

# **SAN JUAN WATER DISTRICT**

Board of Director's Board Meeting Minutes

December 16, 2020 – 6:00 p.m.

Conducted via Videoconference

## **BOARD OF DIRECTORS**

Ted Costa	President
Pam Tobin	Vice President
Marty Hanneman	Director
Ken Miller	Director
Dan Rich	Director

## **SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF**

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Lisa Brown	Customer Service Manager
Adam Larsen	Field Services Manager
Andrew Pierson	Engineering Services Manager
Greg Turner	Water Treatment Manager
Greg Zlotnick	Water Resources Manager
Stephen Ehnat	Engineering Technician
Teri Grant	Board Secretary/Administrative Assistant
Jennifer Buckman	Legal Counsel

## **OTHER ATTENDEES**

Joanna Gin	Legal Counsel, Citrus Heights Water District
Craig Locke	Sacramento Suburban Water District
Mitch Dion	Self

## **AGENDA ITEMS**

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

President Costa called the meeting to order at 6:07 p.m.

## **I. ROLL CALL**

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

## **II. PUBLIC FORUM**

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, November 9, 2020 (W & R)**

*Recommendation: Approve draft minutes*

### **2. Rescission of Polices Comprising Employee Manual; revision and expansion of existing policy HR-6.5 Employee Compensation (W & R)**

*Recommendation: Consider a motion to rescind all existing policies that comprise the existing Employee Manual, including HR-6.5 Employee Compensation and adopt by motion, HR-6.1 Employee Compensation and Benefits*

### **3. Hydrant and Valve Maintenance FY20/21 (R)**

*Recommendation: To award a professional services contract to Wachs Water Services (WWS) for professional services related to the maintenance of hydrants and valves for the fiscal year 20/21*

### **4. Arc Flash Hazard Assessment Project (W & R)**

*Recommendation: For authorization and approval of a professional services contract to e-Hazard Management to perform an Arc Flash Hazard Assessment of the District's existing electrical facilities*

***Vice President Tobin moved to approve the Consent Calendar. President Costa seconded the motion and it carried with the following roll call vote:***

***Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin***

***Noes: None***

***Absent: None***

## IV. OLD BUSINESS

### 1. WTP Filter Basins Rehab Project – Construction Management/Inspection Services (W)

Mr. Pierson provided a staff report and conducted a brief presentation which will both be attached to the meeting minutes. He reviewed the project scope of work and explained that during construction, some issues were discovered that increased the time spent on the project. He explained that a contract amendment is needed for the Construction Management/Inspection Services with Kennedy Jenks Consultants for an increase of \$207,073 which includes a ten percent contingency be added to the total authorized contract to bring the total to \$689,128.

Mr. Pierson informed the Board that an additional amendment for approximately \$110,000 will be needed for the construction component of the South Basin. He explained that the original overall project budget was \$4.828 million and the revised estimate is \$4.953 million which will bring the project \$125,000 over budget. Ms. Silva informed the Board that an amendment to the capital budget is not anticipated.

Mr. Pierson informed the Board that the repairs to the filter basin have been very beneficial to the District and have already resulted in a substantial reduction in leaks from the filter basin. These repairs will reduce the cost to pump the water from the under-drain system back to the Water Treatment Plant, along with operation costs.

***Vice President Tobin moved for authorization and approval of Amendment #1 to the professional services contract with Kennedy Jenks for Construction Management and Inspection Services for the WTP Filter Basins Rehab Project. Director Rich seconded the motion and it carried with the following roll call vote:***

***Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin***

***Noes: None***

***Absent: None***

### 2. RWA and SGA Items (W & R)

GM Helliker and Mr. Zlotnick provided the Board with a written staff report which will be attached to the meeting minutes. Mr. Zlotnick reviewed the items that were highlighted in the staff report.

### 3. Water Forum Agreement Update (W & R)

GM Helliker and Mr. Zlotnick provided the Board with a written staff report which will be attached to the meeting minutes. GM Helliker reviewed the items in the report and informed the Board that the Water Forum has hired a new Executive Director, who will be announced shortly.

## V. NEW BUSINESS

### 1. 2021 Board Officers

President Costa announced that the Board needed to nominate a new President and Vice President for 2021.

***Director Rich moved to elect Pam Tobin as Board President and Ken Miller as Board Vice President. Director Miller seconded the motion and it carried with the following roll call vote:***

***Ayes: Directors Costa, Hanneman, Miller, Rich and Tobin***

***Noes: None***

***Absent: None***

## 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 November which will be attached to the meeting minutes.

#### 1.2 Miscellaneous District Issues and Correspondence

GM Helliker provided a hydrology report on current conditions. He reported that Folsom Reservoir is 31% full with storage at about 64% of average.

GM Helliker reported that he and Mr. Zlotnick are meeting with the wholesale customer agencies regarding conjunctive use groundwater banking. In addition, he reported that the region's water agencies are waiting for comments from Reclamation on the Folsom Operations MOU.

GM Helliker reported that he is working on the conserved water transfer project, and Tully & Young was hired to help on this project. He anticipates that a water transfer can take place next year.

GM Helliker reported that there was a water loss workshop today with the State Water Board and they provided their newest version of economic model which didn't have much change, and it still shows that the District will need to show a 75% reduction in water loss by 2028.

In response to President Costa's question, Legal Counsel Buckman informed the Board that the final records for fulfillment of the Public Records Act request will be provided on December 17, 2020. In addition, she informed the Board that she provided a written attorney-client privileged report on a separate issue which could be discussed in a Closed Session at the next Board meeting. President Costa agreed that this report could be discussed at the next Board meeting.



Mr. Zlotnick reported that there was a pilot water transfer conducted last year with Sacramento Suburban Water District and he expects another water transfer to be conducted again this coming year.

## **2. DIRECTOR OF FINANCE'S REPORT**

### **2.1 Miscellaneous District Issues and Correspondence**

Ms. Silva reported that Richardson & Company presented the results of their independent audit of the District's financials for fiscal year ending June 30, 2020, to the Finance Committee. There were no audit findings and an unqualified (clean) opinion was issued. In addition, there were no adjustments to the District's books and one recommendation in the Management Letter was identified.

## **3. OPERATION MANAGER'S REPORT**

### **3.1 Miscellaneous District Issues and Correspondence**

Mr. Barela provided a brief update on the Hinkle Reservoir Operations Project.

## **4. ENGINEERING SERVICES MANAGER'S REPORT**

### **4.1 Miscellaneous District Issues and Correspondence**

No report.

## **5. LEGAL COUNSEL'S REPORT**

### **5.1 Legal Matters**

Legal Counsel Buckman reiterated her comment about her written report.

## **VII. DIRECTORS' REPORTS**

### **1. SGA**

President Costa referred to the discussion under the earlier agenda item.

### **2. RWA**

Director Rich referred to the discussion under the earlier agenda item

### **3. ACWA**

#### **3.1 ACWA - Pam Tobin**

Vice President Tobin provided a written report on ACWA activities which will be attached to the meeting minutes.

#### **3.2 JPIA - Pam Tobin**

Vice President Tobin provided a written report which will be attached to the meeting minutes.

#### **3.3 Energy Committee - Ted Costa**

No report.

**4. CVP WATER ASSOCIATION**

President Costa reported that CVP Water Association hired a new Executive Director.

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

Director Miller commended President Costa for his leadership as Board President in 2020. In addition, he suggested that, in an effort to lower costs, once a Board meeting agenda is set it should be determined whether or not Legal Counsel should attend the meeting.

**VIII. COMMITTEE MEETINGS**

**1. Personnel Committee – December 8, 2020**

The committee meeting minutes will be attached to the original board minutes.

**2. Engineering Committee – December 8, 2020**

The committee meeting minutes will be attached to the original board minutes.

**IX. UPCOMING EVENTS**

**1. SJWD Employee Awards**

December 17, 2020  
Virtual

At 7:29 p.m., President Costa announced that the public videoconference would be terminated and that the Board was adjourning to Closed Session.

**X. CLOSED SESSION**

1. Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957.

**XI. OPEN SESSION**

There was no reportable action from the closed session.

**XII. ADJOURN**

The meeting was adjourned at 7:49 p.m.



PAMELA TOBIN, President  
Board of Directors  
San Juan Water District

ATTEST:



TERI GRANT, Board Secretary

## STAFF REPORT

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To: Board of Directors

From: Donna Silva, Director of Finance; and  
Paul Helliker, General Manager

Date: December 16, 2020

Subject: Rescission of Polices Comprising Employee Manual; revision and expansion of existing policy HR-6.5 Employee Compensation

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### RECOMMENDED ACTION

Staff, in conjunction with the Personnel Committee, recommend that the Board rescind, by motion, all existing policies that comprise the existing Employee Manual and adopt by motion, revisions, expansions and renumbering of HR-6.5 Employee Compensation.

### BACKGROUND

A comprehensive employee manual is a managerial necessity in any organization. They exist so that employers can effectively manage their workplace. Distribution of the manual ensures that employees are aware of their responsibilities, benefits, employer expectations and are able to perform their job duties effectively. They help maintain a professional environment by documenting the expectation of the entire workforce and serve as an important resource for employee in terms of pay and benefits. The District distributes the employee manual to all new hires on their first day of employment and all employees are required to read the manual and refer to it throughout the term of their employment with the district.

Most of the information conveyed in an employee manual is managerial or operational in nature, but state law requires board approval for salaries and some benefits. Government Code section 61051, part of the CSD law, provides statutory responsibility of the personnel system to the General Manager. Under section 61051, the General Manager is responsible to operating the District personnel system as established by the board and for supervising the District's finances within the confines of the Board approved budget and financial policies. Outside of setting base salaries and benefits, it is important that the General Manager have the ability to update the manual as needed to respond to changing business environments and needs.

The current employee manual for the District is a collection of 77 board approved policies, last updated 14 years ago. Of the 77 policies, 15 pertain to salaries and benefits. Over the course of the past 14 years, laws have changed, District management has changed and District practices have changed, all to the point

that many elements of the existing collection of policies are no longer in force or relevant.

One other aspect of our effort to update the employee manual is that we want to make it easier to use than the current format consisting of a collection of separate individual Board-approved policies.

**CURRENT STATUS**

Staff, in conjunction with legal counsel, has completed a thorough review of all the policies and has converted them into a Personnel Manual, organized with chapters and sections, led by a comprehensive table of contents and a welcome to new employees. The 15 policies dealing with salaries and benefits have been added to existing board policy HR-6.5 Employee Compensation. Staff recommends renaming the policy to “HR-6.1 Employee Compensation and Benefits. The policy will be incorporated into the personnel manual in Chapter 4 Wages, Benefits and Salary Plan Administration. The chapter references the new policy and clearly states that any changes must be approved by the Board of Directors.

HR-6.1 Employee Compensation and Benefits

This proposed policy, attached, proposes minor language edits and combines 15 previous policies concerning wages and benefits into one policy. Staff is recommending numerous updates to the various policies as well. The table below indicates which of the existing policies recommended for rescission are addressed in this new proposed policy, where they can be located in the new policy and the recommended changes or differences between the existing policy and the proposed policy.

Existing Policy Number and Name	Location in Proposed New Policy	Recommended Change
HR-6.5.6 Employee Compensation	HR-6.1.6	Minor clarifications, no substantive revisions.
Policy 3090 – Incentive Award Program	HR-6.1.11	<p>Re-vamped to simplify and to clarify eligible actions.</p> <p>Removed language regarding pensionability of the program. Pensionability is governed by state law. Based on recent audit by CalPERS, our Incentive Award Program as currently written, and as written in revised policy are not pensionable. In order to be pensionable, the award has to be based on goals/metrics that are specifically measureable and specific to each individual employee. For example, if an employee has a list</p>

		of goals for a period of time, and they met them and got an award, that award would be pensionable.
Policy 4020 – Group Health Insurance	HR-6.1.14	Updated to include the cap on health benefits payment to that of the Blue Shield HMO.  Added language to reflect Resolution 18-09, which the District was required to adopt by CalPERS, changing the max contribution from Blue Shield Access Plus for county of residence, to rate for Region 1, due to methodology change at CalPERS.
	HR-6.1.15	Added language instituting a cash in lieu of health care benefit of \$450 per month (represents market median of similar benefits). If utilized, could save the District between \$1,805 and \$2,480 per employee, per month.
	HR-6.1.16	<ul style="list-style-type: none"> <li>• Changed date of First Tier from February 14, 2009 to February 1, 2009 per call with CalPERS.</li> <li>• Clarified that Tier 1 employees must retire through CalPERS within 120 days of separation from SJWD.</li> <li>• Added clarification that Tier 1 is entitled to 100% of the District’s current contribution for active employees – which could change in the future.</li> <li>• Clarified employees in Tier 1 have ability to choose to switch to Tier 2, once per year. (All changes are in alignment with Board resolution passed in 2009).</li> </ul>
Policy 4030 – Group Life Insurance	HR-6.1.19	No substantive changes.
Policy 4040 - Disability	HR-6.1.21	Existing policy allows health care & other benefits for a non-work related disability indefinitely, but only 90 days for a work related injury, which doesn’t seem to make sense. Added language capping health and dental insurance for non-work related disability at one-year. Also clarified that COBRA is available after one year.  Clarified that leave balances will accrue to the

		<p>extent the employee is integrating leave with disability (to match existing practice).</p> <p>Clarified that Floating Holidays, if earned while out on leave, will be awarded upon return. (Prevents awarding a paid leave while employee is out, which could result in being cashed out if they don't return).</p>
Policy 4050 – Workers Compensation Insurance	HR-6.1.22	<p>Per existing policy, health benefits and leave accruals continued for 90 days. There is no legal requirement for continuation of benefits and leave accrual for employees out on Workers Comp. Proposed policy allows benefits to continue for 1 year (same as non-work related disability leave) and that leaves will continue to accrue for 90 days. Leaves will then accrue to extent integrating leave balances with disability. Floating Holidays to be awarded upon return.</p>
Policy 4060 – Unemployment Insurance	HR-6.1.23	No changes.
Policy 4070 – Dental Insurance	HR-6.1.17	Removed reference to the name of the dental insurance provider as it may change over time.
Policy 4080 – Vision Insurance	HR-6.1.18	<p>Revised coverage of dependents up to age 26, from 25, to match the health coverage policy.</p> <p>Changed language to reflect the vision insurance policy – it was previously a cash reimbursement system.</p>
Policy 4090 – Employee Paid Insurance	HR-6.1.20	Changed language to advise supplemental insurances are available and directed reader to Finance Director. Existing manual says supplemental life insurance is available, but there are actually more policies than that available.
HR6.5.8 – Employee Compensation; Anti-Spiking Policy/COLA	HR-6.1.8 HR-6.1.9	<p>Cost of Living was addressed in section HR6-5.8 with the Anti-Spiking policy. Renumbered the Anti-Spiking policy to HR-6.1.8 and created section HR-6.1.9 for Cost of Living Adjustments. Changed guiding consumer price index from West to West B/C (Sacramento region fits definition of West B/C).</p>
Policy 6020- Education Program	HR-6.1.24	<p>Added language that on-duty education will provide benefit to the District</p> <p>Changed approval for on-duty education from</p>

		<p>General Manager to Supervisor and/or Department Manager.</p> <p>Added dollar value maximums for Off-Duty education reimbursement (\$1,000 per FY &amp; \$5,000 career maximum).</p> <p>Eliminated requirement for any amount the employee owes back to the District to be deducted from final paycheck per legal advice.</p>
Policy 6030 – Professional Certification	HR-6.1.25	Clarified that the District pays for the first round of testing for certifications. Any future testing costs due to the employee not passing the test are the responsibility of the employee.
Policy 6040 – Credit Union	HR-6.1.26	<p>Eliminated language regarding payroll deductions – need not be stated.</p> <p>Eliminated address of nearest credit unions as those can change and are easy to look up.</p> <p>Edited language to inform employees that they are eligible for membership in most local credit unions, not just the two that had been previously listed.</p>
Policy 6050- Beneficial Suggestion		Delete. Can be covered through the incentive award program.
Policy 7040 – Uniforms and Dress Code	HR-6.1.12	Per requirement from CalPERS audit, Board is required to approve the maximum dollar amount allowed for required uniforms. Any staff required to wear a uniform is provided with uniforms on an as needed basis throughout the duration of their employment. The value of those uniforms is reported to CalPERS as a statutory item of special compensation, but the maximum dollar value must be approved by the Board. In order to avoid having to adjust annually for inflation every few years, staff recommended setting the ceiling higher than needed at \$1,000 per year. Average annual uniform costs per employee are typically less than \$500.
Policy 13010 – PERS	HR-6.1.10	<p>Revised the information on retirement benefits to include PEPRA.</p> <p>Language considerably simplified, pointing reader</p>

		<p>to District's CalPERS contract and the CalPERS law.</p> <p>Eliminated language explaining what constitutes compensation under the retirement plan. This is controlled by the government code. By referring the reader to the contract and retirement law, the reader will always have access to accurate information.</p> <p>Clarified that an employee can either cash out vested sick leave, or convert to service credit, but not both.</p>
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Staff recommends the following actions be approved by motion of the Board:

1. Rescission of the above existing current policies, except HR-6.5 Employee Compensation;
2. Renumber and rename HR-6.5 Employee Compensation to HR-6.1 Employee Compensation and Benefits.
3. Approve amendments and additions to HR-6.1 Employee Compensation and Benefits, as described above.
4. Rescind the policies listed below as they are now addressed in the new Personnel Manual, and are the responsibility of the General Manager to maintain and keep up-to-date.

- 1000 Goals and Objectives
- 2010 Employment
- 2020 Recruiting and Selection
- 2030 Non-Discrimination Policy
- 2040 Employment of Relatives
- 2050 District and Employee Rights
- 2060 Fitness for Duty Exam
- 2070 New Employee Probationary Period
- 2080 Personnel Records and Privacy
- 3010 Payroll Practices & Hours of Work
- 3020 Payday
- 3030 Stand-by Pay
- 3040 Overtime Pay Non-Exempt Employee
- 3050 Overtime Pay Exempt Employee
- 3060 Lunch & Rest Periods
- 3070 Early Return to Work Program
- 3100 Reclassification
- 4010 General Employee Insurance Benefits



5010 Vacations  
5020 Holidays  
5030 Sick Leave  
5040 Compassionate Leave  
5050 Jury Duty  
5060 Military  
5070 Civic  
5080 Personal Leave of Absence  
5090 Family Care Medical & Pregnancy  
5100 Administrative Leave  
6010 Employee Recognition Program  
7010 Standards of Conduct and Employee Discipline  
7020 Standards of Conduct  
7030 Conflict of Interest  
7040 Uniforms & Dress Code  
7050 Absence or Tardiness  
7060 General Anti-Harassment Policy  
7070 Use of District Tools  
7080 Disciplinary Procedure for Regular Employees  
8000 Employee Communications  
8010 Employee Representative  
8020 Employer-Employee Relations  
8030 Grievance Procedure  
8040 Employee Involvement Groups  
8050 Whistle Blower  
9000 Training & Development  
9010 Orientation  
9020 Employee Performance Appraisal  
9030 Promotions  
9040 Probation Other Than New Hire  
10010 Injury & Illness Prevention  
10020 Smoking  
10030 Safety Day Program  
10040 Alcohol & Drug Testing  
10050 Workplace Violence Prevention  
10060 Pandemic  
11010 Employee Business Travel  
11020 Meal Reimbursement  
11030 Personal Vehicle Use  
11040 Vehicle Assignment Use  
11050 Parking  
12010 Employee Separation  
12020 Layoff  
14010 Drug Free Workplace  
15010 Computer Policy

Appendix B Injury & Illness Prevention Program  
Appendix C Alcohol & Controlled Substance Testing Program

**Future Related Topics**

Chapter 7 - Employer and Employee Relations, consists of a copy of Resolution 98-26 which establishes employer-employee relations, procedures, rules and policies. The resolution, adopted March 25, 1998 is in need of updating, in part due to changes in the law over the past 22 years. Staff will be working with legal counsel and the District's employees to draft a new resolution for Board consideration.

Additionally, the District currently utilizes a Memorandum of Understanding to specify certain employment conditions and rules pertaining solely to the water treatment plant shift operators. This MOU requires board approval. Staff is currently working with the shift operators to explain the changes needed to the MOU and will be bringing the MOU to the Personnel Committee and the Board for approval in the coming months.

Attachments are available online -  
<https://www.sjwd.org/board-meetings-a0ac8c8>:

HR-6.1 Employee Compensation and Benefits (red-lined)  
HR-6.1 Employee Compensation and Benefits (clean)  
Existing Employee Manual policies  
Proposed Personnel Manual

## STAFF REPORT

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To: Board of Directors

From: Adam Larsen, Field Services Manager

Date: December 16, 2020

Subject: Hydrant and Valve Maintenance FY20/21

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### RECOMMENDED ACTION

Staff requests a recommendation for a motion to award a professional services contract to Wachs Water Services (WWS) for professional services related to the maintenance of hydrants and valves for the fiscal year 20/21 in the amount of \$110,285. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

On October 19, 2020, the District requested proposals for professional services to complete the hydrant and valve maintenance for fiscal year 20/21. This project involves the inspection and maintenance of approximately 304 hydrants and their isolation valves, as well as 493 mainline valves in the Districts distribution system.

Proposals were received on November 13, 2020 from the following four (4) firms:

- Cobabe Brothers Plumbing
- Flowline Contractors, Inc
- Prime Tech Engineering
- Wachs Water Services

Each proposal submitted included a Technical Proposal and a Cost Proposal. The Technical Proposal was evaluated based on project understanding, work plan, experience and qualifications, and other project-specific criteria. Based on review of the proposals, WWS was the top technical proposal.

Subsequent to the technical ranking, the cost proposals were reviewed. The following table summarizes the proposed costs from each company.

Consultant	Professional Services
<b>Wachs Water Services</b>	\$110,285
<b>Cobabe Brothers Plumbing</b>	\$232,550
<b>Prime Tech Engineering</b>	\$284,999.69
<b>Flowline Contractors, Inc.</b>	\$423,661

Because of WWS's technical qualifications and proposed cost for service, WWS is the best suited for the completion of this project.

