

SAN JUAN WATER DISTRICT

Board of Director's Meeting Minutes

March 27, 2019 – 6:00 p.m.

BOARD OF DIRECTORS

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

SAN JUAN WATER DISTRICT MANAGEMENT AND STAFF

Paul Helliker	General Manager
Donna Silva	Director of Finance
Tony Barela	Operations Manager
Lisa Brown	Customer Service Manager
George Machado	Field Services Manager
Rob Watson	Engineering Services Manager
Chris von Collenberg	Information Systems Manager
Greg Zlotnick	Water Resources Manager
Teri Grant	Board Secretary/Administrative Assistant
Joshua Horowitz	Legal Counsel
Jennifer Buckman	Legal Counsel

OTHER ATTENDEES

Alan Driscoll	Forsgren Associates Inc.
---------------	--------------------------

AGENDA ITEMS

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

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

I. ROLL CALL

The Board Secretary took a roll call of the Board. The following directors were present: Ted Costa, 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 Special Meeting, February 25, 2019 (W & R)

Recommendation: Approve draft minutes

2. CMMS/GIS Coordinator Position (W & R)

Recommendation: Approve a new CMMS/GIS Coordinator (W/R) job description and salary range

3. Lower Granite Bay Pump Station Generator Engine Repair (R)

Recommendation: Award a service contract to Cummins Sales and Service for the amount of \$60,989 with a contingency amount of \$3,061 (5%) for a total authorized amount of \$64,050 for the repair of the failed LGB BPS generator engine, under protest if appropriate

President Rich removed Consent Calendar items 2 and 3 for discussion at the request of Vice President Costa.

Vice President Costa moved to approve Consent Calendar item 1. Director Miller seconded the motion and it carried unanimously.

Vice President Costa voiced concern regarding adding an additional position as requested under Consent Calendar item 2. GM Helliker and Ms. Silva explained that the request is to change the position title and job description with no additional staff position being requested and no impact to the budget.

Vice President Costa moved to approve a new CMMS/GIS Coordinator (W/R) job description and salary range. Director Miller seconded the motion and it carried unanimously.

Vice President Costa suggested that the payment be made under protest since the District will be seeking recovery regarding Consent Calendar item 3. The Board discussed the issue and Mr. Horowitz offered to work with staff and review the information.

Vice President Costa moved to award a service contract to Cummins Sales and Service for the amount of \$60,989 with a contingency amount of \$3,061 (5%) for a total authorized amount of \$64,050 for the repair of the failed LGB

BPS generator engine, under protest if appropriate. Director Hanneman seconded the motion and it carried unanimously.

IV. NEW BUSINESS

1. 5G Mobile Protocol (W & R)

Mr. von Collenberg conducted a presentation regarding 5G Broadband and San Juan Water District. A copy of the presentation will be attached to the meeting minutes. He explained what 5G is, the District's network structure, and how 5G would impact the District now and in the future.

The Board discussed the topic and GM Helliker informed the Board that the Meter Program Study will evaluate Advanced Metering Infrastructure (AMI) which would work with a cell phone network or radio telecommunication. He explained that, at that point, the District would determine which meters to buy, which would dictate which communication network to use.

2. Legislation (W & R)

GM Helliker reviewed the list of bills that were provided in the staff report which will be attached to the minutes. The Board discussed the bills and agreed with staff on the position recommendations which were noted in the staff report.

Director Hanneman moved to approve positions on Assembly Bills 217, 441, 510, 533, 658 and 756, and Senate Bills 19, 134, 414 and 669. Director Tobin seconded the motion and it carried unanimously.

3. Regional Planning Activities (W & R)

Mr. Zlotnick provided the Board with a staff report which will be attached to the minutes. In addition, he conducted a presentation and that will also be attached to the minutes. He explained that this is primarily the Regional Water Reliability Plan that RWA has been working on. He reviewed the schedule and noted that on May 9th the RWA Board will be reviewing the plan for adoption.

Mr. Zlotnick reviewed the mitigation actions and funding requirements, along with the actions on which the District is either a lead or a partner. He informed the Board that the primary mitigation strategy is the Water Bank. He reported that the RWA Executive Committee approved the Project Agreement for the Water Bank and the agreement will begin circulating to the agencies for approvals.

Mr. Zlotnick informed the Board that approximately \$500,000 will be needed for the Project Committee Support, Communications Work Group Support, Outreach Materials Development, and Integrated Water Flow Model Development. The funding will be allocated to all the participants with San Juan's portion being about \$25,000.

Mr. Zlotnick reviewed the Water Bank's Hypothetical Operational Scenario. He explained that there is concern that the proposal recommends that the groundwater bank be managed to require a 10% "basin mitigation factor" to

reduce by that much the amount of water available for extraction from the basin from the water that was added to the basin. He informed the Board that they will discuss this basin mitigation factor further. GM Helliker commented that the governance organization will have to make the final decision on how to manage the groundwater basin. Mr. Zlotnick informed the Board that it will be called the Sacramento Regional Water Bank.

GM Helliker informed the Board that RWA will be looking into federal grant funding. He stated that groundwater banking is a high priority for the region.

4. FY 2018-19 Mid-Year Budget Review (W & R)

Ms. Silva provided the Board with a staff report which will be attached to the minutes. She explained that, once a year, staff completes an in-depth review of the financial activities, year to date. At that time, staff is able to project the anticipated revenue and expenses for the rest of the fiscal year.

Ms. Silva reported that, based on that review, it is anticipated that Wholesale Operations and Wholesale Capital accounts will bring in more revenue and will have less expenses than budgeted. She explained that this will result in more reserves accruing than the financial plan anticipated. She informed the Board that they might consider lowering the wholesale rate for debt, since the 2009 COPs were refinanced in 2017 and resulted in a lower debt cost. The Board discussed the recommendation and agreed that staff include the debt rate reduction in the 2019-20 budget.

Ms. Silva reported that Retail Operations revenues and expenses should come in on budget. However, Retail Capital revenue is anticipated to come in a little higher than budgeted while Retail Capital expenses are estimated to come in about \$500,000 over budget. She anticipates that Retail Capital will still remain on track with the financial plan once the transfer between Operations and Capital funds occur. In addition, she informed the Board that if all the capital projects get done this spring, then she might need to come back to the Board for a budget amendment for FY 2018-19 in order to authorize staff to spend the funds.

5. Reinitiation of Consultation on the Coordinated Long-Term Operation of the Central Valley Project and State Water Project (ROC on LTO EIS) (W)

GM Helliker conducted a presentation and provided a staff report which will be attached to the meeting minutes. He reviewed the Proposed Action, Water Supply Benefits, Changes in Spring Outflow, Alternative Flow Changes, NEPA Alternatives Spring Outflow Changes, NEPA Alternatives Water Supply Benefits, and Biological Assessment Effects Determination. He also reviewed the ESA/NEPA schedule.

GM Helliker explained that legal counsel is recommending that San Juan sign the Memorandum of Understanding with Reclamation because this would allow the District to have early access to NEPA documents. He explained that participation by San Juan and our sister agencies in the American River watershed is important, to be able to ensure that the modeling and analyses

conducted by the Water Forum on flows, storage levels, temperature and habitat are incorporated into the Biological Opinions and EIS. Ms. Buckman informed the Board that the preview draft Biological Opinion is expected to be released in late May/early June.

Director Hanneman moved to authorize the General Manager to sign the Memorandum of Understanding between the District and the U.S. Bureau of Reclamation regarding the Cooperative Development of the Environmental Impact Statement for the Reinitiation of Consultation on the Coordinated Long-Term Operation of the Central Valley Project and State Water Project. Director Miller seconded the motion and it carried with 4 Aye votes and 1 No vote (Costa).

V. 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 February which will be attached to the meeting minutes.

1.2 Miscellaneous District Issues and Correspondence

GM Helliker reported that Folsom Reservoir storage went from 62% to 70% full and 113% of average (110% of the 15-year average). He reported that precipitation is at 131% of normal and the snow pack is at 157% of average statewide.

GM Helliker reported that the buyers/sellers group will be meeting soon; however, with the SWP water allocations at 70% currently, capacity to transfer water is not expected.

GM Helliker reported that the wholesale customer agencies (WCA) will be meeting in April to discuss the shortage policy. In addition, he met with Dan York, SSWD General Manager, and they drafted a request for qualifications on the collaboration/integration project, which was then routed to the WCAs. A meeting with the WCA general managers is scheduled for April 16th.

GM Helliker informed the Board that the April Board meeting may include review of the compensation study after it is reviewed by the Personnel Committee, an update on the collaboration/integration project, pre-purchase of pumps for the Lower Granite Bay and the Upper Granite Bay pump stations, and a possible update on the Meter Replacement Project.

2. DIRECTOR OF FINANCE'S REPORT

2.1 Miscellaneous District Issues and Correspondence

There were no matters discussed.

3. OPERATION MANAGER'S REPORT

3.1 Miscellaneous District Issues and Correspondence

Mr. Barela reported that District staff and Citrus Heights Water District staff met with the consultant on the Meter Replacement Project to review the project and define the scope of work. The consultant will meet with the agencies that are interested in possibly participating in the project before cost allocations can be determined. He will report back on this at the April Board meeting.

Mr. Barela reported that the District had 24 more leaks than the prior three years and leaks are tracking high again this year. He will report back as needed.

Mr. Barela informed the Board that Sacramento Suburban Water District posted a recruitment for a Field Supervisor and only received eight applications. He stated that he was going to participate on their interview panel, however, they will not be holding interviews at this time.

4. LEGAL COUNSEL'S REPORT

4.1 Legal Matters

Mr. Horowitz reported that there is a Closed Session at the end of the meeting.

VI. DIRECTORS' REPORTS

1. SGA

No report.

2. RWA

Director Tobin reported that there was an Executive Committee meeting today with the first topic being a closed session regarding the Executive Director recruitment. She reported that five candidates will move forward in the interview process and interviews will be held on April 26th. In addition, there will be a closed session at the May 2nd RWA Board meeting to discuss the first round of interviews, then on May 13th the second round of interviews will be held. She reported that the Executive Committee will meet on May 22nd.

Director Tobin reported that the Executive Committee discussed the Regional Water Reliability Plan Update, the Sacramento Regional Water Bank Project, the RWA Strategic Plan, Legislative and Regulatory updates, and the Water Efficiency Program Update.

3. ACWA

3.1 Local/Federal Government/Region 4 - Pam Tobin

Director Tobin reported that she attended the ACWA 2019 DC conference at the end of February with Mr. Greg Zlotnick. She participated on the

Water Management Team 2, and Mr. Zlotnick participated on the Water Infrastructure Team 1. The topics covered were California Water Conditions, Water Management, Water Supply, and Water Infrastructure.

3.2 JPIA - Pam Tobin

No report.

3.3 Energy Committee - Ted Costa

Vice President Costa reported that the Energy Committee will meet at the ACWA Spring Conference.

4. CVP WATER USERS ASSOCIATION

Vice President Costa reported that the CVP Water Users Association will meet on April 16, 2019.

5. OTHER REPORTS, CORRESPONDENCE AND COMMENTS

Director Miller voiced concern for the lack of participation regarding the General Manager's evaluation in that only three directors (Hanneman, Rich and Miller) provided input on the evaluation form that will be discussed in Closed Session. Vice President Costa commented that he will not provide a written evaluation of the General Manager, but will provide comments in Closed Session. Vice President Costa stated that the General Manager should not be providing the Board with a questionnaire, but it should be the reverse. Director Tobin informed the Board that she had issues with her internet provider and was unable to send emails for the past several days.

VII. COMMITTEE MEETINGS

1. Personnel Committee – February 22, 2019

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

2. Public Information Committee – March 7, 2019

The committee meeting minutes will be attached to the original board minutes. In response to Vice President Costa's question, GM Helliker explained that Mr. Doug Carlson was not a new employee, but was hired to conduct media training to some of the staff.

3. Personnel Committee – March 11, 2019

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

4. Finance Committee – March 26, 2019

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

VIII. UPCOMING EVENTS

1. 2019 ACWA Spring Conference

May 7-10, 2019
Monterey, CA

2. 2019 Cap To Cap – Metro Chamber
May 4-8, 2019
Washington DC

President Rich called for Closed Session at 7:28 pm.

IX. CLOSED SESSION

1. Conference with legal counsel--anticipated litigation; Government Code sections 54954.5(c) and 54956.9(d)(4); potential for litigation involving the State Water Resources Control Board's proceedings related to the California Water Fix and the Bay-Delta Water Quality Control Plan Update.
2. Public employee performance evaluation involving the General Manager; Government Code sections 54954.5(e) and 54957.

President Rich returned to Open Session at 9:44 pm.

X. OPEN SESSION

The Board discussed both closed session items and consulted with legal counsel, but took no reportable action on either item. President Rich appointed himself and Director Miller as the Board's negotiators for purposes of negotiating any changes in General Manager Helliker's employment contract.

XI. ADJOURN

The meeting was adjourned at 9:44 p.m.

DAN RICH, President
Board of Directors
San Juan Water District

ATTEST:

TERI GRANT, Board Secretary

STAFF REPORT

To: Board of Directors
From: Tony Barela, Operations Manager
Date: March 27, 2019
Subject: CMMS/GIS Position Description & Salary Range

RECOMMENDED ACTION

Staff recommends a motion to approve a new CMMS/GIS Coordinator (W/R) job description and salary range. The proposed CMMS/GIS Coordinator position would report directly to the Operations Manager. The staff recommendation was reviewed by the Personnel Committee, which recommends approval by the Board of Directors.

BACKGROUND

A Computerized Maintenance Management System (CMMS) is a computerized management software application used to record all information related to the health and maintenance history of the District's fixed assets. Additionally, the program helps staff streamline their maintenance operations and extend the useful life of their infrastructure by tracking assets (almost 26,800), scheduling maintenance, monitoring work orders, managing costs, and meeting environmental/safety regulations.

CMMS was introduced to the Field Services Department in 2006. The program was established primarily for Field Operations in the distribution system. A consultant was initially hired to create an asset hierarchy, input assets, and develop the work order structure. Once the system was implemented, a field distribution operator was provided some training and was assigned the responsibility for managing the CMMS system and entering and maintaining the data in the system. In 2012, CMMS started to also be utilized by Water Treatment Plant (WTP) personnel to track their asset registry, maintenance, and work order management for work at the plant. The system at the WTP was primarily developed in-house by WTP personnel.

At the time the program was introduced to the District, standards for managing assets and work orders were not created. Therefore, over time, inconsistent information has been added to the system, inefficiencies developed in the entry and management of data, and customizations have made it difficult to manage CMMS version upgrades. Staff is currently working with a consultant to develop a Design Guide for CMMS. This document will establish standards to be used to manage all aspects of CMMS. The goal is to standardize the program across the District and clean up past information in the system.

The proposed CMMS/GIS Coordinator job description codifies the functions currently being performed by the distribution operator, which is fundamentally an analyst position focused on using CMMS to support operations, and additionally providing GIS support to the Engineering Department. The position maintains CMMS for both the Field Services

Department as well as the Water Treatment Plant. The job description for this position is attached (Attachment 1). The position will maintain CMMS, provide QA/QC for asset and work order information, oversee new development and system improvement data, provide training for the Team, perform system upgrades, and handle reporting development for department Managers. In addition to the CMMS duties, the position will also support the Engineering Department in the new GIS development and coordination. It is anticipated that approximately 25% of the positions time will be allocated to GIS support. Formally establishing this position is also a recommendation supported by the Consultant currently evaluating our system.

RECENT STAFFING CHANGES

This last month, the distribution operator, who had been maintaining CMMS for the last 13 years, unexpectedly retired. In lieu of placing another distribution operator into the CMMS position, staff is proposing that a position be defined to more accurately reflect the updated tasks and responsibilities of the position, and use that job description for the purpose of filling this vacancy. This proposal is not intended to increase staffing at the District.

FINANCIAL CONSIDERATIONS

The salary range for this new position description would be essentially the same as that of a Distribution System Operator IV, which is the salary range that had applied to the operator who recently retired. Consequently, creating this position description and using this salary range would not represent an increase in personnel costs for the District. The new CMMS/GIS Coordinator will be 75% Retail /25% Wholesale; where the recently retired distribution operator was 100% Retail.

Staff recommends creating the new position description and salary range and hiring a full-time CMMS/GIS Coordinator position as defined above.

Position	Base Salary Range	Max. Salary Plus Benefits
CMMS/GIS Coordinator	\$73,049 - \$87,672	<u>\$123,600</u>



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

CMMS/GIS Coordinator

Position Description

Status: FLSA Non-Exempt and Non-Safety Sensitive

Supervisor: Operations Manager

Effective Date: March X, 2019

Supervision Received and Exercised:

Receives direction from the Operations Manager and may provide technical and functional supervision to assigned technical personnel.

Primary Function

Under general direction, to develop, implement and maintain a Computerized Maintenance Management System (CMMS) for managing assets and work operations and perform assigned duties in the Geographic Information System (GIS). The selected candidate will be knowledgeable in both CMMS applications and guide its implementation and Environmental System Research Institute (ESRI) software to maintain GIS maps and/or data and review and update water facility maps.

Essential Duties - Duties may include, but are not limited to, the following:

- Primarily responsible for the functionality and maintenance of the District's CMMS. Also responsible for the coordinating CMMS updates and revisions of the CMMS.
- Coordinates with vendors, consultants, and internal departments to gather asset information and develop a comprehensive database as the foundation for the CMMS. Champions the creation of new asset entries and modifies asset characteristics such as cost, group, type, area, or criticality descriptions as necessary.
- Participates in the development of procedures to collect and maintain data records, including assignment of asset codes, asset data catalogs, and population of life cycle costs, timing and criticalities.
- Assists with the administration of CMMS which includes, but is not limited to, creating, modifying and/or deleting Work Order templates, creating and maintaining employee accounts in CMMS.
- Monitors various reports and works with supervisory and field personnel to make needed corrections.
- Reviews Operations Work Orders and Service Requests to insure quality of work flow and provides necessary reviews, comments, training and/or corrections to situations as needed.
- Works with internal departments to incorporate preventative/recurring maintenance activities into the CMMS. Guide the development of tailored and standardized reporting structures within the CMMS program as needed to provide quantifiable performance metrics and other related statistics.
- Provides daily customer (user) service and long term guidance to CMMS users in the operation and capabilities of the program. Participates in the development of maintenance management, control policies and procedures, and helps to develop protocol for the standardization of data entry.
- Coordinates programs and project activities as necessary to align with other SJWD functions. Coordinates data, resources, and work products and provides CMMS support

services to ensure a positive implementation of the CMMS and a comprehensive end product to maximize efficiencies.

- Assists the GIS Technician with GIS maintenance responsibilities with ESRI software including, but not necessarily limited to tasks such as incorporating new electronic data into existing map layers, making data corrections, performing quality control and developing and maintaining associated base map control.
- Assists the GIS Technician with updates of the water facility maps and associated asset data using ESRI software as necessary to include as-built information.
- Assists the GIS Technician with entering of valve and service locations and associated asset data into GIS mapping system using ESRI software.
- Provides the lead for training for new and ongoing CMMS Users and supports training of new and ongoing GIS Users.
- Assists key staff in various departments to run data queries, perform data analysis, update data and maps, and provide general mapping expertise.
- Assists with the development of CMMS and GIS procedures and distributes CMMS and GIS data to end users.
- Assists in with updates and maintenance of geodatabase indices.
- Responsible for the integrity of the data structures and hard files; generates reports, analyzes equipment records and asset records, and similar information for accuracy and completeness and develop quality control procedures to ensure consistency.
- Provides support and occasionally independently performs complex analytical evaluation, input and reporting for all departments as directed by the Operations Manager.
- Establishes and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform additional duties as assigned.

Minimum Qualifications

Knowledge of:

- Strong understanding of asset processes and data flow.
- Strong understanding of CMMS software and hardware systems, their implementation, and their maintenance.
- Basic geographic information system (GIS) concepts, principles, and analytical techniques, including computerized mapping and attribute-data conversion, manipulation and analysis.
- Principles and practices of relational database design and development.
- Demonstrated understanding of CMMS and GIS system information and data security.
- Ability to use Microsoft Office software including Word, Excel, PowerPoint, and Access.
- Understanding and ability to use document management systems.
- Excellent interpersonal, collaboration, problem solving, critical thinking, technical writing, and communication skills.
- Understanding of the methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.

Ability to:

- Coordinate the collection of capital asset information; develop and employ methods that ensure accurate data collection.
- Assist users in understanding the development, implementation, and maintenance of the AMP for managing SJWD assets.
- Utilize the CMMS to capture asset data to help streamline capital planning, track condition data, preventative maintenance schedules, and maintenance costs.
- Train various user groups in the proper use of the CMMS.

- Develop recommendations for key problem areas and implement/ monitor changes formally - Prepare clear and concise reports, tables, schedules, summaries, and other materials in statistical and narrative form.
- Understand the organizational structure and operations of SJWD and collect, interpret and integrate relevant data from multiple sources.
- Establish and maintain effective working relationships with managers, and co-workers within SJWD and other public agencies as required.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Train and direct less experienced staff.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

A college degree in Finance, Accounting, Engineering, Computer Science, or other related technology field or other relevant professional certification, and/or;

Experience:

Minimum five years of asset management experience providing enterprise support for applications; water utility setting preferred.

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Regularly</i>
	<i>(0-12%)</i>	<i>(12-33%)</i>	<i>(34-66%)</i>	<i>(67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		50 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	90 Percent Indoors/10 Percent Outdoors			

STAFF REPORT

To: Finance Committee
From: Rob Watson, Engineering Services Manager
George Machado, Field Services Manager
Date: March 26, 2019
Subject: Engine Repair for LGB Pump Station Generator

RECOMMENDED ACTION

Staff recommends awarding a service contract to Cummins Sales and Service for the amount of \$60,989 with a contingency amount of \$3,061 (5%) for a total authorized amount of \$64,050 for the repair of the failed LGB BPS generator engine. This item will be discussed at the Finance Committee on March 26, 2019

BACKGROUND

The Lower Granite Bay generator engine suffered a failure on 12/17/18. The failure was identified as a blown head gasket for the Number 6 Cylinder. The cause of the failure was evaluated and identified as most likely attributed to coolant entering the intake manifold and being carried into the cylinder resulting in hydrolocking and subsequent head gasket failure.

