
Federal Home Loan Bank Notes (Callable)	5.40%	130,000.00	130,000.00	128,878.49	2/23/2026
Subtotal		2,290,000.00	2,287,506.10	2,163,900.96	

Corporate Notes:

Bank of America Corp Note	0.81%	75,000.00	75,000.00	74,534.63	10/24/2024
Toyota Motor Credit Corp Corp Notes	1.58%	30,000.00	30,293.10	28,495.77	2/13/2025
Toyota Motor Credit Corp Corp Notes	1.58%	45,000.00	45,439.65	42,743.66	2/13/2025
Amazon.com Inc. Corp Notes	3.06%	50,000.00	49,920.50	48,282.15	4/13/2025
Citigroup Inc Corp (Callable) Notes	0.98%	25,000.00	25,000.00	24,144.23	5/1/2025

continued next page.....

...continued	Yield %	Par Value	Cost	Current Market Value	Maturity Date
Citigroup Inc Corp (Callable) Notes	0.91%	25,000.00	25,066.25	24,144.22	5/1/2025
Goldman Sachs Group Inc. Corp Notes	0.94%	65,000.00	72,616.70	62,665.98	5/22/2025
JP Morgan Chase & Co. Corp (Callable)Notes	0.77%	90,000.00	90,000.00	85,729.41	8/9/2025
JP Morgan Chase & Co Corp Notes (Callab	3.83%	100,000.00	92,292.00	95,254.90	8/9/2025
Bristol-Myers Squibb Co Corporate Notes	0.98%	35,000.00	34,651.40	31,750.46	11/13/2025
Bank of America Corp Notes (Callable)	3.38%	70,000.00	70,000.00	67,096.33	4/2/2026
Paccar Financial Corp	4.90%	100,000.00	10,411.00	99,487.50	8/10/2026
Target Corp (Callable)	1.99%	15,000.00	14,974.50	13,534.17	1/15/2027
Target Corp Corporate (Callable) Notes	1.96%	60,000.00	59,963.40	54,136.68	1/15/2027
Bank of New York Mellon Corp (Callable)	1.98%	100,000.00	100,322.00	89,383.60	1/26/2027
Adobe Inc (Callable) Corp Note	4.20%	100,000.00	92,310.00	90,779.20	2/1/2027
PNC Financial Services Corp Notes (Callab	4.69%	105,000.00	98,590.80	95,748.77	5/19/2027
PNC Financial Services Corp Notes (Callab	4.80%	110,000.00	102,786.20	100,308.23	5/19/2027
Amazon.com Inc. (Callable) Corp Notes	3.56%	110,000.00	98,514.90	95,265.28	6/3/2027
Home Depot Inc. Corp (Callable) Notes	4.16%	100,000.00	94,340.00	91,580.20	9/14/2027
John Deere Capital Corp	4.98%	45,000.00	44,932.95	44,329.50	7/14/2028
John Deere Capital Corp	4.73%	55,000.00	55,539.00	54,180.50	7/14/2028
Subtotal		1,510,000.00	1,382,964.35	1,413,575.37	
<i>Asset-Backed Security/Collateralized Mortgage Obligation:</i>					
Harot 2021-I A3	0.27%	6,958.01	6,957.87	6,838.65	4/21/2025
Hart 2021-A A3	0.38%	8,688.90	8,687.99	8,517.43	9/15/2025
Carmx 2021-1 A3	0.34%	5,633.41	5,632.31	5,493.17	12/15/2025
TAOT 2021-C A3	0.43%	26,008.69	26,006.61	25,152.21	1/15/2026
Carmx 2021-2 A3	0.52%	15,718.46	15,715.07	15,249.75	2/17/2026
Hart 2021-C A3	0.75%	12,853.01	12,850.13	12,420.74	5/15/2026
DCENT 2021-A1 A1	0.58%	30,000.00	29,993.58	28,537.78	9/15/2026
Harot 2023-3 A3	5.42%	65,000.00	64,986.60	64,796.48	2/18/2028
Taot 2023-C A3	5.17%	20,000.00	19,995.48	19,840.98	4/17/2028
Fitat 2023-1 A3	5.53%	70,000.00	69,995.66	69,759.19	8/15/2028
Subtotal		260,860.48	260,821.30	256,606.38	
TOTAL LONG TERM INVESTMENTS		9,803,105.99	9,626,880.42	9,310,892.54	
TOTAL CASH & INVESTMENTS AT 09/30/2023		26,357,551.22	26,181,325.65	25,865,337.77	

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: October 25, 2023
Subject: 2022/2023 Water Services Replacement Project – Construction Contract

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Director of Engineering Services to approve a construction contract with Flowline Contractors, Inc. (Flowline) for the amount of \$1,216,934 with a construction contingency of \$121,693 (10%) for a total authorized budget of \$1,338,627. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

BACKGROUND

This Project includes the replacement of 95 water services, 10 fire hydrants, 6 air release valves, and a blowoff that are in the Hidden Oaks Subdivision of Granite Bay.

This Project is the first year of the District’s annual Service Replacement Project that was identified in the 2020 Retail Master Plan. The purpose of the Project is to replace aged, leaking, and deficient water facilities including services, fire hydrant, air release valves, and blow-offs.

The design for the Project was completed in-house, and the Engineer’s construction estimate is approximately \$1.7 million.

CURRENT STATUS

Eleven (11) contractors attended the mandatory pre-bid meeting, and seven (7) bids were received on October 16, 2023. The Bid outcomes are summarized as follows:

Bidder	Bid Amount
Flowline Contractors, Inc.	\$1,216,934.00
C&D Contractors, Inc.	\$1,354,118.00
Lund Construction Co.	\$1,377,725.00
McGuire Hester	\$1,563,500.00
Caggiano General Engineering, Inc.	\$1,945,940.80
Mountain Cascade, Inc.	\$1,972,691.00
Rawles Engineering Inc.	\$2,279,125.00

Flowline was the lowest responsive, responsible bidder. Flowline’s bid documents were reviewed and found to be complete and in order, including license, insurance, and bonds.

FINANCIAL CONSIDERATIONS

The Project is included FY 2023/2024 Retail CIP Budget.

STAFF REPORT

To: Board of Directors
From: Mark Hargrove, Senior Engineer
Date: October 25, 2023
Subject: WTP Filter Backwash Hood Facilities Rehabilitation, Amendment No. 1 for Engineering Services

RECOMMENDED ACTION

Staff requests a Board motion to authorize the Director of Engineering Services to approve Amendment No. 1 to Kennedy Jenks (KJ) to provide additional engineering services for the Water Treatment Plant Filter Backwash Hood Facilities Rehabilitation Project (Project) for the amount of \$74,719 bringing their total contract amount to \$433,929, with a total authorized budget of \$477,322 which includes a 10% contingency. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

BACKGROUND

The WTP filter basins, which included two filter backwash hood facilities and a track and rail system running along the filter basins, were completed in 1983. Two additional filter backwash hood facilities (one in each basin) were added in 2001. Each filter backwash hood facility includes a backwash hood (including injector assemblies), bridge structure, bridge drive assembly, operations deck, pump house, deck drive assembly, backwash pump and piping, backwash trough, surface wash pump and piping, hydraulic system, exhaust fan and heater, electrical, instrumentation, controls and several other components. The original 1983 filter backwash hoods facilities and filter basin the track and rail system, have reached the end of their useful life and have numerous deficiencies that either require rehabilitation or replacement. Deficiencies include the corrosion of the iron and steel materials (backwash hoods, piping, valves, couplings, track, rails, structural beams, etc.), availability of parts for existing equipment, and insufficient access and working space within pump house.

In November 2022 District staff issued a Request for Proposal (RFP) for engineering services for a consultant to evaluate the existing condition of the facility, make recommendations for rehabilitation of the existing facilities, and prepare plans and specifications for bidding and construction. In January 2023, the Project was awarded to KJ.

During the evaluation of the existing facilities, KJ found the existing Motor Control Center and pump variable speed drives to be deficient and recommended the replacement of the equipment. The existing motor control centers and pump variable speed drives were not anticipated by District staff to be in need of replacement and therefore were not included in the original final design scope of work. The assumption at the time was that the existing MCC's and VFD's were old, but in fairly good condition. However, as KJ found during their evaluation, the equipment no longer meets current building codes for the environment in which they are located.

FINANCIAL CONSIDERATIONS

The Project is included in the District's approved Wholesale CIP budget in FY 23/24.

STAFF REPORT

To: Board of Directors
From: Andrew Pierson, P.E.
Director of Engineering Services
Date: October 25, 2023
Subject: Bayside Fields Pipeline Easement Grant to SJWD

RECOMMENDATION ACTION

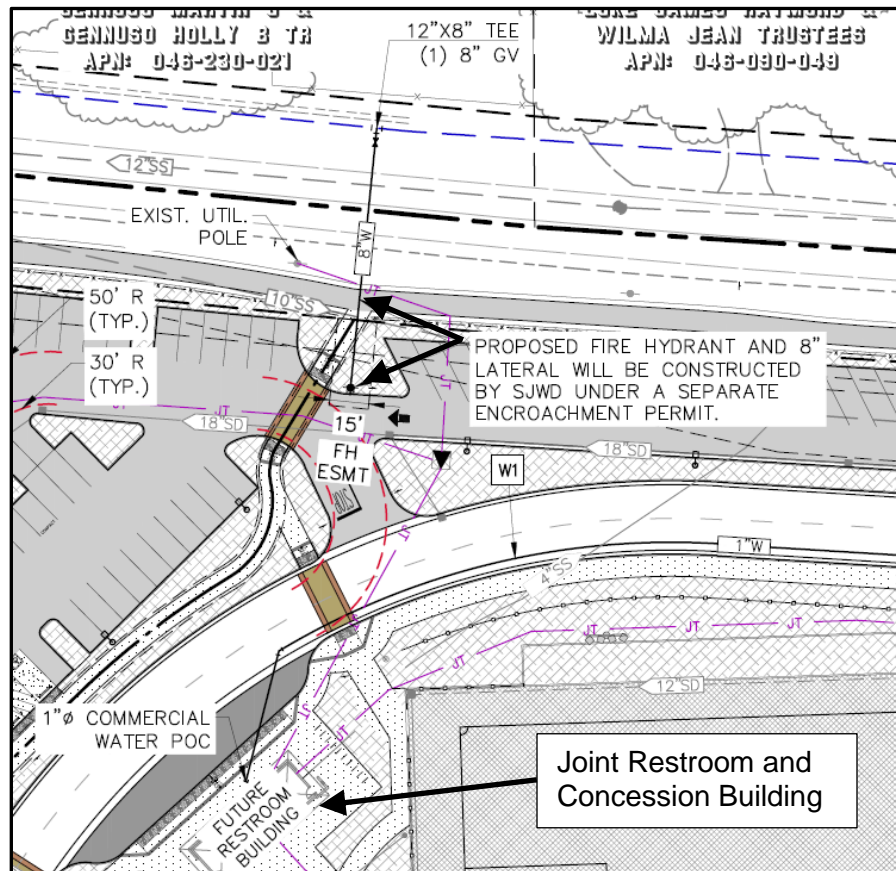
Staff recommends a motion to adopt resolution 23-10 and approve and accept a waterline easement in accordance with District Ordinances for a new pipeline and fire hydrant installation located on the Bayside Fields Development Project (Project) property. The installation of the pipeline and fire hydrant are required by South Placer Fire District in order for the Bayside Church (Owner) to construct a new joint restroom and concession building as part of the Project. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

BACKGROUND

Currently under construction, the Project includes construction of two new multipurpose synthetic turf sports fields, new parking facilities, a joint restroom and concession building, and other future amenities. The County approved project is located on two parcels with a total area of approximately 34.4-acres (gross area) on the east side of Sierra College Blvd, generally west of Cavitt Stallman Road and north of Olympus Dr (APNs: 048-030-083-000 and 046-090-042-000). The following figure provides an aerial representation of the project location.



As a condition of approval, South Placer Fire District required the installation of a new fire hydrant within the proximity of the new joint restroom and concession building. As a result, the hydrant needed to be located approximately 30-ft beyond the existing Placer County right-of-way, and thus required the Owner to dedicate a 15-ft wide waterline easement to the District in order to provide SJWD Operations future access for maintenance purposes. The figure below shows the location of the fire hydrant, the proposed easement, and the joint restroom and concession building.



STATUS

The improvement plans for the Bayside Fields development project have already been approved by Placer County and the District, and construction of this project has already commenced. The waterline, fire hydrant, and other ancillaries were installed by the District's on-call contractor, and the costs were fully funded by the Owner. As a condition of District approval and acceptance of the Project, the acceptance of the requested waterline easement is now needed. The attached Exhibits provide the description of the planned easement to be conveyed to the District.

District staff have reviewed the easement documents and the design plans and have determined that the proposed easement is designed in accordance with the District's development and engineering Standards.

BUDGET IMPACT

Other than a potential for minor costs associated with recordation of the easement documents (typically there is no charge), there is no anticipated budget impact associated with a Board decision to accept this easement.

RESOLUTION NO. 23-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT APPROVING A GRANT OF EASEMENT AND RIGHT OF WAY

WHEREAS, Bayside Covenant Church, Inc., (“Owner”) is the record owner of the real property located on the north side of Olympus Drive between Sierra College Boulevard and Cavitt Stallman Road, Granite Bay, California, and designated Placer County Assessor’s Parcel Numbers 046-090-042-000 and 048-030-083-000 (the “Property”);

WHEREAS, Owner is willing to transfer the Grant of Easement and Right of Way to the San Juan Water District (“District”);

WHEREAS, the District’s Board of Directors finds and determines that it is in the public interest for the District to acquire and accept the Grant of Easement and Right of Way because it is necessary to operating the District’s water system and therefore should be owned solely by the District for the benefit of its customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Juan Water District as follows:

1. The Agreement for the District’s acquisition of the Grant of Easement and Right of Way in the form shown in Exhibit 1 attached to this resolution and incorporated herein in full (the “Agreement”), is hereby approved.

2. The General Manager is hereby authorized to acquire and accept on behalf of the District the Grant of Easement and Right of Way in the form attached to this resolution and incorporated herein in full. The real property interest subject to this resolution is more fully described in the legal description and plat map attached to Exhibit 1.

3. The General Manager is authorized and directed to file the Grant of Easement and Right of Way for recording with the Placer County Recorder’s Office as soon as practicable.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on this 25th day of October 2023 by the following vote:

AYES:
NOES:
ABSENT:

By: _____
DAN RICH
President, Board of Directors

ATTEST:

TERI GRANT
Secretary, Board of Directors

Recording requested by:

San Juan Water District

When recorded, mail to:

**San Juan Water District
9935 Auburn Folsom Road
Granite Bay, CA 95746**

No recording fee per
Government Code §§ 6103 & 27383

APN(s): 046-090-042-000 & 048-030-083-000

--This Space for Recorder's Use Only--

GRANT OF EASEMENT AND RIGHT-OF-WAY

(To San Juan Water District)

The Undersigned declares,

No Documentary Transfer Tax per Revenue Taxation Code section 11922

For a valuable consideration, receipt of which is hereby acknowledged, **Bayside Covenant Church, Inc.**, a Nonprofit Corporation (hereinafter referred to as "Grantor"), hereby grants to **San Juan Water District**, a California community services district (hereinafter referred to as "District"), and its successors and assigns:

A permanent Easement for public utilities and appurtenances ("Easement"), including but not limited to rights to survey, install, construct, enlarge, alter, operate, patrol, remove, relocate, replace, repair, improve, and maintain water transmission and distribution pipelines, markers, manholes, valves, metal, fiber optic or other cables and conduit, fencing and all related incidents, fixtures, appurtenances and other facilities for all District purposes (collectively the "District Facilities"). District's right also shall include the right to excavate and refill ditches or trenches for the location of said pipelines, water mains and appurtenances, and to remove trees, bushes, undergrowth, ground covering, pavement, and any other obstructions interfering with the location, construction, installation, operation, maintenance, repair, modification, replacement and removal of said pipelines, water mains and appurtenances. The easements granted herein shall be in, over, on, through, within, under, along, and across the Easement Area as defined in this Grant of Easement.