### FINANCIAL CONSIDERATIONS

This maintenance project is included FY 20/21 Budget. Project costs are 100% Retail.

## STAFF REPORT

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To: Board of Directors  
 From: Andrew Pierson, Engineering Services Manager  
 Date: December 16, 2020  
 Subject: Arc Flash Hazard Assessment Project

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### RECOMMENDED ACTION

Staff recommends a recommendation from the Committee for a Board motion to award a professional services contract to e-Hazard Management, for engineering and testing services related to the Arc Flash Hazard Assessment Project in the amount of \$184,011 and authorizing a total budget of \$202,411 (includes 10% contingency). The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

To provide compliance with OSHA, Cal-OSHA and the current version of the industry standard NFPA 70E, “Standard for Electrical Safety in the Workplace”, and to supplement and enhance the District’s existing electrical safety program and provide additional safety measure for our employees and contractors, the District solicited proposals from qualified firms to complete an arc flash hazard assessment. The assessment includes conducting and documenting a facilities review, completing a detailed arc flash hazard analysis including electrical system modeling and a short circuit study, performing a protective device coordination study, identifying and providing required signage and warning labels, providing as-built and elevation drawings of the District’s existing electrical facilities, providing a detailed report that includes mitigation recommendations, and performing electrical testing including visual and mechanical inspections.

### STATUS

On October 30, 2020, an RFP for the Project was distributed to qualified firms. Six (6) consulting firms attended the mandatory pre-proposal conference on November 10, 2020.

Proposals were received on November 30, 2020 from the following two (2) firms:

- E-Hazard Management
- Western Electrical Services, Inc.

Each proposal was submitted consisting of a Technical Proposal and a Cost Proposal. A five (5) person review panel reviewed and ranked each Technical Proposal on the basis of project understanding, work plan, responsiveness, experience and qualifications, innovation, and other Project-specific criteria. Subsequent to the technical ranking, the cost proposals were opened and reviewed. The following table summarizes the proposed costs from each firm.

Consultant	CM/Inspection Services
e-Hazard Management	\$184,011
Western Electrical Services, Inc.	\$256,697

After evaluating both firms’ technical and cost proposals, e-Hazard’s proposal was selected as best meeting the needs of the District.

### BUDGET IMPACT

The Project was planned, and budgeted for in Fiscal Year 2020-2021.

## STAFF REPORT

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To: Board of Directors  
From: Andrew Pierson, Engineering Services Manager  
Date: December 16, 2020  
Subject: Water Treatment Plant (WTP) Filter Basins Rehab Project – Construction Management/Inspection Contract Amendment

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### RECOMMENDED ACTION

Staff requests a recommendation from the Committee for a Board motion to approve a contract budget increase of \$207,073 to the construction management and inspection contract with Kennedy Jenks for the completion of construction of the WTP Filter Basins Rehab Project. The staff recommendation was reviewed by the Engineering Committee, which recommends approval by the Board of Directors.

### BACKGROUND

The WTP Filter Basins Rehab Project involves the rehabilitation of both the North and South Filter Basins, including removal and replacement of all filter media, preparing and coating the concrete surfaces of the filter cells with an elastomeric polyurethane liner, replacing all filter nozzles, and applying a cementitious coating to the interior walls.

The Contractor started work in November 2019 in the North Filter Basin. During construction, the Contractor encountered several unforeseen conditions that caused significant delays and thereby required additional construction management and inspection support. Some of the major unforeseen conditions and additional work required include the existing stainless steel filter plates being adhered to the angle supports resulting in a need to remove the adhesive material from both the plates and supports for all 120 filter cells; additional labor and materials to sandblast under the existing angle supports to allow the elastomeric polyurethane liner to adhere; having to replace missing and damaged studs on the angle supports in order to reinstall the filter plates; and additional structural concrete crack repair. Due to these and other unforeseen conditions and additional work required, the Contractor requested and was awarded an additional 95 calendar days added to the contract time.

As a result of the additional time required to complete the work in the North Filter Basin and considering similar conditions will be encountered during construction of the South Filter Basin, construction of the South Basin was forced to be postponed due to the construction schedule being extended into the peak flow demand period. Therefore, the additive time and postponement of construction triggered additional construction management and inspection support that results in additive costs to the District as necessary to complete the Project.

### BUDGET IMPACT

The original BOD authorized construction management contract to Kennedy Jenks was for the amount of \$459,105 with a contingency of \$22,950 (5%) for an authorized total budget of \$482,055. Based on the additional construction management and inspection support required in the North Basin, the District and Kennedy Jenks estimate the total construction management and inspection costs to complete work in both Filter Basins to be \$670,303. Therefore, Staff is requesting a budget increase of \$207,073 which includes a ten percent contingency be added to the total authorized budget. This motion to approve would bring the total authorized budget to \$689,128.

## STAFF REPORT

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To: Board of Directors

From: Paul Helliker, General Manager  
Greg Zlotnick, Water Resources Manager

Date: December 16, 2020

Subject: RWA and SGA Items

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### RECOMMENDED ACTION

Information and Discussion

### BACKGROUND

There are a variety of significant issues under discussion at both RWA and SGA that relate to the District's operations, about which we would like the Board to be aware.

### RWA

#### Strategic Plan/Operations Plan

The RWA Board updated the organization's strategic plan in August of this year, with a continuation of focus on planning and grants, legislative advocacy, water use efficiency and state regulatory programs. Prior to adoption of the strategic plan, the RWA Board approved the FY 20-21 budget in May of this year, which included a dues increase of 5%, but did not include any additional staff or tasks than had been covered by the previous year's budget.

During the "listening session" that Jim Peifer had with Dan Rich and Greg Zlotnick, they provided him with examples of operating plans and management priorities from other organizations similar to RWA (such as the Bay Area Water Supply and Conservation Agency), and requested that Jim prepare such documents for RWA/SGA. The District develops such tools every year, to translate the priorities in our strategic plan into specific activities for that fiscal year.

#### Major Projects Program

As we have discussed in previous Board meetings, the nine agencies (including us) that are partners in a Joint Defense Agreement (JDA) concerning the Bay-Delta Water Quality Control Plan, Delta Conveyance, Biological Opinions and other related topics tentatively agreed to establish a subscription program with RWA to provide the support on these topics that Tom Gohring at the Water Forum had been providing. Tom is planning to retire at the end of 2021, and as the issues move more into the arena of deliberations at the State Water Board, he felt constrained in being able to fully continue in that role.

Based on input from the JDA agencies, RWA has prepared and circulated for approval a subscription program agreement. That agreement stipulates that it is connected to a Common Interest Agreement, which is a new agreement that would replace the JDA. The CIA is still being drafted, and we provided our comments on it two months ago. As soon as the CIA is available for review and approval by our Board, we will plan to proceed with signing the Major Projects Program Agreement. Our contribution to the costs of that agreement are projected for the first year to be \$18,812 per year (this amount may increase or decrease, depending on what tasks the CIA agencies need to have carried out).

RWA will be hiring an individual to be a “Strategic Affairs Manager”, who will spend up to half-time as the “Major Projects” program staffer, and the remainder as the “Resiliency Program Manager” for RWA. The cost of the portion of this staff person’s time as the “Resiliency Program Manager” is being paid for by a separate subscription program, which we declined to participate in at this time.

## **SGA**

### **Groundwater Sustainability Plan (GSP)**

As we have discussed with the Board, the SGA GSP must be completed and submitted by January 1, 2022. The GSP is proposed to cover the North American Groundwater Subbasin. SGA serves as the Groundwater Sustainability Agency (GSA) for its geographic area. There are four other GSAs in the North American Subbasin. The planned structure of the GSP is to have it cover all five GSA areas, with SGA as the lead agency.

The responsibilities of SGA in this context are not clear, and need to be defined further, as do the relationships among the five GSAs in the North American Subbasin. There has been reference to SGA being the lead agency, which could potentially include responsibilities for ensuring compliance with SGMA and management objectives for the full GSP (for all five GSA areas). SGMA requires that such authority be demonstrated by the party responsible for the GSP. There is currently an effort underway to develop a memorandum of understanding for the management of the GSP and the North American Subbasin. This MOU will need to be carefully crafted to also reflect an appropriate governance structure for the joint GSP and the governing relationship(s) between the five GSA’s.

### **Structure and Staffing for SGA**

At the December 10 SGA Board meeting, a presentation was provided by Jim Peifer about the deliberations underway among a 3x3 committee (three representatives each from the Boards of RWA, SGA and SCGA) that was convened to analyze and make recommendations on the question of how best to potentially offer administrative support to SCGA. The options considered so far include comparing the current RWA/SGA organization (with SCGA separate) to two other alternatives – SCGA served by joint staffing with RWA/SGA and a separate governance and Board of Directors structure or

an RWA/groundwater organization, in which SGA and SCGA would be merged into a new entity.

Many questions were raised about the analysis at the SGA meeting, including details about the staffing and costs of the three alternatives, how the current efforts to develop and implement GSPs would be managed, what the structure and legal foundation would be of a Board of Directors for a combined SGA/SCGA, and more. The SGA Board agreed to continue the analysis of these options, and at Greg's request to schedule a more in-depth, focused workshop soon, to allow for greater discussion. We believe there are at least three areas that need much more detailed information developed and discussion: (1) policy governance issues, particularly considering the very different levels of development of each subbasin, banking and groundwater accounting history, and the status of governance in each subbasin; (2) administrative, staffing and financial considerations and impacts, including, OPEB effects, as well as opportunity costs to current staff focus and performance at RWA/SGA; and, (3) the level of connectivity (or not) of the North American and South American subbasins in relation to groundwater management activities in both, as well as potential cost and regulatory liability implications with respect to SGMA implementation.

The PowerPoint presentation (attached) was also given to the SCGA Board the day before the SGA Board meeting, and was scheduled to be provided to the RWA Executive Committee on December 14.





# Origins of the Groundwater Sustainability Agencies

- Water Forum Agreement Groundwater Element
  - Coordination was always envisioned in the WFA.
  - “Safeguard the viability of the total basin through coordination of policies and activities across the three sub-areas of the basin”
  - “Facilitate cooperation among the three sub-areas on projects or programs of mutual benefit”
  - “Promote efficient operation through cost-sharing arrangements, shared staff, equipment, facilities, etc. if possible and appropriate”
- SGMA responsibilities

# Origins of the Groundwater Sustainability Agencies

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  - “Facilitate cooperation among the three sub-areas on projects or programs of mutual benefit”
  - “Promote efficient operation through cost-sharing arrangements, shared staff, equipment, facilities, etc. if possible and appropriate”
- SGMA responsibilities

## History - SCGA interest in RWA Staffing

- SCGA Strategic Plan
  - “Consider status quo, merger with SGA, or other measures to most effectively and efficiently govern”
  - “Create new governance to foster independence, transparency, accountability, and cost efficiency as it relates to the long term management of the basin.”
- August 2019 – 2x2 meetings
- December 2019 – RWA Presentation to SCGA Board
- March 2020 – Water Forum “white paper” presentation
- July 2020 – RWA-SGA-SCGA MOU adopted

## 3x3 Committee

- Chair and vice chair +1 from RWA, SGA, SCGA
- What have they discussed?
- Direction given to staff
  - Next steps for approval of SGA and SCGA boards and RWA EC in December

**RWA:** Kerry Schmitz (Sacramento County Water Agency), Sean Bigley (City of Roseville) , Cathy Lee (Carmichael Water District)

**SGA:** Caryl Sheehan (Citrus Heights Water District), Brett Ewart (City of Sacramento), Robert Reisig (Rio Linda Elverta Community Water District)

**SCGA:** Todd Eising (City of Folsom), Paul Schubert (Golden State Water Co.), Dalia Fadl (City of Rancho Cordova)

## What we think the Authorities want?

- SCGA: Staffing independent from the current County arrangement
- Lower costs to the members
- Improved/expanded services
- Better Coordination
- SCGA and SGA: Successful Implementation of SGMA

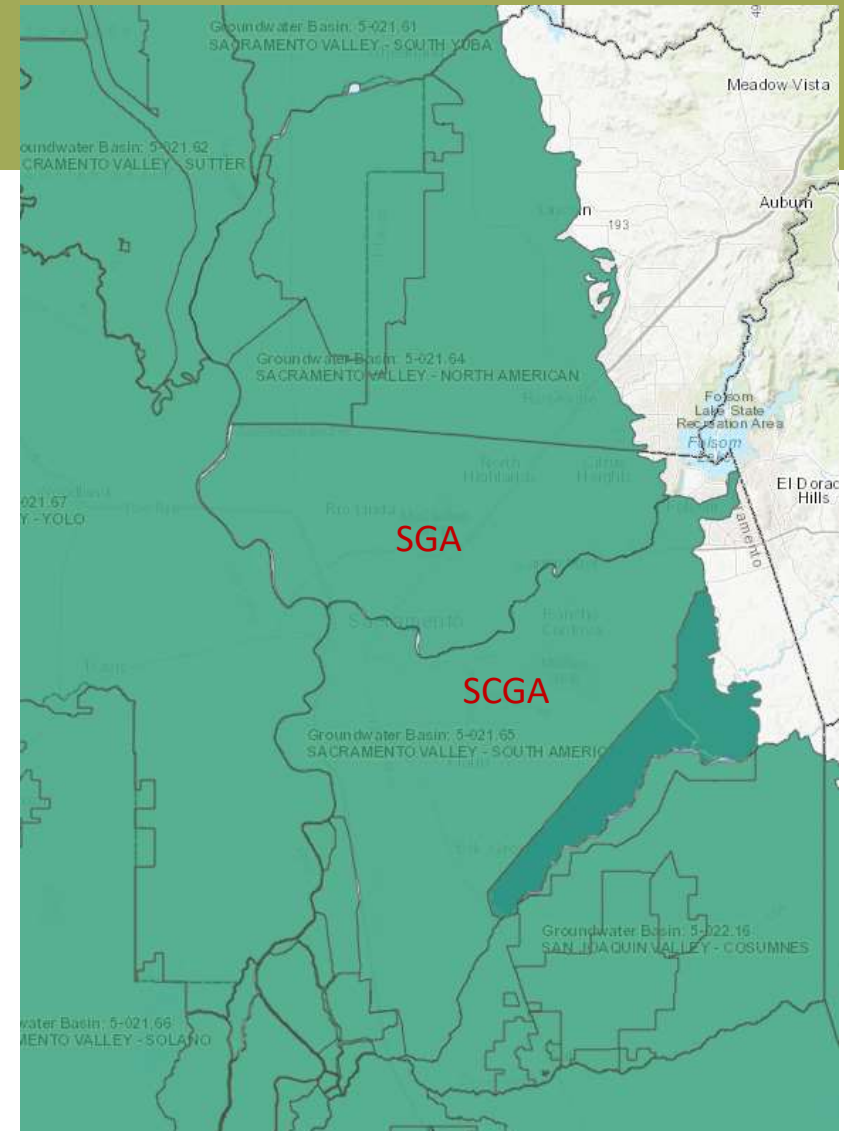
# Benefits

- Economies of scale
- Improved regional coordination on GW banking and other issues
- Coordinated SGMA compliance in NA and SA subbasins
- Opportunities for sharing staff to right-size all three organizations
- Additional source of stable funding for RWA



# Background

- North American Subbasin
  - SGA
  - West Placer GSA
  - SSWD
  - RD 1001
  - Sutter County
- South American Subbasin
  - SCGA
  - SRCD
  - OHWD
  - Sacramento County
  - Northern Delta





## Background - JPA Signatories

<b>SGA JPA Signatories</b>	<b>SCGA JPA Signatories</b>
Sacramento County	Sacramento County
City of Folsom	City of Folsom
City of Sacramento	City of Sacramento
City of Citrus Heights	
	City of Elk Grove
	City of Rancho Cordova

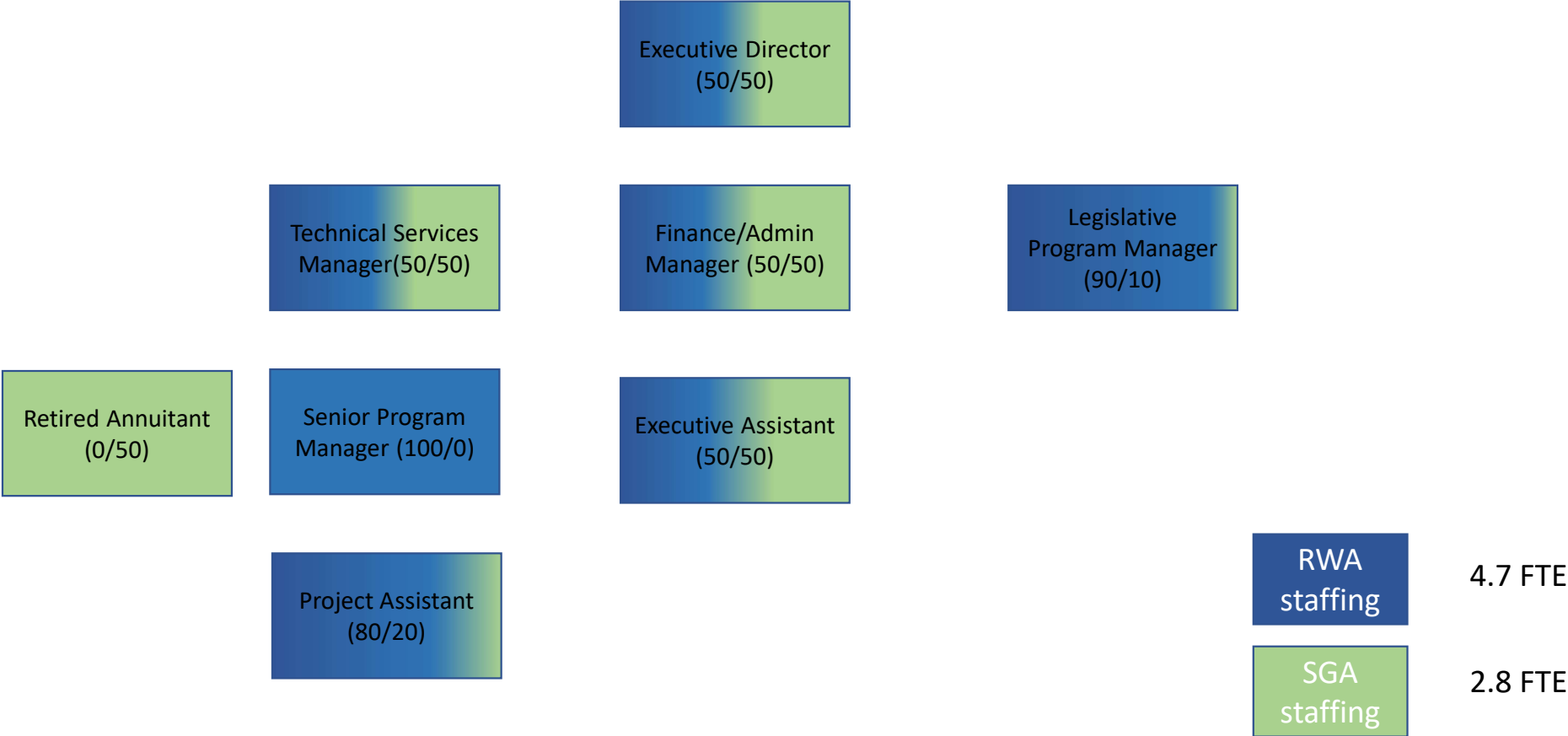
# Background - Board Representation

Organization	SCGA Board Members
Sacramento County (or SCWA)	Sacramento County
City of Folsom	City of Folsom
City of Sacramento	City of Sacramento
City of Citrus Heights	City of Elk Grove
	City of Rancho Cordova
California American Water	California American Water
Golden State Water	Golden State Water
Carmichael Water District	
Citrus Heights Water District	
Del Paso Manor Water District	
	Elk Grove Water District
Fair Oaks Water District	
Natomas Central MWC	
Orange Vale WC	
Rio Linda/Elverta CWD	
Sacramento Suburban Water District	
San Juan Water District	
	Sacramento Regional County Sanitation District
Agriculture (Mike DeWitt)	Agriculture (Ken Oneto)
Self Supplied Industry (North Ridge CC)	Self Supplied Industry (Aerojet)
	Agricultural Residential
	Conservation Landowners
	Self Supplied Public Agency