Staff requested an evaluation of the failure from Cummins Sales and Service, Sacramento, which is the local area authorized generator service company. This firm is certified for repairs of this equipment by the manufacturer. Cummins service techs evaluated the engine and after several site visits and discussions with SJWD personnel there were three repair options identified to resolve the failure and place the engine back into service:

Option 1 – Minimum Repair – This option would consist of replacing the head gasket in situ, as well as other minimal repairs to place the engine back into service. For this option there would not be any warranty and there are risks that if other unidentified problems are present in the engine (such as a potentially No. 6 bent connecting rod) then the engine may suffer another failure at a later time. The estimated cost for this option is about \$16,000.

Option 2 – Shop Repair – This option would involve removing the engine and transporting it to the Cummins facility in Sacramento where it would be torn-down and all the parts would be inspected (including the connecting rods, etc.) to ensure they meet factory specifications and there are no other problems (such as cracks in the heads, cylinder liner issues, etc.). All components would be repaired or replaced as needed, and the engine would be rebuilt in a clean shop environment. This option would provide a minimum one-year warranty, and assurance that the engine should operate with the expected lifespan of a new engine. The estimated cost for this option is about \$61,000.

Option 3 – Replace Engine – This option would involve replacing the failed engine with a new factory supplied engine. This option would result in a factory warranty and an expectation of a normal service life. The estimated cost for this option is about \$180,000.

This engine is for a standby generator for a pump station and needs to be repaired as soon as possible.

FINANCIAL CONSIDERATIONS

This work and the cost was not anticipated and was not planned for in the FY 2018/19 budget. Funding for this cost would be provided from Retail reserves.

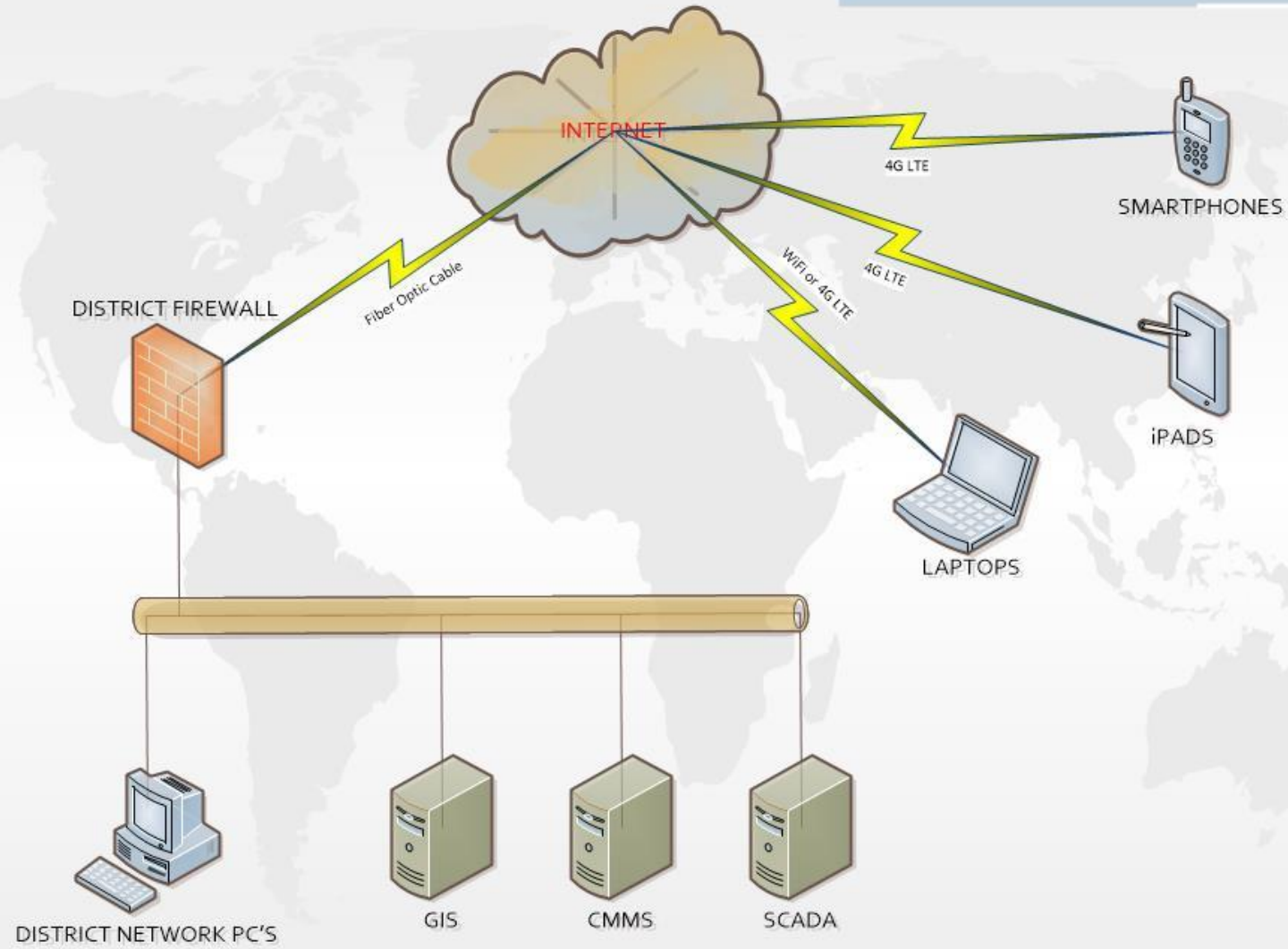
5G Broadband

AND SAN JUAN WATER DISTRICT



WHAT IS 5G?

- ▶ One of many communication methods to the Internet
 - ▶ 3G, 4G, DSL, Fiber, Cable or other dedicated circuits (T1)
- ▶ Provides more bandwidth (10GBps) with less latency, less power consumption and more reliable and secure.
- ▶ Capable of running at frequency ranges above and below 6GHz
 - ▶ Below:
 - ▶ Only 30 to 50% improvement in speed using existing towers in tandem with 4G
 - ▶ Relatively small investment to upgrade existing towers
 - ▶ Above:
 - ▶ Major speed improvements
 - ▶ Requires many new towers (estimated as many as 1 per block)
 - ▶ Significant investment and time to market



HOW DOES 5G IMPACT SJWD?

- ▶ Short Term
 - ▶ No Impact
 - ▶ 4G LTE is still being developed and won't be phased out for years
 - ▶ 1Gbps next year, 2Gbps the year after that
- ▶ Long term
 - ▶ It will require mobile phone and iPad upgrades
 - ▶ These upgrades occur every few years anyway
 - ▶ 5G will not be the driver



Thank You!

QUESTIONS?

STAFF REPORT

To: Board of Directors
 From: Paul Helliker, General Manager
 Date: March 27, 2019
 Subject: Legislation

RECOMMENDED ACTION

Approve positions on legislation

BACKGROUND

The following bills have been introduced to the California Legislature, and are in the locations noted. Staff requests approval by the Board of the positions listed.

Bill	Summary	Location	Position
AB 217 (Garcia)	Would create the Safe and Affordable Drinking Water Fund, and would allocate \$1 billion in General Fund to establish the fund. Creates various fees on agricultural activities. Also creates a general fee that the State Water Board can impose on water agencies.	ASM Environmental Safety and Toxic Materials	Oppose unless amended
AB 441 (Eggman)	Would make storing of water underground a beneficial use.	Asm Water, Parks and Wildlife	Support
AB 510 (Cooley)	Would exempt agencies from requirement to store recorded video for one year, if the video contains no events	Asm Local Government	Support
AB 533 (Holden)	Would exclude from personal taxable income any benefit received from a local water agency to advance a program for water conservation, efficiency, or runoff management.	Asm Revenue and Taxation	Support
AB 658 (Arambula)	Would authorize the State Water Board to issue a conditional temporary permit for diversion of surface water to underground storage for beneficial use.	Asm Water, Parks and Wildlife	Support
AB 756 (Garcia)	Would require public water systems (PWS) to monitor perfluoroalkyl and polyfluoroalkyl substances (PFOS/PFOA) and require several	ASM Environmental Safety and Toxic Materials	Oppose unless amended

	changes to how information on contaminants is communicated to customers.		
SB 19 (Dodd)	Requires the Department of Water Resources (DWR) and the State Water Resources Control Board (SWRCB) to, upon appropriation from the Legislature, develop a plan to modernize, reactivate, and deploy new stream gauges in priority locations across the state.	Sen Appropriations	Support
SB 134 (Hertzberg)	Prohibits the Water Board from enforcing a water loss regulation except as part of water conservation regulations.	Sen Natural Resources and Water	Support
SB 414 (Caballero)	Would create a small water systems authority to address non-compliance with drinking water standards in some small water systems.	Sen Government and Finance	Support
SB 669 (Caballero)	Establishes a Safe Drinking Water Trust Fund, using a \$1 billion investment of general fund monies, the proceeds from which would be used to pay for improved operations and maintenance of eligible water systems.	Senate	Support

STAFF REPORT

To: Board of Directors
From: Greg Zlotnick, Water Resources Manager
Date: March 27, 2019
Subject: Regional Planning Projects

RECOMMENDED ACTION

Discussion

BACKGROUND

After the 2013-15 drought, San Juan participated in a couple of regional planning efforts focused on drought assessment and response. The first of these was a joint effort among San Juan, Roseville, Sacramento, Folsom, Placer County Water Agency and the Regional Water Authority, funded by these entities and the Bureau of Reclamation. This project was the Regional Drought Contingency Plan (RDCP), initiated in 2015 and completed in 2017.

The RDCP summarized the historic experience in the region with hydrology, water supply and aquatic habitat in the Lower American River, with a focus on the 2013-15 drought. It identified the risks to water supplies, vulnerabilities of both water supplies and environmental resources to impacts from drought, potential drought planning triggers, and mitigation actions that the partner agencies and participating agencies could take to reduce the impacts of drought in the future. The RDCP identified and evaluated 162 mitigation actions that could be taken, including both structural and non-structural measures, and retained 64 of these measures for potential implementation. San Juan is a potential partner in 5 of the 39 identified structural measures, and 8 of the 25 non-structural measures.

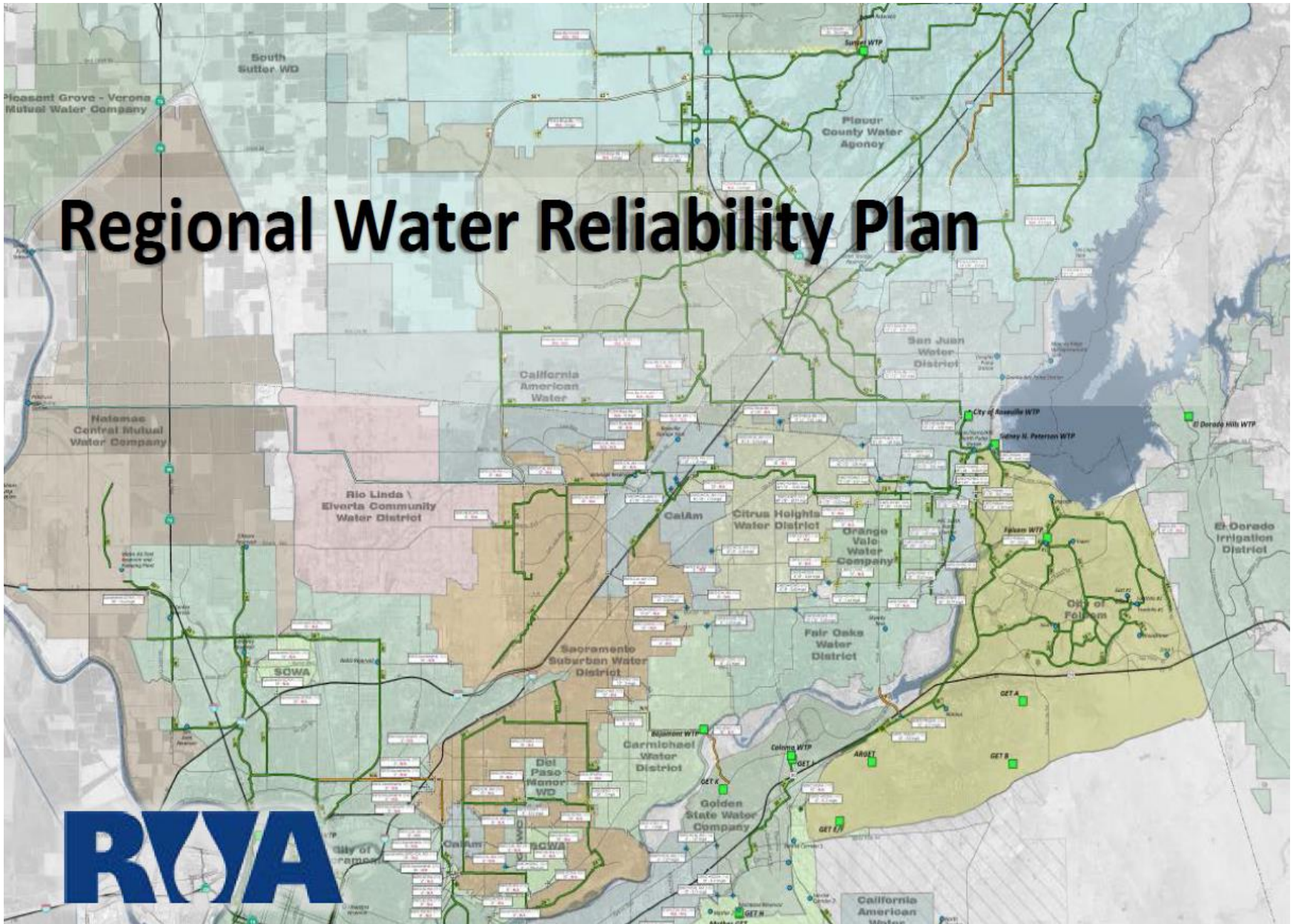
The next phase of regional planning built on the RDCP, and drilled down in more detail on the mitigation measures. This project is the Regional Water Reliability Plan (RWRP), initiated in 2016 by RWA. SJWD was one of the partners that funded this effort, along with a number of other members of RWA. The RWRP summarized the situation described in the RDCP, and identified 76 structural actions that could be taken to mitigate water supply unreliability, and 35 non-structural actions. San Juan was included as a lead agency or partner in 4 of the structural actions and 9 of the non-structural actions.

The draft RWRP was released last month, and it focuses on actions to develop a groundwater bank in the Sacramento region. We have provided comments on the draft, including our concern that the proposal recommends that the groundwater bank be managed to require a 10% "basin mitigation factor" to reduce by that much the amount of water available for extraction from the basin from the water that was added to the

basin. This “safety factor” would not be necessary when the groundwater model is developed, calibrated and validated, and an effective management structure is put in place. Use of this “safety factor” in the long run would gradually reduce the amount of storage space in the aquifer available for drought supplies and water transfer opportunities to zero.

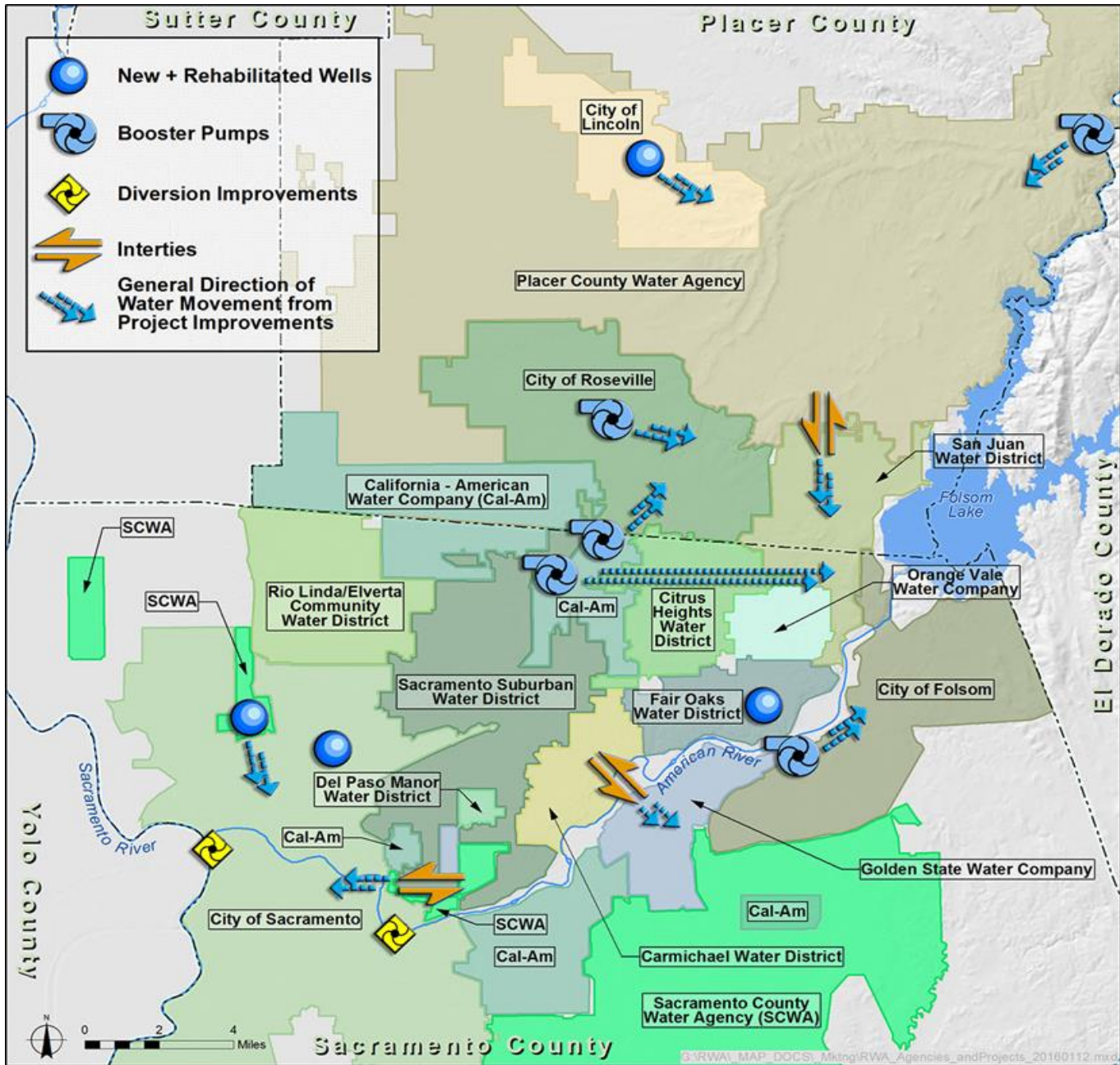
Both technical and administrative (governance) tasks need to be pursued to implement the regional groundwater bank. RWA has identified a need for an additional \$500,000 to complete the next phase of technical tasks in implementing the groundwater bank, to fund the development of the groundwater model, develop outreach materials and manage the development of the program. San Juan’s portion of this overall total would be \$25,000. This item is included in the RWA 2019-20 budget. Additional work will need to be conducted to organize the governance and management of the groundwater bank.














Regional Water Reliability Plan



Schedule - RWRP

- Mar 14 RWA Board Presentation on RWRP
- April Incorporate Comments, Finalize RWRP –
WE PROVIDED COMMENTS
- May 9 RWA Board Adoption of RWRP



Mitigation Action Category		Contribution to Regional Reliability	Number of Actions	Total Conceptual Capital Cost Estimates (\$ million) ¹
Structural				
System Interties		<ul style="list-style-type: none"> Facilitates sharing of supplies Provides access different sources of water 	28	\$80 - \$110
Groundwater Well <ul style="list-style-type: none"> Rehabilitation New Installation Injection 		<ul style="list-style-type: none"> Maintains and increases an agency's extraction capability for dry year recovery Injection increases ability to recharge the groundwater basin Creates opportunities for water banking and exchange 	20	\$90 - \$210
Surface Water Treatment		<ul style="list-style-type: none"> Increases capacity for sharing supplies Provides flexibility in use of surface water 	2	\$300 - \$400
Surface Water Storage		<ul style="list-style-type: none"> Provides flexibility in the timing of delivery of surface water supplies Provides redundancy of supplies 	4	\$520 - \$2,600
Surface Water Diversion		<ul style="list-style-type: none"> Improves access to surface water 	3	\$1,010 - \$2,010
Booster Pump/ Pressure Reduction		<ul style="list-style-type: none"> Increases ability to share supplies with neighboring agencies 	8	\$40 - \$55
Recycled Water		<ul style="list-style-type: none"> Provides another source of water to meet non-potable demands 	9	\$45 - \$130
Non-Structural				
Water Transfers		<ul style="list-style-type: none"> Facilitates sharing of supplies 	11	n/a
Wheeling		<ul style="list-style-type: none"> Facilitates movement of supplies and relieves conveyance capacity constraints Facilitates redundancy 	2	n/a
Banking		<ul style="list-style-type: none"> Increases reliability of groundwater basin to provide dry year supplies Facilitates regional collaboration. 	3	n/a
Modify Contracts/Place of Use		<ul style="list-style-type: none"> Facilitates sharing of supplies Maximizes beneficial use of surface water supplies 	7	n/a
Federal Action and Collaboration		<ul style="list-style-type: none"> Enhances water supply reliability 	6	n/a
Reduce Institutional Barriers		<ul style="list-style-type: none"> Enhances sharing of supplies 	4	n/a

Key: n/a = not assessed

Note: 1. Conceptual capital costs provided by agencies and are subject to change as detailed designs are completed.