The "Real Property" burdened by this easement is located in the County of Placer, State of California, and is described as follows:

**See Exhibit "A", attached to and made a part of this
Grant of Easement and Right-of-Way**

The "Easement Area" is described as follows:

**See Exhibits "B" and "C", attached to and made a part of this
Grant of Easement and Right-of-Way**

The permanent easements and rights-of-way described herein shall be **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

1. District shall have for all purposes set forth herein the right of ingress and egress from the nearest public road for personnel, vehicles, and construction equipment to, from, and along the Easement area at any time, without prior notice, together with rights to use lanes, drives,

rights-of-way, and roadways within the Real Property which now exist or which hereinafter may be constructed, as shall be convenient and necessary for the purpose of exercising the rights herein set forth; provided, however, that nothing in this Grant of Easement shall prevent or limit Grantor's rights to close such roadways, lanes, or rights-of-way, and to provide District with comparable alternative access to the Easement Area.

2. Subsequent to the grant of this Easement Deed, Grantor shall not grant any easements of any kind whatsoever to others in, over, on, through, within, under and across the Easement Area without the prior written approval of the District.
3. The easement granted herein is non-exclusive and Grantor reserves the right to utilize the Easement Area subject to the terms and restrictions provided in this Grant of Easement. District's easement is subject to all pre-existing structures, facilities, and encumbrances. Except as provided in the preceding sentence, Grantor shall not construct or install or permit others to construct or install within, and the District shall have the right to clear and to keep clear from the Easement Area, any explosives, wells, reservoirs, buildings, structures, walls and other facilities, earth cover or stockpile of material placed without District's written consent, which may interfere in any way with District's use of the Easement Area. In addition to any other legal and equitable remedies for violations of this paragraph, District shall have the right to do all things necessary and proper to remove any vegetation, explosives, structures, improvements and materials within the Easement Area at Grantor's sole expense.
4. This Grant of Easement shall bind and inure to the benefit of the respective heirs, personal representatives, successors, and assigns to the parties hereto, and shall run with the Real Property. District's rights and obligations herein are assignable and transferable by District, in whole or in part, to District's successors and assigns.
5. Grantor warrants that it is the owner of the Real Property and that its representatives signing below are the authorized signatories to execute and bind Grantor to the terms and conditions of this Grant of Easement and to grant the easement rights herein conveyed.

Executed on _____, 20_____.

GRANTOR, Bayside Covenant Church, Inc.:

By: _____

Name: _____

Title: _____

CERTIFICATE OF ACCEPTANCE OF INTEREST IN REAL PROPERTY
(Gov't Code, § 27281)

This is to certify that San Juan Water District, a political subdivision of the State of California, acting by and through its General Manager, hereby accepts for public purposes the interest in real property, conveyed by the Quitclaim Deed to which this Certificate of Acceptance is attached, and consents to the recording of this instrument, pursuant to authority conferred on the General Manager by the Board of Directors of the San Juan Water District in Resolution No. 23-10 adopted at a public meeting held on October 25, 2023.

Dated: _____

SAN JUAN WATER DISTRICT

By: _____
Paul Helliker, General Manager

CERTIFICATE OF ACKNOWLEDGMENT BY NOTARY PUBLIC
[California 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 Placer)

On _____, 20__ before me, _____, a notary public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in her authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person 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 _____

(Seal)

EXHIBIT "A"
LEGAL DESCRIPTION OF THE BURDENED REAL PROPERTY

That certain real property located in the Southwest one-quarter of Section 32, Township 11 North, Range 7 East, M.D.M., Placer County, California, being more particularly described as follows:

All of Parcel "A", as shown on Parcel Map No. 70232, filed on November 27, 1972, in Book 2 of Parcel Maps, at Page 124, Placer County Records.

APN: 046-090-042-000

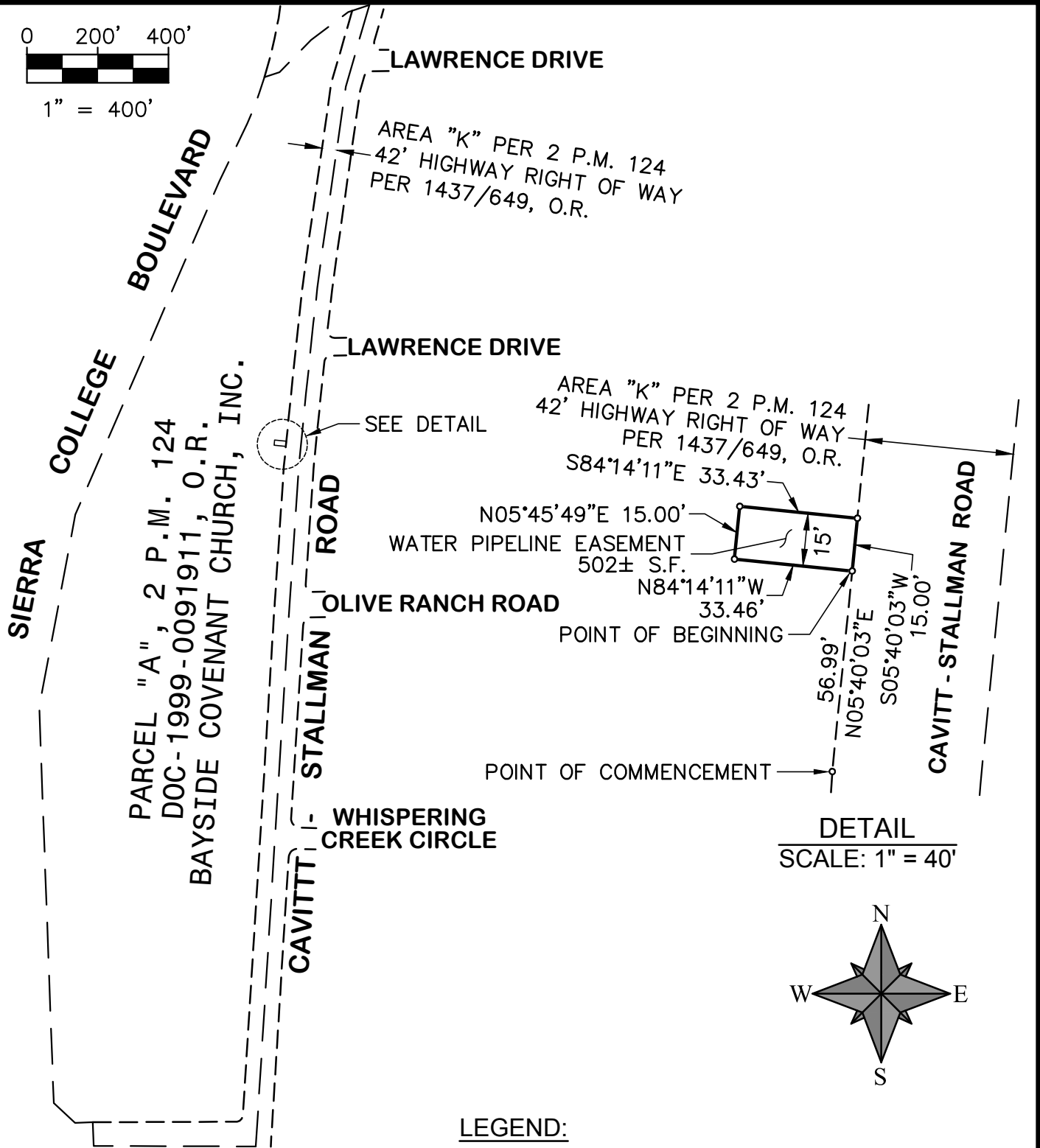
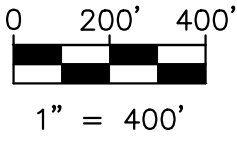
END OF DESCRIPTION

EXHIBIT "B"
LEGAL DESCRIPTION OF EASEMENT AREA

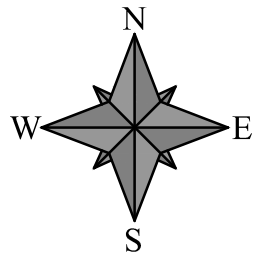
That certain real property located in the Southwest one-quarter of Section 32, Township 11 North, Range 7 East, M.D.M., Placer County, California, being a portion of Parcel "A", as shown on Parcel Map No. 70232, filed on November 27, 1972 in Book 2 of Parcel Maps, at Page 124, Placer County Records, being more particularly described as follows:

Commencing at a point located on the westerly line of Area "K", as shown on said Parcel Map, said point being the southerly terminus of the course labeled as "N.05°40'03"E. 212.03'" on said Parcel Map; thence, along said westerly line, North 05°40'03" East, 56.99 feet to the **POINT OF BEGINNING**; thence from said point of beginning, leaving said westerly line, North 84°14'11" West, 33.46 feet; thence North 05°45'49" East, 15.00 feet; thence South 84°14'11" East, 33.43 feet to said westerly line of Area "K"; thence, along said westerly line, South 05°40'03" West, 15.00 feet to the **POINT OF BEGINNING**; containing 502 square feet, more or less.

END OF DESCRIPTION



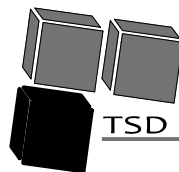
DETAIL
SCALE: 1" = 40'



LEGEND:

OFFICIAL RECORDS OF PLACER COUNTY . . . O.R.
SQUARE FEET S.F.

EXHIBIT "C" - PLAT TO ACCOMPANY
WATER PIPELINE EASEMENT
PORTION OF THE SOUTHWEST 1/4 OF
SECTION 32, T.11N., R.7E., M.D.M.
COUNTY OF PLACER, STATE OF CALIFORNIA



785 Orchard Drive, Suite #110
Folsom, CA 95630
Phone: (916) 608-0707
Fax: (916) 608-0701

TSD ENGINEERING, INC.
expect more.

SCALE:
1"=400'
DATE:
08/04/2023
PAGE
1 OF 1

STAFF REPORT

To: Board of Directors

From: Devon Barrett, Customer Service Manager

Date: October 25, 2023

Subject: Adoption of Ordinance 23-01 and Policy Fin 5.10 Amendments

RECOMMENDED ACTION

Adopt Ordinance No. 23-01 of the Board of Directors of the San Juan Water District Amending Section 3.5 of Ordinance No. 18000 of the District Code of Ordinances and policy FIN 5.10 - Disconnection of Residential Water Service for Nonpayment.

BACKGROUND

In response to recent regulatory changes, staff began researching alternative methods for handling delinquent accounts. During this research, it was discovered that various local agencies have successfully implemented a tax roll lien process. At the September 27, 2023, Board meeting, Staff presented their findings on the advantages and disadvantages of adopting tax roll liens as the primary means of collection. Legal counsel developed modifications to Ordinance 18000, presented to the Board as Ordinance 23-01 at the September 27, 2023, Board meeting, that speaks directly to the steps required to place a tax roll lien assessment. Policy FIN 5.10 also required modifications to keep it in line with the ordinance revisions.

PROCESS

The District must follow a multi-step process to adopt or amend an ordinance. The first step, which happened at the September 27, 2023, meeting of the Board, was the introduction of the proposed ordinance. The full title of the ordinance was read and the Board waived reading the full text of the ordinance by motion approved by a majority vote of the Board.

At least 5 days before the ordinance is adopted, the District Secretary must publish a summary of the ordinance in a newspaper published in both Sacramento and Placer Counties (the Sacramento Bee) and notify the public of the time and place of the public hearing at which adoption of the ordinance will be considered. The full text of the ordinance must be posted at the District office. The summary was published in the Sacramento Bee on October 11, 2023, along with a notice of this evening's meeting.

Within 15 days after adoption, the District Secretary must publish a summary of the adopted ordinance. This summary must include the names of Board members

who voted for or against. The summary must be published once in a newspaper published in Sacramento and Placer counties. The ordinance amendments will take effect on January 1, 2024, to comply with the legislative requirement.

ATTACHMENTS

Ordinance 23-01 with the redline-strikeout modifications to the following ordinances:

Ordinance 18000 Issuance and Payment of Water Bills

FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy with redline modifications

ORDINANCE NO. 23-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE SAN JUAN WATER DISTRICT AMENDING
ORDINANCES NO. 18000**

The Board of Directors of the San Juan Water District ordains as follows:

Section 1. Purpose and Authority. The purpose of this ordinance is to amend section 3.5 of Ordinance 18000. This ordinance is adopted pursuant to Government Code section 61060, and other applicable law.

Section 2. Amendments. Ordinances No. 18000 (Issuance and Payment of Water Bills) are hereby amended as depicted in the redline versions that are attached to this ordinance as Exhibit 1 and are incorporated into this ordinance by reference.

Section 3. Effective Date. These ordinances shall take effect 30 days after its adoption.

Section 4. Publication. Within 15 days from the date of adoption of this ordinance, the Board Secretary shall publish it once in a newspaper of general circulation published and circulated within the District.

INTRODUCED by the Board of Directors on the 27th day of September 2023.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District at a regular meeting on the 25th day of October 2023 by the following vote:

AYES:

NOES:

ABSENT:

Dan Rich
President, Board of Directors

Attest:

TERI GRANT
Board Secretary

Ordinance Type	District Operations	Date Adopted	June 28, 2006
Ordinance Number & Title	18000 - Bills for Water Service	Date Amended	February 1, 2020 <u>October 25, 2023</u>

18000.01 Bills For Water Service

18000.01.1 Issuance of Bills

Bills for water service or other charges will be mailed or presented in the month following the water meter reading and/or the applicable charges have been determined. Issuance shall be every other month. Final bills for sale of property are exempt from this billing cycle.

18000.01.2 Fixed Base Charge

Billing for water service includes a fixed base charge that primarily funds fixed costs. This typically includes facilities, infrastructure maintenance, debt service, customer service, and other similar needs that have to be paid for regardless of how much water is delivered to customers. The fixed base charge is due regardless of whether any water is actually used. Customers whose service has been discontinued in accordance with section 18000.03 or has requested that their service be discontinued in accordance with District ordinance section 17000.05 will not be assessed the fixed base charge for months subsequent to discontinuance.

18000.01.3 Consumption Charge

Billing for water service includes a consumption charge that primarily funds the expenses to the District necessary for the purchase and distribution of water to customers. The consumption charge, as set forth in the District's most current rate study, is assessed for each one-hundred cubic feet (CCF) of water actually consumed.

18000.01.4 Billing Periods

Bills for general water service generally will be rendered bi-monthly by the District. Bills for special water services (temporary water service, construction water, fire hydrant use) may be rendered more frequently. Special meter readings will be made for opening or closing billing purposes.

18000.01.5 Billing on Non-Owner-Occupied Residences

California Government Code section 54347 authorizes public agencies to collect charges from property owners for services to tenants on those properties. Therefore, with the property owner's authorization, evidenced by a signed Landlord/Tenant Agreement from the legal owner of the property, and a deposit that meets the requirements of District ordinance section 15000.01, the District shall provide a bill copy to the service address for water service. However, the property owner shall be responsible to pay any charges not paid by the tenant. The District shall not share any account information with the tenant, other than the outstanding balance, in the absence of a completed Landlord/Tenant Agreement application which imposes primary responsibility to pay the water bill on the tenant.

18000.01.6 Back Billing

If a customer uses water for which no bills have been issued for more than one billing cycle, and a beginning meter reading is not available, the customer will be billed the fixed base charge for the period plus a consumption charge calculated from the average water usage over the most recent six billing cycles. This amount, which shall not be less than the base charge if no billing history is available, will be billed to the customer based on the number of billing cycles the customer has been occupying or in possession of the premises without paying bills.

18000.01.7 Refunds

If a customer is erroneously overcharged for service, the District may refund any overage paid by the customer up to two years.

18000.01.8 Disputed Charges

When a customer disputes the amount of a bill for any reason, the customer should contact the District office. If the bill is disputed, to avoid discontinuance of water service, the customer must deposit at the District office, before the disconnect date, the full amount of the disputed bill or proof of previous payment of the disputed bill with a letter setting forth the basis for the dispute and requesting a review by the Finance Director or General Manager. The Finance Director or General Manager's findings and decisions will be final and binding. If the customer's complaint concerns the meter, he or she may request that his or her meter be tested pursuant to Section 17000.07.2 Meter Testing of the District's most current water ordinance. Nothing in this section is intended to affect a customer's rights under Health & Safety Code section 116900 and following and the District's Policy on Discontinuation of Residential Water Service for Nonpayment ("Policy") implementing those rights.

18000.01.9 Due Date

Each statement issued by the District for such charges shall be due and payable on the date of issuance or other presentation to the Customer.