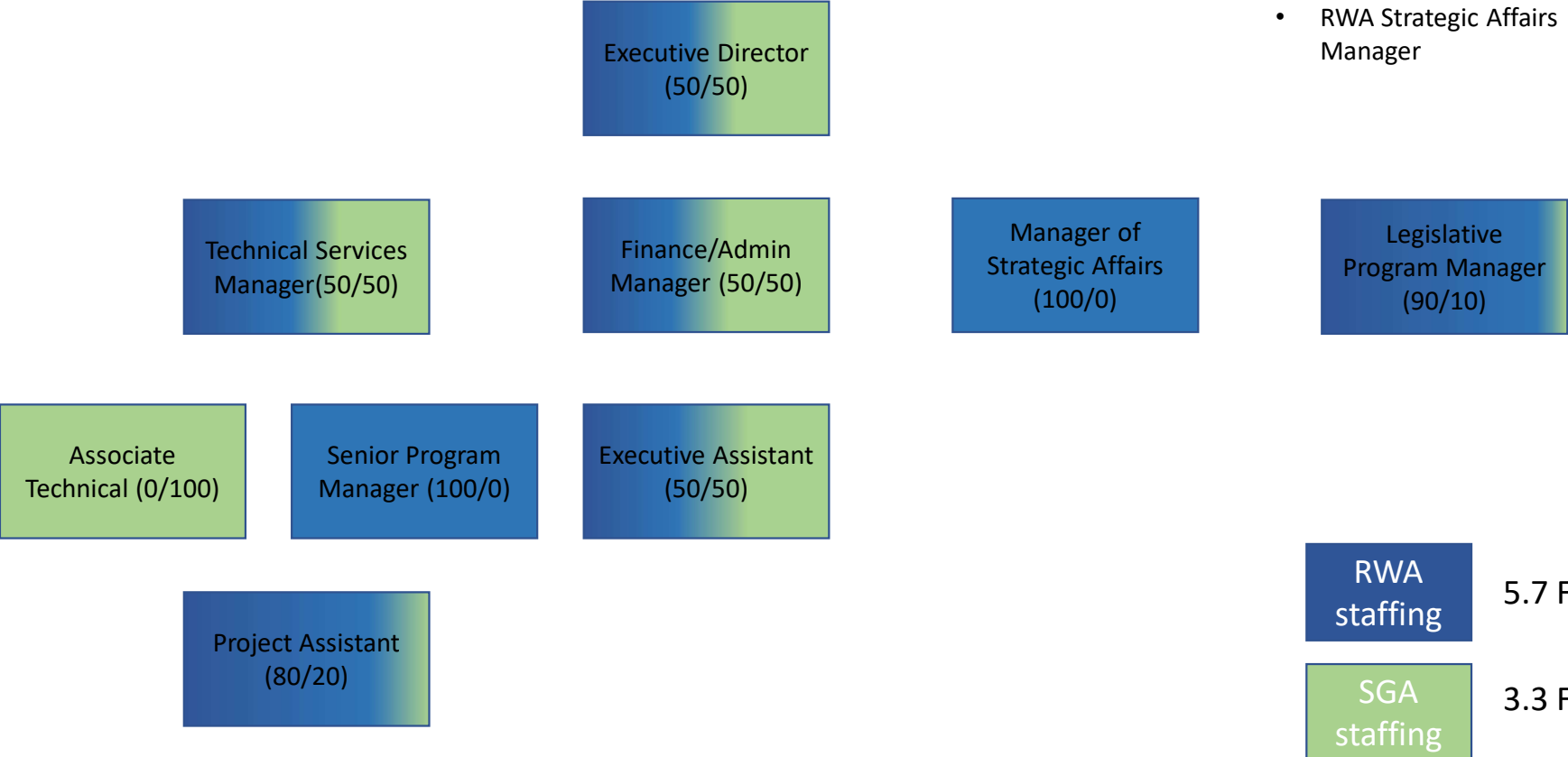
# Potential Staffing Plans and Costs

- Current RWA and SGA
- Proposed RWA and SGA
- Proposed RWA-SGA-SCGA
- Recommended RWA-SGA\*

# RWA-SGA Current Staffing



# RWA-SGA Future Staffing



**Adds**

- Associate Specialist for SGA SGMA implementation
- RWA Strategic Affairs Manager

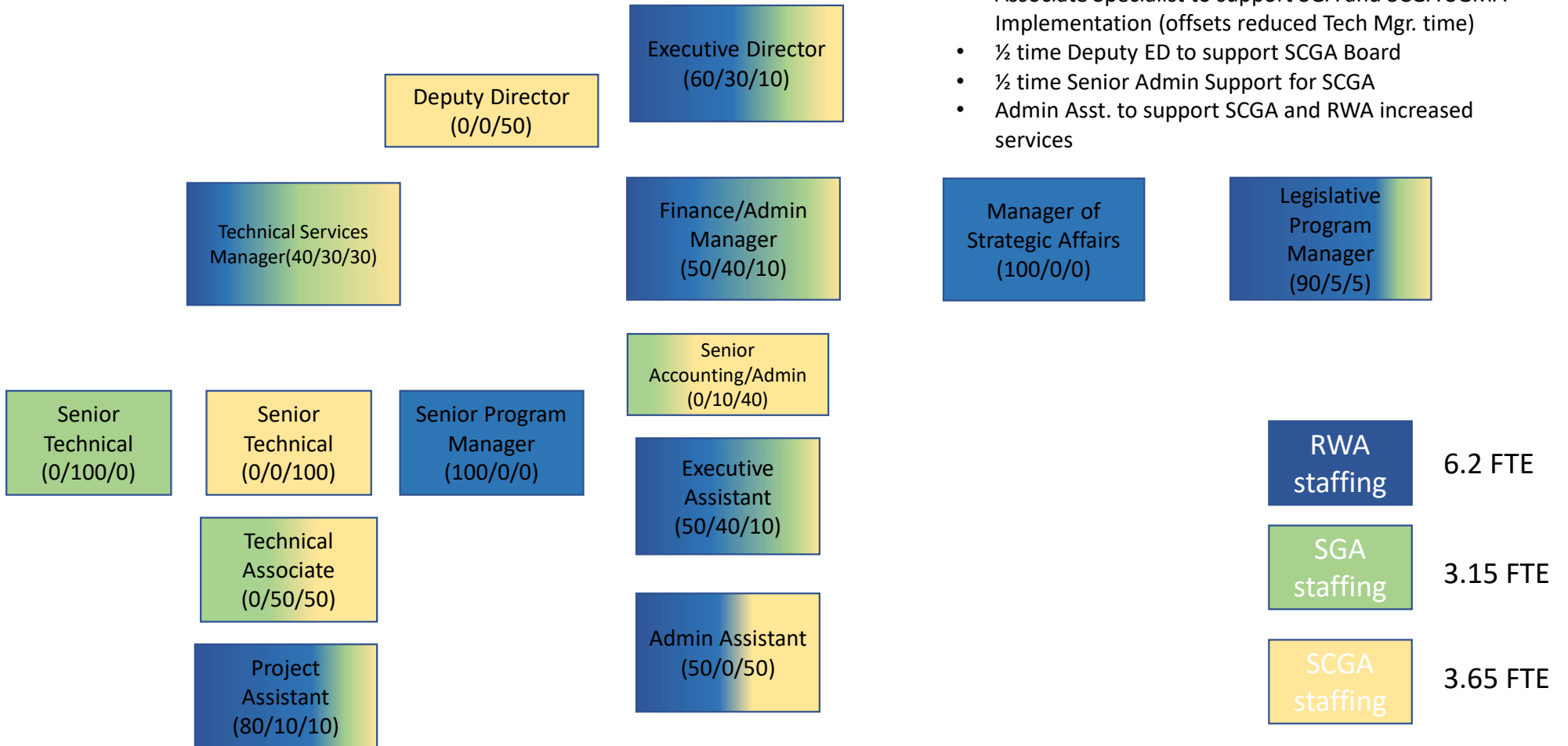
# Current and Proposed RWA & SGA Staffing



Staffing	Current RWA-SGA		
	RWA	SGA	SCGA
Executive Director	50%	50%	
Deputy Director			
Technical Services Manager	50%	50%	
Retired Annuitant		50%	
Senior Speicalist - North American			
Senior Specialist - South American			
Senior Program Manager (WEP)	100%		
Associate Specialist			
Project Assistant	80%	20%	
Finance/Admin Manager	50%	50%	
Deputy Admin Manager			
Executive Assistant	50%	50%	
Admin Assistant			
Manager of Strategic Affairs			
Legislative Program Manager	90%	10%	
<b>FTE</b>	<b>4.7</b>	<b>2.8</b>	
<b>Loaded Labor Costs</b>	<b>\$883,864</b>	<b>\$509,155</b>	

Staffing	Proposed RWA-SGA		
	RWA	SGA	SCGA
Executive Director	50%	50%	
Deputy Director			
Technical Services Manager	50%	50%	
Retired Annuitant			
Senior Speicalist - North American			
Senior Specialist - South American			
Senior Program Manager (WEP)	100%		
Associate Specialist		100%	
Project Assistant	80%	20%	
Finance/Admin Manager	50%	50%	
Deputy Admin Manager			
Executive Assistant	50%	50%	
Admin Assistant			
Manager of Strategic Affairs	100%		
Legislative Program Manager	90%	10%	
<b>FTE</b>	<b>5.7</b>	<b>3.3</b>	
<b>Loaded Labor Costs</b>	<b>\$1,155,783</b>	<b>\$614,155</b>	

# RWA-SGA-SCGA Future

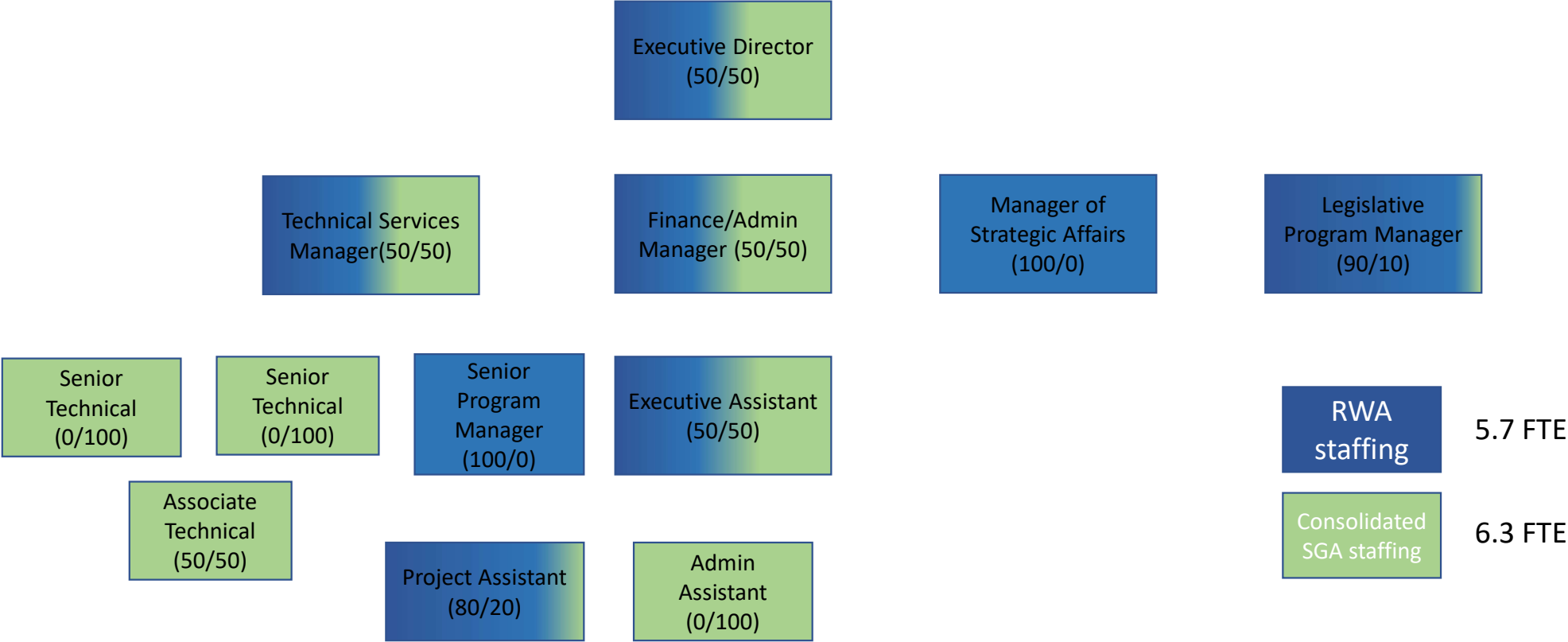


## Adds

- Senior Specialist for SCGA SGMA implementation
- Associate Specialist to support SGA and SCGA SGMA Implementation (offsets reduced Tech Mgr. time)
- ½ time Deputy ED to support SCGA Board
- ½ time Senior Admin Support for SCGA
- Admin Asst. to support SCGA and RWA increased services

# RWA-Consolidated SGA Future

- Consolidation reduces need for
- ½ time Deputy Director
  - ½ time Deputy Admin Mgr.





# Independent SCGA and SGA Consolidation



Staffing	Independent SCGA added		
	RWA	SGA	SCGA
Executive Director	60%	30%	10%
Deputy Director			50%
Technical Services Manager	40%	30%	30%
Retired Annuitant			
Senior Specialist - North American		100%	
Senior Specialist - South American			100%
Senior Program Manager (WEP)	100%		
Associate Specialist		50%	50%
Project Assistant	80%	10%	10%
Finance/Admin Manager	50%	40%	10%
Deputy Admin Manager		10%	40%
Executive Assistant	50%	40%	10%
Admin Assistant			50%
Manager of Strategic Affairs	100%		
Legislative Program Manager	90%	5%	5%
<b>FTE</b>	<b>5.7</b>	<b>3.2</b>	<b>3.7</b>
<b>Loaded Labor Costs</b>	<b>\$1,162,739</b>	<b>\$605,717</b>	<b>\$675,842</b>

Staffing	SGA Consolidation	
	RWA	SGA
Executive Director	50%	50%
Deputy Director		
Technical Services Manager	50%	50%
Retired Annuitant		
Senior Specialist - North American		100%
Senior Specialist - South American		100%
Senior Program Manager (WEP)	100%	
Associate Specialist		100%
Project Assistant	80%	20%
Finance/Admin Manager	50%	50%
Deputy Admin Manager		
Executive Assistant	50%	50%
Admin Assistant		100%
Manager of Strategic Affairs	100%	
Legislative Program Manager	90%	10%
<b>FTE</b>	<b>5.7</b>	<b>6.3</b>
<b>Loaded Labor Costs</b>	<b>\$1,155,783</b>	<b>\$1,120,955</b>

# Alternative Governance



- SCGA merger with SGA into a single JPA
  - Pros
    - Reduced overhead of 1 organization vs. 2
    - Common administrative policies and procedures adds efficiency
    - Fewer board meetings for staff and members
    - Reduces ED bandwidth demands
    - No CalPERS requirements for SCGA
    - Reduced legal costs – 1 attorney vs. 2
    - Reduced administrative costs - 1 set of books vs. 2, reduced audit costs
    - Flexibility to adjust staffing needs in annual budgets
  - Cons
    - Requires re-negotiated JPA
    - Perception of reduced representation

# SCGA – SGA Similarities and Differences



- 3 common signatories (Sac County, Sacramento, Folsom)
- Non-water provider cities have board seats on SCGA (EG, RC), not on SGA (CH)
- Public water suppliers have elected officials appointed to SGA. Staff may be appointed on SCGA
- Both have agricultural and self-supplied industry board seats
- SCGA has additional seats for self-supplied public agency, ag-res, conservation landowners

# Governance Considerations



- Six member JPA
  - Sac County, Citrus Heights, Elk Grove, Folsom, Sacramento, Rancho Cordova
- 23 member Board of Directors
  - 6 signatories (above)
  - 12 water suppliers (special districts, mutual, investor owned)
  - 5 stakeholder reps (ag, ag-res, self supplied industrial/commercial, self supplied public agency, conservation landowners)
- North American Advisory Committee
  - Approves program budgets and actions
- South American Advisory Committee
  - Approves program budgets and actions

## STAFF REPORT

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To: Board of Directors

From: Paul Helliker, General Manager  
Greg Zlotnick, Water Resources Manager

Date: December 16, 2020

Subject: Water Forum Agreement Update

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### RECOMMENDED ACTION

Information and Discussion

### BACKGROUND

The Water Forum Agreement (WFA) was signed 20 years ago by 40 parties (including the District), at a time when the region had just emerged from the war over EBMUD taking its CVP contract water via the Folsom South Canal. After years of litigation, EBMUD agreed to build and operate the Freeport project for that purpose, thus leaving those flows in the lower American River. However, there was also extensive debate and even litigation over urban development in the region and the projected doubling by 2030 of diversions from the American River for water supplies. The WFA defined a collaborative approach - with specific voluntary commitments - of how to resolve the arguments at the time, as well as any that might arise during the subsequent 30 years when balancing the Water Forum's two co-equal objectives: "to provide a reliable and safe water supply for the Sacramento region's long-term growth and economic health; [and,] to preserve the fishery, wildlife, recreational, and aesthetic values of the lower American River."

The Water Forum continues to play a significant role in the region, as the small staff and bigger team of consultants are responsible for planning, securing grant funding for, and implementing habitat restoration projects in the lower river. They have also led the effort to define and advocate for improvements to operations of Folsom Dam, known as the Modified Flow Management Standard, to avoid in the future the fish mortality problems and the close call of losing water supply via our intake at the dam that we saw in 2015. Other multi-stakeholder water management efforts such as the Water Forum exist in California and nationwide (such as the San Joaquin River Restoration Program, the Klamath River Renewal program, the Lower Colorado Multi-Species Management effort, etc.), but many of these are formal structures defined by court decisions or legislation. The Water Forum is unique in that it is a completely voluntary effort and funded solely by local water agencies (with project grant funding from state and federal sources). It has also been very successful in keeping participants engaged and aligned to promote the two goals of supply reliability and fisheries protection in the lower river.

## **Water Forum Agreement and Environmental Impact Report**

The WFA was adopted to address, reduce, and mitigate the then-expected negative environmental impacts associated with projected increases in surface water diversions from Folsom Reservoir and the Lower American River (LAR) to serve new regional growth. The projection in 2000 was that those diversions would double by 2030, compared to the “baseline” level of diversions in 1995, potentially causing lower water levels in both Folsom Reservoir and the Lower American River. These impacts were not specifically quantified in the EIR for the WFA, but were described generally as associated with impacts on swimming, boating and warm water fisheries in Folsom Reservoir, due to lower water levels and reduced littoral habitat, and impacts on fisheries and recreation in the LAR as a result of reduced flows and higher temperatures in the river.

The mitigation proposed for these potential impacts was also not specifically defined in the EIR, but generally included implementing the dry-year water use reduction actions and the conservation elements of the WFA, as well as the habitat management element (HME). Among the habitat management measures mentioned were dry year flow augmentations by PCWA, restoration of wetlands and sloughs, gravel management for spawning habitat, installing woody debris and protecting shaded riverine aquatic habitat, and reducing flow fluctuations.

## **Update of the Water Forum Agreement**

Partly as a result of the planned retirement by the end of 2021 of the current Executive Director, and partly because the WFA is now 20 years old, the signatories agreed to update the WFA, in a process known as Water Forum 2.0 (WFII). The process is being conducted in workgroups, which will prepare proposed revisions to the WFA, which will then be reviewed and hopefully approved by the Water Forum Plenary (which is composed of all of the signatories). The effort is facilitated by a Negotiations Steering Committee, which is responsible for defining the schedule for workgroup activities and for ensuring that the draft agreement is compiled for approval by the Plenary. Greg Z serves on the Steering Committee, and he and I participate in some of the workgroups.

Two workgroups have been formed so far – a workgroup on the HME and one on potential augmentation of the public caucus. The public caucus consists of the City and County of Sacramento, SMUD, the League of Women Voters and the Sacramento County Taxpayers League. The thought is that other organizations may want to join in as participants, so that workgroup is considering how to include other participants.

The HME workgroup, in which Greg and I have been participating, has met 3 times and is meeting again on December 11, to review draft language for the update of that element. As mentioned, the HME is the primary component of the WFA that is intended to actively address impacts of diversions of surface water for water supply purposes. One thing with which the group is grappling is that those diversions are currently only 25% greater than they were in 1995, and are not expected to come anywhere close to doubling. So, the mitigation that was identified in the EIR – as limited in detail as it was – would not be necessary, in part or even potentially in whole. In any case, the

“mitigation” that was agreed to by the water agency signatories consisted of a baseline funding amount for the HME and the Water Forum Successor Effort (essentially, ongoing staffing), which would be increased with inflation. The current funding commitments, which is roughly apportioned by number of retail connections, is listed in the attachment. Because Sacramento County residents pay property taxes to fund the County’s water agency, the County agreed to pay for the contributions that would have otherwise been required of the water agencies in the then-unincorporated areas of Sacramento County (including our retail area). Representatives of the County have made statements that the cost of the WFA is becoming unaffordable for them, and they want to reduce their funding obligations. No discussions have been held yet on how to address those statements, though the issue will be addressed as part of the WFII negotiations.

Various parties have proposed changes to the HME, to potentially expand the geographic scope to include the Cosumnes River watershed, or the American River watershed above Folsom Reservoir, or even to address habitat that is not along the LAR. These expansions go beyond the impacts that were identified in the EIR, and thus are not related to the original mitigation obligations of water supply agencies. These changes would constitute “enhancement.”

The Water Caucus (of which we are a member) has taken the position that the updated WFA should be based primarily, if not exclusively, on the current statutory and regulatory obligations of water suppliers. The Water Caucus has stated that it would consider including other actions in WFII that go beyond these statutory requirements, but that water agencies would not be required to fund or implement them (we would assist in finding grant funding or other types of support). This question of “mitigation” versus “enhancement” is first coming to the fore in the HME, but it may well be part of the deliberations on other elements in WFII, such as water use efficiency/conservation, dry-year actions and even surface water diversions.

**Attachment**

**Water Forum FY 20-21 Budget  
 Revenues/Contributions**

<b>Source</b>	<b>Water Forum Successor Effort (WFSE)</b>	<b>Habitat Management Element (HME)</b>	<b>TOTAL</b>
Sacramento County Zone 13	\$493,432	\$440,476	\$933,908
City of Sacramento	268,182	220,238	488,320
City of Roseville	86,836	0	86,836
City of Folsom	40,832	0	40,832
PCWA	20,934	0	20,934
SMUD	18,410	0	18,410
San Juan Water District (Placer Co)	13,764	0	13,764
El Dorado County Water Agency	9,519	0	9,519
Non-CVP Diversions	0	0	0
Golden State Water Company	0	0	0
WFSE Reserve Fund	381,986		381,986
HME Reserve Fund		93,435	93,425
<b>TOTAL</b>	<b>\$1,333,895</b>	<b>\$754,149</b>	<b>\$2,088,044</b>



# AGENDA ITEM V-1

## San Juan Water District President and Vice President History

Year	President	Vice President
2025		
2024		
2023		
2022		
2021		
2020	Ted Costa	Pam Tobin
2019	Dan Rich	Ted Costa
2018	Marty Hanneman	Dan Rich
2017	Ken Miller	Bob Walters/Dan Rich
2016	Pam Tobin	Ken Miller
2015	Ted Costa	Pam Tobin
2014	Bob Walters	Dave Peterson
2013	Ken Miller	Bob Walters
2012	Pam Tobin	Ken Miller
2011	Ted Costa	Pam Tobin
2010	Dave Peterson	Ted Costa
2009	Bob Walters	Dave Peterson
2008	Ken Miller	Bob Walters
2007	Pam Tobin	Ken Miller
2006	Ted Costa	Pam Tobin
2005	Dave Peterson	Ted Costa

## STAFF REPORT

To: Board of Directors  
 From: Paul Helliker, General Manager  
 Date: December 16, 2020  
 Subject: General Manager's Monthly Report (November)

### RECOMMENDED ACTION

For information only, no action requested.