RWRP Mitigation Actions Related to SJWD and WCAs					
ID	Action	Category	Partners	Cost \$M	Yield
Structural Items					
S-28	ASR in SJWD wholesale area - retrofit existing wells	GW Wells	SJWD, CHWD, FOWD, OVMC	.5-2/well	1-3 MGD ea
S-49	FOWD rehabilitate 2 wells, install 2 new wells	GW Wells	FOWD	6.2	6.8 MGD
S-03	Construct Ophir Treatment Plant	SW Treatment	PCWA, etc.	301.4	30 MGD
S-21	Emergency intake at Folsom Dam	Diversion	SJWD, Folsom, Roseville	.75-1.5	TBD
S-17	Scalping plant in Folsom	Recycled	Folsom	40	2.6 MGD
S-01	Folsom-GSWC intertie	Intertie	Folsom, GSWC	.75-1.5	3 MGD
S-14	Pipe and pump station from Folsom S Canal to Folsom WTP	Intertie	Folsom, GSWC	30	19 MGD
S-11	Folsom EID Intertie	Intertie	Folsom, EID	2	2.0 MGD
S-15	Folsom-FOWD Intertie	Intertie	Folsom, FOWD	4	5 MGD
S-63	FOWD intertie with CWD and booster station	Intertie	FOWD, CWD	1	TBD
S-64	Kenneth reservoir and booster station	Intertie	FOWD, CWD	5	3 MG
S-65	FOWD intertie with GSWC	Intertie	FOWD, GSWC	2	TBD
S-18	Kokila Intertie	Intertie	SJWD, PCWA	0.3	2 MGD
Non-Structural Items					
NS-14,32	Deliver surface water to RLECWD	Transfer	SJWD, SSWD, RLECWD		
NS-15,17	Deliver SJWD water for GW banking	Transfer	SJWD,SSWD, CalAm, RLECWD, CWD, GSWC, SCWA, DPMWD		
NS-04	SSWD transfer water to SJWD in droughts	Transfer	SJWD, SSWD		
NS-18	Regional groundwater bank	Banking	SJWD, FOWD, CHWD, OVWC, SSWD, CWD, DPMWD, CalAm, GSWC, SCWA, RLECWD, Sacramento		
NS-01	Folsom/GSWC transfer agreement	Transfer	Folsom, GSWC		
NS-02	FOWD supply Folsom GW during drought	Transfer	Folsom, FOWD		
NS-13	CWD, SSWD, GSWC, DPMWD, FOWD conjunctive use	Transfer	CWD, SSWD, GSWC, DPMWD, FOWD		
NS-09	Implement the MFMS	Fed Action	SJWD, all		
NS-11	Accelerated transfer program for CVP water	Fed Action	SJWD, CVP contractors		
NS-12	Implement PL 102-250, Reclamation States Emergency Drought Relief Act of 1991	Fed Action	SJWD, CVP contractors		

Next Steps – Water Bank

March 20

Comments due on draft
Project Agreement -
WE PROVIDED COMMENTS

March 27

RWA Executive
Committee Approval

First Week
of April

Begin Circulating Project
Agreement for Approvals

Draft Scope and Budget

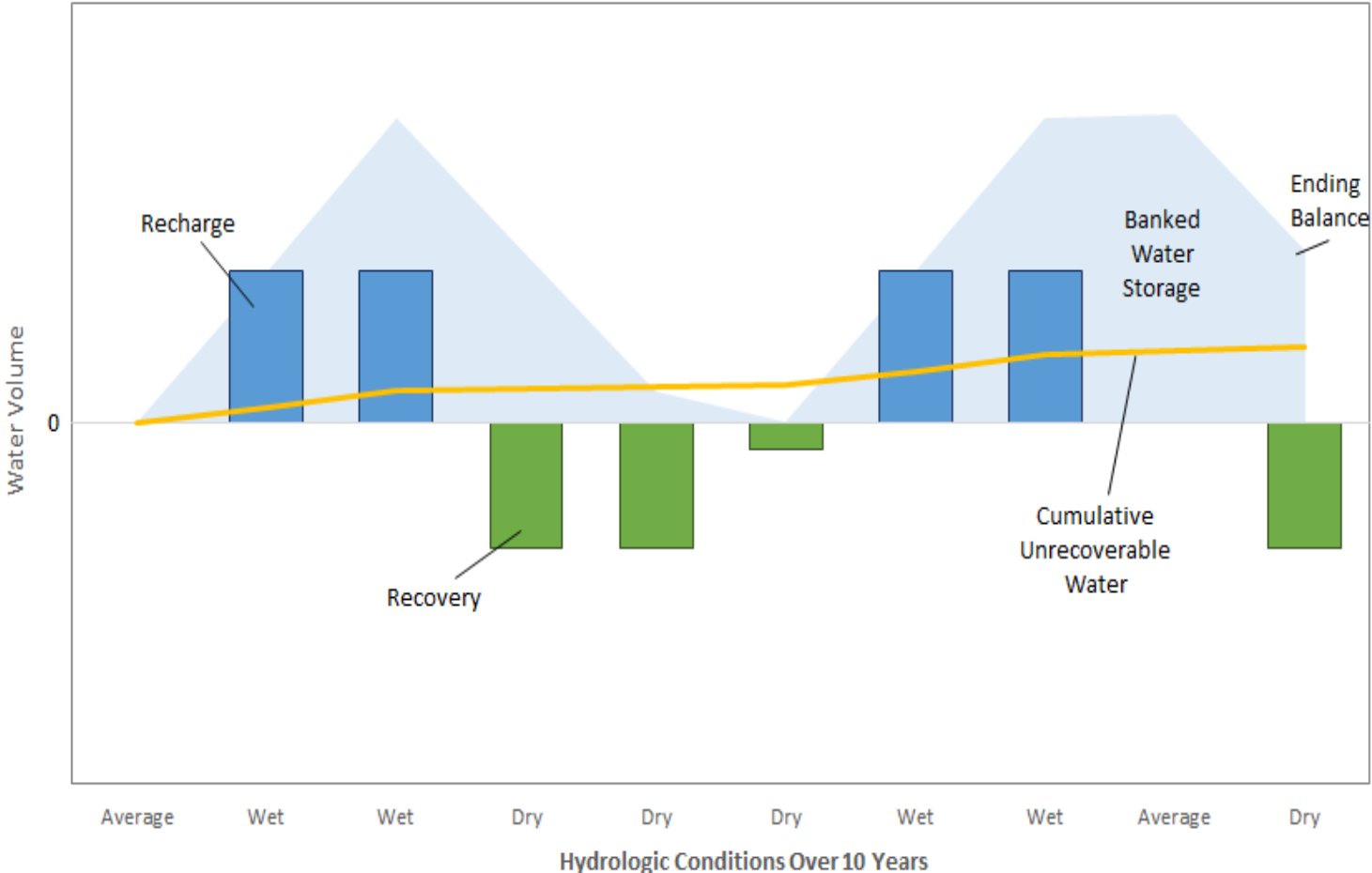
Task 1. Project Committee Support GREG IS PARTICIPATING	\$41,000
Task 2. Communications Work Group Support GREG IS PARTICIPATING	\$17,000
Task 3. Outreach Materials Development	\$75,000
Task 4. Integrated Water Flow Model Development	\$367,000
Total	\$500,000

Agency	Planned Phase 1 Fee	Not-to-Exceed Fee
California American Water (1)	\$ 50,000	\$ 60,000
Carmichael Water District	\$ 10,000	\$ 12,000
Citrus Heights Water District	\$ 20,000	\$ 24,000
City of Folsom (1)	\$ 30,000	\$ 36,000
City of Lincoln	\$ 15,000	\$ 18,000
City of Roseville	\$ 30,000	\$ 36,000
City of Sacramento (1)	\$ 60,000	\$ 72,000
Del Paso Manor Water District	\$ 3,000	\$ 3,600
El Dorado County Water Agency	\$ 10,000	\$ 12,000
El Dorado Irrigation District	\$ 10,000	\$ 12,000
Elk Grove Water District (1)	\$ 15,000	\$ 18,000
Fair Oaks Water District	\$ 20,000	\$ 24,000
Golden State Water Company (1)	\$ 20,000	\$ 24,000
Orange Vale Water Company	\$ 3,000	\$ 3,600
Placer County Water Agency	\$ 30,000	\$ 36,000
Rio Linda/Elverta Community Water District	\$ 4,000	\$ 4,800
Sacramento County Water Agency (1)	\$ 60,000	\$ 72,000
Sacramento Regional County Sanitation District (1)	\$ 50,000	\$ 60,000
Sacramento Suburban Water District	\$ 35,000	\$ 42,000
San Juan Water District	\$ 25,000	\$ 30,000
Total	\$ 500,000	\$ 600,000
[Note: (1) = Agency in South American Subbasin]	SIWD W-Area \$ 71,000	[Folsom = \$3k]

Note: Placer County subsequently added at \$3,000 [\$3,600] > no change to \$ above

WATER BANK:

Hypothetical operational scenario - with 10% basin "surcharge"



STAFF REPORT

To: Board of Directors
From: Donna Silva, Director of Finance
Date: March 27, 2019
Subject: Mid-Year Financial Report

RECOMMENDED ACTION

Receive report.

BACKGROUND

The Board of Directors adopted the Fiscal Year 2018-2019 Operating and Capital Budget on June 27, 2018. The Board of Directors receives monthly budget to actual reports at each Board Meeting. The purpose of this report is to provide an analysis to the Board of Directors on the actual activity of the District's four funds (Wholesale Operations, Wholesale Capital, Retail Operations and Retail Capital). The District is approximately half way through the fiscal year. A mid-year analysis of actual versus budget affords the District the opportunity to course correct if necessary and/or to be assured that the financial activities and position of the District are on course with the approved budget.

The Summary Income Statement by fund is attached to this staff report as reference for the analysis provided below. Although the reports are through February 2019, most of the activity recorded is only through December or January due to a natural lag in processing.

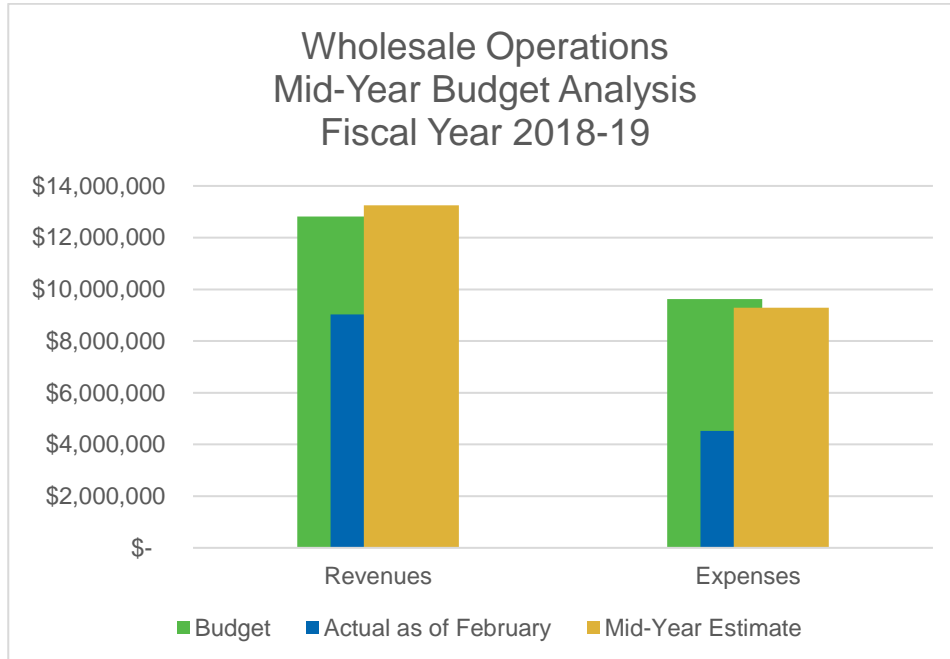
Wholesale Operations:

As illustrated in the graph below, wholesale operating revenues are expected to come in around 3% over budget due to higher than expected water sales to Sacramento Suburban Water District. Expenses are expected to come in under budget by 4%. As a result, the District can expect net income from operations to be approximately \$754,000 greater than anticipated in the budget.

Wholesale operating revenues, budgeted for \$12,819,700, are now expected to be \$13,247,700, a positive variance of \$428,000 or 3%. Revenues are coming in higher than anticipated in the budget due to lower water demand from the wholesale customer agencies, more than offset by the increase in water being treated by the District for the Sacramento Suburban Water District. Wholesale operating expenses were budgeted at \$9,621,201 but are now expected to be approximately \$9,294,800, lower than the budget by \$326,400 or -4%. Three main factors contribute to variance:

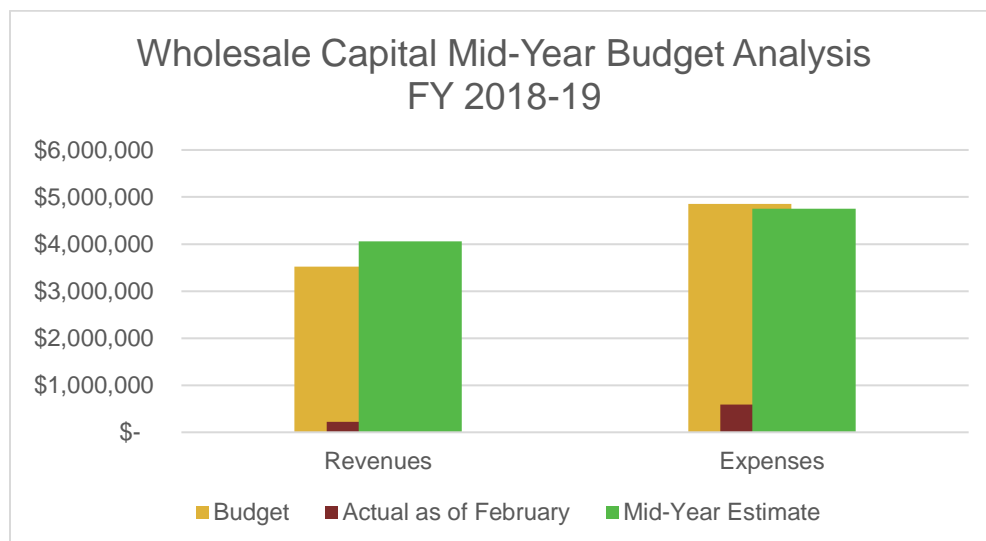
- Salaries and Benefits (savings of \$107,000):
 - Total salaries are expected to come in under the PERS assumed increase.

- The budget anticipated a 5% increase in the cost of health benefits, yet the premiums actually decreased.
- Stipends to Board Members were less than budgeted due to fewer meetings than anticipated.



- **Water Supply (savings of \$286,000):** primarily due to the lower than expected volume of water in the water transfer. This reduced the amount the District had to pay to Citrus Heights Water District and Fair Oaks Water District for groundwater pumping.

Wholesale Capital:

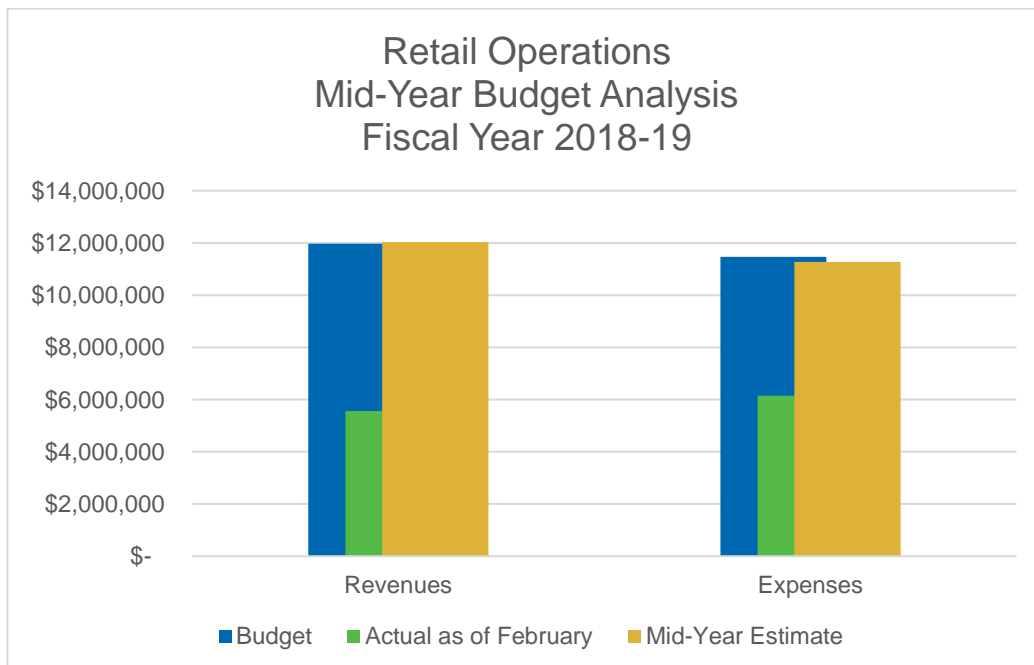


The original budget for Wholesale Capital revenue was \$3,520,100. District staff is currently estimating fiscal year revenues of \$4,055,500, a \$535,400 (15%) increase. The increase is due to an increase in the Fair Oak 40 Re-lining project costs, 91% of which is reimbursed to the District from the Fair Oaks Water District. Property tax revenues are looking to come in about 2% less than budget, but connection fees of \$112,643 have already exceeded the budget of \$35,000.

Wholesale Capital Expenditures were originally budgeted for \$4,856,700 and are now anticipated to be \$104,400 less at \$4,752,300. The Engineering Department anticipates being able to complete all but a few wholesale capital projects this year. The perimeter fencing for the Barton Road parcel has been put on hold due to an increase in fencing material costs. The budget anticipated \$169,000 for security improvements. However, staff is not satisfied with the current design so that project has been put on hold until better solutions are developed.

The wholesale division currently has reserves in excess of those anticipated in the financial plan. Staff is evaluating options to recommend to the Board. Those options include paying cash for more future projects, instead of issuing debt, or using the cash to pay off a portion of the 2012 Bonds. Either approach will put downward pressure on rates.

Retail Operations:

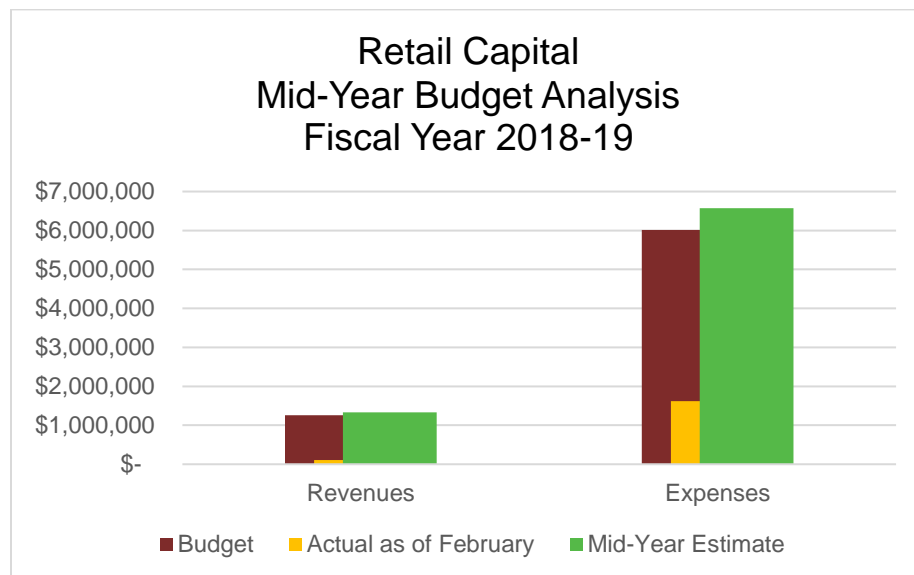


Retail operations are on track with the budget. Revenues were budgeted for \$11,975,500 and are now looking to be approximately \$12,036,800, a positive, but negligible variance of .5%.

Operating Expenses were budgeted for \$11,463,700 and are looking to come in around \$11,267,800, about 2% less than the budget.

Because of the newly adopted reserve policy, the operating reserve need not maintain funds for the already recognized compensated absences liability and developer deposits. This will allow for an increase in the year end transfer to Capital. The budget anticipated a transfer of \$275,300. Assuming the mid-year estimates are close to actual, the transfer should be able to be around \$450,000, helping to offset increased project costs and to build reserves to help achieve pay as you go status for the retail capital program.

Retail Capital:



The Retail Capital Fund has budgeted revenues of \$1.3 million. Staff's mid-year analysis suggests actual revenues will be 5% greater than budget, an increase of \$70,100, due to better than expected investment returns.

Retail capital expenditures are also looking to exceed the budget due to higher than anticipated bids. Steel tariffs and an expanding economy have contributed to increased project costs. The budget anticipated total expenses of \$6 million, yet it now appears that project costs will be approximately \$6.5 million.

The Retail Capital Fund started fiscal year 2018-19 with greater reserves than anticipated, due to good performance in the prior fiscal year. As a result, staff is confident that the increase in project costs can be absorbed, leaving Retail on track with the Financial Plans' estimate of reserve balances at June 30, 2019.