18000.01.10 Final Payment Date

Bills become delinquent and subject to discontinuation of service if not paid within 60 days from the bill issuance date.

18000.02 Payment of Charges

- A. **Payment Responsibility:** The District is required to continue providing water service to each Premises or Parcel connected to the District water system as long as each such Premises or Parcel pays its fair share of the costs of receiving the service and such fair share of costs are chargeable to and run with each Premises or Parcel receiving District water service. Therefore, payment of all water service rates, fees and charges shall be the responsibility of the owner of record of the subject Premises or Parcel and payment of all charges is an obligation of ownership of a Premises or Parcel. As such, any subsequent owner of a Premises or Parcel is responsible for paying any unpaid or delinquent fees, rates and charges due on a Premises or Parcel that are in any way connected to District water service as a condition of service being continued to the Premises or Parcel. A change in ownership does not terminate any outstanding rates, fees and charges due for previous water service to said parcel, whether or not those rates, fees and charges were incurred by the present Premises or Parcel owner or a previous owner or tenant.
- B. **Crediting of Payment:** Payments shall be credited to a Customer's account when cash, an electronic funds transfer, a check drawn on an account with sufficient funds a money order or a Visa or MasterCard payment has been received by the District at the District business office during regular office hours. Deposit of payment in the mail shall be credited to a Customer's account when received at the District's business office.
- C. **Dishonored Payment Charge:** A returned item charge as set forth in the District's current Schedule of Rates, Fees, Charges, and Deposits shall be added to a Customer's account in each instance where payment has been made to the District that has been returned to the District by the bank upon which it is drawn.
- D. The District offers an average monthly or equalized payment plan to balance water bills that can fluctuate seasonally. The equalized amount is based on the customer's average consumption during the current 12-month period. Average monthly or equalized payment plans are reconciled annually and adjusted as needed.
- E. The District offers online bill presentment and payment to Customers who wish to view their bill and/or pay by check or Visa or MasterCard via the internet.
- F. Customers may make payment arrangements with the District. Defaulting on a payment arrangement may lead to disconnection of service.

18000.03 Delinquent Accounts

18000.03.1 For Non-Payment of Charges

Except as otherwise prohibited by law, a delinquent account from a Premises within the District will be applied to a new account opened by the same Customer for a different Premises, and the District may require payment of the delinquent amount (plus penalties and interest) as a condition of opening the new account, or the District may pursue any other remedy for collection of delinquent accounts provided for in this Code or other District rule, regulation or policy, or applicable state and federal law.

18000.03.2 Late-Payment Charge

A late-payment charge shall be added to each delinquent account upon preparation of an Intent to Disconnect Notice. When a late-payment charge is imposed, such charge shall be added to the account as of the date the notice is prepared, and such charge shall become part of the amount due at that time. The current late-payment fee amount is set forth in the District's Schedule of Rates, Fees, Charges, and Deposits. The District may, at its discretion, apply a late-payment charge upon other reasonable notification to Customer for connections where a door hanger cannot be delivered (i.e. connections for irrigation service or for residences or commercial buildings under construction.)

18000.03.3 Partial Payment on Delinquent Accounts

A partial payment on a delinquent account may be accepted and credited to a Customer's account. The partial payment shall not cause removal of the account from an existing delinquent status or preclude assessment of fees and charges for delinquent payment, nor shall the partial payment preclude the meter/service from being turned off for delinquency or cause duly disconnected service to be restored.

18000.03.4 Discontinuation of Service to Delinquent Accounts

- A. Discontinuation of Service: Continuation of service to a delinquent account will be permitted only as set forth in the Policy, adopted and amended from time to time by the Board of Directors, if financial arrangements have been established in accordance with the Policy.
- B. Requirement of Deposit: If a Customer permits his or her account to become delinquent, the General Manager or his/her designee may require the Customer to make a deposit in accordance with the provisions of Section 15000 of this Code.

18000.03.5 Lien for Delinquent Charges

1. To the extent permitted by law, the District may file with the Placer or Sacramento County Recorder a Notice of Lien (whichever is the County in which the property is located), setting forth the legal description of the property, the amount of the obligation owed, specifying that the same is owed to the District, and that all delinquent service charges, together with late fees, penalties and interest, are a lien against the Premises to which the service was provided in accordance with Government Code Section 54354 and Government Code Section 61115. Such liens specifically includes collection by the local County Tax Collector on the Property Tax Roll in the same manner as property taxes.-
2. All outstanding account balances, interest and lien release charges (if applicable) must be paid in full prior to re-establishing service in the owner's name at the same, or different property within the boundaries of the District.
3. Current accounts that have incurred a large amount of fines, or the owner that maintains the account has refused to pay any balance owed and the District may be placed in a position of incurring bad debt may have a lien placed against the property being served by the District until the balance associated with those charges is paid in full.
4. Prior to the collection of lien for delinquent accounts, the District will adhere to the procedures set forth in Government Code Section 61115.
 - a. Report Filed: The General Manager, or his or her designee, shall prepare and file with the Board of Directors a report that describes each affected parcel of real property and the amount of charges and delinquencies for each affected parcel for the year.
 - b. Notice of Intent to Record a Lien: The General Manager, or his or her designee, shall give notice of the filing of the report and of the time and place for a public hearing by publishing the notice pursuant to Government Code Section 6066 in a newspaper of general circulation, and by mailing the notice to the owner of each affected parcel.
 - c. Public Hearing: At the public hearing, the Board of Directors shall hear and consider any objections or protests to the report. At the conclusion of the public hearing, the Board may adopt or revise the charges and penalties.

d. Determination: The Board of directors shall make its determination on each affected parcel and its determinations shall be final.

a-e. Implementation of the Lien: On or before August 10 of each year following these determinations, the General Manager, or his or her designee, shall file with the county auditor a copy of the final report adopted by the Board of Directors. The County Auditor shall enter the amount of the charges and penalties against each of the affected parcels of real property as they appear on the current assessment roll. The County Tax Collector shall include the amount of the charges and penalties on the tax bills for each affected parcel of real property and collect the charges and penalties in the same manner as property taxes.

18000.03.6 Reinstatement of Water Service Under Delinquent Accounts

Water service accounts terminated for non-payment shall be reinstated as provided in the Policy.

18000.04 Termination of Master Meter Accounts

This Section applies to termination of water service through a master meter, or through individually-metered service in a multi-unit residential structure or mobile home park, where the owner or manager, is listed by the District as the Customer of record of the service. Termination and reinstatement of such accounts will be in accordance with the Policy. A Person subject to a master metered account that was not directly billed by the District, who opens an individual service accounts after the termination of a master metered account, shall be subject to all applicable provisions of this Code and all other applicable District rules, regulations, and policies.

Revision History:

Revision Date	Description of Changes	Requested By
6/25/08	Ord. 08-001 repealed all prior ordinances	
12/11/19	Ord. 19-01 revisions to comply with SB 998	Lisa Brown, Customer Service Manager
10/25/23	Ord. 23-01 Revision to Lien Processing	Devon Barrett, Customer Service Manager

Section	FIN-5 Finance	Approval Date	12/11/2019
Policy	FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy	Latest Revision	<u>10/25/2023</u>

FIN-5.10 Disconnection of Residential Water Service for Nonpayment Policy

5.10.1 General Provisions

A. Application

This Policy applies only to disconnection of residential water service for nonpayment. The District's existing ordinances, resolutions, policies, and procedures shall continue to apply to any non-residential water service accounts and to disconnection of residential water service for other reasons, including the termination of a service connection by the District due to a customer violation of any other ordinance, rule, regulation or policy of the District. In the event of any conflict between this Policy and any other ordinance, rule, regulation or policy of the District, this Policy shall prevail.

B. Customer Responsibility

Under applicable District ordinances, bills for water service are rendered to each customer on a bi-monthly basis, and are due and payable upon presentation. Water service bills become delinquent if not paid within 60 days from the date on the bill. It is the customer's responsibility to ensure that payments are received at the District office in a timely manner. Payment may be made at the District office, online or to the address for remittance of mailed payments.

C. Availability of Policy

The District shall provide this Policy and all written notices given under this Policy in English, in the languages listed in Section 1632 of the Civil Code, and in any other language spoken by at least 10 percent of the people residing in the District's service area. This Policy shall be posted and maintained on the District's Internet website.

D. Telephone Number

The District's Customer Service Department can be reached at (916) 791-0115 for assistance concerning the payment of water bills and to discuss options for stopping disconnection of residential service for nonpayment.

5.10.2 Disconnection of Residential Water Service for Nonpayment

A. 60-day Delinquency Period

The District shall not disconnect residential water service for nonpayment of a service bill until a customer's payment has been delinquent for 60 days.

B. 10-Day Notice

Not less than 10 business days before disconnection of residential service for nonpayment, the District shall contact the customer named on the account by telephone or written notice.

- i. When the District contacts the customer named on the account by written notice under this section, the written notice of payment delinquency and impending disconnection shall be mailed to the customer of the residence to which the residential service is provided. If the customer’s address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to “Occupant.”
- ii. The written notice shall include all of the following information in a clear and legible format:
 - 1. The customer’s name and address.
 - 2. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied to the delinquent charges.
 - 3. The date and time by which payment or arrangement for payment must be made in order to avoid disconnection of water service.
 - 4. A description of the process to apply for an extension of time to pay the delinquent charges.
 - 5. A description of the procedure to petition for bill review and appeal.
 - 6. A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with this Policy.
 - 7. The District’s telephone number, business address, and hours of operation of the customer service desk.
- iii. The District may alternatively provide notice to the customer of the impending disconnection of service by telephone. If notice is provided by telephone, the District shall offer to provide the customer with a copy of this Policy and also offer to discuss with the customer the options for alternative payments and the procedures for review and appeal of the customer’s bill.
- iv. If the District is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the District shall make a good faith effort to visit the residence and leave, or place in a conspicuous place, a notice of imminent disconnection of residential service for nonpayment and a copy of this Policy.

C. 48-hour Posting Notice

The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, the district shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. The notice of termination of service shall include all of the following information:

- i. The customer's name and address.
- ii. The amount of the delinquency, including an itemization of any late payment penalties and interest to be applied on any delinquent charges.
- iii. The date and time by which payment or arrangements for payment is required in order to avoid termination.
- iv. The procedure for the customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.
- v. The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.

D. Service Restoration Information

Upon disconnection, the District shall provide the customer with information on how to restore residential service.

5.10.3 Restrictions on Disconnection of Water Service

- A. The District shall not disconnect residential water service in any of the following situations:
 - i. During the time that the District is investigating a customer dispute or complaint under section 8 of this Policy.
 - ii. When a customer has been granted an extension of the period for payment of a bill.
- B. In addition to the situations described in subsection (a), above, the District shall not disconnect residential service if all of the following conditions are met:
 - i. The customer, or a tenant of the customer, submits to the District the certification of a primary care provider, as defined in section 14088(b)(A)(1) of the Welfare and Institutions Code, that disconnection of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the property receiving service;
 - ii. The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if (1) any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (2) the customer declares that the household's annual income is less than 200 percent of the federal poverty level.
 - iii. The customer is willing to enter into an alternative payment arrangement, consistent with the provisions of Section 4 of this Policy.

- C. The District is prohibited from terminating water service to any customer or tenant of a customer on any Saturday, Sunday, legal holiday, or outside of its normal operating hours.

5.10.4 Alternative Payment Arrangements

A. Options

If a customer meets the three conditions listed in Section 3(b), above, the District shall offer the customer one or more of the following options:

- i. Amortization of the unpaid balance;
- ii. Participation in an alternative payment schedule;
- iii. A partial or full reduction of the unpaid balance, financed without additional charges to other ratepayers; and/or
- iv. Temporary deferral of payment.

B. District Administration

The District General Manager, or his or her designee, may choose which of the payment options described in section 4(a), above, may be available to the customer and may set the parameters of that payment option. Ordinarily, the repayment option(s) offered should result in repayment of any remaining outstanding balance within 12 months. The District may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case. The District may charge an administrative fee for the cost of administering alternative payments under this provision.

C. Customer Obligations

The customer shall remain current on any new water service charges as they are billed in each subsequent billing period. The customer may not request further amortization or reduction of any unpaid charges on subsequent bills while paying delinquent charges under an alternative payment arrangement.

- D. Commencing on the date the first payment arrangement is entered into, customers who fail to comply with an agreed payment arrangement will not be eligible to establish future payment arrangements for a period of 12 months, except as otherwise prohibited by law.

5.10.5 ~~Disconnection after Failure to Comply with Alternative Payment Arrangements~~ Delinquency Collections

- A. The District may disconnect service no sooner than five business days after the District posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:
 - i. The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

- ii. While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

B. If a customer fails to comply with an amortization agreement under subsection 5(a)(i), above, the District shall not terminate service without giving notice to the customer of the conditions the customer is required to meet to avoid termination. This notice does not entitle the customer to further investigation or provision of alternative payment arrangements by the District.

C. [The District has the ability to implement liens for the collection of delinquent water charges. Such liens include placement on the property tax rolls of the property owner pursuant to Government Code Section 61115. The process for said collection is found in San Juan Water District Code of Ordinances Section 18000.03.5.](#)

5.10.6 Disconnection in Master Meter Landlord-Tenant Situations

A. Applicability

This section applies to District service through an individual meter to a detached single-family dwelling, a multi-unit residential structure, mobile home park, or permanent residential structure in a labor camp, only if the owner, manager or operator is the customer of record and there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the building.

B. Notice

The District shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. This notice shall further inform the residential occupants that they have the right to become District customers, to whom the service will then be billed, without being required to pay any amount which may then be due on the delinquent account.

C. Service to Occupants

The District is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of District water service and meets the requirements of law and the District's ordinances, rules, regulations, and policies. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the District, or if there is a physical means legally available to the District of selectively terminating service to those residential occupants who have not met the requirements of the District's ordinances, rules, regulations, and policies, the District shall make service available to those residential occupants who have met those requirements.

D. Proof of Credit

If prior service for a period of time is a condition for establishing credit with the District, residence and proof of prompt payment of rent or other credit obligation acceptable to the District for that period of time is a satisfactory equivalent.

E. Detached Single-Family Dwellings

In the case of a detached single-family dwelling, the District may do any of the following:

- i. Give notice of termination at least ten days prior to the proposed termination.
- ii. In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling.

5.10.7 Additional Considerations for Financial Hardship

- A. If a customer who demonstrates to the District household income below 200 percent of the federal poverty line, the District shall both:
 - i. Set a reconnection of service fees for reconnection during normal operating hours at \$50.00 and for reconnection during nonoperational hours at \$150.00. These fees shall not exceed the actual cost of reconnection if those costs are less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.
 - ii. Waive interest charges on delinquent bills once every 12 months.
- B. The District shall deem a residential customer to have a household income below 200 percent of the federal poverty line if:
 - i. Any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children; or
 - ii. The customer declares that the household's annual income is less than 200 percent of the federal poverty level.

5.10.8 Procedure to Contest or Appeal a Bill

The procedure to be used to appeal the amount set forth in any bill for residential water service is as follows:

A. General Appeal

Within five days of receipt of the bill for water service, a customer has a right to request an appeal or review of any bill or charge rendered by the District. The request must be made in writing and be delivered to the District's office. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

B. 10-Day Notice Appeal

In addition to the appeal rights under subsection (a), above, a customer who receives a 10-Day Notice described in Section 3(c) of this Policy may request an appeal or review of the bill to which the notice relates within five business days of the date of the notice. However, no such appeal or review rights shall apply to any bill for which an appeal or request for review

under subsection (a) above, has been made. Any appeal or request for review under this subsection must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal must be delivered to the District's office within the five day period. For so long as the customer's appeal and any resulting investigation is pending, the District cannot disconnect water service to the customer.