### TREATMENT PLANT OPERATIONS

#### *Water Production for October*

Item	2020	2019	Difference
Monthly Production AF	4,662.03	5,110.12	-8.8%
Daily Average MG	49.00	53.71	-8.8%
Annual Production AF	38,312.10	43,314.79	-11.5%

#### *Water Turbidity for October*

Item	October 2020	September 2020	Difference
Raw Water Turbidity NTU	2.40	1.98	21%
Treated Water Turbidity NTU	0.022	0.022	0%
Monthly Turbidity Percentage Reduction	99.10%	98.90%	

#### *Water Production for November*

Item	2020	2019	Difference
Monthly Production AF	2,544.32	3,722.87	-31.7%
Daily Average MG	27.64	40.44	-31.7%
Annual Production AF	40,856.42	47,037.66	-13.1%

#### *Water Turbidity for November*

Item	November 2020	October 2020	Difference
Raw Water Turbidity NTU	2.04	2.40	-15%
Treated Water Turbidity NTU	0.021	0.022	-5%
Monthly Turbidity Percentage Reduction	98.95%	99.10%	

#### *Folsom Lake Reservoir Storage Level AF\**

Item	2020	2019	Difference
Lake Volume AF	320,243	493,073	-35%

AF – Acre Feet  
 MG – Million Gallons  
 NTU – Nephelometric Turbidity Unit  
 \* Total Reservoir Capacity: 977,000 AF

*Other Items of Interest:*

October

- New Hire Max Jang filled vacated Facilities Maintenance Helper position
- Performed annual Hinkle Reservoir inspections
- Completed launderer and saddle repairs
- Performed annual water quality samples

November

- Executed contract for WTP residuals haul off and disposal
- Restarted south filter rehabilitation project

**SYSTEM OPERATIONS**

*Distribution Operations:*

Item	November 2020	October 2020	Difference
Leaks and Repairs	10	11	-1
Mains Flushed	0	0	0
Valves Exercised	0	0	0
Back Flows Tested	23	38	-15
Customer Service Calls	39	50	-11

*Distribution System Water Quality:*

Water Quality Samples Taken	# Failed Samples	Supporting Information
40 Lab 18 In-House	1 0	Procedures were followed and addition samples were taken. All additions samples, both in-house and from the lab came back negative.

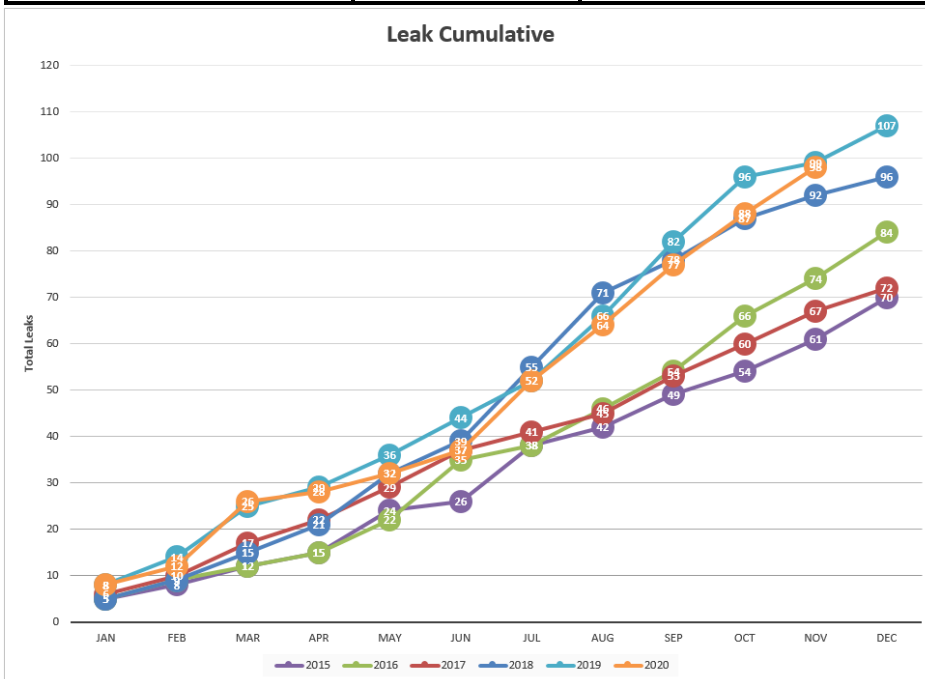


Figure 1: Annual Distribution System Leaks

**CUSTOMER SERVICE ACTIVITIES**

*Billing Information for Month of November*

<b>Total Number of Bills Issued</b>	<b>Total Number of Reminders Mailed</b>	<b>Total Number of Shut-off Notices Delivered</b>	<b>Total Number of Disconnections</b>
5367	427	0	0

*Water Efficiency Activities*

<b>Water Waste Complaints Received</b>	<b>Number of Customers Contacted for High Usage (potential leaks)</b>	<b>Number of Rebates Processed</b>	<b>Number of Meters Tested/Repaired (non-reads)</b>
1	242	6	56

*Other Activities*

None

**ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)**

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Chula Acres	4-Lot Minor Subdivision (8149 Excelsior Ave)	In Construction	Water main installed. Construction in process.
GB Memory Care	Commercial Business (6400 Douglas Blvd)	In Design Review	Planning for 2021 const. start
Eureka Grove (former Greyhawk III Proj.)	44 high-density & 28 SFR lots (NE Cor. Eureka & SCB)	In Construction	Construction started October 2020.
Premier Soleil (formerly Granite Bay Townhomes)	52-Lot Subdivision (Douglas, east of Auburn Folsom)	In Construction	Construction started October 2020.
Greenside Parcel Split (5640 Macargo)	Minor parcel split of 2.0-Ac parcel into 3 lots	In Design Review	Design reviewed and returned. Waiting for resubmittal.
Placer County Retirement Residence (3905 Old Auburn)	Commercial Business (145-Unit Multi-story Assisted Living Facility; 3865 Old Auburn Rd)	In Design Review	Planning for 2021 const. start
Pond View	Commercial Business (5620 5630 5640 Douglas Blvd)	Approved for Construction	Planning to begin const in 2020
Quarry Ridge Prof. Office Park	Comm Business (4 parcels to develop 4 gen/med office Bldgs; NE Corner of Douglas and Berg)	In Construction	Contractor working on punch list.
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Construction nearing completion, finish in 2021.
The Park at Granite Bay	56 lot Subdivision (SCB south of Annabelle)	Approved for Construction	Mass grading done. Re-start in 2021.
The Residences at GB	4-Lot Minor Subdivision (NW Cor. Barton & E Rsvl Pkwy)	In Design Review	
Ventura of GB	33-Lot High Density Subdivision (6832 Eureka Rd)	In Design Review	Initially will only have one source of supply connection, planning for a future 2 <sup>nd</sup> connection.
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility; 9747 Sierra College Blvd.)	In Construction	Construction nearing completion, finish in 2021.
Whitehawk II	56-Lot Subdivision (Douglas, west of Barton)	In Design Review	Design submitted, under review now

**ENGINEERING - CAPITAL PROJECTS**

*Status Update for Current Retail Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status</b>	<b>Issues / Notes</b>
Retail Master Plan Update	Update the 2005/7 Retail Master Plan	Underway	
SCADA Radio Replacements – North Phase	Replace outdated 900 MHz radios with 173 MHz equipment	Under Construction	Radio router issues have now been resolved
GIS Implementation	Update the aged GIS with new software and integrate with the CMMS and FIS/CIS systems	In Project Close-out	Testing and training sessions completed.
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Construction in FY 20/21
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	Construction in FY 20/21
Woodminister Services Replacements	Replace 18 aged services	In Design	Construction in FY 20/21
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Partial funding with RWA grant. Construction in FY 20/21
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 20/21
Eastridge Dr CV Station	Design and construct CV station between Sierra and Gravity Zones. Needed to supply 3,125-gpm fire flow for the Wellquest project on SCB	In Construction	Construction complete. In Project close-out.
UGB & LGB Low Flow Pumps and LGB/CP MOV	Installation of two new low flow pumps, one each at the Lower and Upper Granite Bay pump stations	In Construction	Installation and commission in FY 20/21

*Status Update for Current Wholesale Projects*

<b>Project Title</b>	<b>Description</b>	<b>Status (% Complete)</b>	<b>Issues/ Notes</b>
WTP Thickeners Lining	Clean, repair and line the interior walls and floor of the three thickeners to eliminate leakage and protect the concrete and reinforcing from damage	In Construction	Construction complete. In Project close-out.
WTP Filters Improvements	R&R Filter Materials, nozzles, and resurface spalled filter floor and wall areas	In Construction	North Basin completion in FY 19/20 with South Basin in FY 20/21
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner.	In Design Phase. 95% Design Plans & Specs submitted and under review. (Also - Operations required Temp Storage Tanks are under design.)	Applying for SRF funding. Planning to operate WTP without Hinkle.
Temporary Storage Tanks	Installation of two temporary ±1.0-MG finished water storage tanks to operate when Hinkle Reservoir is out of service	In Construction	
Lime System Improvements	Improvements for the WTP's lime system control and feeder system	In Design	
WTP On-Site Residuals Management Improvement Project	Management of the WTP residuals disposal area and improvements needed to meet regulatory requirements.	In Construction	Contractor scheduled to begin onsite work in December.
Bacon and Upper Granite Bay Pump Station Generator Replacements	Replacing generators at both the Bacon Pump Station Facility and at Upper Granite Bay Pump Station	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	Design and Environmental Underway	

**SAFETY & REGULATORY TRAINING – November 2020**

<b>Training Course</b>	<b>Staff</b>
Hearing Conservation	Operations Staff
Respiratory Protection	Operations Staff

**FINANCE/BUDGET**

*See attached*





San Juan Water District, CA

# Wholesale Operating Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 11/30/2020

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 010 - WHOLESALE</b>					
<b>Revenue</b>					
41000 - Water Sales	9,264,600.00	9,264,600.00	0.00	4,784,117.43	4,480,482.57
43000 - Rebate	1,500.00	1,500.00	0.00	190.65	1,309.35
45000 - Other Operating Revenue	0.00	0.00	0.00	638.84	-638.84
49000 - Other Non-Operating Revenue	114,000.00	114,000.00	10,530.94	13,601.88	100,398.12
<b>Revenue Total:</b>	<b>9,380,100.00</b>	<b>9,380,100.00</b>	<b>10,530.94</b>	<b>4,798,548.80</b>	<b>4,581,551.20</b>
<b>Expense</b>					
51000 - Salaries and Benefits	4,071,700.00	4,071,700.00	301,694.31	1,488,299.05	2,583,400.95
52000 - Debt Service Expense	896,200.00	896,200.00	0.00	76,279.89	819,920.11
53000 - Source of Supply	503,600.00	503,600.00	4,758.15	289,719.12	213,880.88
54000 - Professional Services	814,400.00	814,400.00	7,491.76	200,550.79	613,849.21
55000 - Maintenance	359,300.00	359,300.00	6,336.67	126,960.72	232,339.28
56000 - Utilities	149,300.00	149,300.00	10,878.00	21,672.00	127,628.00
57000 - Materials and Supplies	616,100.00	616,100.00	23,072.83	228,786.70	387,313.30
58000 - Public Outreach	49,400.00	49,400.00	0.00	7,645.65	41,754.35
59000 - Other Operating Expenses	562,600.00	562,600.00	2,849.92	227,793.84	334,806.16
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,450.50	49.50
69900 - Transfers Out	617,500.00	617,500.00	0.00	0.00	617,500.00
<b>Expense Total:</b>	<b>8,641,600.00</b>	<b>8,641,600.00</b>	<b>357,081.64</b>	<b>2,669,158.26</b>	<b>5,972,441.74</b>
<b>Fund: 010 - WHOLESALE Surplus (Deficit):</b>	<b>738,500.00</b>	<b>738,500.00</b>	<b>-346,550.70</b>	<b>2,129,390.54</b>	<b>-1,390,890.54</b>
<b>Total Surplus (Deficit):</b>	<b>738,500.00</b>	<b>738,500.00</b>	<b>-346,550.70</b>	<b>2,129,390.54</b>	

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESAL	738,500.00	738,500.00	-346,550.70	2,129,390.54	-1,390,890.54
<b>Total Surplus (Deficit):</b>	<b>738,500.00</b>	<b>738,500.00</b>	<b>-346,550.70</b>	<b>2,129,390.54</b>	



San Juan Water District, CA

# Wholesale Capital Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 11/30/2020

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 011 - Wholesale Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,173,000.00	1,173,000.00	0.00	14,243.23	1,158,756.77
44000 - Connection Fees	75,000.00	75,000.00	0.00	65,933.00	9,067.00
44500 - Capital Contributions - Revenue	68,600.00	68,600.00	0.00	68,657.32	-57.32
49000 - Other Non-Operating Revenue	178,000.00	178,000.00	0.00	46,426.71	131,573.29
49990 - Transfer In	617,500.00	617,500.00	0.00	0.00	617,500.00
<b>Revenue Total:</b>	<b>2,112,100.00</b>	<b>2,112,100.00</b>	<b>0.00</b>	<b>195,260.26</b>	<b>1,916,839.74</b>
<b>Expense</b>					
55000 - Maintenance	250,000.00	250,000.00	0.00	3,747.00	246,253.00
61000 - Capital Outlay	5,829,000.00	5,829,000.00	431,690.40	1,242,692.03	4,586,307.97
<b>Expense Total:</b>	<b>6,079,000.00</b>	<b>6,079,000.00</b>	<b>431,690.40</b>	<b>1,246,439.03</b>	<b>4,832,560.97</b>
<b>Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):</b>	<b>-3,966,900.00</b>	<b>-3,966,900.00</b>	<b>-431,690.40</b>	<b>-1,051,178.77</b>	<b>-2,915,721.23</b>
<b>Total Surplus (Deficit):</b>	<b>-3,966,900.00</b>	<b>-3,966,900.00</b>	<b>-431,690.40</b>	<b>-1,051,178.77</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
011 - Wholesale Capital Outlay	-3,966,900.00	-3,966,900.00	-431,690.40	-1,051,178.77	-2,915,721.23
<b>Total Surplus (Deficit):</b>	<b>-3,966,900.00</b>	<b>-3,966,900.00</b>	<b>-431,690.40</b>	<b>-1,051,178.77</b>	



San Juan Water District, CA

# Retail Operating Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 11/30/2020

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 050 - RETAIL</b>					
<b>Revenue</b>					
41000 - Water Sales	12,806,500.00	12,806,500.00	1,521,831.65	4,136,152.12	8,670,347.88
45000 - Other Operating Revenue	420,000.00	420,000.00	36,307.56	131,329.88	288,670.12
49000 - Other Non-Operating Revenue	204,700.00	204,700.00	10,530.94	55,587.23	149,112.77
<b>Revenue Total:</b>	<b>13,431,200.00</b>	<b>13,431,200.00</b>	<b>1,568,670.15</b>	<b>4,323,069.23</b>	<b>9,108,130.77</b>
<b>Expense</b>					
41000 - Water Sales	0.00	0.00	0.00	260.29	-260.29
51000 - Salaries and Benefits	5,403,300.00	5,403,300.00	355,013.56	1,968,832.74	3,434,467.26
52000 - Debt Service Expense	498,600.00	498,600.00	0.00	41,811.30	456,788.70
53000 - Source of Supply	3,034,700.00	3,034,700.00	0.00	1,494,700.96	1,539,999.04
54000 - Professional Services	1,459,200.00	1,459,200.00	23,503.90	265,298.56	1,193,901.44
55000 - Maintenance	226,800.00	226,800.00	16,128.42	84,243.39	142,556.61
56000 - Utilities	313,700.00	313,700.00	0.00	120,151.00	193,549.00
57000 - Materials and Supplies	463,900.00	463,900.00	4,696.93	185,792.37	278,107.63
58000 - Public Outreach	70,500.00	70,500.00	0.00	26,452.66	44,047.34
59000 - Other Operating Expenses	750,200.00	750,200.00	20,916.02	249,727.87	500,472.13
69000 - Other Non-Operating Expenses	1,500.00	1,500.00	0.00	1,450.50	49.50
69900 - Transfers Out	592,400.00	592,400.00	0.00	0.00	592,400.00
<b>Expense Total:</b>	<b>12,814,800.00</b>	<b>12,814,800.00</b>	<b>420,258.83</b>	<b>4,438,721.64</b>	<b>8,376,078.36</b>
<b>Fund: 050 - RETAIL Surplus (Deficit):</b>	<b>616,400.00</b>	<b>616,400.00</b>	<b>1,148,411.32</b>	<b>-115,652.41</b>	<b>732,052.41</b>
<b>Total Surplus (Deficit):</b>	<b>616,400.00</b>	<b>616,400.00</b>	<b>1,148,411.32</b>	<b>-115,652.41</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
050 - RETAIL	616,400.00	616,400.00	1,148,411.32	-115,652.41	732,052.41
<b>Total Surplus (Deficit):</b>	<b>616,400.00</b>	<b>616,400.00</b>	<b>1,148,411.32</b>	<b>-115,652.41</b>	



San Juan Water District, CA

# Retail Capital Income Statement

## Group Summary

For Fiscal: 2020-2021 Period Ending: 11/30/2020

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 055 - Retail Capital Outlay</b>					
<b>Revenue</b>					
42000 - Taxes & Assessments	1,173,000.00	1,173,000.00	0.00	14,243.23	1,158,756.77
44000 - Connection Fees	100,000.00	100,000.00	0.00	691,944.00	-591,944.00
49000 - Other Non-Operating Revenue	52,600.00	52,600.00	0.00	23,484.54	29,115.46
49990 - Transfer In	592,400.00	592,400.00	0.00	0.00	592,400.00
<b>Revenue Total:</b>	<b>1,918,000.00</b>	<b>1,918,000.00</b>	<b>0.00</b>	<b>729,671.77</b>	<b>1,188,328.23</b>
<b>Expense</b>					
54000 - Professional Services	33,000.00	33,000.00	0.00	25,624.94	7,375.06
61000 - Capital Outlay	5,434,300.00	5,434,300.00	34,187.02	290,748.64	5,143,551.36
<b>Expense Total:</b>	<b>5,467,300.00</b>	<b>5,467,300.00</b>	<b>34,187.02</b>	<b>316,373.58</b>	<b>5,150,926.42</b>
<b>Fund: 055 - Retail Capital Outlay Surplus (Deficit):</b>	<b>-3,549,300.00</b>	<b>-3,549,300.00</b>	<b>-34,187.02</b>	<b>413,298.19</b>	<b>-3,962,598.19</b>
<b>Total Surplus (Deficit):</b>	<b>-3,549,300.00</b>	<b>-3,549,300.00</b>	<b>-34,187.02</b>	<b>413,298.19</b>	

**Fund Summary**

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Budget Remaining</b>
055 - Retail Capital Outlay	-3,549,300.00	-3,549,300.00	-34,187.02	413,298.19	-3,962,598.19
<b>Total Surplus (Deficit):</b>	<b>-3,549,300.00</b>	<b>-3,549,300.00</b>	<b>-34,187.02</b>	<b>413,298.19</b>	



## Summary

## Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
<a href="#">171109</a>	GIS Assessment and Implementation	0.00	10,967.74	-10,967.74
<a href="#">181105</a>	Lime System Control & Feeder System	0.00	8,950.00	-8,950.00
<a href="#">185135</a>	Upper & Lower GB Pump Stn Low Flow	0.00	3,256.20	-3,256.20
<a href="#">185180</a>	Cavitt Stallman Main - Mystery Crk & (	0.00	6,345.00	-6,345.00
<a href="#">191235</a>	Solar Site Access Culvert Replacement	0.00	36,520.77	-36,520.77
<a href="#">191255</a>	WTP Filter Basins Rehab Project	0.00	163,579.21	-163,579.21
<a href="#">191260</a>	WTP Residual Area Storm Water Lift S	0.00	38,046.75	-38,046.75
<a href="#">191275</a>	Clarifier Wall Lining & Leakage Repairs	0.00	3,559.65	-3,559.65
<a href="#">191280</a>	Hinkle Reservoir Cover	0.00	103,693.31	-103,693.31
<a href="#">195210</a>	SCADA Radio Replacments North Phas	0.00	-2,409.78	2,409.78
<a href="#">201111</a>	Hinkle Reservoir Overflow Channel Lin	0.00	24,802.67	-24,802.67
<a href="#">201120</a>	Tag Line Replacement for BW Hoods	0.00	366.46	-366.46
<a href="#">201135</a>	Sludge Feed Pump Replacement	0.00	15,331.71	-15,331.71
<a href="#">201144</a>	Hinkle Reservoir Temporary Tanks anc	0.00	770,177.34	-770,177.34
<a href="#">201171</a>	CMMS Implementation	0.00	10,328.99	-10,328.99
<a href="#">201505</a>	Hinkle Reservoir 48" Bypass Pipe Clear	0.00	2,966.62	-2,966.62
<a href="#">205114</a>	AFR 6 inch Main Extension Replaceme	0.00	12,577.50	-12,577.50
<a href="#">205120</a>	Air/Vacuum Relief Valve Replacement	0.00	34,224.46	-34,224.46
<a href="#">205123</a>	Five Hydrant Replacements	0.00	19,300.00	-19,300.00
<a href="#">205135</a>	ARC South #1 thru #4 VFD Replacemei	0.00	811.09	-811.09
<a href="#">205153</a>	Ford F450 Purchase	0.00	50,805.12	-50,805.12
<a href="#">205159</a>	ARC-North Main Breaker Replacement	0.00	9,384.60	-9,384.60
<a href="#">211122</a>	Backwash Hoods Electric Breaker Repl	0.00	11,971.30	-11,971.30
<a href="#">211137</a>	Lab Particle Counter Replacement	0.00	32,796.45	-32,796.45
<a href="#">215111</a>	ARC South Main Breaker Replacement	0.00	8,439.50	-8,439.50
<a href="#">215114</a>	Bacon Pump Station Generator Repla	0.00	24,600.88	-24,600.88
<a href="#">215117</a>	Upper Granite Bay Pump Station Gene	0.00	12,289.12	-12,289.12
<b>Project Totals:</b>		<b>0.00</b>	<b>1,413,682.66</b>	<b>-1,413,682.66</b>

## Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	1,407,156.39	-1,407,156.39
CIP - Expense	0.00	6,526.27	-6,526.27
<b>Group Totals:</b>	<b>0.00</b>	<b>1,413,682.66</b>	<b>-1,413,682.66</b>

## Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	10,328.99	-10,328.99
Engineering	0.00	988,814.26	-988,814.26
Field Services	0.00	60,189.72	-60,189.72
Water Treatment Plant	0.00	354,349.69	-354,349.69
<b>Type Totals:</b>	<b>0.00</b>	<b>1,413,682.66</b>	<b>-1,413,682.66</b>

## GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
010-15000	Capital - Work In Progress	0.00	0.00	0.00
011-20030	Retentions Payable	0.00	-40,610.55	-40,610.55
011-700-57120	Maintenance - Facility	0.00	3,747.00	3,747.00
011-700-61120	Capital Outlay - Land Improve...	0.00	29,310.46	29,310.46
011-700-61145	Capital Outlay - WTP & Improv...	0.00	246,429.46	246,429.46
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	928,831.49	928,831.49
011-700-61160	Capital Outlay - Equipment and..	0.00	32,796.45	32,796.45
011-700-61180	Capital Outlay - Software	0.00	5,324.17	5,324.17

**GL Account Summary**

<b>GL Account Number</b>	<b>GL Account Name</b>	<b>Total Revenue</b>	<b>Total Expense</b>	<b>Revenue Over/ (Under) Expenses</b>
050-210-52000	Materials and Supplies	0.00	1,746.46	1,746.46
055-12000	Accounts Receivable	0.00	-2,409.78	-2,409.78
055-700-61135	Capital Outlay - Pump Stations...	0.00	58,781.39	58,781.39
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	70,700.50	70,700.50
055-700-61155	Capital Outlay - Reservoirs & I...	0.00	12,257.93	12,257.93
055-700-61170	Capital Outlay - Vehicles	0.00	50,805.12	50,805.12
055-700-61180	Capital Outlay - Software	0.00	15,972.56	15,972.56
	<b>GL Account Totals:</b>	<b>0.00</b>	<b>1,413,682.66</b>	<b>1,413,682.66</b>



San Juan Water District, CA

# Balance Sheet

## Account Summary

As Of 11/30/2020

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
<b>Asset</b>					
<b>Type: 1000 - Assets</b>					
10010 - Cash and Investments	4,657,590.97	16,018,738.93	2,794,536.28	8,474,524.13	31,945,390.31
10510 - Accounts Receivable	1,985.16	0.01	434,299.14	-0.01	436,284.30
11000 - Inventory	0.00	0.00	178,490.29	0.00	178,490.29
12000 - Prepaid Expense	60,317.19	0.00	35,076.41	0.00	95,393.60
14010 - Deferred Outflows	2,763,407.36	0.00	2,774,087.63	0.00	5,537,494.99
17010 - Capital Assets - Work in Progress	3,980,626.89	0.00	875,230.51	0.00	4,855,857.40
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	824,743.09	0.00	94,608.30	0.00	919,351.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	6,083,048.68	0.00	13,130,226.68
17300 - Capital Assets - Buildings & Improvements	1,279,892.05	0.00	275,982.16	0.00	1,555,874.21
17350 - Capital Assets - Water Treatment Plant & Imp	35,618,552.26	0.00	16,000.00	0.00	35,634,552.26
17400 - Capital Assets - Mains/Pipelines & Improvements	28,209,998.95	0.00	46,000,012.63	0.00	74,210,011.58
17500 - Capital Assets - Reservoirs & Improvements	2,923,447.50	0.00	2,492,421.90	0.00	5,415,869.40
17700 - Capital Assets - Equipment & Furniture	13,691,268.95	0.00	1,118,898.17	0.00	14,810,167.12
17750 - Capital Assets - Vehicles	304,780.00	0.00	548,262.51	0.00	853,042.51
17800 - Capital Assets - Software	445,614.45	0.00	415,403.40	0.00	861,017.85
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-39,469,850.00	0.00	-29,722,911.57	0.00	-69,192,761.57
<b>Total Type 1000 - Assets:</b>	<b>63,103,960.82</b>	<b>16,018,738.94</b>	<b>34,579,718.44</b>	<b>8,474,524.12</b>	<b>122,176,942.32</b>
<b>Total Asset:</b>	<b>63,103,960.82</b>	<b>16,018,738.94</b>	<b>34,579,718.44</b>	<b>8,474,524.12</b>	<b>122,176,942.32</b>
<b>Liability</b>					
<b>Type: 1000 - Assets</b>					
10510 - Accounts Receivable	0.00	0.00	94,270.03	0.00	94,270.03
<b>Total Type 1000 - Assets:</b>	<b>0.00</b>	<b>0.00</b>	<b>94,270.03</b>	<b>0.00</b>	<b>94,270.03</b>
<b>Type: 2000 - Liabilities</b>					
20010 - Accounts Payable	26,812.83	30,329.24	44,947.15	33,375.93	135,465.15
20100 - Retentions Payable	0.00	149,455.09	0.00	0.01	149,455.10
21200 - Salaries & Benefits Payable	36,449.89	0.00	59,140.26	0.00	95,590.15
21250 - Payroll Taxes Payable	0.01	0.00	-0.01	0.00	0.00
21300 - Compensated Absences	384,418.36	0.00	494,414.58	0.00	878,832.94
21500 - Premium on Issuance of Bonds Series 2017	1,679,588.29	0.00	936,350.59	0.00	2,615,938.88
21600 - OPEB Liability	1,362,313.49	0.00	1,765,048.61	0.00	3,127,362.10
21700 - Pension Liability	1,059,627.55	0.00	1,396,796.86	0.00	2,456,424.41

**Balance Sheet**

**As Of 11/30/2020**

<b>Account</b>	<b>010 - WHOLESALE</b>	<b>011 - Wholesale Capital Outlay</b>	<b>050 - RETAIL</b>	<b>055 - Retail Capital Outlay</b>	<b>Total</b>
22010 - Deferred Income	0.00	0.00	26,273.41	0.00	26,273.41
22050 - Deferred Inflows	1,174,187.61	0.00	1,525,245.84	0.00	2,699,433.45
24000 - Current Bonds Payables	730,693.00	0.00	404,307.00	0.00	1,135,000.00
24200 - 2012 Bonds Payable	5,576,900.50	0.00	3,028,099.50	0.00	8,605,000.00
24250 - Bonds Payable 2017 Refunding	14,992,000.00	0.00	8,433,000.00	0.00	23,425,000.00
<b>Total Type 2000 - Liabilities:</b>	<b>27,022,991.53</b>	<b>179,784.33</b>	<b>18,113,623.79</b>	<b>33,375.94</b>	<b>45,349,775.59</b>
<b>Total Liability:</b>	<b>27,022,991.53</b>	<b>179,784.33</b>	<b>18,207,893.82</b>	<b>33,375.94</b>	<b>45,444,045.62</b>
<b>Equity</b>					
<b>Type: 3000 - Equity</b>					
30100 - Investment in Capital Assets	33,720,732.31	0.00	16,166,351.01	0.00	49,887,083.32
30500 - Designated Reserves	230,846.44	16,890,133.38	321,126.02	8,027,849.99	25,469,955.83
<b>Total Type 3000 - Equity:</b>	<b>33,951,578.75</b>	<b>16,890,133.38</b>	<b>16,487,477.03</b>	<b>8,027,849.99</b>	<b>75,357,039.15</b>
<b>Total Total Beginning Equity:</b>	<b>33,951,578.75</b>	<b>16,890,133.38</b>	<b>16,487,477.03</b>	<b>8,027,849.99</b>	<b>75,357,039.15</b>
Total Revenue	4,798,548.80	195,260.26	4,323,069.23	729,671.77	10,046,550.06
Total Expense	2,669,158.26	1,246,439.03	4,438,721.64	316,373.58	8,670,692.51
<b>Revenues Over/Under Expenses</b>	<b>2,129,390.54</b>	<b>-1,051,178.77</b>	<b>-115,652.41</b>	<b>413,298.19</b>	<b>1,375,857.55</b>
<b>Total Equity and Current Surplus (Deficit):</b>	<b>36,080,969.29</b>	<b>15,838,954.61</b>	<b>16,371,824.62</b>	<b>8,441,148.18</b>	<b>76,732,896.70</b>
<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b>63,103,960.82</b>	<b>16,018,738.94</b>	<b>34,579,718.44</b>	<b>8,474,524.12</b>	<b>122,176,942.32</b>



San Juan Water District, CA

# Check Report

By Check Number

Date Range: 11/01/2020 - 11/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
03406	Alpha Analytical Laboratories Inc.	11/02/2020	Regular	0.00	886.00	56086
01026	American River Ace Hardware, Inc.	11/02/2020	Regular	0.00	24.50	56087
01090	American Water Works Association	11/02/2020	Regular	0.00	459.00	56088
03789	Banner Bank	11/02/2020	Regular	0.00	1,020.75	56089
01182	Bartkiewicz, Kronick & Shanahan	11/02/2020	Regular	0.00	19,663.57	56090
01235	BSK Associates	11/02/2020	Regular	0.00	28.00	56091
01289	California Special Districts Association	11/02/2020	Regular	0.00	7,805.00	56092
01352	Chemco Systems, L.P.	11/02/2020	Regular	0.00	818.09	56093
03548	Digital Deployment, Inc.	11/02/2020	Regular	0.00	400.00	56094
03775	ECORP Consulting, Inc.	11/02/2020	Regular	0.00	17,609.00	56095
01068	Glenn C. Walker	11/02/2020	Regular	0.00	1,050.40	56096
03091	Granite Bay Ace Hardware	11/02/2020	Regular	0.00	54.25	56097
03802	Jang, Maxwell	11/02/2020	Regular	0.00	250.00	56098
03785	McGuire and Hetser	11/02/2020	Regular	0.00	19,394.25	56099
02131	Office Depot, Inc.	11/02/2020	Regular	0.00	528.96	56100
	**Void**	11/02/2020	Regular	0.00	0.00	56101
02150	Pace Supply Corp	11/02/2020	Regular	0.00	5,716.39	56102
03801	PeopleReady, Inc	11/02/2020	Regular	0.00	3,780.00	56103
02223	Rexel Inc (Platt - Rancho Cordova)	11/02/2020	Regular	0.00	616.40	56104
02302	Riebes Auto Parts, LLC	11/02/2020	Regular	0.00	451.43	56105
02381	Sacramento Metropolitan Air Quality Manager	11/02/2020	Regular	0.00	6,305.00	56106
02384	Sacramento Suburban Water District	11/02/2020	Regular	0.00	4,257.23	56107
02464	Signs Made In A Day, Inc	11/02/2020	Regular	0.00	599.02	56108
02700	Viking Shred LLC	11/02/2020	Regular	0.00	50.00	56109
01687	W. W. Grainger, Inc.	11/02/2020	Regular	0.00	72.13	56110
03406	Alpha Analytical Laboratories Inc.	11/09/2020	Regular	0.00	1,193.00	56112
01073	Amarjeet Singh Garcha	11/09/2020	Regular	0.00	1,500.00	56113
03226	Capitol Sand and Gravel Co.	11/09/2020	Regular	0.00	1,207.53	56114
01378	Clark Pest Control of Stockton	11/09/2020	Regular	0.00	150.00	56115
01763	Holt of California	11/09/2020	Regular	0.00	2,309.87	56116
03383	Inferrera Construction Management Group, Inc.	11/09/2020	Regular	0.00	16,200.00	56117
01818	J. D. Pasquetti Engineering Inc.	11/09/2020	Regular	0.00	1,796.00	56118
03669	MFDB Architects, Inc.	11/09/2020	Regular	0.00	2,084.00	56119
02131	Office Depot, Inc.	11/09/2020	Regular	0.00	866.92	56120
03803	Open Space Restoration	11/09/2020	Regular	0.00	1,640.00	56121
02150	Pace Supply Corp	11/09/2020	Regular	0.00	2,570.00	56122
03801	PeopleReady, Inc	11/09/2020	Regular	0.00	2,800.00	56123
03150	Professional Id Cards Inc	11/09/2020	Regular	0.00	12.50	56124
02452	Sierra National Construction, Inc.	11/09/2020	Regular	0.00	21,941.12	56125
01411	SureWest Telephone	11/09/2020	Regular	0.00	2,019.56	56126
02540	Sutter Medical Foundation	11/09/2020	Regular	0.00	316.00	56127
03799	Thrikettle Corporation	11/09/2020	Regular	0.00	10,424.70	56128
02667	US Bank Corporate Payments Sys (CalCard)	11/09/2020	Regular	0.00	12,500.11	56129
	**Void**	11/09/2020	Regular	0.00	0.00	56130
	**Void**	11/09/2020	Regular	0.00	0.00	56131
	**Void**	11/09/2020	Regular	0.00	0.00	56132
	**Void**	11/09/2020	Regular	0.00	0.00	56133
	**Void**	11/09/2020	Regular	0.00	0.00	56134
	**Void**	11/09/2020	Regular	0.00	0.00	56135
	**Void**	11/09/2020	Regular	0.00	0.00	56136
	**Void**	11/09/2020	Regular	0.00	0.00	56137
01687	W. W. Grainger, Inc.	11/09/2020	Regular	0.00	702.36	56138
01041	Afman, Todd R	11/16/2020	Regular	0.00	595.28	56142
03406	Alpha Analytical Laboratories Inc.	11/16/2020	Regular	0.00	1,130.50	56143

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Date Range: 11/01/2020 - 11/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01090	American Water Works Association	11/16/2020	Regular	0.00	850.00	56144
01505	California Department of Motor Vehicles - DMV	11/16/2020	Regular	0.00	27.00	56145
03226	Capitol Sand and Gravel Co.	11/16/2020	Regular	0.00	1,826.35	56146
01368	Citrus Heights Water District	11/16/2020	Regular	0.00	7,454.82	56147
01372	City of Folsom	11/16/2020	Regular	0.00	35.75	56148
03775	ECORP Consulting, Inc.	11/16/2020	Regular	0.00	8,806.69	56149
01569	Employee Relations, Inc.	11/16/2020	Regular	0.00	195.22	56150
01623	Fisher Scientific Company LLC	11/16/2020	Regular	0.00	2,768.08	56151
03389	Georgia Western, Inc.	11/16/2020	Regular	0.00	2,630.82	56152
01681	Golden State Flow Measurements, Inc.	11/16/2020	Regular	0.00	218.79	56153
03091	Granite Bay Ace Hardware	11/16/2020	Regular	0.00	151.60	56154
02567	Grant, Teri	11/16/2020	Regular	0.00	82.80	56155
01959	Les Schwab Tire Centers of California Inc	11/16/2020	Regular	0.00	145.60	56156
02024	MCI WORLDCOM	11/16/2020	Regular	0.00	52.17	56157
02131	Office Depot, Inc.	11/16/2020	Regular	0.00	177.59	56158
02150	Pace Supply Corp	11/16/2020	Regular	0.00	1,005.85	56159
03178	Paul, Scott	11/16/2020	Regular	0.00	161.60	56160
02146	PG&E	11/16/2020	Regular	0.00	6,053.29	56161
	**Void**	11/16/2020	Regular	0.00	0.00	56162
02283	Recology Auburn Placer	11/16/2020	Regular	0.00	657.88	56163
02223	Rexel Inc (Platt - Rancho Cordova)	11/16/2020	Regular	0.00	3,304.24	56164
02293	RFI Enterprises, Inc	11/16/2020	Regular	0.00	51.34	56165
02328	Rocklin Windustrial Co	11/16/2020	Regular	0.00	38.26	56166
02357	Sacramento Municipal Utility District (SMUD)	11/16/2020	Regular	0.00	22,964.39	56167
03799	Thrikettle Corporation	11/16/2020	Regular	0.00	14,414.40	56168
03763	Trucksmart	11/16/2020	Regular	0.00	128.64	56169
02651	United Parcel Service Inc	11/16/2020	Regular	0.00	101.95	56170
02690	Verizon Wireless	11/16/2020	Regular	0.00	2,040.95	56171
01687	W. W. Grainger, Inc.	11/16/2020	Regular	0.00	24.69	56172
02766	Youngdahl Consulting Group, Inc.	11/16/2020	Regular	0.00	3,975.00	56173
03406	Alpha Analytical Laboratories Inc.	11/24/2020	Regular	0.00	852.00	56174
01073	Amarjeet Singh Garcha	11/24/2020	Regular	0.00	700.00	56175
01372	City of Folsom	11/24/2020	Regular	0.00	2,588.00	56176
01423	County of Sacramento	11/24/2020	Regular	0.00	147.00	56177
01494	Dewey Services Inc.	11/24/2020	Regular	0.00	99.00	56178
01626	Flo-Line Technology, Inc.	11/24/2020	Regular	0.00	15,331.71	56179
03091	Granite Bay Ace Hardware	11/24/2020	Regular	0.00	87.10	56180
03804	Guy Rents, Inc	11/24/2020	Regular	0.00	115.14	56181
03383	Inferrera Construction Management Group, Inc.	11/24/2020	Regular	0.00	1,087.50	56182
02129	Occu-Med Ltd.	11/24/2020	Regular	0.00	301.50	56183
02131	Office Depot, Inc.	11/24/2020	Regular	0.00	275.52	56184
02146	PG&E	11/24/2020	Regular	0.00	10.00	56185
02223	Rexel Inc (Platt - Rancho Cordova)	11/24/2020	Regular	0.00	464.59	56186
02302	Riebes Auto Parts, LLC	11/24/2020	Regular	0.00	87.96	56187
02395	SAFETY KLEEN SYSTEMS INC.	11/24/2020	Regular	0.00	996.59	56188
02580	The Eidam Corporation	11/24/2020	Regular	0.00	6,939.61	56189
03644	Tully & Young, Inc.	11/24/2020	Regular	0.00	4,950.00	56190
02638	Tyler Technologies, Inc.	11/24/2020	Regular	0.00	22,650.53	56191
01687	W. W. Grainger, Inc.	11/24/2020	Regular	0.00	70.21	56192
02743	Wienhoff & Associates, Inc.	11/24/2020	Regular	0.00	880.00	56193
03690	California Department of Tax and Fee Administrat	11/30/2020	Regular	0.00	27,799.22	56194
03091	Granite Bay Ace Hardware	11/30/2020	Regular	0.00	112.62	56195
01733	Harris Industrial Gases	11/30/2020	Regular	0.00	44.92	56196
03072	HUNT & SONS INC.	11/30/2020	Regular	0.00	298.23	56197
02328	Rocklin Windustrial Co	11/30/2020	Regular	0.00	56.12	56198
01687	W. W. Grainger, Inc.	11/30/2020	Regular	0.00	162.29	56199
03077	VALIC	11/13/2020	Bank Draft	0.00	4,237.88	168489
03077	VALIC	11/27/2020	Bank Draft	0.00	4,247.46	169861
03681	Allied Electronics Inc.	11/02/2020	EFT	0.00	107.64	406980
03739	Azteca Systems Holdings, LLC	11/02/2020	EFT	0.00	200.00	406981
03221	Chemtrade Chemicals Corporation	11/02/2020	EFT	0.00	4,617.76	406982

Check Report

Date Range: 11/01/2020 - 11/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03702	Flowline Contractors, Inc.	11/02/2020	EFT	0.00	59,597.71	406983
01706	Graymont Western US Inc.	11/02/2020	EFT	0.00	6,581.18	406984
01721	Hach Company	11/02/2020	EFT	0.00	576.95	406985
01741	HDR Engineering, Inc.	11/02/2020	EFT	0.00	22,237.00	406986
01778	IDEXX Distribution, Inc.	11/02/2020	EFT	0.00	44.08	406987
03755	Local Government Commission	11/02/2020	EFT	0.00	750.00	406988
02027	Mcmaster-Carr Supply Company	11/02/2020	EFT	0.00	146.20	406989
03026	PFM Asset Management	11/02/2020	EFT	0.00	948.20	406990
03783	Stratus Building Solutions of Northern California, I	11/02/2020	EFT	0.00	1,550.00	406991
02572	Thatcher Company of California, Inc.	11/02/2020	EFT	0.00	4,594.80	406992
03298	United Rentals (North America), Inc.	11/02/2020	EFT	0.00	1,243.81	406993
02706	Vortex Industries, Inc.	11/02/2020	EFT	0.00	641.00	406994
02710	WageWorks, Inc	11/02/2020	EFT	0.00	98.00	406995
03387	WageWorks, Inc	11/02/2020	EFT	0.00	234.04	406996
02730	Western Area Power Administration	11/02/2020	EFT	0.00	2,626.78	406997
03681	Allied Electronics Inc.	11/09/2020	EFT	0.00	309.85	406998
03739	Azteca Systems Holdings, LLC	11/09/2020	EFT	0.00	100.00	406999
01242	Bureau of Reclamation-MPR	11/09/2020	EFT	0.00	12,277.98	407000
03530	Certex USA, Inc.	11/09/2020	EFT	0.00	197.09	407001
03221	Chemtrade Chemicals Corporation	11/09/2020	EFT	0.00	4,985.84	407002
01521	DataProse, LLC	11/09/2020	EFT	0.00	3,266.28	407003
03776	EETS Inc.	11/09/2020	EFT	0.00	15,850.00	407004
01611	Ferguson Enterprises, Inc	11/09/2020	EFT	0.00	1,063.69	407005
01706	Graymont Western US Inc.	11/09/2020	EFT	0.00	6,654.73	407006
01721	Hach Company	11/09/2020	EFT	0.00	473.99	407007
03687	HD Supply Facilities Maintenance Ltd.	11/09/2020	EFT	0.00	88.96	407008
02027	Mcmaster-Carr Supply Company	11/09/2020	EFT	0.00	433.13	407009
02463	New AnswerNet Inc.	11/09/2020	EFT	0.00	270.00	407010
01486	WAPA - Department of Energy	11/09/2020	EFT	0.00	2,043.15	407011
03739	Azteca Systems Holdings, LLC	11/16/2020	EFT	0.00	300.00	407012
03514	Beckman Coulter, Inc.	11/16/2020	EFT	0.00	32,796.45	407013
03749	Eide Bailly LLP	11/16/2020	EFT	0.00	680.00	407014
03702	Flowline Contractors, Inc.	11/16/2020	EFT	0.00	23,162.00	407015
03790	Global Machinery International West LLC	11/16/2020	EFT	0.00	3,806.25	407016
01721	Hach Company	11/16/2020	EFT	0.00	248.99	407017
01741	HDR Engineering, Inc.	11/16/2020	EFT	0.00	3,104.46	407018
03788	SKC - West, Inc.	11/16/2020	EFT	0.00	721.44	407019
02581	The Ferguson Group, LLC	11/16/2020	EFT	0.00	6,000.00	407020
03387	WageWorks, Inc	11/16/2020	EFT	0.00	234.04	407021
01486	WAPA - Department of Energy	11/16/2020	EFT	0.00	3,037.20	407022
03791	Water Systems Consulting, Inc.	11/16/2020	EFT	0.00	12,007.50	407023
01242	Bureau of Reclamation-MPR	11/24/2020	EFT	0.00	22,522.50	407024
03221	Chemtrade Chemicals Corporation	11/24/2020	EFT	0.00	5,054.85	407025
01509	Domenichelli & Associates, Inc.	11/24/2020	EFT	0.00	4,462.50	407026
01721	Hach Company	11/24/2020	EFT	0.00	105.90	407027
03553	Mallory Safety and Supply LLC	11/24/2020	EFT	0.00	463.45	407028
02367	McClatchy Newspapers Inc	11/24/2020	EFT	0.00	789.64	407029
02027	Mcmaster-Carr Supply Company	11/24/2020	EFT	0.00	44.79	407030
01472	Mel Dawson, Inc.	11/24/2020	EFT	0.00	3,879.85	407031
02158	Pacific Storage Company	11/24/2020	EFT	0.00	55.88	407032
02572	Thatcher Company of California, Inc.	11/24/2020	EFT	0.00	4,500.00	407033
02581	The Ferguson Group, LLC	11/24/2020	EFT	0.00	123.42	407034
02710	WageWorks, Inc	11/24/2020	EFT	0.00	98.00	407035
03711	Western Electrical Services, Inc.	11/24/2020	EFT	0.00	9,714.96	407036
01328	Association of California Water Agencies / Joint P	11/30/2020	EFT	0.00	7,603.13	407037
03780	CST Industries, Inc.	11/30/2020	EFT	0.00	361,659.78	407039
03784	Forsgren Associates Inc.	11/30/2020	EFT	0.00	1,150.00	407040
01741	HDR Engineering, Inc.	11/30/2020	EFT	0.00	25,552.48	407041
03387	WageWorks, Inc	11/30/2020	EFT	0.00	234.04	407042
02730	Western Area Power Administration	11/30/2020	EFT	0.00	2,715.00	407043
01641	Sun Life Assurance Company of Canada	11/01/2020	Bank Draft	0.00	10,521.03	448453