Attachments:

Income Statements by Fund, Period Ending February 28, 2019



San Juan Water District, CA

Wholesale Operating Income Statement Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	12,666,300.00	12,666,300.00	0.00	8,965,036.33	3,701,263.67
43000 - Rebate	1,500.00	1,500.00	373.57	1,034.09	465.91
45000 - Other Operating Revenue	0.00	0.00	37,106.87	58,387.40	-58,387.40
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	71,084.97	157,502.58	-5,602.58
Revenue Total:	12,819,700.00	12,819,700.00	108,565.41	9,181,960.40	3,637,739.60
Expense					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	251,051.54	2,114,604.19	1,400,295.81
52000 - Debt Service Expense	955,000.00	955,000.00	0.00	562,270.03	392,729.97
53000 - Source of Supply	2,006,800.00	2,006,800.00	12,827.81	1,133,084.40	873,715.60
54000 - Professional Services	887,400.00	887,400.00	17,961.92	296,109.82	591,290.18
55000 - Maintenance	450,900.00	450,900.00	41,810.27	249,744.33	201,155.67
56000 - Utilities	90,500.00	90,500.00	3,261.55	113,990.50	-23,490.50
57000 - Materials and Supplies	478,300.00	478,300.00	26,064.15	332,379.69	145,920.31
58000 - Public Outreach	88,500.00	88,500.00	1,726.30	43,886.33	44,613.67
59000 - Other Operating Expenses	470,300.00	470,300.00	6,397.38	261,472.76	208,827.24
69000 - Other Non-Operating Expenses	2,700.00	2,700.00	0.00	1,473.50	1,226.50
69900 - Transfers Out	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Expense Total:	11,722,200.00	11,722,200.00	361,100.92	5,109,015.55	6,613,184.45
Fund: 010 - WHOLESALE Surplus (Deficit):	1,097,500.00	1,097,500.00	-252,535.51	4,072,944.85	-2,975,444.85
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	-252,535.51	4,072,944.85	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	263,977.40	613,153.19	481,546.81
44000 - Connection Fees	75,000.00	75,000.00	709.00	113,352.00	-38,352.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	1,276,065.79	1,308,840.79	976,559.21
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	124,477.15	-59,477.15
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Revenue Total:	6,297,000.00	6,297,000.00	1,540,752.19	2,159,823.13	4,137,176.87
Expense					
55000 - Maintenance	3,101,000.00	3,101,000.00	370,121.62	1,271,783.65	1,829,216.35
61000 - Capital Outlay	1,755,700.00	1,755,700.00	3,572.23	99,780.77	1,655,919.23
63000 - Contributions to Others	0.00	0.00	0.00	-38,318.00	38,318.00
Expense Total:	4,856,700.00	4,856,700.00	373,693.85	1,333,246.42	3,523,453.58
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	1,440,300.00	1,440,300.00	1,167,058.34	826,576.71	613,723.29
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	1,167,058.34	826,576.71	



San Juan Water District, CA

Retail Operating Income Statement Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	11,479,700.00	11,479,700.00	694,637.23	6,017,372.71	5,462,327.29
45000 - Other Operating Revenue	379,600.00	379,600.00	50,287.54	232,852.78	146,747.22
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	0.00	89,516.17	26,683.83
Revenue Total:	11,975,500.00	11,975,500.00	744,924.77	6,339,741.66	5,635,758.34
Expense					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	385,200.99	2,935,402.80	1,784,897.20
52000 - Debt Service Expense	531,000.00	531,000.00	0.00	312,684.55	218,315.45
53000 - Source of Supply	3,095,300.00	3,095,300.00	0.00	2,155,204.56	940,095.44
54000 - Professional Services	1,213,400.00	1,213,400.00	29,105.24	425,779.85	787,620.15
55000 - Maintenance	345,800.00	345,800.00	13,636.58	154,582.87	191,217.13
56000 - Utilities	246,200.00	246,200.00	12,251.22	213,123.56	33,076.44
57000 - Materials and Supplies	292,800.00	292,800.00	7,844.30	195,373.89	97,426.11
58000 - Public Outreach	65,000.00	65,000.00	3,953.25	52,818.89	12,181.11
59000 - Other Operating Expenses	577,600.00	577,600.00	20,073.17	309,594.71	268,005.29
69000 - Other Non-Operating Expenses	2,200.00	2,200.00	0.00	1,473.50	726.50
69900 - Transfers Out	275,300.00	275,300.00	0.00	0.00	275,300.00
Expense Total:	11,364,900.00	11,364,900.00	472,064.75	6,756,039.18	4,608,860.82
Fund: 050 - RETAIL Surplus (Deficit):	610,600.00	610,600.00	272,860.02	-416,297.52	1,026,897.52
Total Surplus (Deficit):	610,600.00	610,600.00	272,860.02	-416,297.52	



San Juan Water District, CA

Retail Capital Income Statement Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	263,977.40	613,153.20	481,546.80
44000 - Connection Fees	100,000.00	100,000.00	0.00	51,351.00	48,649.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	75,866.91	-10,866.91
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
Revenue Total:	1,535,000.00	1,535,000.00	263,977.40	740,371.11	794,628.89
Expense					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	3,370.00	109,676.91	41,123.09
61000 - Capital Outlay	5,505,300.00	5,505,300.00	47,959.20	1,815,885.75	3,689,414.25
Expense Total:	6,014,100.00	6,014,100.00	51,329.20	1,925,562.66	4,088,537.34
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-4,479,100.00	-4,479,100.00	212,648.20	-1,185,191.55	-3,293,908.45
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	212,648.20	-1,185,191.55	

STAFF REPORT

To: Board of Directors
From: Paul Helliker, General Manager
Date: March 27, 2019
Subject: Memorandum of Understanding – ROC on LTO

RECOMMENDED ACTION

Authorize the General Manager to sign the Memorandum of Understanding with the U.S. Bureau of Reclamation entitled “COOPERATIVE DEVELOPMENT OF THE ENVIRONMENTAL IMPACT STATEMENT FOR THE REINITIATION OF CONSULTATION ON THE COORDINATED LONG-TERM OPERATION OF THE CENTRAL VALLEY PROJECT AND STATE WATER PROJECT (ROC on LTO EIS)”

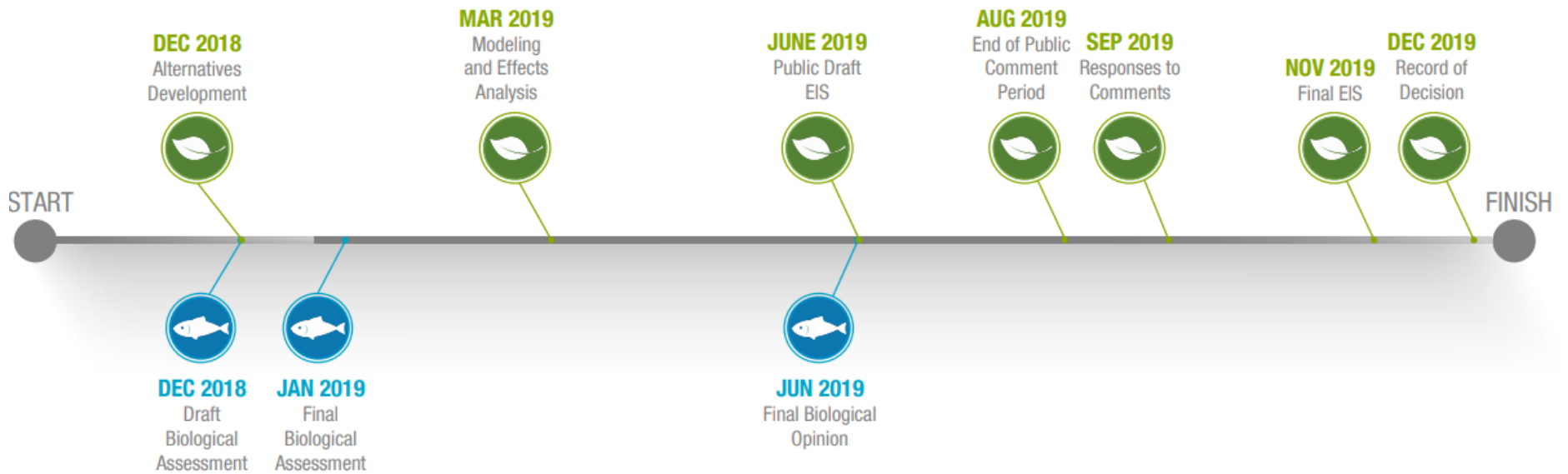
BACKGROUND

A few years ago, the Bureau of Reclamation initiated a new consultation under the Endangered Species Act with the Fish and Wildlife Service (FWS) and the National Marine Fisheries Service (NMFS) on the operations of the Central Valley Project. This process was accelerated last fall by President Trump’s direction to Reclamation to complete a new Biological Assessment by the end of January, 2019, and to FWS and NMFS to complete their Biological Opinions within 135 days thereafter. Please see the attached schedule for more details.

As part of the process, Reclamation is preparing an Environmental Impact Statement on the consultation. Federal, State and local agencies that have particular expertise can become a co-operating agency in the development of the EIS. The Memorandum of Understanding (also attached) defines the scope of responsibilities of both reclamation and co-operating agencies. Please note Section VII.6 of the document, which states that co-operating agencies are responsible for participating only to the extent that their resources allow.

San Juan has a particular interest in the reinitiated consultation, due to the fact that the operations proposed could have a direct impact on Folsom Lake storage levels (and thus access to our water supplies.) More generally, participation by San Juan and our sister agencies in the American River watershed is important, to be able to ensure that the modeling and analyses conducted by the Water Forum on flows, storage levels, temperature and habitat are incorporated into the Biological Opinions and EIS.

ESA / NEPA SCHEDULE



BA = Biological Assessment
 BO = Biological Opinion
 ROD = Record of Decision
 EIS = Environmental Impact Statement

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNITED STATES OF AMERICA
DEPARTMENT OF THE INTERIOR, BUREAU OF RECLAMATION
AND

FOR
COOPERATIVE DEVELOPMENT OF THE ENVIRONMENTAL IMPACT STATEMENT
FOR THE REINITIATION OF CONSULTATION ON THE COORDINATED LONG-TERM
OPERATION OF THE CENTRAL VALLEY PROJECT AND STATE WATER PROJECT
(ROC on LTO EIS)

This Memorandum of Understanding (MOU) is entered into this ____ day of _____, 2019, jointly by the following parties: the Bureau of Reclamation (Reclamation) and _____ (Cooperating Agency).

I. Purpose

The purpose of this MOU is to formalize the commitment among the parties to work collaboratively in preparation of the Environmental Impact Statement for the reinitiation of Endangered Species Act (ESA) Section 7 consultation with U.S. Fish and Wildlife (USFWS) and National Marine Fisheries Service (NMFS) on the Coordinated Long-term Operation of the Central Valley Project (CVP) and State Water Project (SWP) in compliance with the National Environmental Policy Act (NEPA). This MOU is intended to clarify and define the roles and responsibilities of Reclamation as NEPA lead agency and the Cooperating Agency in preparation of the ROC on LTO EIS on this aggressive timeline.

II. Introduction

Reclamation is the lead agency in accordance with NEPA in preparing the ROC on LTO EIS. On August 2, 2016, Reclamation requested reinitiation of consultation with USFWS and NMFS under Section 7 of the ESA on the Coordinated Long-term Operation of the CVP and SWP.

III. Statutory and Regulatory Authority

This MOU is being entered into pursuant to NEPA, 42 U.S.C. Section 4331, *et seq.*, the Council on Environmental Quality's NEPA regulation regarding cooperating agencies, 40 CFR § 1508.5, the U.S. Department of the Interior's NEPA regulations, 43 CFR §46 *et seq.*, and its regulation regarding cooperating agencies, 43 CFR §26.225(d). 40 CFR § 1508.5 authorizes the NEPA lead agency to request participation from any qualified Federal agency in the development of an environmental impact statement by virtue of its specialized expertise. Any non-Federal agency (State, tribal, or local) with similar qualifications may, by agreement, be a Cooperating Agency. The purpose of this MOU is to document the roles, responsibilities and commitments of Reclamation, as the NEPA lead agency and the Cooperating Agency, pursuant to NEPA and implementing regulations.

IV. Responsibilities

The parties to this MOU herein commit as follows:

a. Reclamation

As NEPA lead agency, Reclamation is responsible for the preparation, quality, content, selection, and implementation of alternatives in the Draft and Final ROC on LTO EIS. Other Reclamation responsibilities in this process include:

1. Providing invitations and notice for meetings;
2. Preparing or overseeing the preparation of all aspects of the EIS in compliance with NEPA and the NEPA implementing regulations;
3. Providing direction to and reviewing consultant work products in preparation of the EIS;
4. Clearly identifying and acknowledging the roles and responsibilities of all NEPA cooperating agencies in the ROC on LTO EIS;
5. Informing the public and decision-makers of the potential direct, indirect, and cumulative impacts of the alternatives analyzed in the EIS;
6. Identifying opportunities to avoid, minimize, or compensate for significant adverse effects due to Federal actions;
7. Providing preliminary EIS deliverables, as appropriate, to the Cooperating Agency for review and comment;
8. Providing technical analyses and information to the Cooperating Agency, as appropriate, for review and comment, particularly with respect to key subject areas pertaining to issues within the Cooperating Agency's jurisdiction by law or special expertise;
9. Providing documents such as the Administrative Draft EIS to be reviewed by the Cooperating Agency, as determined to be appropriate by Reclamation, as the NEPA lead agency.
10. Ensuring compliance with all applicable laws and regulations pertaining to preparation of the ROC on LTO EIS;
11. Considering input, and making all final decisions on the content of documents;
12. Informing the Cooperating Agency of schedule changes that could affect its input to the ROC on LTO EIS or ability to provide timely review of the document; and
13. Making all decisions contained in the Record of Decision (ROD).

b. Cooperating Agency

As a Cooperating Agency pursuant to NEPA for the ROC on LTO EIS, to the extent that its fiscal, staff and other resources permit, the responsibilities of the Cooperating Agency include taking the following actions in a timely manner consistent with the schedule for developing and completing the EIS and with direction provided by Reclamation:

1. Devoting staff resources sufficient to provide technical assistance to fulfill its role as a Cooperating Agency;
2. Attending meetings as appropriate and identified in advance by Reclamation, as the NEPA lead agency;
3. Providing timely review and comment on preliminary EIS deliverables as appropriate;

4. Providing responses to data requests pertaining to issues within its jurisdiction by law or special expertise in a timely manner;
5. Providing timely technical information and expertise directly associated with its statutory responsibilities or related experience, including review of technical analyses of key subject areas, as requested by Reclamation;
6. Raising issues as early in the process as possible to avoid delay and inefficiency;
7. Identifying data and analysis in the EIS that may be needed to fulfill its role as potential regulatory agencies and any other requirements regarding jurisdictional permits and/or other approvals required for implementation of the project;
8. Providing review and comment on the Administrative Draft EIS that pertain to subjects within the scope of Cooperating Agency's jurisdiction or expertise prior to public review of the Draft EIS, as requested by Reclamation;
9. Providing review of portions of the Administrative Final EIS that pertain to subjects within the scope of the Cooperating Agency's jurisdiction or expertise prior to public release of the Final EIS, as requested by Reclamation;
10. Complying with the confidentiality requirements and procedures specified below for all documents received as a part of this MOU, and
11. Except as funds may be made available pursuant to 40 CFR §1501.6(b)(5), funding its own expenses associated with its participation in the NEPA process, including attending meetings, developing and reviewing information, and providing comments on the EIS pertaining to the Cooperating Agency's jurisdiction and special expertise as outlined above.

V. Representation

Reclamation and the Cooperating Agency shall designate a representative for purposes of this MOU. The representatives shall be responsible for ensuring that the information sharing, collaboration, and document review procedures established by this MOU are implemented: (1) by the employees and consultants directly responsible for the technical analyses and preparation of the environmental documents, and (2) by the employees and consultants of the Cooperating Agency.

The Cooperating Agency shall designate one representative and one alternate responsible for regular attendance at all meetings requested by Reclamation. Changes to the identified representative and/or alternate shall be provided in writing and subject to approval by Reclamation.

VI. Confidentiality

The Cooperating Agency agrees to keep all documents, including drafts, confidential, to the maximum extent allowed by law, so long as the document(s) was provided by Reclamation to Cooperating Agency in accordance with its Cooperating Agency status and pursuant to this MOU. The Cooperating Agency will provide notice to Reclamation before disclosing any document required by law to be disclosed to outside parties that has been shared with the Cooperating Agency in accordance with its Cooperating Agency status and pursuant to this MOU.

Notwithstanding the foregoing, the Cooperating Agency may disclose such materials to its officers, members of its staff, and its contractors, who are also subject to the confidentiality requirements of this MOU.

VII. Additional Provisions

- 1. Effect of MOU.** This MOU shall take effect as to the Cooperating Agency when signed by the Cooperating Agency and Reclamation.
- 2. Termination of the MOU.** This MOU shall terminate upon issuance of the ROD by Reclamation, or upon written agreement of the parties.
- 3. Withdrawal from the MOU.** Any party may withdraw from the MOU with 30 days written notice to Reclamation. If the Cooperating Agency withdraws from this MOU it will no longer be considered a Cooperating Agency for the purposes of the ROC on LTO EIS.
- 4. Modification of the MOU.** This MOU may be modified by written agreement of the parties.
- 5. Contingent on Apportionment or Allotment of Funds.** The expenditure or advance of any money or the performance of any obligation of the United States under this MOU shall be contingent upon appropriation or allotment of funds. No liability shall accrue to the United States for failure to perform any obligation under this MOU in the event that funds are not appropriated or allotted.
- 6. Liability of the Cooperating Agency.** The Cooperating Agency may have limited fiscal, staff, and other resources to devote to the performance of its obligations hereunder. Consequently, the Cooperating Agency may not be able to fully or timely perform its obligations hereunder. By executing this MOU, the Cooperating Agency commits only to participate as a Cooperating Agency to the extent that it reasonably determines to be feasible. No liability shall accrue to the Cooperating Agency for failure to perform any obligation under this MOU.
- 7. Reservation of Rights.** The Cooperating Agency waives no rights under NEPA or other law to comment upon, dispute, or otherwise challenge the EIS.
- 8. Conflicts of Interest.** Nothing in this document, nor any of the activities undertaken by the Cooperating Agency under this document, shall constitute, be asserted as, or construed as, a conflict of interest or representation by any office holder, employee, or agent of the Cooperating Agency under Federal or California law.
- 9. Counterparts.** This MOU may be signed in counterparts.

VIII. Conclusion

In signing this MOU, the undersigned recognize and accept the roles and responsibilities assigned to each party. Each of the parties agrees to pursue maximum cooperation and

communication to ensure that the EIS fully complies with all applicable Federal requirements and minimizes duplication of effort and avoids project delays.

BUREAU OF RECLAMATION

By: _____

Date: _____

(Cooperating Agency)

By: _____

Date: _____

STAFF REPORT

To: Board of Directors
 From: Paul Helliker, General Manager
 Date: March 27, 2019
 Subject: General Manager's Monthly Report (February)

RECOMMENDED ACTION

For information only, no action requested.

TREATMENT PLANT OPERATIONS

Water Production for February

Item	2019	2018	Difference
Monthly Production AF	1,841.48	1,405.67	31.0%
Daily Average MG	19.36	14.78	31.0%
Annual Production AF	3,833.35	2,587.29	48.2%

Water Turbidity

Item	February 2019	January 2019	Difference
Raw Water Turbidity NTU	4.01	4.02	0%
Treated Water Turbidity NTU	0.024	0.025	-4%
Monthly Turbidity Percentage Reduction	99.39%	99.38%	

*Folsom Lake Reservoir Storage Level AF**

Item	2019	2018	Difference
Lake Volume AF	528,867	581,017	-9%

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

Other Items of Interest:

- None

SYSTEM OPERATIONS

Distribution Operations:

Item	February 2019	January 2019	Difference
Leaks and Repairs	6	8	-2
Mains Flushed	20	78	-58
Valves Exercised	4	48	-44
Back Flows Tested	498	265	+233
Customer Service Calls	33	29	+4

Distribution System Water Quality:

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

Other Items of Interest:

- None

CUSTOMER SERVICE ACTIVITIES

Billing Information for Month of February

Total Number of Bills Issued	Total Number of Reminders Mailed	Total Number of Shut-off Notices Delivered	Total Number of Disconnections
5211	862	242	31

Water Efficiency Activities

Water Waste Complaints Received	Number of Customers Contacted for High Usage (potential leaks)	Number of Rebates Processed	Number of Meters Tested/Repaired (non-reads)
0	81	0	N/A

Other Activities

- The 2019 workshop schedule was developed and routed to wholesale agencies.
- A partnership has been formed with the Pollinator Posse for a new WEL Garden demonstration area.
- The Water Conservation division changed its name to Water Efficiency.

ENGINEERING - NEW URBAN DEVELOPMENTS (SJWD Retail Service Area)

Project Title	Description	Status	Issues / Notes
Ali Minor Subdivision	3-Lot Subdivision	In Design Review (5 th submittal)	Revision to plans being evaluated by developer's engr
Barton Ranch	10-Lot Subdivision	In Construction	Nearing completion. Water done, doing dry utilities.
Chula Acres	4-Lot Minor Subdivision	Approved for Construction	Planning for spring 2019 const. start
Colina Estates	10-Lot Subdivision	In Construction	Nearing Completion. Water is done.
Eureka at GB (former Micherra Place Proj.)	28 Condominium Units	In Design Review	DDW Waiver for SD proximity is req'd. Const in spring '19.
GB Memory Care	Commercial Business	In Design Review	
Greyhawk III	44 high-density, and 28 single family Lots	In Design Review	
Wellquest Senior Living (prior Ovation)	Commercial Business (114-Unit 2-story Assisted Living Facility)	In Design Review	Const in spring '19. New PRS req'd to supply 3,125-GPM fire hyd capacity
Placer County Retirement Residence	Commercial Business (145-Unit Multi-story Assisted Living Facility)	In Design Review	
Pond View	Commercial Business	Approved for Construction	Planning to begin const in spring 2019
SPFD Station 15	Fire Station Bldg Improvements, with water service upgrades	In Construction	Nearing completion. Water done.
Quarry Ridge Prof. Office Park	Commercial Business (4 parcels to develop four general/medical office buildings)	In Design Review	Planning to begin const in spring 2019
Rancho Del Oro	89 Lot Subdivision	Will need re-approval for Construction	On hold pending County and envr Approvals
Self Parcel Split (3600 & 3630 Allison Ave)	4 Lot Minor Subdivision (on a new street "Laura Lane", off Allison Dr.)	In Construction	Re-start in spring 2019
The Park at Granite Bay	56 lot Subdivision	Approved for Construction	Mass grading done. Closed for winter. Re-start in 2019.
The Residences at GB	4-Lot Minor Subdivision	In Design Review	
Ventura of GB	33-Lot Subdivision	In Design Review	
Whitehawk I	24-Lot Subdivision	In Design Review	Planning Dept review underway
Whitehawk II	56-Lot Subdivision	In Design Review	Planning Dept review underway. Recent movement

ENGINEERING - CAPITAL PROJECTS

Status Update for Current Retail Projects

Project Title	Description	Status	Issues / Notes
Douglas Blvd Main Replacement	Replacement of ±4,125-LF of old steel main with new 16-in and 12-in pipeline between Auburn Folsom Rd and Hidden Lakes Dr.	In Construction Phase. (95% complete)	All improvements are now done with the exception of the paving in spring
Dambacher Drive Services Replacement	Replacement of ±19 aged, corroded steel service taps with new bronze saddle taps to reduce potential for failures and leaks	Construction Complete	None. In closeout
Lou Place Main Replacement	Replacement of approximately 460-LF of aged main and 4 services on Lou Place between Troy Way and Crown Point Vista	In Construction Phase	
Edward Ct Main Replacement	Replacement of approximately 300-LF of aged main and 3 services on between Lou Place and the south end of Edward Court	In Construction Phase	
Spahn Ranch Rd. Main Extension	Install new pipeline; provides looped distribution network	In Design	Working with property owner for easement
Cavitt Stallman 12" (Oak Pines to Sierra Ponds)	Install new pipeline on Cavitt Stallman between Oak Pines Lane and Sierra Ponds Lane	In Design	May need to delay to FY 19/20
Cavitt Stallman 12" (Mystery Cr to Oak Pines)	Install new pipeline on Cavitt Stallman between Mystery Creek Ln and Oak Pines Ln.	In Design	May need to delay to FY 19/20
Woodminister Services Replacements	Replace 18 aged services	In Design	
Redbud/Lupin/Meadowlark Services Replmts	Replace 43 aged services	In Construction Phase	
Sandstone & Auberry to Hill Rd 8" Ext & Serv	Replace pipeline and services	In Construction Phase	
Kokila (SJWD/PCWA) 12-Inch Intertie Pipeline	Interconnection with PCWA	In Design	Working with RWA on Grant Funding

Project Title	Description	Status	Issues / Notes
Mooney Tank Building New Roof	Replace the existing aged roof before failure	Design consultant is selected.	Reviewing options to reduce cost. Const in FY 19/20
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.	In Design	Bundling to bid with other two planned PRS's
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 Design	Bundling to bid with other two planned PRS's
Vactor Solids Handling Station	Design and construct a storage and drying station for managing the vactor truck solids.	In Design	Const in FY 19/20
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 Design. Ready to pre-purchase the pumps	

Status Update for Current Wholesale Projects

Project Title	Description	Status (% Complete)	Issues/ Notes
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 Design (TM and 90% design are done, preparing Bid Docs now)	
FO-40 T-Main Relining	Relining of the existing ±11,000 foot long steel pipeline	In Construction	North section almost done, then moving to south section
Hinkle Liner & Cover Repl'mt	Replace both the hypalon cover and liner	In pre-design phase. Planning to operate WTP without Hinkle. Also applying for funding.	
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 Pre-Design Evaluation.	Const in FY 19/20

SAFETY & REGULATORY TRAINING – FEBRUARY 2019

Training Course	Staff
Welding – Hot Work program	WTP Staff &Field Services
Hands on CPR/AED Certification (4 sessions)	All Staff
Work Station Adjustment – Office Ergonomics	Administrative Staff and Managers
Lockout Tagout (part 1)	WTP Staff &Field Services
Evacuation Drill	WTP Staff

FINANCE/BUDGET

See attached.