C. Appeal Process

- i. Following receipt of a request for an appeal or review under subsections (a) or (b), above, the District's General Manager, or his or her designee shall evaluate the request for review and evidence provided by the customer and the information on file with the District concerning the water charges in question. Within 10 business days after receipt of the customer's request for review, the General Manager, or his or her designee, shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.
- ii. If water charges are determined to be incorrect, the District will provide a corrected invoice and payment of the revised charges will be due within 10 calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected. Prior to disconnection, the District shall provide the customer with the 10-Day Notice in accordance with Section 3(c), above. Water service will only be restored upon full payment of all outstanding water charges, penalties, interest, and any applicable reconnection charges.
- iii. If the water charges in question are determined to be correct, the water charges are due and payable within three business days after the General Manager's, or his or her designee's, decision is rendered and mailed to the customer. At the time the decision is rendered, the customer will be advised of the right to further appeal before the District's Board of Directors. Any such appeal must be filed in writing within five calendar days after the General Manager's, or his or her designee's, decision is rendered. The appeal hearing will occur at the next regular meeting of the District's Board of Directors, unless the customer and General Manager, or his or her designee, agree to a later date.
- iv. If the customer does not timely appeal to the District's Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within 60 calendar days after the original billing date, then the District shall provide customer with the 10-Day Notice in accordance with Section 3(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.
- v. When a hearing before the Board of Directors is requested, the customer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the customer, as well as the information on file with the District concerning the water charges in question (including the General Manager's/designee's decision) and any staff presentation, and render a decision as to the accuracy of said charges. The Board's decision shall be final and binding.

- vi. If the Board finds that the water service charges in question are incorrect, the customer will be invoiced for the revised charges. If the revised charges remain unpaid for more than 60 calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of expiration of that period. The District shall provide the customer with the 10-Day Notice in accordance with Section 3(c), above.
 - vii. If the water service charges in question are determined to be correct, they shall be due and payable within three business days after the decision of the Board is rendered and mailed to the customer. In the event the charges are not paid in full within 45 calendar days after the original billing date, then the District shall provide with the 10-Day Notice in accordance with Section 3(c), above, and may disconnect water service to the customer's property if the outstanding bill is not timely paid.
- D. Any overcharges due from the District will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the General Manager or Board of Directors.
- E. Water service to any customer shall not be disconnected at any time during which the customer's appeal to the General Manager or the Board of Directors is pending.

Revision History:

Revision Date	Description of Changes	Requested By
<u>10/25/2023</u>	<u>Add Tax Roll Lien as an option to collect delinquent balances</u>	<u>Devon Barrett, Customer Service Manager</u>

STAFF REPORT

To: Board of Directors

From: Paul Helliker, General Manager

Date: October 25, 2023

Subject: Proposed amendments to ACWA Board Policies GO-2.1.10 and GO-2.9 and proposed new Policy GO-2.10

RECOMMENDED ACTION

Staff request that the Board of Directors approve Resolution 23-11, opposing certain elements of proposed ACWA Policies GO-2.1(A), GO-2.9 and GO-2.10 and direct staff to inform the ACWA Region 4 Board and the ACWA Board of Directors of this decision.

BACKGROUND

At the special San Juan Board of Directors meeting on May 31, 2023, the Board reviewed proposed edits to ACWA's code of conduct policies (Board Policy GO-2.9), and adopted Resolution 23-07, opposing some of those edits. Staff distributed those documents to the ACWA Board of Directors, for their reference during their June 2, 2023, meeting. The ACWA Board chose not to approve those policies at that meeting, directing instead that a workgroup be convened to review and prepare potential revisions to the policies.

The workgroup convened and has met five times. It has developed proposed revisions to ACWA Board Policies GO-2.1.10 (now GO-2.1(A)) and GO-2.9 and a new Policy GO-2.10. In general, these revisions are acceptable, and augment the previous policies to clearly cover incidents associated with sexual harassment. The revisions also now include due process provisions that were lacking in the previous versions.

However, there are certain elements of the policies that are problematic (some remaining from the policies proposed in May). Those elements are highlighted in the attached document, which includes proposed edits to those problematic elements. The edits needed and rationale therefor are listed as follows:

2.1.2A(5) – the meaning of “indicate” is unclear, and there appears to be no reason to qualify it by “directly or indirectly”. “State” is much clearer and easier to distinguish, and should be the term used.

2.9.2 – “zero-tolerance approach” is jargon that is unclear in meaning, and appears to be unnecessary, given that the rest of the sentence notes that the relevant behavior is prohibited.

2.9.2(6) – this section, which was problematic in the June document, is far too broad and vague. For example, what does “jeopardize ACWA (sic) reputation and goodwill” mean? This section could be arbitrarily applied to any sort of comment made by

“ACWA-related individuals” to which anonymous parties might object, and could lead to unacceptable censorship. Given the comprehensive elements in section 1-5 of Section 2.9.2, section 6 is unnecessary.

2.10.3(e) – this section is unnecessary, given that most meetings are now conducted via videoconference, and many substantive discussions are conducted via email, which offers the ability to provide links and attached documents for reference.

Staff recommend that the San Juan Board adopt Resolution 23-11, to articulate its opposition to these elements of the proposed revisions and convey that position to the Region 4 Board and the entire ACWA Board of Directors.

RESOLUTION NO. 23-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN JUAN WATER DISTRICT OPPOSING CERTAIN ELEMENTS OF PROPOSED POLICIES GO-2.1(A), GO-2.9 and GO-2.10 OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES

WHEREAS, the San Juan Water District is a member district of the Association of California Water Agencies (ACWA);

WHEREAS, the ACWA Board of Directors adopted Policies GO-2.1.10 and GO-2.9 on February 3, 2023, to establish a code of conduct for participants in ACWA events;

WHEREAS, ACWA staff proposed revising these policies via a draft set of revisions to Policy GO-2.9, for consideration by the ACWA Board of Directors at its June 2, 2023 meeting;

WHEREAS, the ACWA Board discussed the proposed revisions on June 2, 2023, but did not approve the documents, referring them to a workgroup for further refinement;

WHEREAS, the workgroup has met 5 times in the intervening months, and has developed proposed revisions to Policies GO-2.1.10 and GO-2.9 and a new Policy GO-2.10, for discussion by the ACWA Board on October 26, 2023;

WHEREAS, the proposed revisions include a poorly-defined reference to all “ACWA-related individuals” refraining from “directly or indirectly indicating” ... “that they are speaking on behalf of ACWA”,

WHEREAS, the proposed revisions include a reference to constraints on “any other conduct not covered above deemed inappropriate” and any conduct that may “jeopardize... ACWA reputation and goodwill” (sic);

WHEREAS, the proposed revisions include outdated references to holding meetings in person and inappropriate constraints to email communications among ACWA members;

WHEREAS, these policies could result in anyone being excluded from ACWA events for arbitrary reasons, thus adversely impacting the benefit of ACWA membership and the ability of the person excluded to carry out his/her duties;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Juan Water District finds that certain elements of the proposed Policies GO-2.1(A), GO-2.9 and GO-2.10 are vague, arbitrary, subjective and apply inappropriately to behavior or communications by “ACWA-related individuals”; and

BE IT FURTHER RESOLVED that, for the reasons stated above, the San Juan Board of Directors opposes the problematic elements in Policies GO-2.1(A), GO-2.9 and GO-2.10, and requests that the ACWA Board make the revisions to the proposed policies shown in the attached version of the documents.

PASSED AND ADOPTED by the Board of Directors of the San Juan Water District on the 25th day of October 2023, by the following vote:

AYES:	DIRECTORS:
NOES:	DIRECTORS:
ABSENT:	DIRECTORS:

DAN RICH
President, Board of Directors

ATTEST

TERI GRANT
Secretary, Board of Directors

Section:	GO-2 Governance	Approval Date:	7/31/2025
Policy:	GO-2.1A Code of Conduct	Latest Revision:	

Originally approved as Policy GO-2.1.10 within the Board of Directors Policy GO-2.1

GO-2.1A Code of Conduct

2.1.1 A Purpose

The purpose of this Code of Conduct Policy (Policy) is to set forth the expectations for ACWA Board Members, as well as for all individuals who serve on ACWA Regional Boards of Directors, ACWA Task Forces, ACWA Committees, ACWA Subcommittees, ACWA Working Groups, or any other permanent, temporary, or ad hoc ACWA group (“ACWA Groups”) established by ACWA to conduct its business, with respect to their conduct while acting in their ACWA capacity on any of these ACWA Groups. This Policy shall apply to all such persons participating in, any of ACWA Groups (all of whom are defined in this Policy, along with Board Members, as “ACWA-Related Individuals”). The term “ACWA-Related Individuals” does not include ACWA employees, who are governed by other conduct and personnel policies.

2.1.2 A Code of Conduct

All ACWA-Related Individuals agree to abide by the following when serving an ACWA Group capacity:

1. Treat all persons in a courteous and respectful manner, particularly when acting in their ACWA capacity.
2. Act in accordance with all applicable laws of the United States and the State of California.
3. Refrain from abusive conduct, and verbal attacks upon the character or motives of other ACWA-Related Individuals or member agencies, ACWA Groups, the Association and its staff, or the public. For purposes of this Policy, the term “abusive conduct” shall carry the same meaning as found in Government Code section 12950.1 and shall include, but not necessarily be limited to, conduct which a reasonable person would find hostile, offensive, or unrelated to ACWA’s legitimate interests. Abusive conduct may consist of, but is not limited to, repeated infliction of verbal abuse, such as derogatory remarks, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or attempts to sabotage or undermine the work of others.
4. Refrain from any form of discrimination or harassment of any individual on account of that individual’s race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status or other legally protected class or characteristic, particularly when acting in their

ACWA capacity.

Abide by the processes and rules of order for the ACWA Group in which they participate as established by that body or by ACWA and comply with the ACWA Board Policy Manual, including this Policy, and Bylaws.

5. Refrain from ~~directly or indirectly indicating~~ stating, in any communications with any outside group or persons, that they are speaking on behalf of ACWA, unless expressly authorized to do so by the ACWA Board, Executive Director, Deputy Executive Director, advocate on point on the relevant policy issue, or the Director of Communications with respect to any communications to the media. Providing factual information regarding official ACWA positions or statements, including providing copies of or links to official ACWA publications or statements, is permitted in all cases as long as the speaker does not indicate they are speaking on behalf of ACWA or acting as its representative.
6. Avoid conflicts of interest with their personal financial interests when acting in an ACWA capacity, and comply with Government Code section 87100, *et seq.* as interpreted by the Fair Political Practices Commission when acting on behalf of an ACWA member agency in an official capacity.
7. ACWA-Related Individuals will not disclose confidential ACWA information without proper authorization from the ACWA Executive Director or Board. Confidential information will be designated as such.
8. Refrain from directing (or giving the appearance of directing) the day-to-day operations of ACWA's staff, except as may be authorized by the ACWA Executive Director for any ACWA Board Member to facilitate the performance of their duties as an ACWA Board member.
9. Refrain from knowingly enabling the violation of this Policy by another person, including any act prohibited by an interim action of the Executive Director under Section 2.1.3A(3).

2.1.3 A Investigation of Complaints

The following sets forth the procedures for investigating complaints against ACWA-Related Individuals for an alleged violation of this Policy.

1. All complaints involving alleged violations of this Policy shall be made to the ACWA President, Vice-President, and/or Executive Director. Upon receipt of a complaint, the ACWA President, Vice-President, Executive Director, and General Counsel shall be informed of the complaint and the underlying facts and circumstances. However, notice will not be provided to the subject of a complaint, if applicable.
2. The ACWA Executive Director shall immediately inform the subject of the complaint, while not disclosing the complainant or their agency to guard against potential retaliation, that a complaint has been filed against them and shall inform that person of the general nature of the complaint.
3. The ACWA Executive Director will have the discretion to take any interim action necessary to protect the safety of any persons and/or to ensure the least amount of disruption to an event or

a meeting. The discretion to take interim action includes, but is not limited to, a directive that the person alleged to have violated the Policy temporarily cease all activities on the body to which they have been elected, appointed, or assigned during the pendency of the investigation.

- a. In the event that the subject of a complaint refuses to comply with any interim actions, the subject of a complaint shall immediately be removed from all ACWA Groups until completion of the disciplinary process for the underlying complaint.
4. The ACWA Executive Director, in consultation with the Board President (or Board Vice President in cases in which the Board President is the person alleged of violating this Policy) and General Counsel will determine whether an investigation of the complaint is warranted. If it is determined that an investigation is warranted, the ACWA Executive Director will undertake such an investigation immediately. The ACWA Executive Director shall retain a qualified third party (e.g., licensed investigator or attorney) to conduct the investigation unless determined to be unnecessary by the Board President (or Board Vice President in cases in which the Board President is the person alleged of violating this Policy) and General Counsel. The investigation should include discussions and interviews with witnesses as applicable.
5. Upon completion of the investigation, a report of the findings and conclusions of the investigation will be provided by the ACWA Executive Director to the Board President, Vice President, and ACWA's General Counsel, assuming none of those individuals are the subject of the investigation. Those individuals collectively will determine the recommended enforcement action to take in light of the findings and recommendations rendered following the investigation of the complaint.
6. Once a determination of the recommended enforcement action has been made, the person alleged to have violated this Policy will be notified of the intended action. If the recommended enforcement action involves more than a verbal warning (i.e., temporary suspension or removal from the ACWA Group on which they serve), the Board of Directors will consider the matter in closed session at the next scheduled Board meeting. Board members will be provided with the recommended enforcement action and investigation summary as part of the closed session materials. At the meeting, during closed session, the accused person will have the opportunity to present to the Board reasons why the accused person believes they should not be subjected to the intended disciplinary action. The accused person is not entitled to call witnesses, but may present documentary evidence, to be included in the closed session materials, to the Board in support of their position. The Board will determine the appropriate disciplinary action, if any.

2.1.4 A Enforcement of the Code of Conduct and Discipline of an ACWA-Related Individual

1. A violation of this Policy may result in one or more of the following disciplinary actions:
 - a. Verbal Warning (Private Reprimand);
 - b. Public Censure;
 - c. Temporary suspension from the ACWA Group on which the accused person serves for one year unless the Board determines otherwise due to the severity of

the violation; or

- d. Removal from the ACWA Group on which the accused person serves. ACWA-Related Individuals may apply for reinstatement to the Board after one year.

To be imposed, any discipline above a Verbal Warning (Private Reprimand) must be imposed by a two-thirds or greater vote of the ACWA Board of Directors. A Verbal Warning (Private Reprimand) requires only a simple majority of those Directors in attendance at the meeting.

- 2. The ACWA Board of Director's action does not need to be reported out of closed session if the Board of Directors finds that the Policy was violated, and a Verbal Warning (Private Reprimand) is the appropriate level of discipline. In all other cases, the Board of Directors' decision will be reported out of closed session. A vote to remove will result in immediate removal of the accused person from the ACWA Group(s) on which they serve.
- 3. Any ACWA-Related Individual who takes any hostile or retaliatory action, directly or indirectly, against a complainant is subject to discipline and removal from the ACWA Group(s) on which they serve in conformance with Section 4.12 (b) of the Bylaws.
 - a. Should any ACWA-Related individual continue to take any hostile or retaliatory action after the procedures in Section 4.12 (b) of the Bylaws have been taken, the ACWA-Related individual's agency may be subject to removal from ACWA membership in accordance with Article 2, Section 2.01 (c) of the ACWA Bylaws, which may include a prorated refund of annual dues as determined by the Board or as required by the Bylaws or applicable law.
- 4. This Policy shall be interpreted consistent with Section 4.12 of the ACWA Bylaws. In the event of any inconsistency between this Policy and the Bylaws, the Bylaws shall control.

References:

California Corporations Code, Bylaws, Articles 3 and 4.

See Administrative Procedure: *To be determined.*

Revision History:

Revision Date	Description of Changes	Requested By
7/31/2015	Initial Release (approved as part of Policy GO-2.1.10 with the Board of Directors Policy GO-2.1.	ACWA Staff and Governance Workgroup
2/3/2023	Revised Policy GO-2.1 Board of Directors to incorporate revisions resulting from amendments to ACWA's Bylaws, specifically related to California Corporations Code provisions allowing meetings to be held by electronic communications, the election of ACWA's Board Officers, and section renumbering.	Amended & Restated Bylaws as approved by the members on 11/30/22

Section:	GO-2 Governance	Approval Date:	2/3/2023
Policy:	GO-2.9 Code of Conduct for ACWA Events, Conferences, and Meetings	Latest Revision:	

GO-2.9 Code of Conduct for ACWA Events, Conferences, and Meetings

2.9.1 Introduction

ACWA is proud to be the organization that people turn to for the latest and best information about water policy in California. Whether individuals are policymakers, journalists, local leaders, or concerned citizens, ACWA offers them accurate, relevant analyses of the issues surrounding the reliable delivery of safe water to millions of Californians. To fulfill this mission, however, it is imperative that all attendees, ACWA staff, and other participants at ACWA’s events comport themselves in a respectful and courteous manner. Accordingly, all attendees, ACWA staff, and event participants at ACWA’s events (“Persons”) must adhere to the standards of behavior set forth in this Code of Conduct Policy (“Policy”). For this Policy, ACWA conferences, meetings, workgroups, task forces, workshops, symposia, and other forums organized and hosted by ACWA held at any venue, including virtual environments, shall be defined and referred to as “Events”.