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Date Range: 11/01/2020 - 11/30/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03078	CalPERS Health	11/05/2020	Bank Draft	0.00	38,924.69	1001696288
03078	CalPERS Health	11/05/2020	Bank Draft	0.00	47,018.73	1001696288
03078	CalPERS Health	11/05/2020	Bank Draft	0.00	47,018.73	1001696288
03130	CalPERS Retirement	11/05/2020	Bank Draft	0.00	400.00	1001701141
03130	CalPERS Retirement	11/13/2020	Bank Draft	0.00	37,777.71	1001707384
01366	Citistreet/CalPERS 457	11/13/2020	Bank Draft	0.00	3,138.86	1001707388
03130	CalPERS Retirement	11/25/2020	Bank Draft	0.00	36,626.16	1001715685
03130	CalPERS Retirement	11/25/2020	Bank Draft	0.00	675.45	1001715685
01366	Citistreet/CalPERS 457	11/25/2020	Bank Draft	0.00	3,142.26	1001715689
03163	Economic Development Department	11/02/2020	Bank Draft	0.00	8,727.06	0-480-103-200
03163	Economic Development Department	11/13/2020	Bank Draft	0.00	0.26	1-658-452-768
03163	Economic Development Department	11/13/2020	Bank Draft	0.00	8,867.93	1-658-452-768
03163	Economic Development Department	11/20/2020	Bank Draft	0.00	74.16	1-828-243-232
03163	Economic Development Department	11/20/2020	Bank Draft	0.00	2,801.45	1-828-243-232
03163	Economic Development Department	11/27/2020	Bank Draft	0.00	8,971.89	1-958-778-656
03164	Internal Revenue Service	11/18/2020	Bank Draft	0.00	48,899.59	2700718736385
03164	Internal Revenue Service	11/13/2020	Bank Draft	0.00	106.52	2700718736385
03164	Internal Revenue Service	11/13/2020	Bank Draft	0.00	723.26	2700718736385
03164	Internal Revenue Service	11/19/2020	Bank Draft	0.00	687.17	2700724801026
03164	Internal Revenue Service	11/19/2020	Bank Draft	0.00	11,478.53	2700724801026
03164	Internal Revenue Service	11/27/2020	Bank Draft	0.00	141.50	2700732817189
03164	Internal Revenue Service	11/27/2020	Bank Draft	0.00	46,974.14	2700732817189
01039	American Family Life Assurance Company of Colu	11/25/2020	Bank Draft	0.00	603.55	Q3869 11-25-20
01039	American Family Life Assurance Company of Colu	11/25/2020	Bank Draft	0.00	603.55	Q3869 11-25-20
03080	California State Disbursement Unit	11/13/2020	Bank Draft	0.00	832.14	PAY0000000003
03080	California State Disbursement Unit	11/27/2020	Bank Draft	0.00	832.14	PAY0000000003

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	100	0.00	343,251.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	29	29	0.00	375,053.80
EFT's	93	63	0.00	691,638.34
	<b>282</b>	<b>202</b>	<b>0.00</b>	<b>1,409,944.08</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	100	0.00	343,251.94
Manual Checks	0	0	0.00	0.00
Voided Checks	0	10	0.00	0.00
Bank Drafts	29	29	0.00	375,053.80
EFT's	93	63	0.00	691,638.34
	<b>282</b>	<b>202</b>	<b>0.00</b>	<b>1,409,944.08</b>

### Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	11/2020	1,409,944.08
			<b>1,409,944.08</b>



San Juan Water District, CA

# Vendor History Report

**By Vendor Name**

Posting Date Range 07/01/2020 - 11/30/2020

Payment Date Range -



Payroll Set: 01-San Juan Water District

<b>Employee Number</b>	<b>Employee Name</b>	<b>Pay Code</b>	<b># of Payments</b>	<b>Units</b>	<b>Pay Amount</b>
<a href="#">0690</a>	Costa, Ted	Reg - Regular Hours	5	39.00	4,875.00
			<b>0690 - Costa Total:</b>	<b>39.00</b>	<b>4,875.00</b>
<a href="#">1028</a>	Hanneman, Martin	Reg - Regular Hours	5	28.00	3,500.00
			<b>1028 - Hanneman Total:</b>	<b>28.00</b>	<b>3,500.00</b>
<a href="#">0670</a>	Miller, Ken	Reg - Regular Hours	5	22.00	2,750.00
			<b>0670 - Miller Total:</b>	<b>22.00</b>	<b>2,750.00</b>
<a href="#">1003</a>	Rich, Daniel	Reg - Regular Hours	4	26.00	3,250.00
			<b>1003 - Rich Total:</b>	<b>26.00</b>	<b>3,250.00</b>
<a href="#">0650</a>	Tobin, Pamela	Reg - Regular Hours	5	50.00	6,250.00
			<b>0650 - Tobin Total:</b>	<b>50.00</b>	<b>6,250.00</b>
			<b>Report Total:</b>	<b>165.00</b>	<b>20,625.00</b>



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
<a href="#">010-010-58110</a>	Director - Stipend	82.50	10,312.50
	<b>010 - WHOLESALE Total:</b>	<b>82.50</b>	<b>10,312.50</b>
<a href="#">050-010-58110</a>	Director - Stipend	82.50	10,312.50
	<b>050 - RETAIL Total:</b>	<b>82.50</b>	<b>10,312.50</b>
	<b>Report Total:</b>	<b>165.00</b>	<b>20,625.00</b>



Payroll Set: 01-San Juan Water District

<u>Pay Code</u>	<u>Description</u>	<u># of Payments</u>	<u>Units</u>	<u>Pay Amount</u>
Reg - Regular Hours	Regular Hours	24	165.00	20,625.00
		<b>Report Total:</b>	<b>165.00</b>	<b>20,625.00</b>

**2019/20 Actual Deliveries and Revenue - By Wholesale Customer Agency**

July - November 2020								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	6,091.25	\$ 1,348,160	7,428.01	\$ 1,456,625	1,336.76	21.9%	\$ 108,465	8.0%
Citrus Heights Water District	5,463.00	\$ 1,256,212	5,907.72	\$ 1,292,297	444.72	8.1%	\$ 36,085	2.9%
Fair Oaks Water District	3,707.30	\$ 880,662	4,737.09	\$ 964,219	1,029.79	27.8%	\$ 83,558	9.5%
Orange Vale Water Co.	1,873.28	\$ 438,835	2,253.61	\$ 469,695	380.33	20.3%	\$ 30,860	7.0%
City of Folsom	586.29	\$ 133,511	671.02	\$ 140,387	84.73	14.5%	\$ 6,875	5.1%
Granite Bay Golf Course	153.36	\$ 5,421	266.20	\$ 9,410	112.84	73.6%	\$ 3,989	73.6%
Sac Suburban Water District	-	\$ -	2,662.36	\$ 692,640	2,662.36		\$ 692,640	
<b>TOTAL</b>	<b>17,874.47</b>	<b>\$ 4,062,802</b>	<b>23,926.01</b>	<b>\$ 5,025,273</b>	<b>6,051.54</b>	<b>33.9%</b>	<b>\$ 962,471</b>	<b>23.7%</b>

Budgeted Deliveries	17,874.47
Actual Deliveries	23,926.01
Difference	6,051.54
	34%

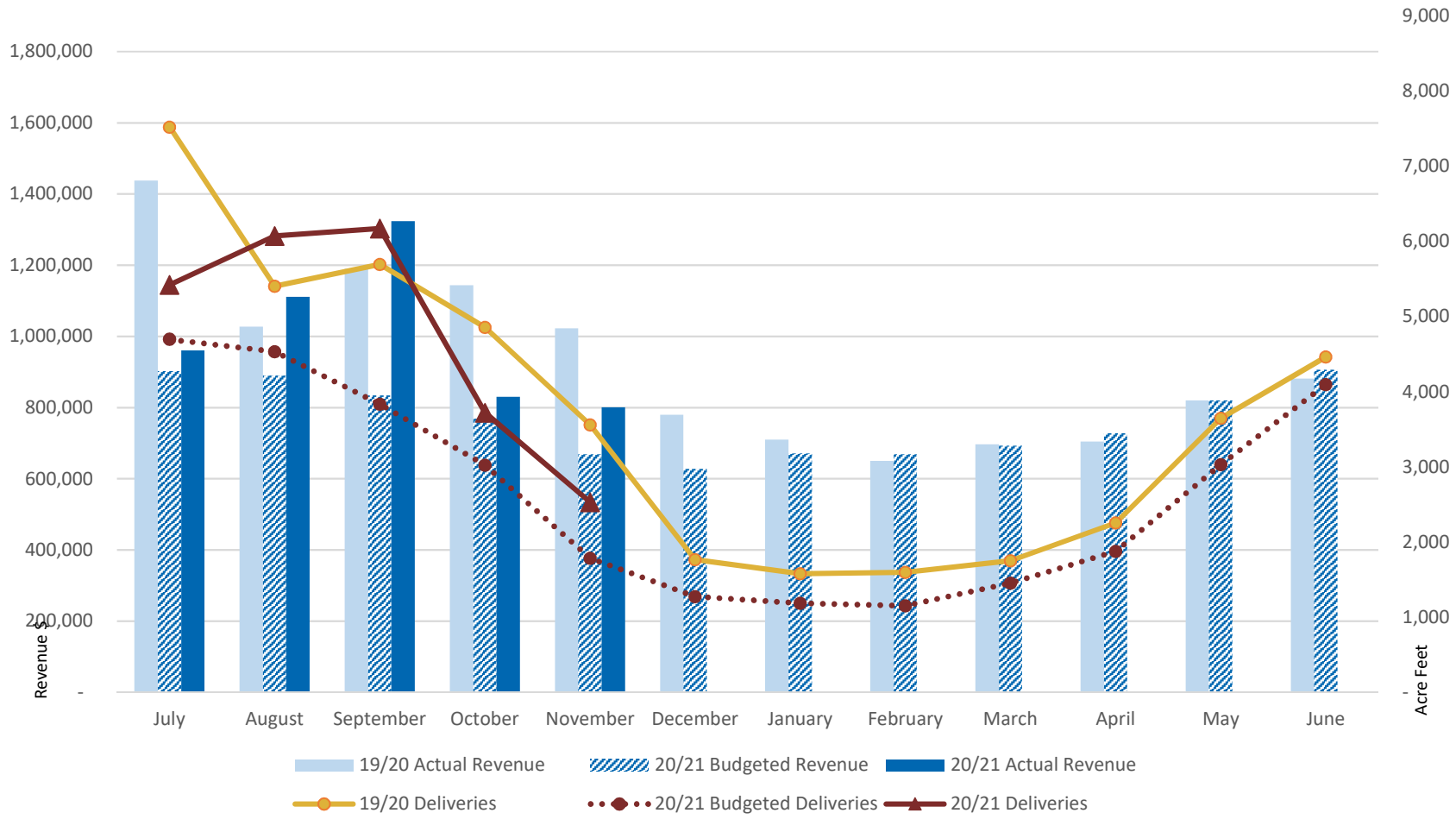
Budgeted Water Sale Revenue	\$ 4,062,802
Actual Water Sale Revenue	\$ 5,025,273
Difference	\$ 962,471
	23.7%

**Conclusion:**

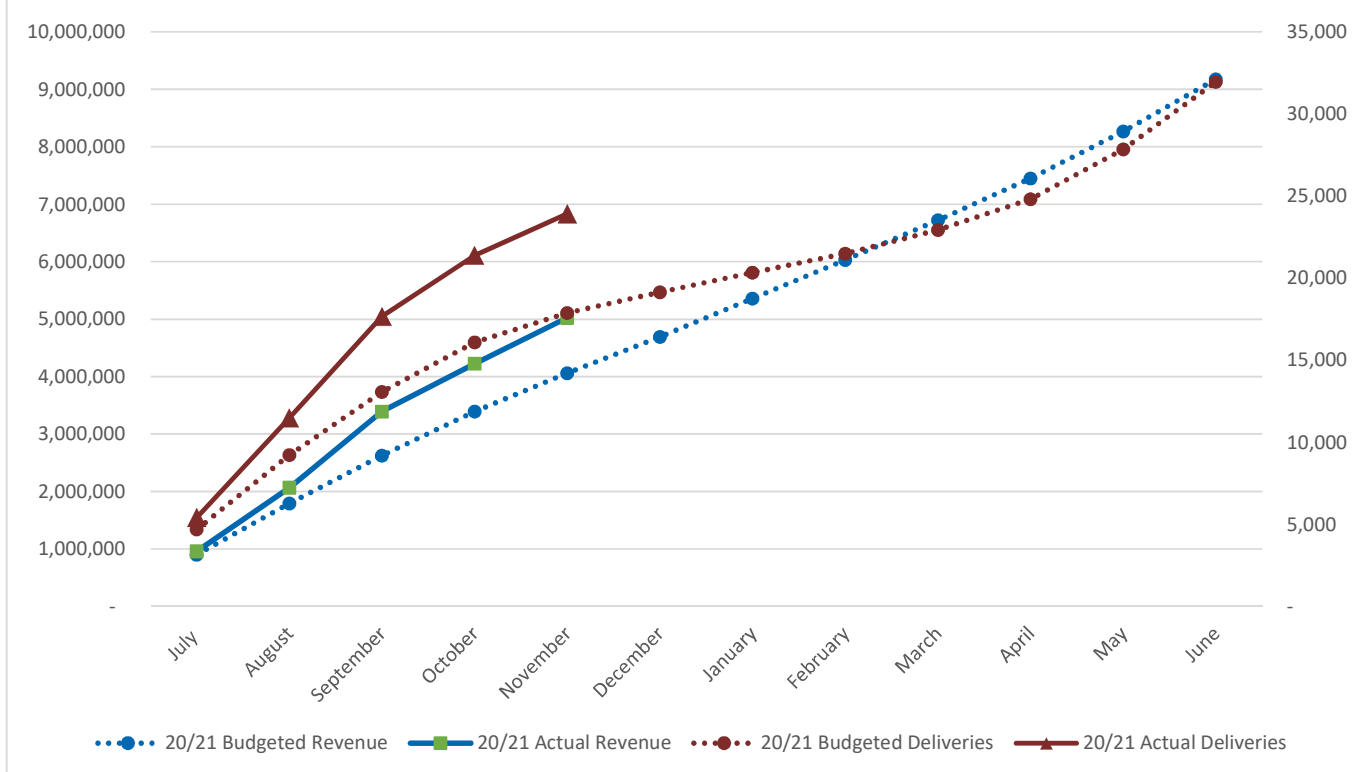
The budget anticipated an overall 10% decline in deliveries, per customer, and no revenue from Sacramento Suburban Water District. The decline was anticipated due to the COVID-19 pandemic. All wholesale customers took more more water from July - September than anticipated in the budget. Deliveries outpaced expectations by 34% and revenues by 23.7%.

Excluding SSWD, deliveries for July-September outpaced the prior year by 393.57 acre feet.

### Comparison of Fiscal Year 2019/2020 Actual to 2020/2021 Projections of Deliveries and Revenue



### Cumulative Water Deliveries and Revenues FY 2020-21





## *Director Tobin's Report 12/16/2020*

### ACWA

- ACWA is urging member agencies that submitted data last month to the State Water Resources Control Board as part of its COVID-19 financial impacts survey to share the same information with ACWA staff. State Water Board staff is expected to report to the State Water Board in January regarding the data. Seeing the data firsthand will allow ACWA to inform the discussions at the State Water Board and will help ACWA as we continue to advocate for funding relief at the federal level.
- Roadmap to achieving the Voluntary Agreements. An urgent call to re-engage the state on the voluntary agreements. The roadmap includes three actions the state can take:
  - Background information
  - Commitment of public water agencies at the VAs table
  - Essential elements of a watershed-wide agreement
- ACWA request the CA supreme court to depublish the opinion on Prop 218's ratemaking process. ACWA joined a coalition of local government associations in filing an amicus curiae letter with the California Supreme Court requesting depublication of a recent state appellate court opinion addressing the responsibilities of a plaintiff prior to challenging the rates of a utility in court. Should the high court fail to depublish or review the decision in *Malott v. Summerland Sanitary District*, ratepayers could be encouraged to bypass an agency's Proposition 218 ratemaking process and drag the agency straight to court.

### 2022 SPRING CONFERENCE & EXHIBITION:

May 3- May 6, 2021 in Sacramento, CA ACWA conferences program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

*This summary includes legislation enacted in the second year of the 2019-2020 legislative session that is relevant to ACWA member agencies. **The 2020 Summary of Legislation reflects this abbreviated legislative session.***

- AB 685: COVID-19: . Requires OSHA to provide a notice to the employer, at the place of employment. Requires such a prohibition to be limited to the immediate area in which the imminent hazard exists. Requires such a prohibition in a manner that does not interrupt the performance of critical governmental functions essential to ensuring public health and safety functions or the delivery of electrical power or water. This COVID-19 imminent hazard provision will be repealed on January 1, 2023.
- SB 1159: Workers' compensation: COVID-19: critical workers. Makes COVID-19 illness presumptively compensable, after 30 days or 45 days, rather than 90 days.

- SB 974: California Environmental Quality Act: small disadvantaged community water system: state small water system: exemption, consist solely of the installation, repair, or reconstruction of water infrastructure that primarily benefit a small disadvantaged community water system or a state small water system.
- AB 89: Budget Act of 2020. Makes appropriations for the support of state government for the 2020–21 fiscal year. Provides, among other things, \$50 million in funding for grants related to community power resiliency activities, such as emergency power generation during public safety power shutoffs (PSPS). Local governments, including cities, counties, and special districts, as well as tribes, are eligible to receive the funds appropriated in this item. Only special districts with an identified critical facility or facilities, or providing critical infrastructure, pursuant to the de-energization guidelines adopted by the Public Utilities Commission, shall be eligible for funding.
- AB 2421: Land use: permitting: wireless communications: emergency standby generators. Requires local agencies, until January 1, 2024, to make the installation of an emergency standby generator to serve a macro cell tower site that meets specified requirements, a permitted use and require a local agency to review an application for installation on an administrative, nondiscretionary basis.
- AB 3163: Energy: biomethane: procurement. Expands the definition of “biomethane” suitable for injection into a common carrier pipeline to include methane be produced from either the anaerobic decomposition of organic material or from the non-combustion thermal conversion of agricultural crop residue, tree materials, gardening waste, paper materials, livestock waste, and municipal biosolids.
- SB 865: Excavations: subsurface installations. Provides that the California Underground Facilities Safe Excavation Board is also known as the “Dig Safe Board” and makes conforming changes to references in the act. Requires the excavator to notify the regional notification center within 48 hours of discovering or causing damage
- AB 838: Flood management: Mossdale Tract. Requires the Mossdale Tract, as defined, to achieve the urban level of flood protection by 2028. Authorizes the Department of Water Resources to require the San Joaquin Area Flood Control Agency to contribute its fair and reasonable share of any property damage caused by a flood to the extent the state’s exposure to liability for property damage has been increased by cities or counties unreasonably approving any new development in the Mossdale Tract between 2025 and 2028.
- AB 2560: Water quality: notification levels and response levels: procedures. Establishes a process for the State Water Resources Control Board (State Water Board) to follow when adopting notification levels and response levels for contaminants in drinking water supplies. Requires the State Water Board to provide notice that they have developed a proposed notification level or response level. Requires the State Water Board to provide the public with the complete studies that were used to establish the level at least 30 days before a regularly noticed meeting of the State Water Board, and include the proposed notification level or response level as an informational item at the regularly noticed meeting.