San Juan Water District, CA

Wholesale Operating Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 010 - WHOLESALE					
Revenue					
41000 - Water Sales	12,666,300.00	12,666,300.00	0.00	8,965,036.33	3,701,263.67
43000 - Rebate	1,500.00	1,500.00	373.57	1,034.09	465.91
45000 - Other Operating Revenue	0.00	0.00	37,106.87	58,387.40	-58,387.40
49000 - Other Non-Operating Revenue	151,900.00	151,900.00	71,084.97	157,502.58	-5,602.58
Revenue Total:	12,819,700.00	12,819,700.00	108,565.41	9,181,960.40	3,637,739.60
Expense					
51000 - Salaries and Benefits	3,514,900.00	3,514,900.00	251,051.54	2,114,604.19	1,400,295.81
52000 - Debt Service Expense	955,000.00	955,000.00	0.00	562,270.03	392,729.97
53000 - Source of Supply	2,006,800.00	2,006,800.00	12,827.81	1,133,084.40	873,715.60
54000 - Professional Services	887,400.00	887,400.00	17,961.92	296,109.82	591,290.18
55000 - Maintenance	450,900.00	450,900.00	41,810.27	249,744.33	201,155.67
56000 - Utilities	90,500.00	90,500.00	3,261.55	113,990.50	-23,490.50
57000 - Materials and Supplies	478,300.00	478,300.00	26,064.15	332,379.69	145,920.31
58000 - Public Outreach	88,500.00	88,500.00	1,726.30	43,886.33	44,613.67
59000 - Other Operating Expenses	470,300.00	470,300.00	6,397.38	261,472.76	208,827.24
69000 - Other Non-Operating Expenses	2,700.00	2,700.00	0.00	1,473.50	1,226.50
69900 - Transfers Out	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Expense Total:	11,722,200.00	11,722,200.00	361,100.92	5,109,015.55	6,613,184.45
Fund: 010 - WHOLESALE Surplus (Deficit):	1,097,500.00	1,097,500.00	-252,535.51	4,072,944.85	-2,975,444.85
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	-252,535.51	4,072,944.85	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
010 - WHOLESALE	1,097,500.00	1,097,500.00	-252,535.51	4,072,944.85	-2,975,444.85
Total Surplus (Deficit):	1,097,500.00	1,097,500.00	-252,535.51	4,072,944.85	



San Juan Water District, CA

Wholesale Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 011 - Wholesale Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	263,977.40	613,153.19	481,546.81
44000 - Connection Fees	75,000.00	75,000.00	709.00	113,352.00	-38,352.00
44500 - Capital Contributions - Revenue	2,285,400.00	2,285,400.00	1,276,065.79	1,308,840.79	976,559.21
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	124,477.15	-59,477.15
49990 - Transfer In	2,776,900.00	2,776,900.00	0.00	0.00	2,776,900.00
Revenue Total:	6,297,000.00	6,297,000.00	1,540,752.19	2,159,823.13	4,137,176.87
Expense					
55000 - Maintenance	3,101,000.00	3,101,000.00	370,121.62	1,271,783.65	1,829,216.35
61000 - Capital Outlay	1,755,700.00	1,755,700.00	3,572.23	99,780.77	1,655,919.23
63000 - Contributions to Others	0.00	0.00	0.00	-38,318.00	38,318.00
Expense Total:	4,856,700.00	4,856,700.00	373,693.85	1,333,246.42	3,523,453.58
Fund: 011 - Wholesale Capital Outlay Surplus (Deficit):	1,440,300.00	1,440,300.00	1,167,058.34	826,576.71	613,723.29
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	1,167,058.34	826,576.71	

Fund Summary

Fund	Original	Current	MTD Activity	YTD Activity	Budget
	Total Budget	Total Budget			Remaining
011 - Wholesale Capital Outlay	1,440,300.00	1,440,300.00	1,167,058.34	826,576.71	613,723.29
Total Surplus (Deficit):	1,440,300.00	1,440,300.00	1,167,058.34	826,576.71	



San Juan Water District, CA

Retail Operating Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 050 - RETAIL					
Revenue					
41000 - Water Sales	11,479,700.00	11,479,700.00	694,637.23	6,017,372.71	5,462,327.29
45000 - Other Operating Revenue	379,600.00	379,600.00	50,287.54	232,852.78	146,747.22
49000 - Other Non-Operating Revenue	116,200.00	116,200.00	0.00	89,516.17	26,683.83
Revenue Total:	11,975,500.00	11,975,500.00	744,924.77	6,339,741.66	5,635,758.34
Expense					
51000 - Salaries and Benefits	4,720,300.00	4,720,300.00	385,200.99	2,935,402.80	1,784,897.20
52000 - Debt Service Expense	531,000.00	531,000.00	0.00	312,684.55	218,315.45
53000 - Source of Supply	3,095,300.00	3,095,300.00	0.00	2,155,204.56	940,095.44
54000 - Professional Services	1,213,400.00	1,213,400.00	29,105.24	425,779.85	787,620.15
55000 - Maintenance	345,800.00	345,800.00	13,636.58	154,582.87	191,217.13
56000 - Utilities	246,200.00	246,200.00	12,251.22	213,123.56	33,076.44
57000 - Materials and Supplies	292,800.00	292,800.00	7,844.30	195,373.89	97,426.11
58000 - Public Outreach	65,000.00	65,000.00	3,953.25	52,818.89	12,181.11
59000 - Other Operating Expenses	577,600.00	577,600.00	20,073.17	309,594.71	268,005.29
69000 - Other Non-Operating Expenses	2,200.00	2,200.00	0.00	1,473.50	726.50
69900 - Transfers Out	275,300.00	275,300.00	0.00	0.00	275,300.00
Expense Total:	11,364,900.00	11,364,900.00	472,064.75	6,756,039.18	4,608,860.82
Fund: 050 - RETAIL Surplus (Deficit):	610,600.00	610,600.00	272,860.02	-416,297.52	1,026,897.52
Total Surplus (Deficit):	610,600.00	610,600.00	272,860.02	-416,297.52	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
050 - RETAIL	610,600.00	610,600.00	272,860.02	-416,297.52	1,026,897.52
Total Surplus (Deficit):	610,600.00	610,600.00	272,860.02	-416,297.52	



San Juan Water District, CA

Retail Capital Income Statement

Group Summary

For Fiscal: 2018-2019 Period Ending: 02/28/2019

Account	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 055 - Retail Capital Outlay					
Revenue					
42000 - Taxes & Assessments	1,094,700.00	1,094,700.00	263,977.40	613,153.20	481,546.80
44000 - Connection Fees	100,000.00	100,000.00	0.00	51,351.00	48,649.00
49000 - Other Non-Operating Revenue	65,000.00	65,000.00	0.00	75,866.91	-10,866.91
49990 - Transfer In	275,300.00	275,300.00	0.00	0.00	275,300.00
Revenue Total:	1,535,000.00	1,535,000.00	263,977.40	740,371.11	794,628.89
Expense					
54000 - Professional Services	358,000.00	358,000.00	0.00	0.00	358,000.00
55000 - Maintenance	150,800.00	150,800.00	3,370.00	109,676.91	41,123.09
61000 - Capital Outlay	5,505,300.00	5,505,300.00	47,959.20	1,815,885.75	3,689,414.25
Expense Total:	6,014,100.00	6,014,100.00	51,329.20	1,925,562.66	4,088,537.34
Fund: 055 - Retail Capital Outlay Surplus (Deficit):	-4,479,100.00	-4,479,100.00	212,648.20	-1,185,191.55	-3,293,908.45
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	212,648.20	-1,185,191.55	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
055 - Retail Capital Outlay	-4,479,100.00	-4,479,100.00	212,648.20	-1,185,191.55	-3,293,908.45
Total Surplus (Deficit):	-4,479,100.00	-4,479,100.00	212,648.20	-1,185,191.55	

Summary

Project Summary

Project Number	Project Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
121965	Oak Avenue - American River Canyon I	0.00	5,261.50	-5,261.50
141043	2014 Drought Response - SSWD Antel	0.00	-33,883.00	33,883.00
171107	FO 40 Transmission Pipeline Re-Lining	0.00	1,209,991.53	-1,209,991.53
171109	GIS Assessment and Implementation	0.00	59,265.33	-59,265.33
175105	6690-7767 Douglas Boulevard & Assor	0.00	1,326,125.45	-1,326,125.45
175107	5700-5708 & 5640-5682 Main Avenue	0.00	17,206.88	-17,206.88
175109	9151-9219 Oak Avenue Main Replacer	0.00	17,972.75	-17,972.75
175113	7225-7355 Dambacher Drive	0.00	138,604.44	-138,604.44
175117	Bacon Pressure Zone - Olive Ranch PR	0.00	6,292.00	-6,292.00
175119	Bacon Pressure Zone - Cavitt Stallman	0.00	5,138.72	-5,138.72
181105	Lime System Control & Feeder System	0.00	7,282.23	-7,282.23
181110	Alum Feed Pumps Replacement	0.00	392.53	-392.53
181130	Hinkle Reservoir Monitoring Wells Lev	0.00	24,769.78	-24,769.78
181150	Madison #2 Mag Meter Replacement	0.00	30,479.63	-30,479.63
185115	Lou Place 8" Tray Way to Crown Point	0.00	433.51	-433.51
185135	Upper & Lower GB Pump Stn Low Flov	0.00	35,056.44	-35,056.44
185140	Canyon Falls Village Pressure Reducing	0.00	3,461.65	-3,461.65
185160	Containment Area for Vacuum & Mate	0.00	8,495.00	-8,495.00
185165	Field Services/Engineering Building (Sf	0.00	84,185.20	-84,185.20
185185	Edward Court Mainline - South of Lou	0.00	181.99	-181.99
191260	On-Site Residuals Management Impro	0.00	22,040.26	-22,040.26
191275	Clarifier Wall Lining & Leakage Repairs	0.00	5,465.00	-5,465.00
195205	Electrical Improvements to Field Servi	0.00	9,781.92	-9,781.92
195210	SCADA Radio Replacments North Phas	0.00	1,150.00	-1,150.00
195230	Redbud/Lupin/Meadowlark Svc Replac	0.00	999.78	-999.78
195235	Sandstone & Auberry Court to Hill Roa	0.00	999.78	-999.78
195255	Bacon Pump Station Security Improve	0.00	4,375.00	-4,375.00
195260	Replace Variable Frequency Drives (3 l	0.00	55,827.03	-55,827.03
195270	SCADA Fiber Optic Comm Cabling - Ba	0.00	8,898.50	-8,898.50
Project Totals:		0.00	3,056,250.83	-3,056,250.83

Group Summary

Group	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
CIP - Asset	0.00	1,880,142.30	-1,880,142.30
CIP - Capital Contribution	0.00	-33,883.00	33,883.00
CIP - Expense	0.00	1,209,991.53	-1,209,991.53
Group Totals:	0.00	3,056,250.83	-3,056,250.83

Type Summary

Type	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
Administration	0.00	-33,883.00	33,883.00
Engineering	0.00	1,787,307.23	-1,787,307.23
Field Services	0.00	18,276.92	-18,276.92
Information Technology	0.00	8,898.50	-8,898.50
Water Treatment Plant	0.00	1,275,651.18	-1,275,651.18
Type Totals:	0.00	3,056,250.83	-3,056,250.83

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
		0.00	11,113.99	11,113.99
010-220-54120	Professional Services - Other	0.00	4,435.00	4,435.00
011-20030	Retentions Payable	0.00	-56,327.12	-56,327.12
011-700-57120	Maintenance - Facility	0.00	1,271,783.65	1,271,783.65

GL Account Summary

GL Account Number	GL Account Name	Total Revenue	Total Expense	Revenue Over/ (Under) Expenses
011-700-61145	Capital Outlay - WTP & Improv...	0.00	29,715.02	29,715.02
011-700-61155	Capital Outlay - Reservoirs & I...	0.00	24,769.78	24,769.78
011-700-61160	Capital Outlay - Equipment and..	0.00	19,365.64	19,365.64
011-700-61180	Capital Outlay - Software	0.00	14,816.34	14,816.34
011-700-74090	Contributions to Others	0.00	-38,318.00	-38,318.00
055-20030	Retentions Payable	0.00	-25,129.54	-25,129.54
055-700-61135	Capital Outlay - Pump Stations...	0.00	107,618.62	107,618.62
055-700-61140	Capital Outlay - Buildings & Im...	0.00	106,892.92	106,892.92
055-700-61150	Capital Outlay - Mains/Pipeline...	0.00	1,539,915.54	1,539,915.54
055-700-61160	Capital Outlay - Equipment and..	0.00	1,150.00	1,150.00
055-700-61180	Capital Outlay - Software	0.00	44,448.99	44,448.99
	GL Account Totals:	0.00	3,056,250.83	3,056,250.83



Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
Asset					
Type: 1000 - Assets					
10010 - Cash and Investments	6,941,893.91	10,023,007.72	1,846,867.95	5,884,766.78	24,696,536.36
10510 - Accounts Receivable	12,052.50	1,276,066.63	222,630.27	0.06	1,510,749.46
11000 - Inventory	0.00	0.00	208,400.98	0.00	208,400.98
12000 - Prepaid Expense	29,920.00	0.00	29,920.00	0.00	59,840.00
14010 - Deferred Outflows	4,779,860.95	0.00	5,666,543.09	0.00	10,446,404.04
17010 - Capital Assets - Work in Progress	119,719.83	0.00	1,200,506.28	0.00	1,320,226.11
17150 - Capital Assets - Land Non-depreciable	98,212.00	0.00	166,272.00	0.00	264,484.00
17160 - Capital Assets - Land Improvements	814,105.59	0.00	83,970.80	0.00	898,076.39
17200 - Capital Assets - Pump Stations & Improvements	7,047,178.00	0.00	5,527,475.04	0.00	12,574,653.04
17300 - Capital Assets - Buildings & Improvements	1,296,460.92	0.00	55,440.68	0.00	1,351,901.60
17350 - Capital Assets - Water Treatment Plant & Imp	35,529,240.97	0.00	16,000.00	0.00	35,545,240.97
17400 - Capital Assets - Mains/Pipelines & Improvements	29,288,015.94	0.00	42,097,313.07	0.00	71,385,329.01
17500 - Capital Assets - Reservoirs & Improvements	2,876,930.81	0.00	2,492,421.90	0.00	5,369,352.71
17700 - Capital Assets - Equipment & Furniture	13,623,189.97	0.00	1,051,807.09	0.00	14,674,997.06
17750 - Capital Assets - Vehicles	316,440.00	0.00	510,886.87	0.00	827,326.87
17800 - Capital Assets - Software	447,653.38	0.00	403,200.40	0.00	850,853.78
17850 - Capital Assets - Intangible	666,196.00	0.00	0.00	0.00	666,196.00
17900 - Less Accumulated Depreciation	-35,623,074.98	0.00	-27,567,347.98	0.00	-63,190,422.96
19015 - 2012 Premiums on Refunding Bonds	-552,686.28	0.00	-300,093.04	0.00	-852,779.32
Total Type 1000 - Assets:	67,711,309.51	11,299,074.35	33,712,215.40	5,884,766.84	118,607,366.10
Total Asset:	67,711,309.51	11,299,074.35	33,712,215.40	5,884,766.84	118,607,366.10
Liability					
Type: 1000 - Assets					
10510 - Accounts Receivable	0.00	0.00	87,929.53	0.00	87,929.53
Total Type 1000 - Assets:	0.00	0.00	87,929.53	0.00	87,929.53
Type: 2000 - Liabilities					
20010 - Accounts Payable	103,303.27	403,309.17	87,515.47	72,412.21	666,540.12
20100 - Retentions Payable	0.00	56,327.12	0.00	75,620.59	131,947.71
21200 - Salaries & Benefits Payable	32,853.34	0.00	52,132.98	0.00	84,986.32
21250 - Payroll Taxes Payable	0.01	0.00	3,422.88	0.00	3,422.89
21300 - Compensated Absences	313,125.59	0.00	470,930.53	0.00	784,056.12
21500 - Premium on Issuance of Bonds Series 2017	1,382,904.36	0.00	777,883.70	0.00	2,160,788.06
21600 - OPEB Liability	1,868,077.67	0.00	2,435,346.48	0.00	4,303,424.15

Balance Sheet

As Of 02/28/2019

Account	010 - WHOLESALE	011 - Wholesale Capital Outlay	050 - RETAIL	055 - Retail Capital Outlay	Total
21700 - Pension Liability	1,985,100.80	0.00	2,816,714.96	0.00	4,801,815.76
22010 - Deferred Income	0.00	0.00	43,270.16	0.00	43,270.16
22050 - Deferred Inflows	1,448,541.04	0.00	1,934,601.33	0.00	3,383,142.37
24200 - 2012 Bonds Payable	6,099,804.92	0.00	3,312,021.84	0.00	9,411,826.76
24250 - Bonds Payable 2017 Refunding	15,753,600.00	0.00	8,861,400.00	0.00	24,615,000.00
29010 - Other Payables	230,200.00	0.00	0.00	0.00	230,200.00
Total Type 2000 - Liabilities:	29,217,511.00	459,636.29	20,795,240.33	148,032.80	50,620,420.42
Total Liability:	29,217,511.00	459,636.29	20,883,169.86	148,032.80	50,708,349.95
Equity					
Type: 3000 - Equity					
30100 - Investment in Capital Assets	33,105,804.95	0.00	13,014,612.39	0.00	46,120,417.34
30500 - Designated Reserves	1,315,048.71	10,012,861.35	230,730.67	6,921,925.59	18,480,566.32
Total Type 3000 - Equity:	34,420,853.66	10,012,861.35	13,245,343.06	6,921,925.59	64,600,983.66
Total Total Beginning Equity:	34,420,853.66	10,012,861.35	13,245,343.06	6,921,925.59	64,600,983.66
Total Revenue	9,181,960.40	2,159,823.13	6,339,741.66	740,371.11	18,421,896.30
Total Expense	5,109,015.55	1,333,246.42	6,756,039.18	1,925,562.66	15,123,863.81
Revenues Over/Under Expenses	4,072,944.85	826,576.71	-416,297.52	-1,185,191.55	3,298,032.49
Total Equity and Current Surplus (Deficit):	38,493,798.51	10,839,438.06	12,829,045.54	5,736,734.04	67,899,016.15
Total Liabilities, Equity and Current Surplus (Deficit):	67,711,309.51	11,299,074.35	33,712,215.40	5,884,766.84	118,607,366.10