2.9.2 Code of Conduct

To ensure Events are informative and enjoyable for all Persons, all Persons attending or staffing an Event are expected to conduct themselves with integrity and in a manner that is professional, respectful, tolerant, and responsible. ACWA will not tolerate discriminatory, disrespectful, or abusive conduct at any Event toward any Person. Specific examples of conduct that is prohibited by this Policy ~~and toward which ACWA adopts a “zero tolerance” approach,~~ include, but are not limited to, the following:

1. Conduct that is discriminatory or harassing toward other Persons based on their race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran or military status or other legally protected class or characteristic.
2. Conduct that is abusive toward other persons. For purposes of this Policy, the term “abusive conduct” shall carry the same meaning as found in Government Code section 12950.1 and shall include, but not necessarily be limited to, conduct which a reasonable person would find hostile, offensive, or unrelated to ACWA’s legitimate interests related to the Event. Abusive conduct may consist of repeated infliction of verbal abuse, such as derogatory remarks, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or attempts to sabotage or undermine the work of other persons.
3. Conduct involving unwelcome sexual attention toward other persons, including sexualized comments or jokes, or sexual advances.

4. Conduct that disrupts live or virtual Events during talks or presentations.
5. Conduct that involves the unauthorized sharing of materials distributed or disseminated at Events, including the unauthorized copying, distribution, or alteration of ACWA's proprietary content, or other misuse of ACWA member resources.
- ~~6. Any other conduct not covered above deemed inappropriate and/or that may jeopardize the success of an Event, conference or meeting, or the positive experience of any other participant, or may jeopardize ACWA reputation and goodwill.~~

2.9.3 Enforcement of the Code of Conduct

Any Person asked to stop unacceptable behavior is expected to comply immediately. By participating or attending an ACWA Event all Persons agree to abide by this Policy and understand they may be subject to the following actions if they violate the requirements of this policy.

1. Verbal Warning;
2. Immediate removal from, or denial of admission to, a specific ACWA Event without refund;
3. Temporary suspension from participating or attending Events for one year unless the Board determines otherwise due to the severity of the violation; and
4. Permanent ban from participating or attending future ACWA Events. Persons may apply for reinstatement to the Board after one year.

The enforcement steps set forth above should not be viewed as, and are not intended as, being progressive in nature. ACWA shall have the discretion to utilize any one of the above-referenced enforcement mechanisms in the first instance depending upon the nature and severity of the conduct at issue. Threats, intimidation, or any other form of retaliation against a Person who has made a complaint or provided information in support of a complaint are prohibited and subject to enforcements actions outlines in Board Policy 2.1A.

2.9.4 Investigation of Reports

All reported concerns will be treated seriously and investigated promptly. All Persons are expected to cooperate fully and honestly with any investigation. The process for investigating alleged violations of this Policy are as follows:

1. All complaints involving violations of this Policy shall be made to the ACWA President, Vice-President, and/or Executive Director. Upon receipt of a complaint, the ACWA President, Vice-President, Executive Director, and General Counsel shall be informed of the complaint and the underlying facts and circumstances. However, notice will not be provided to the subject of a complaint, if applicable.
 2. The ACWA Executive Director shall immediately inform the subject of the complaint, while not disclosing the complainant or their agency to guard against potential retaliation, that a complaint has been filed against them and shall inform that Person of the general nature of the complaint.
 3. The ACWA Executive Director will have the discretion to take any interim action necessary to protect the safety of any persons and/or to ensure the least amount of disruption to an Event. The discretion to take interim action includes, but is not limited to, a directive that the Person be removed from an on-going Event or disinvited from future Events during the pendency of the investigation. In the case of removal from an Event as an interim measure, the Board will
-

consider whether to uphold this decision or refund the Person’s fees for such Event as part of its consideration of the complaint.

4. The ACWA Executive Director, in consultation with the Board President (or Board Vice President in cases in which the Board President is the Person accused of violating this Policy) will determine whether an investigation of the complaint is warranted. If the ACWA Executive Director, in consultation with the Board President or Vice President, as the case may be, determines that an investigation is warranted, the ACWA Executive Director will undertake such an investigation immediately. The ACWA Executive Director shall retain a qualified third party (e.g., licensed investigator or attorney) to conduct the investigation unless determined to be unnecessary by the Board President (or Board Vice President in cases in which the Board President is the person alleged of violating this Policy) and General Counsel. The investigation should include discussions and interviews with witnesses as applicable..
5. Upon completion of the investigation, a report of the findings and conclusions of the investigation will be provided by the ACWA Executive Director to the Board President, Vice President, and the ACWA General Counsel, assuming none of those individuals are the subject of the investigation. Those individuals collectively will determine the recommended enforcement action to take in light of the findings and recommendations rendered following the investigation of the complaint.
6. Once a determination of the recommended enforcement action has been made, the accused Person will be notified of the intended action. If the recommended enforcement action involves more than a verbal warning (i.e., temporary or permanent suspension or expulsion from an ACWA Event(s)), the Board of Directors will consider the matter in closed session at the next scheduled Board meeting. Board members will be provided with the recommended enforcement action and investigation summary as part of the closed session materials. At the meeting, during closed session, the accused person will have the opportunity to present to the Board reasons why the accused person believes they should not be subjected to the intended disciplinary action. The accused person is not entitled to call witnesses, but may present documentary evidence, to be included in the closed session materials, to the Board in support of their position. The Board will determine the appropriate disciplinary action, if any.

References:

Board agenda item V.A.3. on 2/3/2023.

See Administrative Procedure: *To be determined.*

Revision History:

Revision Date	Description of Changes	Requested By
2/3/2023	Initial Release	ACWA Staff

Section:	GO-2 Governance	Approval Date:	11/17/2023
Policy:	GO-2.10 Communications	Latest Revision:	

GO-2.10 Communications

2.10.1 Purpose

The purpose of this Communications Policy (Policy) is to set forth communications expectations and protocols for ACWA Board Members, as well as for all individuals who serve on ACWA Regional Boards of Directors, ACWA Task Forces, ACWA Committees, ACWA Subcommittees, ACWA Working Groups, or any other permanent, temporary, or ad hoc ACWA group (“ACWA Groups”). This Policy applies to all persons participating in any of ACWA Groups (all of whom are defined in this Policy, along with Board Members, as “ACWA-Related Individuals”). The term “ACWA-Related Individuals” does not include ACWA employees, who are governed by other conduct and personnel policies.

2.10.2 Code of Conduct

ACWA-Related Individuals shall refrain from directly or indirectly indicating, in any communications with any outside group or persons, that they are speaking on behalf of ACWA, unless expressly authorized to do so by the ACWA Board, Executive Director, Deputy Executive Director, advocate on point on the relevant policy issue, or the Director of Communications with respect to any communications to the media. Providing factual information regarding official ACWA positions or statements, including providing copies of or links to official ACWA publications or statements, is permitted in all cases as long as the speaker does not indicate they are speaking on behalf of ACWA or acting as its representative.

2.10.3 Email Protocols

ACWA-Related Individuals shall adhere to the following protocols for email communications:

- a. Emails from committee liaisons or committee leadership to committee members will generally be transmitted by use of “cc list” while committee guests (i.e., non-members) will receive the same email communications via “bcc list.”
- b. Email recipients will be asked not to “reply-all” to email communications that are informational in nature. To make it clear to recipients they are receiving an informational message, the label “Informational-only” should be included in the subject line of the email as well as the following disclaimer in the body of the message: “Please do not “reply-all” to this informational email.” The leadership of each committee will have the discretion to appropriately address any issue with noncompliance.
- c. For all other email communications that are not labeled “informational” or treated as sensitive in nature (see below), committee members may respond using “reply-all.”

d. "Bcc list" may be used to transmit certain email messages to committee members, including on subcommittees and working groups, when the leadership and liaison of a committee determine the content of an email communication is sensitive in nature (e.g., concerning a politically sensitive legislative or regulatory issue or ACWA's strategy for advocacy), and it is prudent to guard against the potential creation of an unwanted public record should someone respond using "reply-all."

~~e. The members of committees, and their subcommittees and workgroups, are highly encouraged to meet in person, online or by phone to collaboratively discuss and decide positions on legislative and regulatory matters and those decisions should not be re-opened later by committee members or others through use of email.~~

2.10.3 Enforcement of Policy

Violations of this Policy will be enforced as set forth in GO-2.1A Code of Conduct.

References:

Board of Directors' Minutes March 25, 2022, and Executive Director Email on the Guidance for Implementation of Board Direction on Committee Email dated April 8, 2022.

See Administrative Procedure: To be determined.

Revision History:

Revision Date	Description of Changes	Requested By
11/17/2023	Initial Release	Code of Conduct Task Force

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: October 25, 2023
Subject: Strategic Plan – Update Process

RECOMMENDED ACTION

Discussion

BACKGROUND

In 2018, after six months of analysis, workshops, various iterations of a range of documents and support from a strategic planning consultant, the San Juan Board of Directors adopted a Strategic Plan (Plan) to guide the District's operations. The Plan was intended to serve the District for a period of three to five years. Every year, staff prepare for Board approval an Operations Plan (Ops Plan), to complement the Plan, and define in more detail the specific priority tasks that need to be accomplished in that year. Every quarter, the progress in accomplishing the tasks in the Ops Plan is reported via the Report Card prepared by District staff.

Staff propose that the District update its Plan, to guide its operations for the next three to five year. The foundation of the Plan is solid – the District's mission, vision, values and high-level goals likely will remain the same, given that the District's purpose and scope has not changed in the intervening years. However, the strategic objectives in the Plan merit review and revision given that a number of them were specific to projects and programs that occurred during the past five years. Furthermore, the metrics that appear at the end of each goal section have been superseded by the annual Report Card, and are likely no longer necessary.

Staff propose that they review the Plan and develop recommended edits in a draft update that they would bring to the Board for discussion at its December 13 meeting. Based on the input from the Board, staff could bring a final update of the Plan to the Board at its January 24, 2024, meeting.

The current Plan is available at the following link:

<https://www.sjwd.org/files/7622f181d/Strategic+Plan+Adopted+032818.pdf>

The current Operations Plan is available at the following link:

<https://www.sjwd.org/files/e4b445595/Operations+Plan+2023-24+v+062823.pdf>

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: October 25, 2023
Subject: General Manager's Monthly Report (September)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production

Item	September 2023	September 2022	Difference
Monthly Production AF	7,065.16	4,827.76	46.3%
Daily Average MG	74.26	50.75	46.3%
Annual Production AF	30,952.29	27,907.71	10.9%

Water Turbidity

Item	September 2023	August 2023	Difference
Raw Water Turbidity NTU	1.48	1.12	32%
Treated Water Turbidity NTU	0.015	0.016	-6%
Monthly Turbidity Percentage Reduction	98.97%	98.55%	

*Folsom Lake Reservoir Storage Level AF**

Item	2023	2022	Difference
Lake Volume AF	724,819	437,798	65%

AF – Acre Feet

MG – Million Gallons

NTU – Nephelometric Turbidity Unit

* Total Reservoir Capacity: 977,000 AF

Other Items of Interest:

- None

SYSTEM OPERATIONS

Distribution Operations:

Item	September 2023	August 2023	Difference
Leaks and Repairs	11	15	-4
Mains Flushed	0	0	0
Valves Exercised	0	0	0
Hydrants Maintenance	0	0	0
Back Flows Tested	64	55	+9
Customer Service Calls	45	43	+2

Distribution System Water Quality:

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab 12 In-House	0	

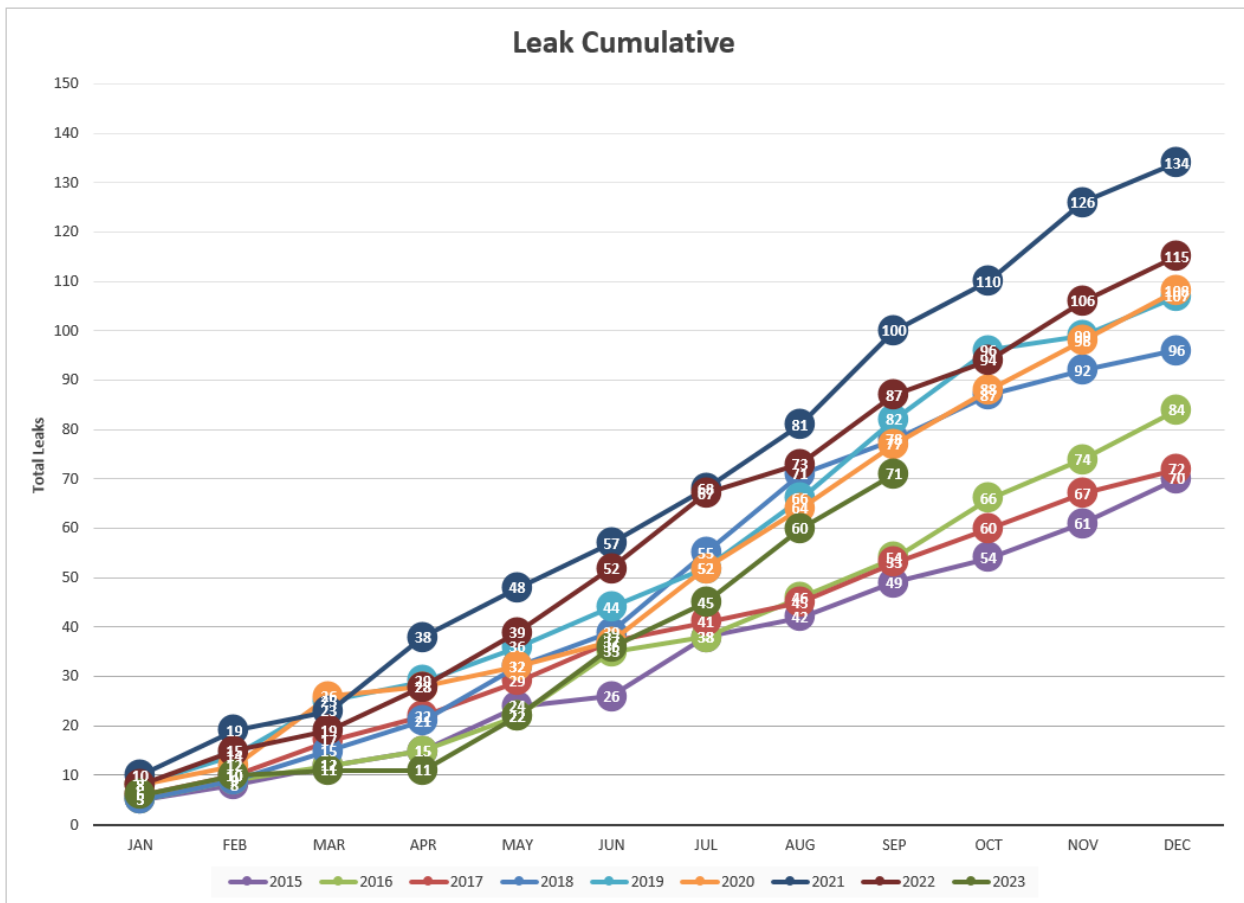


Figure 1: Annual Distribution System Leaks

Other Items of Interest:

- None

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of September

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
4912	496	0	0

Water Efficiency Activities for September

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
7	170	0	36

Other Activities

- None

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	Approved for Construction	Design approved
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	Construction complete	In project close-out
Granite Bay Assisted Living and Memory Care (formerly Pond View)	Assisted Living and Memory Care facility (5620 5630 5640 5650 Douglas Blvd)	In Planning	Developer to submit improvement plans in 2023.
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	In Construction	Construction started June 2022
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	Project on hold
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	Construction complete	In project close-out
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	Construction complete	In project close-out
Rancho Del Oro Estates	89-Lot Subdivision (Olive Ranch Rd, east of Cavitt Stallman)	Construction complete	In project close-out
Canyon Terrace Apartments	Apartment Complex (7 new buildings; 1600 Canyon Terrace Lane)	In Construction	Construction started November 2022
Sierra College Self Storage (8455 Sierra College Blvd)	New 4-building self-storage facility	In Construction	Construction started August 2022