- SB 1044: Firefighting equipment and foam: PFAS chemicals. Commencing January 1, 2022, bans the manufacture, sale, distribution and use, including for training purposes, of any class B firefighting foam that contains intentionally added perfluoroalkyl and polyfluoroalkyl substances (PFAS) chemicals, except in cases where the inclusion of PFAS chemicals are required by federal law. Requires any person selling firefighting personal protective equipment to provide a written notice to the purchaser at the time of sale if the equipment contains intentionally added PFAS chemicals.
- SB 1386: Local government: assessments, fees, and charges: water: hydrants. Specifies that hydrants, as defined, are part of the system of public improvements included in the definition of “water” for purposes of the Proposition 218 Omnibus Implementation Act. Specifies that the fees or charges for property-related water service imposed or increased, as specified, may include the costs to construct, maintain, repair, or replace hydrants as needed or consistent with fire codes and industry standards, and may include the cost of water distributed through hydrants. Authorizes the fees or charges for the aspects of water service related to hydrants and the water distributed through them to be fixed and collected as a separate fee or charge, or included in the other water rates and charges fixed and collected by a public agency.

## ACWA JPIA

### ACWA JPIA Captive Insurance Company Update November 30, 2020

- At the November 26, 2018 meeting, the Board of Directors approved a resolution to proceed with forming the California Water Insurance Fund (CWIF) a Captive Insurance Company. The Captive is a private company wholly owned by the JPIA, domiciled in the state of Utah. CURRENT SITUATION During the 2019-20 policy year: • The JPIA ceded approximately \$19 million of projected losses and expenses for the 10/1/19-20 Liability Program year to the CWIF effective October 1, 2019. • The JPIA transferred \$22 million of equity to CWIF. For the 2020-21 policy year: • The JPIA will cede approximately \$21 million of projected losses and expenses for the 10/1/20-21 Liability Program year to the CWIF. • Additionally, the JPIA will use CWIF for the \$10M x \$10M layer of reinsurance for the 10/1/20-21 Liability Program year. • The JPIA ceded approximately \$13 million of projected losses and expenses for the 7/1/20-21 Workers’ Compensation Program year to the CWIF effective July 1, 2020. As of September 30, 2020, the book value of the CWIF portfolio was \$41,501,899 vs. a market value of \$44,317,230. The rate of return since inception was approximately 7.3% vs. a rate of return on the JPIA portfolio of approximately 3.3%

# AGENDA ITEM VIII-1 DRAFT

## Personnel Committee Meeting Minutes San Juan Water District December 8, 2020 2:00 p.m.

**Committee Members:** Ken Miller, Chair  
Marty Hanneman

**District Staff:** Paul Helliker, General Manager  
Donna Silva, Finance Director  
Tony Barela, Operations Manager  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Rescission of Polices Comprising Employee Manual; revision and expansion of existing policy HR-6.5 Employee Compensation (W & R)  
Other Personnel Matters (W & R)  
Public Comment (W & R)  
Closed Session  
Open Session

### **1. Rescission of Polices Comprising Employee Manual; revision and expansion of existing policy HR-6.5 Employee Compensation (W & R)**

Ms. Silva reviewed the staff report which will be attached to the meeting minutes. She explained that the government code gives statutory responsibility for the personnel system to the General Manager, but requires Board approval of salaries and certain benefits. She explained that staff and legal counsel recommend deletion of all existing policies that comprise the current employee manual and convert policy HR-6.5 Employee Compensation, to HR-6.1 Employee Compensation and Benefits. Policy HR-6.1 will be included in the new Personnel Manual in Chapter 4, Wages, Benefits and Salary Plan Administration. The chapter references the new policy and clearly states that any changes must be approved by the Board of Directors.

Ms. Silva reviewed a few of the changes which include, but is not limited to, providing a monthly cash stipend in lieu of health benefits, extending health care and other benefits for employees on disability, and setting a ceiling for the value of District provided uniforms. The committee discussed the items and would like to have the uniform maximum be \$1,000.

Ms. Silva informed the committee that Chapter 7 - Employer and Employee Relations, consists of a copy of Resolution 98-26 which establishes employer-employee relations, procedures, rules and policies. The resolution, adopted March 25, 1998 is in need of updating, in part due to changes in the law over the past 22 years. Staff will be working with legal counsel and the District's employees to draft a new resolution for Board consideration. In addition, the District currently utilizes a Memorandum of Understanding to specify certain employment conditions and rules pertaining solely to the Water Treatment Plant shift operators. Staff is currently working with the shift

operators to explain the changes needed to the MOU and will be bringing the MOU to the Personnel Committee and the Board for approval in the coming months.

*The Personnel Committee recommends consideration of a motion to rescind all existing policies that comprise the existing Employee Manual, including HR-6.5 Employee Compensation and adopt by motion, HR-6.1 Employee Compensation and Benefits.*

**2. Other Personnel Matters (W & R)**

There were no other matters discussed.

**3. Public Comment (W & R)**

There was no public comment.

Director Miller called for closed session at 2:25 pm.

**4. Closed Session**

Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957.

**5. Open Session**

There was no reportable action from the closed session.

The meeting was adjourned at 2:35 p.m.

Engineering Committee Meeting Minutes  
San Juan Water District  
December 8, 2020  
4:00 p.m.

**Committee Members:** Dan Rich, Chair  
Ted Costa, Member

**District Staff:** Paul Helliker, General Manager  
Tony Barela, Operations Manager  
Andrew Pierson, Engineering Services Manager  
Adam Larson, Field Services Manager  
Teri Grant, Board Secretary/Administrative Assistant

**Topics:** Hydrant and Valve Maintenance FY20/21 (R)  
Arc Flash Hazard Assessment Project (W & R)  
WTP Filter Basins Rehab Project – Construction Management/Inspection Services (W)  
Hinkle Reservoir Outage Operations Planning Project – Project Update (W)  
Other Engineering Matters  
Public Comment

**1. Hydrant and Valve Maintenance FY20/21 (R)**

Mr. Larsen provided the committee with a staff report which will be attached to the meeting minutes. He explained that 4 proposals were received and because of Wachs Water Service's (WWS) technical qualifications and proposed cost for service, WWS is best suited for the completion of this project.

*The Engineering Committee recommends a motion to award a professional services contract to Wachs Water Services (WWS) for professional services related to the maintenance of hydrants and valves for the fiscal year 20/21 in the amount of \$110,285*

**2. Arc Flash Hazard Assessment Project (W & R)**

Mr. Pierson provided the committee with a staff report which will be attached to the meeting minutes. He informed the committee that 6 firms attended the mandatory pre-proposal conference and only two firms submitted proposals. He explained that after evaluating both firms' technical and cost proposals, e-Hazard's proposal was selected as best meeting the needs of the District.

*The Engineering Committee recommends authorization and approval of a professional services contract to e-Hazard Management to perform an Arc Flash Hazard Assessment of the District's existing electrical facilities.*

**3. WTP Filter Basins Rehab Project – Construction Management/Inspection Services (W)**

Mr. Pierson provided the committee with a staff report which will be attached to the meeting minutes. He explained that a contract amendment is needed for the Construction Management/Inspection Services with Kennedy Jenks Consultants. During construction, some issues were discovered that increased the time spent on the project. He informed the committee that staff is requesting an increase of \$207,073 which includes a ten percent contingency be added to the total authorized contract to bring the total to \$689,128.

Mr. Pierson informed the committee that the repairs to the filter basin have been very beneficial to the District and have already resulted in a substantial reduction in leaks from the filter basin. These repairs will reduce the cost to pump the water from the under-drain system back to the Water Treatment Plant, along with operation costs.

In response to Director Rich's question regarding increasing the construction contract, Mr. Pierson informed the committee that he will most likely have to return to the committee for contract amendments once the South Basin is further along in the construction process.

*The Engineering Committee recommends authorization and approval of Amendment #1 to the professional services contract with Kennedy Jenks for Construction Management and Inspection Services for the WTP Filter Basins Rehab Project.*

#### **4. Hinkle Reservoir Outage Operations Planning Project – Project Update (W)**

Mr. Barela provided an update on the Hinkle Reservoir Outage Operations Planning Project. He reviewed the overall system, temporary water tanks, Antelope Pressure Reducing Valve Station, development of functional storage, Antelope Station improvements, operational response, functional testing, and upcoming milestones. A copy of the presentation will be attached to the meeting minutes. He informed the committee that cooperation between wholesale customer agencies is critical during this project and he is working with each agency to coordinate the plan for the project.

Mr. Pierson informed the committee that comments to the 95% design plan have been submitted to HDR and he expects the construction contract to go out for bid in March 2021 with a contract executed in May, and construction starting in June with the reservoir offline between November 2021 and April 2022. In addition, the environmental and financial packages have been submitted for the SRF loan, and the technical package should be submitted this week, which completes the SRF paperwork.

#### **5. Other Engineering Matters**

There were no other matters discussed.

#### **6. Public Comment**

There were no public comments.

The meeting was adjourned at 4:45 p.m.

# STAFF REPORT

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To: Engineering Committee

From: Tony Barela, PE  
Operations Manager

Date: December 8, 2020

Subject: Hinkle Reservoir Outage Operations Planning Project – Project Update

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## Recommended Action

Information only.

## Background

On June 26, 2019, the Board of Directors approved a consulting agreement to develop an operational plan for San Juan Water District's (District) water treatment plant (WTP) and Wholesale transmission operations during the Hinkle Reservoir Liner and Cover Replacement Project (Project). The operational planning project included updating the Wholesale hydraulic model, determining the operational controls necessary to safely operate the system, and drafting operating procedures for use during the project.

Based on the hydraulic analysis, it was determined that the District does not have sufficient storage within the Wholesale system to properly operate without Hinkle Reservoir in service. To properly operate the system, storage is needed to accommodate variances in demands throughout any given day. Since sufficient space is unavailable to stage temporary storage facilities at volumes needed at District facilities, functional "storage" is being created by installing two temporary 1 Million Gallon (MG) bolted steel tanks at the District's main corporation yard with operational control through Sacramento Suburban Water District's (SSWD) Antelope Pressure Reducing Valve (PRV) Facility. The temporary tank project kicked off on July 2, 2020 and is anticipated to be completed in December 2020.



*Figure 1: Temporary Tanks*

SSWD's Antelope PRV Facility is designed to reduce water pressure prior to delivering surface water from the District to SSWD. As part of the project, these valves have been modified to increase/decrease flow into SSWD's distribution system based on levels within



the new temporary tanks. SCADA control modifications have been completed to provide the District and SSWD operational control of the station during the replacement project.



*Figure 2: Antelope PRV Facility*

Operational control through the SSWD Antelope PRV Facility is critical for the operation of the system during the project. A Memorandum of Understanding (MOU) was executed between the District and SSWD in February 2020 to define the project improvements at the station and the operational expectations between the two agencies.

In addition to the controls at the Antelope PRV Facility, cellular communications have been developed between the Antelope PRV Facility and the WTP. This is a redundant communication protocol between the two facilities to reduce the potential for communication and control loss during the project.

Based on the current schedule, all operational improvements necessary to operate the system during the Project will be completed in December 2020.

### **Emergency and Operational Assistance**

Emergency response during the Project may require the participation of various combinations of the Wholesale Customer Agencies, SSWD, the City of Roseville, and the U.S. Bureau of Reclamation (Reclamation). If water supply into or from the treatment plant is interrupted, or if demands within the wholesale transmission suddenly increase due to a large failure in the system, the water supply stored in Hinkle Reservoir can meet system demand for a limited amount of time to allow for operational corrections, repairs, etc. Without the availability of this volume of stored water during the Project, other emergency responses may be necessary, and would vary, depending on the particular circumstances.

For example, if water deliveries into our WTP were interrupted due to a shutdown of Reclamation's pump station or a break in the transmission line, we may need to notify Fair Oaks Water District (FOWD) and Citrus Heights Water District (CHWD) to increase groundwater production, and to turn on the Antelope Pump Station to deliver groundwater supplies into the Cooperative Transmission Pipeline, until water supplies into the WTP can be restored. In that situation, raw water deliveries to Roseville may also be affected, so we would need to coordinate responses with them, particularly once supplies are restored, so that we can assure that both treatment systems can be brought back online as quickly as possible.

We are also working with Reclamation to ensure that they respond in a timely manner to interruptions in their pumping operations. Typically, the pumping station at Folsom Dam is staffed by a single operator at night. Under current operations, that operator may be responding to a work task at Nimbus Dam when a pump shuts down at Folsom Dam. Under normal conditions, the operator has time to receive the alarm, change course, and drive back to Folsom Dam to assess the problem and make corrections as needed. Under the proposed operation while Hinkle Reservoir is off-line, we are requesting that Reclamation reduce this response time to limit the potential impact on District operations. Reclamation is considering adding staff during the project to ensure this response during the project.

To ensure that all participating agencies understand their role in the project and the expectations under the differing scenarios, Staff has prepared an MOU between the District and FOWD and CHWD and a separate MOU with Reclamation. These MOUs are currently under review by the participating agencies.

### **Next Steps – Operational Testing and Training**

Now that the temporary operational improvements are nearly complete, staff will be working with the participating agencies to test the proposed operation. Staff has developed a proposed testing plan that will occur over the next five months (See Attachment A). The goal of this testing plan is to refine the operational strategy, simulate emergency situations and response, and train responding operators ahead of the Project. Coordination meetings have been held with the operation management teams of the participating agencies for their review and comment on the proposed testing plan.

Because system operations depend on the actions of the distribution and treatment operators from the participating agencies, we are convening a meeting of the operators from all of the relevant agencies. The purpose of this meeting is to brief them on the project and discuss potential emergency operations scenarios and responses. This initial meeting is currently scheduled for Tuesday, December 8, 2020.

Functional testing of the tanks is currently scheduled to begin the week of December 14, 2020 and end in late April 2020.

### **Conclusion**

Although the plan for operating the system during the Project via the temporary tanks and the SSWD Antelope PRV Facility is reasonably hydraulically simple, to be completely successful in case of an unexpected emergency situation, we may need the assistance of agencies besides our team and our partners at SSWD. To date, all of the participating agencies have been responsive and engaged in the planning. SSWD, specifically, has been an exemplary partner in the development of the operation plan and the testing of the system. Staff will continue our efforts to work with all agencies potentially affected by the Project, which is currently scheduled to begin in the summer of 2021.

# Hinkle Reservoir Operations Planning Calendar - ATTACHMENT A

tbarela

Dec 3, 2020 - Jun 2, 2021

## December 2020

Mon Dec 7	All day - Fri Dec 11	<a href="#">SCADA Communication Testing</a> (iSJWD, SSWD, Primex, Tesco)
Tue Dec 8	1:00pm - 2:30pm	<a href="#">Operations Team Meeting</a> (SJWD, SSWD, FOWD, CHWD, OVWC, and USBR Operators)
Thu Dec 10	All day	<a href="#">Phone Tree Tests</a> (SJWD, SSWD, FOWD, CHWD, OVWC, and USBR Operators)
	2:00pm - 3:00pm	<a href="#">Pre-Testing Meeting</a> (SJWD, SSWD, USBR)
Tue Dec 15	All day - Thu Dec 17	<a href="#">Initial Testing of Tanks</a> (SJWD, SSWD, USBR)
Thu Dec 17	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, USBR)
Fri Dec 25	All day	<a href="#">Christmas</a>
Wed Dec 30	2:00pm - 3:00pm	<a href="#">Pre-Test Meeting</a> (SJWD, SSWD, USBR)

## January 2021

Fri Jan 1	All day	<a href="#">New Years</a>
Tue Jan 5	All day - Thu Jan 7	<a href="#">Peak Demand Test</a> (SJWD, SSWD, USBR)
Thu Jan 7	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, USBR)
	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, USBR, FOWD, & CHWD)
Tue Jan 12	All day - Thu Jan 14	<a href="#">High/Low Rapid Change Demand Test (Well Operation &amp; Fire Flow Response)</a> (SJWD, SSWD, USBR, FOWD, & CHWD)
Thu Jan 14	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, USBR, FOWD, CHWD)
Mon Jan 18	All day	<a href="#">MLK Day</a>
Thu Jan 21	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, USBR, FOWD, & CHWD)
Mon Jan 25	All day	<a href="#">Phone Tree Test</a> (SJWD, SSWD, FOWD, CHWD, OVWC, and USBR Operators)
Tue Jan 26	All day - Thu Jan 28	<a href="#">Short Term WTP Outages</a> (SJWD, SSWD, USBR, FOWD, CHWD)
Thu Jan 28	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, USBR, FOWD, CHWD)
	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, USBR, FOWD, & CHWD)

## February 2021

## February 2021

Tue Feb 2	All day - Thu Feb 4	<a href="#">Long Term WTP Outages</a> (SJWD, SSWD, USBR, FOWD, CHWD)
Thu Feb 4	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, USBR, FOWD, CHWD)
Thu Feb 11	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD)
Tue Feb 16	All day - Thu Feb 18	<a href="#">SSWD PRV Failure Test</a> (SJWD, SSWD)
Thu Feb 18	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD)

## March 2021

Mon Mar 1	All day	<a href="#">Phone Tree Test</a> (SJWD, SSWD, FOWD, CHWD, OVWC, and USBR Operators)
Thu Mar 4	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
Tue Mar 9	All day - Thu Mar 11	<a href="#">USBR Pump Failure Test</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
Thu Mar 11	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
Mon Mar 15	All day - Fri Mar 19	<a href="#">Continuous Operational Test - Workweek</a> (SJWD, SSWD, USBR, FOWD, CHWD, City of Roseville)
Thu Mar 18	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
Mon Mar 22	All day - Mon Apr 5	<a href="#">Continuous Operational Test – 2 Weeks</a> (SJWD, SSWD, USBR, FOWD, CHWD, City of Roseville)

## April 2021

Mon Mar 22	All day - Mon Apr 5	<a href="#">Continuous Operational Test – 2 Weeks</a> (SJWD, SSWD, USBR, FOWD, CHWD, City of Roseville)
Tue Apr 6	2:00pm - 3:00pm	<a href="#">After Actions Review Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
Thu Apr 15	2:00pm - 3:00pm	<a href="#">Pre-Test Operations Meeting</a> (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)
Mon Apr 19	All day - Mon May 3	<a href="#">Continuous Operational Test – 2 Weeks During Higher Demands</a> (SJWD, SSWD, USBR, FOWD, CHWD, City of Roseville)

## May 2021

Mon Apr 19	All day - Mon May 3	<a href="#">Continuous Operational Test – 2 Weeks During Higher Demands</a> (SJWD, SSWD, USBR, FOWD, CHWD, City of Roseville)
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Tue May 4 2:00pm - 3:00pm **After Actions Review Meeting** (SJWD, SSWD, FOWD, CHWD, USBR, City of Roseville)

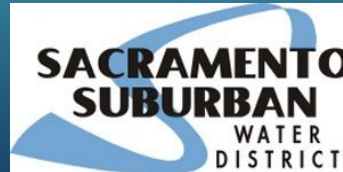
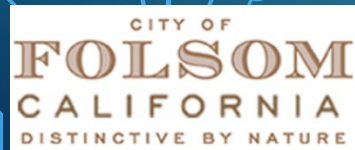
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Printed on: 12/03/2020 10:07am