San Juan Water District, CA

Check Report

By Check Number

Date Range: 02/01/2019 - 02/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
03625	Bogdanovich, Tatyana OR Paul	02/08/2019	Regular	0.00	-130.00	52356
01041	Afman, Todd R	02/05/2019	Regular	0.00	338.48	53790
03406	Alpha Analytical Laboratories Inc.	02/05/2019	Regular	0.00	423.00	53791
01073	Amarjeet Singh Garcha	02/05/2019	Regular	0.00	300.00	53792
01182	Bartkiewicz, Kronick & Shanahan	02/05/2019	Regular	0.00	17,709.06	53793
01370	Citrus Heights Chamber of Commerce	02/05/2019	Regular	0.00	500.00	53794
01368	Citrus Heights Water District	02/05/2019	Regular	0.00	6,759.46	53795
01378	Clark Pest Control of Stockton	02/05/2019	Regular	0.00	1,825.00	53796
01068	Glenn C. Walker	02/05/2019	Regular	0.00	1,024.40	53797
01681	Golden State Flow Measurements, Inc.	02/05/2019	Regular	0.00	11,699.93	53798
03091	Granite Bay Ace Hardware	02/05/2019	Regular	0.00	11.52	53799
01733	Harris Industrial Gases	02/05/2019	Regular	0.00	606.32	53800
03383	Inferrera Construction Management Group, Inc.	02/05/2019	Regular	0.00	25,845.00	53801
03654	MCM Roofing Company, Inc.	02/05/2019	Regular	0.00	2,850.00	53802
03669	MFDB Architects, Inc.	02/05/2019	Regular	0.00	6,899.75	53803
02093	NDS Solutions, Inc	02/05/2019	Regular	0.00	1,990.73	53804
02131	Office Depot, Inc.	02/05/2019	Regular	0.00	832.74	53805
	Void	02/05/2019	Regular	0.00	0.00	53806
02150	Pace Supply Corp	02/05/2019	Regular	0.00	3,096.31	53807
02146	PG&E	02/05/2019	Regular	0.00	38,365.40	53808
	Void	02/05/2019	Regular	0.00	0.00	53809
03532	Quincy Engineering Inc	02/05/2019	Regular	0.00	6,130.00	53810
02223	Rexel Inc (Platt - Rancho Cordova)	02/05/2019	Regular	0.00	1,283.00	53811
03697	Robert A Bothman Construction	02/05/2019	Regular	0.00	567.72	53812
02328	Rocklin Windustrial Co	02/05/2019	Regular	0.00	540.47	53813
01687	W. W. Grainger, Inc.	02/05/2019	Regular	0.00	323.87	53814
02766	Youngdahl Consulting Group, Inc.	02/05/2019	Regular	0.00	1,500.00	53815
03638	Airco Mechanical, Inc.	02/11/2019	Regular	0.00	4,430.80	53817
03406	Alpha Analytical Laboratories Inc.	02/11/2019	Regular	0.00	1,283.00	53818
01073	Amarjeet Singh Garcha	02/11/2019	Regular	0.00	1,500.00	53819
03594	Borges & Mahoney, Inc.	02/11/2019	Regular	0.00	363.82	53820
03649	Caggiano General Engineering, Inc.	02/11/2019	Regular	0.00	169,503.76	53821
03059	Center For Hearing Health Inc	02/11/2019	Regular	0.00	2,316.50	53822
01372	City of Folsom	02/11/2019	Regular	0.00	29.12	53823
01375	City of Sacramento	02/11/2019	Regular	0.00	3,606.50	53824
01378	Clark Pest Control of Stockton	02/11/2019	Regular	0.00	1,299.00	53825
03678	Corothers, Kurtis W	02/11/2019	Regular	0.00	65.00	53826
01423	County of Sacramento	02/11/2019	Regular	0.00	391.50	53827
01569	Employee Relations, Inc.	02/11/2019	Regular	0.00	127.85	53828
03091	Granite Bay Ace Hardware	02/11/2019	Regular	0.00	106.26	53829
01706	Graymont Western US Inc.	02/11/2019	Regular	0.00	6,299.26	53830
02024	MCI WORLDCOM	02/11/2019	Regular	0.00	104.34	53831
03654	MCM Roofing Company, Inc.	02/11/2019	Regular	0.00	5,315.35	53832
02131	Office Depot, Inc.	02/11/2019	Regular	0.00	74.29	53833
02150	Pace Supply Corp	02/11/2019	Regular	0.00	847.14	53834
03026	PFM Asset Management	02/11/2019	Regular	0.00	942.16	53835
02283	Recology Auburn Placer	02/11/2019	Regular	0.00	643.47	53836
02223	Rexel Inc (Platt - Rancho Cordova)	02/11/2019	Regular	0.00	868.06	53837
03183	River City Printers LLC	02/11/2019	Regular	0.00	16,631.63	53838
02452	Sierra National Construction, Inc.	02/11/2019	Regular	0.00	7,504.82	53839
01411	SureWest Telephone	02/11/2019	Regular	0.00	1,617.51	53840
02553	TJJE Incorporated	02/11/2019	Regular	0.00	2,866.50	53841
03406	Alpha Analytical Laboratories Inc.	02/20/2019	Regular	0.00	423.00	53842
03594	Borges & Mahoney, Inc.	02/20/2019	Regular	0.00	7,312.36	53843

Check Report

Date Range: 02/01/2019 - 02/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
01681	Golden State Flow Measurements, Inc.	02/20/2019	Regular	0.00	10,125.42	53844
03091	Granite Bay Ace Hardware	02/20/2019	Regular	0.00	68.50	53845
03533	M&C Bliss Enterprises Inc	02/20/2019	Regular	0.00	85.79	53846
02649	MUFG Union Bank, N.A.	02/20/2019	Regular	0.00	455.00	53847
02131	Office Depot, Inc.	02/20/2019	Regular	0.00	1,364.33	53848
02150	Pace Supply Corp	02/20/2019	Regular	0.00	3,700.13	53849
03303	Paulson, Rachael	02/20/2019	Regular	0.00	188.57	53850
02146	PG&E	02/20/2019	Regular	0.00	2,282.16	53851
02210	Placer County Water Agency	02/20/2019	Regular	0.00	300.00	53852
02223	Rexel Inc (Platt - Rancho Cordova)	02/20/2019	Regular	0.00	5,559.18	53853
02293	RFI Enterprises, Inc	02/20/2019	Regular	0.00	51.34	53854
02298	Richardson & Company, LLP	02/20/2019	Regular	0.00	5,720.00	53855
02328	Rocklin Windustrial Co	02/20/2019	Regular	0.00	250.09	53856
02357	Sacramento Municipal Utility District (SMUD)	02/20/2019	Regular	0.00	8,258.26	53857
02667	US Bank Corporate Payments Sys (CalCard)	02/20/2019	Regular	0.00	21,282.97	53858
	Void	02/20/2019	Regular	0.00	0.00	53859
	Void	02/20/2019	Regular	0.00	0.00	53860
	Void	02/20/2019	Regular	0.00	0.00	53861
	Void	02/20/2019	Regular	0.00	0.00	53862
	Void	02/20/2019	Regular	0.00	0.00	53863
	Void	02/20/2019	Regular	0.00	0.00	53864
	Void	02/20/2019	Regular	0.00	0.00	53865
	Void	02/20/2019	Regular	0.00	0.00	53866
	Void	02/20/2019	Regular	0.00	0.00	53867
	Void	02/20/2019	Regular	0.00	0.00	53868
02690	Verizon Wireless	02/20/2019	Regular	0.00	1,281.68	53869
01687	W. W. Grainger, Inc.	02/20/2019	Regular	0.00	1,430.17	53870
03445	Zlotnick, Greg	02/20/2019	Regular	0.00	205.06	53871
01337	Central Valley Project Water Association	02/26/2019	Regular	0.00	2,361.48	53873
02214	County of Placer Engineering & Surveying	02/26/2019	Regular	0.00	6,889.00	53874
03091	Granite Bay Ace Hardware	02/26/2019	Regular	0.00	127.34	53875
03682	HydroScience Engineers, Inc.	02/26/2019	Regular	0.00	2,670.00	53876
01814	J. Fletcher Creamer & Son, Inc.	02/26/2019	Regular	0.00	272,663.30	53877
03300	Meyers Fozi, LLP	02/26/2019	Regular	0.00	625.00	53878
02131	Office Depot, Inc.	02/26/2019	Regular	0.00	567.10	53879
02146	PG&E	02/26/2019	Regular	0.00	4,773.99	53880
03532	Quincy Engineering Inc	02/26/2019	Regular	0.00	1,755.00	53881
03416	Smith, Kendall	02/26/2019	Regular	0.00	229.70	53882
03309	Sorum, Mark	02/26/2019	Regular	0.00	1,500.00	53883
02540	Sutter Medical Foundation	02/26/2019	Regular	0.00	606.00	53884
02580	The Eidam Corporation	02/26/2019	Regular	0.00	5,943.80	53885
02629	Trench & Traffic Supply Inc.	02/26/2019	Regular	0.00	649.94	53886
02651	United Parcel Service Inc	02/26/2019	Regular	0.00	111.49	53887
01330	CDW Government LLC	02/05/2019	EFT	0.00	1,353.80	405829
03530	Certex USA, Inc.	02/05/2019	EFT	0.00	520.00	405830
03221	Chemtrade Chemicals Corporation	02/05/2019	EFT	0.00	4,252.28	405831
01486	Department of Energy	02/05/2019	EFT	0.00	2,519.79	405832
03668	M. E. Simpson Company, Inc.	02/05/2019	EFT	0.00	15,700.00	405833
03553	Mallory Safety and Supply LLC	02/05/2019	EFT	0.00	570.74	405834
02027	Mcmaster-Carr Supply Company	02/05/2019	EFT	0.00	144.96	405835
03693	ML Staffing, LLC	02/05/2019	EFT	0.00	1,800.00	405836
02158	Pacific Storage Company	02/05/2019	EFT	0.00	234.84	405837
02581	The Ferguson Group, LLC	02/05/2019	EFT	0.00	23.68	405838
03625	Bogdanovich, Tatyana OR Paul	02/11/2019	EFT	0.00	130.00	405839
01242	Bureau of Reclamation-MPR	02/11/2019	EFT	0.00	6,650.74	405840
	Void	02/11/2019	EFT	0.00	0.00	405841
	Void	02/11/2019	EFT	0.00	0.00	405842
01521	DataProse, LLC	02/11/2019	EFT	0.00	8,607.56	405843
01611	Ferguson Enterprises, Inc	02/11/2019	EFT	0.00	100.74	405844
03628	Lees Automotive Repair Inc.	02/11/2019	EFT	0.00	1,986.34	405845
02308	River City Staffing, Inc.	02/11/2019	EFT	0.00	366.88	405846

Check Report

Date Range: 02/01/2019 - 02/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
02162	Tobin, Pamela	02/11/2019	EFT	0.00	160.70	405847
03298	United Rentals (North America), Inc.	02/11/2019	EFT	0.00	1,938.75	405848
03387	WageWorks, Inc	02/11/2019	EFT	0.00	259.15	405849
03681	Allied Electronics Inc.	02/20/2019	EFT	0.00	1,037.32	405850
01242	Bureau of Reclamation-MPR	02/20/2019	EFT	0.00	4,468.13	405851
03530	Certex USA, Inc.	02/20/2019	EFT	0.00	767.87	405852
01741	HDR Engineering, Inc.	02/20/2019	EFT	0.00	9,424.42	405853
03543	Mailroom Finance, Inc.	02/20/2019	EFT	0.00	2,000.00	405854
02027	Mcmaster-Carr Supply Company	02/20/2019	EFT	0.00	204.08	405855
01472	Mel Dawson, Inc.	02/20/2019	EFT	0.00	5,156.77	405856
02158	Pacific Storage Company	02/20/2019	EFT	0.00	43.11	405857
02275	Ramos Oil Recyclers, Inc.	02/20/2019	EFT	0.00	75.00	405858
02308	River City Staffing, Inc.	02/20/2019	EFT	0.00	1,748.41	405859
02581	The Ferguson Group, LLC	02/20/2019	EFT	0.00	12,000.00	405860
02592	The Reed Group, Inc.	02/20/2019	EFT	0.00	6,212.50	405861
01328	Association of California Water Agencies / Joint P	02/26/2019	EFT	0.00	7,533.43	405862
03514	Beckman Coulter, Inc.	02/26/2019	EFT	0.00	1,652.00	405863
03221	Chemtrade Chemicals Corporation	02/26/2019	EFT	0.00	16,824.80	405864
01486	Department of Energy	02/26/2019	EFT	0.00	729.17	405865
01574	Endress + Hauser, Inc.	02/26/2019	EFT	0.00	1,925.43	405866
03696	Finn Design Group, Inc.	02/26/2019	EFT	0.00	3,370.00	405867
01721	Hach Company	02/26/2019	EFT	0.00	1,890.63	405868
01741	HDR Engineering, Inc.	02/26/2019	EFT	0.00	35,415.10	405869
03628	Lees Automotive Repair Inc.	02/26/2019	EFT	0.00	389.02	405870
01736	MailFinance Inc	02/26/2019	EFT	0.00	489.23	405871
02308	River City Staffing, Inc.	02/26/2019	EFT	0.00	917.20	405872
02572	Thatcher Company of California, Inc.	02/26/2019	EFT	0.00	4,226.40	405873
03387	WageWorks, Inc	02/26/2019	EFT	0.00	259.15	405874
02730	Western Area Power Administration	02/26/2019	EFT	0.00	2,517.00	405875
03077	VALIC	02/08/2019	Bank Draft	0.00	5,097.30	0007697269
03077	VALIC	02/22/2019	Bank Draft	0.00	5,093.28	0007709161
01641	Sun Life Assurance Company of Canada	02/03/2019	Bank Draft	0.00	9,893.68	100427164
03078	CalPERS Health	02/04/2019	Bank Draft	0.00	42,291.34	1001254751
03078	CalPERS Health	02/04/2019	Bank Draft	0.00	37,375.18	1001254751
03078	CalPERS Health	02/04/2019	Bank Draft	0.00	42,291.34	1001254751
03130	CalPERS Retirement	02/08/2019	Bank Draft	0.00	34,425.62	1001258668
01366	Citistreet/CalPERS 457	02/08/2019	Bank Draft	0.00	3,724.51	1001258675
03130	CalPERS Retirement	02/22/2019	Bank Draft	0.00	34,860.04	1001266660
01366	Citistreet/CalPERS 457	02/22/2019	Bank Draft	0.00	3,585.51	1001266664
03080	California State Disbursement Unit	02/21/2019	Bank Draft	0.00	750.92	FTMDGN66657
03080	California State Disbursement Unit	02/07/2019	Bank Draft	0.00	750.92	NQIMHA16660
03163	Economic Development Department	02/08/2019	Bank Draft	0.00	242.21	0-226-479-936
03163	Economic Development Department	02/08/2019	Bank Draft	0.00	8,736.86	0-226-479-936
03163	Economic Development Department	02/22/2019	Bank Draft	0.00	8,174.13	1-287-077-696
01039	American Family Life Assurance Company of Colu	02/22/2019	Bank Draft	0.00	691.28	Q3869 02-22-19
01039	American Family Life Assurance Company of Colu	02/22/2019	Bank Draft	0.00	691.28	Q3869 02-22-19
03164	Internal Revenue Service	02/08/2019	Bank Draft	0.00	49,351.31	2709439909905
03164	Internal Revenue Service	02/08/2019	Bank Draft	0.00	1,295.20	2709439909905
03164	Internal Revenue Service	02/22/2019	Bank Draft	0.00	48,271.33	2709453955709

Check Report

Date Range: 02/01/2019 - 02/28/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
03164	Internal Revenue Service	02/28/2019	Bank Draft	0.00	15,153.93	2709459439460

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	151	84	0.00	731,976.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	-130.00
Bank Drafts	21	21	0.00	352,747.17
EFT's	82	47	0.00	168,597.12
	254	165	0.00	1,253,191.24

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	151	84	0.00	731,976.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	13	0.00	-130.00
Bank Drafts	21	21	0.00	352,747.17
EFT's	82	47	0.00	168,597.12
	254	165	0.00	1,253,191.24

Fund Summary

Fund	Name	Period	Amount
999	INTERCOMPANY	2/2019	1,253,191.24
			1,253,191.24



San Juan Water District, CA

Vendor History Report

By Vendor Name

Posting Date Range 07/01/2018 - 02/28/2019

Payment Date Range -

Payable Number	Description	Units	Price	Post Date	1099 Account Number	Payment Number	Payment Date	Amount	Shipping Dist Amount	Tax	Discount	Net	Payment
Vendor Set: 01 - Vendor Set 01													
02556 - Costa, Ted													
Exp Reimb 11-2018	ACWA Fall Conf Expense Reimbursement 11-11/30/2018					53619	12/17/2018	574.87	0.00	0.00	0.00	574.87	574.87
	ACWA Fall Conf Expense I	0.00	0.00		010-010-52110			574.87	0.00	0.00	0.00	574.87	574.87
					050-010-52110				287.44				
									287.43				
01916 - Miller, Ken													
Exp Reimb 08-2018	Exp Reimb 08-2018-Mileage PCWA 2x2 Meet 8/31/2018					53205	9/10/2018	16.90	0.00	0.00	0.00	16.90	16.90
	Exp Reimb 08-2018-Mileage	0.00	0.00		010-010-52110			16.90	0.00	0.00	0.00	16.90	16.90
					050-010-52110				15.21				
									1.69				
Exp Reimb 10-2018	Mileage Reimbursement -SGA 20th Annivers:10/18/2018					53478	11/13/2018	13.63	0.00	0.00	0.00	13.63	13.63
	Mileage Reimbursement	0.00	0.00		010-010-52110			13.63	0.00	0.00	0.00	13.63	13.63
					050-010-52110				6.82				
									6.81				
Exp Reimb 11-2018	ACWA Fall Conference Exp Reimb 11-2018 11/30/2018					53599	12/10/2018	1,757.98	0.00	0.00	0.00	1,757.98	1,757.98
	ACWA Fall Conference Ex	0.00	0.00		010-010-52110			1,757.98	0.00	0.00	0.00	1,757.98	1,757.98
					050-010-52110				878.99				
									878.99				
03092 - Rich, Dan													
Exp Reimb 09-2018	Mileage Reimb-EE BBQ			9/30/2018		53350	10/15/2018	6.00	0.00	0.00	0.00	6.00	6.00
	Mileage Reimb-EE BBQ	0.00	0.00		010-010-52110			6.00	0.00	0.00	0.00	6.00	6.00
					050-010-52110				3.00				
									3.00				
Exp Reimb 10-2018	Mileage Reimbursement-SGA 20th Anniversa10/18/2018					53488	11/13/2018	9.27	0.00	0.00	0.00	9.27	9.27
	Mileage Reimbursement-	0.00	0.00		010-010-52110			9.27	0.00	0.00	0.00	9.27	9.27
					050-010-52110				4.64				
									4.63				
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimb 11-20:11/30/2018					53633	12/17/2018	213.43	0.00	0.00	0.00	213.43	213.43
	ACWA Fall Conference Ex	0.00	0.00		010-010-52110			213.43	0.00	0.00	0.00	213.43	213.43
					050-010-52110				106.72				
									106.71				
02162 - Tobin, Pamela													
Exp Reimb 01-2019	Mileage Reimbursement-Variou Meetings 1/31/2019					405847	2/11/2019	160.70	0.00	0.00	0.00	160.70	160.70
	Mileage Reimbursement-	0.00	0.00		010-010-52110			160.70	0.00	0.00	0.00	160.70	160.70
					050-010-52110				80.35				
									80.35				
Exp Reimb 02-2019	Exp Reimb-ACWA Conf & Mileage Variou M€2/28/2019					405900	3/11/2019	286.72	0.00	0.00	0.00	286.72	286.72
	Exp Reimb-ACWA Conf &	0.00	0.00		010-010-52110			286.72	0.00	0.00	0.00	286.72	286.72
					050-010-52110				143.36				
									143.36				
Exp Reimb 07-2018	Mileage Exp Reimb-Variou Meetings& ACW/7/30/2018					405547	8/7/2018	105.75	0.00	0.00	0.00	105.75	105.75

Vendor History Report

Posting Date Range 07/01/2018 - 02/28/2019

Payable Number	Description	Post Date	1099	Payment Number	Payment Date	Amount	Shipping	Tax	Discount	Net	Payment	
Item Description	Units	Price	Amount	Account Number	Account Name	Dist Amount						
Mileage Exp Reimb-Vario	0.00	0.00	105.75	010-010-52110	Training - Meetings, Education & Trai	52.88						
				050-010-52110	Training - Meetings, Education & Trai	52.87						
Exp Reimb 08-2018	Mileage Expense Reimbursement-Variou	8/31/2018		405608								
Mileage Expense Reimbu	0.00	0.00	38.70	010-010-52110	Training - Meetings, Education & Trai	19.35						
				050-010-52110	Training - Meetings, Education & Trai	19.35						
Exp Reimb 09-2018	Mileage & Exp Reimb-Variou Meetings	9/30/2018		405667								
Mileage & Exp Reimb-Var	0.00	0.00	173.33	010-010-52110	Training - Meetings, Education & Trai	86.66						
				050-010-52110	Training - Meetings, Education & Trai	86.67						
Exp Reimb 10-2018	Mileage Reimbursement-Variou Meetings	10/26/2018		405718								
Mileage Reimbursement-	0.00	0.00	83.93	010-010-52110	Training - Meetings, Education & Trai	41.97						
				050-010-52110	Training - Meetings, Education & Trai	41.96						
Exp Reimb 11-2018	ACWA Fall Conference Expense Reimburse	11/30/2018		405758								
ACWA Fall Conference Ex	0.00	0.00	321.59	010-010-52110	Training - Meetings, Education & Trai	160.80						
				050-010-52110	Training - Meetings, Education & Trai	160.79						
Exp Reimb 12-2018	Mileage Reimbursement Variou Meetings	12/26/2018		405803								
Mileage Reimbursement	0.00	0.00	19.62	010-010-52110	Training - Meetings, Education & Trai	9.81						
				050-010-52110	Training - Meetings, Education & Trai	9.81						
Vendors: (4)						Total 01 - Vendor Set 01:	3,782.42	0.00	0.00	0.00	3,782.42	3,782.42
Vendors: (4)						Report Total:	3,782.42	0.00	0.00	0.00	3,782.42	3,782.42



Payroll Set: 01-San Juan Water District

Employee Number	Employee Name	Pay Code	# of Payments	Units	Pay Amount
0690	Costa,Ted	Reg - Regular Hours	8	35.00	4,375.00
			0690 - Costa Total:	35.00	4,375.00
1028	Hanneman,Martin W	Reg - Regular Hours	8	36.00	4,500.00
			1028 - Hanneman Total:	36.00	4,500.00
0670	Miller,Ken	Reg - Regular Hours	8	29.00	3,625.00
			0670 - Miller Total:	29.00	3,625.00
1003	Rich,Daniel T	Reg - Regular Hours	8	23.00	2,875.00
			1003 - Rich Total:	23.00	2,875.00
0650	Tobin,Pamela	Reg - Regular Hours	8	53.00	6,625.00
			0650 - Tobin Total:	53.00	6,625.00
			Report Total:	176.00	22,000.00



Payroll Set: 01-San Juan Water District

<u>Account</u>	<u>Account Description</u>	<u>Units</u>	<u>Pay Amount</u>
010-010-58110	Director - Stipend	88.00	11,000.00
	010 - WHOLESALE Total:	88.00	11,000.00
050-010-58110	Director - Stipend	88.00	11,000.00
	050 - RETAIL Total:	88.00	11,000.00
	Report Total:	176.00	22,000.00



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	40	176.00	22,000.00
		Report Total:	176.00	22,000.00

2018/19 Actual Deliveries and Revenue - By Wholesale Customer Agency

July 2018 - February 2019								
	Budgeted Deliveries	Budgeted Revenue	Actual Deliveries	Actual Revenue	Delivery Variance		Revenue Variance	
San Juan Retail	7,856	\$ 1,999,075	7,699	\$ 1,986,350	(157)	-2.0%	\$ (12,726)	-0.6%
Citrus Heights Water District	7,153	\$ 2,004,953	6,344	\$ 1,939,260	(810)	-11.3%	\$ (65,694)	-3.3%
Fair Oaks Water District	5,058	\$ 1,437,250	4,284	\$ 1,940,935	(773)	-15.3%	\$ 503,685	35.0%
Orange Vale Water Co.	2,622	\$ 677,574	2,717	\$ 685,321	95	3.6%	\$ 7,748	1.1%
City of Folsom	788	\$ 198,665	748	\$ 195,446	(40)	-5.0%	\$ (3,218)	-1.6%
Granite Bay Golf Course	197	\$ 8,518	201	\$ 8,685	4	2.0%	\$ 167	2.0%
Sac Suburban Water District	8,400	\$ 1,482,516	9,693	\$ 1,731,536	1,293	15.4%	\$ 249,020	16.8%
Water Transfer	3,840	\$ 1,536,000	3,050	\$ 1,220,008	(790)	-20.6%	\$ (315,992)	-20.6%
TOTAL	35,913	\$ 9,344,551	34,736	\$ 9,707,541	(1,177.34)	-3.3%	\$ 362,990	3.9%