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 24/25
Kokila Reservoir Replacement	Replace existing hypalon lined and covered reservoir with a new concrete tank	In Design	Applying for SRF funding. Construction in FY 23/24
Canyon Falls Village PRS Replacement	Rehabilitation of an existing Pressure Reducing Station (PRV) located near the intersection of Canyon Falls Drive and Santa Juanita Ave.	East PRS is now completed, doing design for West PRS	Construction in FY 23/24
Bacon Pump Station Generator Replacement	Replacing generators at Bacon Pump Station	In Construction	Project delayed due to material lead time. Anticipate to start construction in December 2023.
Field Services 3-sided Parts Shelter	Construction of a 3-sided material storage shelter	On hold	Planning to rebid project in FY25/26
Service Line Replacement Projects (85/year)	Yearly program to replace 85 services per year as identified in the 2020 Retail Master Plan	In Bid	Hidden Oaks (referred to as Shelborne) identified for replacement in FY22/23
Air Release Valve Replacements (45/year for next 20 years)	Replacement of 45 Air Release Valves per year for the next 20 years as identified in the 2020 Retail Master Plan	Construction completed	In project close-out
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY23/24

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In Construction	Applying for SRF funding. Construction in FY 22/23
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
Backwash Hood Rehabilitation and Rail Track Improvements	Rehabilitate or replace the two oldest Filter Backwash Hoods in the North and South basins, and replacement of the Rail Track.	In Design	
Baldwin Chnl Lining and Solar Field Culvert Replacement Project	Lining the Baldwin Ditch on the main campus to minimize costs for maintenance within the ditch and the replacement of the Solar Field Culvert to provide emergency discharge capacity to Baldwin Reservoir	In Construction	Construction of Solar Field Culvert complete. Construction of lining underway.
Wholesale Master Plan	Update of the 2005/07 Wholesale Master Plan	In Design	Consultant preparing final draft
Administration Building Electrical Panel Upgrade	Replacement of the electrical service at the Administration Building (50/50 split W/R)	In Design	Construction in FY23/24

SAFETY & REGULATORY TRAINING – September 2023

Training Course	Staff
Silica Exposure Plan	Field Services and Treatment
Ergonomics	New Employees
Risk Management Plan – Chlorine	Treatment

FINANCE/BUDGET

See attached



San Juan Water District, CA

Wholesale Operating Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESAL					
Revenue					
41000 - Water Sales	10,451,600.00	10,451,600.00	0.00	1,725,244.01	8,726,355.99
43000 - Rebate	1,000.00	1,000.00	533.55	533.55	466.45
45000 - Other Operating Revenue	0.00	0.00	1.19	5.59	-5.59
49000 - Other Non-Operating Revenue	132,100.00	132,100.00	0.00	46,543.84	85,556.16
49990 - Transfer In	958,700.00	958,700.00	0.00	0.00	958,700.00
Revenue Total:	11,543,400.00	11,543,400.00	534.74	1,772,326.99	9,771,073.01
Expense					
51000 - Salaries and Benefits	4,305,600.00	4,305,600.00	399,229.47	874,556.46	3,431,043.54
52000 - Debt Service Expense	887,900.00	887,900.00	0.00	44,804.37	843,095.63
53000 - Source of Supply	926,300.00	926,300.00	103,847.14	211,301.92	714,998.08
54000 - Professional Services	793,400.00	793,400.00	9,892.20	110,915.25	682,484.75
55000 - Maintenance	530,000.00	530,000.00	24,431.81	103,925.22	426,074.78
56000 - Utilities	312,900.00	312,900.00	0.00	13,718.14	299,181.86
57000 - Materials and Supplies	843,600.00	843,600.00	83,794.86	336,606.37	506,993.63
58000 - Public Outreach	36,500.00	36,500.00	0.00	1,068.75	35,431.25
59000 - Other Operating Expenses	756,800.00	756,800.00	8,755.45	265,514.32	491,285.68
69000 - Other Non-Operating Expenses	1,600.00	1,600.00	1,730.00	1,730.00	-130.00
Expense Total:	9,394,600.00	9,394,600.00	631,680.93	1,964,140.80	7,430,459.20
Fund: 010 - WHOLESAL Surplus (Deficit):	2,148,800.00	2,148,800.00	-631,146.19	-191,813.81	2,340,613.81
Total Surplus (Deficit):	2,148,800.00	2,148,800.00	-631,146.19	-191,813.81	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESAL	2,148,800.00	2,148,800.00	-631,146.19	-191,813.81	2,340,613.81
Total Surplus (Deficit):	2,148,800.00	2,148,800.00	-631,146.19	-191,813.81	



San Juan Water District, CA

Wholesale Capital Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,403,600.00	1,403,600.00	506.29	506.29	1,403,093.71
44000 - Connection Fees	100,000.00	100,000.00	-1,013.00	91,481.00	8,519.00
49000 - Other Non-Operating Revenue	150,000.00	150,000.00	53,000.00	63,211.47	86,788.53
49792 - Proceeds from Issuance of Debt	22,274,200.00	22,274,200.00	373,004.00	373,004.00	21,901,196.00
Revenue Total:	23,927,800.00	23,927,800.00	425,497.29	528,202.76	23,399,597.24
Expense					
55000 - Maintenance	806,000.00	806,000.00	0.00	3,490.00	802,510.00
61000 - Capital Outlay	4,237,200.00	4,237,200.00	438.21	408,969.10	3,828,230.90
69900 - Transfers Out	958,700.00	958,700.00	0.00	0.00	958,700.00
Expense Total:	6,001,900.00	6,001,900.00	438.21	412,459.10	5,589,440.90
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	17,925,900.00	17,925,900.00	425,059.08	115,743.66	17,810,156.34
Total Surplus (Deficit):	17,925,900.00	17,925,900.00	425,059.08	115,743.66	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outl...	17,925,900.00	17,925,900.00	425,059.08	115,743.66	17,810,156.34
Total Surplus (Deficit):	17,925,900.00	17,925,900.00	425,059.08	115,743.66	



San Juan Water District, CA

Retail Operating Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	16,621,400.00	16,621,400.00	1,360,935.67	1,659,970.34	14,961,429.66
45000 - Other Operating Revenue	463,700.00	463,700.00	36,452.72	29,844.70	433,855.30
49000 - Other Non-Operating Revenue	172,400.00	172,400.00	0.00	48,587.89	123,812.11
Revenue Total:	17,257,500.00	17,257,500.00	1,397,388.39	1,738,402.93	15,519,097.07
Expense					
41000 - Water Sales	0.00	0.00	300.08	1,226.69	-1,226.69
51000 - Salaries and Benefits	6,192,100.00	6,192,100.00	594,971.19	1,308,322.53	4,883,777.47
52000 - Debt Service Expense	454,100.00	454,100.00	0.00	29,869.59	424,230.41
53000 - Source of Supply	3,465,400.00	3,465,400.00	0.00	578,808.35	2,886,591.65
54000 - Professional Services	1,315,900.00	1,315,900.00	5,087.64	56,639.25	1,259,260.75
55000 - Maintenance	386,100.00	386,100.00	41,280.43	84,485.09	301,614.91
56000 - Utilities	634,700.00	634,700.00	0.00	63,942.24	570,757.76
57000 - Materials and Supplies	498,500.00	498,500.00	28,771.41	86,932.92	411,567.08
58000 - Public Outreach	70,000.00	70,000.00	0.00	10,787.50	59,212.50
59000 - Other Operating Expenses	904,100.00	904,100.00	44,580.77	209,562.73	694,537.27
69000 - Other Non-Operating Expenses	56,600.00	56,600.00	1,730.00	1,730.00	54,870.00
69900 - Transfers Out	2,427,000.00	2,427,000.00	0.00	0.00	2,427,000.00
Expense Total:	16,404,500.00	16,404,500.00	716,721.52	2,432,306.89	13,972,193.11
Fund: 050 - RETAIL Surplus (Deficit):	853,000.00	853,000.00	680,666.87	-693,903.96	1,546,903.96
Total Surplus (Deficit):	853,000.00	853,000.00	680,666.87	-693,903.96	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	853,000.00	853,000.00	680,666.87	-693,903.96	1,546,903.96
Total Surplus (Deficit):	853,000.00	853,000.00	680,666.87	-693,903.96	



San Juan Water District, CA

Retail Capital Income Statement Group Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,403,600.00	1,403,600.00	506.29	506.29	1,403,093.71
44000 - Connection Fees	100,000.00	100,000.00	-12,428.00	1,105,866.00	-1,005,866.00
49000 - Other Non-Operating Revenue	255,000.00	255,000.00	0.00	121,053.37	133,946.63
49792 - Proceeds from Issuance of Debt	12,895,000.00	12,895,000.00	137,524.00	137,524.00	12,757,476.00
49990 - Transfer In	2,427,000.00	2,427,000.00	0.00	0.00	2,427,000.00
Revenue Total:	17,080,600.00	17,080,600.00	125,602.29	1,364,949.66	15,715,650.34
Expense					
61000 - Capital Outlay	25,107,100.00	25,107,100.00	99,014.91	1,178,509.80	23,928,590.20
Expense Total:	25,107,100.00	25,107,100.00	99,014.91	1,178,509.80	23,928,590.20
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-8,026,500.00	-8,026,500.00	26,587.38	186,439.86	-8,212,939.86
Total Surplus (Deficit):	-8,026,500.00	-8,026,500.00	26,587.38	186,439.86	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-8,026,500.00	-8,026,500.00	26,587.38	186,439.86	-8,212,939.86
Total Surplus (Deficit):	-8,026,500.00	-8,026,500.00	26,587.38	186,439.86	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
191280	Hinkle Reservoir Cover	0.00	53,063.98	-53,063.98
195265	Douglas Booster Pump Station Elect	0.00	304.90	-304.90
201111	Hinkle Reservoir Overflow Channel L	4,210.95	85,059.29	-80,848.34
201117	Backwash Hood Rehabilitation (Two)	0.00	22,144.20	-22,144.20
201126	Lime Tower Design and Replacemen	0.00	7,259.00	-7,259.00
201153	Thickener Access Ladders (3)	0.00	3,111.00	-3,111.00
211128	Gate for WTP (New)	0.00	1,185.90	-1,185.90
215105	Eureka Road 18" T-main Design	0.00	1,168.50	-1,168.50
215114	Bacon Pump Station Generator Rep	3,075.00	83,922.50	-80,847.50
225170	Meter Replacement Program Route	0.00	0.00	0.00
235104	FY22-23 Air/Vacuum Relief Valve R	17,904.79	372,768.78	-354,863.99
235116	Fire Hydrant Replacements (10 hydr	0.00	0.00	0.00
241102	WTP Outdoor Lighting Replacement	0.00	18,887.51	-18,887.51
245103	Power Monitors for LGB Hinkle & AR	0.00	2,460.00	-2,460.00
245104	Fence for Sierra 30-in and Bacon 33-	0.00	13,120.00	-13,120.00
245106	FY23-24 Service Laterals Planned Rej	0.00	23,063.75	-23,063.75
245107	FY23-24 Meter Replacement Progra	0.00	127,304.72	-127,304.72
245108	FY23-24 Air/Vacuum Relief Valve R	13,132.00	263,693.55	-250,561.55
245109	FY23-24 Failed Service Lateral Repl	0.00	193,446.28	-193,446.28
Project Totals:		38,322.74	1,271,963.86	-1,233,641.12

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	38,322.74	1,271,963.86	-1,233,641.12
Group Totals:	38,322.74	1,271,963.86	-1,233,641.12

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Engineering	38,322.74	898,148.88	-859,826.14
Field Services	0.00	320,751.00	-320,751.00
Water Treatment Plant	0.00	53,063.98	-53,063.98
Type Totals:	38,322.74	1,271,963.86	-1,233,641.12

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
		0.00	0.00	0.00
011-20030	Retentions Payable	-4,210.95	0.00	-4,210.95
011-700-61145	Capital Outlay - WTP & Impro...	0.00	50,313.01	50,313.01
011-700-61155	Capital Outlay - Reservoirs & ...	0.00	138,123.27	138,123.27
011-700-61160	Capital Outlay - Equipment a...	0.00	3,111.00	3,111.00
050-15150	Capital - Mains/Pipelines & I...	0.00	0.00	0.00
050-900-49950	Investment in Fixed Assets	0.00	0.00	0.00
055-20030	Retentions Payable	-34,111.79	0.00	-34,111.79
055-700-61120	Capital Outlay - Improvemen...	0.00	13,120.00	13,120.00
055-700-61135	Capital Outlay - Pump Station...	0.00	85,851.00	85,851.00
055-700-61150	Capital Outlay - Mains/Pipeli...	0.00	854,140.86	854,140.86
055-700-61153	Capital Outlay - Meters and E...	0.00	127,304.72	127,304.72
GL Account Totals:		-38,322.74	1,271,963.86	1,233,641.12



Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	5,038,045.41	979,281.57	5,341,195.48	15,691,262.59	27,049,785.05
10510 - Accounts Receivable	0.00	678.76	834,861.40	8,312.17	843,852.33
11000 - Inventory	6,370.75	0.00	361,992.24	175,192.36	543,555.35
12000 - Prepaid Expense	91,302.66	0.00	1,240.16	0.00	92,542.82
12850 - Lease Receivable	212,174.87	0.00	187,108.67	0.00	399,283.54
14010 - Deferred Outflows	5,276,047.78	0.00	6,342,040.17	0.00	11,618,087.95
17010 - Capital Assets - Work in Progress	23,218,563.77	0.00	4,789,876.28	0.00	28,008,440.05
17150 - Capital Assets - Land Non-depreciable	120,712.00	0.00	166,272.00	0.00	286,984.00
17160 - Capital Assets - Improvements Other Than Buildings	1,289,061.55	0.00	104,592.32	0.00	1,393,653.87
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	7,248,303.78	0.00	14,295,481.78
17300 - Capital Assets - Buildings & Improvements	1,284,264.26	0.00	280,354.38	0.00	1,564,618.64
17350 - Capital Assets - Water Treatment Plant & Imp	42,026,258.66	0.00	16,000.00	0.00	42,042,258.66
17400 - Capital Assets - Mains/Pipelines & Improvements	28,130,034.95	0.00	53,491,036.45	0.00	81,621,071.40
17410 - Capital Assets - Meters	17,097.25	0.00	362,377.39	0.00	379,474.64
17500 - Capital Assets - Reservoirs & Improvements	4,808,912.39	0.00	2,492,421.90	0.00	7,301,334.29
17700 - Capital Assets - Equipment & Furniture	13,746,278.58	0.00	1,172,220.83	0.00	14,918,499.41
17750 - Capital Assets - Vehicles	282,219.34	0.00	1,023,960.05	0.00	1,306,179.39
17800 - Capital Assets - Software	265,814.52	0.00	593,375.80	0.00	859,190.32
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-46,210,657.75	0.00	-32,866,353.55	0.00	-79,077,011.30
Total Type 1000 - Assets:	87,315,874.99	979,960.33	51,942,875.75	15,874,767.12	156,113,478.19
Total Asset:	87,315,874.99	979,960.33	51,942,875.75	15,874,767.12	156,113,478.19
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	107,516.56	0.00	107,516.56
Total Type 1000 - Assets:	0.00	0.00	107,516.56	0.00	107,516.56
Type: 2000 - Liabilities					
20010 - Accounts Payable	89,402.05	20,474.30	173,231.33	155,131.19	438,238.87
20100 - Retentions Payable	0.00	1,032,379.81	0.00	210,535.24	1,242,915.05
20150 - Customer Deposits	1,148.98	0.00	0.00	0.00	1,148.98
21200 - Salaries & Benefits Payable	33,423.15	0.00	64,260.81	0.00	97,683.96
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	521,100.88	0.00	636,166.95	0.00	1,157,267.83