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# HINKLE RESERVOIR OUTAGE OPERATIONS PLANNING PROJECT

ENGINEERING COMMITTEE  
SAN JUAN WATER DISTRICT  
DECEMBER 8, 2020

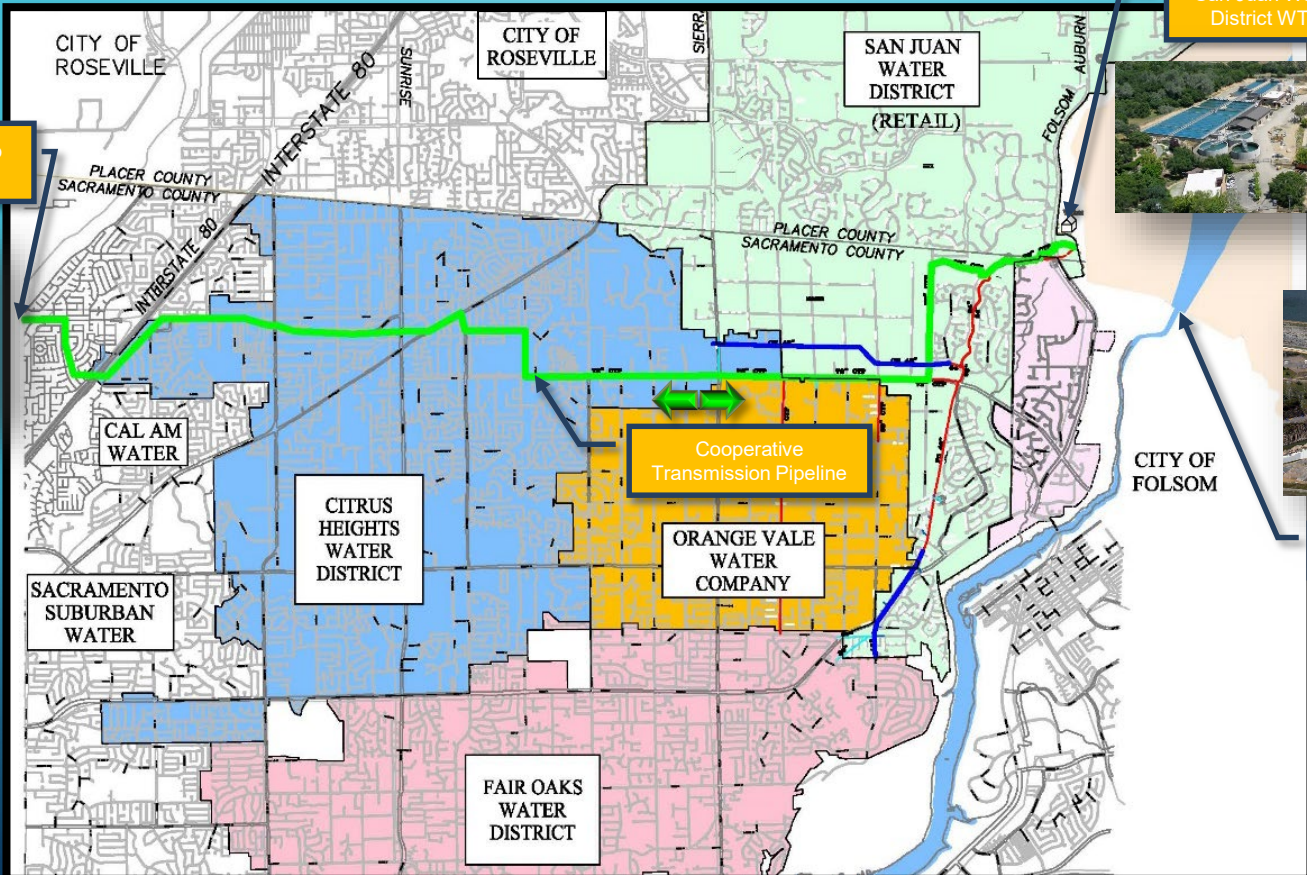




# SYSTEM AT 50 THOUSAND FEET

Antelope Pump Station

San Juan Water District WTP

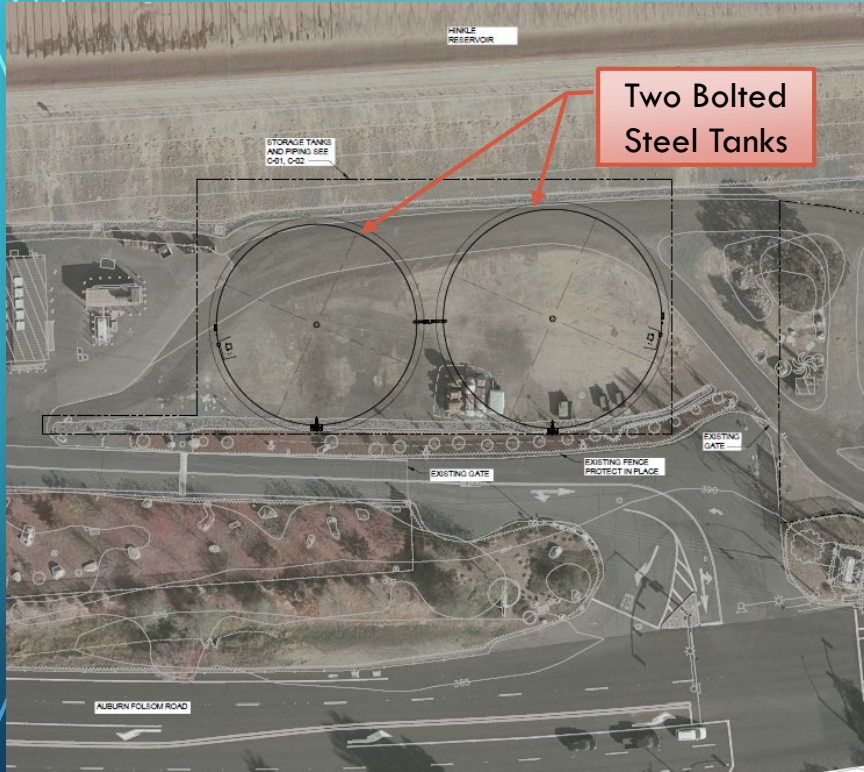


Bureau of Reclamation

Folsom Lake - July 20, 2011



# SAN JUAN TEMPORARY WATER TANKS



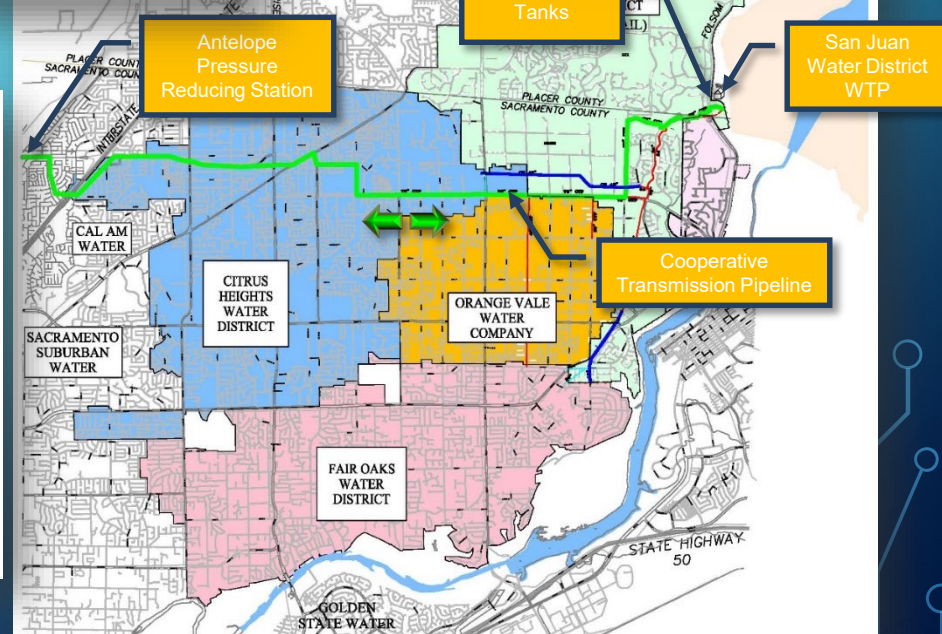
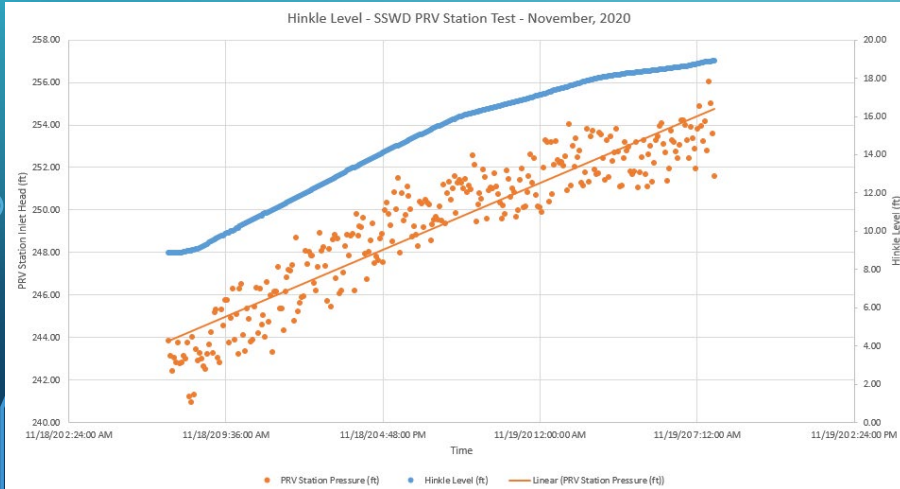
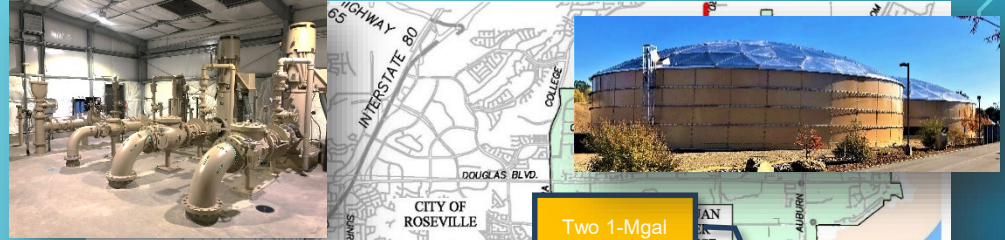


# ANTELOPE PRESSURE REDUCING VALVE STATION



# DEVELOPMENT OF FUNCTIONAL STORAGE

- SSWD Pressure Reducing Station
- Hydraulic Connectivity





# ANTELOPE STATION IMPROVEMENTS

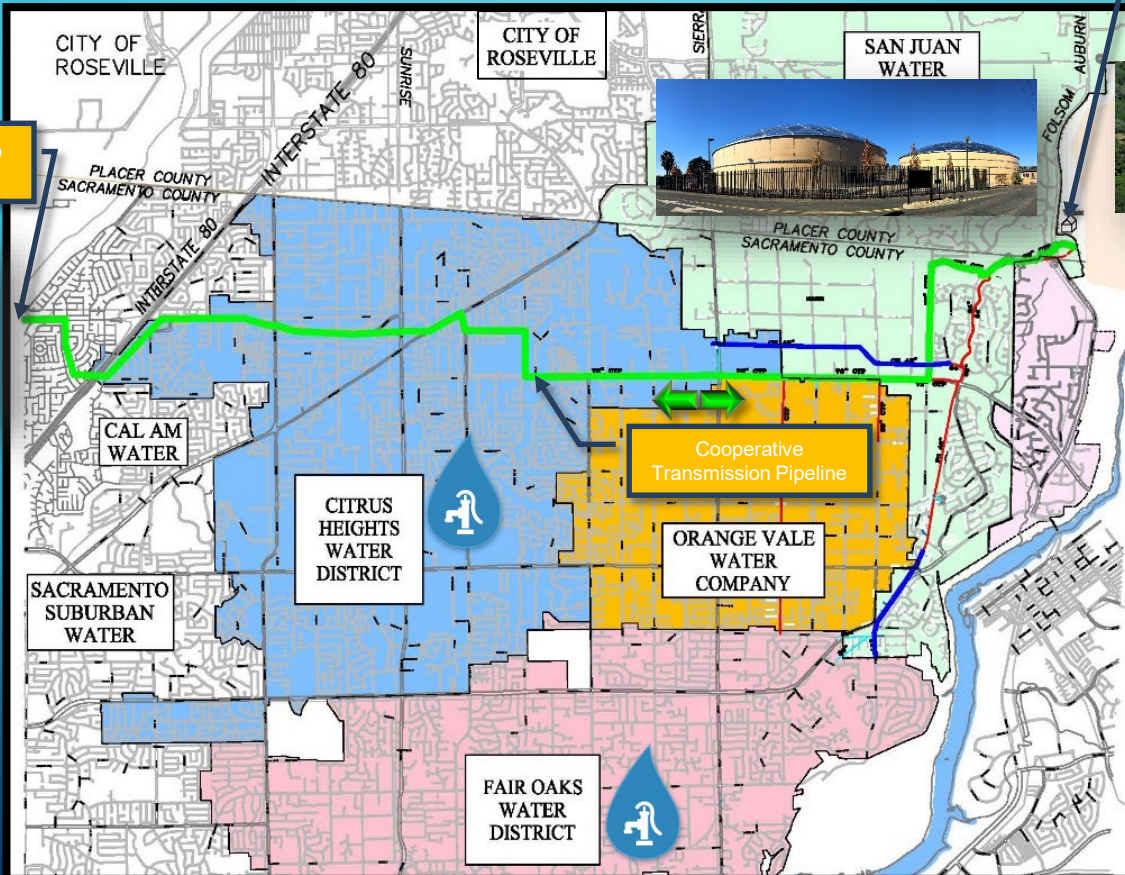
- Cellular and Radio Communications Antelope to SJWD Control
  - Conduit between buildings
- SCADA Improvements (Same Screen for SSWD/SJWD Operations)
  - Head at WTP temporary tank will vary flow through SSWD PRV station
  - SJWD operations staff will make minor changes to PRV pressure setting to regulate tank levels as demands change
- Control Valve Modification for upstream control with Downstream maximum 50 psi set point.



# OPERATIONAL RESPONSE

Antelope Pump Station

San Juan Water District WTP



Bureau of Reclamation

Folsom Lake - July 20, 2011





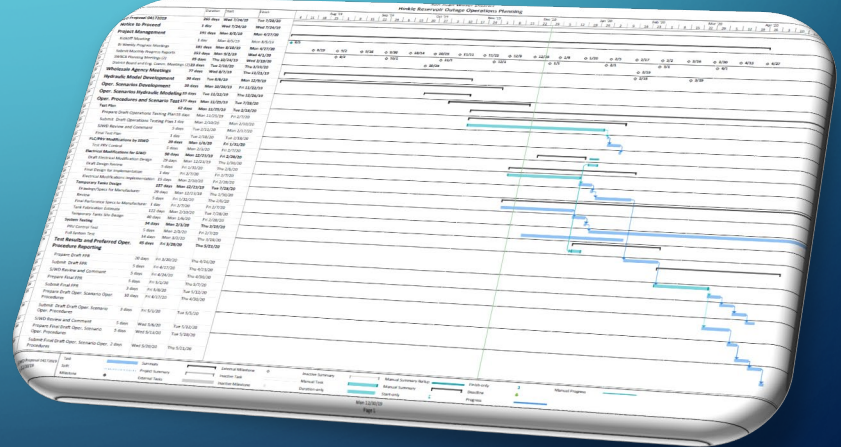
# FUNCTIONAL TESTING

- December
  - SCADA Communications
  - Initial Tank Operation
- January
  - Peak Demand
  - High/Low Rapid Demand Change (Well Operation/Fire Flow Response)
  - Short Term WTP Outage
- February
  - Long Term WTP Outage
  - SSWD PRV Failure
- March
  - USBR Pump Failure
  - Continuous Operation – Workweek
  - Continuous Operation – 2 Weeks
    - *Planned Outages*
- April
  - High Demand Continuous Operation – 2 Weeks
    - *Planned Outages*

**\*\* Pre-Testing and After Action Meetings Mandatory**

# UPCOMING MILESTONES

- Regional Training/Testing: December 2020 – April 2021
- Construction Phase: Anticipated Start: June/July 2021
- 6-Month Possible Outage: Nov. 2021 to April 2022









# AGENDA ITEM VIII-3

**Finance Committee Meeting Minutes  
San Juan Water District  
December 15, 2020  
4:00 p.m.**

**Committee Members:** Ken Miller, Director (Chair)  
Dan Rich, Director

**District Staff:** Paul Helliker, General Manager  
Donna Silva, Finance Director  
April Naatz, Finance & Administrative Services Analyst  
Greg Zlotnick, Water Resources Manager  
Teri Grant, Board Secretary/Administrative Assistant

**Members of the Public:** Ingrid Shepline, Richardson & Company, LLP  
Dave Chiaravalloti, Richardson & Company, LLP  
Joanna Gin, Legal Counsel, Citrus Heights Water District  
Pam Tobin, SJWD Director

**1. Presentation from Richardson & Company, Certified Public Accountants – Financial Audit Results - Fiscal Year 2019-2020 (W & R)**

Ms. Silva introduced Ingrid Shepline and Dave Chiaravalloti from Richardson & Company, LLP, and explained that they conducted the independent audit of the District's financials for fiscal year ending June 30, 2020. Ms. Shepline provided the committee with their agenda, the Governance Letter, and the Management Letter. A copy of each document will be attached to the meeting minutes. In addition, staff provided the committee with the Comprehensive Annual Financial Report (CAFR). The CAFR is available online under the District's Financial Audits webpage.

Ms. Shepline reviewed the Audit Presentation Agenda and informed the committee that they issued an unmodified (clean) opinion in the Independent Auditor's Report. She informed the committee that there were no material weaknesses to report regarding internal controls and that the District has complied with laws and contracts that are material to the financials.

Mr. Chiaravalloti reviewed the Governance Letter and informed the committee that there were no audit adjustments, and that there were no difficulties in performing the audit and no unusual accounting practices.

Mr. Chiaravalloti reviewed the Management Letter and informed the committee that there were no internal control weaknesses. He reviewed one recommendation for improvement, which is to reevaluate whether retail capital facility fees currently collected are for future expansion. Ms. Silva explained that the retail master plan study should be completed in January 2021 and the retail capital facility fee study will begin after that.

**2. Review General Manager Reimbursements (W & R)**

There was no reimbursement request from the General Manager.

**3. Review Check Register from October and November 2020 (W & R)**

The committee reviewed the October and November 2020 check register and found it to be in order.

**4. Other Finance Matters (W & R)**

No other items were discussed.

**5. Public Comment**

There were no public comments.

The meeting was adjourned at 4:40 p.m.

SAN JUAN WATER DISTRICT  
FINANCE COMMITTEE  
AUDIT PRESENTATION AGENDA

December 15, 2020

Presentation by Richardson & Company, LLP of the results of the audit, including the following communications required by Generally Accepted Auditing Standards:

Reports issued

- Auditor's opinion
- Report on internal control and compliance
- Governance (required communications) letter
- Management letter with recommendations

Independent auditor's report

- Unmodified (clean) opinion
- Financials are management's responsibility
- Reference to Note J, difference of opinion among actuaries, not a qualified opinion
- Financials prepared on accrual basis, different from budgetary reporting

Financial Highlights

- Unrestricted net position of \$25 million (page 13)
- Water sales decreased \$487,000—increased retail sale and reduced out of area sales (page 14)
- Expenses increased \$1.3 million—increased pension expense
- Loss on disposal of \$3.5 million—write off undepreciated Fair Oaks pipeline
- Reduced capital revenue of \$2.4 million—reimbursement from FOWD in FY 2019
- Net income of \$1.3 million, compared to \$8.9 million in 2019 (page 14)
- Note C—Capital asset expenditures of \$5.2 million, funded from reserves (page 27)
- Note H—Breakdown of reserves, including \$21.2 million of capital reserves (page 31)
- Note I—Pension plan assumptions, liability increased \$891,000 (pages 32 to 36)
- Note J—OPEB assumptions, liability decreased \$239,000 (pages 36 to 40)
- Note M—COVID contingency, minimal impact (page 41)

Internal Control and Compliance report (CAFR pages 79 to 80)

- No weaknesses in internal control
- Complied with laws, contracts material to financials

Governance letter

- Accounting estimates
  - Depreciable lives and methods used to depreciate cap assets
  - Pension and OPEB liabilities
    - Pension liability of \$2.5 million, based on 2019 valuation
    - OPEB liability of \$3.1 million based on 2019 actuarial valuation

Audit adjustments

- No adjustments as a result of our audit
- Accounting records are clean
- No difficulties in performing the audit and no unusual accounting practices

Management letter

- No internal control weaknesses
- Areas for improvement identified
- Reevaluate whether capacity fees currently collected are for future expansion



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## GOVERNANCE LETTER

To the Board of Directors  
San Juan Water District  
Granite Bay, California

We have audited the financial statements of the San Juan Water District (the District) for the year ended June 30, 2020, and have issued our report thereon dated December 7, 2020. Professional standards require that we provide you with the information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

### Our Responsibility under U.S. Generally Accepted Auditing Standards (GAAS) and *Government Auditing Standards*

As stated in our engagement letter dated April 28, 2017, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involves judgment about the number of transactions to be examined and the areas to be tested.

Our audit included obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. No internal control weaknesses were noted as a result of our audit.

We performed the audit according to the planned scope previously communicated to you in our engagement letter dated April 28, 2017.

#### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year.

We noted no transaction entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: depreciable lives and method used to depreciate capital assets and the accruals for postemployment and pension benefits. We evaluated the key factors and assumptions used to develop the estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The accrual for postemployment and pension benefits was determined by actuarial valuations, which are required to be performed by a District-contracted actuarial every two years for postemployment benefits and by CalPERS every year for pension benefits.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the following:

- Information on the District's pension plan, including the District's share of the unfunded pension liability, is shown in Note I. The District's share of the unfunded pension liability at June 30, 2019, the most recent measurement date, was \$2,456,425, which is reflected as a liability in the District's financial statements as of June 30, 2020. As a result of the changes in the net pension liability and related deferred inflows and outflows, the District's pension expense is \$1,189,997, not including contributions to the plan.
- The postemployment benefit (OPEB) disclosure in Note J shows that the District's share of the unfunded OPEB liability at June 30, 2019, the most recent measurement date, was \$3,127,362 which is reflected as a liability in the District's financial statements as of June 30, 2020. As a result of the recording of the net OPEB liability and related deferred inflows and outflows, the District's OPEB expense is \$(321,407), not including contributions to the trust and retiree premium payments, primarily to record changes in the net OPEB liability and deferred outflows and inflows. In calculating the District's OPEB liability, the District's actuary applied Section 3.7.7(c)4 of the Actuarial Standard of Practice No. 6, as revised, and determined age-adjusted healthcare premiums were not necessary in the computation of the net OPEB liability. Many other actuaries consider it necessary under actuarial standards to use age-adjusted premiums in the computation of the OPEB liability. Had age-adjusted premiums been used, the District's OPEB liability would have been significantly larger. This is an apparent lack of consensus in the industry that was disclosed in Note J to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

#### Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

#### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No adjustments were noted during the course of our audit.

#### Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 7, 2020.

#### Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants, other than consultation with another firm regarding the accounting for various agreements and contracts.

#### Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to required supplementary information (RSI) as reported in the table of contents of the financial statements that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on separate wholesale and retail financial statements listed in the table of contents, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide and assurance on it.

We were engaged to report on the introductory and statistical sections, which accompany the financial statements but are not Required Supplementary Information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

*Richardson & Company, LLP*

December 7, 2020



550 Howe Avenue, Suite 210  
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## MANAGEMENT LETTER

To the Board of Directors and Management  
San Juan Water District  
Granite Bay, California

In planning and performing our audit of the financial statements of the San Juan Water District (the District) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given those limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

However, during our prior year audit, we became aware of the following matters that have been included in this letter for your consideration:

### Capacity Fees

Currently the capacity fees collected under Government Code Section 66013(d) and (e) are assumed to be applied against capital costs incurred in prior years. In the prior year, this approach was based on a 2007 study. The District, in the prior year, contracted to conduct a Wholesale Capital Facility Fee Study and adopted the updated fees effective February 26, 2019. It was determined that the Retail Capital Facility Fees should not be updated until the District's completion of the next Retail Water Master Plan. We recommend that the District implement the recommendations of the consultant to update the capital facilities fee calculation at least once every three to five years and complete the Retail Capital Facility Fees Study when the Retail Water Master Plan is completed.

\* \* \* \* \*



To the Board of Directors  
San Juan Water District  
Page 2

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us during the course of the examination. This communication is intended solely for the information and use of management, the Board of Directors, and others within the organization, and is not intended to be, and should not be, used by anyone other than the specified parties.

*Richardson & Company, LLP*

December 7, 2020