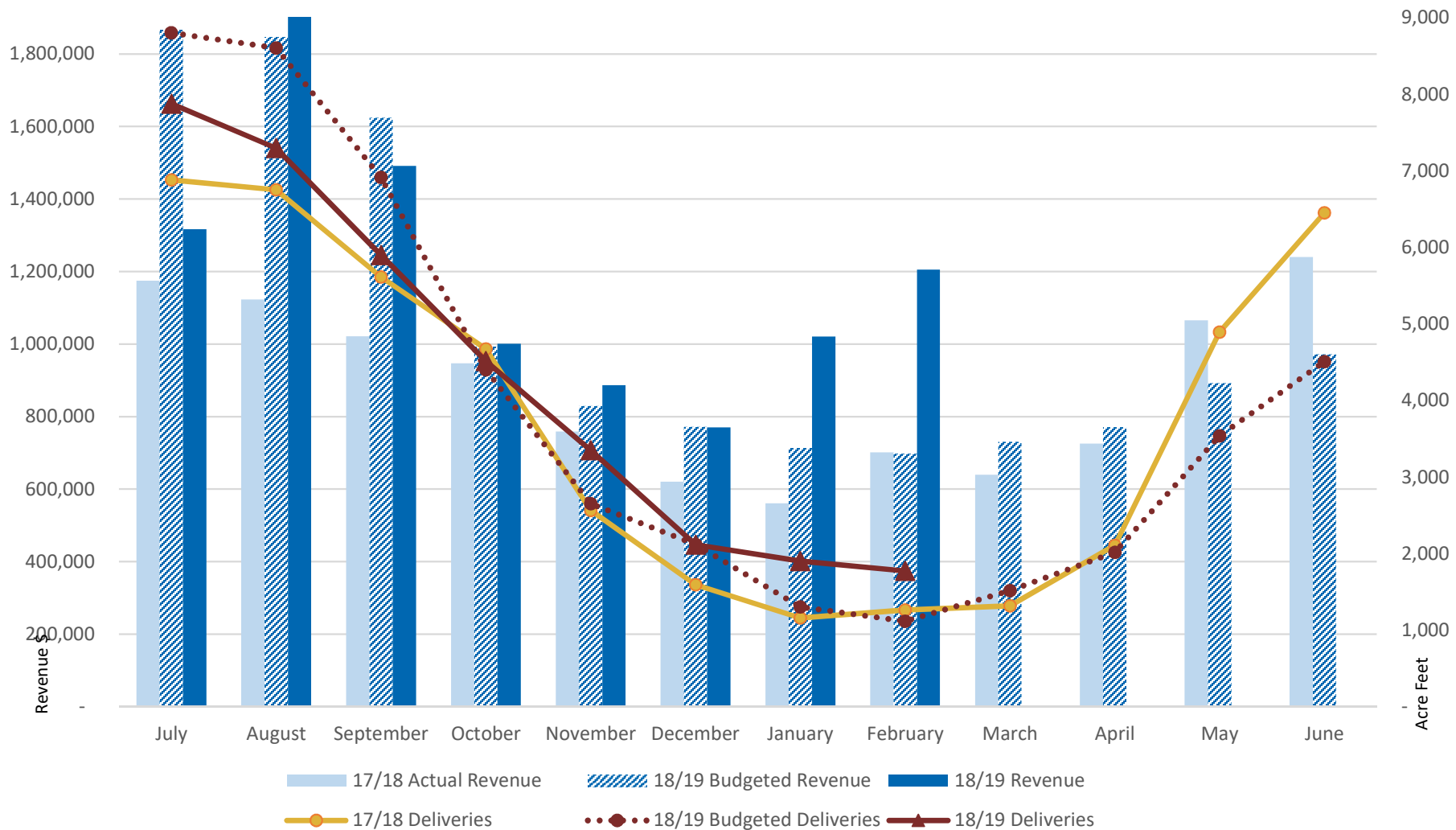
Budgeted Deliveries	35,913.43
Actual Deliveries	34,736.09
Difference	(1,177.34)
	-3%
Budgeted Water Sale Revenue	\$9,344,551
Actual Water Sale Revenue	\$9,707,541
Difference	\$ 362,990
	3.9%

Conclusion:

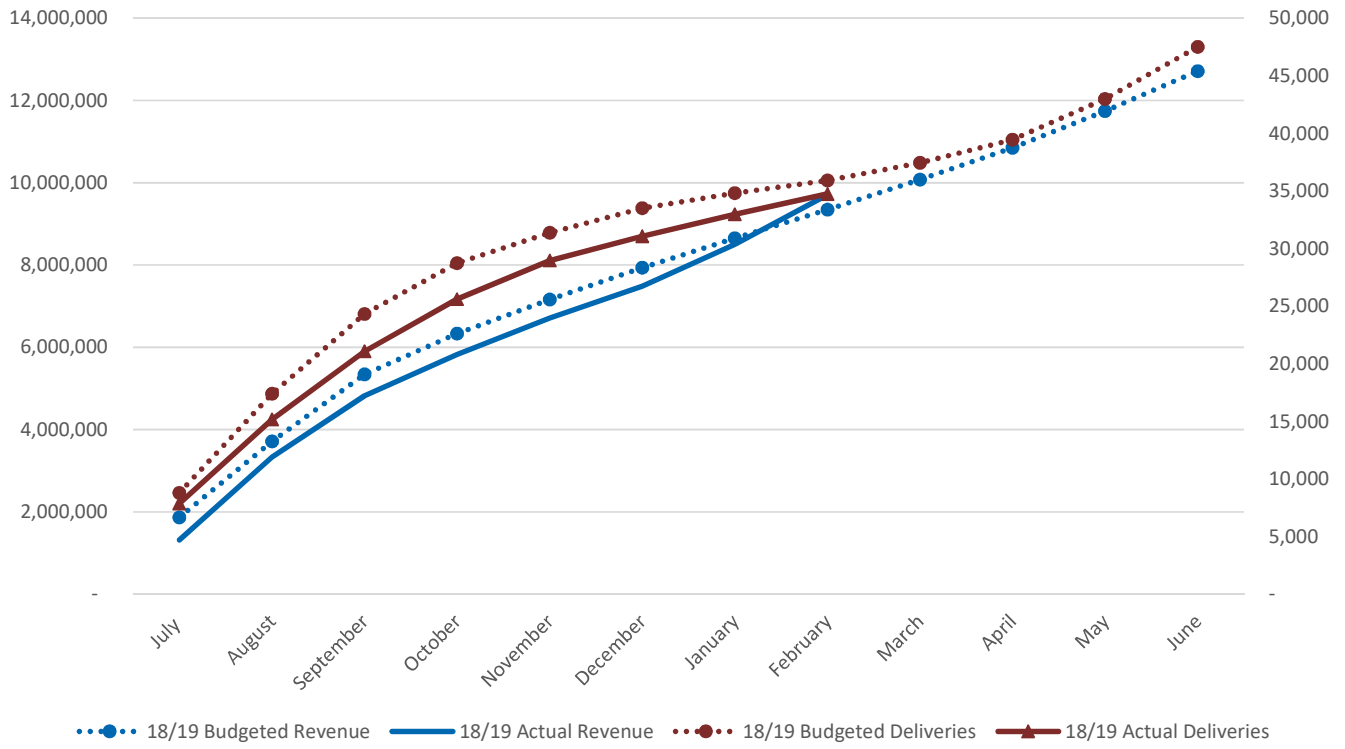
October through February water deliveries were higher than anticipated in this monthly budget, but not enough to offset the lower than expected deliveries in July through September. Sacramento Suburban Water District (SSWD) continues to have us treat their PCWA water, in an amount greater than anticipated, almost offsetting the total negative variance. The budget anticipated treating water for SSWD through December, but they have continued through February and are expected to continue through 2019.

Deliveries remain slightly under budget, due to less than anticipated deliveries to San Juan Retail, Citrus Heights and Fair Oaks, but have improved to 3% below budget. Revenues for this period have now surpassed expectations, by 3.9%, due to the continued treatment of SSWD's water. The lower than anticipated water transfer is partially offset by a decrease in the amount owed to Citrus Heights and Fair Oaks for water transfer is partially offset by a decrease in the amount owed to Citrus Heights and Fair Oaks for groundwater, which is not factored into this analysis.

Comparison of Fiscal Year 2017/2018 Actual to 2018/2019 Projections of Deliveries and Revenue



Cumulative Water Deliveries and Revenues FY 2018-19



**Personnel Committee Meeting
San Juan Water District
February 22, 2019
11:00 a.m.**

Committee Members: Ken Miller, Chair
Marty Hanneman, Director

District Staff: Paul Helliker, General Manager (GM)
Tony Barela, Operations Manager (OM)
George Machado, Field Services Manager
Adam Larsen, Distribution Lead
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Shellie Anderson, Bryce Consulting
Ted Costa, CHWD Customer (SJWD Board Director)

Topics: Compensation Study Update (W & R)
Field Services Workload and Staffing Evaluation (R)
Other Personnel Matters (W & R)
Public Comment (W & R)
Closed Session
Open Session

Director Miller noted that Mr. Ted Costa, SJWD Board Director, was present at the meeting.

1. Compensation Study Update (W & R)

GM Helliker informed the committee that Ms. Shellie Anderson with Bryce Consulting will provide assistance with the 2019 Compensation Study. He explained that Bryce Consulting will be doing compensation studies for both Carmichael Water District and San Juan Water District, which will generate a cost savings. He informed the committee that the last study was completed in 2015 and that Board policy recommends that a compensation study be performed every 4-5 years. In addition, he informed the committee that staff is looking to receive general direction on selection of comparator agencies for the 2019 Compensation Study at this time.

Ms. Anderson reviewed the potential comparator agencies with the committee. She explained that it is important that the agencies have comparable budgets, FTEs, connections, water treatment system rating, have a water distribution system and be located in the region where recruiting may come from. She explained that she used the 2015 comparator agencies; however, she recommends removing Dublin San Ramon Services District, Sonoma County Water Agency, and South Tahoe Public Utility District, and adding Carmichael Water District, City of Fairfield and possibly West Sacramento. She reported that she reviewed the list with the SJWD managers and they agreed with her recommendations. In addition, she provided the committee with the Recommended Data Elements, which will be attached to the minutes.

The committee discussed the recommended comparator agencies and would like to add one agency from the Central Valley, one from Southern California and the City of Vallejo. Ms. Anderson will add the additional agencies to the list and will provide an updated table at the Board meeting on Monday.

2. Field Services Workload and Staffing Evaluation (R)

Mr. Barela conducted a presentation and provided the committee with a written staff report which will be attached to the minutes. He explained that the Field Services Department implemented Time and Goal Tracking in 2017. He explained that goals were set for various tasks and projects, and critical programs were identified and tracked. He informed the committee that a number of the 2017 and 2018 goals were not achieved.

Mr. Barela reviewed the program preventative maintenance goals, a breakdown of staff time, some deficiencies that were found over the course of the year which will need further staff attention under the flushing, hydrant, and ARV programs, and the District's organization chart for the Field Services Department. Mr. Barela stated that the District's current distribution maintenance goals are not in line with the AWWA recommended standards and not in line with current practices for proper maintenance of the system. Additionally, Mr. Barela noted that the Field Services Department staffing has not changed in approximately 25-years and presented the increase in duties related to operational and regulatory requirements in that time.

Mr. Barela informed the committee that there are two options that are available to help the District meet its Field Services goals. One option is to outsource some of the work which is anticipated to cost the District approximately \$300,000 per year and the other option would be to hire a Qualified CMMS/GIS Coordinator and one Distribution Operator II at a cost of approximately \$227,850 annually along with a one-time purchase of a field vehicle at an approximate cost of \$80,000. In addition, the Distribution Operator who currently performs the CMMS duties would be moved back to field operation duties. He explained that outsourcing the work will cost the District more on an annual basis and would not cover the District's CMMS/GIS needs. Therefore, staff's recommendation is to add one new Distribution Operator position, and create and fill a new CMMS/GIS Coordinator position.

Mr. Barela explained that the positions are not included in the current 5-Year Financial Plan and, therefore, three CIP projects would need to be deferred to a later date in order to account for the positions for the next two years. In addition, he explained that a one-time maximum 2 to 3% rate increase will likely be needed to fund the positions or the outsourcing of the work after the next financial plan.

The committee discussed staff's recommendation and voiced concern regarding the anticipated rate increase. Mr. Barela noted that the staffing level is insufficient to ensure proper maintenance of the distribution system and to support CMMS/GIS for

success. The committee would like the full Board to review this item. Mr. Barela informed the committee that this topic will be on the March Board agenda.

3. Other Personnel Matters

There were no other matters discussed.

4. Public Comment

Mr. Costa addressed the committee as a Citrus Heights Water District customer and voiced concern regarding the cost per connection.

5. Closed Session

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

6. Open Session

There was no report from the Closed Session.

The meeting was adjourned at 12:33 p.m.

San Juan Water District
Recommended Data Elements

In Datasheets

- ◆ Title of comparable class
- ◆ Minimum and maximum monthly salary
- ◆ Employer pick-up of the employee contribution for retirement (new “Classic” members)
- ◆ Employer contribution towards deferred compensation
- ◆ Longevity Pay at Year 10
- ◆ Education/Certification Pay
- ◆ Employer contribution towards cafeteria plan, health, dental, vision insurance
- ◆ Employer paid life insurance
- ◆ Employer paid long term disability insurance
- ◆ Retiree Health Savings Account contribution
- ◆ Social Security
- ◆ Employee pick-up of employer contribution for retirement

In Summary Tables

- ◆ Cost of living information including date and amount of last and next cost of living increase
- ◆ Retirement benefit, formula and employer’s rate
- ◆ Retiree health benefit information
- ◆ Paid leave (vacation, sick leave, holidays, administrative/management leave)

STAFF REPORT

To: Personnel Committee
From: Tony Barela, Operations Manager
Date: February 22, 2019
Subject: Field Services Workload and Staffing Evaluation

RECOMMENDED ACTION

Staff recommends a motion to add one new Distribution Operator (R) position to the Field Services Department and create and fill a new CMMS/GIS Coordinator (R/W) position.

BACKGROUND

Field Services Department Evaluation

Staffing levels in the Field Services Department has not increase since 1995. Since that time, there have been significant changes to their duties within the department, increase in workload, regulatory and safety requirements, defined goals for maintenance, along with a significant increase in the number of connections in the system. Some of these departmental changes are listed below.

Table 1 – Field Services Department Changes

Year	Action	Change
2005	Pump Stations moved to Field Services	Moved Field Operator to Pumps
2006	CMMS Added to Field Services Ops	Moved Field Operator to a Desk
2007	Backflow Testing Moved In-House	Increase from 450 to 956 BFs in 9-years
2015	WQ Reporting Moved to Field Services	Added to Pump Lead Duties
2015	Additional Support for Pumps Team	Moved Field Operator to Pumps

Starting in 2017, the department defined and tracked maintenance goals for distribution system maintenance and time allocation on a daily basis. Goals for regular maintenance items, such as valve exercising and hydrant and ARV maintenance, were established based on a 10-year recurrence cycle. AWWA's recommended best practice is to exercise valves every five years, so San Juan's goal would result in a frequency of ½ of the AWWA recommended level. See Table 2 for District vs AWWA maintenance goals.

Table 2 – Maintenance Goals Recurrence Cycle

Program	Current Maint. Recurrence Cycle	AWWA Best Practices Maint. Recur. Cycle	Desired Maint. Recurrence Cycle
Valve Exercising	10-Year	5-Years	5-Years
Hydrant Testing/Maintenance	10-Year	Annually	5-Years
Air Release Valve Testing/Maint.	10-Year	Annually	5-Years
Backflow Testing	Annually	Annually	Annually
Flushing	Monthly/Annually	As Needed	Monthly/Annually
Meter Replacement/Testing	100-years (1%)		20-Years

The 2017 results were presented to the Engineering Committee on February 14, 2018. Although the defined department goals were not fully achieved in 2017, staff wanted another year of data to determine if efficiencies could be found in operations to meet the goals. No Board action was requested by Staff at the February 2018 Engineering Committee meeting.

Tracking goals and time allocation continued through 2018. Refinements were made to operations in an attempt to achieve the goals. Although efficiencies were created throughout the year, we again failed to meet the defined goals.

CMMS/GIS Coordinator

A Computerized Maintenance Management System (CMMS) was introduced to Field Services in 2006. The program was established primarily for Field Operations in the distribution system. A consultant was hired to create an asset hierarchy, input assets, and develop the work order structure. Once the system was implemented, a field operator was provided some training and was moved from the field and placed at a desk to manage the system for the department. In 2012, CMMS started to be utilized by Water Treatment Plant (WTP) personnel to track their asset registry, maintenance, and work order management for work at the plant. The system at the WTP was primarily developed in-house by WTP personnel.

At the time the program was introduced to the District, standards for managing assets and work orders were not created. Therefore, over time, inconsistent information has been added to the system, inefficiencies for inputting the information developed, and customizations has made it difficult to manage CMMS version upgrades. Staff is currently working with a consultant to develop a Design Guide for CMMS. This document will establish standards to be used to manage all aspects of CMMS. The goal is to standardize the program across the District and clean up past information in the system.

The proposed CMMS/GIS Coordinator is an analyst position for the management of CMMS operations and will additionally provide GIS support to the Engineering

Department. The job description for this position is attached (Attachment 1). The position will manage CMMS, provide QA/QC for asset and work order information, provide training for the Team, manage system upgrades, and manage reporting development for department Managers. In addition to the CMMS duties, the position will also support the Engineering Department in the new GIS development and coordination. This position is also a recommendation supported by the Consultant currently evaluating our system.

Distribution & CMMS/GIS Position Evaluation

In order to meet the goals established by the department, either outside contracting is required or restructuring of the department is needed with new field positions established. Both of these options have been evaluated and will be presented to the Committee.

Staff met with Xylem, a firm that offers valve exercising and hydrant maintenance services for District's like San Juan Water District. In developing the comparison, costs to achieve the desired goals for these activities were established (See Table 3). Additionally, Staff looked at additional contractor assistance for backflow testing and leak repair. The base cost for these activities is estimated to be approximately \$300,000/Yr. If this option was selected, this would shift approximately 1,950 hours of staff time to tasks in the set of Departmental goals that were not being accomplished. This shifted time should be sufficient to complete the ARV maintenance and flushing operations goals and allow approximately 530 hours for other maintenance items. However, this option does not address the CMMS/GIS need and provides less time than the preferred options listed below for required deficiency corrections related to inspection and maintenance items listed above

Table 3 – Contracting Option Evaluation

Task	Desired Goal	Contractor Cost	Staff Time Remaining	Staff Time Spent 2018
Valve Exercising	600	\$50,000	48	265.5
Hydrant Maint.	300	\$30,000	32	97
Backflow Testing	400	\$10,000	722	1,015
Leak Repair	35 (55 Total)	<u>\$210,000</u>	<u>960</u>	<u>2,334</u>
		\$300,000	1,760	3,712

The second option includes the adding a new Distribution Operator II position, and moving the distribution operator currently performing CMMS duties back to field duties. This option would include hiring a CMMS/GIS Coordinator, to take over the duties previously accomplished by the distribution operator/CMMS position. Field crews typically work as a pair in the field. This allows them to safely and efficiently achieve maintenance goals in the system. The objective of the proposed action is to add a paired crew in the field and hire a trained analyst in the CMMS/GIS Coordinator position. Filling the newly defined CMMS/GIS Coordinator position will allow the existing Distribution Operator, currently working at a desk, to move back to the field and pair up with the new Distribution Operator. This restructuring will put a qualified analyst

in charge of CMMS, provide needed assistance for GIS, and provides a paired crew to achieve the maintenance goals as defined. Allowing time for time off and non-Operational duties, it is estimated that more than 2,700 hours will be made available for maintenance tasks. It is anticipated that this pairing will enable the Field Services Team to achieve the defined goals as established above, and provide approximately 850 hours for other maintenance repairs as they arise.

Upon evaluation of the different alternatives, Staff recommends the restructuring of the Department as the preferred option.

FINANCIAL CONSIDERATIONS

Staff has conducted a review of similar positions at neighboring agencies, and has identified competitive salary ranges as defined below. The total cost of this position, at the maximum salary plus benefits, is also defined. In addition to the positions, a new truck would be required for their use. The Field Services Department reallocated a truck to the WTP in 2017, so this would replace that vehicle.

Since these positions are not included in the current 5-year financial plan, Staff has identified three projects that can be postponed to off-set the cost of the two positions. The new positions would be included in the next 5-year financial plan. It is anticipated that the revenue required to support these positions would require a one-time increase in rates of between 2 to 3%. Distribution Operator is 100% Retail and the CMMS/GIS Coordinator will be 75% Retail /25% Wholesale.

Staff recommends hiring a full-time Distribution Operator II and CMMS/GIS Coordinator position as defined above.

Position	Base Salary Range	Max. Salary Plus Benefits
Distribution Operator II	\$61,588 - \$73,923	\$104,250
CMMS/GIS Coordinator	\$73,049 - \$87,672	<u>\$123,600</u>
Total Salary:		\$227,850
Other One-Time Cost:		
Truck w/Tools:		\$80,000

**Public Information Committee Meeting Minutes
San Juan Water District
March 7, 2019
2:00 p.m.**

Committee Members: Marty Hanneman (Chair)
Pam Tobin, Member

District Staff & Consultants: Paul Helliker, General Manager
Tony Barela, Operations Manager
Donna Silva, Finance Director
Teri Grant, Board Secretary/Administrative Assistant
Lucy Eidam, Lucy & Company
Meagan Luevano, Lucy & Company

Members of the Public: Doug Carlson, Carlson Communications

Topics: Meter Clearance Update (R)
Update on Wholesale Toolkit (W)
Other Public Information Matters
Public Comment

1. Meter Clearance Update (R)

Mr. Helliker reviewed the written staff report which Ms. Lisa Brown provided to the committee. A copy of the staff report will be attached to the minutes. He explained the ongoing struggle to obtain access to meters that are hidden by customers' landscape and the increased effort by staff to implement the meter box clearance program.