Balance Sheet

As Of 09/30/2023

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21373 - Deferred Inflows of Resources - Leases	197,375.66	0.00	0.00	0.00	197,375.66
21500 - Premium on Issuance of Bonds Series 2017	977,332.45	0.00	658,553.66	0.00	1,635,886.11
21600 - OPEB Liability	1,780,190.21	0.00	2,298,184.89	0.00	4,078,375.10
21700 - Pension Liability	2,283,601.31	0.00	2,906,401.66	0.00	5,190,002.97
22010 - Deferred Income	0.00	0.00	160,521.16	0.00	160,521.16
22050 - Deferred Inflows	1,156,543.66	0.00	1,472,788.71	0.00	2,629,332.37
23000 - Loans Payable	1,349,194.56	0.00	272,733.42	0.00	1,621,927.98
24000 - Current Bonds Payables	408,000.00	0.00	272,000.00	0.00	680,000.00
24250 - Bonds Payable 2017 Refunding	12,876,000.00	0.00	8,584,000.00	0.00	21,460,000.00
24300 - Loan - Refunding	4,323,016.10	0.00	2,347,275.68	0.00	6,670,291.78
Total Type 2000 - Liabilities:	25,996,329.02	1,052,854.11	19,846,118.26	365,666.43	47,260,967.82
Total Liability:	25,996,329.02	1,052,854.11	19,953,634.82	365,666.43	47,368,484.38
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	36,581,914.76	0.00	19,647,206.02	0.00	56,229,120.78
30500 - Designated Reserves	24,929,445.02	-188,637.44	13,035,938.87	10,992,695.05	48,769,441.50
30600 - Restricted Fund Balance	0.00	0.00	0.00	4,329,965.78	4,329,965.78
Total Type 3000 - Equity:	61,511,359.78	-188,637.44	32,683,144.89	15,322,660.83	109,328,528.06
Total Total Beginning Equity:	61,511,359.78	-188,637.44	32,683,144.89	15,322,660.83	109,328,528.06
Total Revenue	1,772,326.99	528,202.76	1,738,402.93	1,364,949.66	5,403,882.34
Total Expense	1,964,140.80	412,459.10	2,432,306.89	1,178,509.80	5,987,416.59
Revenues Over/Under Expenses	-191,813.81	115,743.66	-693,903.96	186,439.86	-583,534.25
Total Equity and Current Surplus (Deficit):	61,319,545.97	-72,893.78	31,989,240.93	15,509,100.69	108,744,993.81
Total Liabilities, Equity and Current Surplus (Deficit):	87,315,874.99	979,960.33	51,942,875.75	15,874,767.12	156,113,478.19



San Juan Water District, CA

Check Report

By Vendor Name

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
	Void	09/05/2023	Regular	0.00	0.00	59305
	Void	09/12/2023	Regular	0.00	0.00	59330
03845	All Pro Backflow, Inc.	09/05/2023	Regular	0.00	2,150.00	59295
03845	All Pro Backflow, Inc.	09/12/2023	Regular	0.00	2,750.00	59319
03845	All Pro Backflow, Inc.	09/26/2023	Regular	0.00	750.00	59375
03406	Alpha Analytical Laboratories Inc.	09/05/2023	Regular	0.00	1,370.00	59296
03406	Alpha Analytical Laboratories Inc.	09/12/2023	Regular	0.00	1,423.00	59320
03406	Alpha Analytical Laboratories Inc.	09/19/2023	Regular	0.00	900.00	59341
03406	Alpha Analytical Laboratories Inc.	09/26/2023	Regular	0.00	450.00	59376
01039	American Family Life Assurance Company of Co	09/25/2023	Bank Draft	0.00	298.71	Q386905-04-20
01039	American Family Life Assurance Company of Co	09/25/2023	Bank Draft	0.00	298.71	Q386909-25-20
01026	American River Ace Hardware, Inc.	09/19/2023	Regular	0.00	18.00	59342
01328	Association of California Water Agencies / Joint	09/26/2023	EFT	0.00	7,250.08	408877
01898	Association of California Water Agencies / JPIA	09/06/2023	EFT	0.00	130,673.59	408852
01027	Association of California Water Agencies	09/05/2023	Regular	0.00	4,075.00	59297
03739	Azteca Systems Holdings, LLC	09/19/2023	Regular	0.00	-956.25	59091
03739	Azteca Systems Holdings, LLC	09/19/2023	Regular	0.00	956.25	59343
03534	Barrett, Devon	09/26/2023	Regular	0.00	365.22	59377
03899	Bennett Engineering Services Inc	09/19/2023	EFT	0.00	615.00	408863
03899	Bennett Engineering Services Inc	09/26/2023	EFT	0.00	5,600.50	408878
03929	Boden Construction	09/19/2023	Regular	0.00	1,975.13	59344
03594	Borges & Mahoney, Inc.	09/05/2023	Regular	0.00	15,455.18	59298
03594	Borges & Mahoney, Inc.	09/12/2023	Regular	0.00	468.04	59321
03966	Britton, Alfred B.	09/19/2023	Regular	0.00	175.00	59345
03853	Brower Mechanical CA LLC	09/05/2023	EFT	0.00	474.00	408838
03853	Brower Mechanical CA LLC	09/12/2023	EFT	0.00	220.00	408853
03853	Brower Mechanical CA LLC	09/26/2023	EFT	0.00	220.00	408879
01235	BSK Associates	09/26/2023	EFT	0.00	40.00	408880
01242	Bureau of Reclamation-MPR	09/26/2023	EFT	0.00	32,738.50	408881
03963	BWD Construction, Inc.	09/19/2023	Regular	0.00	80,008.05	59346
03080	California State Disbursement Unit	09/01/2023	Bank Draft	0.00	1.50	PAY0000000000
03080	California State Disbursement Unit	09/01/2023	Bank Draft	0.00	1,741.26	PAY0000000000
03080	California State Disbursement Unit	09/18/2023	Bank Draft	0.00	1.50	PAY0000000000
03080	California State Disbursement Unit	09/18/2023	Bank Draft	0.00	1,741.26	PAY0000000000
03078	CalPERS Health	09/06/2023	Bank Draft	0.00	49,922.80	100000017257
03078	CalPERS Health	09/06/2023	Bank Draft	0.00	49,922.80	100000017257
03078	CalPERS Health	09/06/2023	Bank Draft	0.00	44,895.81	100000017257
03130	CalPERS Retirement	09/05/2023	Bank Draft	0.00	44,353.98	1002448288
03130	CalPERS Retirement	09/05/2023	Bank Draft	0.00	599.24	1002448288
03130	CalPERS Retirement	09/15/2023	Bank Draft	0.00	44,472.68	1002456500
03861	Calton, John C	09/12/2023	Regular	0.00	615.00	59322
01310	Capital Rubber Co., Ltd	09/12/2023	Regular	0.00	916.39	59323
01310	Capital Rubber Co., Ltd	09/19/2023	Regular	0.00	1,553.64	59347
01310	Capital Rubber Co., Ltd	09/26/2023	Regular	0.00	243.70	59378
03226	Capitol Sand & Gravel Co.	09/19/2023	Regular	0.00	2,201.68	59348
03530	Certex USA, Inc.	09/12/2023	EFT	0.00	1,186.12	408854
03221	Chemtrade Chemicals Corporation	09/05/2023	EFT	0.00	18,971.66	408839
03221	Chemtrade Chemicals Corporation	09/19/2023	EFT	0.00	18,888.40	408864
03221	Chemtrade Chemicals Corporation	09/26/2023	EFT	0.00	18,904.26	408882
01366	Citistreet/CalPERS 457	09/05/2023	Bank Draft	0.00	7,782.44	1002448291
01366	Citistreet/CalPERS 457	09/15/2023	Bank Draft	0.00	7,777.85	1002456503
01372	City of Folsom	09/26/2023	Regular	0.00	48.97	59379
01378	Clark Pest Control of Stockton	09/19/2023	Regular	0.00	340.00	59349
02214	County of Placer Engineering & Surveying	09/19/2023	Regular	0.00	438.55	59350

Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03063	D&T Fiberglass, Inc.	09/05/2023	EFT	0.00	27,518.70	408840
03890	Datalink Networks, Inc.	09/05/2023	EFT	0.00	1,628.00	408841
01521	DataProse, LLC	09/19/2023	EFT	0.00	8,538.34	408865
03867	DXP Enterprises, Inc.	09/05/2023	EFT	0.00	1,783.57	408842
03848	E Source Companies LLC	09/05/2023	EFT	0.00	2,500.00	408843
03163	Economic Development Department	09/18/2023	Bank Draft	0.00	11,391.52	1-955-827-728
03163	Economic Development Department	09/18/2023	Bank Draft	0.00	10.69	1-955-827-728
03163	Economic Development Department	09/05/2023	Bank Draft	0.00	11,049.47	2-098-757-600
03163	Economic Development Department	09/05/2023	Bank Draft	0.00	5.58	2-098-757-600
03776	EETS Inc.	09/05/2023	EFT	0.00	4,565.00	408844
03776	EETS Inc.	09/19/2023	EFT	0.00	2,800.00	408866
01611	Ferguson Enterprises, Inc	09/19/2023	EFT	0.00	177.21	408867
03702	Flowline Contractors, Inc.	09/12/2023	EFT	0.00	46,457.05	408855
03702	Flowline Contractors, Inc.	09/19/2023	EFT	0.00	30,555.66	408868
01644	Franchise Tax Board	09/05/2023	Regular	0.00	75.00	59299
01644	Franchise Tax Board	09/19/2023	Regular	0.00	75.00	59351
03091	Granite Bay Ace Hardware	09/05/2023	Regular	0.00	19.86	59300
03091	Granite Bay Ace Hardware	09/19/2023	Regular	0.00	59.99	59352
01706	Graymont Western US Inc.	09/19/2023	EFT	0.00	8,818.63	408869
01721	Hach Company	09/19/2023	EFT	0.00	580.22	408870
01732	Harrington Industrial Plastics LLC	09/05/2023	Regular	0.00	1,266.89	59301
01741	HDR Engineering, Inc.	09/05/2023	EFT	0.00	2,947.61	408845
01741	HDR Engineering, Inc.	09/12/2023	EFT	0.00	12,910.97	408856
01741	HDR Engineering, Inc.	09/19/2023	EFT	0.00	7,608.25	408871
01763	Holt of California	09/12/2023	Regular	0.00	4,379.99	59324
01763	Holt of California	09/26/2023	Regular	0.00	3,933.25	59380
03952	ICSH Parent Inc.	09/12/2023	Regular	0.00	310.00	59325
03383	Inferrera Construction Management Group, Inc	09/06/2023	Regular	0.00	39,808.13	59317
03383	Inferrera Construction Management Group, Inc	09/19/2023	Regular	0.00	37,306.01	59353
03555	Instrument Technology Corporation	09/05/2023	Regular	0.00	2,946.84	59302
03164	Internal Revenue Service	09/01/2023	Bank Draft	0.00	59,532.79	270364471900
03164	Internal Revenue Service	09/01/2023	Bank Draft	0.00	48.35	270364471900
03164	Internal Revenue Service	09/01/2023	Bank Draft	0.00	197.80	270364471900
03164	Internal Revenue Service	09/15/2023	Bank Draft	0.00	135.25	270365881402
03164	Internal Revenue Service	09/15/2023	Bank Draft	0.00	433.37	270365881402
03164	Internal Revenue Service	09/15/2023	Bank Draft	0.00	60,721.30	270365881402
01917	Kennedy/Jenks Consultants, Inc.	09/12/2023	EFT	0.00	10,732.80	408857
01917	Kennedy/Jenks Consultants, Inc.	09/19/2023	EFT	0.00	11,411.40	408872
01959	Les Schwab Tire Centers of California Inc	09/19/2023	Regular	0.00	734.31	59354
01959	Les Schwab Tire Centers of California Inc	09/26/2023	Regular	0.00	20.00	59381
03868	Lords Electric Inc	09/12/2023	EFT	0.00	58,425.00	408858
03965	MAX Built to Last Inc.	09/26/2023	Regular	0.00	872.80	59382
02024	MCI WORLDCOM	09/05/2023	Regular	0.00	50.92	59303
03398	Miller Equipment Rental	09/19/2023	Regular	0.00	945.16	59355
02091	Navajo Pipelines, Inc.	09/06/2023	Regular	0.00	249,508.00	59318
02091	Navajo Pipelines, Inc.	09/26/2023	Regular	0.00	340,190.99	59383
02093	NDS Solutions, Inc	09/12/2023	Regular	0.00	3,398.49	59326
02093	NDS Solutions, Inc	09/19/2023	Regular	0.00	554.34	59356
02131	ODP Business Solutions, LLC	09/05/2023	Regular	0.00	1,119.11	59304
02131	ODP Business Solutions, LLC	09/12/2023	Regular	0.00	66.84	59327
02131	ODP Business Solutions, LLC	09/19/2023	Regular	0.00	260.18	59357
02131	ODP Business Solutions, LLC	09/26/2023	Regular	0.00	192.78	59384
02150	Pace Supply Corp	09/05/2023	Regular	0.00	680.88	59306
02150	Pace Supply Corp	09/12/2023	Regular	0.00	2,728.84	59328
02150	Pace Supply Corp	09/19/2023	Regular	0.00	1,863.10	59358
02150	Pace Supply Corp	09/26/2023	Regular	0.00	17,089.43	59385
02158	Pacific Storage Company	09/19/2023	EFT	0.00	94.24	408873
03898	Palmieri, Thomas	09/19/2023	Regular	0.00	-213.50	58602
03898	Palmieri, Thomas	09/19/2023	Regular	0.00	213.50	59359
03303	Paulson, Rachael	09/19/2023	Regular	0.00	485.10	59360
02146	PG&E	09/12/2023	Regular	0.00	19,797.08	59329

Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02205	Placer County Air Pollution Control District	09/12/2023	Regular	0.00	1,962.38	59331
03961	Pro시오 Communications	09/19/2023	Regular	0.00	11,856.25	59361
03896	R.S. Hughes Co., Inc	09/19/2023	EFT	0.00	1,948.16	408874
02275	Ramos Oil Recyclers Inc	09/12/2023	Regular	0.00	617.66	59332
03377	RDO Construction Equipment Co.	09/12/2023	EFT	0.00	59.31	408859
03833	RDO Placer LLC	09/26/2023	Regular	0.00	2,133.00	59386
02283	Recology Auburn Placer	09/19/2023	Regular	0.00	784.79	59362
02223	Rexel Inc (Platt - Rancho Cordova)	09/05/2023	Regular	0.00	1,888.87	59307
02223	Rexel Inc (Platt - Rancho Cordova)	09/19/2023	Regular	0.00	16,497.73	59363
02293	RFI Enterprises, Inc.	09/05/2023	EFT	0.00	54.46	408846
03782	RGM Kramer Inc	09/05/2023	Regular	0.00	1,932.00	59308
03782	RGM Kramer Inc	09/12/2023	Regular	0.00	595.00	59333
03782	RGM Kramer Inc	09/26/2023	Regular	0.00	204.50	59387
03670	River City Painting, Inc.	09/05/2023	Regular	0.00	9,810.00	59309
02328	Rocklin Windustrial Co	09/12/2023	Regular	0.00	234.20	59334
03681	RS Americas, Inc.	09/05/2023	EFT	0.00	154.74	408847
03385	S J Electro Systems Inc	09/12/2023	EFT	0.00	1,017.00	408860
02376	Sacramento Ground Water Authority	09/12/2023	EFT	0.00	850.00	408861
02395	SAFETY KLEEN SYSTEMS INC.	09/05/2023	Regular	0.00	26.82	59310
02452	Sierra National Construction, Inc.	09/05/2023	Regular	0.00	26,912.96	59311
02452	Sierra National Construction, Inc.	09/12/2023	Regular	0.00	22,729.19	59335
02452	Sierra National Construction, Inc.	09/26/2023	Regular	0.00	24,507.45	59388
02459	Sierra Safety Company	09/12/2023	Regular	0.00	378.06	59336
03830	Stoel Rives LLP	09/19/2023	EFT	0.00	11,974.00	408875
01411	SureWest Telephone	09/12/2023	Regular	0.00	3,003.00	59337
02572	Thatcher Company of California, Inc.	09/05/2023	EFT	0.00	15,480.00	408848
02572	Thatcher Company of California, Inc.	09/26/2023	EFT	0.00	15,480.00	408883
02581	The Ferguson Group, LLC	09/26/2023	EFT	0.00	6,750.00	408884
03840	The Permanente Medical Group, Inc.	09/19/2023	Regular	0.00	292.00	59364
03799	Thirkettle Corporation	09/19/2023	Regular	0.00	-44,304.98	59087
03799	Thirkettle Corporation	09/05/2023	Regular	0.00	196.97	59312
03799	Thirkettle Corporation	09/19/2023	Regular	0.00	68,704.36	59365
02281	UBEO West, LLC	09/05/2023	Regular	0.00	80.42	59313
02643	Underground Service Alert of Northern Californ	09/26/2023	EFT	0.00	1,836.17	408885
02651	United Parcel Service, Inc.	09/05/2023	Regular	0.00	33.00	59314
02651	United Parcel Service, Inc.	09/19/2023	Regular	0.00	90.00	59366
02651	United Parcel Service, Inc.	09/26/2023	Regular	0.00	150.53	59389
02667	US Bank Corporate Payments Sys (CalCard)	09/18/2023	Bank Draft	0.00	26,588.69	474-445041-23
03077	VALIC	09/01/2023	Bank Draft	0.00	3,925.30	285463
03077	VALIC	09/18/2023	Bank Draft	0.00	3,928.23	288178
03852	Valley Power Systems North, Inc.	09/19/2023	Regular	0.00	2,033.50	59367
02690	Verizon Wireless	09/05/2023	Regular	0.00	2,920.57	59315
02700	Viking Shred LLC	09/12/2023	Regular	0.00	64.00	59338
03967	Viramontes, Benjamin J	09/26/2023	Regular	0.00	92.00	59390
01359	von Collenberg, Chris	09/19/2023	Regular	0.00	491.40	59368
01687	W. W. Grainger, Inc.	09/05/2023	Regular	0.00	1,338.79	59316
01687	W. W. Grainger, Inc.	09/12/2023	Regular	0.00	505.99	59339
03387	WageWorks, Inc	09/05/2023	EFT	0.00	232.00	408849
03387	WageWorks, Inc	09/19/2023	EFT	0.00	232.00	408876
01068	Walker, Glenn C.	09/12/2023	Regular	0.00	1,382.36	59340
01486	WAPA - Department of Energy	09/05/2023	EFT	0.00	805.89	408850
03791	Water Systems Consulting, Inc.	09/05/2023	EFT	0.00	5,000.00	408851
03791	Water Systems Consulting, Inc.	09/12/2023	EFT	0.00	10,370.00	408862
02766	Youngdahl Consulting Group, Inc.	09/19/2023	Regular	0.00	15,420.00	59369

Check Report

Date Range: 09/01/2023 - 09/30/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03445	Zlotnick, Greg	09/19/2023	Regular	0.00	486.99	59370

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	159	90	0.00	1,070,956.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-45,474.73
Bank Drafts	27	27	0.00	431,778.88
EFT's	73	48	0.00	548,078.49
	259	170	0.00	2,005,338.99

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	159	90	0.00	1,070,956.35
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-45,474.73
Bank Drafts	27	27	0.00	431,778.88
EFT's	73	48	0.00	548,078.49
	259	170	0.00	2,005,338.99

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	9/2023	2,005,338.99
			2,005,338.99



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2023 - 09/30/2023

Payment Date Range -



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
0690	Costa, Ted	Reg - Regular Hours	3	17.00	2,125.00
			0690 - Costa Total:	17.00	2,125.00
0670	Miller, Ken	Reg - Regular Hours	3	11.00	1,375.00
			0670 - Miller Total:	11.00	1,375.00
1003	Rich, Daniel	Reg - Regular Hours	3	9.00	1,125.00
			1003 - Rich Total:	9.00	1,125.00
0650	Tobin, Pamela	Reg - Regular Hours	3	30.00	3,750.00
			0650 - Tobin Total:	30.00	3,750.00
1039	Zamorano, Manuel	Reg - Regular Hours	3	6.00	750.00
			1039 - Zamorano Total:	6.00	750.00
			Report Total:	73.00	9,125.00



Payroll Set: 01-San Juan Water District

Account	Account Description	Units	Pay Amount
010-010-58110	Director - Stipend	36.50	4,562.50
	010 - WHOLESALE Total:	36.50	4,562.50
050-010-58110	Director - Stipend	36.50	4,562.50
	050 - RETAIL Total:	36.50	4,562.50
	Report Total:	73.00	9,125.00



Payroll Set: 01-San Juan Water District

Pay Code	Description	# of Payments	Units	Pay Amount
Reg - Regular Hours	Regular Hours	15	73.00	9,125.00
		Report Total:	73.00	9,125.00

2023/24 Actual Deliveries and Revenue - By Wholesale Customer Agency

July - September 2023								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	4,796.12	\$ 967,966	5,074.80	\$ 990,578	278.68	5.8%	\$ 22,612	2.3%
Citrus Heights Water District	3,516.96	\$ 818,937	4,024.04	\$ 860,081	507.08	14.4%	\$ 41,144	5.0%
Fair Oaks Water District	2,526.94	\$ 572,027	2,590.85	\$ 577,213	63.91	2.5%	\$ 5,186	0.9%
Orange Vale Water Co.	1,559.11	\$ 316,242	1,556.21	\$ 316,006	(2.90)	-0.2%	\$ (236)	-0.1%
City of Folsom	399.96	\$ 88,593	432.84	\$ 91,260	32.88	8.2%	\$ 2,668	3.0%
Granite Bay Golf Course	167.39	\$ 5,917	197.31	\$ 6,975	29.92	17.9%	\$ 1,058	17.9%
Sac Suburban Water District	3,712.50	\$ 817,344	5,974.81	\$ 1,315,414	2,262.31		\$ 498,070	
TOTAL	16,678.99	\$ 3,587,027	19,850.86	\$ 4,157,528	3,171.87	19.0%	\$ 570,502	15.9%

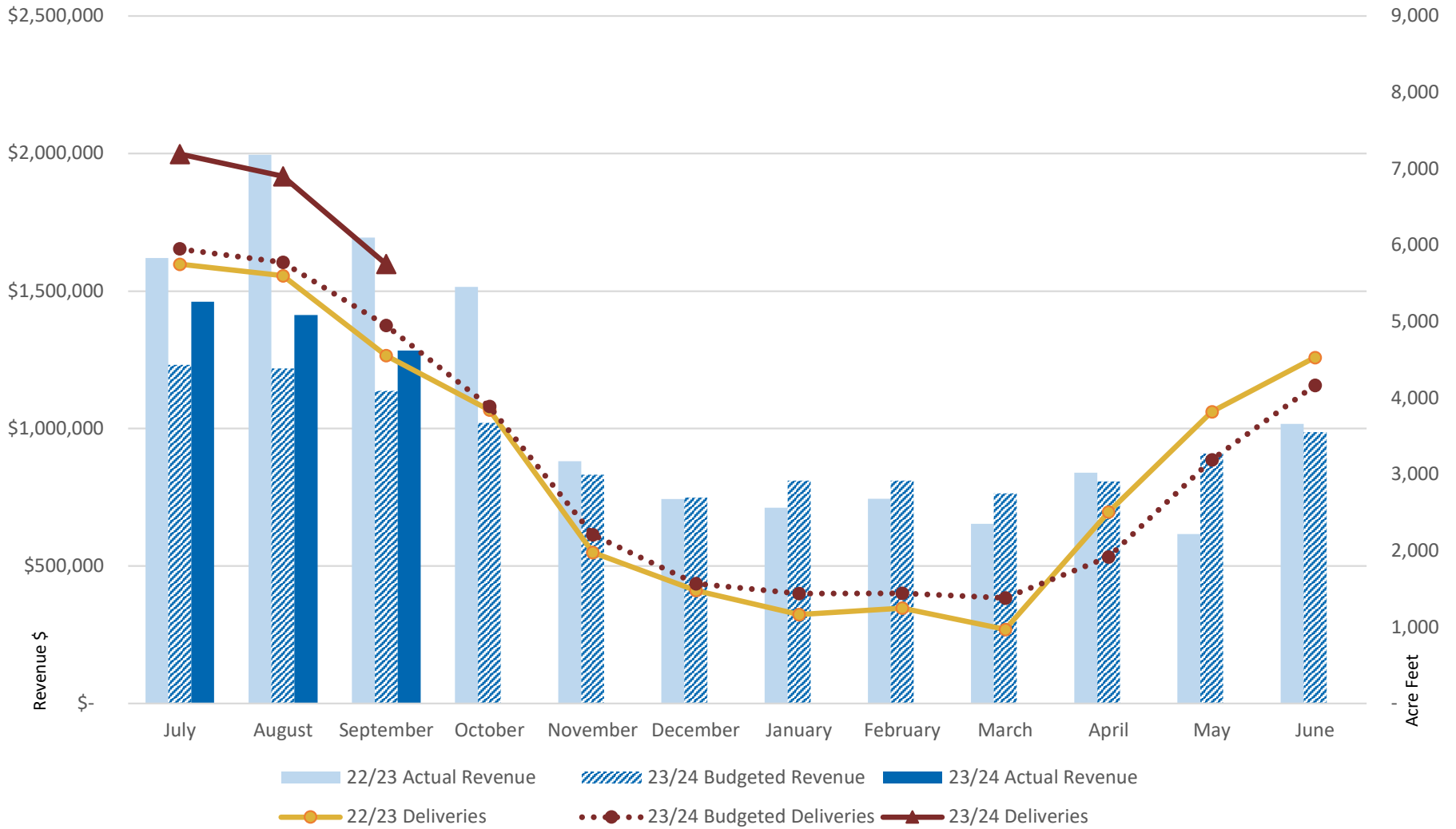
Budgeted Deliveries	16,678.99
Actual Deliveries	19,850.86
Difference	3,171.87
	19.0%

Budgeted Water Sale Revenue	\$ 3,587,027
Actual Water Sale Revenue	\$ 4,157,528
Difference	\$ 570,502
	15.9%

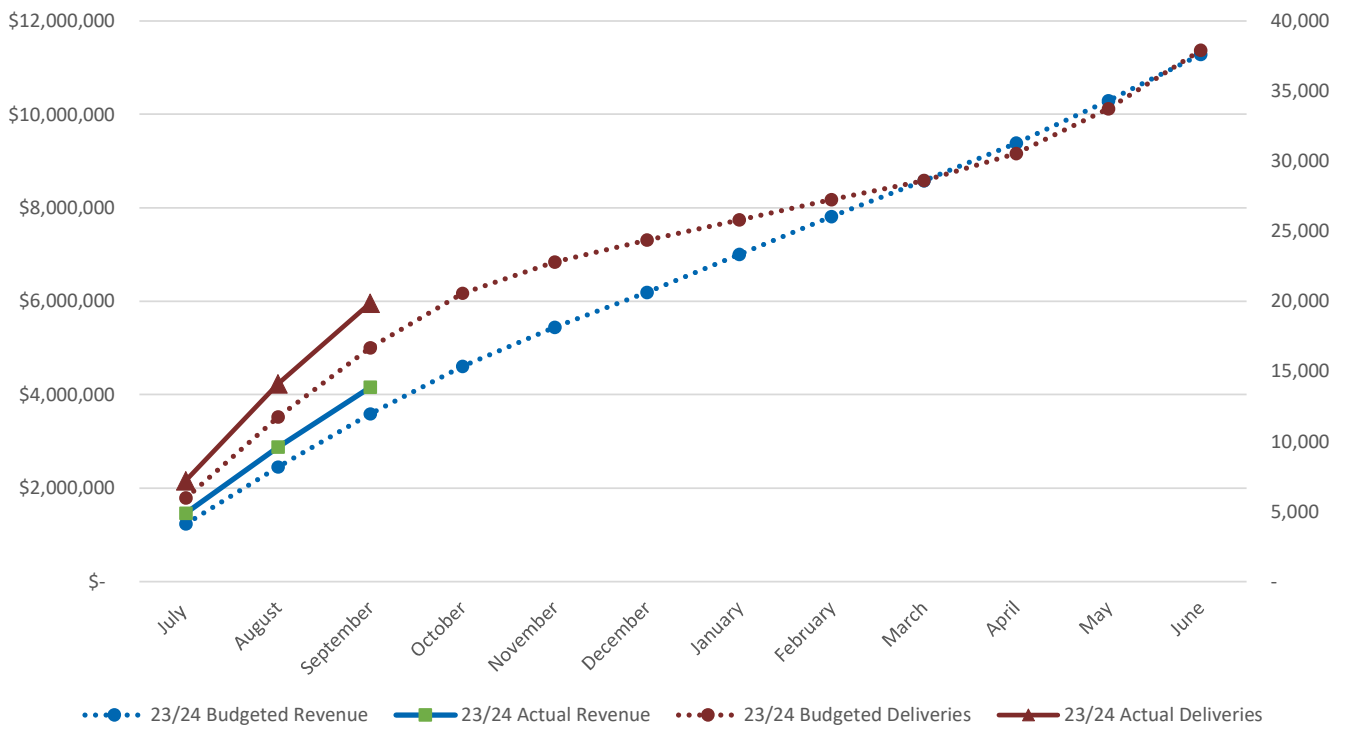
Conclusion:

Fiscal Year 2023-24 water sales continue to be strong. Sales to all customers except Orange Vale, were greater than anticipated. Orange Value's deliveries were very close to our projection, with a minuscule 2.9 acre feet variance. In total deliveries for July-September were 19% higher than our projection. As a result, revenues exceed the budget by 15.9% for the period.

Comparison of Fiscal Year 2022/2023 Actuals to 2023/2024 Projections and Actuals of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2023-24



**Finance Committee Meeting Minutes
San Juan Water District
October 17, 2023
4:00 p.m.**

Committee Members: Ted Costa, Director (Chair)
Ken Miller, Director (Member)

District Staff: Paul Helliker, General Manager
Donna Silva, Director of Finance
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Participant

The meeting started at 4:10 pm.

- 1. Review General Manager Reimbursements (W & R)**
The committee reviewed the September credit card charges for the General Manager and found them to be in order and there was no reimbursement request from the General Manager.
- 2. Review Check Register from September 2023 (W & R)**
The committee reviewed the September 2023 check register and found them to be in order.
- 3. Other Finance Matters (W & R)**
Ms. Silva reported that she had planned to provide the Quarterly Treasurers' Report to the committee but due to computer system issues she was unable to complete the report and plans to provide it to the Board next week. The committee agreed to placing it on the Consent Calendar.
- 4. Public Comment**
There were no public comments.

The meeting was adjourned at 4:18 p.m.

**Engineering Committee Meeting Minutes
San Juan Water District
October 18, 2023
3:30 p.m.**

Committee Members: Dan Rich, Chair
Ken Miller, Member

District Staff: Paul Helliker, General Manager
Tony Barela, Director of Operations
Andrew Pierson, Director of Engineering Services
Adam Larsen, Field Services Manager
Mark Hargrove, Senior Engineer
Teri Grant, Board Secretary/Administrative Assistant

Topics: 2022/2023 Water Services Replacement Project (R)
WTP Filter Backwash Hoods Rehabilitation Project (W)
Bayside Fields Development Project (W)
Other Engineering Matters
Public Comment

1. 2022/2023 Water Services Replacement Project (R)

Mr. Hargrove provided a written staff report which will be attached to the meeting minutes. In response to Director Miller's questions, Mr. Hargrove explained what the scope of work will be regarding the water service replacements. In addition, Mr. Hargrove explained why the fire hydrants are scheduled to be replaced. Mr. Larsen commented that there have been several fire hydrants that were already replaced due to failures.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve the award of a construction contract to apparent lowest responsive and responsible bidder for the 2022/2023 Water Services Replacement Project.

2. WTP Filter Backwash Hoods Rehabilitation Project (W)

Mr. Hargrove provided a written staff report which will be attached to the meeting minutes. He explained that during the evaluation of the existing facilities, Kennedy Jenks found the existing Motor Control Center and pump variable speed drives to be deficient and recommended the replacement of the equipment. Kennedy Jenks reported that the equipment no longer meets current building codes for the environment in which they are located.

The Engineering Committee recommends consideration of a motion by the Board to authorize and approve Amendment No. 1 for professional engineering services to Kennedy Jenks for the WTP Filter Backwash Hoods Rehabilitation Project.

3. Bayside Fields Development Project (W)

Mr. Pierson provided a written staff report which will be attached to the meeting minutes. He explained that the District requires a waterline easement for the Bayside Fields Development Project. The developer needs to add a fire hydrant due to the construction of

a new joint restroom and concession building. Therefore, the District will need access to the facility and requires an easement.

The Engineering Committee recommends consideration of a motion by the Board to adopt Resolution 23-10 accepting a dedicated waterline easement for a new pipeline and fire hydrant installation for the Bayside Fields Development Project, and authorize staff to accept and process the documents from the property owner.

4. Other Engineering Matters

There were no other matters discussed.

5. Public Comment

There were no public comments.

The meeting was adjourned at 3:46 p.m.