The committee discussed the issue. Mr. Barela explained that he interprets the District's ordinance to require all trees, shrubs, or other obstacles be no closer than two feet from the edge of the meter box. Ms. Silva stated that staff should be given the discretion to enforce the ordinance as needed. Mr. Helliker informed the committee that if a modification of the ordinance is needed then it will be brought back for review.

2. Update on Wholesale Toolkit (W)

Ms. Luevano provided the committee with a copy of the wholesale mailer that was sent out in January and is posted on the District's website. In addition, she provided the analytical report regarding the two wholesale e-blasts that were sent out in November and February, and informed the committee that two additional e-blasts will be sent this fiscal year, probably in April and June.

Ms. Eidam informed the committee that the wholesale toolkit was sent to the wholesale customer agencies last year and the next toolkit is being worked on.

3. Other Public Information Matters

Director Hanneman suggested that communication to customers regarding rate increases be increased. The committee discussed this and would like to include information on rates as an extra video clip.

Ms. Luevano provided the committee with a Video Production Outline for SJWD Retail video clips, which will be attached to the minutes. She will add the rate increase topic. She explained that the Source video clip could be linked directly on the From Source to Tap infographic webpage.

Ms. Luevano informed the committee that there will be two more WaterGrams and e-blasts this fiscal year for SJWD Retail.

4. Public Comment

Mr. Doug Carlson introduced himself and informed the committee that he will be conducting a media training session for some staff in a couple weeks.

The meeting adjourned at 2:39 pm.

STAFF REPORT

To: Public Information Committee
From: Lisa Brown, Customer Service Manager
Date: March 7, 2019
Subject: Meter Box Clearance Requirements

RECOMMENDED ACTION

For information only. This item was discussed with the Engineering Committee, as well.

BACKGROUND

The District has had Ordinance 9000 Section 05 (A) in place since July 2006. It states the customer shall maintain unrestricted and visible access to the water meter and other water appurtenances (e.g. fire hydrants, air release valves, etc.) at all times. All trees, shrubs, or other obstacles must be maintained no closer than two feet from the edge of the meter box. Roughly 30% of the meters installed are not located near a curb or street and are located 10 to 15' into a customer's landscape surrounded by trees and shrubs.

In 2017 staff ramped up enforcement and created a meter box clearance program. Over 750 meter boxes have been cleared but staff has been lenient on the 2 foot clearance requirement when customers communicated that modifications would negatively affect landscape aesthetics. After internal discussion, agreement was reached to begin enforcing the ordinance as written. As meters age, more meters are failing and/or leaking thus increasing the need to keep the meter boxes clear. When making repairs, staff needs sufficient room around the meter box to safely replace the meter or repair a leak. Also of great concern is root intrusion. When plants are located too close to the meter box, roots begin to occupy the meter box making reading and repairs very difficult and can break service lines causing further damage. Overgrown meter boxes are difficult to find and read and staff must remove planting material prior to making repairs.

CURRENT STATUS

Staff estimates that 65% of the 10,700 connections do not meet the 2 foot clearance requirement and, in January, staff began providing notice to all customers that are out of compliance. Many customers are calling to communicate their disdain for receiving a meter box clearance letter when they feel their current clearance is sufficient. Staff wanted to apprise the Board of the increased enforcement efforts and to be aware that certain customers receiving clearance notices are unhappy. Staff will do their best to remedy the concern but there is a possibility that the Board may receive correspondence from unhappy customers regarding the clearance request they received.

SJWD Retail
 Video Production Outline
 March 7, 2019 – **DRAFT**



2019 Retail Videos
 Production Outline

Topic	Description	Length	B Roll	On Camera Interview	Sound Bites
Capital Improvement Projects	Highlight projects and work done	:59	Location of Capital Improvement projects SJWD staff moving dirt SJWD staff working on a project	Rob Watson or Jonathan	<ul style="list-style-type: none"> • Personal staff introduction • Benefits of CIPs • How to prioritize CIPs • Examples of types of CIPs
Source	Where your water comes from	:30	Sierra Nevada Mtns. Folsom Lake Folsom Dam	Paul Helliker or water quality staff	<ul style="list-style-type: none"> • Personal staff introduction • Pristine water source • Oldest water rights • About how water travels from Sierra Nevadas to Folsom Lake
Smart Irrigation	Feature a staff member talking about the smart irrigation system and how it works	:59	Ken walking to irrigation system Ken programming system Sprinklers on	Ken Kirkland	<ul style="list-style-type: none"> • Personal staff introduction • Benefits of smart irrigation system • How it works • Tips and tools

Video Format

- B roll + topic introduction
- Personal staff introduction
 - Examples: My name is Rob Watson and I am the Engineering Services Manager at San Juan Water District.
- B roll + more about topic
- Closing and SJWD logo in bottom right corner of video

**Personnel Committee Meeting
San Juan Water District
March 11, 2019
12:30 p.m.**

Committee Members: Ken Miller, Chair
Marty Hanneman, Director

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

Topics: CMMS/GIS Coordinator Position (W & R)
Other Personnel Matters (W & R)
Open Session

1. CMMS/GIS Coordinator Position (W & R)

Mr. Barela informed the committee that the person fulfilling the Field Services Department CMMS duties at the District retired unexpectedly a couple weeks ago. Therefore, staff has re-evaluated the position, which was held by a Distribution Operator IV, and would like to change the title and job description for the position. He provided a staff report, which will be attached to the meeting minutes.

Mr. Barela explained that the position will be assigned GIS support duties for 25% of the time. In addition, it will be a wholesale (25%) and retail (75%) allocated position reporting to the Operations Manager, not to the Field Services Manager. He informed the committee that the salary range will remain the same and does not add additional staffing to the District. Mr. Helliker informed the committee that staff is still evaluating the Field Services Department staffing and will report back to the committee.

The committee discussed the position change and agreed with staff's recommendation.

The Personnel Committee recommends consideration of a motion to approve a new CMMS/GIS Coordinator (W/R) job description and salary range

2. Other Personnel Matters

Mr. Helliker reported that he had received the Sacramento Suburban Water District compensation study, and had transmitted it to the Board. He reviewed the study briefly with the committee, along with the 2015 SJWD Compensation Study, and the proposed agencies for comparison in the 2019 SJWD Compensation Study. He informed the committee that, once the consultant gathers the data for the SJWD Study, staff will bring the information to the committee for discussion. The Committee

and the Board will then discuss where in the market comparison to position salary levels for SJWD.

3. Public Comment

There were no public comments.

The meeting was adjourned at 12:45 p.m.

Attachment is included in Board Packet under Agenda Item III-2

Finance Committee Meeting Minutes
San Juan Water District
March 26, 2019
4:00 p.m.

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

District Staff: Paul Helliker, General Manager
Donna Silva, Director of Finance
Tony Barela, Operations Manager
Rob Watson, Engineering Services Manager
George Machado, Field Services Manager
Teri Grant, Board Secretary/Administrative Assistant

1. Review General Manager Reimbursements (W & R)

There was no reimbursement request from the General Manager.

2. Review Check Registers from January and February 2019 (W & R)

The committee reviewed the January and February 2019 check registers from the February 25th and March 27th Board meeting packets, respectively, and found them to be in order.

3. Cash Process (R)

Director Costa informed the committee that he asked that this item be on the agenda in order to review the cash handling at the District. Ms. Silva provided information regarding the District's cash handling process and explained that very little cash is received in the office; however, a new policy has been created and will be put into place in April regarding cash handling.

4. Operating Costs per Retail Account (R)

Mr. Helliker informed the committee that Director Costa requested more information regarding operating costs per connection. Ms. Silva provided a graph that will be attached to the minutes and explained that the District's cost per connection are higher than Citrus Heights and Fair Oaks water districts for various reasons. She stated that the San Juan Retail area is mainly served by booster pump stations, whereas the other agencies are delivered water via gravity feed. In addition, she explained that the lot sizes are larger in San Juan Retail which means there are less connections and more pipeline for the retail area than the other agencies. Mr. Helliker explained that the pumping stations use more electricity and require a team of three employees to operate and maintain all the pump stations on a 24 hour basis.

Director Miller commented that the agencies are different and explained that the same length of pipeline in San Juan Retail might have one connection whereas the other agencies might have ten connections which makes the cost per connection higher for the one connection even though maintenance on that pipeline costs the same for all agencies.

Ms. Silva explained that there are several factors that go into calculating the cost per connection. Director Costa stated that he will meet with Ms. Silva at the office to discuss in detail.

5. Lower Granite Bay Pump Station Generator Engine Repair (R)

Mr. Watson provided the committee with a staff report which will be attached to the meeting minutes. He explained that the generator underwent its regular service maintenance in December by a hired service technician. Evidence supports that during that service maintenance work, coolant entered the intake manifold and was carried into the number six cylinder resulting in hydrolocking and subsequent head gasket failure.

Mr. Watson explained that staff is recommending repair of the generator, which currently only has 70 hours of run time, so that the District can provide water supply in the event of a line power loss. He explained that, while the generator is down, staff has developed a work around in case of an emergency and would expect all repairs to be completed before peak demands begin. In addition, he informed the committee that staff will be seeking recovery of the repair costs.

The Finance Committee recommends consideration of a motion to award a service contract to Cummins Sales and Service for the amount of \$60,989 with a contingency amount of \$3,061 (5%) for a total authorized amount of \$64,050 for the repair of the failed LGB BPS generator engine.

In response to Director Costa's request, Mr. Helliker will look into state laws regarding diesel engines and will report back at a future meeting along with providing an update on the recovery of costs.

6. Other Finance Matters (W & R)

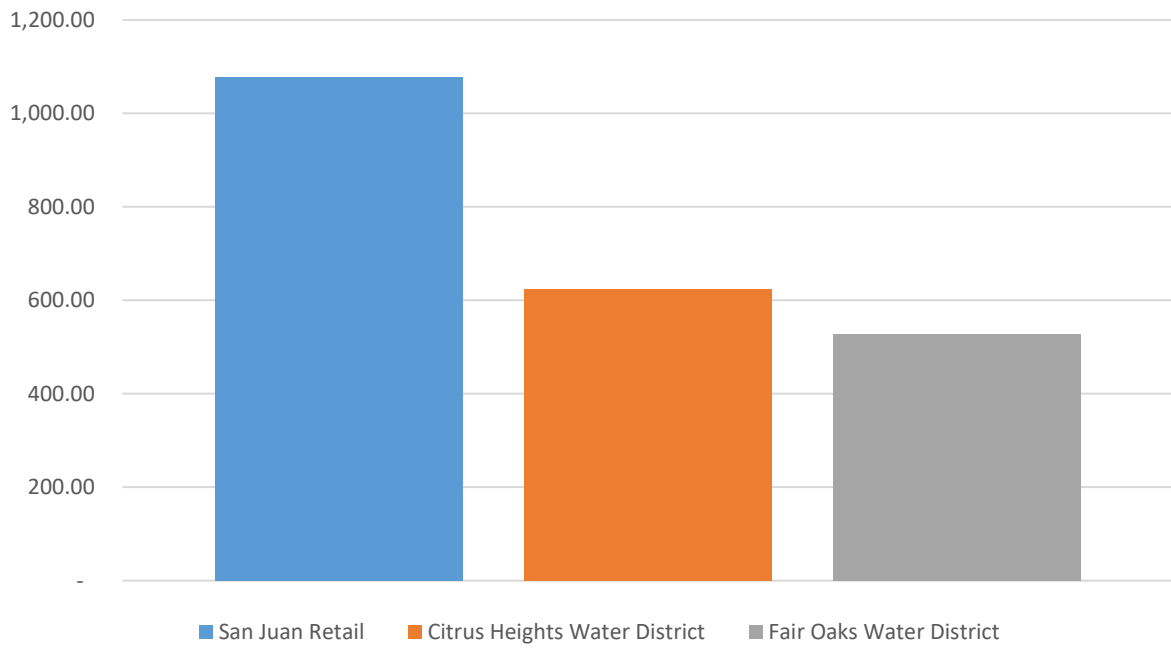
There were no other matters discussed.

7. Public Comment

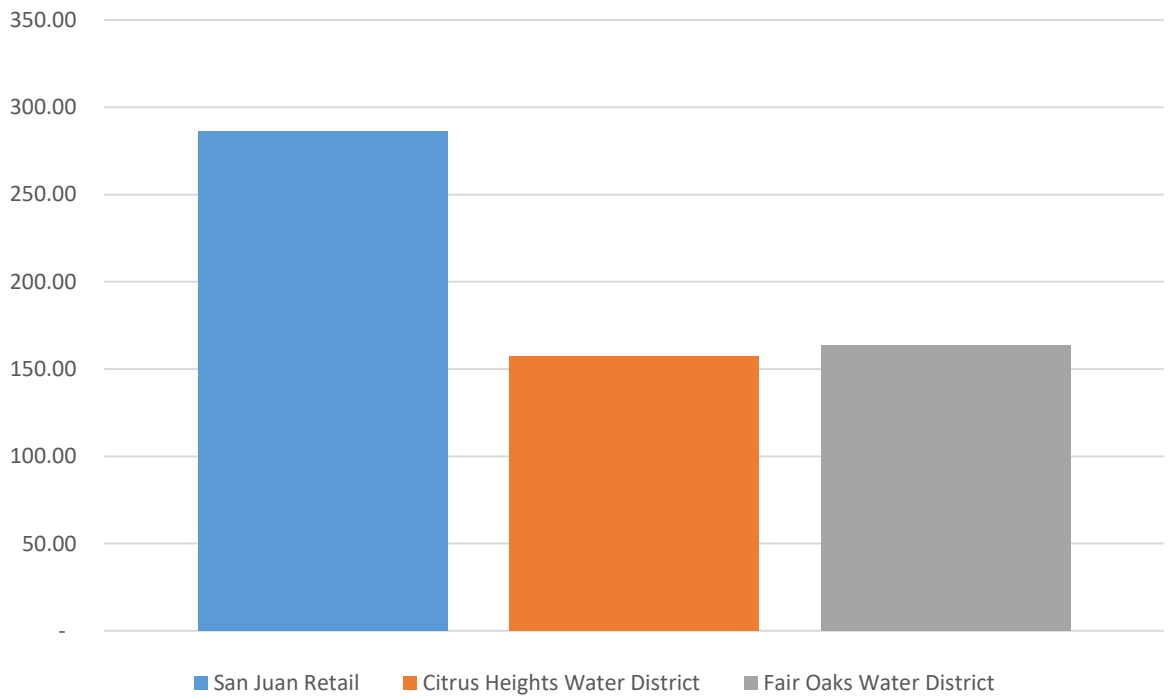
There were no public comments.

The meeting was adjourned at 4:36 p.m.

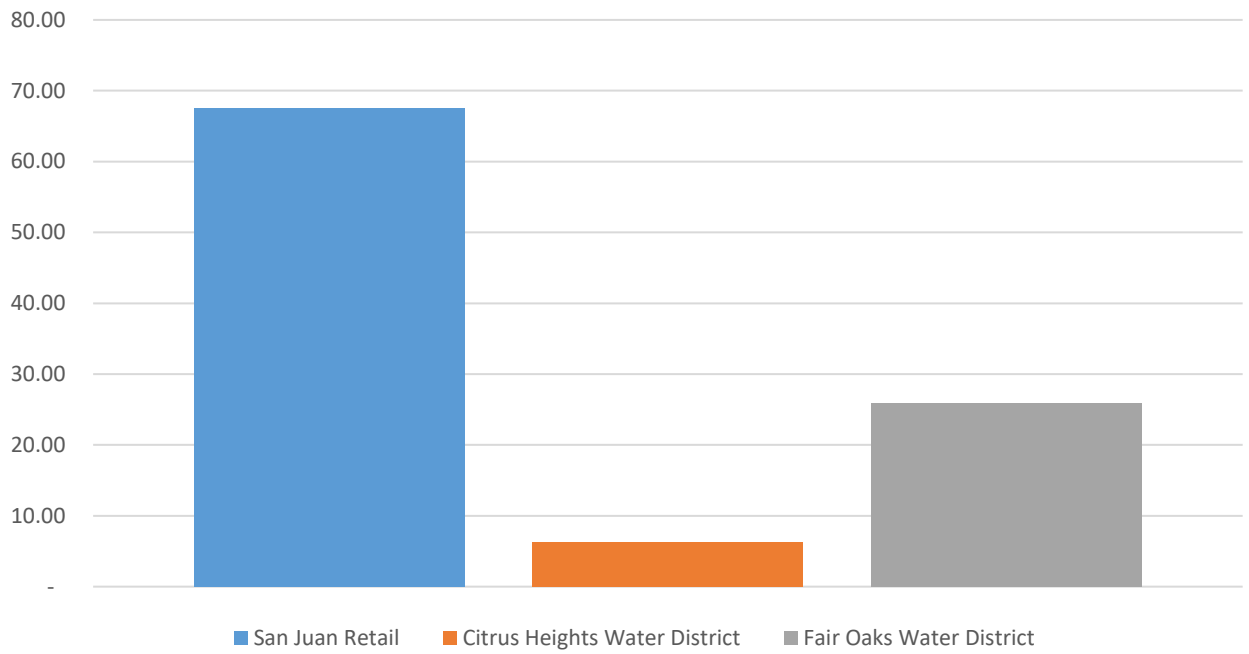
Operating Costs per Connection



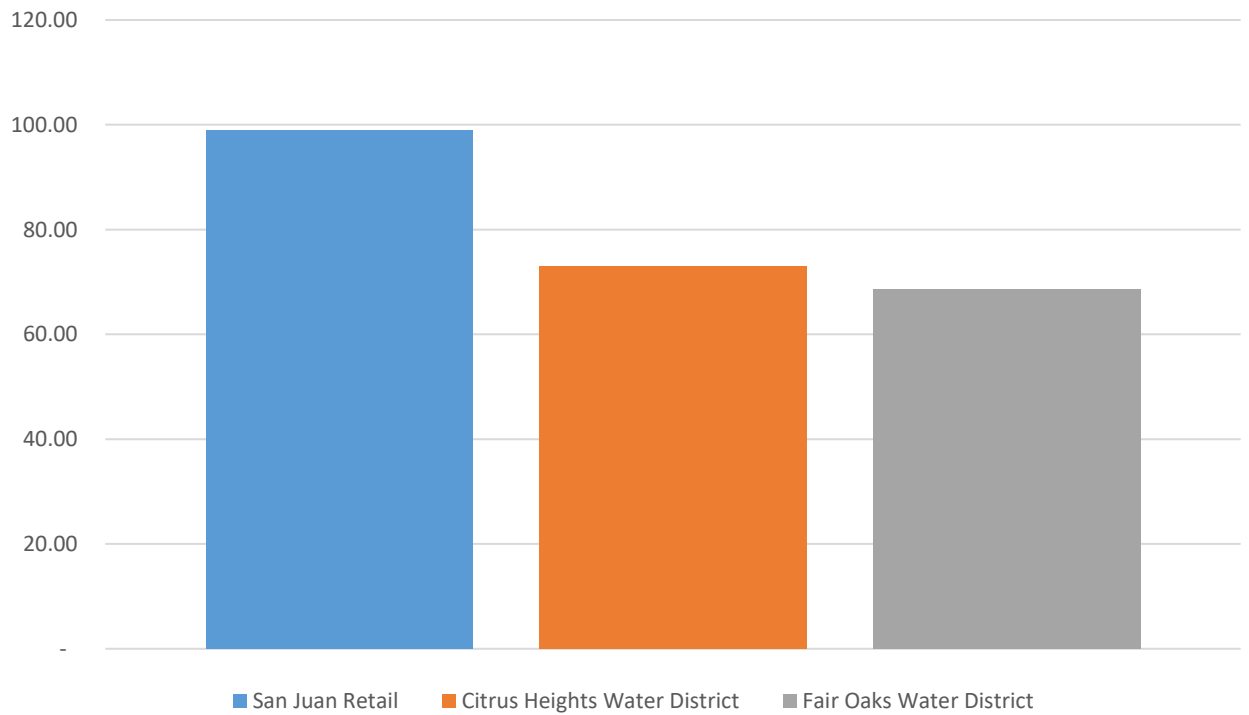
Water Supply Costs per Connection



Energy/Electricity Costs per Connection



Pipeline per Connection (Feet)



STAFF REPORT

To: Finance Committee
From: Rob Watson, Engineering Services Manager
George Machado, Field Services Manager
Date: March 26, 2019
Subject: Engine Repair for LGB Pump Station Generator

RECOMMENDED ACTION

Staff recommends awarding a service contract to Cummins Sales and Service for the amount of \$60,989 with a contingency amount of \$3,061 (5%) for a total authorized amount of \$64,050 for the repair of the failed LGB BPS generator engine.

BACKGROUND

The Lower Granite Bay generator engine suffered a failure on 12/17/18. The failure was identified as a blown head gasket for the Number 6 Cylinder. The cause of the failure was evaluated and identified as most likely attributed to coolant entering the intake manifold and being carried into the cylinder resulting in hydrolocking and subsequent head gasket failure.

Staff requested an evaluation of the failure from Cummins Sales and Service, Sacramento, which is the local area authorized generator service company. This firm is certified for repairs of this equipment by the manufacturer. Cummins service techs evaluated the engine and after several site visits and discussions with SJWD personnel there were three repair options identified to resolve the failure and place the engine back into service:

Option 1 – Minimum Repair – This option would consist of replacing the head gasket in situ, as well as other minimal repairs to place the engine back into service. For this option there would not be any warranty and there are risks that if other unidentified problems are present in the engine (such as a potentially No. 6 bent connecting rod) then the engine may suffer another failure at a later time. The estimated cost for this option is about \$16,000.

Option 2 – Shop Repair – This option would involve removing the engine and transporting it to the Cummins facility in Sacramento where it would be torn-down and all the parts would be inspected (including the connecting rods, etc.) to ensure they meet factory specifications and there are no other problems (such as cracks in the heads, cylinder liner issues, etc.). All components would be repaired or replaced as needed, and the engine would be rebuilt in a clean shop environment. This option would provide a minimum one-year warranty, and assurance that the engine should operate with the expected lifespan of a new engine. The estimated cost for this option is about \$61,000.

Option 3 – Replace Engine – This option would involve replacing the failed engine with a new factory supplied engine. This option would result in a factory warranty and an expectation of a normal service life. The estimated cost for this option is about \$180,000.

This engine is for a standby generator for a pump station and needs to be repaired as soon as possible.

FINANCIAL CONSIDERATIONS

This work and the cost was not anticipated and was not planned for in the FY 2018/19 budget. Funding for this cost would be provided from Retail reserves.